

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety

Chain of Responsibility (CoR)

Chain of Responsibility (CoR) laws provide that every party in the heavy vehicle transport supply chain has a duty to ensure the safety of persons associated with their transport activities. Under the CoR responsibilities, all parties who influence, direct or control transport operations in the supply chain share responsibility for compliance with the law and for the safety of heavy vehicle operations, even if they have no direct role in driving or operating a heavy vehicle. This responsibility entails an obligation to eliminate or minimise potential harm or loss (risk) by doing all that is reasonably practicable to ensure the safe and legal transport of goods.

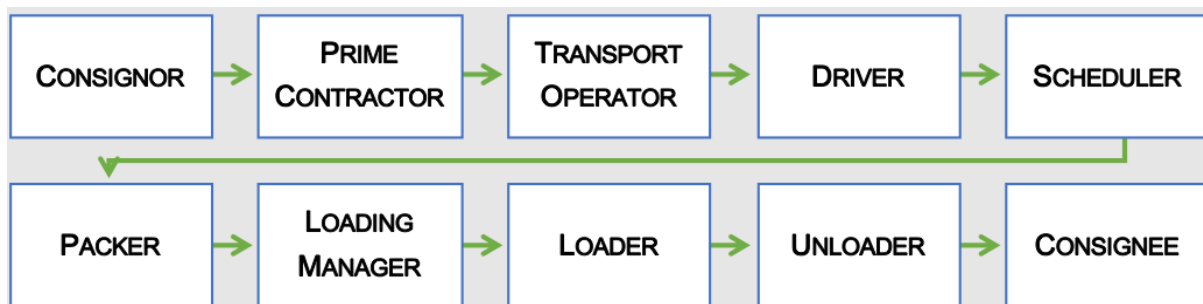


Figure 8. Chain of Responsibility Flow Chart.



Amendment Chain of Responsibility OHS Issue #: 1 Revision #: 0
Record Policy

Reviewed by: Jason Haywood Approved by: Jason Haywood
Managing Director Managing Director

Chain of Responsibility OHS Policy

Convoy Transport Pty Ltd is dedicated to providing all workers with a workplace that is, as far as is reasonable, safe and without risks to health and safety. This CoR Management Plan has been developed to provide guidance and information for all persons employed by Convoy Transport Pty Ltd.

Convoy Transport Pty Ltd recognises its moral and legal obligations under the Heavy Vehicle National Law (HVNL) and applicable OHS Acts and Regulations to provide a safe and healthy work environment and as such commits to:

- Ensuring that our work processes, practices and contracts do not provide any incentive or encouragement to any party in the Chain, to breach the CoR laws;
- Identify, assess, evaluate, and control risk associated with all components of the supply chain;
- Manage compliance with speed, fatigue, mass, dimension, load restraints and vehicle standards & maintenance;
- Provision and maintenance of a work environment that is safe and without risks to health;

- Maintain physical infrastructure, including buildings, plant and equipment, in a safe condition;
- Comply with legislative requirements, current industry standards and co-operation with Regulatory bodies, as far as practicable;
- Aim for best practice systems of work;
- Encourage all workers to report information concerning safety and breaches of the CoR;
- Setting measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels;
- Continually improving safety performance and conducting safety management reviews;
- OHS information, instruction, training and supervision to workers, contractors, clients and visitors to ensure safety;
- Document and record actions taken to manage compliance with this manual.



Amendment	Chain of Responsibility Duties	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Chain of Responsibility Duties

Responsibilities:

Executive officers (Convoy Transport Pty Ltd) are committed to:

- Ensuring systems are in place to manage health and safety and, all requirements and obligations of the HVNL;
- Compliance with legislative requirements, current industry standards and co-operation with regulatory bodies, as far as is reasonably practicable;
- Ensuring executive decisions do not influence the conduct of the corporation to breach the law;
- Provide effective guidance in regard to meeting CoR requirements;
- Ensuring business practices and decisions do not require or encourage drivers to:
 - Exceed the speed limits;
 - Exceed regulated driving hours;
 - Fail to meet the minimum rest requirements;
 - Drive while impaired by fatigue;
- Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels;
- Consultation with workers and other parties to improve decision-making;
- Remaining informed of business performance in regard to CoR;
- Distribution and communication of critical information and safe work procedures;

- Information, training and supervision to workers, contractors, clients and visitors to ensure safety;
- Review and assessment of policies.

Operator/manager/scheduler:

- Complying with health and safety, CoR policies, procedures and training requirements;
- Ensure all workers work safely and comply with business policies and procedures;
- Ensure risk management activities are carried out and regularly reviewed;
- Reviewing investigation reports and other reports involving workers to ensure adequate corrective actions have been initiated to prevent recurrence;
- Reviewing compliance with policies and procedures;
- Ensure rosters and schedules do not require drivers to exceed regulated driving hours or speed limits;
- Routes are suitably planned with consideration of potential traffic issues and other unexpected delays;
- Keep records of drivers' work and rest times;
- Ensure drivers do not work while fatigued and maintain their correct work and rest schedules;
- Schedulers comply with all of their obligations with reviews are regularly undertaken;
- Drivers are provided with relevant documentation including a complying container weight declaration before commencing a journey;
- Ensure vehicles are regularly maintained, and if speed limiters are fitted, they are functioning properly;
- Delivery requirements do not require or encourage drivers to:
 - Exceed the speed limits;
 - Exceed regulated driving hours;
 - Fail to meet the minimum rest requirements;
 - Drive while impaired by fatigue.

Consignor/consignee:

- Ensure loads do not exceed vehicle mass or dimension limits;
- Ensure loads can be carried securely;
- A valid container weight declaration is available;
- Delivery requirements do not require or encourage drivers to:
 - Exceed the speed limits;
 - Exceed regulated driving hours;
 - Fail to meet the minimum rest requirements;
 - Drive while impaired by fatigue.

Loading manager/loader/packer:

- Load vehicles in a way that does not exceed mass or dimension limits;
- Load vehicles in a way that ensures vehicle remains stable while travelling;
- Load documentation is accurate. Ensure drivers moving freight containers have a valid container weight declaration;

- Goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded;
- All loads are securely restrained with appropriate restraint equipment (*appropriate, serviceable and well-maintained loading and restraining equipment is available*);
- Allocate reasonable time for loading and unloading slots;
- Check documentation about the vehicle's load is not false or misleading;
- Goods are marked correctly;
- Must ensure to never ask, require or direct activities you know will breach the law;
- Rest facilities are provided to allow drivers to take rest while waiting to load/unload;
- Loading practices do not require or encourage drivers to:
 - Exceed the speed limits;
 - Exceed regulated driving hours;
 - Fail to meet the minimum rest requirements;
 - Drive while impaired by fatigue.

Drivers are expected to:

- Take reasonable care for the health and safety of themselves and others at work;
- Not drive while fatigued and comply with the relevant fatigue management work and rest laws and procedures;
- Ensure driven vehicle does not exceed mass or dimension limits;
- Ensure vehicle load is appropriately and securely restrained;
- Making sure they are medically fit to drive;
- Ensure the vehicle being driven is roadworthy and well maintained;
- Keep full and accurate records as required by law and company procedures.

All other workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work;
- Cooperate with Convoy Transport Pty Ltd to enable compliance with OHS legal obligations;
- Participate in consultative arrangements;
- Assist management to meet OHS targets/key performance indicators;
- Participate in return to work programs;
- Comply with all reasonable instructions from managers in relation to health and safety issues at work;
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner.