

Chain of

Responsibility

COMPLIANCE HANDBOOK ISSUED JULY 2020

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There is no job we undertake that is so important, we cannot take the time to find a safe way to do it.

Risk

“All parties in the supply chain have a responsibility to proactively manage risk and ensure safety, rather than only reacting after something happens.”

NHVR, Introduction to risk management, A heavy vehicle industry guide, September 2017.

Purpose & Introduction

This booklet sets out Suncoast Asphalt's commitment and approach to compliance with the Chain of Responsibility (CoR) laws contained in the Heavy Vehicle National Law (HVNL).

All parties in the heavy vehicle supply chain have a shared responsibility to proactively manage risk and ensure safety along the Chain. This booklet therefore sets out details of Suncoast Asphalt's expectations of the compliance of other parties in the Chain with whom it deals and the action that Suncoast Asphalt may be obliged to take in the event of non-compliance with that shared duty.

This booklet forms part of Suncoast Asphalt's operating policies. This booklet is in addition to and does not limit any other specific policies, procedures or contractual terms that may be applicable to any particular supply chain party.

The CoR laws apply to the movement of any goods by heavy vehicle on the road and any heavy vehicle journey, loaded or not loaded (in the case of speed, fatigue and

maintenance – see below). A heavy vehicle is any vehicle over 4.5t Gross Vehicle Mass (maximum gross loaded mass).

The CoR laws are intended to promote public safety; manage the impact of heavy vehicles on the environment, road infrastructure and public amenity; promote industry productivity and efficiency and encourage and promote productive, efficient, innovative and safe business practices.

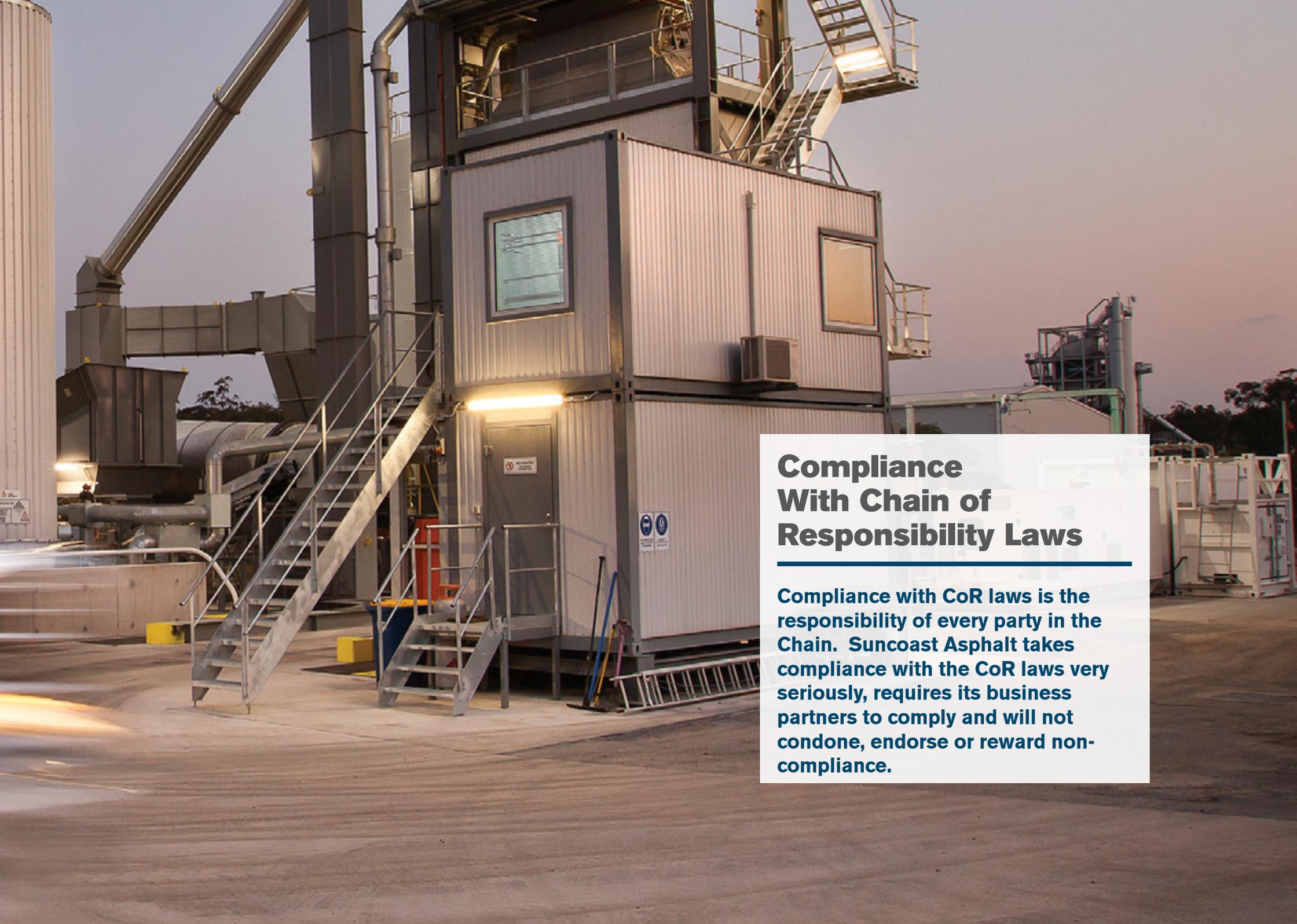
Contributing to the achievement of the objects of the CoR laws will not only ensure compliance with the CoR laws, but will positively contribute to the safety and efficiency of the road transport supply chain that is an integral part of the business, performance and productivity of Suncoast Asphalt and its partners in the supply chain.

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Chain of Responsibility



Compliance With Chain of Responsibility Laws

Compliance with CoR laws is the responsibility of every party in the Chain. Suncoast Asphalt takes compliance with the CoR laws very seriously, requires its business partners to comply and will not condone, endorse or reward non-compliance.



Orientation



Scope

This compliance booklet applies to all heavy vehicle use within the Suncoast Asphalt supply chain, including any supply to or the conduct of any Suncoast Asphalt project and covers all heavy vehicle movements in and out.

This booklet and the CoR laws cover the operations and conduct of all parties to the road transport supply chain (see further 'Roles & Responsibilities' on page 14).

However, this booklet is not exhaustive and all persons remain responsible for ensuring their own compliance with the CoR laws. To this end, all parties must familiarise themselves with the laws and obligations which apply to them and their operations.

The matters set out in this booklet relate to compliance with the CoR laws only. To some extent, they may run in parallel or overlap with work health and safety laws or laws relating to the transport of dangerous goods. The matters set out in this booklet are not intended to cover those other laws and further steps may be required to comply with them.



CoR Laws

The aim of the CoR laws is to make sure everyone in the road transport supply chain shares equal and joint responsibility for ensuring breaches of the CoR laws do not occur, whether by act or omission. If you exercise (or have the capability of exercising) direct or indirect control or influence over any transport task, you are part of the CoR and have a responsibility to ensure the CoR laws are complied with - both by you and the other supply chain parties with whom you are dealing.

The CoR laws are also intended to ensure that no party obtains an unfair commercial advantage over other parties e.g. by conducting its operations in breach of relevant laws and avoiding the time and cost associated with required compliance.

(a) Require every party in the CoR to ensure, so far as is reasonably practicable, the safety of the party's transport activities

(b) Prohibit any party in the CoR from asking, directing or requiring (directly or indirectly) or entering into a contract

with the driver of a heavy vehicle or a party in the CoR to do or not do something the person knows, or ought reasonably to know, would have the effect of causing another party to:

- ▶ Breach the CoR Laws - causing the driver to:
 - Exceed a speed limit applying to the driver.
 - Drive a fatigue regulated heavy vehicle while impaired by fatigue.
 - Drive a fatigue regulated heavy vehicle while in breach of the driver's work and rest hours option.
 - Drive a fatigue regulated heavy vehicle in breach of another law in order to avoid driving while impaired by fatigue or while in breach of the driver's work and rest hours option.

Breach of the CoR laws is a safety risk, potentially causing injury or damage to workers, the public, the environment and road infrastructure. Having regard to the seriousness of such consequences, compliance with the CoR laws is essential.

Breach of the CoR laws can result in infringement notices, fines, criminal prosecutions, commercial benefits penalties, compensation orders, prohibition orders and supervisory intervention orders.

Roles & Responsibilities

The CoR laws apply to every person in the road transport supply chain.

Consignor

A person named as 'consignor' on transport documentation, or if there is no such person identified, the person who engages a heavy vehicle's operator (directly or indirectly) or has possession of or control over the goods immediately before they are transported by road, or the person who loads or imports goods.

Prime Contractor

A person who engages someone to drive a heavy vehicle under a contract.

Transport Operator

A person who is responsible for controlling or directing the use of a heavy vehicle, for example a manager of the business that is dispatching goods by heavy vehicle.

Driver

A driver of a heavy vehicle. Includes a person who is sharing the task of driving during the journey, a person driving under instruction and a person instructing a driver who is under instruction.

Registered Operator

The registered operator in relation to a heavy vehicle is the person recorded in the NSW registrable heavy vehicles register as the person responsible for the heavy vehicle.

Scheduler

Any person who schedules transport of any goods or passengers by heavy vehicle, or the work and rest times of drivers. This may extend to include any person who dictates the scheduling (e.g. pick-up, delivery or transit time).

Packer

A person who puts goods into packaging, or assembles packaged goods into outer packaging (even if the packaging is already on a heavy vehicle), or supervises/manages/controls such an activity.

Loader

A person who loads goods into a heavy vehicle or container, or loads a container onto a heavy vehicle.

Loading Manager

A person who controls, manages or supervises (directly or indirectly) the loading or unloading of heavy vehicles at a regular loading/unloading premises, or is responsible for the operations of such premises, or has been assigned such responsibilities.

Unloader

A person who unloads goods out of a heavy vehicle or container, or unloads a container from a heavy vehicle.

Consignee

A person named as 'consignee' on transport documentation, or who actually receives the goods after their road transport (but does not include a person who merely unloads the goods).

Our Road Transport Chain

In the Suncoast Asphalt road transport supply chain, the following parties are likely to fall within the CoR (non-exhaustive):

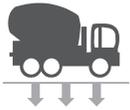
- ▶ Suncoast Asphalt and its employees
- ▶ Haulage company, road transport operator, owner driver, crane operator
- ▶ 3PL, warehousing/distribution/staging services provider, logistics provider, freight forwarder
- ▶ Supplier/importer of plant/equipment/materials
- ▶ Quarry operator
- ▶ Soil spill or other construction waste/by-product receipt, recycling or disposal facility
- ▶ Customers

All parties are liable for the conduct of their employees, subcontractors (at any level) and agents.

Executives (Directors and persons concerned in the management of a corporation; partners in a partnership; management of an unincorporated body) may be held liable for any breaches committed by their business (see further 'Executive Duties').

Compliance Components

The Chain of Responsibility laws cover the following compliance components:



Mass

Loads must be within maximum legal gross vehicle and axle load limits, either generally or under any permit or notice and within the maximum load mass of any freight container.



Dimension

Loads must be within maximum legal height, length, width and overhang limits, either generally or under any permit or notice.



Load Restraint

Loads must be secured within freight containers and within/on vehicles so that they do not make the vehicle unstable or unsafe and are secure and not likely to shift or fall out of/off the vehicle.



Fatigue Management

Vehicles may only hit the road where drivers are not adversely affected by fatigue and are within their maximum permitted driving hours, either generally or under any fatigue accreditation scheme.



Speed Management

All journeys must be capable of being completed and actually completed within legal speed limits.



Vehicle Maintenance

All vehicles must comply with any applicable heavy vehicle standards and at all times during use be properly maintained and roadworthy.



Duties & Actions



Hazard Identification & Risk Management

The CoR laws require all parties in the Chain to:

- Identify *hazards* associated with the use of any heavy vehicle i.e. things that could cause harm or damage or result in breach of the CoR laws
- Assess the *risks* of those hazards arising i.e. the likelihood and potential degree of harm or damage resulting
- Identify, develop and implement risk *control measures* i.e. measures to avoid or mitigate those risks
- *Monitor* the effectiveness of the implementation and operation of those controls *and review* as necessary i.e. whether they are being properly implemented and effective in controlling identified risks and, if not, what needs to be changed to rectify the situation.

Every party in the Chain must ensure that it has in place a system to ensure that the above hazard and risk identification and control duties are complied with.

Every party in the Chain must be reasonably satisfied that

the other parties in the Chain with whom it deals also have in place such a system, or are subject to that party's own system and must monitor heavy vehicle operations to ensure that the system appears to be working.

Transport Activities & Business Practices

The CoR laws require that every party in the CoR:

- (a) Conducts themselves in a compliant manner when they are performing any 'transport activity', which includes:
 - (i) consigning, packing, loading, unloading, managing the loading/unloading or receiving goods transported by road
 - (ii) scheduling transport
 - (iii) engaging a person to drive, maintain or repair a vehicle; and
- (b) Has in place compliant 'business practices'.

That is, **both your actions and business practices have to be compliant with the CoR laws**. If you do not have compliant business practices in place, you will not be complying.

Required 'business practices' include:

- CoR **hazard identification** and **risk analysis** for

your supply chain, which must be conducted at least annually and/or after any event which indicates that the way that any transport activities are being carried out has led, or may lead, to a relevant contravention

- Development of CoR **hazard/risk control measures**
- CoR compliance **policies** and **working procedures**
- CoR compliance **induction** and ongoing **education processes**, including CoR training (national Unit of Competency recommended) for personnel performing CoR functions and information, education and awareness to contractors and subcontractors
- **Contractor/subcontractor pre-qualification screening**, including undertaking compliance assurance assessment as to their competency, capacity, qualifications, training, expertise and systems and processes in place to ensure compliance with the CoR laws, this booklet and their compliance performance and/or relevant compliance history
- CoR **compliance terms** in every supply chain contract

- CoR **compliance assurance systems** (i.e. verification of the design, implementation and functioning of the above), including an incident reporting and response/remedy register for all CoR near-misses, incidents, accidents and infringements and periodic internal or external compliance performance auditing
- CoR **compliance performance reporting**
- CoR **compliance record retention**.

Where a business does not have in place the above compliant 'business practices', it can be charged, prosecuted, found guilty and fined for a breach of the CoR laws – even if no heavy vehicle incident/accident has occurred.

The National Heavy Vehicle Regulator's 'Chain of Responsibility Gap Assessment Tool' (<https://www.nhvr.gov.au>) may be a useful resource to help you to assess whether your business practices and systems controls meet the standard required for compliance with the CoR laws.

Section 5 of this handbook contains detailed *guidance* (non-exhaustive) on the requirements of each CoR compliance component and suitable (but not exhaustive) control measures. The guidance and control measures identify key parties usually associated with particular functions or activities. However, this should not be taken as precluding or discouraging other parties in the CoR with any control or influence over those functions or activities also taking an active part in compliance – the CoR laws in fact require you to do so in such circumstances.

Suncoast Asphalt has implemented a system of routine compliance monitoring and assurance, including non-invasive spot checks for third party vehicles visiting Suncoast Asphalt's sites. Vehicles visiting Suncoast Asphalt's sites should be prepared to undergo a short spot check to identify any breaches or potential issues relating to CoR

compliance of the driver, vehicle and/or load. It is a condition of access to Suncoast Asphalt's sites that the drivers and operators of any vehicles will cooperate in relation to any such checks and will rectify or otherwise engage with Suncoast Asphalt to understand any query or non-conformance arising from any such check.

Where compliance information or documentation is generated, consideration should be given to sharing that information/documentation between parties in the CoR responsible for the particular transport activity, to enable them to perform compliance monitoring activities. This is particularly relevant where you/they would not otherwise have such information and could not perform compliance monitoring cross-checking (and see further 'A Shared Responsibility' on page 22).

A Shared Responsibility

Responsibility for compliance with the CoR laws is shared amongst all parties in the Chain.

The actions, inactions, conduct or operations of or information provided by one party in the Chain can affect the compliance of another or other parties in the Chain, for better or worse.

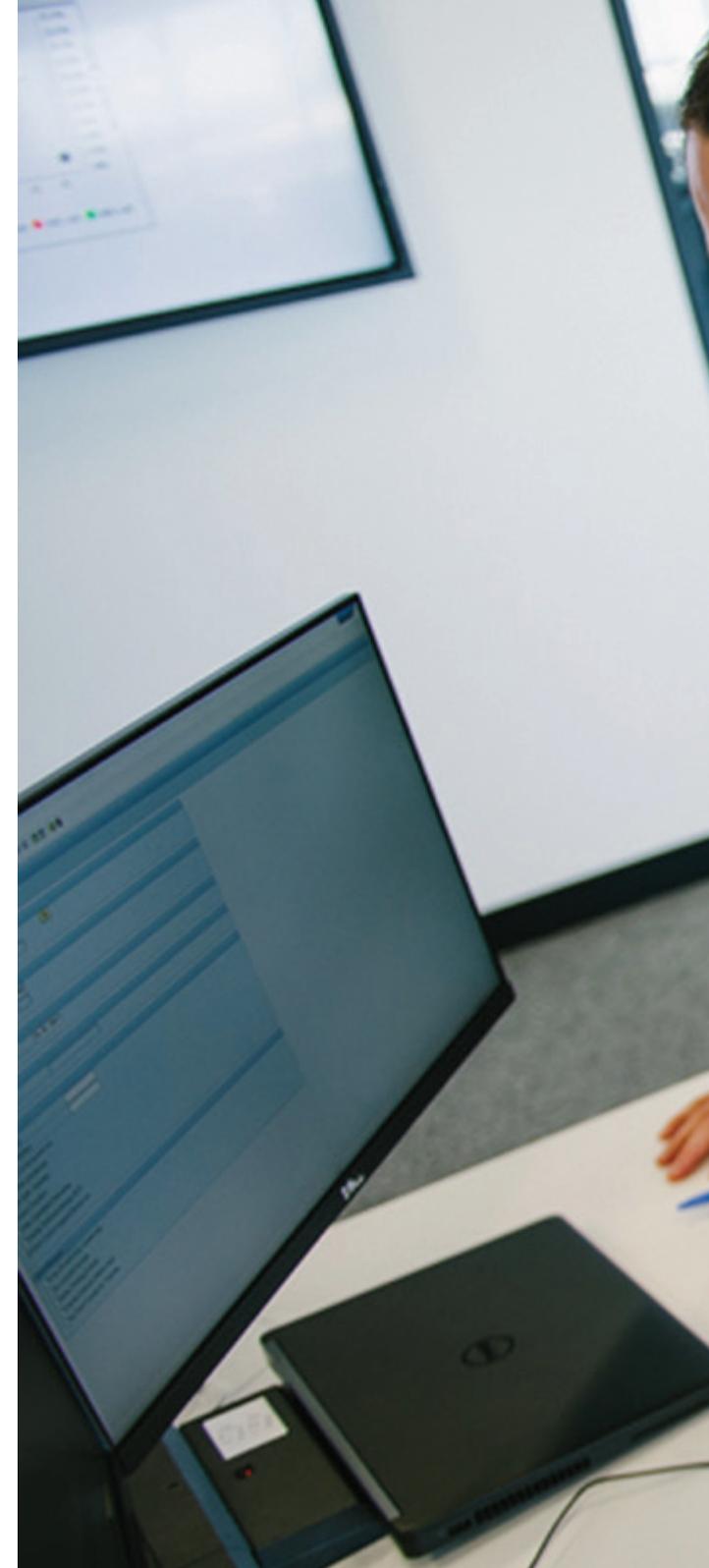
As such and also to obtain assurance that their counterparts are complying with the CoR laws, parties in the Chain should actively consult and cooperate with one another on how best to manage compliance with the CoR laws and coordinate their activities and/or the exchange of information to ensure that this occurs.

Executive Duties

Under the CoR the Executive (Directors and persons concerned in the management of a corporation; partners in a partnership; management of an unincorporated body) have a duty to exercise due diligence to ensure that their business complies with the CoR laws.

In order to discharge this duty, the Executive must ensure that their business has in place the 'business practices' referred to above and that they are properly implemented and effective in managing the hazards and risks arising from any heavy vehicle operations.

Any Executives who do not discharge this duty may be charged, prosecuted, found guilty and fined of a breach of the CoR laws – *even if no heavy vehicle incident/accident has occurred.*





A low-angle photograph of a man, Luke, working on a white vehicle. He is wearing a dark cap with sunglasses on top, an orange high-visibility work shirt with reflective stripes, and a name tag that says "LUKE". He is holding a large yellow panel. The background shows a clear blue sky and some industrial structures.

Accreditation

& Training

CoR Compliance & Industry Codes

Without limiting anything in this booklet, parties in the CoR may seek to rely on or incorporate compliance as set out in any applicable industry code of compliance or practice, including any industry code registered under the HVNL.

Industry codes not registered under the HVNL should be approved by a qualified person or persons prior to being used (e.g. a qualified load restraint engineer should approve any load restraint industry code).

Reliance on or compliance with an industry code of practice, whether registered or not, does not in any way absolve or lessen your obligations under the HVNL, CoR laws or this booklet.

Heavy Vehicle Operator Accreditation

Greater assurance of CoR compliance may be provided through recognised accreditation programs or additional roadworthiness inspections. As part of its assurance of compliance by any heavy vehicle operator engaged by or subcontracted to Suncoast Asphalt, Suncoast Asphalt may require any such operator to obtain accreditation, for example, under:

National Heavy Vehicle Accreditation Scheme (**NHVAS**) - Heavy vehicle operations can apply for accreditation under the following NHVAS modules:

- Mass Management
- Maintenance Management
- Fatigue Management: Basic Fatigue Management (**BFM**)
- Fatigue Management: Advance Fatigue Management (**AFM**)

TruckSafe – An independent industry accreditation program and heavy vehicle operator risk management

system significantly aimed at compliance with the CoR laws

RMS Safety, Productivity & Environment Construction Transport Scheme (**SPECTS**) and any equivalent in other States/Territories.

RMS accredited Heavy Vehicle Authorised Inspection Station (**HVAIS**) Safety Check Inspections, which verifies ongoing heavy vehicle roadworthiness, safety and compliance with applicable Standards in between periods of registration renewal.

In addition, certain heavy vehicle operators may require accreditation if they operate certain classes of vehicles or as a condition of certain permits or exemptions.

Finally and in any event, heavy vehicle operators and the supply chain parties who engage them should consider adopting or mandating accreditation in order to provide a framework for compliant operations and obtain greater assurance of compliance along the Chain.

Training

CoR compliance training must form an integral and ongoing part of any compliance management system.

CoR compliance training should operate at a number of levels, including:

- Induction training
- Routine refresher training
- Regular toolbox talk-type training
- Ad-hoc 'lessons-learned' or 'incident alert' notifications
- Additional skills-based training or refresher/development training for personnel who are identified as needing further intervention, as required.

Personnel performing CoR functions or administering CoR compliance should be identified and consideration given to requiring them to obtain accredited CoR compliance training qualifications, including:

- TLIF0009 Ensure the Safety of Transport Activities

- TLIF0014 Monitor the Safety of Transport Activities
- TLIF0005 Apply a Fatigue Risk Management System (replaces unit TLIF2010)
- TLIF0006 Administer a Fatigue Risk Management System (replaces unit TLIF3063)
- TLIF0007 - Manage a Fatigue Risk Management System.

Suncoast Asphalt requires all drivers and contractors to undergo comprehensive CoR induction training prior to engagement. It is a condition of working with Suncoast Asphalt that all drivers can demonstrate an awareness of and compliance with their and Suncoast Asphalt's CoR compliance obligations. Suncoast Asphalt also conducts regular scheduled and ad-hoc training initiatives as outlined above.

Contracting & Subcontracting

Where any party in the Suncoast Asphalt's CoR contracts out or subcontracts any activity or function, in whole or part:

- that party remains fully responsible for compliance with the CoR laws and this booklet, including by any subcontractor, regardless of any attempt to purport to exclude, limit or modify any compliance obligation covered by the CoR laws or this booklet
- in addition to any other conditions that may apply, that party must first ensure that any such contractor/subcontractor has in place a system and work practices to ensure its compliance with the CoR laws and this booklet and their compliance performance and/or relevant compliance history.

Contractor/subcontractor pre-qualification and screening activities should include undertaking compliance assurance assessment of contractors/subcontractors as to their competency, capacity, qualifications, training, expertise and systems and processes in place to ensure

compliance with the CoR laws and this booklet and their compliance performance and/or relevant compliance history.

Any contractor's/subcontractor's activities must meet or exceed the compliance standards provided by your own CoR law compliance systems and processes. Where your CoR law compliance systems and processes do not specifically cover the activities of a contractor/subcontractor, a contractor/subcontractor may be permitted to operate in accordance with its own CoR law compliance systems and processes, subject:

- at all times to the above bullet points in this section
- to the contractor's/subcontractor's CoR law compliance systems and processes or equivalent being adequately defined and documented
- to the development of an appropriate level of scheduling and frequency of monitoring, surveillance and audit activities of the contractor's/subcontractor's compliance performance.

This section applies to contractors/subcontractors at any level (e.g. subcontractors of subcontractors). Where contractors/subcontractors are permitted to further subcontract, your CoR law compliance systems and processes must provide a system to ensure that the same level of pre-qualification compliance assurance and assessment applies to any such further subcontracting.



Audits & Breaches



Audit & Review

In addition to being subject to routine monitoring, the CoR compliance performance of all parties in the Chain and any contractors/subcontractors should be periodically audited.

Audit and review activities and resulting management of corrective actions should be undertaken **proactively**, and **in the absence of any near miss, accident, incident or infringement**.

Audit and review activities may involve a mix of documentary review and in-field monitoring and surveillance.

Any near miss, accident, incident or infringement identified should be investigated to determine the cause and any necessary corrective or preventative actions, including amendment to policies/working procedures etc., recorded.

Audit and review of contractor/subcontractor activities and performance is especially important where they are

engaged to perform works or services which have a direct impact on safety or compliance with CoR laws.

External qualified/accredited auditing can provide greater assurance of CoR compliance. Periodic external auditing should be considered where appropriate.

Suncoast Asphalt has implemented a detailed pre-qualification screening and audit process for its contractors. Participating in and obtaining a satisfactory audit outcome, including continued performance, is a requirement of working with Suncoast Asphalt.

Record Keeping

All parties in the Chain must ensure that processes are implemented for the management of records related to CoR awareness and compliance. These processes must address records generated as a result of activities, including but not limited to:

- Hazard reports and safety risk management activities related to CoR
- CoR processes (including checklists and surveillance methodology)
- Audit findings and reports
- Formal compliance correspondence.

All such records must be kept for a minimum of 3 years, or as otherwise specified in any contract with Suncoast Asphalt.

Default, Breach & Consequences

In addition to any other rights or entitlements of Suncoast Asphalt, in the event of any breach or suspected breach of the CoR laws by any other party in the CoR or any failure of any party in the CoR to respond to implement any of the measures contained in this booklet, Suncoast Asphalt may be obliged and may elect to, in its sole and absolute discretion:

- withhold payment for the provision of any goods or services
- require that the person(s) responsible, including any contractor(s) or subcontractor(s), are not used or engaged to provide goods or services to or on behalf of Suncoast Asphalt in future
- not purchase any further goods or services from any person(s) responsible
- suspend the provision of goods or services by Suncoast Asphalt and/or any contract or arrangement with any person(s) responsible, including without further payment, until such time as the matter is remedied to Suncoast Asphalt's reasonable

satisfaction

- terminate any contract or arrangement between Suncoast Asphalt and any person(s) responsible.





Compliance

Requirements

The background of the page is a photograph of an asphalt manufacturing facility. A large white storage tank is the central focus, featuring the Suncoast Asphalt logo. The logo consists of three stylized asphalt cones in orange, grey, and yellow, with the text 'SUNCOAST ASPHALT' in bold blue letters and 'MANUFACTURING PTY LTD' in green below it. A metal staircase with railings is visible on the right side of the tank. The sky is a clear, bright blue.

Specific Compliance Requirements & Control Measures

The compliance requirements and suggested control measures contained in Section 5 are provided by way of guidance (non-exhaustive) on the requirements of each CoR compliance component and suitable (but not exhaustive) control measures. They represent the base level of compliance considerations and control measures implemented and/or expected by Suncoast Asphalt. They are provided in addition and subject to and do not limit any other specific policies, procedures or contractual terms that may be applicable to any particular supply chain party.

The guidance and control measures identify key parties usually associated with particular functions or activities. However, this should not be taken as precluding or discouraging other parties in the CoR with any control or influence over those functions or activities also taking an active part in compliance – the CoR laws in fact require you to do so in such circumstances.

Mass

1. Scope

Mass requirements cover the:

- gross mass of heavy vehicle or combination together with their loads
- mass on axles or axle groups of heavy vehicle or combination
- weight of any freight container and its goods.

Mass limits are set according to the following mass management options:

- General Mass Limits
- NHVAS Concessional Mass Limits (CML)
- NHVAS Higher Mass Limits (HML).

2. Primary obligation

Any load placed on a heavy vehicle or combination must not exceed the relevant mass limits (gross, axle or freight container limits) for that heavy vehicle.

3. Secondary/specific obligations

No heavy vehicle may be loaded in excess of its gross or axle mass limits.

General Mass Limits apply to all heavy vehicles, unless accreditation or concessional mass limits are in place to permit increased mass limits.

Heavy vehicle access permits may impose additional mass requirements.

4. Control measure guidance and requirements

Parties in the CoR must be aware of or ensure that there are systems in place to verify the mass limits applicable to every heavy vehicle used in their transport activities, including those applicable to any route which the heavy vehicle is scheduled to take and whether

approved under any access permit or notice.

Drivers, operators and any person responsible for planning a heavy vehicle route must be aware of any mass limits that apply throughout the planned route, including any route approved under any access permit or notice.

Before qualifying any heavy vehicle for use, its GVM, tare weight, mass and axle limits must be ascertained, verified and recorded, along with any access permit or notice applicable to the mass limits of the vehicle and which are intended to be relied upon in its use.

Where automatic electronic systems which match mass limits and load masses are not in place, ideally every heavy vehicle should be marked or bear approved signage indicating its maximum mass limits (gross and axle/axle groups).

Before loading, the driver and any person responsible for loading must exchange and record information on the maximum applicable mass limits for the heavy vehicle, including those applicable to any route which the heavy vehicle is scheduled to take and whether approved under any access permit or notice.

Before loading the driver and any person responsible for loading the heavy vehicle must exchange and record information on the mass of the planned load, including the mass of each component of the load (e.g. the mass of the load as marked on any equipment or packaging or as advised by the supplier/manufacturer).

Before loading, the driver and any person responsible for loading the heavy vehicle must ensure a loading plan is prepared and implemented, including the mass of the load and location and maximum applicable mass limits for all components of the load and heavy vehicle.

If the planned load cannot be loaded onto the heavy vehicle presented in compliance with the maximum applicable mass limits, it must not be loaded, or only loaded to the extent in compliance with the maximum applicable mass limits.

Before any loaded journey is commenced:

Mass Continued

- The mass of the loaded heavy vehicle must be weighed OR
- The mass of the loaded vehicle must be calculated,

to ensure that it is within the maximum applicable mass limits for the heavy vehicle (GVM and axle limits).

For non-standard or non-controlled loads (e.g. controlled loading of asphalt with known/verified volume and mass characteristics into an agitator), weighing the loaded heavy vehicle provides greater assurance than calculating mass. Greater care and quality assurance (i.e. compliance checks) are required when relying on calculated mass.

Where the mass of the loaded heavy vehicle is weighed, the following methods are acceptable, in descending order of preference:

- On-site weighbridges
- Heavy vehicle telematics, including on-board mass measurement/air bag scales etc.
- Mobile axle pad scales or similar.

Where the mass of the loaded heavy vehicle is calculated, the method and manner of calculation must be:

- Accurate
- Reliable
- Reproducible
- Documented
- Capable of taking into account weather and climatic conditions, or potential weather and climatic conditions which may affect or potentially affect the weight or measurement of the load from load to load (e.g. loads with a higher moisture content due to weather or climatic conditions will weigh more)
- Capable of taking into account physical variations in load make-up from load to load which may affect or potentially affect the weight or measurement of the load (e.g. altered load mixtures; non-homogeneous loads with a higher proportion of dense

materials will weigh more)

- Physically verified until it is reasonably proven to be accurate, reliable and reproducible (e.g. through the use of actual physical weighing as outlined above until verification of the accuracy of the method of calculation is obtained)
- Periodically verified through check-weighing (e.g. actual physical weighing as outlined above or actual physical weighing at a public weighbridge en route or at destination) and any discrepancy must be recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

Any equipment used to measure the mass of any loaded heavy vehicle or component of any load must at all times be properly functioning and calibrated in accordance with any manufacturer's recommendations and applicable standards (including under the *National Measurement Act 1960* (Cth) and/or National Measurement Institute Standards) and the operator of any such equipment must obtain and retain a valid and current certificate of calibration for such equipment before it is permitted to be used as the method for weight verification for any particular load.

Any heavy vehicle which is loaded in excess of its maximum permitted mass limits must be:

- Unloaded or tipped or
- Have its load redistributed,

so that it is compliant, before it is permitted to depart any site.

For containerised loads, in addition to the above methods of weight verification of the container load, prior to any loaded journey being commenced, the weight of the load must be verified as being below the maximum rated load mass for the container.

A complying Container Weight Declaration must be provided to the driver in respect of any containerised load, before the heavy vehicle departs.

Whether verifying mass compliance by weighing or calculation, a record of the axle/axle group, gross heavy vehicle mass of every heavy vehicle and container load mass

Mass Continued

(including complying Container Weight Declaration) before leaving any site and entering the road must be securely retained.

Before any loaded heavy vehicle departs, the driver and any person responsible for loading the heavy vehicle must inspect the load and confirm that the load was loaded as planned and within all applicable maximum mass limits. If not already forming part of an electronic mass monitoring system, this confirmation should be recorded in a signed load plan or load declaration or similar, which should be securely retained.

Heavy vehicles must stay within mass limits on the roads and routes approved for those heavy vehicles and masses, including routes approved under any access permit or notice.

A random or risk-targeted inspection of a reasonable sample of loads must be conducted to ensure compliance with applicable mass limits. Records must be retained of such inspections which may include:

- Inspecting and verifying load planning and mass measurement documentation for the load, ensuring that mass measurement records coincide with declared mass in all load plan and journey documentation
- Inspecting calibration certificates for any mass measurement equipment
- Spot check load mass measurement as part of the unloading or receipt/processing process, comparing stated mass measurement figures with that mass measurement.

Where such inspection identifies any mass discrepancy (**either over or under and regardless whether the load and heavy vehicle are within maximum applicable mass limits**) or where any mass discrepancy is otherwise notified or becomes known, this must be reported to all parties in the CoR concerned with the load, recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

Asphalt vehicles in Suncoast Asphalt's owned and contracted fleet are entered into Suncoast Asphalt's SAP system, which includes vehicle details, tare weight and maximum allowable loaded weights. Those weights and limits are reconfirmed regularly and contractors are required to advise Suncoast Asphalt of any circumstance which may result

in any change to them. The SAP system prevents a load from being allocated to any vehicle which is not able to carry that load mass legally (adjusting the load size before any batch command is sent to the asphalt batching computer). Vehicles are required to be weighed on a weighbridge after loading. The SAP system prevents a weight docket from being issued for any load which is overmass. No vehicle may leave a Suncoast Asphalt site without a weight docket.

If a supplier or third party sends an overloaded vehicle to a Suncoast Asphalt site, Suncoast Asphalt has adopted a policy of not turning that overloaded vehicle away – as to do so would potentially result in putting an unsafe vehicle back out on the road. Instead, Suncoast Asphalt's policy is to:

- Unload the vehicle and then reload it with the overmass materials for return, or
- Accept the load but only pay for the proportion of the load which is within the vehicle's mass limits.

In both cases, the incident will be logged by Suncoast Asphalt and Suncoast Asphalt will engage with the supplier or third party in an effort to ensure that a similar breach does not occur again.

Dimension

1. Scope

Dimension requirements may relate to the dimensions (width, height, length, overhang) of a:

- heavy vehicle or combination (together with its equipment)
- component of a heavy vehicle or combination
- heavy vehicle's load.

2. Primary obligation

To ensure that heavy vehicles, equipment and loads remain within prescribed width, height, length and overhang limits.

3. Secondary/specific obligations

No heavy vehicle/combination (whether loaded or unloaded) may exceed legal width, height, length and rear overhang limits, whether for the heavy vehicle or any route travelled by the heavy vehicle.

4. Control measure guidance and requirements

Parties in the CoR must be aware of or ensure that there are systems in place to verify the dimension limits applicable to every heavy vehicle used in their transport activities, including those applicable to any route which the heavy vehicle is scheduled to take and whether approved under any access permit or notice.

Drivers, operators and any person responsible for planning a heavy vehicle route must be aware of any dimension limits that apply throughout the planned route, including any route approved under any access permit or notice.

Before qualifying any heavy vehicle for use, its maximum dimension limits must be ascertained, verified and recorded, along with any access permit or notice applicable to the mass limits of the vehicle and which are intended to be relied upon in its use.

Where automatic electronic systems which match vehicle dimension limits to load dimensions are not in place, ideally every heavy vehicle should be marked or bear approved signage indicating its maximum dimensions (width, height, length and overhang).

Before loading, the driver and any person responsible for loading must exchange and record information on the maximum applicable dimension limits for the heavy vehicle, including those applicable to any route which the heavy vehicle is scheduled to take and whether approved under any access permit or notice.

Before loading, the driver and any person responsible for loading must exchange and record information on the dimensions of the planned load, including the dimensions of each component of the load (e.g. including the dimensions of the load as marked on any equipment or packaging or as advised by the supplier/manufacturer).

Before loading, the driver and any person responsible for loading the heavy vehicle must ensure a loading plan is prepared and implemented, including the dimensions of the load and location and maximum applicable dimension limits for all components of the load and heavy vehicle. This load plan must be securely retained.

If the planned load cannot be loaded onto the heavy vehicle in compliance with the maximum applicable dimension limits, it must not be loaded, or it may only be loaded to the extent in compliance with the maximum applicable dimension limits.

Before departing on any journey every loaded heavy vehicle should be inspected to ensure that the load:

- does not exceed the dimension limits of the heavy vehicle or applicable on the planned route and
- is not likely in the ordinary and foreseeable course of transport to move or shift so as to become in excess of the dimension limits of the heavy vehicle or applicable on the planned route.
- Records of such verification must be retained.

For any load which extends beyond the height, width or length of a heavy vehicle and for

Dimension Continued

any loads which are not fully contained on all sides/bottom/top by a heavy vehicle, the acceptable forms of dimension verification are, in descending order of preference:

- measurement and recording of the dimensions of the load in each direction (e.g. through the use of measuring tapes or yardsticks)
- driving the heavy vehicle under height bars (e.g. a constructed framework with a horizontal bar fixed or suspended overhead at a predetermined and measured height at or below the maximum applicable dimension limit for the heavy vehicle)
- visual inspection without a measurement device, but such visual inspection must be made on the plane and at the level of each relevant dimension (e.g. at the height of the top of the lip of the heavy vehicle, not from ground level looking up).

Any:

- over-height heavy vehicle (but still within legal limits)
- heavy vehicle carrying any load which protrudes (in whole or part) above the heavy vehicle (but still within legal limits)

should be directed not to travel:

- under any bridge
- under any overpass
- through any tunnels,

and route planned accordingly, to the fullest extent possible.

Heavy vehicles and their loads must stay within dimension limits on the roads and routes approved for those heavy vehicles and dimensions, including routes approved under any access permit or notice.

A random or risk-targeted inspection of a reasonable sample of loads must be conducted to ensure compliance with applicable dimension limits. Records must be retained of such inspections which may include:

- Measurement of dimensions of the heavy vehicle and load (using the methods set out above) and verification that these fall within the dimension limits applicable throughout the route, including under any route approved under any permit or notice
- Measurement of dimensions of the heavy vehicle and load (using the methods set out above) and verification that they match the dimensions included in any load and route plan
- Inspecting and verifying load planning and dimension measurement documentation for the load.

Where such inspection identifies any dimension discrepancy (**either over or under and regardless whether the load and heavy vehicle are within maximum applicable dimension limits**) or where any dimension discrepancy is otherwise notified or becomes known, this must be reported to all parties in the CoR concerned with the load, recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

Load Restraint

1. Scope

Load restraint relates to:

- The restraint of any load, including its components, in or on a heavy vehicle
- The restraint of any load, including its components, **within a freight container**
- The restraint of any freight container in or on a heavy vehicle.

2. Primary obligation

To ensure that all loads are restrained legally to avoid making the heavy vehicle unstable and to stop a load or part thereof falling out.

3. Secondary/specific obligations

A load on a heavy vehicle must not be placed in a way that makes the heavy vehicle unstable or unsafe and must be secured so it is unlikely to fall or dislodge from the heavy vehicle.

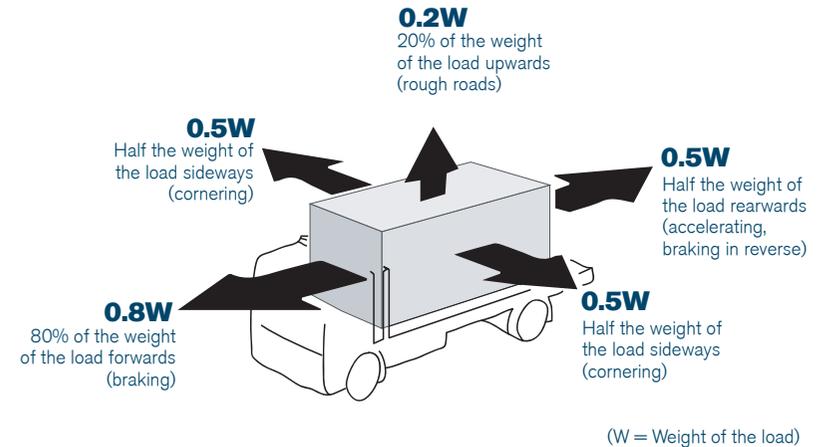
Any method of restraint used must comply (at a minimum) with the National Transport Commission's *Load Restraint Guide* (latest edition), specifically, it must be designed to secure a load subject to the expected on-road forces and Performance Standards set out in the *Load Restraint Guide*.

4. Control measure guidance and requirements

The load restraint system employed in/on a heavy vehicle or inside a freight container must meet or exceed the minimum regulatory Performance Standards contained in the National Transport Commission's *Load Restraint Guide*, so that any load movement is limited, such that any shift does not:

- contribute to instability of the heavy vehicle or
- cause the load to become dislodged from the heavy vehicle,

when exposed to the forces shown in the diagram.



LOAD RESTRAINT FORCES

Note that these forces, and the forces that any load restraint system must be designed to meet or exceed, are equivalent to a low-speed collision between a heavy and light vehicle. That is, **any load restraint system for goods in/on a heavy vehicle or in a freight container must be capable of sustaining a low-speed collision between a heavy and light vehicle.**

Guidelines for load restraint can be found in the National Transport Commission's *Load Restraint Guide* (available at www.ntc.gov.au) which (including any replacement or modification) is incorporated into this booklet as if set out in full.

A load restraint system must be designed and implemented for the load, which meets or exceeds the Performance Standards in the *Load Restraint Guide*, including details of what restraint methods and/or equipment is to be used, the required capacity of any restraint equipment to be used, how it is to be used and the required physical condition of any such restraint equipment.

Ideally and in particular for any common or standardised loads or for the transport of any materials or equipment which will be transported multiple times in their life, such load restraint system should be documented and approved by a qualified load restraint

Load Restraint Continued

engineer and that approval (including the name and qualification(s) of the person providing it) should be noted on the face of the load restraint system documentation.

The consignor, driver, transport operator, loader, loading manager, unloader and consignee must all be provided with a copy of any approved load restraint system documentation.

Before loading:

- A heavy vehicle, the driver, consignor and any person responsible for loading the heavy vehicle
- A freight container, the consignor/consignee and any person responsible for loading the freight container,

must exchange and record information on the load restraint requirements of the planned load, including the mass and dimensions of each component of the load.

Before loading:

- A heavy vehicle, the driver, consignor and any person responsible for loading the heavy vehicle
- A freight container, the consignor/consignee and any person responsible for loading the freight container,

must ensure a loading plan is prepared and implemented, including the details of any approved load restraint system to be used. This load plan must be securely retained.

If the planned load cannot be loaded onto the heavy vehicle or into a freight container in compliance with the *Load Restraint Guide* and approved load restraint system, it must not be loaded, or only be loaded to the extent in compliance with the Load Restraint Guide and any approved load restraint system.

Before:

- Any heavy vehicle departs on any journey, every loaded heavy vehicle

- Any loaded freight container is sealed, every load of any freight container,

should be inspected to verify that the load restraints applied to any load conform to the requirements of the *Load Restraint Guide* and any approved load restraint system. Records of such verification must be retained.

Verification inspections of all observable load restraint should be made during any break in a journey before recommencing the journey, during any transshipment of the load from one freight container to another and at any other time where road or journey conditions might reasonably be expected to have resulted in a risk of load shift or compromise of any load restraint system or equipment or where any other observation reasonably suggests that it would be prudent to conduct a verification inspection.

Either a random or risk-targeted inspection of a reasonable sample of loads must be conducted to ensure compliance with applicable load restraint requirements. Records must be retained of such inspections, which may include:

- Visual inspection that a load does not appear to have shifted during transport (e.g. observations of collapsed load stacks/stows, signs of scraping on heavy vehicle beds or trays or container floors, loose or slack or broken or deformed or deflated restraints)
- Visual inspection of the manner of application, capacity and condition of any restraint equipment required under any approved load restraint system and verification of compliance with the applicable approved load restraint system
- Inspecting and verifying load planning and restraint documentation for the load.

Where such inspection identifies any load restraint discrepancy or where any load restraint discrepancy is otherwise notified or becomes known, this must be reported to all parties in the CoR concerned with the load, recorded, investigated and any necessary response/ remedy implemented, itself verified and documented.

Speed Management

1. Scope

Speed may relate to:

- The maximum speed limit applicable to a heavy vehicle
- The maximum speed limit for any road
- The safe speed for any particular vehicle, including having regard to the characteristics of its load.

2. Primary obligation

To ensure that all heavy vehicle journeys can be completed at all times within legal speed limits.

3. Secondary/specific obligations

No driver can drive and no person can request a driver to drive if to do so would result in the driver breaking the applicable speed limits.

It is an offence for any person to offer any encouragement, incentive or reward for a driver to drive in breach of the applicable speed limits.

Speed regulated heavy vehicles must be fitted with properly calibrated and functioning speed limiters.

4. Control measure guidance and requirements

Scheduling

Driver speed may be adversely affected by set:

- pick up times or windows
- journey times or windows
- delivery times or windows.

Ideally, pick up, journey and delivery times or windows would not be fixed. However, where any one or more are fixed, the balance of this section as concerns scheduling applies.

Any person scheduling a heavy vehicle journey or setting any time for pick up, journey or delivery time must ensure that its schedule can be completed in time and at all times in accordance with any legal road speed limit, including:

- allowing reasonable time for any necessary site induction, completion of all processes required by any CoR management plan, loading, driving, rest time and waiting
- having in place procedures to respond to any journey delays (including weather, traffic, queuing, mechanical breakdown or fault or site delays).

For any journey subject to a specified pick up, journey or delivery time, an estimated trip time should be calculated for the heavy vehicle to reach its pick up location, complete its journey or reach its delivery destination, taking into account the above allowances. Where heavy vehicle journeys are repeated, estimated trip times can be calculated for a class of journeys. Estimated trip time and times of departure and arrival should be recorded in the load or route planning documentation described elsewhere in this booklet.

There must be a system in place to permit notification of any interruptions or delays to any scheduled heavy vehicle movement and for making appropriate scheduling adjustments or alternative arrangements.

Ideally, parties in the CoR should maintain a dedicated point of contact (telephone preferred) for such notifications and ensure that all contractors/subcontractors are aware of those details.

The terms of engagement with any contractor/subcontractor (at any level) (including as to scheduling and payments tied in whole or part to meeting schedules) must not force, encourage, induce or reward any driver to or for exceeding any legal or safe speed limit.

Every party in the CoR must ensure that no demand is placed on any driver in relation to any pick-up, delivery or transit time which would force, encourage, induce or reward any driver to or for exceeding any legal or safe speed limit.

Speed Management Continued

At any loading or unloading sites, a system must be in place to inform drivers or transport operators as far in advance as possible of any delays or queues which would likely result in a driver waiting for more than 30 minutes. Where:

- delays of more than 30 minutes to any directly or indirectly advised start or finish time for any loading or unloading activities are likely
- a loading/unloading site is unable to advise drivers when loading/unloading is likely to start or finish,
- the operator of the loading/unloading site must take all reasonably practicable steps to ensure that drivers are able to rest whilst waiting.

In such circumstances:

- queuing should be avoided so far as reasonably practicable
- truck and driver waiting and resting areas should be provided so far as reasonably practicable
- a system must be in place for drivers to be notified *by the site* (not requiring the driver to be awake or to have to continually check in with the site) when the site is ready to load or unload the heavy vehicle.

Records should be kept and countersigned by drivers and any person responsible for operating any loading/unloading site of the load start and finish time and any significant periods of interruption.

Speed management equipment

All speed regulated heavy vehicles must be fitted with properly calibrated and functioning speed limiters. Proper calibration and functioning of speed limiters must be verified, including through the use of the compliance monitoring measures outlined below.

Before qualifying any heavy vehicle for use a current calibration certificate for any telematics system, including any on-board GPS and speed limiter fitted to the heavy vehicle, must be obtained, verified, recorded and retained.

Ideally, all heavy vehicles, but at least all speed regulated heavy vehicles, should be equipped with on-board telematics, including real-time GPS or other speed/location monitoring system.

Parties in the CoR should ensure that systems are in place to ensure that heavy vehicle drivers not only obey applicable speed limits (including monitoring and recording any speeding incident) but drive at a safe speed for the prevailing conditions, including the characteristics of their load (e.g. heavy loads with a high centre of gravity may be more likely to cause a roll-over even when travelling below maximum legal speed limits).

Compliance monitoring

Any real-time GPS or other speed/location monitoring system should be calibrated to produce an instant notification to any driver and Operator in the event that the heavy vehicle exceeds:

- its maximum applicable speed limit
- any applicable legal road speed limit.

Where real-time GPS alerts do not form party of a party's speed management system, either a random or risk-targeted inspection of a reasonable sample of journeys must be conducted to ensure compliance with applicable speed requirements. Records of such inspection must be retained, which may include:

- Verifying actual departure, journey or delivery times as against those recorded in the load or route planning documentation
- Comparing actual journey time with estimated journey time for any discrepancy where the actual journey time is materially less than the estimated journey time
- Comparing recorded departure, journey or delivery times as against GPS or other speed/location monitoring system for the journey
- At a minimum documentary evidence in the form of a certificate issued by a manufacturer of the speed limiting mechanism or authorised person certifying that, at the time of certification, the manner of limiting the speed of the vehicle complied with the requirements prescribed prior to the heavy vehicle being employed for any work

Speed Management Continued

should be obtained and retained.

Either a random or risk-targeted inspection of a reasonable sample of heavy vehicles must be conducted to ensure compliance with applicable speed limiter requirements and the proper calibration and functioning of speed limiter equipment. Records of such inspection must be retained, which may include:

- Engine Control Module checks
- 'Roadside' testing – involves hooking a computer up to the heavy vehicle and accessing the controlling computer program (usually required to be conducted by a trained mechanic or authorised person)
- GPS matching – analysing GPS location/heavy vehicle tracking vs speedo readings to detect any inconsistencies
- Data download – download the heavy vehicle's speed records and review for instances of speeding, including permitted speeding over the speed limited range,

and may include using more than one method to cross-verify results.

Where any of the above compliance monitoring processes identify any scheduling discrepancy or speeding incident or where any scheduling discrepancy or speeding incident is otherwise notified or becomes known, this must be reported to all parties in the CoR concerned with the load, recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

Where Suncoast Asphalt sets any pick up, journey or delivery time, these are expected or target times only. Suncoast Asphalt does not expect, nor will it condone any speeding in order to meet any such time. If any such expected time cannot be met, drivers or operators should contact Suncoast Asphalt to discuss any alternative scheduling arrangements that may be required.

Fatigue Management

1. Scope

Fatigue may relate to:

- Maximum permitted work and rest hours for drivers
- Drivers being adversely impacted by fatigue, regardless of falling within their Maximum permitted work and rest hours.

2. Primary obligation

To ensure that heavy vehicle drivers are able to complete all heavy vehicle journeys at all times within legal working hours requirements and are at all times 'fit for duty', including not being adversely affected by fatigue.

3. Secondary/specific obligations

No driver can drive and no person can request a driver to drive if to do so would result in the driver breaching their applicable work/rest hours limits. Work and rest requirements set out the maximum work period and minimum rest periods that must be observed.

Certain drivers are required to maintain work diaries and records of their work/rest hours.

It is an offence for any person to offer any encouragement, incentive or reward for a driver to drive in breach of their relevant applicable work/rest hours limits.

The employer of a driver, prime contractor of a driver, operator of a heavy vehicle, scheduler, consignor, loading manager, loader, unloader and consignee must ensure that the terms of their business practices, consignment, driver's schedule or loading arrangements will not cause a driver to drive whilst fatigued.

4. Control measure guidance and requirements

Fatigue-regulated vehicles

A fatigue-regulated heavy vehicle is a heavy vehicle or combination of more than 12t Gross Vehicle Mass (maximum loaded mass), but does not include vehicles that:

- are built, or have been modified, to operate primarily as a machine or implement off-road, on a road-related area, or on an area of road that is under construction and
- are not capable of carrying goods or passengers by road,

e.g. agricultural machine, backhoe, bulldozer, excavator, forklift, front-end loader, grader, motor vehicle registered under an Australian road law as a special purpose vehicle (type p).

Work/rest hours

The CoR laws provide for three work and rest hours options (more details can be found here - <https://www.nhvr.gov.au>):

- **Standard hours** - Standard hours are the work and rest hours allowed in the HVNL for all drivers who are not operating under National Heavy Vehicle Accreditation Scheme (NHVAS) accreditation or an exemption. They are the maximum amount of work and minimum amount of rest possible that can be performed safely without additional safety countermeasures.
- **Basic Fatigue Management (BFM)** - Those operating under NHVAS with Basic Fatigue Management (BFM) accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period. BFM gives operators a greater say in when drivers can work and rest, as long as the risks of driver fatigue are properly managed.
- **Advanced Fatigue Management (AFM)** - Those operating under NHVAS with Advanced Fatigue Management (AFM) accreditation adopt a genuine risk management approach to managing heavy vehicle driver fatigue. Rather than prescribing work and rest hours, AFM offers more flexibility than standard hours or BFM in return for the operator demonstrating greater accountability for managing their drivers' fatigue risks.

Fatigue Management Continued

Work diaries

National driver work diary - A work diary is evidence that a driver's work and rest hours are compliant with the law and that their fatigue is being managed. All drivers of fatigue regulated heavy vehicles who drive more than 100km from their home base or operate under Basic Fatigue Management (BFM) or Advanced Fatigue Management (AFM) must complete a work diary to record their work and rest times unless they have a work diary exemption (either through a notice or permit). When approved, drivers may and should be encouraged to use electronic work diaries.

Counting time - Work time and rest time must be counted in a certain way. Understanding the rules for counting time will help drivers manage work and rest times and assist other responsible parties in the supply chain comply with their duties to manage work and rest time and prevent driver fatigue.

What is work and rest time?

Work time includes all tasks to do with the operation of the fatigue-regulated heavy vehicle. Driving is obviously work time, but work time also includes tasks such as:

- loading and unloading the heavy vehicle
- inspecting, servicing or repair work
- attending to the load
- cleaning or refuelling the heavy vehicle
- instructing or supervising another person including learning to drive a heavy vehicle, learning a new route, making deliveries etc.
- recording information or completing a document (for example a work diary).

It doesn't matter if the tasks occur on private property or on a road or road related area, they are still classified as work.

Rest time is all time that is not work time.

Record keeping requirements

Record keepers must keep a record of specific information for drivers of fatigue regulated heavy vehicles. A record keeper may be the:

- employer, if the driver is employed
- accredited operator, if the driver is working under Basic Fatigue Management or Advanced Fatigue Management accreditation
- driver (as a self-employed or owner driver).

Record keeper must keep records of:

- the driver's name, licence number and contact details
- the dates fatigue regulated heavy vehicles were driven
- the registration number of the heavy vehicle(s) driven
- the total of each driver's work and rest times for each day and each week
- copies of duplicate work diary daily sheets (if applicable)
- driver's rosters and trip schedules (including changeovers)
- driver timesheets and pay records
- any other information as required as a condition of an accreditation or exemption (such as driver training and health assessments).

Drivers must provide their record keeper with their relevant work and rest hours totals and any other relevant heavy vehicle information the record keeper may not reasonably have access to (registration numbers, dates the driver worked, etc.).

The record location is determined by the record keeper and notified to the driver. The record location is usually the driver's base.

All records must be:

- kept for three years after they are created

Fatigue Management Continued

- kept at a location accessible to an authorised officer for audit or investigation purposes
- in a format that is readable and reasonably assumed it will be readable in at least three years from the date of its creation.

Scheduling

Driver fatigue may be adversely affected by set:

- pick up times or windows
- journey times or windows
- delivery times or windows.

Ideally, pick up, journey and delivery times or windows would not be fixed. However, where any one or more are fixed, the balance of this section as concerns scheduling applies.

Any person scheduling a heavy vehicle journey or setting any time for pick up, journey or delivery time must ensure that its schedule can be completed in time and at all times in accordance with any applicable driver work/rest hours, including:

- allowing reasonable time for any necessary site induction, completion of all processes required by any CoR management plan, loading, driving, rest time and waiting
- having in place procedures to respond to any journey delays (including weather, traffic, queuing, mechanical breakdown or fault or site delays).

For any journey subject to a specified pick up, journey or delivery time, an estimated trip time should be calculated for the heavy vehicle to reach its pick up location, complete its journey or reach its delivery destination, taking into account the above allowances. Where heavy vehicle journeys are repeated, estimated trip times can be calculated for a class of journeys. Estimated trip time and times of departure and arrival should be recorded in the load or route planning documentation described elsewhere in this booklet.

There must be a system in place to permit notification of any interruptions or delays to any

scheduled heavy vehicle movement and for making appropriate scheduling adjustments or alternative arrangements.

Ideally, parties in the CoR should maintain a dedicated point of contact (telephone preferred) for such notifications and ensure that all Subcontractors are aware of those details.

'Fatigue' is not merely driving in excess of applicable work/rest hours. Drivers can be adversely affected by fatigue even when well within their work/rest hours limits. Systems and processes must be in place to ensure that parties in the CoR are aware of the visible or 'soft' signs of fatigue and report any instance where they reasonably suspect that driver fatigue may adversely impact the safety of any heavy vehicle journey, the driver, other road users or the public.

The terms of engagement with any contractor/subcontractor (at any level) (including as to scheduling and payments tied in whole or part to meeting schedules) must not force, encourage, induce or reward any driver to or for exceeding their applicable work/rest hours or to drive whilst affected by fatigue that may adversely impact the safety of any heavy vehicle journey, the driver, other road users or the public.

Every party in the CoR must ensure that no demand is placed on any driver in relation to any pick-up, delivery or transit time which would force, encourage, induce or reward any driver to or for exceeding their applicable work/rest hours or to drive whilst affected by fatigue that may adversely impact the safety of any heavy vehicle journey, the driver, other road users or the public.

At any loading or unloading sites, a system must be in place to inform drivers or transport operators as far in advance as possible of any delays or queues which would likely result in a driver waiting for more than 30 minutes. Where:

- delays of more than 30 minutes to any directly or indirectly advised start or finish time for any loading or unloading activities are likely
- a loading/unloading site is unable to advise drivers when loading/unloading is likely to start or finish,

Fatigue Management Continued

the operator of the loading/unloading site must take all reasonably practicable steps to ensure that drivers are able to rest whilst waiting.

In such circumstances:

- queuing should be avoided so far as reasonably practicable
- truck and driver waiting and resting areas should be provided so far as reasonably practicable
- a system must be in place for drivers to be notified *by the site* (not requiring the driver to be awake or to have to continually check in with the site) when the site is ready to load or unload the heavy vehicle.

Fatigue management qualifications

Ideally, any person responsible for compliance with any fatigue laws should be competency certified in TLIF0005 – ‘Apply a fatigue risk management system’ and TLIF0006 – ‘Administer a fatigue risk management system’, or equivalent qualification.

Fatigue management equipment

Before qualifying any heavy vehicle for use a current calibration certificate for any telematics system, including any on-board GPS fitted to the heavy vehicle, must be obtained, verified, recorded and retained.

Ideally, all heavy vehicles, but at least all fatigue-regulated heavy vehicles, should be equipped with on-board telematics, including real-time GPS or other activity/usage monitoring system.

Parties in the CoR should ensure that systems are in place to ensure that heavy vehicle drivers not only obey applicable work/rest hours limits but do not drive when adversely affected by fatigue – even if technically still within their permitted work/rest hours limits.

Driver fitness for duty

Driver fitness for duty covers:

- Licencing
- Fatigue compliance
- Being drug free and not exceeding any applicable alcohol limits
- Medical fitness.

As part of the load or route planning mentioned elsewhere in this booklet, drivers should be required to identify what work/rest hours system they operate under.

If BFM or AFM, evidence of the driver’s enrolment in that scheme should be obtained prior to permitting a driver to depart on a journey, in the absence of which the driver should be deemed to be operating under ‘standard hours’.

In all instances, drivers should declare on the load or route planning documentation the number of available working hours that they have remaining. In the event that the number of working hours is

- less than or
- not greater than 2 hours more than,

the estimated journey time, the driver should be instructed to ensure that any required rest time is taken and this additional time should be factored into the journey time and any necessary resulting scheduling adjustments or alternative arrangements made.

Evidence of valid and current driver licencing (including for the class of vehicle to be driven) should be obtained prior to any driver being permitted to transport any load or conduct any journey.

All drivers should be bound by a drug and alcohol policy.

Drivers should be required to declare on the load or route planning documentation that

Fatigue Management Continued

they are medically fit to drive and otherwise reasonably fit to drive in all other material respects (including being drug free and not in excess of any applicable alcohol limits – although ideally drivers should be required to also be alcohol free).

Compliance monitoring

Either a random or risk-targeted inspection of a reasonable sample of drivers and journeys is conducted to ensure compliance with applicable fatigue and work/rest hours requirements. Records of such inspection must be retained, which may include:

- Verifying actual departure, journey or delivery times as against those recorded in the load or route planning documentation
- Comparing actual journey time with estimated journey time for any discrepancy where the actual journey time is materially less than the estimated journey time (which should have been set having regard to necessary rest periods)
- Comparing recorded departure, journey, delivery and work/rest times (as recorded in load or route planning documentation and/or driver work diaries) as against GPS or other location and heavy vehicle activity/usage monitoring system for the journey, both to verify that the records/data match and that the driver is within relevant applicable work/rest hours limits
- Verifying the currency of a driver's or transport operators' enrolment in BFM or AFM
- Verifying the currency of a driver's licence, both generally and for the particular class of heavy vehicle being driven (both by confirming this as against the licence details already obtained and a visual inspection of the driver's licence)
- Conducting visual inspections for 'soft' signs of fatigue and drug or alcohol usage where reasonably suspected to adversely impact the safety of any heavy vehicle journey, the driver, other road users or the public
- Conducting random drug and alcohol testing of drivers, performed by independent NATA accredited testers.

Where any of the above compliance monitoring processes identify any scheduling discrepancy or fatigue incident or where any scheduling discrepancy or fatigue incident is otherwise notified or becomes known to the Contractor or any Subcontractor, this must be

reported to all parties in the CoR concerned with the load, recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

Suncoast Asphalt requires all drivers to submit daily log sheets and routinely reviews these records to ensure that work/rest hours are complied with. Suncoast Asphalt takes any breach of fatigue rules very seriously. Suncoast Asphalt will never penalise any driver or operator for interrupting any journey in order to comply with any fatigue requirement or required rest break. Any driver or operator who becomes aware of any fatigue issue should contact Suncoast Asphalt to discuss any alternative scheduling arrangements that may be required.

Maintenance, Roadworthiness & Heavy Vehicle Standards

1. Scope

Heavy vehicle maintenance and roadworthiness refers to:

- Compliance with manufacturer's recommendations and standards
- Compliance with heavy vehicle standards
- Compliance with Australian Design Rules
- The conduct of scheduled and unplanned routine maintenance
- Roadworthiness and fitness for duty of all equipment.

2. Primary obligation

To ensure that all transport equipment is properly maintained, roadworthy and 'fit for service'.

3. Secondary/specific obligations

Any heavy vehicle/combination must meet all relevant heavy vehicle standards and Australian design rules and be maintained in a roadworthy state.

Those responsible for a heavy vehicle must ensure that proper and routine inspections are carried out and any necessary maintenance and repairs are conducted.

4. Control measure guidance and requirements

Before qualifying any heavy vehicle or driver for use, valid and current heavy vehicle registration and driver licence details must be obtained, verified, recorded and retained.

At all times all heavy vehicles must be equipped and operated in accordance with any design and licensing requirements, conditions and standards.

At all times all heavy vehicles must meet the standards of inspection set out in the National Heavy Vehicle Inspection Manual.

Any heavy vehicle used must be registered and maintained in a roadworthy condition and subject to appropriate pre-trip roadworthiness and safety inspections.

The driver and operator of a heavy vehicle must ensure that it undergoes and successfully passes any mandatory roadworthiness inspection as part of re-registration.

Any heavy vehicle not in accordance with the foregoing should not be operated, for any purpose.

In addition and ideally, heavy vehicles should be subject to 6 monthly or at least annual roadworthiness inspection conducted by an authorised examiner/inspector.

All records and copies of all such inspections must be retained and available for audit.

Any person involved in the provision of any services using a heavy vehicle should be trained in and comply with the maintenance management program applicable to that heavy vehicle.

The implementation of any maintenance management program in respect of any heavy vehicle must be routinely monitored and any non-conformance events investigated and remedied. Any responsible person for a heavy vehicle must conduct an ongoing assessment of the risks of non-compliance with maintenance management requirements and the control measures implemented as part of the maintenance management program applicable to a heavy vehicle.

Any heavy vehicle must have auditable records of:

- heavy vehicle identification (registration number or fleet number)
- all scheduled maintenance carried out
- any internal or external repairer carrying out maintenance
- the date of any maintenance carried out
- daily roadworthiness inspections
- annual and more frequent roadworthiness compliance inspections

Maintenance, Roadworthiness & Heavy Vehicle Standards Continued

- suspension maintenance
- speed limiter fitting, calibration, correct operation and certification.

Compliance monitoring

Either a random or risk-targeted inspection of a reasonable sample of heavy vehicles must be conducted to ensure compliance with applicable maintenance, roadworthiness and heavy vehicle standards requirements. Records of such inspections must be retained, which may include:

- Verifying the currency of a heavy vehicle's registration (both by confirming this as against the registration details already obtained and a visual inspection of the registration record for the heavy vehicle)
- Visual inspection of heavy vehicles for roadworthiness and heavy vehicle standards compliance and general condition
- Requiring heavy vehicles to undergo roadworthiness inspections periodically and in between periods of registration renewal
- Inspection of heavy vehicles for roadworthiness in accordance with the National Heavy Vehicle Inspection Manual, including engaging independent accredited auditors/examiners to conduct such inspections
- Reviewing any transport operator accreditation documentation (e.g. NHVAS) (including audit/compliance reports and reviews) to ensure its currency and compliance.

Heavy vehicles or drivers identified as failing any inspection or which are otherwise found to be non-compliant should be immediately stood down from operations until the non-compliance is remedied and, in the case of roadworthiness issues, approved by a qualified person (e.g. authorised examiner/inspector).

Where any of the above compliance monitoring processes identify any discrepancy or maintenance, roadworthiness or heavy vehicle standards incident or where any discrepancy or maintenance, roadworthiness or heavy vehicle standards incident is otherwise notified or becomes known, this must be reported to all parties in the CoR

concerned with the load, recorded, investigated and any necessary response/remedy implemented, itself verified and documented.

All Suncoast Asphalt vehicles are enrolled in the NHVAS Maintenance Management module and subject to daily pre-trip tests and comprehensive routine and unscheduled maintenance monitoring and compliance requirements.

