

Managing fatigue in the workplace

Appendix 10.3 – Fatigue impairment checklist for supervisors

		Health
		THE GLOBAL OIL AND GAS INDUSTRY ASSOCIATION FOR ENVIRONMENTAL AND SOCIAL ISSUES
		www.ipieca.org

IOGP Report 626-3

© IPIECA-IOGP 2019. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior consent of IPIECA/IOGP.

This publication has been developed to support the implementation of IPIECA's and IOGP's mission and vision. While every effort has been made to ensure the accuracy of the information, it is intended to provide general guidance only. It is not designed to provide legal or other advice, nor should it be relied upon as a substitute for appropriate technical expertise or professional advice. All attempts have been made to ensure the information is correct at the date of publication. This publication does not constitute a mandatory commitment which members of IPIECA or IOGP are obliged to adopt. The views and conclusions expressed herein do not necessarily reflect the views of all IPIECA-IOGP members or the individuals, companies and institutions that contributed to this publication.

While reasonable precautions have been taken to ensure that the information contained in this publication is accurate and timely, this publication is distributed without warranty of any kind, express or implied. Neither IPIECA nor IOGP endorses or accepts responsibility for the content or availability of any website referred to, or linked to, in this publication. The responsibility for the interpretation and use of this publication lies with the user and in no event will IPIECA, IOGP or any of their members past, present or future regardless of their negligence, assume liability for any foreseeable or unforeseeable use made thereof, which liability is hereby excluded. Consequently, such use is at the recipient's own risk on the basis that any use by the recipient constitutes agreement to the terms of this disclaimer. This disclaimer should be construed in accordance with English law.

Managing fatigue in the workplace

Appendix 10.3 – Fatigue impairment checklist for supervisors

IPIECA

The global oil and gas industry association for environmental and social issues

14th Floor, City Tower, 40 Basinghall Street, London EC2V 5DE, United Kingdom

Telephone: +44 (0)20 7633 2388 E-mail: info@ipieca.org Website: www.ipieca.org



International Association of Oil & Gas Producers

London office

14th Floor, City Tower, 40 Basinghall Street, London EC2V 5DE, United Kingdom

Telephone: +44 (0)20 3763 9700 E-mail: reception@iogp.org Website: www.iogp.org

Brussels office

Boulevard du Souverain 165, 4th Floor, B-1160 Brussels, Belgium

Telephone: +32 (0)2 566 9150 E-mail: reception@iogp.org Website: www.iogp.org

Houston Office

19219 Katy Freeway, Suite 175, Houston, TX 77094, USA

Telephone: +1 (713) 261 0411 E-mail: reception@iogp.org Website: www.iogp.org

Fatigue impairment checklist for supervisors

This checklist is designed to:

- Assist supervisors to make decisions regarding fatigue management.
- Guide the subsequent supervisory response so that decisions are made in a consistent manner.

Think of this checklist as a guide to a conversation in four parts.

Fatigue is a state of tiredness that is associated with long hours of work, prolonged periods without sleep, or the requirement to work when an individual would normally be resting.

The checklist responses reflect the opinions and perceptions of the worker who has completed it. The checklist alone cannot determine or verify whether a worker is fatigued.

Step 1 – Observation

What is noticed about the worker’s behaviour or how they are working compared to their usual pattern of behaviour over the last month?

		YES	NO
1	They appear to be having problems keeping their eyes open.		
2	They keep nodding their head.		
3	They keep yawning.		
4	They demonstrate poor concentration.		
5	They demonstrate poor coordination.		
6	They demonstrate poor communication skills.		
7	They stare.		
8	They demonstrate problems remembering things.		
9	They do not finish their jobs with their usual speed.		
10	They appear to be distracted.		
11	They appear easily irritated.		
12	They appear depressed.		

Step 2 – Understand the situation

		YES	NO
1	Has this worker reported themselves, or has someone else reported them as being at risk of fatigue?		
2	Do they perform roles or tasks which are important from a safety perspective?		
3	If the answer to either question 1 or 2 above is ‘Yes’, are further enquiries to be made into the worker’s behaviour?		

If further enquiries are required, go to Step 3.

Step 3 – Speak to the worker

Speak to the worker. This might help gain understanding or explain what has been noticed (e.g., a worker might not be fatigued, but they might have a low blood-sugar level because they have not had anything to eat in the last eight hours).

Possible causes of fatigue include:

- Long hours of work.
- Prolonged periods without sleep.
- Working when an individual would normally be resting

1	What is their explanation of what has been noticed?		
2	According to the worker, how many hours is it since they last slept?		hours
3	According to the worker, how long did they sleep for (at least 6 hours)?		hours
4	According to the worker, how many hours continuous rest did they have before starting work?		hours
		YES	NO
5	According to the worker, is there a reason they did not get enough sleep or why they did not sleep well?		
6	What tasks have they done during this shift?		
		YES	NO
7	Are these tasks fatigue-inducing (e.g., are they repetitive, monotonous, dull, boring or conducted in a warm or poorly lit environment)?		
8	If 'Yes', for how long have they been doing these tasks?		hours
9	According to the worker, how long ago did they last have a break?		hours
10	According to the worker, how long was that break?		hours
11	According to the worker, how long ago did they last have a drink or something to eat?		hours
	Notes:		
	Shift start time:	Shift end time:	

Continue to Step 4 - Decide what action if any is required.

Step 4 – Action

Decide if it is safe to allow the worker to carry on with their tasks.

There are several suggestions about things that might help below. If these will not work, consider sending the worker home.

		YES	NO
1	In the view of the assessor, is the worker able to continue working without further action being taken?		
2	If the answer to question 1 is no, what action will be taken?		
	Move them to a lower-risk activity.		
	Have them do different tasks.		
	Let them have a short break.		
	Let them have a nap.		
	Have them work with a partner or supervise them more.		
	Send them home (perhaps in a taxi).		
3	Have any problems with fatigue been identified for this worker in the past?		
4	Have the following been completed?		
	Filled in an incident report.		
	Referred them for training in managing fatigue.		
	Referred them to Occupational Health.		
	Name of the worker:		
	Name of the supervisor:		
	Date:		

IPIECA

IPIECA is the global oil and gas industry association for environmental and social issues. It develops, shares and promotes good practices and knowledge to help the industry improve its environmental and social performance, and is the industry's principal channel of communication with the United Nations.

Through its member-led working groups and executive leadership, IPIECA brings together the collective expertise of oil and gas companies and associations. Its unique position within the industry enables its members to respond effectively to key environmental and social issues.



IOGP represents the upstream oil and gas industry before international organizations including the International Maritime Organization, the United Nations Environment Programme (UNEP) Regional Seas Conventions and other groups under the UN umbrella. At the regional level, IOGP is the industry representative to the European Commission and Parliament and the OSPAR Commission for the North East Atlantic. Equally important is IOGP's role in promulgating best practices, particularly in the areas of health, safety, the environment and social responsibility.

IPIECA
14th Floor, City Tower
40 Basinghall Street
London EC2V 5DE
United Kingdom

Telephone: +44 (0) 20 7633 2388
Email: info@ipieca.org

IOGP
14th Floor, City Tower
40 Basinghall Street
London EC2V 5DE
United Kingdom

Tel: +44 (0)20 3763 9700
E-mail: reception@iogp.org