

مركز أبوظبي للصحة المهنية
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Code of Practice

CoP 25.0 – Driver Fatigue Prevention

Version 3.1

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ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

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1. Introduction

- (a) This Code of Practice (CoP) applies to all employers and places of business within the Emirate of Abu Dhabi. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) The purpose of this Code of Practice is to put in place the framework for employers to reduce the likelihood of fatigue related driving incidents.
- (c) This Code of Practice establishes the operating standards for avoidance of fatigue as well as other requirements for management of fatigue related issues.
- (d) For the purposes of this document, the following definitions will apply.

Term	Definition
Break	Any continuous, uninterrupted period of time which is used exclusively for recuperation during which a driver does not carry out any driving or other work duties.
Driver	Any driver of a vehicle, driving for commercial rather than private purposes. This includes when required to drive either regularly or occasionally for business purposes.
Fatigue	A term used to describe a general feeling of sleepiness, being mentally or physically tired, or being drained or exhausted. It reflects a level of impairment from a normal "rested" state.
Fatigue Risk Management Program (FRMP)	An integrated management program that includes the policy, practices and procedures for identifying, managing and monitoring the risks posed to health & safety by fatigue.
Impaired by Fatigue	A driver is considered "Impaired by fatigue" if his/her ability to drive or operate a vehicle safely is affected by fatigue.
Night Time	The period between 00:00 hours (midnight) and 05:00 hours
Night Worker	Any person who works 2 hours or more during the "Night Time" period.
Operator	The entity allocated or charged with or undertaking the operation of commercial vehicles.
Responsible Person	A person designated by the employer who, through the appropriate training and experience is competent to implement, oversee and manage the employer's fatigue risk management program.
Rest	A continuous, uninterrupted period of time where a person may freely dispose of their time. Rest does not include breaks or time spent working under obligation or instruction for any employer.

Term	Definition
Roster	A planned pattern of work and rest for a driver for a defined period of time, normally a week or more.
Schedule	A plan of a trip or a series of trips to meet a transport task.
Scheduler	Person with the responsibility for organizing the work routes, trips, rosters or other duty requirements for a driver.
Vehicle	Any powered truck, car, bus, van, motorcycle or item of site plant that may be operated by a driver or operator, used for commercial rather than private purposes.
Working Hours	Any time for which the person is working at the employer's disposal and carrying out work duties. Working hours does not solely include driving hours but also other associated tasks such as loading and unloading tasks, cleaning and repair work, and inspection, etc.

2. Training and Competency

- (a) Employers shall ensure OSH training complies with the requirements of:
 - (i) OSHAD-SF - Element 5 – Training, Awareness and Competency;
 - (ii) OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and
 - (iii) OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.
- (b) Employers shall ensure that all employees are capable of undertaking roles and responsibilities assigned within this CoP.
- (c) Employers shall ensure that those persons identified within this CoP as having specific duties or responsibilities, shall be trained to such a level to carry out those duties and responsibilities in a safe, proficient and expedient manner.
- (d) The fatigue risk education program must be documented.
- (e) Those persons with responsibilities within the Fatigue Risk Management Program (FRMP) must receive suitable and sufficient information and training to enable them to carry out those responsibilities safely.
- (f) As a minimum, the following persons are required to be included within the fatigue risk education program:
 - (i) drivers;
 - (ii) the responsible person; and
 - (iii) schedulers.
- (g) The education program for Drivers as a minimum, must include the following key elements:
 - (i) how to identify signs of fatigue;
 - (ii) effects of medicines and substances, including alcohol on fatigue;
 - (iii) when and how to report suspected fatigue, and action to be taken;
 - (iv) lifestyle and health factors which influence fatigue;
 - (v) potential health & safety impacts of fatigue; and
 - (vi) procedures for preventing fatigue, for example, incident reporting.
- (h) Refresher training shall be provided at appropriate intervals and include the criteria listed in Section 2(g) of this CoP.
- (i) Employers shall maintain a record of the required training that contains the following:
 - (i) name and ID number;
 - (ii) Emirates ID number of the employee;
 - (iii) subject(s) of training;
 - (iv) date(s) of training; and
 - (v) person providing the training.

3. Requirements

3.1 Roles and Responsibilities

- (a) Employers and Employees shall undertake their roles and responsibilities in accordance with the specific requirements of this CoP and the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*

3.1.1 Drivers

- (a) All drivers have a duty not to drive, or continue to drive a commercial vehicle whilst impaired or likely to be impaired by fatigue.
- (b) Any driver believing that he is impaired or likely to be impaired by fatigue must report his impairment or possible impairment to the “Responsible Person” within the entity.

3.1.2 Employers

- (a) The employer of any driver must take all reasonable steps to ensure that their business practices or policies will not cause, either through their acts or omissions, the driver to:
- (i) drive on the road, or within any workplace whilst impaired by fatigue; or
 - (ii) drive whilst in breach of any working hours or rest hours regulations.
- (b) The employer shall put in place a Fatigue Risk Management Program (FRMP) and appoint the Responsible Person to manage it.
- (c) The employer must put in place a program to ensure drivers are fit to perform work duties and also have the required medical assessment in accordance with *OSHAD-SF – CoP 5.0 - Occupational Health Screening and Medical Surveillance*.

3.1.3 Schedulers

- (a) The Scheduler of a Driver’s work activities must take all reasonable steps to ensure that a Driver’s schedule and or roster of duties will not cause, either through act or omission, the Driver to
- (i) drive on the road, or within any workplace whilst impaired by fatigue; or
 - (ii) drive whilst in breach of any working hours or rest hours regulations.
- (b) In developing the schedules and rosters, the scheduler is required to take into account:
- (i) any other work duties that the Driver is required to perform; and
 - (ii) any traffic delays or other delays (for example such as loading and unloading) that could be reasonably expected.

3.1.4 Duties of Other Persons

- (a) No other person may require, direct or coerce a driver or other party with duties under this CoP, to do something that that person knows, or reasonably should know, would have the effect of causing the Driver to:
- (i) drive on the road, or within a workplace whilst impaired by fatigue; or
 - (ii) drive whilst in breach of any working hours or rest hours regulations.

3.2 Fatigue Risk Management Program

- (a) Each entity that employs or procures the services of a driver is required to develop, document and implement a suitable and sufficient Fatigue Risk Management Program (FRMP). The purpose of the FRMP is to enable the entity to demonstrate that they have identified driver fatigue risk factors, and developed and implemented appropriate controls. The FRMP must also demonstrate that they have procedures in place to monitor effectiveness of these controls and where necessary introduce corrective actions.
- (b) As a minimum requirement the entity FRMP must address the following key elements:
- (i) fatigue management policy;
 - (ii) process for fatigue risk identification, assessment and establishment of controls, in accordance with *OSHAD-SF – Element 2 – Risk Management*;
 - (iii) documented fatigue risk education program as required in Section 2.0 of this document;
 - (iv) investigation and reporting of driving fatigue incidents as required by *OSHAD-SF – Mechanism 11 – Incident Notification, Investigation and Reporting*;
 - (v) audit and inspection program to ensure implementation of the fatigue risk controls, as per *OSHAD-SF – Element 8 – Audit and Inspection*; and
 - (vi) relevant requirements of *OSHAD-SF - CoP 44.0 – Traffic Management and Logistics*.
- (c) As minimum controls, the FRMP must include:
- (i) measures for the scheduling of drivers duties (Section 3.4); and
 - (ii) measures to ensure that needs of night workers are taken into account in any employer provided accommodation (Section 3.5).

3.3 Fatigue Management Policy

- (a) The fatigue management policy that is approved by top management, documented and made available to interested parties must contain a commitment from the top management to:
- (i) nominate a Responsible Person to oversee the requirements of the FRMP;
 - (ii) provide sufficient resources;
 - (iii) take steps to identify areas of fatigue risk;
 - (iv) provide a commitment to avoid/reduce the risks associated with fatigue;
 - (v) ensure that appropriate controls are identified and implemented;
 - (vi) provide suitable and sufficient training;
 - (vii) ensure that incidents are adequately investigated to determine if fatigue was an influencing factor; and
 - (viii) assess drivers' fitness for work.

3.4 Schedules and Rosters

- (a) It is a requirement that all schedules and rosters are organized in accordance with any regulations and legal requirements for working hours for drivers carrying different transport operations (long-distance / highway duty, cabs, local buses, pick & drop transport, etc.). Schedules must be arranged to ensure that there is adequate provision for rest.
- (b) To reduce the risk of fatigue the following measures should also be considered as part of the scheduling of the Drivers duties:
- (i) set schedules that minimize periods of night driving;
 - (ii) set schedules that avoid departures before 5am;
 - (iii) plan flexible schedules that allow time for driving and breaks at times and locations where it is most appropriate;
 - (iv) split trips into shorter continuous driving periods between breaks;
 - (v) develop schedules in consultation with the drivers or drivers representatives;
 - (vi) allow flexibility within schedules that allow for unforeseen circumstances that may require changes to schedules;
 - (vii) require drivers to comply with agreed schedules rather than rush to complete the task in a shorter time;
 - (viii) ensure that sufficient time is allocated for rest and acclimatization where drivers are required to significantly change shift patterns, for example moving between day and night shifts;
 - (ix) establish procedures for corrective action and re-scheduling when a driver has been required to work outside of a planned schedule; and
 - (x) make sure that all drivers within an organization are scheduled using the same requirements; this includes part-time, relief or contracted drivers.
- (c) Rosters must be arranged so as to also ensure that the opportunity for a driver to have a good quality of sleep is maximized to enable recovery from the potential effects or onset of fatigue by:

- (i) Arranging work rosters to be as regular as possible;
- (ii) Ensuring that where possible non-regular or alternating rosters should be planned with start times to go forwards in time rather than backwards; and
- (iii) Ensuring that when drivers return from periods of absence such as leave, time is allowed for them to adapt to longer working hours or working at night by starting with day rosters where possible.

3.5 Employer Supplied Accommodation

- (a) All employer provided accommodation is required to comply with the requirements as specified in *OSHAD-SF - CoP 18.0 - Employer Supplied Accommodation - General Requirements*.
- (b) Where accommodation is provided by an employer, the employer must take reasonable steps to ensure that the needs of Night Workers are taken into account to facilitate adequate rest.
- (c) Factors for assessing the suitability of employer supplied accommodation for night workers include, but are not limited to:
 - (i) providing suitable window coverings to prevent light penetration;
 - (ii) the organization and allocation of shared rooms to avoid disturbance of night time workers by day time workers;
 - (iii) arrangements for cleaning, maintenance etc to avoid disturbance of night time workers;
 - (iv) taking steps to reduce noise within accommodation to avoid disturbance of night time workers; and
 - (v) ensuring adequate provisions to ensure thermal comfort of the accommodation for ease of sleep.

4. Record Keeping

- (a) All drivers are required to keep a record of their working hours, including periods of driving, breaks, and non-work time (rest days etc). These records must be kept in accordance with requirements set by the Department of Transport or other legal stipulations.
- (b) The responsible person is required to ensure that there is a record for each driver within the entity, and that this record is set out in a clear and systematic manner.
- (c) Training records are required to be retained for a period of at least 5 years.

5. References

- OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation
- OSHAD-SF – Element 2 - Risk Management.
- OSHAD-SF - Element 5 – Training, Awareness and Competency:
- OSHAD-SF – Element 8 – Audit and Inspection
- OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and
- OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.
- OSHAD-SF – Mechanism 11 – Incident Notification, Investigation and Reporting;
- OSHAD-SF – CoP 5.0 - Occupational Health Screening and Medical Surveillance.
- OSHAD-SF - CoP 18.0 - Employer Supplied Accommodation - General Requirements.
- OSHAD-SF - CoP 44 – Traffic Management and Logistics.
- The Working Time Directive, 2003/88/EC
- Federal Law (21) of 1995
- Government of Western Australia Department of Commerce, Code of Practice - fatigue management for commercial vehicle drivers 2004.

6. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	1 st July 2016	First Issue	N/A
3.1	21 st July 2019	Minor editorial changes updates without changing requirements	Throughout
		Clause 3.2(vi) deleted	7
		References updated	11

