



BHP Billiton Mitsubishi Alliance

# BMA Hours of Work Standard

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## 1.0 Purpose

The purpose of this document is to provide Standards for the working time arrangements at BMA controlled operating sites. The document provides guidance on maximum working hours, minimum rest periods during working time and minimum rest time between periods of work. This document also prescribes procedures to be followed if it is necessary to work outside these Standards.

This document forms part of BMA's and its operating sites' Safety and Health Management System.

Traditional Hours of Work Policies have focused on prescribing limits around hours and shifts whilst a person is actually at work. There has been little consideration of the amount of time a person spends getting to and from work and whether the work schedule affords sufficient time for rest and sleep so as to reduce the risk of a person becoming fatigued while they are at work or travelling to and from work.

This Standard goes further than traditional policies and looks at hours of work from the perspective of providing adequate opportunity for rest and sleep whilst the person is not at work.

## 2.0 Scope

These Standards apply to all people working on BMA controlled sites, including employees, contractors and visitors.

## 3.0 References

- BHP Billiton HSEC Policy.
- BMA Charter.
- BMA Fatigue Management Policy.
- Coal Mining Safety and Health Act 1999.
- Coal Mining Safety and Health Regulation 2001 - Part Six - Fitness for Work
- Fatigue Management Standard for Tasmanian Mines.
- The Complete Fatigue Management Workbook – BSS Corporate Psychology Services.
- WA Extended Working Hours Review – Final Report 27 February 2004.
- WA Working Hours Draft Code of Practice - 14 June 2005.
- BHP Billiton HSEC Standard No G38 – Fatigue Management Programs (and related Toolkits)
- Minerals Council of Australia Work Design, Fatigue and Sleep – A resource document for the minerals industry.

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## 4.0 Definitions

### 4.1 Day

A rolling 24 hour period, with each hour being the start of another 24 hour period, or day.

### 4.2 Gross Shift Length

Shift Length plus Travel Time, whether or not the person is in control of the vehicle.

### 4.3 Gross Working Time

The sum of the Gross Shift Lengths worked in a period.

### 4.4 Overtime

Any time, outside rostered time, for which an employee is compensated.

### 4.5 Roster Cycle

Period of time over which a roster takes to cycle back to the same shift on the same day of the week. (For example; if it takes four weeks for a roster to cycle from Monday D/S to the next Monday D/S then the roster cycle for that roster is four weeks).

### 4.6 Shall

The word Shall is to be read as mandatory.

### 4.7 Shift Length

The time, for which an employee is compensated, including time to effect a hot seat change, if applicable.

### 4.8 Should

The word Should indicates the primary intent is to comply with the full requirements as if they were mandatory. Where the requirement is not applicable or an alternative approach is necessary, the variation can only be considered based on the evaluation of the risk.

### 4.9 Travel Time

The time taken to travel from the person's place of residence whilst working a block of rostered shifts. Travel Time does not include the commute time if the person's principle place of residence is remote from the worksite. (For example Travel Time does not include the time taken to drive from Mackay to Moranbah if the person's principle place of residence is in Mackay).

### 4.10 Week

Any seven consecutive calendar Days. (A week does not have a defined start and finish day it is a rolling seven day period).

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**4.11 Working Time**

The sum of the [Shift Lengths](#) in a period.

**5.0 Appendices**

Appendix 1: Example of a Compliant Roster

**6.0 Procedure**

**6.1 Responsibilities**

**6.1.1 Chief Executive Officer and Vice President Operations**

- Development, communication of and support for the BMA Fatigue Management Policy and related Standards.

**6.1.2 Site Senior Executive**

The Site Senior Executive is responsible for:

- Ensuring these Standards are implemented;
- Ensuring people working at or visiting the site are familiar with these Standards;
- Ensuring adequate monitoring and auditing of these Standards;
- Granting approval to work outside these Standards.

**6.1.3 Managers, Superintendents and Supervisors (including Contractor Managers and Supervision)**

Managers, Superintendents and Supervisors are responsible for:

- Unless otherwise approved by the SSE, ensuring people for whom they are responsible, work in accordance with these Standards;
- Ensuring that risk assessments are conducted using a suitable fatigue risk assessment methodology such as [Fatigue Audit InterDyne \(FAID\)](#) or the [BMA Fatigue Risk Assessment Toolkit \(QC-PSAF023-03\)](#) are conducted in order to assess and manage risks associated with people working outside the limits specified in these Standards;
- Providing sufficient information to the SSE in order that he/she can make risk based decisions on granting approval to work outside these Standards;
- Monitoring working hours of people for whom they are responsible to ensure they are complying with the Standards;
- Ensuring reported cases of fatigue are followed up;
- Ensuring fatigue related incidents are investigated and followed up;
- If the nature of the work of people for whom they are responsible is such that, by working to these Standards, there is a risk that they will become fatigued to the extent that they could present a risk to themselves or others, either adjust the work or the work hours in order to manage that risk.

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**6.1.4 Contractor Management and Supervision**

In addition to the responsibilities listed in section 6.1.3, Contractor Management and Supervision have the following specific responsibility:

- Ensuring the working time of their employees in the [Week](#) preceding the commencement work at BMA controlled site does not compromise the limits specified in this Standard at any time whilst working on the site, unless there is an approval granted by the SSE as per section 6.3.
- Contractors may use their own internal standard where their standard meets or exceeds the BMA standard. Where Contractors intend using an internal standard the internal standard must be audited and accepted by BMA prior to being used.

**6.1.5 All Employees, Contractors and Visitors**

All people working at or visiting a BMA controlled site are responsible for:

- Taking reasonable care to ensure their own safety and health at work and the safety and health of others affected by their work and report any situations that may be hazardous;
- Ensuring they comply with these Standards;
- Self monitor their fatigue levels and report fatigue related incidents and issues to their immediate supervisor.
- Manage time away from work to ensure they report to work adequately rested.
- If required, attend fatigue training sessions.

**6.2 Hours of Work**

**6.2.1 Maximum Gross Shift Length**

A critical aspect of managing fatigue is ensuring there is sufficient opportunity for rest and sleep whilst the employee is not at work. The maximum [Shift Length](#) and maximum [Gross Shift Length](#) has been established to provide opportunity for at least seven hours sleep plus two hours of rest, relaxation and exercise prior to commencement of the next shift.

The maximum [Shift Length](#) at BMA controlled sites shall be 14 hours.

The maximum [Gross Shift Length](#) at BMA controlled sites shall be 15 hours. Travel time included in Gross Shift Length is defined in section 4.9)

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**6.2.2 Intra-Shift Rest Breaks**

**6.2.2.1 Scheduled Rest Breaks**

Minimum rest breaks that should apply to shifts of varying shift length are detailed in Table 1 below.

**Table 1: Rest Breaks**

Shift Length (hrs)	Min. # of Breaks	Total Break Time (mins)
7.00 – 10.00	1	30
10.01 – 14.00	2	60

Unless otherwise agreed between the individual and his/her supervisor, the maximum work time without taking a scheduled rest break should be 5½ hours.

**6.2.2.2 Fatigue Breaks**

Fatigue breaks in addition to the scheduled rest breaks may be taken subject to authorisation by supervision and the following of the site [Fatigue Break Procedure](#).

**6.2.3 Working Hours and Shifts**

**6.2.3.1 Rotating or Continuous Rosters.**

The maximum [Gross Working Time](#) in a [Roster Cycle](#) shall not exceed 60 hours times the number of weeks in the [Roster Cycle](#).

The maximum [Gross Working Time](#) in a [Week](#) shall not exceed 75 hours.

The maximum [Working Time](#) in a [Week](#) shall not exceed 65 hours.

A guide to the maximum number of sequential shifts that shall apply to varying shift lengths is detailed in Table 2 below. These are still subject to the maximum Working Time and Gross Working Time limits described above and any deviation from these limits must be risk assessed and approved in accordance with section 6.3.

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**Table 2: Maximum Sequential Rotating Shifts**

Shift Length (hrs)	Maximum Sequential Night Shifts	Maximum Sequential Day Shifts
7.00 – 10.00	5	6
10.01 – 14.00	4	5

**6.2.3.2 Shift Start Times**

The start time for Day Shift should be between 06:00 and 07:00.

**6.2.3.3 Direction of Rotation**

All rosters should be designed to rotate in a forward direction.

**6.2.4 Day Shift Only Rosters.**

The maximum [Gross Working Time](#) in a [Roster Cycle](#) shall not exceed 65 hours times the number of weeks in the [Roster Cycle](#).

The maximum [Gross Working Time](#) in a [Week](#) shall not exceed 80 hours.

The maximum [Working Time](#) in a [Week](#) shall not exceed 72 hours.

A guide to the maximum number of sequential shifts that shall apply to varying shift lengths is detailed in Table 3 below. These are still subject to the maximum Working Time and Gross Working Time limits described above, and any deviation from these limits must be risk assessed and approved in accordance with section 6.3.

**Table 3: Maximum Sequential Day Shifts**

Shift Length (hrs)	Maximum Sequential Day Shifts
Up to 8.00	10
8.01 – 10.00	9
10.01 – 12.00	7
12.01 – 14.00	6

**6.2.5 Inter Shift Rest Breaks**

**6.2.5.1 Rest Breaks after Sequential Night Shifts**

The minimum rest break after sequential night shifts shall be 36 hours (excludes hot seat change and travel).

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**6.2.5.2 Rest Breaks after Sequential Day Shifts**

The minimum rest break after sequential day shifts shall be 24 hours (excludes hot seat change and travel).

**6.2.6 Overtime**

Each BMA controlled site shall have a process that defines how overtime is managed and monitored to ensure employees are not working excessive hours and consequentially putting themselves and others at risk.

**6.3 Going Outside the Limits Specified in this Standard**

There will be circumstances or occasions where it may be necessary to go outside the limits specified in this Standard. On these occasions, the following process must be followed:

**a) For a short term or temporary deviation from a conforming working arrangement**

1. On these occasions a risk assessment according to the BMA Fatigue Risk Assessment Toolkit shall be conducted and reviewed by a recognised expert in fatigue management, and controls identified and implemented to ensure the risks associated with the variation are within acceptable levels.
2. The SSE shall approve the variation. **Note: This approval cannot be delegated and can be given verbally after discussing the situation and the additional controls that will be implemented. This approval shall be recorded.**

**b) For a non-conforming working arrangement**

1. All non-conforming working arrangements shall be assessed using either Fatigue Audit InterDyne (FAID) or the BMA Fatigue Risk Assessment Toolkit (QC-PSAF023-03). External organisations that specialise in fatigue management shall be used to conduct reviews of any working time arrangements that deviate from this standard and therefore may present a higher risk
2. The risk assessment shall identify the controls implemented to ensure that any additional risks imposed by the alternative working arrangements or variation are managed within acceptable levels.
3. The responsible site SSE shall approve the variation. **Note: This approval cannot be delegated and will require authorisation of the alternative working arrangement.**

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**6.3.1 Extending the Maximum Shift Length**

Under no circumstances can the maximum Shift Length can be extended beyond 16 hours. If the Shift Length is extended to 16 hours, a minimum rest break of 10 hours before commencement of the next shift **or** 9 hours at the normal place or residence (which ever is greater) shall be taken.

Under no circumstance can two consecutive 16 hour shifts be worked.

**6.4 Commute Time**

It is recognised that BMA employees and its contractors commute some considerable distance from their principle places of residence to work. The following controls will apply.

**6.4.1 BMA Employees**

BMA employees whose principle place of residence is remote from the Central Queensland mining towns are encouraged to plan appropriate rest periods prior to and after their rostered shifts. Sleeping following the working of night shifts and prior to travelling extended distances is encouraged.

Commuting is a personal choice. Shift lengths will not be reduced to cater for the time taken to commute. Employees have a responsibility to ensure they present to work in a fit and healthy state.

**6.4.2 Contractors**

Contractor management deploying their employees to BMA operating sites shall ensure that the total time from place of rest to the employees' next place of rest shall not exceed 15 hours.

**Example:** A contractor, whose base is in Mackay, staying in motel accommodation at Blackwater and leaves the motel at 05:30 to start work at BWM at 06:00, must leave BWM at 16:00 in order to arrive back in Mackay by 20:30 and not exceed to 15 hour limit.

Notwithstanding this limitation, rest breaks prior to travelling long distances, particularly after working night shifts may be prudent risk management.

**6.5 Call-Out**

Call-out hours are to be treated as any other hours worked with regard to hours and shifts worked and rest breaks.

- A risk assessment using the Fatigue Audit InterDyne (FAID) or the BMA Fatigue Risk Assessment Toolkit (QC-PSAF023-03) shall be carried and a site based Call-Out Procedure shall be developed.

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**6.6 Contract and Project Work**

Where short duration contract or project work is to be carried out on a BMA controlled site the contractor’s employees’ hours of work shall not exceed the limits specified in this Standard for one week prior to commencing at the site and for the duration of the contract with BMA.

Contractor Management may be asked to demonstrate compliance by providing records of their employees’ hours of work to the BMA contract superintendent.

**6.7 Implementation**

This Standard introduces new concepts to BMA, in particular the concept of [Gross Shift Length](#). It also represents a considerable “tightening” of the existing Hours of Work Policy. In some cases the new Standard may have contractual implications for contractors and may require roster changes for BMA employees. It is therefore prudent that a “phase in period” be implemented to allow for changes to take effect.

This Standard will come into effect 6 months from the approval date on the document. Up until that date the current BMA Hours of Work Policy shall apply.

**7.0 Monitor, Audit and Review**

**7.1 Monitor**

Hours of work will be monitored in the following ways:

- Reviewing timesheet and payroll information;
- Reviewing contractors’ SGS swipe records;
- Reviewing employees’ overtime reports;

**7.2 Audit**

There is no formal audit requirement for these Standards.

**7.3 Review**

These Standards shall be reviewed every two years.

**8.0 Related Documentation**

- [BMA Fatigue Policy \(QC-PSAF023-00\)](#)
- [BMA Minimum Standard for Fatigue Management Plans \(QC-PSAF023-01\)](#)
- [BMA Fatigue Risk Assessment Toolkit \(QC-PSAF023-03\)](#)
- [BMA Compliant and Non Compliant Rosters \(QC-PSAF023-04\)](#)
- [BMA Fatigue Break Toolkit \(QC-PSAF023-05\)](#)
- [BMA Fatigue Calculator \(QC-PSAF023-06\)](#)
- [BMA Fatigue Audit Toolkit \(QC-PSAF023-07\)](#)
- [BMA Fatigue Management Booklet \(QC-PSAF023-08\)](#)

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## Appendix 1: Example of a Compliant Roster

### Compliant Roster

Roster Cycle 1														Roster Cycle 2																																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
A Crew	D	D	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N					
B Crew			D	D	N	N	N			D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N					
C Crew	N	N			D	D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N			
D Crew	D		N	N			D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N	N			D	D	N	N	N			D	D	N	N	N		

Shifts in week = 5  
 Working time in week =  $5 \times 12.5 = 62.5$   
 Gross working time in week =  $5 \times 13.5 = 67.5$   
 Therefore working an overtime shift on Thursday is not allowable without exceeding both working time and gross working time in the week

Shifts in week = 5  
 Working time in week =  $5 \times 12.5 = 62.5$   
 Gross working time in week =  $5 \times 13.5 = 67.5$   
 Therefore working an overtime shift on Tuesday is not allowable without exceeding both working time and gross working time in the week

- Notes
1. Roster cycle = 4 weeks
  2. Shift length = 12.5 hours < 14 hours
  3. One way travel time = 0.5 hours
  4. Gross Shift length =  $12.5 + 0.5 + 0.5 = 13.5 < 15$
  5. Gross working time in roster cycle =  $14 \times 13.5 = 189 < 240 (4 \times 60)$
  - 6 Number of allowable overtime shifts in a roster cycle =  $(240-189)/13.5=3$

Conclusion This roster is a compliant roster, but working an overtime shift on either Tuesday or Thursday is not permitted as both the Working Time and Gross Working Time limits will be exceeded.

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**Appendix 2: Hours of Work Summary Table**

<b>PERIOD (DAYS)</b>	<b>Max Shift Length (Hours)</b>	<b>Gross Shift Length (Hours inclusive of travel)</b>	<b>Maximum Working Time (Hours)</b>	<b>Gross Working Time (Hours inclusive of travel)</b>	<b>24 continuous hours away from work</b>	<b>36 continuous hours away from work</b>
<b>1</b>	<b>14</b>	<b>15</b>				
<b>Period of 7 consecutive Days (Days only)</b>	<b>14</b>	<b>15</b>	<b>72</b>	<b>80</b>	<b>1 after sequential day shifts</b>	<b>0</b>
<b>Period of 7 consecutive Days (Shift 24/7)</b>	<b>14</b>	<b>15</b>	<b>65</b>	<b>75</b>	<b>0</b>	<b>1 after sequential night shifts</b>
<b>Roster Cycle (Days only)</b>	<b>14</b>	<b>15</b>		<b>65 x number of weeks in roster cycle</b>	<b>Minimum of 1 per each week in roster cycle</b>	
<b>Roster Cycle (Shift 24/7)</b>	<b>14</b>	<b>15</b>		<b>60 x number of weeks in roster cycle</b>		<b>Minimum 1 per each week in roster cycle after sequential night shifts</b>

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