HEAVY VEHICLE CHAIN OF RESPONSIBILITY AND LOAD RESTRAINT MANUAL
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1 PURPOSE

The purpose of this document is to provide a standardised approach to Heavy Vehicle transport, logistics and load restraint in relation to the FKG Group’s activities.

2 SCOPE / EXCLUSIONS

This Chain of Responsibility Management Plan sets out FKG Group’s requirements for complying with the Chain of Responsibility (CoR) Legislation and requirements to facilitate compliance with the primary duties under Chain of Responsibility Legislation as they relate to FKG Group’s involvement in the supply chain to the extent of:

- Management of the procurement process for delivery of goods by external providers;
- Requirements for external providers that transport goods for FKG Group or FKG Group projects;
- Management of Heavy Vehicles, logistics and load restraint for which FKG Group has direct control; and
- Fatigue and journey management.

This CORMP does not cover FKG’s requirements for Light Vehicles. These are set out in the following documents:

- WHS P11 Fatigue Management Procedure
- WHS P09 Journey Management Procedure
- PL P01 Vehicle Management Procedure
- PL13a Light Vehicle checklist

3 DOCUMENT CONTROL

3.1 REVIEW

This document will be reviewed annually or where there is a change in the legislation. All amendments must be recorded in the document control register.

3.2 DOCUMENT CONTROL REGISTER

(LAST 24 MONTHS ONLY)

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Number</th>
<th>Amendment Details</th>
<th>Controlled Copy No.</th>
<th>Issued To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/03/17</td>
<td>1</td>
<td>Document in its entirety</td>
<td>1</td>
<td>Server</td>
</tr>
</tbody>
</table>

Changes are not to be made to this document unless a legal review and approval has been undertaken.

4 PROCEDURAL REFERENCES

The following Management Procedures and Control Plans are referenced and used in this CORMP:

<table>
<thead>
<tr>
<th>Integrated Management System (IMS) Document</th>
<th>Use for CoR on this Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD P01 Internal Audit</td>
<td>Audit guide for authorised workers conducting audits</td>
</tr>
<tr>
<td>AUD P02 &amp; 02a Incident, Dangerous Occurrence, NCR &amp; Hazard Trend</td>
<td>To report any transport or CoR related incident or non-conformance</td>
</tr>
<tr>
<td>Integrated Management System (IMS) Document</td>
<td>Use for CoR on this Project</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>CG P04 Consultation and Communication</td>
<td>Used to consult in relation to CoR, transport and WHS related information</td>
</tr>
<tr>
<td>WHS P02 Isolation, Lock-out and Tag-out</td>
<td>Used as a guide when isolating Heavy Vehicles for R&amp;M</td>
</tr>
<tr>
<td>WHS P03 &amp; 03a Integrated Risk Management</td>
<td>CoR risk management falls under this procedure</td>
</tr>
<tr>
<td>WHS P05 Hand Injury Prevention</td>
<td>Manual handling related task for loading and unloading</td>
</tr>
<tr>
<td>WHS P06 Manual Handling</td>
<td>Manual handling related task for loading and unloading</td>
</tr>
<tr>
<td>WHS P07 Heat Stress</td>
<td>Can be used to assist in managing fatigue for Drivers</td>
</tr>
<tr>
<td>WHS P09 Traffic Management</td>
<td>To manage access, movement and egress of Heavy Vehicles on the project (does not cover public transit)</td>
</tr>
<tr>
<td>WHS P11 Fatigue Management</td>
<td>Can be used to assist in managing fatigue for Drivers</td>
</tr>
<tr>
<td>WHS P13 Guarding of Machinery</td>
<td>To ensure truck and trailer guarding is compliant and effective</td>
</tr>
<tr>
<td>WHS P15 Lifting and Slinging of Loads</td>
<td>To assist in the loading and unloading of materials as required</td>
</tr>
<tr>
<td>WHS P16 Prevention of Falls</td>
<td>To assist the management of falls when loading and unloading Heavy Vehicles</td>
</tr>
<tr>
<td>WHS P17 Personal Protective Equipment</td>
<td>Mandatory PPE requirements for any worker on FKG projects</td>
</tr>
<tr>
<td>HR P01 Drug and Alcohol Management</td>
<td>Mandatory for all workers on a FKG project</td>
</tr>
<tr>
<td>HR P03 Training Coordination Procedure</td>
<td>To assist projects to ensure workers are trained in CoR requirements where applicable</td>
</tr>
<tr>
<td>ENV P08 Spills Management</td>
<td>To assist in managing spills from materials being loaded or unloaded and from Heavy Vehicles</td>
</tr>
<tr>
<td>EPR P01 Emergency Preparedness &amp; Response Planning</td>
<td>To be followed for any emergency event relating to the project</td>
</tr>
<tr>
<td>WHS60 – Driver Load and Safety Inspection</td>
<td>A load plan used on site to ensure loads are compliant to NHVL</td>
</tr>
<tr>
<td>Contractor prequalification (Lucidity)</td>
<td>A questionnaire and evidence gathering tool used for the on boarding of contractors to ensure they have processes in place prior to commencement of works for FKG Group.</td>
</tr>
</tbody>
</table>

4.1 EXTERNAL REFERENCE DOCUMENTS

(a) Heavy Vehicle National Law Act
(b) Heavy Vehicle (General) National Regulation
(c) Heavy Vehicle (Fatigue Management) National Regulation
(d) Heavy Vehicle (Mass, Dimension and Loading) National Regulation
(e) Heavy Vehicle (Vehicle Standards) National Regulation

as enacted in any Australian state or territory

(f) Transport Operations (Road Use Management) Act 1995 (Qld)
(g) Transport Operations (Road Use Management – Dangerous Goods) Regulation 2008 (Qld)
(h) Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010 (Qld)
(i) Transport Operations (Road Use Management—Road Rules) Regulation 2009 (Qld)
(j) Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015 (Qld)
(k) Transport Operations (Road Use Management—Driver Licensing) Regulation 2010 (Qld)
(l) Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010 (Qld)
(m) Equivalent legislation to the legislation set out in (f) – (l) in other Australian states dealing with dangerous goods, road rules and Heavy Vehicle registration and licensing
(n) Australian Dangerous Goods Code as in force from time to time
(o) Load Restraint Guide 2018 published by the National Transport Commission

### 4.2 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>100+ Work</td>
<td>Work associated with a journey in which the Driver drives outside a 100km radius of the Driver’s Base</td>
</tr>
<tr>
<td>ADG Code</td>
<td>the Australian Code for the Transport of Dangerous Goods by Road and Rail, as in force from time to time</td>
</tr>
<tr>
<td>AFM</td>
<td>Advanced Fatigue Management</td>
</tr>
<tr>
<td>Allocator</td>
<td>an authorised person with recognised training (primarily TLIF3063A) - administers the implementation of fatigue management strategies</td>
</tr>
<tr>
<td>ATM</td>
<td>Aggregate Trailer Mass of a heavy trailer, being the total maximum mass of the trailer as stated by the OEM, together with its load and the mass imposed on the towing vehicle and trailer that are on a horizontal surface</td>
</tr>
<tr>
<td>Axle</td>
<td>one or more shafts positioned in a line across a vehicle, on which one or more wheels is intended to support the vehicle turn</td>
</tr>
<tr>
<td>Axle Group</td>
<td>a tandem axle group, twin steer axle group, tri-axle or quad axle group</td>
</tr>
<tr>
<td>Base</td>
<td>the place from which the Driver normally does Work or, if the Driver has failed to record that place in their Work Diary, the garage address of the Fatigue-Related Heavy Vehicle. For example, if the Driver is based at a roads project, or at a construction site for an extended term, that location would be the Base</td>
</tr>
<tr>
<td>BFM</td>
<td>Basic Fatigue Management</td>
</tr>
</tbody>
</table>
| Chain of Responsibility Legislation | (a) the Heavy Vehicle National Law Act  
(b) the Heavy Vehicle (Fatigue Management) National Regulation  
(c) the Heavy Vehicle (General) National Regulation  
(d) the Heavy Vehicle (Mass, Dimension and Loading) National Regulation  
(e) the Heavy Vehicle (Vehicle Standards) National Regulation as enacted in any Australian state or territory |
| Chain of Responsibility Participant | (a) the Consignee  
(b) the Consignor  
(c) the Prime Contractor |
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) Operator</td>
<td>the Operator</td>
</tr>
<tr>
<td>(e) Driver's Employer</td>
<td>the Driver's Employer</td>
</tr>
<tr>
<td>(f) Loader</td>
<td>the Loader</td>
</tr>
<tr>
<td>(g) Unloader</td>
<td>the Unloader</td>
</tr>
<tr>
<td>(h) Loading Manager</td>
<td>the Loading Manager</td>
</tr>
<tr>
<td>(i) Packer</td>
<td>the Packer</td>
</tr>
<tr>
<td>(j) Scheduler</td>
<td>the Scheduler</td>
</tr>
<tr>
<td>CoR</td>
<td>The framework under the Chain of Responsibility Legislation</td>
</tr>
<tr>
<td>CML</td>
<td>Concessional Mass Limits</td>
</tr>
<tr>
<td>Consignee</td>
<td>A person who arranges for goods to be delivered to it or who accepts goods for delivery using a Heavy Vehicle</td>
</tr>
<tr>
<td>Consignor</td>
<td>A person who dispatches goods for delivery using a Heavy Vehicle</td>
</tr>
<tr>
<td>Container</td>
<td>A re-usable container that is designed for the transport of goods by one or more modes of transport. Freight containers are defined in Australian Standard AS 3711.1:2000, Freight containers – Classification dimensions and ratings</td>
</tr>
<tr>
<td>CORMP</td>
<td>Chain of Responsibility Management Plan (this document)</td>
</tr>
<tr>
<td>CWD</td>
<td>Container Weight Declaration – see paragraph 6.2.2 for details of requirements for CWDs</td>
</tr>
<tr>
<td>Dangerous Goods</td>
<td>Substances (including explosives, gases and chemicals) that are classified as dangerous in the ADG Code</td>
</tr>
<tr>
<td>Driver</td>
<td>A person driving a Heavy Vehicle and includes:</td>
</tr>
<tr>
<td></td>
<td>(a) a person accompanying the person driving the vehicle or combination on a journey or part of a journey, who has been, is or will be sharing the task of driving the vehicle or combination during the journey or part</td>
</tr>
<tr>
<td></td>
<td>(b) a person who is driving the vehicle or combination as a driver under instruction or under an appropriate learner licence or learner permit</td>
</tr>
<tr>
<td></td>
<td>(c) a holder of a driver’s licence occupying the seat in the vehicle or combination next to the person who is driving the vehicle or combination as a driver under instruction</td>
</tr>
<tr>
<td>EHS</td>
<td>Environment, Health and Safety</td>
</tr>
<tr>
<td>Executive</td>
<td>(a) A director or person who is concerned or takes part in the management of a corporation (where the corporation is a Chain of Responsibility Participant)</td>
</tr>
<tr>
<td></td>
<td>(b) a partner of an unincorporated partnership (where the partnership is a Chain of Responsibility Participant)</td>
</tr>
<tr>
<td></td>
<td>(c) a management member of an unincorporated body (where the unincorporated body is a Chain of Responsibility Participant)</td>
</tr>
<tr>
<td>Fatigue-Regulated Heavy Vehicle</td>
<td>A vehicle or combination with a GVM of more than 12 tonnes, but does not include a vehicle that is built, or has been modified to, operate primarily as a machine or implement off-road and is not capable of carrying goods or passengers by road (such as an agricultural machine, backhoe, bulldozer, excavator, forklift, front-end loader or grader)</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FKG Contractor</td>
<td>A person or organisation engaged by FKG Group to provide services predominately using its own management system (e.g. specialist service provider) who carries out a defined scope or package of works, including site labour, and can include the supply of materials, plant and equipment and design work</td>
</tr>
<tr>
<td>FKG Group</td>
<td>FKG Gardner &amp; Sons Pty Ltd (ABN 99 010 136 053), FKG Civil Pty Ltd (ABN 65 123 436 751), FKG Air Pty Ltd (ABN 68 107 438 460), Ezyquip Hire Pty Ltd (ABN 39 129 600 308), Total Hydraulic Services Pty Ltd (ABN 61 112 902 253), FKG Services Pty Ltd (ABN 99 128 778 503), Gardner Bros Pty Ltd (ABN 63 071 949 178), NRG Electrical Pty Ltd (ABN 38 155 577 905), Australian Coil Services Pty Ltd (ABN 93 166 367 773), GD Farming Pty Ltd (ABN 72 155 330 875) or any one of them</td>
</tr>
</tbody>
</table>
| FKG Group Authorised Representative | (a) Engineering and Construction: Project Manager or nominated person  
(b) Hire: Branch Manager  
(c) Fabrication: Operation Manager  
(d) Well Servicing: Coil Supervisor |
| GCM                  | Gross Combination Mass of a motor vehicle, being the total maximum loaded mass of the motor vehicle and any vehicles it may lawfully tow at any given time |
| Goods                | Any material or equipment that is transported by a Heavy Vehicle |
| GVM                  | Gross Vehicle Mass of a vehicle, being the maximum loaded mass of the vehicle |
| Heavy Vehicle        | A vehicle with a GVM or ATM of more than 4.5 tonnes or a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes |
| HML                  | Higher Mass Limits |
| HR                   | Heavy Rigid licence |
| IBC                  | Intermediate bulk container, being a rigid or flexible portable package for transporting Dangerous Goods that has been tested against the requirements of the ADG Code and is designed for mechanical handling |
| IMS                  | Integrated Management System |
| IMSM                 | Integrated Management System Manual |
| Infringement Notice  | Any penalty notice, infringement notice, summons, court attendance notice or similar document imposing a fine or penalty or requiring a party to attend court |
| IVMS                 | In-Vehicle Monitoring System |
| Light Vehicle        | A motor vehicle that is not a Heavy Vehicle |
| Loader               | A person who:  
(a) loads goods into a Heavy Vehicle; or  
(b) loads a Heavy Vehicle with a Container |
| Loader Operator      | A person operating machinery (such as a bobcat, excavator or batching plant) to load raw materials or concrete |
| Loading Manager      | (a) A person who manages or is responsible for the operation of regular loading or unloading premises at which goods are loaded onto or unloaded from Heavy Vehicles; or  
(b) a person who has been assigned by a person mentioned in (a) as responsible for supervising, managing or controlling, directly or indirectly, activities carried out by a |
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loader or Unloader of goods at regular loading or unloading premises for Heavy Vehicles</td>
<td></td>
</tr>
<tr>
<td>NHVAS</td>
<td>National Heavy Vehicle Accreditation Scheme</td>
</tr>
<tr>
<td>NHVR</td>
<td>National Heavy Vehicle Regulator</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>Operator</td>
<td>The person responsible for controlling or directing the use of a Heavy Vehicle</td>
</tr>
<tr>
<td>Packer</td>
<td>A person who: (a) puts goods into packaging, even if that packaging is already on a vehicle; (b) assembles goods as packaged goods in an outer packaging, even if that packaging is already on a vehicle; (c) supervises an activity mentioned in (a) or (b); or (d) manages or controls an activity mentioned in (a) or (b)</td>
</tr>
<tr>
<td>Prime Contractor</td>
<td>A person who engages a Driver of a Heavy Vehicle under a contractor for services</td>
</tr>
<tr>
<td>Scheduler</td>
<td>A person who schedules the transport of goods by road on a Heavy Vehicle</td>
</tr>
<tr>
<td>SOS Books</td>
<td>‘Safety on Site’ booklets (for personal Hazard Identification and Control)</td>
</tr>
<tr>
<td>Specific Management Plan</td>
<td>The management plan that influences the FKG Group controlled location (e.g. office, workshop, project, etc.)</td>
</tr>
<tr>
<td>SWMS</td>
<td>Safe Work Method Statement</td>
</tr>
<tr>
<td>Subcontractor</td>
<td>Person or organisation engaged by an FKG Contractor to provide services predominately using its own management system (e.g. specialist service provider) who carries out a defined scope or package of works, including site labour, and can include the supply of materials, plant and equipment and design work</td>
</tr>
<tr>
<td>Supply Chain</td>
<td>The supply chain is a system of organisations, people, activities, information, and resources involved in moving a product or service from the Consignor to the Consignee through the use of other Chain of Responsibility Participants</td>
</tr>
<tr>
<td>Transport Activities</td>
<td>Activities, including business practices and making decisions, associated with the use of a Heavy Vehicle on a road, including but not limited to: (a) contracting, directing or employing a person to drive the vehicle or to carry out another activity associated with the use of the vehicle (such as maintaining or repairing the vehicle) (b) consigning Goods for transport using the vehicle (c) scheduling the transport of Goods or passengers using the vehicle (d) packing goods for transport using the vehicle (e) managing the loading of goods onto or unloading of goods from the vehicle (f) loading goods onto or unloading goods from the vehicle (g) receiving goods unloaded from the vehicle</td>
</tr>
<tr>
<td>Unloader</td>
<td>A person who: (a) unloads goods from a Heavy Vehicle; or (b) unloads a Container from a Heavy Vehicle</td>
</tr>
<tr>
<td>Work</td>
<td>(a) Driving a Fatigue-Regulated Heavy Vehicle</td>
</tr>
<tr>
<td>Term (for the purpose of fatigue management) (see paragraph 6.3)</td>
<td>Meaning</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>(b)</td>
<td>Instructing another person to drive, or supervise another person driving, a Fatigue-Regulated Heavy Vehicle</td>
</tr>
<tr>
<td>(c)</td>
<td>performing another task relating to the use of a Fatigue-Regulated Heavy Vehicle, including but not limited to:</td>
</tr>
<tr>
<td>(i)</td>
<td>loading things onto, or unloading things from the vehicle;</td>
</tr>
<tr>
<td>(ii)</td>
<td>inspecting, servicing or repairing the vehicle;</td>
</tr>
<tr>
<td>(iii)</td>
<td>inspecting or attending to a load on the vehicle;</td>
</tr>
<tr>
<td>(iv)</td>
<td>cleaning or refuelling the vehicle;</td>
</tr>
<tr>
<td>(v)</td>
<td>performing marketing tasks in relation to the use of the vehicle (such as arranging for the transport of goods by the vehicle or canvassing for orders for the transport of goods by the vehicle);</td>
</tr>
<tr>
<td>(vi)</td>
<td>helping another person to perform, or supervise another person performing, a task mentioned in any of subparagraphs (i) to (v);</td>
</tr>
<tr>
<td>(d)</td>
<td>recording information or completing a document, as required under the HVNL, a corresponding fatigue law or otherwise, in relation to the use of the vehicle</td>
</tr>
<tr>
<td>(e)</td>
<td>occupying the Driver’s seat of a Fatigue-Regulated Heavy Vehicle while its engine is running</td>
</tr>
</tbody>
</table>

### 5 RESPONSIBILITIES

The Chain of Responsibility Legislation is designed to improve safety by promoting a proactive approach to managing the risks associated with the use of Heavy Vehicles on the road. In particular, the Chain of Responsibility Legislation sets out obligations with respect to:

- vehicle standards and maintenance – failure to adhere to appropriate standards or undertake necessary maintenance can result in accidents caused by unsafe, unroadworthy or defective Heavy Vehicles;
- fatigue management – failure to appropriately manage Driver fatigue can cause accidents because of Drivers being impaired by fatigue;
- speed – as speed increases, the time and distance required to halt a Heavy Vehicle increases. Speeding can also negatively affect the stability, steering and braking of Heavy Vehicles; and
- mass, dimension and loading – illegally overloaded vehicles and vehicles carrying loads that are not properly restrained are at higher risk of losing control, rolling over or causing damage to road infrastructure.

All Chain of Responsibility Participants play a role in ensuring the safety of their Transport Activities.

FKG Group Authorised Representatives and FKG Contractors undertaking any activity within the Chain of Responsibility framework hold responsibility for actions undertaken and may be in a position to control, influence or encourage particular on-road behaviour and will held appropriately accountable their roles within the chain.

The responsibilities set out in the table below are specifically related to chain of responsibility and load restraint and are performed in addition to a person’s other responsibilities within the FKG Group or FKG Contractor’s business.

The responsibilities of the various Chain of Responsibility Participants are also detailed in FKGCP22 Chain of Responsibility Policy Statement.

<table>
<thead>
<tr>
<th>Chain of Responsibility Participant</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignor</td>
<td>• providing accurate details of weight and dimensions of load;</td>
</tr>
<tr>
<td>Chain of Responsibility Participant</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>• providing an accurate and complete CWD for any Container;</td>
</tr>
<tr>
<td></td>
<td>• ensuring loads do not exceed dimension or mass limits;</td>
</tr>
<tr>
<td></td>
<td>• ensuring goods are appropriately packed and secured;</td>
</tr>
<tr>
<td></td>
<td>• ensuring delivery requirements do not require or encourage Drivers to:</td>
</tr>
<tr>
<td></td>
<td>• exceed any speed limit;</td>
</tr>
<tr>
<td></td>
<td>• exceed the permitted number of driving hours;</td>
</tr>
<tr>
<td></td>
<td>• fail to have minimum rest periods; or</td>
</tr>
<tr>
<td></td>
<td>• drive while impaired by fatigue.</td>
</tr>
<tr>
<td>Scheduler</td>
<td>• ensuring rosters, schedules and any journey plans take into account all factors (e.g. ranges, road works, weather, etc.)</td>
</tr>
<tr>
<td></td>
<td>• ensuring transport rosters, schedules and any journey plans do not require a Driver to:</td>
</tr>
<tr>
<td></td>
<td>• exceed the speed limit or otherwise drive at an unsafe speed;</td>
</tr>
<tr>
<td></td>
<td>• exceed the permitted number of driving hours;</td>
</tr>
<tr>
<td></td>
<td>• fail to have minimum rest periods; or</td>
</tr>
<tr>
<td></td>
<td>• drive while impaired by fatigue</td>
</tr>
<tr>
<td>Packer</td>
<td>• ensuring goods packed are marked correctly and documentation about the Heavy Vehicle’s load, including its weight and dimensions, is not false or misleading;</td>
</tr>
<tr>
<td></td>
<td>• ensuring goods packed are appropriately secured; and</td>
</tr>
<tr>
<td></td>
<td>• ensuring any goods packed in a Container do not cause the Container’s gross weight or safety approval rating to be exceeded</td>
</tr>
<tr>
<td>Loading Manager</td>
<td>• working with Chain of Responsibility Participants to make reasonable arrangements to manage time slots for loading and unloading of goods;</td>
</tr>
<tr>
<td></td>
<td>• ensuring Heavy Vehicles are loaded and unloaded safely and efficiently;</td>
</tr>
<tr>
<td></td>
<td>• ensuring appropriate, serviceable and well-maintained loading and restraining equipment is used; and</td>
</tr>
<tr>
<td></td>
<td>• putting systems in place to cater for unexpected delays (for example, unexpected road delays)</td>
</tr>
<tr>
<td>Loader</td>
<td>• ensuring the Heavy Vehicle does not exceed dimension or mass limits;</td>
</tr>
<tr>
<td></td>
<td>• ensuring goods carried are appropriately secured;</td>
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<tr>
<td></td>
<td>• ensuring the Heavy Vehicle’s load is properly loaded in accordance with the Load Restraint Guide and any restraints are adequate and in good condition;</td>
</tr>
<tr>
<td></td>
<td>• ensuring load documentation is accurate;</td>
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<td></td>
<td>• ensuring loading practices do not require or encourage Drivers to:</td>
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<tr>
<td></td>
<td>• exceed any speed limit;</td>
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<tr>
<td></td>
<td>• exceed the permitted number of driving hours;</td>
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<tr>
<td>Chain of Responsibility Participant</td>
<td>Responsibilities</td>
</tr>
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</tr>
</tbody>
</table>
| **Driver**                        | • ensuring they hold the appropriate licence for the Heavy Vehicle configuration;  
|                                   | • ensuring the Heavy Vehicle driven by the Driver does not exceed dimension or mass limits;  
|                                   | • ensuring the Heavy Vehicle’s load is appropriately restrained in accordance with the Load Restraint Guide and any restraints are in good condition  
|                                   | • ensuring any documentation in relation to the weight of the load including any CWDs and weighbridge documents are safely kept in the Heavy Vehicle and made available to any governmental authority that requests such documentation;  
|                                   | • ensuring that, where facilities for weighing a load are available, the load is weighed and the weight documented prior to the commencement of transportation;  
|                                   | • ensuring any declared weight of a load, Container, pallet or other item of freight that appears to be or may be incorrect is checked with the Consignor, or by weighing the load, pallet or item of freight prior to the commencement of transportation;  
|                                   | • ensuring speed limits are complied with and the Heavy Vehicle is not driven at a speed that is unsafe in the prevailing circumstances;  
|                                   | • undertaking pre-trip checks to ensure the Heavy Vehicle is in a safe and roadworthy condition and complies with all Vehicle Standards;  
|                                   | • ensuring on-board monitoring systems are not tampered with;  
|                                   | • ensuring work and rest times are accurately recorded in a Work Diary as and when required by the Chain of Responsibility Legislation;  
|                                   | • ensuring they comply with maximum work time and minimum rest time requirements under the Chain of Responsibility Legislation; and  
|                                   | • ensuring they are fit for duty and do not drive a Heavy Vehicle while suffering from fatigue. |
| **Operator**                      | • ensuring rosters, schedules and journey plans do not require Drivers to exceed the permitted number of driving hours under Chain of Responsibility Legislation;  
| **Driver’s Employer**             | • ensuring accurate records are kept of Drivers’ activities, including driving, work and rest times;  
| **Prime Contractor**              | • ensuring loads do not exceed dimension or mass limits;  
|                                   | • ensuring loads are properly loaded and restrained using appropriate equipment and restraints;  
|                                   | • ensuring Drivers transporting Containers are provided with a CWD;  
|                                   | • ensuring the Heavy Vehicle is maintained in a safe and roadworthy condition and is regularly serviced in accordance with OEM’s recommendations;  
|                                   | • ensuring any speed limiter on a Heavy Vehicle is regularly checked to ensure it is operating correctly; and  
|                                   | • ensuring delivery requirements do not require or encourage Drivers to:  
|                                   |   • exceed any speed limit;  
<p>|                                   |   • exceed the permitted number of driving hours; |</p>
<table>
<thead>
<tr>
<th>Chain of Responsibility Participant</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
|                                   | • fail to have minimum rest periods; or  
|                                   | • drive while impaired by fatigue. |
| **Unloader**                      | • ensuring that unloading practices do not require or encourage Drivers to:  
|                                   | • exceed any speed limit;  
|                                   | • exceed the permitted number of driving hours;  
|                                   | • fail to have minimum rest periods; or  
|                                   | • drive while impaired by fatigue |
| **Consignee**                     | • ensuring delivery requirements do not require or encourage Drivers to:  
|                                   | • exceed any speed limit;  
|                                   | • exceed the permitted number of driving hours;  
|                                   | • fail to have minimum rest periods;  
|                                   | • drive while impaired by fatigue. |
| **Executive**                     | • acquiring and keeping up to date knowledge about the safe conduct of Transport Activities and the hazards and risks associated with Transport Activities;  
|                                   | • ensuring business practices do not require or encourage Drivers to:  
|                                   | • exceed speed limits;  
|                                   | • exceed regulated driving hours;  
|                                   | • fail to meet the minimum rest requirements; or  
|                                   | • drive while impaired by fatigue;  
|                                   | • ensuring systems and processes are in place to:  
|                                   | • eliminate or minimise hazards and risks;  
|                                   | • receive, consider, and respond in a timely way to, information about those hazards and risks and any incidents;  
|                                   | • comply with the businesses’ duties under the Chain of Responsibility Legislation;  
|                                   | • ensuring that the effectiveness of those systems and processes are regularly monitored and reviewed. |

6 MANAGEMENT FOR CHAIN OF RESPONSIBILITY

FKG Group must ensure that employees operating FKG Group Heavy Vehicles are given the necessary resources to meet their obligations under the Chain of Responsibility Legislation.

This section applies to FKG Group entities operating Heavy Vehicles. Refer to section 7 of this CORMP (FKG Contractors) for the management of contractors providing transport services, directly or indirectly, to FKG Group.
6.1 TRAINING AND COMPETENCY

6.1.1 Licences
All Drivers must hold the appropriate licence for the class of vehicle they are operating.

6.1.2 CoR and load restraint
All Chain of Responsibility Participants must receive training necessary for their specific role. Training provided will be dependent on the individual’s role:

- **CoR Level 1** (TLIF1001): Drivers, Clerks, Storepersons, Logistics, Forklift Operators and Freight Handlers.
- **CoR Level 2** (TLIF1002): Managers (Transport, Operations, Logistics, Terminal, Fleet, Warehouse, Distribution), Supervisors, Administrators.
- **Load Restraint** (TLID2004 Load and unload goods/cargo or TLIA1001 Secure cargo): Storepersons, Stock pickers, Forklift operators and Loaders, Drivers and management.

6.1.3 Projects
The Project Manager or their delegate must ensure that WHS34 Project Site Personnel Competency Analysis is completed during the PM13 Project Commencement Meeting to allocate resources to the project and to identify any competency gaps in relation to CoR requirements that are not covered by this competency.

The Site Supervisor must use WHS34 Project Site Personnel Competency Analysis to ensure that employees only carry out activities they are competent to perform.

6.2 DOCUMENTATION

6.2.1 Transport permits
The FKG Group Authorised Representative must ensure all required permits are held by FKG if FKG itself undertakes transportation of goods using a Heavy Vehicle.

6.2.2 Container Weight Declaration
A container weight declaration (CWD) must accompany a Container and must be completed for all Containers loaded by the FKG Group and supplied to the Driver before permitting the Container to be transported. A copy must be retained with the purchase order for the consignment and attached to WHS60 Driver and Load Safety Inspection.

The CWD must contain:

- the weight of the Container and its contents;
- the number and other particulars of the Container necessary to identify the Container;
- the name and residential address or business address in Australia of the responsible entity; and
- the date of the declaration.

6.2.3 Work Diary

When must a Work Diary be completed?
A Driver of a Fatigue-Related Heavy Vehicle must carry and complete a Work Diary if the Driver:

(a) is undertaking 100+km work under standard hours;
(b) has undertaken 100+km work in the last 28 days under standard hours;
(c) is working under BFM, AFM or exemption hours; or
(d) has worked under BFM, AFM or exemption hours in the last 28 days.

The Driver must keep the Work Diary in their possession while driving the Fatigue-Related Heavy Vehicle and must record the required information set out below for each day, in the last 28 days, on which the Driver Worked under BFM, AFM or exemption hours or undertook 100+km Work under standard hours.
The Driver must record all details for each day on which the Driver undertakes 100+km Work, starting from the time the Driver first starts Work and including any local Work (within 100km of the Driver’s Base) undertaken on that day.

**What must be included in a Work Diary?**

Each Work Diary daily sheet must record:

- full name, licence number, date, state or territory of Base, state or territory the licence was issued;
- the day of the week;
- the Work/rest option applicable;
- the location (rest area, truck stop, suburb or town) of where Work commenced, Work/rest break and when Work ceases;
- the odometer reading of the Heavy Vehicle at the start of and stop of Work including all Work/rest changes;
- the number plate of the Heavy Vehicle operated when Work starts and ends including all Work/rest changes; and if the vehicle changes in that 24-hour period;
- the total time spent in 24 hours Working and resting in appropriate boxes at the end of each timeline;
- if applicable, the two-up Driver’s full name, Work Diary number (if it is a written Work Diary), Driver’s licence; and
- the Driver’s signature.

Each daily sheet (marked ORIGINAL) must remain in the Work Diary. Each daily sheet has two copies.

The first copy (marked DUPLICATE) must be returned to the Project Office as soon as possible or within 21 days of the date recorded on the daily sheet.

The Driver is solely responsible for ensuring the Work Diary is completed and available at all times while operating a Fatigue-Regulated Heavy Vehicle.

Individual timesheet hours, if entered separately to the Work Diary, must match Work Diary hours.

### 6.2.4 Other Records

#### 6.2.4.1 Journey Management

**WHS P08 Journey Management Procedure** will be followed for all journeys greater than two hours that involve a Light Vehicle, or a Heavy Vehicle that is not a Fatigue-Regulated Heavy Vehicle.

In addition, in the case of a journey involving a Fatigue-Regulated Heavy Vehicle:

- the Driver will be responsible for keeping and maintaining a Work Diary as set out in section 6.2.3; and
- the Driver must ensure that they do not breach the fatigue provisions of the Chain of Responsibility Legislation.

The Scheduler must ensure that all Drivers do not breach fatigue and journey management requirements.

All breaches of fatigue requirements of the Chain of Responsibility Legislation and any other breach of the Journey Management Procedure must be reported to an FKG Group Authorised Representative.

#### 6.2.4.2 Drivers and load checklist

FKG Group Drivers are responsible for completing a **WHS60 Driver and Load Checklist** for all loads before departing with a load. The only exception is where the FKG Group Driver is routinely transporting the same load (the same freight and destination) multiple times a day.

A Driver must not be directed to, and must not, transport a load in breach of the **WHS60 Driver and Load Checklist**.

The Driver must give a copy of the completed **WHS60 Driver and Load Checklist** to the FKG Group Authorised Representative before commencing to transport a load. Where there is any “no” marked on the checklist, the Driver must not continue until the non-compliant condition is remedied and the FKG Group Authorised Representative has authorised the transport to commence.

### 6.2.5 Retention of documents for inspection

All records for transport of Goods using a Heavy Vehicle must be accessible and available for inspection by FKG Group throughout the transport process and at any other time after transport has been completed for a period of six years. The records to be held (if relevant) include (but are not limited to):
• copy of Work Diary;
• Driver’s licence for the Heavy Vehicle being operated;
• registration details and evidence of the registration of the Heavy Vehicle;
• registration details for dangerous goods, if the Heavy Vehicle is used to transport dangerous goods and is required to be registered;
• all permits for over-dimensional loads;
• Oversize Overmass permit;
• Higher Mass Levels permit;
• Waste Transport Certificate;
• maintenance records for the Heavy Vehicle; and
• CWD.

6.3 FATIGUE AND JOURNEY MANAGEMENT

6.3.1 Fatigue management for Heavy Vehicles

Under the HVNL, Drivers of Fatigue-Regulated Heavy Vehicles must:
• manage driving time in accordance with the applicable work and rest hours option. This can include ‘standard hours’, BFM or AFM hours; and
• maintain a Work Diary.

Where FKG Group employs drivers of Fatigue-Regulated Heavy Vehicles, it will:
• ensure that driver work and rest times are recorded in a Work Diary, when this is required by Chain of Responsibility Legislation;
• retain copies of Driver Work Diaries; and
• regularly review Work Diaries of Drivers employed by FKG Group to ensure that Drivers are no in breach of the applicable work/rest hours.

6.3.2 Scheduling and rostering practices

In addition to WHS P11 Fatigue Management and WHS P08 Journey Management, the following additional requirements apply to the use of Heavy Vehicles;

Scheduling and rostering practices are to ensure trip schedules and rosters are planned and assigned having regard to the Driver’s recent work history, ability, welfare, and preference (where appropriate), and the required time for the transport task to be completed safely.

Where FKG Group employs Drivers, an FKG Group Authorised Representative will ensure that:
• schedules and rosters are documented;
• schedules and rosters are monitored and regularly reviewed;
• schedules take into account the remaining allowable hours of the individual Driver;
• action is taken to minimise fatigue risks when altering schedules and rosters;
• guidelines are in place for the use of relief/casual Drivers where required;
• the increased fatigue risk for a Driver returning from leave is considered in scheduling and rostering of the Driver;
• Drivers are to have input into schedules where practicable to ensure trip plans are reasonable;
• schedules and rosters are planned to be achievable within the normal operating limits;
• no schedules and rosters are planned to extend beyond approved frequencies or hours; and
• a Work Diary is completed when legally required (see section 6.2.3 of this manual).
6.3.3  Work and Rest Hours for Drivers of Fatigue-Regulated Heavy Vehicles

Solo Drivers of Fatigue-Regulated Heavy Vehicles operating on standard hours (without fatigue management accreditation) must comply with the following work and rest requirements:

<table>
<thead>
<tr>
<th>Time</th>
<th>Work</th>
<th>Rest</th>
</tr>
</thead>
<tbody>
<tr>
<td>In any period of:</td>
<td>A Driver must not work for more than a maximum of:</td>
<td>Must have the rest of the time period as a minimum rest break of:</td>
</tr>
<tr>
<td>5 ½ hours</td>
<td>5 ¼ hours work</td>
<td>15 minutes continuous rest</td>
</tr>
<tr>
<td>8 hours</td>
<td>7 ½ hours work</td>
<td>30 minutes rest in continuous periods of 15 minutes</td>
</tr>
<tr>
<td>11 hours</td>
<td>10 hours work</td>
<td>60 minutes rest in continuous periods of 15 minutes</td>
</tr>
<tr>
<td>24 hours</td>
<td>12 hours work</td>
<td>7 hours continuous stationary rest</td>
</tr>
<tr>
<td>7 days</td>
<td>72 hours work</td>
<td>24 hours continuous stationary rest</td>
</tr>
<tr>
<td>14 days</td>
<td>144 hours work</td>
<td>2 x night rest breaks and 2 x night rest breaks on consecutive days</td>
</tr>
</tbody>
</table>

Solo Drivers of Fatigue-Regulated Heavy Vehicles operating with BFM accreditation must comply with the following work and rest requirements:

<table>
<thead>
<tr>
<th>Time</th>
<th>Work</th>
<th>Rest</th>
</tr>
</thead>
<tbody>
<tr>
<td>In any period of:</td>
<td>A Driver must not work for more than a maximum of:</td>
<td>Must have the rest of the time period as a minimum rest break of:</td>
</tr>
<tr>
<td>6 ¼ hours</td>
<td>6 hours work time</td>
<td>15 continuous minutes rest time</td>
</tr>
<tr>
<td>9 hours</td>
<td>8 1/2 hours work time</td>
<td>30 minutes rest time in blocks of 15 continuous minutes</td>
</tr>
<tr>
<td>12 hours</td>
<td>11 hours work time</td>
<td>60 minutes rest time in blocks of 15 continuous minutes</td>
</tr>
<tr>
<td>24 hours</td>
<td>14 hours work time</td>
<td>7 continuous hours stationary rest</td>
</tr>
<tr>
<td>7 days</td>
<td>36 hours long/night work time</td>
<td>No limit has been set</td>
</tr>
<tr>
<td>14 days</td>
<td>144 hours work time</td>
<td>24 continuous hours stationary rest time taken after no more than 84 hours work time and 24 continuous hours stationary rest time and 2 x night rest breaks and 2 x night rest breaks taken on consecutive days</td>
</tr>
</tbody>
</table>

6.4  TRIP SCHEDULES AND DRIVERS’ ROSTERS

Trip schedules and safe trip plans must:
- take into account actual Work times of the Driver;
- take into account the duration of the roster;
- plan for adequate breaks;
- provide the Driver with an opportunity for adequate rest and sleep; and
- provide opportunity for the Driver to alter scheduled times to remain within fatigue rest breaks in the event of unscheduled delays.
Trip scheduling must also consider delays and disruption that may be encountered by the Drivers during a trip and contingency plans should be factored in.

Driver’s rosters plan the pattern of work and rest periods. Schedulers must ensure that rosters:

- maximise the opportunity for Drivers to recover from the effects of fatigue;
- consider changes to the regular sleep patterns of Drivers;
- give Drivers sufficient notice of changes from night and day shifts to allow for sleep pattern differences; and
- address driving hours as well as additional time for work that is incidental to driving – e.g. servicing and maintenance of truck, loading, unloading and queuing.

6.5 CONSULTATION, COMMUNICATION, AND REPORTING

FKG site management will ensure that consultative and communication arrangements for the project are established as detailed in CG P04 Consultation and Communication Management Procedure. Details for consultation, communication and reporting for this project are outlined in the Specific Management Plan. In addition:

- Chain of Responsibility and load restraint management will be part of the agenda for board meetings, business unit meetings, monthly project reviews and corporate safety meetings;
- where changes are required to ensure compliance or improve the CoR process, they will be allocated and closed out by an FKG Group employee with authority to ensure the change can be implemented;
- changes or initiatives will be communicated throughout the FKG Group; and
- all amendments will be monitored for effectiveness.

6.5.1 Incident and non-conformance reporting

All Incidents (as defined in WHSP01 – Incident Definitions), dangerous occurrences, non-conformances, and hazard trends must be reported, investigated and closed out as detailed in AUD P02 Incident, Dangerous Occurrence, NCR and Hazard Trend Management Procedure. All incidents and non-compliant actions must be reported and recorded for each occurrence, as follows:

The Chain of Responsibility Participant or Driver who has caused the breach will be informed of the breach.

- A PM16 Non-conformance report will be raised, issued and registered.
- A WHS01 Incident report must be completed for the event.
- Where the incident or non-compliant occurrence meets the requirements of EPR002 Emergency Response Categories and Response Timelines, a WHS18 Detailed Investigation will be undertaken.

6.5.2 Warnings and Notices under HVNL

Any Driver or other FKG Group employee who receives:

- a warning under the HVNL;
- a Notice of Breach under the HVNL;
- a Notice to Produce under the HVNL; or
- an Infringement Notice under the HVNL

that arises or is in any way connected to services provided to FKG Group or to an FKG Group project or site must notify an FKG Group Authorised Representative as soon as practicable, and provide to that Representative a copy of the relevant warning or notice.

6.5.3 Complaints and grievances

Public complaints and grievances arising from actions or activities involving Heavy Vehicle transport operations will be managed in accordance with HR P08 Dispute Resolution Procedure, or the site-specific requirements.
6.6 MONITORING AND REVIEW

6.6.1 Monitoring of project objectives, targets and risks

An FKG Group Authorised Representative will be responsible for monitoring direct FKG employees that are engaged in the operation of Heavy Vehicles. That FKG Group Authorised Representative must review:

- that required licences are within the expiration date;
- Drivers' Work Diaries; and
- time sheets

for the purpose of confirming that Drivers are complying with all legislative requirements, including Chain of Responsibility Requirements.

A PM16 Non-Conformance Report or written warning letter must be raised and issued to the Driver for all breaches. Repeated breaches will be addressed in accordance with HRT P06 Fair & Just Culture Procedure.

If a Driver is concerned that a schedule, journey plan or requirement might result in the Driver breaching speed or fatigue requirements, the Driver must contact an FKG Group Authorised Representative and notify this as an incident using WHS01 Incident Report Form. Any such concern will be investigated, and, if necessary, appropriate changes will be made to the schedule, journey plan or requirement.

6.6.2 Monitoring Audits

Audits will be conducted as per AUD P01 Internal Audit Management Procedure, with dates included into the Specific Management Plans Audit Schedule.

6.7 EMERGENCY PREPAREDNESS AND RESPONSE


6.7.1 Traffic incidents

Follow instructions as per EPR001 Emergency Response Quick Action Guides section 12 Plant / Motor Vehicle Incident. At no time is liability to be admitted by the Driver.

6.8 DRUGS AND ALCOHOL

FKG Group Code of Conduct Policy with regards to drugs and alcohol is defined in HR P01 Drug and Alcohol Procedure and will apply to all vehicle operations, including those involving Heavy Vehicles.

7 FKG CONTRACTORS

This section of the CORLM applies to FKG Contractors to the extent that they are responsible, under a contract or purchase order, for delivering or removing goods from a premises or project for which FKG Group has control.

FKG Contractors will be required to abide by all FKG Group controlled locations policies and rules, including but not limited to:

- fitness for work;
- drug and alcohol;
- personal protective equipment; and
- site speed limits.

7.1 CONTRACTOR MANAGEMENT

FKG Contractors proposed to be engaged under a contract for services, in accordance with the PM P03 Procurement Management Procedure, will be required to undertake a prequalification (ES10 Contractor Prequalification or Lucidity Contractor Module equivalent) (see Checklist for Reviewing Subcontractor Compliance) to demonstrate that the
Contractor has the ability to safely transport goods using Heavy Vehicles in compliance with Chain of Responsibility Legislation.

FKG Contractors engaged under a purchase order for a single delivery or removal of goods will not be required undertake prequalification, unless otherwise specified.

FKG Contractors making use of Heavy Vehicles to transport goods to site must take into consideration all aspects of the Chain of Responsibility Legislation to ensure that deliveries and removals do not adversely affect the health and safety of any person.

7.2 CONTRACTS AND PURCHASE ORDERS

All deliveries will be governed by contracts or purchase orders to ensure awareness and compliance by the FKG Contractor. The type of contractual instrument required, taking into consideration the scope of works, will be determined as per the Procurement Decision Tree.

Deliveries that occur in breach of the relevant contract instrument will be stopped and a PM16 Non-Conformance Report will be raised and issued to the FKG Contractor under the contract or purchase order.

7.2.1 Contract Review

An FKG Group Authorised Representative will review any agreements or contracts that involve the provision of transport services using a Heavy Vehicle to ensure that such documents do not contain incentives (including rate structures) or penalties or other performance measures (such as unreasonable KPIs) that may provide an incentive to the Driver to drive while fatigued or in breach of required work/rest hours.

Contracts and purchase orders must clearly stipulate the responsibilities of Chain of Responsibility Participants and provide for FKG Group to:

- have the ability to monitor the safety of Transport Activities; and
- access and audit records of Transport Activities.

7.2.2 Delivery and collection requests

FKG site management must be alert to requests for urgent, express or overnight deliveries or collection of goods that may have the potential to cause a Driver to drive while fatigued or to speed and ensure that such requests can be safely accommodated without risk that the Driver will drive while fatigued or will speed.

7.3 CONSIGNMENT

Transportation of goods will be considered before consignment using WHS48 Procurement Risk Assessment. Additional risk assessment relating to logistics will be undertaken using the Project Risk Assessment or Risk Register.

Before transporting a load on a Heavy Vehicle (other than loads that are of identical configuration transported by Heavy Vehicles that are shuttling between one pick up point and one delivery point), the FKG Authorised Representative must complete WHS60 – Driver and Load Safety Inspection.

The transportation of goods is to be done within:

- load limitations for the transportation type and permit held;
- load restraint requirements;
- correct licencing type for vehicle and combination;
- fatigue requirements of Drivers; and
- speed limitations and routes as legislated in each state.

7.3.1 Trip scheduling

The person ordering the goods or materials will provide the FKG Contractor with a preferred time and day for delivery in accordance with the preferred location and time. The FKG Contractor will be responsible for all scheduling of deliveries to the project. Where there is a conflict in scheduling the FKG Contractor must communicate with person ordering the service or the designated FKG Group contact to make arrangements that ensure that the load arrives without any breaches in speed or fatigue requirements under Chain of Responsibility Legislation.
7.3.2 Permits
The FKG Contractor is responsible for:

- determining whether a permit is required for a particular load to be carried by a Heavy Vehicle; and
- if necessary, making application for and receiving the appropriate permit.

The FKG Contractor must provide a copy of the relevant permit to an FKG Authorised Representative on request.

7.3.3 Container Weight Declaration
Where a Container is to be used to transport goods by an FKG Contractor, that Container must be accompanied by a Container Weight Declaration (CWD) at all times and the Container and CWD must be provided to the Consignee. Where the CWD cannot be produced by the Driver, the Container cannot be accepted on site.

CWD will contain:

- the weight of the Container and its contents;
- the number and other particulars of the Container necessary to identify the Container;
- the name and home address or business address in Australia of the responsible entity; and
- the date of the declaration.

7.4 DELIVERIES
These requirements are in addition to requirements for deliveries within the Specific Management Plan.

Responsibility for the load lies with the Driver. Overweight or incorrectly restrained loads must not knowingly be accepted onto any site. Where a load has entered the site before being identified as overweight or incorrectly restrained, a PM16 Non-Conformance Report must be raised and issued to the Driver and FKG Contractor.

Materials arriving on site will be inspected for adequacy and compliance with the purchase requirements, by the Consignee. Any material found to be unsatisfactory must be communicated to the supplier using the PM16 Non-Conformance Report.

The Driver will ensure that there are adequate controls for:

- preventing falls during loading and unloading;
- preventing injury through loss of loads; and
- interaction with and prevention from being struck by loading equipment (e.g. forklifts, cranes, etc.).

Drivers removing equipment, waste or materials from site must ensure that the load is within correct weight and dimension and the load restraint is legally compliant. The Driver must complete a WHS60 Driver and Load Checklist before transporting the load.

Where site specific and program requirements include frequent access and interaction with Heavy Vehicles (e.g. for delivery purposes), or a Client Specific request is made, an inclusion into the Project Risk Assessment or facility Risk Register will be implemented.

7.5 FKG CONTRACTOR RECORDS
All records for transport of Goods using a Heavy Vehicle must be accessible and available for inspection by FKG Group throughout the transport process and at any other time after transport has been completed for a period of six years. The records (if relevant) to be held and produced on request by FKG Group include (but are not limited to):

- copy of Work Diary;
- Driver’s licence for the Heavy Vehicle being operated;
- registration details and evidence of the registration of the Heavy Vehicle;
- registration details for dangerous goods, if the Heavy Vehicle is used to transport dangerous goods and is required to be registered;
- all permits for over-dimensional loads;
- evidence that the Operator is an Approved Heavy Haulage Operator;
- Oversize Overmass permit;
- Higher Mass Levels permit;
- Waste Transport Certificate;
- Environmental Authority to transport regulated waste;
- maintenance records for the Heavy Vehicle; and
- CWD.

7.6 FKG CONTRACTOR MONITORING

Aud-A-22 High Risk Activity Audit – Heavy Vehicle Compliance must be used as the audit instrument. Audits must be conducted on FKG Contractors’ (or second tier contracted suppliers) management of deliveries and ensuring that supply does not pose a risk to safety.

7.7 TRANSPORT RELATED DIRECTLY TO CONSTRUCTION ACTIVITIES

In addition to the requirements set out in sections 7.1 to 7.5, project subcontractors that have been engaged for continual works related to a construction activity must ensure they comply with the Chain of Responsibility Legislation and must provide, on request, vehicle configurations and capacity that align with the project scope for which they are contracted.

Project subcontractors must be assessed against WHS12 WMS Checklist which includes requirements in relation to compliance with Chain of Responsibility Legislation.

The project subcontractor must provide, on request an SWMS (unless required to work under FKG Group SWMS).

The project subcontractor will provide with:
- documents referenced within SM02 General Letter of Acceptance (or equivalent);
- a copy of the Project Risk Assessment, in particular where it relates to transport requirements; and
- (if agreed) a copy of the relevant project SWMS (for which they will be required to sign the attached WHS24 Work Activity Briefing).

7.7.1 FKG Contractor site monitoring

In addition to the monitoring detailed in section 7.6, FKG Contractors’ on-site performance will be monitored using:

- WHS60 Driver and load checklist;
- Task Observations (AUD-TOC), undertaken on an ad hoc basis on when requested by and FKG Group authorised person; and
- scheduled audits.

Monitoring of FKG Contractor EHS performance will be tracked monthly using PM28 Monthly Project Review.

7.8 FATIGUE AND JOURNEY MANAGEMENT

FKG Contractors are responsible for ensuring that they and any Drivers used by the FKG Contractor remain within the requirements set out in the Chain of Responsibility Legislation for fatigue and journey management (including but not limited to abiding by regulated speed limits). In line with this, management and completion of Work Diaries will be the sole responsibility of the FKG Contractor and their Driver.

The FKG Contractor must:
- consult its Drivers when preparing schedules for collection and delivery of goods; and
- revise any schedule, and communicate that revision to FKG Group an Authorised Representative if road works, weather, traffic condition, road conditions or any other circumstance affects or may affect a Driver’s ability to comply with that schedule.
- not impose any requirement on a Driver or Chain of Responsibility Participant that would directly or indirectly influence such person to drive or otherwise perform services in an unsafe manner or while fatigued.
Where any FKG Group representative becomes aware of a breach or a potential breach of Chain of Responsibility Legislation, a PM16 Non-Conformance Report must be raised and issued to the Driver and FKG Contractor.

Where FKG Group is the Consignor or Consignee of goods carried on a Fatigue-Regulated Heavy Vehicle, FKG Group may:

- require the Driver to produce copies of his/her Work Diary for inspection;
- in its discretion, evaluate the fitness of the Driver to drive a Heavy Vehicle and, if not satisfied that the Driver is fit to drive, require the Operator to supply an alternative Driver; and
- require copies of any data generated by on board systems on Fatigue-Regulated Heavy Vehicles that track driving hours.

### 7.9 NOTIFICATIONS

#### 7.9.1 Warnings and Notices under HVNL

Any Driver, or Chain of Responsibility Participant who receives:

- a warning under the HVNL;
- a Notice of Breach under the HVNL;
- a Notice to Produce under the HVNL; or
- an Infringement Notice under the HVNL

that arises or is in any way connected to services provided to FKG Group or to an FKG Group project or site must notify an FKG Group Authorised Representative as soon as practicable, and provide to that Representative a copy of the relevant warning or notice.

### 7.10 NON-CONFORMING ACTIONS

FKG Group, in its discretion, may evaluate the safety and roadworthiness of a Heavy Vehicle used by an FKG Contractor and its suitability for the load to be transported and, if not satisfied that the Heavy Vehicle is fit for use, require the FKG Contractor to supply an alternative Heavy Vehicle.

In conjunction with the IMS dispute resolution requirements and the Chain of Responsibility Policy, where a non-conforming action occurs that a responsible FKG Group Representative is aware of and the FKG Contractor refuses to undertake corrective action to the satisfaction of FKG Group, the NHVR will be contacted.

### 7.11 CONTRACT COMPLETION

At the completion of a project, the performance of an FKG Contractor will be reviewed using PM30 Subcontractor / Supplier Performance Report. This information will be kept on record for consideration of future works with that FKG Contractor.

Additions identified through the life of the project will be reconciled at the PM14 Project Completion Meeting.

### 8 LOAD MANAGEMENT

This section applies to FKG Group entities operating Heavy Vehicles and to all FKG Contractors who are Chain of Responsibility Participants.

Transporting overweight loads is undesirable and potentially dangerous because it:

- accelerates road wear;
- causes damage to infrastructure;
- may result in longer braking distances and vehicle instability, and therefore increase the risk of a vehicle accident; and
- may affect performance and handling.
8.1 MASS AND DIMENSION

The Driver must ensure that the Heavy Vehicle complies with all mass and dimension limits under the Heavy Vehicle (Mass, Dimension and Loading) National Regulation. Appendix One sets out extracts from the website of the NHVR to assist in determining maximum mass and dimension and when a permit is required.

8.1.1 Mass

The limits on the mass of a Heavy Vehicle (including the load) are set to reduce wear on roads and bridges and to increase safety. A Heavy Vehicle must not be operated at a mass limit that will exceed:

- the manufacturer’s GVM/GCM;
- the manufacturer’s individual component rating (i.e. axels, springs, tyres); or
- the statutory mass limits or overall axle spacing.

The total mass of the vehicle will take in consideration:

- the load;
- GVM;
- fuel;
- items stowed with vehicle or trailer (e.g. tools, chains, etc.);
- load restraint devices;
- the Driver and any passengers; and
- anything else that can contribute to the overall mass.

8.1.2 Length

The maximum length for various Heavy Vehilces under Chain of Responsibility Legislation is set out below.

<table>
<thead>
<tr>
<th>TYPE OF VEHICLE</th>
<th>MAXIMUM LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-double, road train or combination with 2 decks for carrying vehicles</td>
<td>19m</td>
</tr>
<tr>
<td>B-double</td>
<td>25m</td>
</tr>
<tr>
<td>Road train</td>
<td>53.5m</td>
</tr>
<tr>
<td>Combination other than road train, designed to carry vehicles on 2 or more party or completely overlapping decks</td>
<td>25m</td>
</tr>
<tr>
<td>Articulated bus</td>
<td>18m</td>
</tr>
<tr>
<td>Bus other than articulated bus</td>
<td>14.5m</td>
</tr>
<tr>
<td>Another vehicle</td>
<td>12.5m</td>
</tr>
</tbody>
</table>

8.1.3 Width

The maximum width for a Heavy Vehicle under Chain of Responsibility Legislation is 2.5 metres, excluding:

- rear vision mirrors, signalling devices and side-mounted lamps and reflectors;
- anti-skid devices mounted on wheels, central tyre inflation systems, tyre pressure gauges, and
- permanently fixed webbing-assembly-type devices, such as curtain-side devices, provided that the maximum distance measured across the body of any part of the devices does not exceed 2.55 metres.

8.1.4 Height

The maximum height for various Heavy Vehicles under the Chain of Responsibility Legislation is set out below:

<table>
<thead>
<tr>
<th>TYPE OF VEHICLE</th>
<th>MAXIMUM HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle built to carry cattle, horses, pigs or sheep</td>
<td>4.6m</td>
</tr>
</tbody>
</table>
Vehicle with at least 2 decks for carrying vehicles | 4.6m  
Double decker bus | 4.4m  
Another vehicle | 4.3m

### 8.1.5 Provision of permits

If the size of the vehicle, or the vehicle with load, exceeds a mass or dimension or limit, the Operator must obtain a permit from the NHVR, operate under an exemption in a Gazette notice or obtain approval to operate from the relevant state road transport authority.

The relevant permit, exemption or approval must be held in the Heavy Vehicle, and produced for viewing on request by FKG Group.

### 8.1.6 Abnormal and over dimension load limits

All loads must be within the correct weight and dimension for the specific type and combination of vehicle being used to transport the load.

The Driver is responsible for ensuring the load is within legal limits and complies with any issued permits. The Driver must complete and sign a [WHS60 Driver and load checklist](#) for all loads.

A load on a Heavy Vehicle must not project more than 1.2 metres in front of the vehicle more than 150 mm from the side of a vehicle. A vehicle width, including a load, must not be greater than 2.5 metres. A warning signal must be attached to the rear of the load in day time if it:

- projects more than 1.2 metres behind the Heavy Vehicle;
- overhang the rear of the Heavy Vehicle so that the end of the load cannot be seen easily from behind; or
- is on a pole type trailer.

The warning signal must be a brightly coloured flag or piece of material with each side at least 300 mm long. At night time the warning signal must be a red light which can be seen for 200 metres.
These diagrams from the Heavy Vehicle (Mass, Dimension and Loading) National Regulation show the allowable projected load limit.

A load on a Heavy Vehicle must not project in any way that is dangerous to any person or likely to cause property damage, even if all dimension and warning requirements are met. The rear overhang of a Heavy Vehicle, including the load, must not exceed 60% of the vehicle’s wheel base or 3.7 metres whichever is less.

If the size of the Heavy Vehicle, or the vehicle with load, exceeds a dimension limit, the Operator must obtain a permit from the NHVR, operate under an exemption in a Gazette notice or obtain approval to operate from the relevant state road transport authority.

8.1.7 Consigning loads for mass and dimension

The FKG Group member consigning a load for transportation must ensure that accurate and relevant information is provided to the FKG Contractor (whether external or a part of the FKG Group) with regards to mass and dimension, taking into consideration:

- information provided on a CWD;
- the listed weight of the load;
- total weight of items of plant (any stowed gear, all implements, fuel, etc.); and
- the dimension of the load (height, width and length).

Where there is any uncertainty about the mass and dimension, the FKG Group member must engage assistance from a qualified and experienced person who is able to accurately determine the dimensions and mass of the load.

When the mass and dimension is established, the FKG Group member will ensure that the FKG Contractor is provided with this information so that the correct vehicle combination is selected to ensure that overloading does not occur.

8.1.8 Excess mass and excess dimension permits

The Operator must obtain a permit for loads that are of excess mass or dimension. The permit must be retained with the load at all times during the transportation process.

8.2 TRIP PLAN

Where FKG Group is the Operator of a Heavy Vehicle, the FKG Group authorised representative must ensure that the trip to be undertaken by the Heavy Vehicle is assessed to ensure that:

- height limitations will not affect the journey;
- the Heavy Vehicle only travels on roads permitted for the class of Heavy Vehicle or Heavy Vehicle combination that is used;
• the vehicle will not be traveling time or date restricted roads;
• exposure to road works is minimised where possible; and
• lights are on to increase visibility in wet and foggy conditions.

8.3 ACCESS TO PICK UP/DELIVERY AREA
FKG Group must ensure that there is safe access for the Operator/Driver to the agreed delivery area and there is the required clearance available for the Heavy Vehicle.

The access area will have:
• 100-millimetre clearance at a point 1 metre from the axle;
• at the midpoint between adjacent axles, one thirtieth of the distance between the centre-line of each axle; and
• at any other point, the distance that allows the vehicle to pass over a peak if the gradient on either side of the peak is 1:15.

8.4 LOADING / UNLOADING METHODS
Loads must be correctly distributed over the wheel base and axles. Where a Load Plan is in place, configuration must be as per the Load Plan.

A Heavy Vehicle or combination must be loaded in a manner that ensures:
• the risks to other road users are minimised;
• the loading does not adversely affect the vehicle’s stability;
• the load on the vehicle is securely restrained by an appropriate method; and
• it is compliant with to the Load Restraint Guide.

The loading area must be on a surface able to support the Heavy Vehicle combination and load. An exclusion zone will be set around the loading area ensuring that the Driver and all other pedestrian traffic is not within the loading/unloading zone.

The area is to be physically delineated or spotters (other than the person guiding the vehicle) are to be used to prevent access to the loading area from any direction.

Load climbing is not to be undertaken unless control measures are put in place to prevent the possibility of falling.

Example of exclusion zone for loading/unloading
A WHS06 JSEA must be completed for loading or unloading.

8.5 LOAD PLANS

8.5.1 Prime movers and trailers (multiple plant or heavy haulage)
When multiple attachments for the plant or heavy equipment are being loaded, WHS60 Driver and Load Safety Inspection will be used to ensure the correct distribution of weight among the Heavy Vehicle axles.
8.5.2 Prime movers and trailers (raw materials / concrete)

The Driver must communicate the correct weight for each axle group of the Heavy Vehicle to the Loader Operator. Once the Vehicle has been through the Weighbridge, the Driver must complete a Transport Driver Daily Worksheet that details the weights loaded for each load.

NOTE: WHS60 Driver and Load Safety Inspection is not required to be completed where loads are moved to and from site continually throughout the day.

8.6 LOAD RESTRAINT

Drivers are responsible for ensuring that all loads are appropriately restrained to comply with the Load Restraint Guide. Drivers must ensure that they conduct regular checks of the load (e.g. within one hour of departure or at designated rest stops) to ensure all restraints remain taut and have not shifted.

The Driver and Operator of the Heavy Vehicle are responsible for ensuring that the mass of the load is appropriate to the Heavy Vehicle / trailer, ensuring that:

- a load on a Heavy Vehicle must not be placed in a way that makes the vehicle unstable or unsafe;
- a load on a Heavy Vehicle must be secured so that it is unlikely to fall or be dislodged from the vehicle and an appropriate method must be used to restrain the load on a vehicle other than its own mass;
- loads are prevented from moving in any direction and secured correctly; and
- tarpaulin covers or nets may be used if required to cover the top of cargo or loads and must be secured during transport.

8.7 LOADING OF SIDE TIPPING TRAILERS

To ensure the safe and effective loading of Heavy Vehicles in accordance with Chain of Responsibility Legislation, the following must be observed:

- All trailers must be inspected for contamination before loading new materials.
- Unless the Driver is loading the materials, they are to remain within the cabin of the Heavy Vehicle until loading has been completed.
- After loading, the Driver must inspect the load to ensure that it is compliant with Chain of Responsibility Legislation and loaded in accordance with the Load Restraint Guide.

A Transport Driver Daily Worksheet and Delivery Note / Tax Invoice must be completed by the Driver detailing the maximum load capacity of each axle group to ensure the mass of the load is within these limits.

8.8 TRANSPORTATION OF CONTAINERS

Containers must be loaded to ensure that mass is distributed evenly, and contents are secured. CWDs must be supplied by the Consignor and held by the Driver throughout the transportation process.

Persons opening Containers to receive goods must take into consideration load shifting and position themselves out of the risk zone (directly in front of doors) before opening.

Containers must be secured to the Heavy Vehicle in accordance with OEM instructions.

8.9 WEIGHT ASSESSMENT

To ensure that the Heavy Vehicle does not exceed its approved mass limits, various methods of loading calculations are used. The circumstances of the loading may require different methods or a combination of methods to comply with mass limits.

The Driver must ensure that the load weight is assessed before loading to ensure load limits are not exceeded.

8.9.1 Using a weighbridge

Where facilities for weighing a load, such as a weighbridge, are available the load must be weighed and the relevant document evidencing the weight must be retained by the Driver throughout the journey.
Once the Heavy Vehicle has been loaded, the Driver must drive the combination to the weighbridge where the combination will be weighed in group weights. Once weighed, the Driver must then contact the weighbridge operator to receive a Delivery Note/Tax Invoice/weighbridge docket for the weight being transported.

If the weighbridge operator determines that the load is over mass, the Driver must stop and have the vehicle reloaded.

If the weighbridge operator has any concerns with respect to the Driver or the weight of the load, the weighbridge operator must contact an FKG Group Authorised Representative immediately.

8.10 ON-BOARD SCALES (LOADER)

The Driver will verbally tell the person loading Heavy Vehicle their Load Plan (weight per axle group). The Loader Operator uses their on-board scales to determine the correct weight for each axle group. The Loader then loads the material in the correct position to comply with the axle weights.

8.10.1 Scales (processing/batch plant)

The Loader obtains the correct material weights from the mix design (outside indicator) and then loads the material into the Weigh Hopper where the load is weighed. From there the material is passed through to the agitator on the Heavy Vehicle to mix materials together.

8.10.2 By calculation (plant with no weighing devices)

Where an item of plant other than a loader with on board scales is used to load materials where there are no means of verifying the actual weight measurement (e.g. an excavator), an accurate assessment of the material weight must be conducted by the Driver by means of calculation based on material type. This assessment will take into consideration the density of material being transported and the size of the bucket on the excavator or loader.

8.11 DANGEROUS GOODS

8.11.1 Dangerous Goods legislation and ADG code

Information on the transport of Dangerous Goods can be found in the ADG Code available from the National Transport Commission website at www.ntc.gov.au.

8.11.2 Which Drivers must hold a dangerous goods licence?

A Driver must hold a Dangerous Goods Drivers licence where that Driver drives a Vehicle that is transporting bulk Dangerous Goods. To find out whether a vehicle is defined as carrying a bulk Dangerous Goods, contact the relevant state environment protection authority in the state in which the Dangerous Goods are being transported.

If a Driver does not hold a current Dangerous Goods Drivers licence, that Driver must not drive or operate any Vehicle that may only be driven or operated by a person holding a Dangerous Goods Drivers licence.

8.11.3 Which vehicles must have a dangerous goods licence?

A Vehicle must be licensed to transport Dangerous Goods when the Vehicle is used to transport bulk Dangerous Goods.

8.12 REGULATED WASTE

A Vehicle must hold a permit or authority to transport certain classes of waste and materials including regulated waste. Specific permit requirements are governed by a number of different pieces of legislation and associated regulations. Some of the Queensland Acts which regulate the transportation of waste include:

- Biosecurity Act 2014;
- Environmental Protection Act 1994;
- Public Health Act 2005; and
- Waste Reduction and Recycling Act 2011

Comparable legislation exists in other Australian states. Contact the relevant state environmental protection authority for further information.
8.13 PILOT VEHICLES

8.13.1 Warning devices required for pilot and escort vehicles
Requirements for pilot vehicles are set out in the Heavy Vehicle (Mass, Dimension and Loading) National Regulations.
Pilot and escort vehicles must have the following warning devices:
• a warning sign on its roof; and
• a warning light.
Any warning light that a pilot or escort vehicle is required to have must be operating when the vehicle is accompanying an oversize Heavy Vehicle or combination.
A warning light must be attached for a pilot or escort vehicle:
• above or below the warning sign; or
• at each side of the warning sign.
The terms of any Gazette, Guideline or permit may impose additional requirements including the provision of wig wag lights at the front of the vehicle. In some circumstances, a pilot vehicle or escort vehicle may be required to display a warning sign or to carry traffic cones or triangles.
The low beam headlights on a pilot or escort vehicle must be switched on when it is accompanying an oversize Heavy Vehicle or combination.

8.13.2 Positioning of pilot vehicles
When one pilot vehicle accompanies an oversize Heavy Vehicle, the pilot vehicle must travel:
• behind the oversize Heavy Vehicle if they are on a divided road, or
• in front of the oversize Heavy Vehicle if they are on a road that is not divided.
When two pilot vehicles accompany an oversize Heavy Vehicle or combination, one pilot vehicle must travel in front of the oversize vehicle or combination, and the other behind it.
A pilot vehicle must travel far enough away from the oversize vehicle or combination it is accompanying to give adequate warning to other road users of the presence of the oversize Heavy Vehicle, taking into account traffic speed, weather, visibility and other driving conditions.

8.14 TOWING OF TRAILERS
An Operator must only tow a trailer if the vehicle has a properly designed tow bar and trailer coupling with a certified weight rating - the loaded mass of the trailer must not exceed the load capacity of the tow bar and trailer coupling and must be within the OEM’s prescribed towing limits.
Drivers are responsible for ensuring all trailers are fit for purpose, roadworthy and loads are correctly secured. An informal ‘walk around’ inspection of the trailer must be conducted by the Driver before its first use each shift.

9 REVERSING HEAVY VEHICLES
Where safe and practicable, there must be a competent spotter in place and visible to the Driver at all times. Drivers of reversing Heavy Vehicles must stop their vehicles immediately if they cannot see the spotter.
Where reversing occurs within the road reserve a certified traffic controller for each direction of traffic is required. A traffic management plan and SWMS is required for all circumstances where certified traffic controllers are used.

10 DRIVING AND OPERATING METHODS
Drivers are required to adhere to all state legislative requirements while operating any vehicle and WHS P08 Journey Management Procedure and additionally:
• ensure that all state speed limits are adhered to for the Heavy Vehicle type being operated;
• ensure that speed limiters are functioning;
• ensure that if an IVMS is fitted, it is functioning correctly;
• ensure that all fatigue breaks are taken;
• take into account breaking distance for the loaded Heavy Vehicle and ensure a safe distance is maintained from all other vehicles; and
• ensure that a 200 metre distance is maintained when in a convoy of over loads that are over dimensional.

Drivers must not:
• obstruct, tamper with or attempt to obstruct or tamper with any speed limiter or with any IVMS;
• obstruct, tamper with or attempt to obstruct or tamper with any data or video footage collected via any IVMS; or
• fit any device or instrument to a Heavy Vehicle that interferes with any IVMS.

11 PREVENTATIVE AND SCHEDULED MAINTENANCE MANAGEMENT
FKG Group controlled Heavy Vehicles must be registered within the FKG Group Department maintenance software. Heavy Vehicle maintenance will be maintained as per the schedule.

11.1 PREVENTATIVE
Drivers of Heavy Vehicles/trailers must ensure that a daily vehicle PL13 Pre-start Inspection, or equivalent, is completed before each day’s first journey. The Pre-start Inspection will be as per OEM specifications and form a part of the preventative maintenance for that Heavy Vehicle.

Any items requiring maintenance or repair must be recorded on the Pre-start Inspection and reported to an FKG Authorised Representative or the relevant supervisor by the Driver or Operator. The Driver must not operate the Heavy Vehicle where there is any condition that affects the Heavy Vehicle’s safety or roadworthiness.

The FKG Group Authorised Representative will arrange for any repairs or preventive maintenance with an approved repairer. If the Heavy Vehicle has been hired by FKG, the company that owns the Heavy Vehicle and hires it to FKG Group must be contacted and repairs or maintenance arranged with the hire company.

If a Heavy Vehicle has been detected as having a condition that affects its safety or roadworthiness, a service / repair certificate (or similar) outlining the repairs undertaken to make the Heavy Vehicle safe must be received before returning the Heavy Vehicle to service.

11.2 SCHEDULED MAINTENANCE
All maintenance and services undertaken of any Heavy Vehicle controlled by the FKG Group must have a record of the maintenance retained for each instance in which the Heavy Vehicle is maintained. Those records must be retained for seven years or for the life of the Heavy Vehicle (whichever period is longer), whether servicing is undertaken by the FKG Group or an external provider.

The maintenance provider must identify any fault that affects or may affect the safety or roadworthiness of the Heavy Vehicle. Repairs must be undertaken as per the maintenance provider’s instruction.

All records must be retained for with respect to Heavy Vehicle maintenance on the record platform utilised by FKG Group entity.

The Driver will be responsible for reporting to the FKG Group Authorised Representative any maintenance or roadworthy issues that occur outside of scheduled maintenance using PL13 Daily Plant Checklist or equivalent.

Most Heavy Vehicles require an annual inspection and the issue of a COI (Certificate of Inspection) by the relevant state Department of Transport and Main Roads. These inspections will be arranged by the person in control of the Heavy Vehicle.

12 EMERGENCY RESPONSE
All Emergency response protocols are set out in EPR P01 Emergency Preparedness and Response Planning and EPR001 Quick Actions Guides.
13 APPENDIX 1 – CLASSES OF HEAVY VEHICLES

This Appendix is sourced from the website of the National Heavy Vehicle Regulator. Before using this information, the website should be checked to ensure that the information set out below remains current. In relation to access to the road network, the two key types of Heavy Vehicles are General Access Vehicles and Restricted Access Vehicles. The following references/content have been used:

- NHVR Common Heavy Freight
- NHVR Agricultural vehicles fact sheet
- NHVR Special Purpose Vehicles fact sheet
- NHVR Oversize Over mass vehicles fact sheet
- NHVR Classes of Heavy Vehicles fact sheet

AP 1.1 GENERAL ACCESS VEHICLES

General Access Vehicles (GAV) comply with mass and dimension requirements and do not require a notice or permit to operate on the road network. These vehicles have general access to the road network unless the road is sign-posted otherwise. Vehicle classes will appear on legal documents such as permits and notices.

Common Rigid Truck and Trailer Combinations are General Access when complying with prescribed mass and dimension requirements only.

| Licence type: Heavy Rigid (HR) |

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Length (metres)</th>
<th>Maximum Regulatory Mass under GML (tonnes)</th>
<th>Maximum Regulatory Mass under CML (tonnes)</th>
<th>Maximum Regulatory Mass under HML (tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Axle Rigid Truck</td>
<td>≤ 12.5</td>
<td>15.0</td>
<td>CML does not apply</td>
<td>-</td>
</tr>
<tr>
<td>3 Axle Rigid Truck</td>
<td>≤ 12.5</td>
<td>22.5</td>
<td>23.0</td>
<td>-</td>
</tr>
<tr>
<td>4 Axle Rigid Truck</td>
<td>≤ 12.5</td>
<td>26.0</td>
<td>27.0</td>
<td>-</td>
</tr>
<tr>
<td>4 Axle Twinsteer Rigid Truck</td>
<td>≤ 12.5</td>
<td>26.5</td>
<td>27.0</td>
<td>-</td>
</tr>
<tr>
<td>5 Axle Twinsteer Rigid Truck</td>
<td>≤ 12.5</td>
<td>30.0</td>
<td>31.0</td>
<td>-</td>
</tr>
</tbody>
</table>

| Licence Type: Heavy Combination (HC) |

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Length (metres)</th>
<th>Maximum Regulatory Mass under GML (tonnes)</th>
<th>Maximum Regulatory Mass under CML (tonnes)</th>
<th>Maximum Regulatory Mass under HML (tonnes)</th>
</tr>
</thead>
</table>

CORMP Revision A Issue Draft Dated 1/05/2018 Last Reviewed 1/05/2018 UNCONTROLLED WHEN PRINTED
<table>
<thead>
<tr>
<th></th>
<th>COMMON SEMITRAILER COMBINATIONS - GENERAL ACCESS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>3 Axle Semitrailer</td>
<td>≤ 19.0</td>
<td>24.0</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>4 Axle Semitrailer</td>
<td>≤ 19.0</td>
<td>31.5</td>
<td>32.0</td>
</tr>
<tr>
<td>8</td>
<td>5 Axle Semitrailer</td>
<td>≤ 19.0</td>
<td>35.0</td>
<td>36.0</td>
</tr>
<tr>
<td>9</td>
<td>5 Axle Semitrailer</td>
<td>≤ 19.0</td>
<td>39.0</td>
<td>40.0</td>
</tr>
<tr>
<td>10</td>
<td>6 Axle Semitrailer</td>
<td>≤ 19.0</td>
<td>42.5</td>
<td>43.5</td>
</tr>
</tbody>
</table>

|   | COMMON RIGID TRUCK AND TRAILER COMBINATIONS (General access when complying with prescribed mass and dimension requirements) |   |   |
|---|----------------------------------------------------------------------------------------------------------------|---|
| 11| 2 Axle Truck and 2 Axle Dog Trailer                                                          | ≤ 19.0 | 30.0 | - | - |
| 12| 2 Axle Truck and 2 Axle Pig Trailer                                                          | ≤ 19.0 | 30.0 | CML does not apply | - |
| 13| 3 Axle Truck and 2 Axle Dog Trailer                                                          | ≤ 19.0 | 40.5 | 41.0 | - |
| 14| 3 Axle Truck and 2 Axle Pig Trailer                                                          | ≤ 19.0 | 37.5 | CML does not apply | - |
| 15| 3 Axle Truck and 3 Axle Dog Trailer                                                          | ≤ 19.0 | 42.5 | 43.5 | - |
| 16| 3 Axle Truck and 3 Axle Pig Trailer                                                          | ≤ 19.0 | 40.5 | CML does not apply | - |
| 17| 3 Axle Truck and 4 Axle Dog Trailer                                                          | ≤ 19.0 | 42.5 | 43.5 | - |
| 18| 4 Axle Truck and 3 Axle Dog Trailer                                                          | ≤ 19.0 | 42.5 | 43.5 | - |
| 19| 4 Axle Truck and 4 Axle Dog Trailer                                                          | ≤ 19.0 | 42.5 | 43.5 | - |
AP 1.2    CLASS 1

Special purpose vehicles
A special purpose vehicle is a motor vehicle or trailer, other than an agricultural vehicle or a tow truck, built for a purpose other than carrying goods, or a concrete pump or fire truck (both of which carry water). Examples of a special purpose vehicle include a mobile crane, a concrete pump, or drill rig. Special purpose vehicles are considered class 1 Heavy Vehicles when they do not comply with a prescribed mass or dimension requirement applying to it.

Agricultural vehicles, implements and trailers
An agricultural vehicle is considered a class 1 restricted access Heavy Vehicle if it, together with its load, does not comply with a prescribed mass or dimension requirement. Examples of an agricultural vehicle include harvesters and tractors. Any agricultural trailer is considered a class 1 Heavy Vehicle, for example augers, comb trailers and conveyors.

Over Size Over Mass (OSOM) vehicles
An Over Size Over Mass vehicle is a Heavy Vehicle or combination that alone, or together with its load, exceeds prescribed mass or dimension requirements, and is a Heavy Vehicle carrying, or designed for carrying, a large indivisible item. Examples include a prime mover and extendable trailer or a prime mover and low loader combination. This does not include road trains, B-doubles or vehicles carrying a freight container designed for multi-modal transport. In some instances, OSOM vehicles may require warning devices such as lights, flags, delineators, or signs to operate on the road network. If operating under a transition notice or a permit, these requirements will be specified in detail.
### AP 1.3  CLASS 2

**Freight-carrying vehicles**

General freight carrying vehicles that are longer than 19m require specific networks that are capable of handling these larger vehicles. This is usually managed by declaring route networks in gazette notices, but where a network does not exist, an Operator may apply for a permit. There are a number of common class 2 Heavy Vehicle combinations, including:

- **B-doubles** are a class 2 Heavy Vehicle that consist of a prime mover towing two semitrailers, with the first semitrailer being attached directly to the prime mover by a fifth wheel coupling and the second semitrailer being mounted on the rear of the first semitrailer by a fifth wheel coupling on the first semitrailer. A B-double must comply with prescribed mass and dimension requirements.

- **B-triples** are categorised as road trains and must comply with prescribed mass and dimension requirements. B-triples sometimes have dedicated networks declared that may be different to road train networks.

- **Road trains** are a class 2 Heavy Vehicle that consist of a motor vehicle towing two or more trailers (excluding converter dollies supporting a trailer). Road trains must comply with prescribed mass and dimension requirements.
Performance-Based Standards (PBS) vehicles. PBS vehicles are defined as class 2 Heavy Vehicles. There are four levels within the PBS Scheme, and these vehicles must meet 20 safety and infrastructure standards and are designed to offer higher levels of safety and productivity. PBS vehicles are able to operate on road networks that have been classified as suitable for their level of performance. Visit Performance-Based Standards for more information.

Licence type: Multi Combination (MC)

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Length (metres)</th>
<th>Maximum Regulatory Mass under GML ( tonnes )</th>
<th>Maximum Regulatory Mass under CML ( tonnes )</th>
<th>Maximum Regulatory Mass under HML ( tonnes )</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMON B-DOUBLE COMBINATIONS - CLASS 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>7 Axle B-double</td>
<td>≤ 19.0</td>
<td>55.5</td>
<td>57.0</td>
</tr>
<tr>
<td>21</td>
<td>8 Axle B-double</td>
<td>≤ 26.0</td>
<td>59.0</td>
<td>61.0</td>
</tr>
<tr>
<td>22</td>
<td>8 Axle B-double</td>
<td>≤ 26.0</td>
<td>59.0</td>
<td>61.0</td>
</tr>
<tr>
<td>23</td>
<td>9 Axle B-double</td>
<td>≤ 26.0</td>
<td>62.5</td>
<td>64.5</td>
</tr>
<tr>
<td><strong>COMMON TYPE 1 ROAD TRAINS - CLASS 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>9 Axle A-double</td>
<td>≤ 36.5</td>
<td>72.0</td>
<td>74.0</td>
</tr>
<tr>
<td>25</td>
<td>11 Axle A-double</td>
<td>≤ 36.5</td>
<td>79.0</td>
<td>81.0</td>
</tr>
<tr>
<td>26</td>
<td>12 Axle A-double</td>
<td>≤ 36.5</td>
<td>82.5</td>
<td>84.5</td>
</tr>
<tr>
<td>27</td>
<td>12 Axle Modular B-triple</td>
<td>≤ 35.0</td>
<td>82.5</td>
<td>84.5</td>
</tr>
<tr>
<td>28</td>
<td>12 Axle B-triple</td>
<td>≤ 36.5</td>
<td>82.5</td>
<td>84.5</td>
</tr>
<tr>
<td>29</td>
<td>14 Axle AB-triple</td>
<td>≤ 36.5</td>
<td>99.0</td>
<td>101.0</td>
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<tr>
<td>30</td>
<td>15 Axle AB-triple</td>
<td>≤ 36.5</td>
<td>102.5</td>
<td>104.5</td>
</tr>
<tr>
<td>31</td>
<td>11 Axle Rigid Truck and 2 Dog Trailers</td>
<td>≤ 36.5</td>
<td>88.5</td>
<td>90.5</td>
</tr>
</tbody>
</table>
AP 1.4  CLASS 3

A class 3 Heavy Vehicle is a Heavy Vehicle which, together with its load, does not comply with prescribed mass or dimension requirements and is not a class 1 Heavy Vehicle.

### Class 3 Heavy Vehicles (examples for illustration purposes)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>HVNL Definitions</th>
<th>NHVR Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Rigid Truck and Dog (over 42.5 tonnes GCM)</td>
<td>HVNL s116 (3) A heavy vehicle is a class 3 heavy vehicle if— (a) it, together with its load, does not comply with a prescribed mass requirement or prescribed dimension requirement applying to it; and (b) it is not a class 1 heavy vehicle.</td>
<td>A truck and dog trailer combination whose dimensions and mass do not exceed prescribed mass and dimension requirements is a general access vehicle. If its mass or dimension limits exceed prescribed requirements, this combination is classified as a Class 3 vehicle. Examples of Class 3 vehicles include: • A truck and dog trailer combination consisting of a rigid truck with 3 or 4 axles towing a dog trailer with 3 or 4 axles weighing more than 42.5 t is an example of a class 3 heavy vehicle. • Other examples might include a B-double or road train transporting a load wider than 2.5 m.</td>
</tr>
<tr>
<td>41</td>
<td>Prime Mover and Semitrailer towing Converter Dolly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>B-double towing Converter Dolly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Underhook/Underlift Tow Truck</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>