

Checklist for better rostering

This checklist provides a blend of essential Process tips and modern technology tips to help you move beyond basic spreadsheets and create compliant, efficient, and well-being-focused rosters for your mobile workforce.

Phase 1: Planning & Compliance (Process & Technology Tips)

Area	Process Tips	Technology Tips
1 Understand FIFO Workforce Requirements	Define Roster Patterns: Determine optimal shift lengths (e.g., 8/6, 2/1, 14/7) based on site needs, travel time, and fatigue studies. Mandatory Certs & Skills: Clearly identify and track site-specific inductions, medical clearances, and critical operating licences required for each role/shift. Travel & Logistics: Factor in flight/bus schedules and travel time as working hours for compliance and fatigue management.	Digital Skills Matrix: Use a rostering system to track expiry dates for all certifications and automatically flag non-compliant rostering attempts. Geo-Location Tagging: Configure your rostering system to account for location-specific requirements (e.g. specific site allowances, accommodation needs).
2 Define Compliance & Fatigue Rules	Strict Working Hour Limits: Adhere rigidly to local labour laws and industry agreements regarding maximum consecutive hours and minimum rest periods. Fitness for Duty (FFD): Implement FFD policies that account for cumulative fatigue from travel and extended shifts. Site-Specific Agreements: Ensure all union or enterprise bargaining agreements (EBAs) relevant to remote work and FIFO allowances are digitised and enforced.	Automated Compliance Engine: Use a system that hard-stops or flags schedule violations for working hours, rest breaks, and travel-related fatigue rules before publishing. Overtime & Utilisation Simulation: Technology should forecast overtime and compliance risks based on the roster draft, allowing for proactive adjustments.
3 Plan Shifts Strategically & Fairly	Skill-to-Shift Match: Prioritise matching personnel with the necessary, verified skills (and current site clearance) to critical shifts. Fair Roster Rotation: Implement rotational rostering to ensure equitable distribution of 'unpopular' shifts, public holidays, and travel days. Contingency Planning: Define clear protocols and identify a pool of readily available, compliant 'swing' or 'relief' staff for immediate replacements due to travel delays or illness.	Optimisation Algorithms: Leverage Technology , tools that suggest compliant and efficient rosters based on demand, skills, and fairness metrics. Offline Mobile Communication: Ensure the scheduling platform can instantly notify contingent staff of last-minute roster changes, confirming their availability via mobile.

Phase 2: Execution & Administration (Technology & Process Tips)

Area	Process Tips	Technology Tips
4 Centralise Rostering & Travel Data	Single Source of Truth: Migrate all roster, timesheet, and leave data from spreadsheets into one integrated, cloud-based platform. System Integration: Directly link the rostering system with your HRIS (Employee data), Payroll (Costing), and potentially your site travel booking system. Real-Time Data Sync: Enable instant updates across systems when a shift is swapped, or leave is approved, eliminating manual reconciliation.	Standardised Naming Conventions: Enforce a strict, consistent method for naming roles, sites, and shifts across the organisation. Daily Audit Check: Designate a rostering administrator to conduct a brief daily check for data inconsistencies or compliance flags.

Area	Process Tips	Technology Tips
5 Enable Employee Self-Service (Remote Access)	24/7 Mobile Access: Provide employees with a dedicated mobile app to view their current roster, site location, accommodation details, and travel itinerary anytime, even offline (where necessary). Digital Shift Swap/Request: Consider allowing employees to submit shift swap requests, leave applications, and availability updates directly through the app, requiring manager approval within the system.	Clear Communication Policy: Define and communicate the standard turnaround time for approving self-service requests (e.g., leave, swaps) to manage expectations remotely. Self-Service as a strategy: Consider letting the technology work for you. Users can have the ability to keep their personnel information and competency matrix update for you. Focus on Accessibility: Recognise that FIFO workers may have limited internet access; ensure critical data is easily visible and notifications are streamlined.
6 Automate Time, Attendance & Allowances	Roster-to-Timesheet Link: Automatically populate timesheets based on the approved roster, requiring only sign-off for standard hours. Geofencing/Clock-In: Implement simple digital clock-in/out via mobile devices or site kiosks to track actual time on site, compared to scheduled roster hours. Automatic Allowance Calculation: The system should automatically apply relevant FIFO allowances, travel time pay, and site-specific bonuses based on the rostered location and shift type.	Digital Sign-Off Protocol: Implement a mandatory digital sign-off process for timesheets by both the employee and the site supervisor before exporting to payroll. Variance Reporting: Establish a process to immediately review and address any significant difference (e.g. >1 hour) between scheduled time and clocked time.

Phase 3: Optimisation & Future Planning (Process & Technology Tips)

Area	Process Tips	Technology Tips
7 Improve Visibility & Reporting	Labour Cost Tracking: Track labour costs per site/project in real-time, including wages, overtime, and all FIFO-specific allowances. Fatigue Analysis: Regularly generate reports on cumulative hours worked, rest periods, and employee utilisation rates to proactively identify burnout risks. Key Metrics: Monitor Rostering Accuracy (Scheduled vs. Actual), Compliance Violations, and Absenteeism Rates by site/roster.	Executive Dashboard: Provide managers with a clear dashboard showing compliance status, labour utilisation, and cost-to-budget metrics across all mine sites. Predictive Analytics: Use system data to predict future staffing needs based on seasonal trends, project ramp-ups, and common periods of high absenteeism.
8 Enhance Communication & Safety	Emergency Contact Access: Ensure the rostering system provides immediate access to emergency contact details and medical/site clearance status for all personnel currently on site. Instant Site Alerts: Use the platform to send targeted, instant notifications to specific teams or personnel about safety updates, travel disruptions, or critical site instructions.	Audit Trails: Maintain a complete, immutable digital record of all roster changes, approvals, and communications for compliance auditing and incident investigation. Interoperability: Ensure the rostering platform can integrate with site safety systems (e.g. muster points, site access control) for up-to-date personnel tracking.

Area	Process Tips	Technology Tips
9 Continuously Optimise Rosters	Regular Review Cycle: Conduct a formal review of all roster patterns at least bi-annually, incorporating data from fatigue reports and cost analysis. Gather FIFO Feedback: Actively solicit feedback from both site supervisors and FIFO staff on the practical impact of roster patterns on their productivity and well-being.	'What-If' Scenario Planning: Use the system's tools to model the cost and compliance impact of different roster changes (e.g. changing from a 14/7 to an 8/6 rotation) before implementation. Machine Learning Feedback Loop: Use attendance and performance data captured by the system to continuously refine the automated scheduling parameters for greater efficiency.

How TOKN Helps You Master FIFO Rostering

TOKN provides the unified platform needed to execute this checklist flawlessly, connecting your remote workforce and site operations.

- **Automates Rostering, Time & Timesheets:** Simplifies complex FIFO patterns and auto-calculates allowances and overtime.
- **Ensures Compliance & Reduces Fatigue Risk:** Automated checks flag violations against labour laws and fatigue management rules in real-time.
- **Enables Mobile Workforce Management:** Empowers FIFO teams with 24/7 mobile access to rosters, travel, and self-service options.
- **Provides Real-Time Insights:** Tracks labour costs and performance across multiple remote sites instantly.
- **Reduces Admin & Improves Productivity:** Eliminates reliance on spreadsheets, freeing up HR and operations staff to focus on strategic planning.