

Fatigue Self-Assessment

Job Aid

(5 Pages)





Fatigue Self-Assessment

What?

- Every operating employee is required by Transport Canada to complete a fatigue self-assessment before the start of their duty period.
- Operating employees are also required to self-assess any time during their duty period when their perceived fatigue level increases.
- CP has developed a Self-Assessment Tool for operating employees to use before and during their duty periods.
- Follow the steps below as a guide to use the tool for fatigue self-assessment, and to report if you are unfit for duty.

So What?

- It is mandatory in Transport Canada's *Duty And Rest Period Rules(2021)* to:
 - Complete a Fatigue Self-Assessment before duty periods;
 - Report when unfit for duty, either before and during any duty period; and
 - Keep records of self-assessments and unfit for duty reports.

Now What?

1) Pre-Duty

All employees must assess their level of fatigue before their shift using the Fatigue Self-Assessment tool and the steps below.

On-train shift: Employee will receive call for work from VRU.

Once the call details are given, the options will be:

- Press 1 to accept Call
- Press 5 to accept Call while Fatigued ****NEW****
- Press 7 to transfer to a Crew Dispatcher

Yard Shift: Employee will self-assess before shift.

- If you score green, you will arrive for your shift as normal, and take a Fatigue On-Duty Assessment form from the booking in room.
- If you score yellow, you will let your manager know and you will fill out your mitigations on the Fatigue On-Duty Assessment form from the booking in room.
- If you score red you will let your manager know that you cannot accept your shift due to fatigue.

Steps for Self-Assessment:

1. Employees must assess their fatigue risk as green, yellow or red based on three criteria:
 - a) How much sleep have you obtained in the 24 hours prior to commencing duty?
 1. Green = more than 7 hours of sleep
 2. Yellow = between 5-7 hours of sleep
 3. Red = less than 5 hours of sleep
 - b) How much sleep have you obtained in the 48 hours prior to commencing duty?
 1. Green = more than 14 hours of sleep
 2. Yellow = between 12-14 hours of sleep
 3. Red = less than 12 hours of sleep



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- c) What is your current level of sleepiness as per the Karolinska Sleepiness Scale (KSS)?
 1. Green = 1-5 (extremely alert; very alert; alert; rather alert; or, neither alert nor sleepy)
 2. Yellow = 6-7 (some signs of sleepiness; or, sleepy, but no effort to keep awake)
 3. Red = 8-9 (sleepy, but some effort keep awake; or, very sleepy, great effort to keep awake, fighting sleep)
2. If you scored red in any one of the above categories, you are unfit for duty and must report unfit for duty. You can report unfit by:
 - a. Pressing 7 when you receive your call-out; or
 - b. If you are in yard service, contact your supervisor before your shift.
3. If you scored yourself yellow in any of the above categories you are at risk for fatigue. You must report this score by:
 - a. Pressing 5 when you receive your call-out; or
 - b. If you are in yard service, contact your supervisor before your shift, if you score yourself yellow.
 - c. You will be required to complete a Fatigue On-Duty Assessment form during your shift.

2) During Duty

All employees must monitor their fatigue levels during their duty period.

1. If you notice an increase in your fatigue levels, you will need to assess your fatigue on the Karolinska Sleepiness Scale (KSS).
2. If your fatigue self-assessment results increase, you must identify which mitigation(s) you will use and complete the Fatigue Fit for Duty Assessment Form.
3. If you score red, you must notify the RTC and implement mitigation(s). If you are red and are too fatigued to continue, you must notify the RTC for further direction.

3) After your Duty Period

1. If you report yellow at call time the CMA system will create a record in the Work History Screen at call time.
2. If you report yellow, then the EMPLOYEE FATIGUE MITIGATION screen will be presented prior to you being able to tie up.
3. Employees who report fatigue at call time, MUST fill out their own EMPLOYEE FATIGUE MITIGATION screen PRIOR to tying up.
4. OTHER EMPLOYEES CANNOT FILL OUT FATIGUE MITIGATION SCREENS FOR SOMEONE ELSE. ONLY EACH EMPLOYEE CAN COMPLETE THEIR OWN MITIGATION SCREEN.
5. In other words, if the ENG reported Fatigue, but the CNDR did not, the ENG MUST complete his/her mitigation screen before being able to be tied up. It is incumbent on the employee to complete this form in order to tied up.
6. In the event that a Crew Dispatcher (CD) ties up a crew member who reported fatigue at call time, the Employee Mitigation screen will NOT be filled out by the CD.
The CD will not have access to fill out this mitigation form. Upon the employee's next tie up, the Mitigation form will be presented at that time and must be completed prior to any tie ups.



Frequently Asked Questions:

Q: Do I need to complete a fatigue self-assessment if I am in an away terminal?

A: Yes it is mandatory to complete a fatigue self-assessment prior to EVERY duty shift.

Q: Do I need to fill out a Fatigue Fit for Duty form if I am green?

A: Only if your fatigue level changes from green to yellow or yellow to red during your shift.

Q: What happens if my level changes to red during my shift?

A: First notify your manager and the RTC (if you are on a train). Then determine if you are too fatigued to continue (nodding off, can't keep your eyes open, and struggling to stay awake). Inform the RTC and your manager that you cannot continue and you will be directed to the nearest safe siding or safe location to stop the train). If you are in a yard, notify your manager and end your shift.

If your fatigue level changes to red and you feel ok to continue, contact the RTC and your manager to notify them of your fatigue level change. You will need to implement more than one mitigation.

Q: What happens if I book unfit for duty due to fatigue?

A: You cannot be disciplined for booking unfit due to fatigue. However, you do have a responsibility to report fit for duty, and if demonstrated that you are abusing booking unfit either through excessive usage, a formal investigation can occur.

Q: What happens if I forget to complete a fatigue self-assessment before my shift?

A: It is required by Transport Canada that you complete a fatigue self-assessment prior to duty. Not completing one may be subject to a formal investigation.

Q: Tim reported red prior to yarding his train. Can he do this?

A: No. Reporting red to avoid yarding your train will not be tolerated.

Q: With a certain amount of hours of sleep required before reporting for duty, is multiple periods of sleep in the last 24 hour or 48 hour period acceptable? For example, I had a 4-hour sleep and three 30 min. naps prior to being called, does this count?

A: The sleep does not have to be continuous sleep. If the employee has nap opportunities prior to their duty period, this sleep time will count as part of their total sleep.

Q: If at the time of a call, an employee reports that they are "yellow" and upon reporting for duty (2 hours later), their fatigue self-assessment has determined that they are now "red", how will this be handled?

A: They will be required to do mitigations and reassess unless they feel as though they are unable to perform their shift and then they will be taken off shift.

Q: Can napping be used as a mitigation?

A: At this point CP does not have a napping policy so a nap cannot be used as a mitigation.



CP Fatigue Self-Assessment Tool

CP Fatigue Self-Assessment Tool

How much sleep did you obtain in the 24 hours prior to duty?

Less than 5 hours	Between 5 to 7 hours	More than 7 hours
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How much sleep did you obtain in the 48 hours prior to duty?

Less than 12 hours	Between 12 to 14 hours	More than 14 hours
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What is your current level of sleepiness?

9 – Very sleepy, great effort to keep awake, fighting sleep 8 – Sleepy, but some effort to keep awake	7 – Sleepy, but no effort to keep awake 6 – Some signs of sleepiness	5 – Neither alert nor sleepy 4 – Rather alert 3 – Alert 2 – Very alert 1 – Extremely alert
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CP Fatigue Self-Assessment Tool

Fatigue Category	Self- Assessment Score	Action Required
Low	All 3 categories must be green	FIT FOR DUTY. Monitor for signs of fatigue. No additional fatigue risk controls required.
Moderate	Any category scored a yellow	FIT FOR DUTY. Inform manager of potential elevated fatigue. Monitor for signs and symptoms of fatigue. Additional fatigue mitigations may be required.
High	Any category scored a red	UNFIT FOR DUTY. If prior to a duty period, report that you are unfit for duty. If on duty, suspend any safety critical tasks as soon as it is safe to do so and report that you are unfit for duty to the manager.



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Fatigue On-Duty Assessment Form



Fatigue On Duty Assessment Form

This form must be completed before your duty period and during your duty period if your fatigue self-assessment category changes.

STEP 1: Pre-Duty Self-Assessment				
Employee Name:				
Job Performed:	<input type="checkbox"/> Locomotive Engineer (L.E.)	<input type="checkbox"/> Conductor	<input type="checkbox"/> Brake person	<input type="checkbox"/> Foreperson
	<input type="checkbox"/> Yard Helper	<input type="checkbox"/> Trainperson Trainee	<input type="checkbox"/> L.E. Trainee	
Date and Time:				
Pre-Duty Self-Assessment Category	<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red			

STEP 2: On Duty Self-Assessment – To be completed when your self-assessment category changes.				
On Duty Self-Assessment Category	<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red			
Time of On-Duty Self-Assessment				
Mitigation(s)	Check boxes for mitigation(s) chosen	Time and Location (Milepost) of Mitigation Applied		
Increase communication and in-cab crew resource management.	<input type="checkbox"/>			
Replace fatigued employee.	<input type="checkbox"/>			
Use caffeine strategically.	<input type="checkbox"/>			
Cold water consumption.	<input type="checkbox"/>			
Brief break with exercise/movement.	<input type="checkbox"/>			
Improve environment (increase lighting, ventilation)	<input type="checkbox"/>			
Person notified of category change and time notified:				
Employee Signature and ID number				

CMA Fatigue

Job Aid

(4 Pages)





CMA Fatigue Job Aid

Fatigue Self-Assessment

What?

- Every operating employee is required by Transport Canada to complete a fatigue self-assessment before the start of their duty period.

So What?

- The Crew Management Application (CMA) has been updated to allow you to report your fatigue level prior to duty and report your mitigations at the end of your shift.

Now What?

1) Pre-Duty

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CMA steps required at tie-up:

1. When you press 5, CMA will create a record in the Work History screen at call time. FUNC code will show "VRU FCLL"

DIST: 4C		SUB-DIST: MH		EMPLOYEE WORK HISTORY				PSTS18X			
EMPLOYEE NAME: HERRING, C. (CHARLES) ESB						EMPLOYEE NUMBER: 000968791					
START DATE: 221013						CURRENT ASSIGNMENT: OMST06EN					
X	DATE	TIME	FUNCTION	TRAIN/ASG	CC	EFF-TIME	EMP-AFF	LO	POOL	I-0	USERID
	1013	1802	VRU INIT	C03	EN	10/13-1800	B8	LO	0		SYL0002
	1014	1138	EMP PHONE			10/14-0938	A0				SYL0002
	1014	1141	VRU FCLL	C03	EN	10/13-1800	B0	LO	0		mfrmgra
	1014	1206	FATIGUE	C03	EN	10/13-1800	B0				SYL0002
	1014	1210	TIE UP	C03	EN	10/14-0300	A0	LO	0		SYL0002



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2. In MAC4, enter selection 10 to tie up.
 - a. If you reported yellow, then the EMPLOYEE FATIGUE MITIGATION screen will be presented prior to being able to tie up.

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ALBERTA DIV.  FIELD INQUIRIES  PSTS02
DISTRICT: 4C  SUB-DISTRICT: MH
01 ENGINE SERVICE      19 EMPLOYEE MASTER INQ
02 SWITCH SERVICE     20 FUTURE STATUS CHG
03 TRAIN SERVICE      21 CDS1 DEADHEAD TIE-UP
                     22 ADVERTISEMENTS BY ID
                     23 ADVERTISEMENTS BY ASGN
                     24 AVAILABILITY LISTS
                     25 EMPLOYEE TELEPHONE
                     26 AFHT LODGING UPDATE

10 TIE-UP              28 FRA OTHER SERVICES
11 REVISE TIE-UP      29 EMPLOYEE CALL/RELEASE
12 MISCELLANEOUS CLAIM
13 TRAIN LINE UP INQUIRY
14 TIMESLIP INQUIRY
15 MILEAGE INQUIRY

17 TIMESLIP ADJUSTMENT
18 EMPLOYEE HIST INQUIRY
SELECTION: ( 10 )
ENTER=PROCESS SELECTION  PF1=HELP  PF3=EXIT  PF12=FRANCAIS
```

- b. Employee Mitigation screen will show EMPLOYEE NAME/EMPLOYEE NUMBER, along with TRAIN SYMBOL and ORDER DATE/TIME.
- c. There will also be the list of available mitigating factors that you can choose from, and a line where you can enter other comments not included in the list.
- d. Once you select and enter mitigation, press F5 to update the screen.



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```
4C MH EMPLOYEE FATIGUE MITIGATION PSTS07K
EMPLOYEE NAME: HERRING, C. (CHARLES) ESB EMPLOYEE NUMBER: 000968791
TRAIN SYMBOL: C03 ORDER DATE/TIME: 221013 - 1800
FATIGUE WAS MITIGATED BY: (SELECT ALL THAT APPLY)
[ ] INCREASE COMMUNICATION AND IN-CAB CREW RESOURCE MANAGEMENT
[ ] INCREASE COMMUNICATION BETWEEN RAIL TRAFFIC CONTROL AND THE EMPLOYEE
[ ] REPLACE FATIGUED EMPLOYEE
[ ] USE CAFFEINE STRATEGICALLY
[ ] BRIEF BREAK WITH EXERCISE/MOVEMENT
[ ] COLD WATER CONSUMPTION
[ ] IMPROVE ENVIRONMENT (INCREASE LIGHTING, VENTILATION, COOL TEMPERATURE)

F1=HELP F3=EXIT F5=UPDATE
ENTER REQUIRED FATIGUE MITIGATION DETAILS BEFORE TIEING UP. E210-1
```

- e. Upon completion of filling out the mitigation screen, the message at the bottom will be presented.
- f. You will EXIT (F3) the mitigation screen and go back to the MAC4 Main Menu.
- g. From there, you can select TIEUP (screen 10), and be able to tie up their tour of duty.

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4C MH EMPLOYEE FATIGUE MITIGATION PSTS07K
EMPLOYEE NAME: HERRING, C. (CHARLES) ESB EMPLOYEE NUMBER: 000968791
TRAIN SYMBOL: C03 ORDER DATE/TIME: 221013 - 1800
FATIGUE WAS MITIGATED BY: (SELECT ALL THAT APPLY)
[ ] INCREASE COMMUNICATION AND IN-CAB CREW RESOURCE MANAGEMENT
[ ] INCREASE COMMUNICATION BETWEEN RAIL TRAFFIC CONTROL AND THE EMPLOYEE
[ ] REPLACE FATIGUED EMPLOYEE
[ ] USE CAFFEINE STRATEGICALLY
[ ] BRIEF BREAK WITH EXERCISE/MOVEMENT
[ ] COLD WATER CONSUMPTION
[ ] IMPROVE ENVIRONMENT (INCREASE LIGHTING, VENTILATION, COOL TEMPERATURE)

F1=HELP F3=EXIT F5=UPDATE
MITIGATION REPORTING COMPLETED FOR EMPLOYEE. PF3 TO MAIN-MENU. M125-1
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CMA Fatigue Job Aid

NOTES:

1. Employees who report fatigue at call time, MUST fill out their own EMPLOYEE FATIGUE MITIGATION screen PRIOR to tying up.
OTHER EMPLOYEES CANNOT FILL OUT FATIGUE MITIGATION SCREENS FOR SOMEONE ELSE. ONLY THE EMPLOYEE CAN COMPLETE THEIR OWN MITIGATION SCREEN.
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