

# MANAGE COMPLIANCE OF HEAVY VEHICLES

## PURPOSE

The purpose of this procedure is to define the minimum requirements for managing the risks associated with heavy vehicles in accordance with the Chain of Responsibility (CoR) and Heavy Vehicle National Law (HVNL).

CoR requirements under HVNL applies to heavy vehicles over 4.5 tonnes Gross Vehicle Mass (GVM), fatigue-regulated buses and fatigue-regulated heavy vehicles (over 12 tonnes GVM).

This procedure does **NOT** detail the management of risks associated with the use of heavy vehicles on private roads, for example, roads within a mine site. Under the HVNL, private road managers remain responsible for managing their own properties. Fatigue Management regulations are still applicable when work is performed on private property unless an exemption has been granted by the National Heavy Vehicle Regulator (NHVR).

## PROCEDURE

### 1. CHAIN OF RESPONSIBILITY (COR)

The CoR requires all parties with influence or control over transport activities in the supply chain, even if they have **NO** direct role in loading or operating a heavy vehicle, to share the responsibility for complying with HVNL.

Any party who can influence or control a transport operation can be held responsible and may be made legally liable for any breach. This includes corporate entities, directors, partners and managers who are accountable for the persons under their control. Refer to **Section 9** of this procedure for an overview of the CoR roles and responsibilities.

### 2. TRAINING

All CoR parties must be provided with adequate information, training and instruction regarding their duties and responsibilities under HVNL to prevent them directly or indirectly causing or encouraging the driver (or another party in the chain) to break the law or to take safety risks.

RTL employees who hold duties under HVNL shall read and understand this procedure.

Contractors engaged by RTL must provide evidence of CoR training as part of the procurement/tender process and where such evidence is inadequate or **CANNOT** be provided, the relevant contractor personnel must provide evidence that they have read and understood this procedure.

### 3. RISK MANAGEMENT

**ALL** parties (the Project and applicable contractors) in the CoR must conduct a risk assessment of their obligations under the HVNL, based on the nature and scope of transport activities to be undertaken on the Project, including but not limited to:

- Speed Compliance Obligations;
- Fatigue Management Obligations;
- Mass, Dimension and Loading Obligations; and
- Vehicle Standards Obligations.

RTL projects that have responsibilities under the HVNL must develop a [Heavy Vehicle Transport Management Plan](#). Subcontractors providing services involving heavy vehicles will be required to supply a Heavy Vehicle Transport Management Plan or a CoR Risk Assessment as part of the tender Request for Quotation process.

The risk assessment must consider risks as applicable to the scope of works, such as:

- What is being delivered to site or being removed from site;
- How it is being delivered or removed from site; and
- How the HVNL requirements above are being managed.

## 4. SUBCONTRACTOR MANAGEMENT

### 4.1 PREQUALIFICATION

All efforts must be made to select subcontractors/suppliers based on their capability to perform the transport activities required by the project and manage any associated safety and compliance risks. The RTL [Heavy Vehicle Contractor Prequalification](#) should be used to determine contractor compliance.

Where the [Heavy Vehicle Contractor Prequalification](#) form is not used, the prequalification process should include, but is not limited to:

- Identification, assessment and management of risks;
- Confirmation that drivers are licenced for the heavy vehicle or combination they are operating and agree to adhere to Australian Road Rules in the state/s and/or territory of operation;
- Obtaining information from other parties on how speed is managed within their business. For example, subcontractors/suppliers speed management risk assessment and associated policies and procedures that outline control measures implemented;
- Confirmation that heavy vehicles are fitted with fit-for-purpose, maintained, calibrated, speed limiting devices and that these undergo periodic maintenance and testing to ensure the accuracy of speed data;
- Obtaining information from other parties on how fatigue is managed within their business. For example, the subcontractors/suppliers fatigue management risk assessment and associated policies and procedures that outline control measures implemented;
- Obtaining information from other parties on how mass, dimension and loading requirements are managed within their business. For example, subcontractors/suppliers mass, dimension and loading risk assessments and associated policies and procedures that outline control measures implemented; and
- Obtaining information from other parties on how vehicle standards requirements, maintenance and repairs, are managed within their business. For example, subcontractors/suppliers vehicle standards risk assessment and associated policies and procedures that outline the control measures implemented.

### 4.2 EXEMPTION FROM PREQUALIFICATION

Prequalification is not required for a one-off engagement where it is not reasonably practicable to pre-qualify the provider. In these circumstances, the driver must complete a driver induction and the RTL [Heavy Vehicle Transport Load and Unload Checklist](#) must be completed prior to the truck driving away / being unloaded.

### 4.3 CONTRACT AGREEMENTS

All commercial arrangements must be in accordance with RTL Procurement Procedures and should include, requirements to comply with legal obligations and disincentives to breach these provisions.

Subcontractors/suppliers agreements/contracts must **NOT** contain rate structures or incentives (for early pick-up or delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage the driver:

- To exceed the speed limit;
- To drive whilst fatigued; and
- To breach their work and rest hours.

Subcontractors/suppliers agreements/contracts must **NOT** contain rate structures or incentives or associated performance measures that may reward or encourage parties or the driver:

- To breach mass, dimension and loading requirements directly or indirectly (i.e. overloading); and
- To operate vehicles that are unsafe or defective.

#### 4.4 COMMUNICATION

A pre-mobilisation meeting must be held with all subcontractors/suppliers before they commence work on the project. The main intent of this meeting is to reaffirm roles and accountabilities detailed in the subcontractors/suppliers agreement/contract.

#### 4.5 INSPECTION AND MONITORING

Monitoring, inspection and review activities must be undertaken for the subcontractors/suppliers, post contract award. The monitoring activities must include:

- Reviews of the subcontractors/suppliers performance in relation to the heavy vehicle CoR aspects of the contract;
- Spot audits and inspections to ensure ongoing compliance; and
- Other monitoring activities as applicable to the scope of works.

### 5. SPEED COMPLIANCE

#### 5.1 SCHEDULING

Projects must ensure drivers' schedules are planned with appropriate timeframes, so drivers are **NOT** directly pressured, or feel indirectly pressured, to exceed the speed limit. For example:

- Scheduling journeys with sufficient time for them to be completed safely and according to applicable speed limits along the route; and
- Allowing for contingencies such as steep ascents and descents, traffic congestion, major roadworks, adverse weather conditions, curfews and loading/unloading delays.

#### 5.2 COMMUNICATION

The Project must provide timely communication and advance notification to drivers and other supply chain parties wherever possible when there are changes to schedules, including delays, so drivers are **NOT** directly pressured, or feel indirectly pressured, to exceed the speed limit.

#### 5.3 DRIVING

Heavy vehicle drivers must ensure that their driving behaviour does **NOT** compromise road safety or involve breaking the law. This includes compliance with speed limits on public and project-controlled roads and requires drivers to 'drive to conditions.'

## 5.4 SPEED LIMITING DEVICES

Speed limiting devices must be installed on all heavy vehicles in accordance with Part 10 of the Heavy Vehicle (Vehicle Standards) National Regulation and Australian Design Rule (ADR) 65. This requires:

- A heavy motor vehicle that is a bus built after 1987 with a GVM of more than 14.5t must comply with third edition ADR 65; and
- A heavy vehicle that is a prime mover with a GVM of more than 15t that was built after 1987 must comply with third edition ADR 65.

Heavy vehicles must be maintained in accordance with the requirements of the original equipment manufacturer and Heavy Vehicle (Vehicle Standards) National Regulation. This includes the regular maintenance of the specific vehicle components that relate to complying with speed limits, i.e. the speedometer, engine management system and any speed limiting devices.

## 5.5 INSPECTION AND MONITORING

Inspection and monitoring activities must be undertaken to monitor driver compliance with speed limits.

Depending on the transport arrangement, this may involve:

- Evidence of regular maintenance of speed limiting devices;
- Use of GPS systems - i.e. requesting reports from Heavy Vehicle Transport providers and reviewing these for compliance;
- Use of VMS boards and speed radars ;
- Regular monitoring of heavy vehicle transit times against agreed trip plans;
- For load and haul operation, identifying the maximum number of haul journeys that can reasonably be achieved in a shift and comparing this to daily load sheet records; and
- Monitoring the effectiveness of the speed management systems of Heavy Vehicle Transport providers and their adherence to speed management practices including, regular contract performance reviews or similar arrangements, self-assessments of the effectiveness of compliance systems and controls.

## 6. FATIGUE MANAGEMENT

The Heavy Vehicle (Fatigue Management) National Regulation outlines fatigue management requirements that apply to fatigue-regulated heavy vehicles.

A fatigue-regulated heavy vehicle is defined as a:

- A motor vehicle with a GVM of more than 12t; or
- A combination with a GVM of more than 12t; or
- A fatigue-regulated bus.

The Heavy Vehicle (Fatigue Management) National Regulation details maximum work times and minimum rest times for drivers operating a fatigue-regulated heavy vehicle.

### 6.1 FITNESS FOR WORK

All drivers of heavy vehicles must be physically and mentally fit to drive the vehicle and **NOT** affected by alcohol or a drug that affects a person's ability to drive the heavy vehicle.

If a driver self-declares or is deemed unfit to drive due to fatigue, projects should **PROHIBIT** the driver from further driving, notify the driver's employer immediately, and take care of the driver's welfare by making alternative arrangements including provisions for the driver to have an additional rest break.

All drivers of heavy vehicles may be subject to pre-employment, random, for cause and post incident drug and alcohol screening.

## 6.2 SCHEDULING

The planning of trip schedules must include appropriate timeframes, so drivers are **NOT** directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work and rest hours.

Journeys must be scheduled with sufficient time for them to be completed safely and according to applicable rest breaks required along the route and allowing for contingencies such as traffic congestion, major roadworks, adverse weather conditions, missed curfews and loading or unloading delays.

## 6.3 ROSTERS

Based on the level of fatigue management accreditation, project rosters, schedules and loading/unloading plans must be documented. Projects should consider using fixed project working hours for all project personnel that comply with the hours prescribed by the level of accreditation.

Ensure rosters, schedules and plans do **NOT** place unreasonable demands on drivers of heavy vehicles that encourage breaches of work and rest hour requirements, or breaches of speed. Delivery schedules must be developed that minimise loading and unloading (waiting) times and plan for delays by allowing 'time slot flexibility'.

## 6.4 COMMUNICATION

Communication with subcontractors/suppliers must address the following:

- Arrangements with subcontractors/suppliers must **NOT** promote or require breaches of fatigue management requirements;
- Orders with subcontractors/suppliers must be placed as far in advance as possible to allow the planning of driver rosters appropriately, without breaching fatigue management requirements;
- Confirmation must be sought that subcontractors/suppliers can meet fatigue management requirements for delivery of urgent orders, and/or using project staff to pick up goods where applicable; and
- Identification of unloading or loading requirements (i.e. plant type/size) so project resources can be planned and prioritised to avoid unnecessary delays.

Communication with incoming heavy vehicle drivers must ensure that:

- When delays of more than **thirty (30) minutes** occur to project schedules and/or loading and unloading times, drivers are notified to allow for fatigue to be managed appropriately; and
- Drivers of fatigue-regulated heavy vehicles are aware of the location of rest facilities and amenities, to assist with managing fatigue.

## 6.5 DRIVER WORK DIARIES

A Driver Work Diary is evidence that a driver's work and rest hours are compliant with the HVNL and that their fatigue is being managed. Drivers are **NOT** allowed to drive or work more than the prescribed maximum work hours or rest less than the prescribed minimum rest hours in a certain period. It is important that drivers complete their diaries correctly and in accordance with the HVNL and ensure they are counting time correctly.

Driver Work Diaries must be implemented for the drivers of **ALL** fatigue-regulated heavy vehicles driving **100km** or more from their base, or **ALL** vehicles under a Basic Fatigue Management (BFM) or Advanced Fatigue Management (AFM) accreditation.

Driver work diaries must be kept, and time counted, in accordance with all requirements of the Heavy Vehicle (Fatigue Management) National Regulation. This includes:

- Documenting the details of the vehicle driven, the working hours arrangement (standard, BFM or AFM) and total times of work or rest;
- Calculation of working hours that captures hours spent operating heavy vehicles on both public and non-public roads / areas (e.g. project site/s);
- Calculation of working hours that includes all tasks associated with the operation of fatigue-regulated HVs (e.g. loading, unloading, inspecting, driving, refuelling, instructing / supervising, completing documents);
- Calculation of working hours such that rest time is all time, not considered work time;
- Calculation of working hours that ensures time is always counted from the end of a rest break and counted in fifteen (15) minute blocks relative to the time zone of the driver's base;
- Calculation of hours so that work time is rounded up to the nearest 15 minutes; and
- Calculation of hours so that rest time is rounded down to the nearest 15 minutes.

Record keepers for drivers of fatigue-regulated heavy vehicles have very specific obligations under the Heavy Vehicle National Law (HVNL). These obligations are designed to ensure that driver's activities are able to be monitored to assist drivers in the execution of their obligations to manage driver fatigue and help parties in the CoR (e.g. schedulers) to meet their requirements.

The HVNL requires drivers of Fatigue related vehicles to record their work and rest periods even when completing local work within the 100 kilometres radius (no prescribed manner, however, records must be kept), these records must be maintained by the record keeper along with time sheet and pay records for a period of 3 years.

## 6.6 INSPECTION AND MONITORING

Inspection and monitoring activities must be undertaken to monitor driver compliance with fatigue management requirements.

Depending on the transport arrangement, this may involve:

- Requesting records of a subcontractor's fatigue monitoring activities;
- Monitoring a driver's fatigue levels (in real time if possible) and review regularly for effectiveness and accuracy. This may include, making contact with drivers on a regular basis to check on their welfare, especially during higher risk periods such as 12 midnight to 6am when driving when a person would normally be asleep; and
- For self-performed work, reviewing samples of driver's work and rest times (Driver Work Diaries) regularly for effectiveness and accuracy to check compliance with the legislated operating limits.

## 7. MASS, DIMENSION AND LOADING

### 7.1 PLANNING

Careful planning including the allocation of sufficient time is essential to minimise the safety risks associated with the delivery and unloading of goods. Loading, unloading and storage areas must be prepared to ensure they suit:

- The nature of the loads (size, weight, content);
- The types of delivery vehicles; and
- The layout of access routes and other aspects of the Traffic Management Plan (TMP) and/or Vehicle Movement Plan (VMP).

### 7.2 SCHEDULING

Realistic schedules and plans for incoming heavy vehicles must minimise unloading (waiting) times and plan for delays:

- Arrange in advance the availability of plant and equipment for unloading.
- Subcontractors/suppliers must be provided with information regarding safe entry to the project, for example:
  - A copy of the vehicle movement plan for the relevant area;
  - PPE requirements and sign in / sign out procedures; and
  - Loading and unloading methods to be used including the unloading sequence, any requirements for pre-slung loads or the need for any specialist equipment.

### 7.3 PACKING

Packers of goods must ensure that any goods packed in freight containers are stable and do **NOT** exceed the containers gross weight or safety approval rating. Ensure any documentation associated with the goods is accurate and **NOT** misleading.

### 7.4 LOADING AND UNLOADING

Vehicle mass and dimension limits must be identified prior to loading.

This must include the:

- Vehicle manufacturer's loaded mass rating including the GVM, GCM and where applicable, the Gross Trailer Mass (GTM). This also extends to the mass rating for separate vehicle components such as tyres, wheels or axles;
- General Mass Limit (GML) - applicable to **ALL** heavy vehicles, stating the allowable mass for **ALL** axle groups unless under an accreditation or exemption;
- Prescribed dimensions, as outlined in the Heavy Vehicle (Mass, Dimension and Loading) National Regulation, including the requirements for rear overhang; and
- Concessional Mass Limits or Higher Mass Limits, accredited operators must provide evidence of accreditation.

Vehicles must be loaded in a safe and secure manner, **NOT** exceeding the legislative or the manufacturer's requirements for mass and dimension limits.

Depending on the heavy vehicle arrangements on site (i.e. RTL owned trucks vs. third-party transport operators delivering supplies), it may be appropriate for a project to adopt a system using a load limit declaration form, approval process and / or identification marking to identify the mass limits of vehicles on site.

Loaders of heavy vehicles should keep a 'running total' of the load mass. If this cannot be accurately assessed at the time of loading (i.e. an excavator operator loading a truck and dog), heavy vehicles should be under-loaded for the vehicle's first trip, with the mass verified before the next load, i.e. at an off-site weigh bridge.

Where practicable, accurately weigh goods once loaded to confirm they meet axle weight and gross weight limitations (i.e. vehicle load scales, scales fitted to plant used for load shifting). Verify accuracy of scales periodically at a weigh bridge.

Where vehicles being directed by the Project are being used for similar tasks (i.e. a load and haul operation), preference should be to engage vehicles fitted with On Board Monitoring (OBM).

## 7.5 LOAD STABILITY

Loads must be positioned on heavy vehicles such that there is 'load share' on axles, maintaining adequate stability, steering and braking.

The centre of mass must be as low as possible and centred on the vehicle. This can be achieved by loading heavy objects first and placing them as close to the centre-line of the vehicle as possible. Lighter, crushable items are placed either behind or on top of heavier items.

Use loading plans/diagrams for complex loads to ensure that loads are **NOT** placed in a manner that makes a heavy vehicle unstable.

## 7.6 LOAD RESTRAINT

Loads must be secured so they are unlikely to fall or dislodge during road transport and/or unloading activities. Load restraint methods must comply with legislative requirements and the National Transport Commission Load Restraint Guide.

Where practicable, covers should be used to prevent material leaving the vehicle during load and haul operations.

Loads should be checked before transportation to ensure they are secure and then again after travelling a short distance to ensure that it is still secure and has **NOT** moved.

## 7.7 COMMUNICATION

In conjunction with any Permitted or Gazetted routes, the layout of access routes and other aspects of the Traffic Management Plan (TMP) and/or Vehicle Movement Plan (VMP) preferred routes to and from site should be included in the Heavy Vehicle Transport Management Plan. These routes must be communicated to drivers well in advance of delivery and/or departure.

Heavy vehicle drivers must be notified of any expected delays of more than 30 minutes, so driver work, and rest hours can be managed appropriately.

Heavy vehicle drivers must be provided with all relevant information about the load to be transported which may include:

- Information regarding the vehicle mass and dimensions;
- Dangerous goods information, if applicable; and
- Container weight declarations (CWD) – i.e. a written declaration of the weight of a freight container and its contents.



## 7.8 INCOMING HEAVY VEHICLES

Incoming heavy vehicle drivers must report to the project office or pre-arranged site gate and the relevant supervisor or responsible person should be notified of their arrival. Drivers must be wearing or provided with all relevant PPE.

Relevant documentation should also be obtained which may include:

- Details of vehicle load mass and dimensions, e.g. weigh-bridge receipts;
- Container weight declarations (CWD);
- Manifest of dangerous goods; and
- Permits or notices granting access to road network.

Any identified breaches must be reported to the appropriate RTL manager, including:

- Loads exceeding heavy vehicle load mass or dimension limits;
- Poorly restrained loads and/or unsafe load restraint equipment;
- Poor vehicle standards; and
- Heavy vehicle drivers who appear to be fatigued or unfit for work.

## 7.9 OUTGOING HEAVY VEHICLES

The National Heavy Vehicle Regulator (NHVR) manages the access of heavy vehicles to the road network to ensure the network remains safe, efficient and sustainable for all road users.

Projects must ensure a system is in place to manage the access of Restricted Access Heavy Vehicles (RAVs), to the road network in a safe, efficient and sustainable manner. For the purposes of road network access, there are two key types of heavy vehicles – those being General Access Vehicles (GAVs) and Restricted Access Vehicles (RAVs).

GAVs that comply with mass and dimension requirements do **NOT** require a notice or permit to operate on the road network. GAVs have general access to the road network unless the road is sign-posted otherwise.

RAVs include Class 1, 2 or 3 vehicles and vehicles operating under higher mass limits (HMLs). These vehicles can generally **ONLY** access certain parts of the road network and must operate under an NHVR notice or permit.

## 7.10 INSPECTION AND MONITORING

Inspection and monitoring activities must be undertaken to monitor driver compliance with mass, dimensions and loading requirements.

Depending on the transport arrangement, this may involve:

- Verifying and reviewing the accuracy of weights and dimensions provided and a means to address any discrepancies. This may include, test weighing and providing drivers with measuring devices to confirm allowable dimensions.
- Measuring load weights and monitor compliance with gross and axle/axle group mass limits, container maximum limit (for containerised goods), for example:
  - Access to onsite or offsite weighbridges, for heavier/larger or unevenly distributed loads that may be required to be weighed prior to every journey.
  - Use of vehicles or combinations or loading equipment fitted with on-board mass systems (weigh scales).
  - Cubic capacities and waterlines for contained, evenly distributed or lighter weight loads.
  - Sampling programs for loads that are consistent in type and frequency.
  - Calculations or modelling of mass (based on batch weights).

- Physically weighing the load for initial verification to confirm compliance and verifying ongoing compliance at an agreed frequency based on severity of risk.
- Comparing estimated weights with any confirmed weights where possible and take any variations into consideration when making adjustments to future loading arrangements.
- Verifying accuracy of positioning and distribution of the load, including its stability, in accordance with loading instructions and make adjustments as required.
- Monitoring mass, dimension and loading requirements and review regularly for both inbound and outbound loads.

The RTL [Heavy Vehicle Transport Load and Unload Checklist](#) must be used to inspect and monitor loads that are restrained for safe transit. Where the Heavy Vehicle Contractor is exempt from RTL Prequalification, the RTL [Heavy Vehicle Transport Load and Unload Checklist](#) must be completed prior to the truck driving away / being unloaded.

The Load and Unload Checklist must be completed by stakeholders within the Chain of Responsibility. The below table represents examples of typical activities for when the load and unload checklist is to be completed by RTL in the Chain of Responsibility. This list is not exhaustive and is a guide only.

Transport Activity Examples	Complete the Checklist
Spoil, Concrete Agitator	NO
Precast units, Rio Cages, Pipes, Scaffolding, Cable Reels, loading/unloading shipping container, etc	YES
Mobile Plant and Equipment	YES

There may be instances where RTL has no control or influence over aspects of the Chain of Responsibility and therefore not have the capacity to perform either the load or unload checklist for restrained loads.

Where reasonably practicable, RTL should, through their planning and risk management, request third parties to complete the load component of the checklist and return this back to RTL prior to taking receipt of the restrained load, and then perform unloading activities.

The below scenario table indicates when the Load and Unload Checklist is to be performed by RTL in the chain of responsibility for restrained loads. The frequency of performing Load and Unload checks for Prequalified Heavy Vehicles is determined by the applicable Workplace Schedule.

Workplace A (Loading)	Workplace B (Unloading)	Checklist Type
RTL Workplace	RTL Workplace	Load and Unload
RTL Workplace	Third Party Workplace	Load Only
Third Party Workplace	RTL Workplace	Unload Only

## 8. VEHICLE STANDARDS

### 8.1 VEHICLE SPECIFICATIONS

Prior to onboarding, Projects must ensure that heavy vehicles and combinations are registered and meet the heavy vehicle standards applying to the vehicle and its components.

### 8.2 VEHICLE ONBOARDING

Subcontractors must provide the Project with the following information for both dry and wet hire vehicles:

- Current 3rd Party Vehicle Inspection Record (where applicable to jurisdiction); and
- Completed vehicle onboarding paperwork with any required attachments, refer to the specific project approved process or the [Subcontractor Heavy Vehicle Declaration](#).

RTL owned and operated road registered heavy vehicles must be inspected and maintained in accordance with RTL business requirements. Records must be made available to RTL Project Teams upon request.

### 8.3 VEHICLE MAINTENANCE

Prior to use, the driver must confirm the vehicle is fit for use by way of a basic visual safety check to detect problems with critical safety components. Wherever available, the driver should conduct the pre-use checks as per the OEM requirements. The driver must record and report any unsafe vehicles, faults or defects before, during or after operation.

All major or serious faults, including safety related faults, need to be fixed before the vehicle is returned to service. A system to identify and prevent any non-compliant or faulty vehicle (that does **NOT** comply with heavy vehicle standard) from being used by a driver must be implemented.

Projects must ensure that a preventative (or periodic) maintenance program including regular servicing of vehicles, components and equipment is established for heavy vehicles. The Project must ensure this is implemented for Project owned vehicles.

All heavy vehicle maintenance must comply with the service schedules recommended by the manufacturer or supplier, however, service periods may vary based on the operating conditions and may need to be more frequent than the manufacturer's recommendations, for example:

- Heavy vehicles frequently operating on unsealed roads; or
- Regularly transporting over size over mass loads; or
- Exposed to harsh environments.
- The maintenance schedule should include identified service periods that describe the tasks to be undertaken and all maintenance and repairs should be carried out by a person with appropriate skills, experience and qualifications. All identified faults must be recorded, assessed for severity and monitored until rectified.

### 8.4 INSPECTION AND MONITORING

Inspection and monitoring activities must be undertaken to monitor the effectiveness of vehicle standards systems and adherence to vehicle standards practices of other parties in the supply chain. Depending on the transport arrangement, this may involve:

- Regular contract performance reviews or similar arrangements;
- Self-assessments of the effectiveness of compliance systems and controls;
- Conducting and recording inspections of incoming heavy vehicles and reporting any observations of unsafe or defective vehicles;
- Workplace Inspections; and
- Engaging with the operator and other parties in the CoR to report on any unsafe or defective vehicles and verifying action was taken by the relevant party to repair or replace an unsafe or defective vehicle prior to use.

## 9. ROLES AND RESPONSIBILITIES

Title	Role	What are my duties under NHVL and CoR?	What is reasonably practicable to meet duties?	When could this apply to RTL (excluding examples relating to RTL Transport)?
Consignor/Dispatcher	Dispatches goods for delivery	<p>Ensure your delivery request does <b>NOT</b> require a truck driver to:</p> <ul style="list-style-type: none"> <li>• Transport goods that go beyond vehicle dimension or mass limits;</li> <li>• Inappropriately secure the load;</li> <li>• Exceed the permitted number of driving hours;</li> <li>• Fail to have minimum rest periods; and</li> <li>• Exceed the speed limits.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess Heavy Vehicle activities occurring on project (i.e. these may be covered under supply or works contracts).</li> <li>• Request information from transport operators and/or drivers about the systems and accreditations they have in place to prevent breaches when transporting your goods.</li> </ul>	<ul style="list-style-type: none"> <li>• Project transporting material, spoil or rubbish from site.</li> <li>• Plant Dept floating plant to site.</li> <li>• Project transporting goods/plant between project areas but interfacing with public roads.</li> </ul>
Consignee/Receiver	Orders and/or Accepts goods being delivered	<p>Assume the same responsibilities as the Consignor / Dispatcher (see above), plus:</p> <p>Must <b>NOT</b> knowingly encourage or reward a breach of the mass, dimension, load restraint or driving hours laws.</p>	<ul style="list-style-type: none"> <li>• <b>ONLY</b> select appropriate operators/drivers.</li> <li>• Ensure there is <b>NO</b> award/contractual arrangements or instructions that encourage or reward non-compliance.</li> <li>• Adopt systems that minimise loading/unloading times and communicate loading information to carriers.</li> <li>• Systems/processes in place to accurately weigh and measure <b>ALL</b> goods to be transported by road.</li> <li>• Set realistic delivery timelines which make allowances for unexpected delays such as traffic or road works.</li> <li>• Implement compliance conditions in relevant commercial arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Project receiving goods or plant from a supplier (i.e. where a Supply contract in place).</li> <li>• Plant Dept receiving new item of plant from supplier or delivered by float subcontractor.</li> </ul>

Title	Role	What are my duties under NHVL and CoR?	What is reasonably practicable to meet duties?	When could this apply to RTL (excluding examples relating to RTL Transport)?
Loading Manager/Unloading Manager	Person responsible for the loading or unloading of goods (i.e. in/on or off the vehicle)	Ensure the vehicle's load: <ul style="list-style-type: none"> <li>Does <b>NOT</b> exceed the dimension or mass limits; and</li> <li><b>CANNOT</b> become unstable, move or fall off the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Check load details (i.e. mass, dimensions, dangerous goods).</li> <li>For containers - Provide Container Weight Declaration (CWD).</li> <li>If the vehicle's weight <b>CANNOT</b> be accurately assessed at the time of loading: Under-load the first trip and verify the weight at some stage of the journey. Subsequent loads can be adjusted accordingly.</li> <li>Fit scales to loading equipment and keeping a "running" total of the weight of the load for each trip, or set up a transportable weighbridge.</li> </ul>	<ul style="list-style-type: none"> <li>Project Supervisor/Engineer coordinating unloading of precast beams on site.</li> <li>Excavator operator filling truck/dog trailer for transportation of material, spoil or rubbish from site.</li> <li>Supervisor loading items on Heavy Vehicles to be transported between project areas where interfacing with public roads.</li> </ul>
Packer and Loader	Packs the goods to be loaded. Loads the vehicle	Ensure that when goods are packed: <ul style="list-style-type: none"> <li>Documentation of the load is accurate, <b>NOT</b> false or misleading;</li> <li>Any goods packed in freight containers do <b>NOT</b> exceed the container's gross weight or safety approval rating; and</li> <li>Load vehicle ensuring load is placed in a way the stability of the vehicle is <b>NOT</b> compromised.</li> </ul>	<ul style="list-style-type: none"> <li>Use a loading diagram for different types of loads to ensure axle weight limits are <b>NOT</b> exceeded.</li> <li>Notify drivers if loading/unloading times will be <b>30 minutes</b> or more either late or early so they can manage their work/rest times.</li> <li>Provide rest facilities to allow drivers to take rest while waiting if the loading /unloading schedule has long queues.</li> </ul>	<ul style="list-style-type: none"> <li>Project personnel packing items into a container or onto a pallet for transportation.</li> </ul>
Heavy Vehicle Driver	Transports the load to its destination or	Ensure:	<ul style="list-style-type: none"> <li>Conduct does <b>NOT</b> compromise road safety or involve breaking the law.</li> </ul>	Where the Heavy Vehicle Driver is directly employed by project.

Title	Role	What are my duties under NHVL and CoR?	What is reasonably practicable to meet duties?	When could this apply to RTL (excluding examples relating to RTL Transport)?
	otherwise operates the Heavy Vehicle	<ul style="list-style-type: none"> <li>The vehicle does <b>NOT</b> exceed dimension or mass limits;</li> <li>The load is appropriately restrained;</li> <li>All required equipment is properly fitted to the vehicle;</li> <li>Remain fit-for-work, ensure required rest breaks are taken and driving time regulations and speed limits are observed; and</li> <li>Safe and responsible driving behaviour is demonstrated at <b>ALL</b> times.</li> </ul>	<ul style="list-style-type: none"> <li>Know your vehicle’s mass (e.g. keep weighbridge docket, use on-board scales to check weights, and keep any loading documentation that shows the weight of your load).</li> <li>Ensure that your vehicle does <b>NOT</b> exceed legal dimensions.</li> <li>Check load is properly restrained (even if you are <b>NOT</b> the person who loaded the vehicle).</li> <li>Check the condition of restraining equipment (chains, ropes, straps etc.) for wear and/or damage.</li> </ul>	
Operator/Manager	Operates or manages a business involved in road transport	Be responsible for ensuring: <ul style="list-style-type: none"> <li>Rosters do <b>NOT</b> require truck drivers to exceed the permitted number of driving hours;</li> <li>Accurate records are kept of drivers’ activities, including driving, work and rest times;</li> <li>Vehicle speed limiters are functioning; and</li> <li>Loads do <b>NOT</b> exceed dimension or mass limits and are properly restrained using appropriate restraint equipment.</li> </ul>	Systems and procedures implemented to ensure: <ul style="list-style-type: none"> <li>Vehicles/equipment is kept in good condition and all loads are properly restrained.</li> <li>That the mass of each vehicle is assessed and recorded for each trip.</li> <li>If required, implement accredited Fatigue Management system (Basic or Advanced according to operational requirements).</li> </ul>	Project engages heavy vehicle drivers.
Scheduler	Schedules the transport of passengers or goods by road	Ensure transport schedule does <b>NOT</b> require a truck driver to: <ul style="list-style-type: none"> <li>Exceed the speed limit;</li> <li>Exceed the permitted number of driving hours; and</li> <li>Fail to have minimum rest periods.</li> </ul>	<ul style="list-style-type: none"> <li>Routinely check drivers’ diaries (including work and rest times) to ensure they are complying with <b>ALL</b> regulations and instructions.</li> <li>Foster commercial arrangements with other responsible persons which</li> </ul>	Project engages heavy vehicle drivers.  Project roster impacts Heavy Vehicle operators work/rest breaks.

Title	Role	What are my duties under NHVL and CoR?	What is reasonably practicable to meet duties?	When could this apply to RTL (excluding examples relating to RTL Transport)?
			<p>include operating conditions that comply with the law.</p> <ul style="list-style-type: none"> <li>• Provide employees with easy and unrestricted access to all necessary information, instruction, training and supervision to allow them to comply with relevant laws.</li> <li>• Develop appropriate work/delivery schedule (i.e. allows for sufficient rest and sleep and factors in non-driving activity), plus ensure scheduling system is able to be audited.</li> </ul>	
Employer	A person who engages someone else to drive a regulated heavy vehicle	<p>Take all reasonable steps to ensure their business practices do <b>NOT</b> cause a driver of a regulated heavy vehicle to:</p> <ul style="list-style-type: none"> <li>• Drive whilst fatigued or in breach of a work/rest requirement, or</li> <li>• Drive in breach of a speed requirement.</li> </ul> <p>Ensuring that:</p> <ul style="list-style-type: none"> <li>• Heavy vehicles and their loads comply with relevant mass and dimension requirements;</li> <li>• You remain informed of business performance regarding CoR responsibilities;</li> <li>• You lead other parties in the supply chain with effective guidance with regards to complying with the HVNL;</li> <li>• Your decisions do <b>NOT</b> influence the conduct of the business to breach the law; and</li> <li>• Systems to manage safety and all requirements and obligations of the HVNL are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure systems/procedures in place for scheduling Heavy Vehicle operations and for managing driver fatigue (i.e. roster, training, diaries, In Vehicle Management System (IVMS), Accreditation) whilst 'at work' and if driving home.</li> <li>• Ensure Heavy Vehicles are fitted with speed restrictors.</li> <li>• Monitor work diaries and driving related offences.</li> <li>• Check that delivery schedules are realistic.</li> <li>• Also refer to 'Operator'.</li> </ul>	RTL is the 'employer' where the Heavy Vehicle Driver is directly employed by project.

Title	Role	What are my duties under NHVL and CoR?	What is reasonably practicable to meet duties?	When could this apply to RTL (excluding examples relating to RTL Transport)?
Executive Officer	Responsible for controlling or directing the use of a heavy vehicle, whether or <b>NOT</b> you are actually present for any of the transport tasks. An executive officer may also include such persons also known as a director, administrator, principal or manager.	<p>Ensuring that:</p> <ul style="list-style-type: none"> <li>• Your business practices do <b>NOT</b> require or encourage drivers to:               <ul style="list-style-type: none"> <li>○ exceed the speed limits;</li> <li>○ exceed regulated driving hours;</li> <li>○ fail to meet the minimum rest requirements; and</li> <li>○ drive while impaired by fatigue.</li> </ul> </li> <li>• Heavy vehicles and their loads comply with relevant mass and dimension requirements.</li> <li>• You remain informed of business performance regarding CoR responsibilities.</li> <li>• You lead other parties in the supply chain with effective guidance with regards to complying with the HVNL.</li> <li>• Your decisions do <b>NOT</b> influence the conduct of the business to breach the law.</li> <li>• Systems to manage safety and all requirements and obligations of the HVNL are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that a system to assess driver fitness for duty is in place.</li> <li>• Ensure that a system of engagement and consultation with <b>ALL</b> other parties is in place.</li> <li>• Ensure that a system of risk identification, assessment and management is in place.</li> <li>• Ensure that a system that reports risks and issues to the Executive Officers is in place.</li> <li>• Ensure that a system to remedy breaches and take corrective action is in place.</li> <li>• Ensure that a system to manage safety and ensure compliance with <b>ALL</b> requirements of the law is in place.</li> <li>• Ensure that a system to test effectiveness of <b>ALL</b> controls that manage transport activities is in place.</li> <li>• Ensure that a system to train <b>ALL</b> parties in the chain regarding their contribution to the safety of the transport activity is in place.</li> </ul>	Where RTL are responsible for controlling or directing the use of a heavy vehicle.