



Alertness Management Safety Evaluation (AMSE)

Fatigue is acknowledged as a prominent safety issue in operational settings. Scientific data from transportation, health care, public safety, and many other fields have demonstrated that fatigue is a common and important concern.

Ongoing evaluations of an organization’s practices, policies, and procedures can help to maintain the highest standards of safety and productivity. Like other common safety considerations, alertness management activities contribute to the safety of operations, and therefore should be included in periodic safety evaluations. This Alertness Management Safety Evaluation was created to provide organizations with a tool to meet this need.

This evaluation addresses five main areas of alertness management and can serve several purposes, including:

- Organizations can use it to evaluate their current alertness management efforts and identify areas for improvement.
- Organizations can use it as a guide for developing an alertness management program.
- Safety evaluators can use it to assess alertness management activities in organizations.

	YES	NO
A. Education		
1) Are personnel provided training about fatigue, including the physiological causes and effects, and safety-related risks?	<input type="checkbox"/>	<input type="checkbox"/>
2) Are managers and others who make safety-related decisions provided training on these issues?	<input type="checkbox"/>	<input type="checkbox"/>
3) Is there a method to assess the effectiveness of training activities (e.g., pre/post-training quizzes)?	<input type="checkbox"/>	<input type="checkbox"/>
4) Is there a mechanism to determine whether the training information used is scientifically valid and current?	<input type="checkbox"/>	<input type="checkbox"/>

Education Totals _____

B. Alertness Strategies		
5) Are personnel provided training on alertness strategies?	<input type="checkbox"/>	<input type="checkbox"/>
6) Are there clear written policies regarding the use of alertness strategies?	<input type="checkbox"/>	<input type="checkbox"/>
7) Are there explicit written policies regarding workplace rest opportunities (e.g., planned rest breaks)?	<input type="checkbox"/>	<input type="checkbox"/>
8) Are there facilities to support workplace rest opportunities (e.g., break/nap rooms that can be made quiet and dark)?	<input type="checkbox"/>	<input type="checkbox"/>
9) Is there a process for evaluating the scientific validity, effectiveness, and safety of alertness strategies <i>before implementing them</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
10) <i>Once in use</i> , is there a process for evaluating the scientific validity, effectiveness, and safety of alertness strategies?	<input type="checkbox"/>	<input type="checkbox"/>

Alertness Strategies Totals _____

YES NO

C. Scheduling

- 11) Do scheduling practices for all personnel explicitly address fatigue issues based on information from scientifically valid resources? YES NO
- 12) Are there written policies regarding basic work/rest parameters for all personnel, which include minimum duration of off-periods, maximum work time, maximum number of consecutive work periods, and recovery time between work cycles? YES NO
- 13) Is there an explicit written procedure that is used for exceptions to these policies? YES NO

Scheduling Totals _____

D. Healthy Sleep

- 14) Is information offered to personnel about sleep disorders, how to recognize sleep disorders, and how to get help if they suspect they have a sleep disorder? YES NO
- 15) Is there a written policy that addresses diagnosis, treatment, and continued work status of personnel with possible sleep disorders? YES NO

Healthy Sleep Totals _____

E. Organizational

- 16) Does the organization have an integrated alertness management program that addresses education, alertness strategies, scheduling, and healthy sleep? YES NO
- 17) Is there an individual identified to coordinate alertness management activities? YES NO
- 18) Are alertness management activities ongoing (as opposed to, for example, a one-time training)? YES NO
- 19) Is management involved in alertness management activities and policy development? YES NO
- 20) Are alertness management activities integrated into the regular practices of the organization, such as safety programs, recurrent training, & standard procedures? YES NO

Organizational Totals _____

Scoring the Evaluation

To evaluate the organization's alertness management activities, consider the totals from two perspectives:

1. How many sections (A–E) *do not have* at least one item checked “YES”? These are entire areas that need to be addressed as part of alertness management activities. (Lower number is better.) _____
2. How many items are checked “YES” in each section, compared to the total number of items for that section? This reflects the extent to which the organization is addressing each main area. (Higher number is better.)

Section A: _____ of 4
 Section B: _____ of 6
 Section C: _____ of 3
 Section D: _____ of 2
 Section E: _____ of 5