

FATIGUE MANAGEMENT CHECKLIST



The checklist below is designed to assist employers and others in the supply chain identify areas to be addressed to manage road vehicle driver fatigue risks. **It is to be used as a guide only.** It summarises basic fatigue management arrangements that should be in place. It does not include a comprehensive list of all potential issues a company might face under the law.

CHECKLIST	YES	NO	REASONS
Is there a Fatigue Policy in place that covers work-related road driving?			
Is there top-level, visible commitment to work-related road safety?			
Are roles and responsibilities for managing fatigue risks understood by all?			
Do drivers, schedulers and managers have the knowledge and skills to practice effective control of fatigue risks?			
Is continuous fatigue management information and training provided to staff with responsibilities for managing fatigue?			
Are driver fitness and health issues proactively managed?			
Do suppliers demonstrate their control of road driver fatigue risks prior to contracts being awarded?			
Is the workforce consulted on the management of fatigue risks?			
Are road driver fatigue risk assessments an integral part of the safety management system?			
Is sufficient daily and weekly rest taken into consideration when designing work schedules?			
Are drivers regularly required to drive during peak fatigue times (2am-6am and 2pm-4pm)?			
Are drivers required to travel long distances before or after long shifts?			
Are clear procedures in place for the provision of overnight accommodation, alternative transport, or a well-rested relief driver where necessary?			
Do work schedules allow sufficient time for road vehicle drivers to take adequate breaks?			

CHECKLIST	YES	NO	REASONS
Do journey times take into account common delays?			
Have the demands and nature of non-driving activities in those who drive to and from work been taken into account?			
Have acceptable in-house maximum road driving distances been set in consultation with the workforce?			
Are the regulations on daily and weekly driving hours complied with?			
Are road journeys safely routed?			
Are unnecessary road journeys eliminated?			
Do road journeys take sufficient account of adverse weather conditions?			
Are vehicles fit for purpose?			
Are shuttle services and/or car/ vehicle pooling used by road users to travel the same routes?			
Are fatigue controls regularly monitored and reviewed?			
Are stringent procedures in place to minimise risk when preceding fatigue risk controls are exceeded/ ineffective?			
Are drivers easily and without judgement able to report fatigue issues?			
Are all RTCs investigated to determine if fatigue was a contributory factor?			
Is sufficient RTC information recorded to distinguish between travel to/from work and regular commuting?			
Are all RTCs involving staff travelling on the road for work reported into SMIS?			
Are lessons learned following an RTC communicated to all staff as part of the continuous improvement process?			