

NOTICE

Attention: Holders of a Federal Oil Well Service Vehicle Cycle Exemption Permit Issued by Alberta Transportation

A notice was sent to Permit Holders in March, 2016 outlining updates to the Federal Oil Well Service Vehicle Cycle Exemption Permit. The final updates have now been applied to the permit. Beginning January, 2017 all permit applicants will be required to submit their Fatigue Management Programs to support their permit application(s).

Starting January 2017, all permit applications will clearly state that the Permit Holder MUST submit an electronic copy of their Fatigue Management Program(s). The permit issued states that the Permit Holder must have and implement a written Fatigue Management Program that includes at least the following policies and procedures:

- Driver responsibilities;
- Dispatcher/management responsibilities related to scheduling, monitoring and discipline;
- How a driver's hours of service compliance will be monitored;
- How a driver's readiness for work will be evaluated and monitored;
- Employee fatigue alertness training;
- Internal monitoring and evaluation of fatigue management policies and procedures;
- Employee training in driver's hours of service regulations and fatigue management; and
- Lifestyle management.

All policies and procedures should be continually reviewed by the Permit Holder to ensure that they meet current business needs and to ensure that program goals are met. As the Fatigue Management Program is updated, employees must be informed of the changes and re-trained, as appropriate.

More information about developing and implementing a Fatigue Management Program is included in the attached pages. For the permit application and more information, visit:

www.transportation.alberta.ca/4489.htm

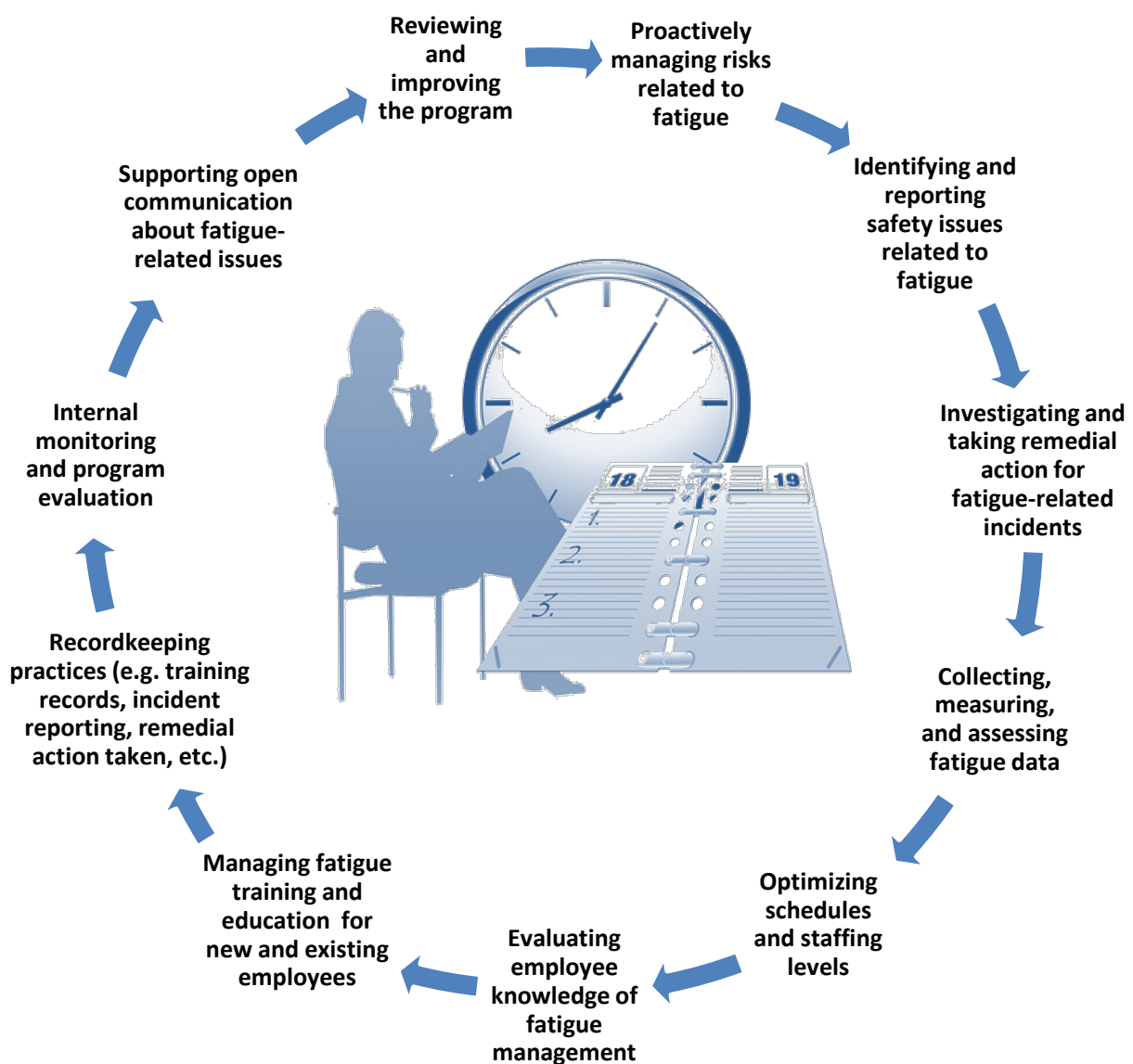
If you have any questions regarding the updates to this permit, please contact Carrier Services at 403-755-6111 or e-mail: compliance.info@gov.ab.ca

Developing and Implementing a Fatigue Management Program

A Fatigue Management Program must include ways to measure and manage the risk of fatigue to which an organization and its employees are exposed. Fatigue-related incidents may be prevented by measuring the fatigue risks and developing control tools to manage those risks.

Policies and procedures related to fatigue management must be documented and readily available to all employees. These policies and procedures should be continuously reviewed to ensure they meet business needs and to ensure all program goals are achieved. As the program is updated, employees must be informed of the changes and re-trained, as necessary.

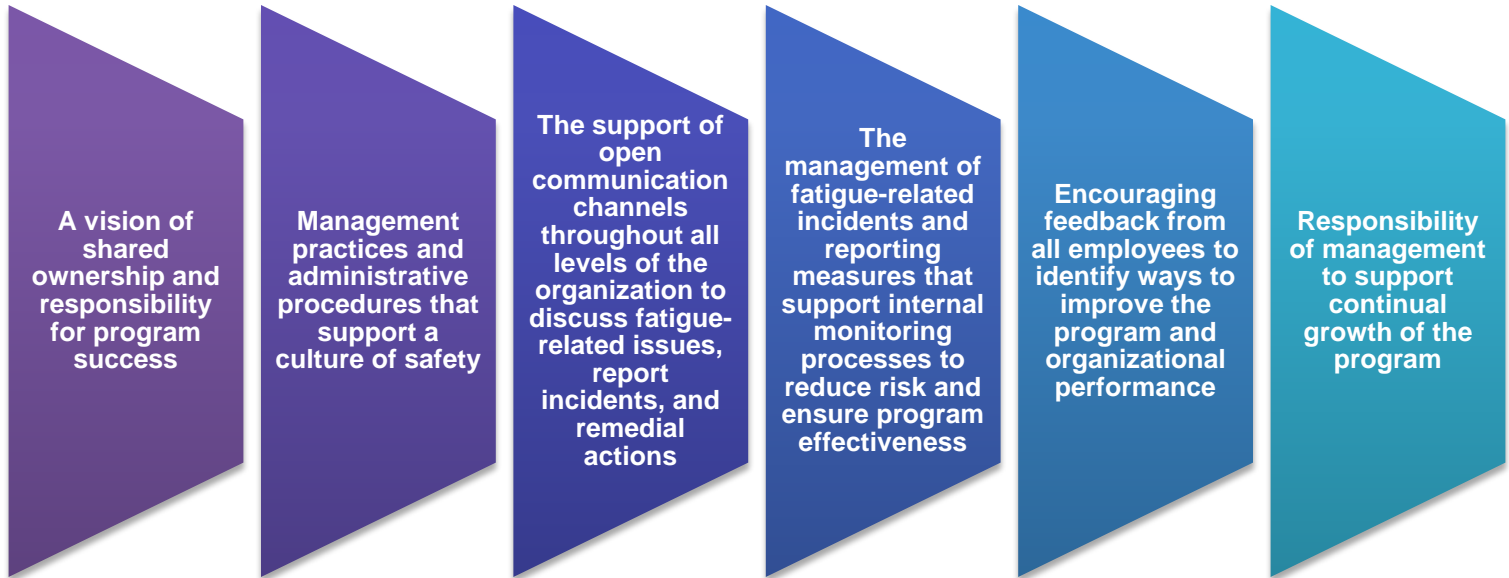
Key features of a Fatigue Management Program include the development and implementation of policies and procedures for:



For assistance in the development of a Fatigue Management Program, safety officers may refer to the North American Fatigue Management Program (NAFMP) at www.nafmp.org.

Evaluating a Fatigue Management Program for Effectiveness

A Fatigue Management Program must be supported and encouraged by all employees so that program objectives can be effectively met. To support implementation and continual improvement, fatigue management programs should be based on:



Measuring Program Effectiveness:

The overall objective of fatigue management is to reduce the number of fatigue-related incidents and collisions, and to improve the safety of all road users. Carriers may effectively achieve that objective by measuring the following factors (and other indicators):

- Number of fatigue-related incidents and collisions (including near-misses);
- Number of hours of service violations (e.g. Fatigue Violation Rate);
- Number of reported grievances involving fatigue;
- Employee absenteeism rates, staff turnover, internal and external audits;
- Employee feedback on program;
- Etc.

Developing a Fatigue Management Safety Culture:

To increase the effectiveness of a Fatigue Management Program, carriers can also take measures to:

- Improve fatigue awareness across the organization;
- Demonstrate organizational commitment to fatigue prevention and safety;
- Increase employee participation and engagement in fatigue prevention;
- Take immediate action to address concerns involving fatigue;
- Include non-punitive, participatory solutions and rewards for preventing fatigue; and
- Demonstrate organizational commitment to employee training and development.

For more information about Fatigue Management Programs and training, visit www.transportation.alberta.ca/5305.htm.