

Module – TLIF3063A

Unit(s) of competency	TLIF3063A	Administer the Implementation of Fatigue Management Strategies
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Performance Criteria

Element title	Performance criteria	Location where assessed	
		Assessment or Activity	Question Number
1. Monitor the implementation of fatigue management strategies	1.1 Work activities of employees, subcontractors and suppliers in the supply chain of products and services are monitored in accordance with the organisation's fatigue risk management implementation plan	Review Questions	1, 2, 8
		IFMP	1-9
	1.2 Reviews are undertaken of scheduled versus actual hours of work and where a compliance breach is identified, appropriate action is taken to analyse the reasons concerned and to rectify the situation	DFMP	1-4
		IFMP	1-9
2. Recognise breaches of fatigue management policies, procedures and regulations	2.1 Signs and symptoms of fatigue in employees are identified in accordance with operational procedures	Review Questions	10
		FMP	5
	2.2 Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are recognised and reported as per standard procedures	DFMP	1-4
		IFMP	1-9
	2.3 Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures	IFMP	1-9
	2.4 Appropriate action is taken in conjunction with employees, subcontractors or suppliers concerned to ensure ongoing and future compliance with the organisation's fatigue management policy and procedures	IFMP	1-9
FMP		8	
3. Develop and assess staff competence in fatigue management	3.1 Appropriate training programs and learning resources are developed and provided to ensure that employees understand the organisation's fatigue management policies and procedures and the risks, causes and consequences of fatigue	Review Questions	12
		PTD	1
	3.2 Employees are assessed to confirm that they are competent in their understanding of the organisation's fatigue management strategies and can apply them to their day-to-day work activities and responsibilities	3 rd Party Report	
		Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
	3.3 Any deficiencies in the competence of individual employees to apply the organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided to the employee to enable her or him to achieve the competence required	3 rd Party Report	
Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management			

4. Provide feedback to employees on any shortcomings in fatigue management skills and knowledge	4.1 Evidence of any shortcomings in an employee's implementation of fatigue management strategies is obtained and interpreted from observation of signs and symptoms of fatigue in their work activities, periodic evaluations of work performance, and assessments of competence carried out as part of training and learning activities	3 rd Party Report	
		Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
	4.2 Employees are provided with feedback on any identified shortcomings in their implementation of fatigue management strategies and appropriate support and counselling is provided on how they might address these shortcomings	PTD	2, 5
	4.3 Where appropriate, further learning opportunities and information are provided to the employees to assist them in implementation of organisation's fatigue management strategies in their area of work activity	3 rd Party Report	
		Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
5. Report on the implementation of fatigue management policy	5.1 Periodic audits of the implementation of fatigue management strategies in the work areas of responsibility are carried out as per standard procedures	3 rd Party Report	
		Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
	5.2 Accidents and safety incidents are investigated and analysed to identify the extent to which fatigue might have been a contributing factor	Review Questions	5
	5.3 Reports on the implementation of the organisation's fatigue risk management system are prepared and submitted to designated personnel as per standard procedures	3 rd Party Report	
		Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	

Required skills and knowledge

Item	Required skills	Location where assessed	
		Assessment or Activity	Question Number
	Communicate effectively with others when implementing the organisation's fatigue risk management system	PTD	3
	Read and interpret documentation on an organisation's fatigue risk management system and related policy, instructions, procedures and regulations related to fatigue management and apply them to supervisory activities	Review Questions	1, 7, 8
	Recognise breaches of fatigue management strategies and regulations and take appropriate action in accordance with organisation's fatigue risk management system	DFMT	1-4
		IFMP	1-9
	Work collaboratively with employees and other management staff others to implement the organisation's fatigue risk management system	Review Questions	9
	Plan and organise training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system	PTD	1-5
	Plan and carry out audits and reviews of an organisation's fatigue risk management system	DFMT	1-4
	Modify activities and take appropriate initiatives to administer the implementation of an organisation's fatigue risk management system depending on differing contexts, risk situations and environments	PTD	4
	Adapt to any changes in regulations policies and procedures as they may relate to fatigue management	IFMP	1-9
		FMP	1-8
	Assist employees to identify their own learning needs on matters related to fatigue management	PTD	5

Item	Required knowledge	Location where assessed	
		Assessment or Activity	Question Number
	Relevant codes, regulations, permit and licence requirements related to fatigue management	Review Questions	1, 2, 3, 4, 6, 7, 8, 11, 15
		FMP	1, 2
	Relevant WHS regulations as they relate to fatigue	Review Questions	1, 2, 3, 4, 6, 7, 8, 11, 14
		FMP	1,2
	Organisation's fatigue risk management system as it relates to the operational areas being administered	Review Questions	9, 11, 12
	Organisation's fatigue risk management system and the workplace policies and procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents	Review Questions	13
	Responsibilities of both the organisation and individual employees for the implementation of fatigue management regulations and policies in an organisation including suppliers and sub-contractors in the supply chain of the organisation's services and products	FMP	3, 7, 8

Procedures for the auditing and review of an organisation's fatigue risk management system and related policy and procedures, and for reporting the outcomes of audits	3 rd Party Report	
	Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
The risks and hazards created by fatigue in the workplace	DFMP	1-4
	FMP	4
Causes and consequences of fatigue on both employees and an organisation	DFMP	1-4
	IFMP	1-9
How fatigue affects workplace performance	DFMP	1-4
How fatigue contributes to workplace accidents	DFMP	1-4
Ways of recognising fatigue	Review Questions	10
Strategies and ways of managing fatigue	FMP	7, 8
Factors which increase fatigue-related accidents	Review Questions	10
	FMP	6
Lifestyles which promote the effective long-term management of fatigue	3 rd Party Report	
	Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
Ways of assisting individuals to assess their own sleep patterns and to evaluate their own fitness for work. This may include information on identifying sleep disorders and obtaining appropriate treatment	3 rd Party Report	
	Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
Options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system, including initial induction training, in-depth training on fatigue and fatigue management techniques, remedial training where existing competence is assessed as being insufficient, and refresher training on fatigue management	Review Questions	12
Processes and resources for assessing employees' competence in fatigue management	3 rd Party Report	
	Candidate to use TLIF2010A activities to assess employee knowledge of fatigue management	
Ways of providing feedback to employees on any identified deficiencies in their competence to implement fatigue management strategies	PTD	2, 3

Critical aspects for evidence

Item	Critical aspects for evidence	
	<p>The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:</p> <ul style="list-style-type: none"> the underpinning knowledge and skills relevant legislation and workplace procedures other relevant aspects of the range statement 	All assessments