



Fatigue Reduction

Fatigue Scenario: A member of my team has suggested that they are struggling with full time hours because they are fatigued. How do I approach this?

Set aside time to talk to the individual about their fatigue. It may be that there is something behind the scenes causing fatigue which is why working full-time is becoming a struggle.

Ask specific questions such as: What do they think could be the root cause of them being fatigued? What commitments do they have at home or outside of work/home? Are there any medical concerns that may contribute to fatigue? What amount and quality of sleep they are getting? Are they looking after their diet (getting their 5 day)? Are they drinking enough fluids? Is the fatigue related to their current workload?

You are trying to get to the root cause of their fatigue; whether that is full-time hours or something else?

If the conversation leads you to believe they are fatigued, complete a fatigue assessment with them to help you both judge how fatigued they are and whether a fatigue management plan is needed.

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.



Fatigue Reduction

Fatigue Scenario: An employee who reports to me is coming back to work after having had parental leave to look after a new baby. Do I need to consider Fatigue when they return?

When a parent is looking to return to work following parental leave, a “Return to Work” should take place (please refer to your HR Representative for guidance on what that return will look like).

This is a good opportunity to talk to the individual about any risk of fatigue.

Have an open conversation asking questions around quality and amount of sleep they are getting; do they see their workload affecting them? What about their working hours? Will their commute be manageable? What support are they getting at home (partner/family)?

It may be hard to understand the impact on fatigue until they have returned so KEEP TALKING.

If a conversation leads you to believe they are fatigued, complete a fatigue assessment with them to help you both judge how fatigued they are and whether a fatigue management plan is needed.

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.

Network Rail takes diversity and inclusion seriously. We positively embrace flexible working needs recognising that employees may wish to balance work and family/home life; this is particularly poignant when a parent is returning to work after having had a child.



Fatigue Reduction

Fatigue Scenario: A member of my team is looking to undertake further education – should I do anything relating to Fatigue?

In this situation you are trying to assess if taking on additional study commitments will cause fatigue, but it may be difficult to know this until they have started studying. Therefore, it is recommended you have an initial conversation but continue to talk once they are studying to see if the situation changes.

Set aside time to talk to the individual about fatigue. Consider questions such as how many hours of study per week they are committed to? What other time commitments do they have in their life? How do they see this impacting on their work/life balance? How do they see themselves managing work alongside of study? How will they manage home and work life around exam times? When will they have down time? How will this impact on the amount and quality of sleep they are getting each night?

If conversations lead to you believe they are likely to suffer from fatigue complete a fatigue assessment with them to help you both judge how fatigued they may be and whether a fatigue management plan is needed.

If you wish to know more about Network Rail's commitment to personal/professional development please visit:
<https://networkrail.sharepoint.com/sites/myconnect/hr/Documents/Higher-Education-Sponsorship>

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.



Fatigue Reduction

Fatigue Scenario: I am concerned that a member of my team may be using fatigue as an excuse to be off work

Network Rail has a duty of care to all employees and we would not encourage anyone to draw conclusions from an absence without following due processes and practices (Please refer to your HR Representative on absence management).

When an employee is absent and has sighted fatigue as the reason, carry out a “Return To Work” interview as per normal Network Rail HR practice. We would recommend a Fatigue Conversation too but to be practical just bring it in as part of the Return to Work interview.

You will want to keep the conversation and open as possible and inclusive as possible. Consider asking open questions that will help you get to the root cause of absence and to help identify if you have a genuine case of fatigue; something else where fatigue is a symptom of another problem or whether you may have genuine concerns around honesty.

If the conclusion is a genuine fatigue case, complete a Fatigue Assessment. Depending on the result of the fatigue assessment they may need a fatigue management plan.

Please refer to your HR Representative for information on “managing for health”

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.



Fatigue Reduction

Fatigue Scenario: I have learned that a member of my team has other employment – do I need to consider Fatigue in this situation?

The answer is you may do as additional employment may have the potential to lead to fatigue.

Start by having an open conversation; ask questions around the additional commitment so that you can understand if fatigue is likely to be an issue. Questions such as how many hours will you be working? When they will be working (is it straight before or after working with Network Rail and will this impact on rest periods/trigger exceedances)? How much rest each day/week will they be getting and what is the quality of these rest periods? What support there is at home (cooking meals, housework, child care for instance)? What kind of work they will be doing (is it physical or mentally challenging perhaps)?

If the conversation leads you to believe they are fatigued, or are likely to become fatigued, complete a fatigue assessment with them to help judge how fatigued they are/are likely to be and whether a fatigue management plan is needed.

It is also recommended that you familiarise yourself with Network Rail's policy around other employment - [NR Other Employment Policy](#)

Section 7 of the Health and Safety at Work Act 1974, requires employees to take care of their own health and safety. Please remind your employee of this commitment which is part of their employment contract as well as a legal requirement.

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.



Fatigue Reduction

Fatigue Scenario: I am concerned a member of my team appears to be fatigued. Some of their colleagues have noticed too. What should I do regarding Fatigue?

We **ALL** have a duty of care of ourselves and one another to help ensure we are all Home Safe Every Day. Taking an opportunity to ask your colleague “are they ok” is a simple gesture and shows that you care.

If you have concerns about a colleague talk to them and let their manager know your concerns. As a manager the key is to open up conversation to understand if your suspicions are correct and they are fatigued.

Have a confidential conversation with a view of getting to the root cause of the fatigue. Explain that you have noticed they appear fatigued and you are there to support them as a their manager.

Ask questions such as: Is there anything at home or work that may be causing them to be fatigued? How is their health? Are there any conditions that may be impacting on their energy? How are they looking after themselves? Are they worried/stressed about anything specifically? How much sleep are they getting? What is the quality of their sleep like? Do they feel their workload or the amount of hours they are working are contributing towards being fatigued?

If the conversation leads you to believe they are fatigued, complete a fatigue assessment with them to help you both judge how fatigued they are and whether a fatigue management plan is needed.

Sometimes just knowing someone is on your side and looking out for you can really help – let them know you care and that they can come to you to talk.

Please see the information page for useful links to advice/help and guidance on positive fatigue reduction practices.



Information / Helpful Guidance Notes:

- It's a good idea to familiarise yourself with the Fatigue Management Standard and its 5 modules: **(NRL/L2/OHS/003/01, 02, 03, 04 and 05)** - visit: networkrailstandards/NewSearch.aspx?q=fatigue
- To help understand good fatigue practices visit: networkrail.sharepoint.com/sites/FatigueReduction. There is a guidance document on here that provides more advice on “How to talk about fatigue”
- You can use the Health Management Action Plan as a template for a Fatigue Management Plan. You can find this on [Safety Central](#) or the [Fatigue Reduction site](#).
- Refer to your HR Representative if you need to manage for health (for the Managing For Health Policy visit: [Managing For Health Policy](#))
- Network Rail has a duty of care to its employees and an employee also has a duty of care to themselves to be fit to work. Section 7 of the Health and Safety at Work, Act 1974, requires employees to take care of the health and safety. Please remind your employee of this commitment which is also part of their contract of employment.