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## SYSTEM BULLETIN

To: All T&E Employees

All Regions – Canada

Date: November 24, 2022

### **SUBJECT: MANDATORY Fatigue Self-Assessment**

#### **Fatigue Self-Assessment**

The mandatory requirement for Fatigue Self-Assessment as part of the new Duty and Rest Period Rules, starts at 00:01 November 25, 2022.

#### **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.

#### **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 pocket card and the steps below.

**On-train shift:** Employee will receive call for work from VRU and will self-assess.

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

- Press 1 to accept Call
- Press 5 to accept Call while Fatigued **\*\*NEW\*\***
- If you score yellow, you are required to complete mitigations and fill out the Fatigue Fit For Duty Assessment Form.
- 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, in case your fatigue level changes during your duty period.
- 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.

## 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), located on your pocket card.
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 Duty

All information recorded on the Fatigue Fit for Duty Assessment Form will be recorded in the CMA at tie-up.

1. If you have assessed your fatigue level as yellow you will not be able to tie-up until the information is entered into CMA.
2. Each employee must complete their own tie up screen.

All operating employees must have a Fatigue Self-Assessment card. If you do not have one ask your manager for one.

The Fatigue On-Duty Assessment form will be available on the FIT and in the booking in room. Each crew member is required to have their own form.

Job-Aids on Fatigue Self-Assessment and the changes to CMA for Fatigue Self-Assessment will be made available in the booking in rooms. French Job Aids will be available on Friday November 25, 2022.

***Home Safe is a commitment to be vigilant about personal safety and the safety of co-workers.***

