

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Safety and Security

Title	Manage fatigue management policies and procedures
Code	LOCUSS503B
Range	This unit of competency is applicable to managers who take active roles in managing company's fatigue management policy in logistics service providers. Practitioners should be capable of fulfilling the applicable legislation and relevant regulations covering the management of fatigue in the workplace.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of fatigue management</p> <ul style="list-style-type: none"> • Know about fatigue management • Know about relevant regulatory requirements • Understand company policy and procedures <p>2. Identify or confirm legal requirements and responsibilities</p> <ul style="list-style-type: none"> • Identify and interpret current legal requirements, liabilities and responsibilities for effective fatigue management within the organisation • Obtain and review any existing fatigue management plans, policies and procedures • Identify, confirm and review internal risks concerning the potential effects of fatigue • Identify, confirm and review external risks within the supply chain of the organisation's services or products concerning the potential effects of fatigue, in accordance with regulations on fatigue management and the related chain of responsibility <p>3. Establish and improve fatigue management policy and procedures</p> <ul style="list-style-type: none"> • Develop, review and improve fatigue risk management systems implementation plan for the organisation • Develop, review and improve the fatigue risk management policy and procedures for the organisation in conjunction with relevant personnel • Obtain feedback from key stakeholders both within and outside of the organisation on the implementation plan and the related policy and procedures • Make appropriate adjustments to the plan, policy and procedures based on the feedback received • Obtain managerial approval for the fatigue risk management systems implementation plan and the related policy and procedures in accordance with organisational procedures • Distribute and present the fatigue risk management systems implementation plan and the related policy and procedures to relevant personnel in the organisation for implementation <p>4. Take action on the implementation of fatigue management policy</p> <ul style="list-style-type: none"> • Receive and interpret reports from designated personnel on the implementation of the organisation's fatigue risk management systems implementation plan and the related policy and procedures • Review, investigate and analyse accidents and safety incidents to identify the extent to which fatigue might have been a contributing factor

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	<ul style="list-style-type: none"> • Analyse the information provided in the reports indicating that fatigue management policy and procedures are not being correctly implemented and initiate an appropriate managerial response and related action • Identify opportunities for improvements to the organisation's fatigue risk management systems implementation plan and its related policy and procedures and take appropriate action to make the necessary adjustments <p>5. Identify breaches of regulations</p> <ul style="list-style-type: none"> • Identify and report breaches of fatigue management policy • Take action to assure relevant personnel who may have contributed to any breach of fatigue management policy, and provide feedback and information to avoid any recurrence of the breakdown in planned fatigue management processes • Take appropriate action to improve the procedures or address the culture in ways that aim to avoid any recurrence of the breakdown in planned fatigue management processes • Prepare and submit report on any breaches of fatigue management policy to designated personnel as per organisational procedures together with details of action taken to prevent a recurrence <p>6. Plan and organise adequate resources and operational systems</p> <ul style="list-style-type: none"> • Plan organisational budgets and resource allocation strategies to provide adequate resources for the implementation of the organisation's fatigue risk management systems • Undertake periodic reviews of budgetary and resource allocation arrangements as they relate to the implementation of the organisation's fatigue risk management systems and make appropriate improvements if required <p>7. Facilitate the training and assessment of staff on fatigue management policy and procedures</p> <ul style="list-style-type: none"> • Plan organisational training systems to provide competency-based on job/off job training opportunities as detailed in the organisation's strategic plan • Provide team leaders and supervisory and training staff with adequate opportunities to develop the required expertise to contribute to the organisation's fatigue management training and assessment activities • Undertake periodic reviews of fatigue management training systems and make appropriate improvements if required <p>8. Ensure compliance regulations and policy</p> <ul style="list-style-type: none"> • Review all operations systems and standard operating procedures in terms of their compliance with the organisation's fatigue management regulations and policy • Ensure operations systems are compliant with relevant regulations and policy; where necessary, make changes to operations systems and standard operating procedures • Hold appropriate discussions with relevant personnel in supplier or subcontractor companies with reference to the principles of 'chain of responsibility' to ensure their operation's systems and standard operating procedures are compliant with the fatigue management regulations and policy
<p>Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying or confirming fatigue management legal requirements and responsibilities; • Capable of improving fatigue management policy and procedures; • Capable of planning and organising adequate resources for operational systems; and

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	<ul style="list-style-type: none">• Capable of facilitating training and assessing staff on fatigue management policy and procedures
Remark	