

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment	Speed Management Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Speed Management Policy

Objective:

The purpose of this procedure is to outline Convoy Transport Pty Ltd's mechanisms for Speed Management, which includes components relating to driver behaviour and vehicle management. To outline the steps that Convoy Transport Pty Ltd will take to eliminate, reduce or manage the risk of driver speeding.

Policy:

Convoy Transport Pty Ltd understands that drivers are more at risk of being involved with or causing an accident when driving over the speed limit. Convoy Transport Pty Ltd is committed to the provision of a safe workplace for its drivers and this duty extends to protecting the public from unnecessary risks.

Increased speed means not only an increased risk of crashing but also increased severity if a crash occurs. It is an offence for any vehicle to travel faster than the speed limit. Speed tampering is also an offence. Penalties including fines and demerit points are incurred for speeding and speed tampering infringements.

There are two types of speeding:

1. Where a vehicle travels faster than the posted speed limit;
2. Where a driver travels within the speed limit but because of road conditions (e.g. fog or rain) this speed is inappropriate.

Convoy Transport Pty Ltd is committed to effectively manage health and safety risks in the workplace in accordance with the requirements of the relevant Regulations. Convoy Transport Pty Ltd recognises the nature and severity of risks to health and safety for workers who are involved with the Transport Industry.

Convoy Transport Pty Ltd has installed an In-Vehicle Monitoring System (IVMS) which carries out electronically based technical and reporting functions to enable and complement effective speed management in the workplace. Convoy Transport Pty Ltd regularly downloads the IVMS data to monitor driver speed and discusses any breaches with the driver.

Convoy Transport Pty Ltd will ensure:

- Drivers complete a work Log book regardless of distance travelled;
- Vehicles fitted with Speed Limiters are regularly checked and serviced to ensure that they are working correctly and meet the required standard;
- Driving schedules are prepared with regard to the following:

- Ensuring that speed compliance is included as a contractual requirement;
- Legislative requirements for maximum work hours;
- Legislative requirements for standard hours (solo or 2-up driving), minimum rest time hours, or alternative accreditation system hours etc.;
- Consultation with drivers to confirm they are able to meet deadlines safely and without speeding;
- Planning for unexpected delays to complete journeys without speeding;
- Sufficient rest breaks, including personal activities such as washing, eating meals and travelling to/from depot;
- Drivers are educated about not speeding and reporting speed related issues such as faults with equipment, Infringements or Non-Conformance;
- Drivers are provided with regular reminders about the importance of working together to ensure compliance with laws, including toolbox sessions, internal newsletters or information distributed with pay slips.

Convoy Transport Pty Ltd advises customers/clients of how unreasonable schedules and deadlines are no longer legal and outlines to them how schedules are formulated to enable drivers to meet deadlines safely and without speeding.



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Speed Management Procedure

Responsibilities:

All drivers are responsible for working safely and for following reasonable directions in respect of the Driver's CoR Management Plan, the Speed Management Procedure and the IVMS and reporting systems whilst working at Convoy Transport Pty Ltd

Drivers are required to:

- Drive safely and comply with statutory speed limits and road rules at all times;
- Comply with the Driver CoR Management Plan and the Speed Management Procedure implemented at Convoy Transport Pty Ltd;
- Use training and information provided by Convoy Transport Pty Ltd and relevant sources to work safely;
- Respond to changing on-road conditions and hazards, delays or re-scheduling for loading/unloading, mechanical problems, changing traffic and route conditions;
- Communicate with base on a regular basis and when required due to changing on-road circumstances;

- Ensure there are no unauthorised modifications to, or any tampering with the IVMS monitoring system, records, notifications or reports associated to the vehicles they drive and/or maintain and/or monitor;
- Complete a work Log book regardless of distance travelled for each trip;
- Notify the **Managing Director** of any Infringements or Non-Conformances;
- Notify the **Managing Director** of any accidents and/or incidents;
- Complete any other documentation as may be required from time to time in relation to Speed Management.

The **Operations Manager/Managing Director** is responsible for:

- Informing drivers and others about the requirement to actively participate in speed management activities and to co-operatively follow the Driver's Speed Management Plan and procedure whilst working at Convoy Transport Pty Ltd;
- Ensuring that all drivers are adequately trained in Convoy Transport Pty Ltd's speed management strategies, policies and procedures;
- Ensuring that all drivers know, understand and are trained in how the IVMS works (including why it is used) and how to operate this IVMS as and when required within the scope of their role as a driver;
- Monitoring the IVMS;
- Managing all Non-Conformance Reports and complaints and ensuring all corrective actions are completed in a timely and appropriate fashion;
- Consulting with driver's in regard to Infringements and Non-Conformances;
- Maintaining records required by relevant OHS legislation relating to driver safety and speed management;
- Ensure that scheduling considers distance, average lawful speed, possible traffic or loading delays and required rest breaks.

The **Operations Manager/Managing Director** is responsible for:

- Conducting an Annual Speed and Fatigue Risk Assessment of drivers;
- Ensuring the implementation of appropriate hazard controls and mitigation of risks identified in an Annual Speed and Fatigue Risk Assessment within a designated timeframe;
- Scheduling and supervising annual Speed Limiter Checks on all Convoy Transport Pty Ltd vehicles fitted with Speed Limiters;
- Ensuring that any annual Speed Limiter Checks are carried out by appropriately qualified/certified persons and that adequate records are maintained of all Speed Limiter's maintenance and servicing;
- Recording, reporting and notifications as required for the conduct of and the outcomes of any Speed and Fatigue Risk Assessments and the Speed Limiter Checks.

The **Operations Manager/Managing Director** is responsible for:

- Any recording, reporting and notifications as required for the conduct of a Non-Compliance report and address of corrective actions resulting from the report;

- Managing any issues arising from the completion or content of Driver's Log books;
- Management and consultation in relation to third party commercial arrangements;
- Review of the Speed Management Procedure when required.

Procedure:

Drivers: In conjunction with following the guidelines as detailed in the Driver's Speed Management Plan, all drivers must:

- Before work - If unfit for work, do not drive vehicle - notify **The Operations Manager/Managing Director**;
- When working - If tired, and fitness for work is affected, call in for an adjusted Estimated Time of Arrival (ETA) at next location;
- When driving - Make sure that they are aware of the maximum legal travel time;
- Attend tool box talks and meetings as required;
- Consult with **The Operations Manager/Managing Director** regarding schedules and their ability to meet the schedule timelines safely and lawfully;
- Report scheduling problems, new road works, major accidents, traffic delays on regular routes;
- Report Infringements and/or Non-Conformance's as required;
- Adhere to corrective actions arising from Infringements and Non-Conformance's.

Scheduling: Convoy Transport Pty Ltd:

- Advises customers/clients that unreasonable schedules and deadlines are not legal. Documents detailing when such discussions took place and who with are maintained by **Jason Haywood, Managing Director**.
- Ensures that speed compliance is included as a contractual requirement when developing contracts;
- Consults drivers regarding schedules to get their input and confirmation they are able to safely and lawfully meet them;
- Encourages drivers to report scheduling problems, new road works, major accidents, traffic delays etc.;
- Build flexibility into the schedule to allow for unexpected delays such as flat tyres, load checking and/or adjustments and develop procedures for drivers who encounter unexpected delays to complete their journey without speeding.

Monitoring

- Convoy Transport Pty Ltd has commercial arrangements with **(insert Organisation name here)** for the supply, maintenance and reporting of the IVMS for its transport vehicle fleet;
- All Convoy Transport Pty Ltd operation and monitoring of the IVMS is done from the Home Office by **(insert name here)**;
- **(Insert name/s here)** can access the IVMS at any time;

- Convoy Transport Pty Ltd receives a weekly report from the IVMS consisting of the following data:
 - Hours driven;
 - Kilometres driven;
 - Total vehicle accidents;
 - Significant vehicle accidents
 - IVMS exceeding work hours without rest;
 - IVMS poor drive (Acceleration violations/Deceleration Violations);
 - IVMS speeding;
 - IVMS seatbelts;
- Weekly reports are analysed and assessed for action by (insert name here);
- Weekly reports are maintained and stored as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements drivers are consulted with in respect to monitoring reports and compliance outcomes.

Non-conformance Reports

- Data from the IVMS is assessed for Non-Conformance on a weekly basis;
- Driver's Log books are checked for Non-Conformance on a weekly basis;
- All Non-Conformances, including overruns and speeding are written up on a *Non-Conformance/Corrective-Preventative Action Form*;
- Non-Conformance matters are responded to via consultation with drivers and any other relevant person/s by **The Operations Manager/Managing Director**
- During the consultation process, appropriate and timely corrective actions are decided upon and recorded on the *Non-Conformance/Corrective-Preventative Action Form*;
- Corrective actions are then undertaken in an appropriate manner and timeframe by the person/s responsible for the actions;
- All corrective actions are monitored to ensure satisfactory completion, and, once completed, are recorded and signed off by the relevant person/s on the *Non-Conformance/Corrective-Preventative Action Form*;
- Corrective Actions that require on-going monitoring, worker supervision or implementation are regularly reviewed by **The Operations Manager/Managing Director**, action is taken if and when required, and records updated as required;
- Non-Conformance records are maintained and stored as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements for relevant authorities;
- Non-Conformance records will be made available to the relevant authorities if and when required by law.

Infringements

- Driver infringements are initially reported to **The Operations Manager/Managing Director**;

- Infringements are then written up on a *Non-Conformance/Corrective-Preventative Action Form*;
- Infringements are then managed as per the procedure for non-conformance.

Complaints

Drivers:

- Complaints received from Drivers shall be reported to and managed by **The Operations Manager/Managing Director**;
- Complaints can be raised verbally on an informal basis in the first instance;
- Any complaints that cannot be resolved by consultation on an informal basis shall then be formalised and submitted in writing, using the *Non-Conformance/Corrective-Preventative Action Form* to **The Operations Manager/Managing Director**
- Formal complaints are then managed as per the procedure for Non-Conformance;
- If complaints cannot reach satisfactory resolution following this procedure, then Convoy Transport Pty Ltd's Issue Resolution Procedure will be followed.

Public:

- Complaints received from members of the general public and/or customers shall be reported to and managed **The Operations Manager/Managing Director**
- Complaints can be raised verbally on an informal basis in the first instance;
- Any complaints that cannot be resolved by consultation on an informal basis will then be formalised and submitted in writing, using a *Non-Conformance/Corrective-Preventative Action Form* to **The Operations Manager/Managing Director**
- Formal complaints are then managed as per the procedure for non-conformance.

Speed Limiter Checks

- **The Operations Manager/Managing Director** is responsible to ensure that Speed Limiter Checks are carried out as and when required by suitably qualified and experienced persons;
- Speed Limited vehicles are regularly checked to ensure the speed limiter is working and meets the required standard. These checks may be carried out as part of scheduled servicing;
- **The Operations Manager/Managing Director** arranges the Annual Speed Limiter Service, which can be performed by either of the following methods:
 - Vehicle is taken to a registered vehicle dealer. The vehicle undertakes a computer diagnostic which verifies the speed accuracy; this is then noted on the tax invoice;
 - **The Operations Manager/Managing Director** takes the vehicle for a 5/10 km run from the workshop located at **39 PACIFIC STREET LONG JETTY NSW 2261** and takes the vehicle to 90km/hour. Upon returning to workshop the data from the IVMS is accessed and a Trip report printed out to verify that the speed is accurate;

- The results of all Speed Limiter Checks are kept as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements for relevant authorities.

Annual Speed and Fatigue Risk Assessment

- The Operations Manager/Managing Director is responsible to carry out an Annual Speed and Fatigue Risk Assessment;
- Utilising consultation as required, appropriate and timely corrective actions are decided upon and recorded in relation to any risks identified in the Annual Speed and Fatigue Risk Assessment;
- Corrective Actions are then undertaken in an appropriate manner and timeframe by the person/s responsible for the actions;
- Annual Speed and Fatigue Risk Assessments are maintained and stored as part of Convoy Transport Pty Ltd's records Drivers are consulted with in respect to Annual Speed and Fatigue Risk Assessment outcomes.

Review

This procedure will be reviewed if:

- It is identified that there are changes in the workplace that affect the procedure;
- There are changes to the IVMS that affect the procedure;
- There is a change of electronic monitoring system used at Convoy Transport Pty Ltd that affects the procedure;
- It is identified that the procedure is not effective;
- There are legislative changes that affect the procedure;
- There has been a serious safety breach or non-conformance incident;
- There has been a notifiable event that has required notification to the Authority.