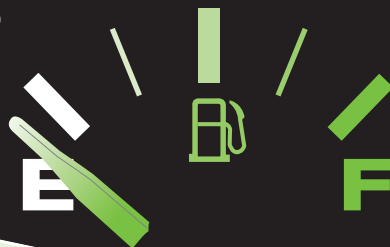


How to Design Effective Rosters and Manage Fatigue



12th & 13th April,
Sydney
15th & 16th April,
Melbourne

Accreditation available!
See back of brochure
for details

Employees that work longer than a 17 hour period feel the equivalent physical effects as a blood alcohol reading of 0.05.

25% of employees with fatigue problems have sleep apnoea and 50% of them don't know they have it.

Employees that work overtime and average 5 to 6 hours of sleep on their time off, can develop a 42 hour sleep debt within two weeks.

Each of these situations places the employee, third parties and company equipment at a high risk of injury or damage, in addition to the severe loss in productivity for the workplace. Can YOU afford a badly managed roster or an ineffective fatigue management plan in your business?

- Is your workplace flexible to employee needs?
- Have you considered a multi-tiered approach to fatigue management?
- Do you understand the legislation surrounding rostering and fatigue?
- Would you like the latest information on technologies used to manage fatigue?

Attend Tonkin Academy's *How to Design Effective Rosters and Manage Fatigue* Training course and receive the Unit of Competency TLIF6407A Manage Fatigue Management Policy & Procedures. For an additional cost you can receive a take home resource pack. See the back of the brochure for details.

Who should attend?

Directors, Managers, Supervisors and Heads of:

- Fatigue Management
- Health and Safety
- OH & S
- HR
- Injury Management
- Rostering

COURSE DIRECTORS



Brendan Torazzi,
Director,
AlertForce



Bill Henman,
Training Director,
AlertForce



Media Partner:



10% discount for subscribers



???: HUMAN RESOURCES SERIES

ABOUT YOUR COURSE

ABOUT YOUR COURSE DIRECTOR

Tonkin Academy's **How to Design Effective Rosters and Manage Fatigue** training course is a fantastic opportunity to hear the latest information and receive hands on training on improving these systems in your workplace. By attending, you'll be able to walk away with a Unit of Competency and the option for accreditation for the **Nationally Recognised Training course TLIF6407A Manage Fatigue Management Policy & Procedures**, as well as a range of ideas and strategies for practical implementation of a roster and fatigue management plan suitable for your industry.

Bill Henman and Brendan Torazzi from AlertForce are experts and have provided fatigue management training to some of Australia's largest companies. They will take you through the best rosters to attract and retain employees, the impacts of different crew structures and roster cycles, and the most up-to-date information on fatigue management in Australia and internationally.

Don't get left behind using out of date strategies that can put your employees and your organisation at risk. Fatigue management and effective roster design are too important to leave aside. For practical advice and helpful information to apply at your workplace, attend Tonkin Academy's 'A - Z of Roster Design and Fatigue Management' training!

- EXAMINE** the technologies used to manage fatigue
- LEARN** how to design a roster that attracts and retains employees
- UNDERSTAND** the legislation surrounding fatigue management
- DETERMINE** the best roster and fatigue management plan for your workplace
- RECEIVE** advice on safety controls and fatigue proofing
- MAXIMISE** profitability whilst also complying with safety legislation
- DISCOVER** how to create the optimal environment for night shifts
- MONITOR** contractors on your site to ensure they comply with fatigue management plans
- CONSIDER** market growth and contraction and your roster
- EXPLORE** the effects of overtime and night shifts

Brendan Torazzi, Director, AlertForce



Brendan Torazzi is the founder and director of AlertForce, a company specialising in fatigue management training for Australian industry.

Interested in the trend of Australian workers getting less and less quality sleep, Brendan started researching the business in 2004. He is currently undertaking a post-graduate Masters of Business and Technology (MBT) degree at the University of NSW.

Bill Henman, Training Director, AlertForce



Mr. Bill Henman is the training director of the AlertForce/College of Warehousing joint venture partnership (NTIS 1623) designed to deliver accredited fatigue management training to industry.

From July 2008 to date, the partnership, with Bill at the training helm, has been responsible for delivering over 3800 manager, supervisor and employee accredited fatigue management training certifications required under the new national Chain of Responsibility legislation.

As training director, Bill has been responsible for corporate and employee training for **Toll Group, Coca-Cola, Coles, Bunnings, The Good Guys, Hunter Douglas, Rio Tinto, Cadbury Schweppes, Mitsubishi, Nestlé** and **Department of Defence**. He is the **NSW president of the Supply Chain and Logistics Association** and in this capacity he works towards developing the profile and education of supply chain practitioners throughout Australia.

What did participants say about our last Rostering, Shiftwork and Fatigue Management event?

“ Practical shift roster construction principles are covered – excellent practical examples
Geoscience Australia

Very good and informative
Industrea

Good variety of speakers from a wide range of backgrounds.
Industrea Ltd ”

ABOUT TONKIN ACADEMY'S HUMAN RESOURCES SERIES

The Tonkin Academy Human Resources Series has a host of courses available at all knowledge levels. Starting from Introductory series and moving through to Advanced levels we are sure we have a course that caters to your needs. An example of courses available in the series are listed below:

- 101: Introduction to Change Management
- 102: Introduction to Succession Planning
- 104: HR Metrics Masterclass
- 201: Talent Management Masterclass
- 301: HR Strategy: Planning and Integration



LEGAL SERIES

COURSE OUTLINE

12 & 13 April 2010 | Sydney :: 15 & 16 April 2010 | Melbourne

DAY ONE – 8:30 Registration - 9.00 Start

MORNING SESSIONS

Complying with legislation

- Grappling with safety legislation in planning rosters and managing fatigue
- Exploring strategies to maintain profitability whilst also complying with safety legislation
- Avoiding non-compliance by ensuring that management is rigid with the designed roster for both employees and contractors
- Complying with legislation by stipulating that the roster allows proper rest time for employees

A multi-tiered approach to fatigue management

- Managing fatigue with health and nutrition: What to eat and when, gastro-intestinal health and exercise
- Optimising sleep: Sleep routines, napping, sleep hygiene, the ideal conditions for 'day time' sleep and how to avoid sleep debt
- Employee Education: Recognising fatigue symptoms and making appropriate choices
- Safety controls and fatigue proofing: Implementing cross checks, sleep rooms, micro sleeps, music, stretch/movement breaks and intervention if necessary
- Incident review: What happened and why?
- Health risks concerned with fatigue

AFTERNOON SESSIONS

EXERCISE

Designing a fatigue management system appropriate to your workplace

Shiftwork & Rostering (Part 1)

- Advantages and pitfalls of different rosters and their appropriateness to different industries
- Handling a shortage of skilled people and designing a roster to attract and retain employees
- Attracting staff to work night shifts by providing incentives and motivation

5:30 Close of Day One

DAY TWO – 9.00 Start

MORNING SESSIONS

Shiftwork & Rostering (Part 2)

- Ensuring your roster is effective by monitoring individuals productivity on different shifts
- Selecting the best model by exploring shiftwork options and needs, such as the number of staff required, productivity levels and happiness of staff involved
- Creating the right physical environment for extended hours including optimal lighting, temperature and other ambient conditions

Understanding your roster

- Understanding the impact of different crew structures and roster cycles on your business
- Planning the best roster by taking into account market growth/contraction
- How a roster can impact on your workforce

AFTERNOON SESSIONS

Cultural change

- Shifting traditional rostering patterns and building flexibilities by considering the needs of families, singles, younger and older workers
- Understanding the cultures, balances of power, informal leaders and expectations in your workplace to assist in planning for change
- Creating a comfortable, guilt-free environment around fatigue discussions

EXERCISE

A step by step process to designing the best roster for your workplace

Effective technologies for Fatigue Management

- Sleep calculators
- Fatigue monitoring devices
- Alarm buttons
- Vehicle proximity detection alarms

5:30 Close of Training Course

Lunch, Morning and Afternoon Tea and Welcome Tea and Coffee will be provided

www.TonkinCorporation.com

REGISTER TODAY! • Ph: 61 2 9224 6055 • Fax: 61 2 9224 6066 • Email: capricornia@TonkinCorporation.com

