



Chain of Responsibility Procedure

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AWH



Realise the
Possibilities.

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1. PURPOSE

This policy is designed to ensure AWH meets its obligations under Chain of Responsibility (CoR) legislation.

2. APPLICATION

This policy applies to all AWH employees involved with delivering goods to or from AWH premises.

3. REFERENCES

- Heavy Vehicle National Law
- Heavy Vehicle (General) National Regulation
- Heavy Vehicle (Fatigue Management) National Regulation
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation
- Road and Maritime Services NSW – Roles and Responsibilities

4. POLICY STATEMENT

As a dispatcher, receiver and loader of heavy vehicles, AWH has obligations under the Heavy Vehicle National Law. AWH takes its responsibilities seriously and has put measures in place to ensure that we do not knowingly breach, or allow a driver to breach, those responsibilities. AWH is committed to ensuring that employees are knowledgeable about their responsibilities, to allow them to make well informed decisions where there is a suspected breach/potential breach.

To the extent that AWH is reasonably able to do so, AWH will:

- Implement systems and processes to achieve compliance with the chain of responsibility laws;
- Take all reasonable steps to ensure that the systems are maintained, including implementing adequate supervision and auditing systems;
- Identify any breaches of chain of responsibility laws, discuss these at the National WHS committee and take steps to remedy those breaches, and reported to the board.
- Monitor this policy through the National WHS Advisor; and
- Implement a chain of responsibility training program relevant to AWH's roles and responsibilities.

The obligations placed on AWH include ensuring that:

- Loads do not exceed vehicle mass or dimension limits;
- Goods carried are able to be appropriately secured;
- Operators carrying freight containers have a valid Container Weight Declaration;
- Delivery requirements do not encourage drivers to;
 - Exceed the speed limits
 - Exceed regulated driving hours
 - Fail to meet minimum rest requirements
 - Drive while impaired by fatigue
- We work with other off-road parties to make reasonable arrangements to manage loading/unloading time slots;
- Vehicles are loaded/unloaded as quickly and efficiently as possible;
- Systems are in place for unexpected jobs – for example where there have been unexpected road delays;

- The load is placed in a way so it does not become unstable, move or fall off the vehicle;
- Documentation about the vehicle's load is not false or misleading.

5. PROCEDURES

5.1. Driver Declarations

A compliance checklist is included on all AWH delivery paperwork which must be completed by the driver prior to leaving the site. This checklist asks the driver to confirm that they are in a fit state to undertake the required journey, that they are suitably licenced, that their vehicle is registered and roadworthy, and that they have been provided with sufficient information to ensure that the load does not exceed the mass and dimension limits for their vehicle.

It is the responsibility of the employee loading the vehicle to ensure that the driver has completed all required questions on the checklist and has signed and dated it at the bottom. If the driver answers "no" to any question, or if the employee is concerned that there may be a potential breach of the regulations they should query the driver and seek assistance from their supervisor if necessary.

If the supervisor is concerned that a driver is not in an appropriate state to be operating their vehicle, they should contact the driver's employer.

5.2. Mass and Weight Information

AWH will record product weight and dimensions information in its WMS to ensure that this information is available to transport drivers when they collect a load from any AWH site. The consignment note issued by AWH will include weight information to ensure transport drivers can confirm compliance with weight restrictions.

All new products will have information cross-checked to ensure it is accurate. This will include specific information about product requirements such as placarding, segregation and information plate requirements for dangerous goods/hazardous chemicals. Information will be available through cargowise.

5.3. Loading/Unloading Times

For major sites, AWH has developed and implemented a transport booking system to allow drivers to nominate the time at which they are serviced at an AWH site. This system assists in the prevention of driver fatigue by allowing drivers to better manage their break times.

Where the difference between the scheduled and actual time is anticipated to be more than half an hour (early or late) the driver will be notified by the site.

Where the driver is running late due to excessive traffic or other delays they will be required to notify the site of their anticipated arrival time. The site will advise whether they are able to accommodate this modified time, or advise the expected wait time upon arrival.

Where the transport booking system has not been used the truck will be loaded/unloaded on a first come first serve basis. Where this applies the driver will be advised of the anticipated wait time to allow them to manage break times.

5.4. Load Security

Transport drivers are responsible for ensuring that their load is adequately secured prior to leaving an AWH site. AWH will provide information and training to its employees to ensure they are capable of identifying a load which is not properly restrained.

AWH have product specific load restraint guides for wool and cotton. AWH also utilise the National Transport Commissions Load Restraint Guide.

AWH will take necessary steps to ensure that palletised product is properly secured prior to being loaded onto a transport vehicle. This may include pallet wrapping and strapping.

5.5. Driver Capacity

AWH has developed an Unfit Transport Driver SOP for dealing with situations in which it is suspected a driver may be unfit due to either fatigue, or the presence of a substance such as alcohol or drugs. All employees responsible for loading/unloading will be trained in this SOP, along with their supervisors and managers.

AWH provides driver safety areas with seating for drivers to rest in during loading/unloading. Tea and coffee making facilities, as well as other basic amenities are available to drivers while on-site.

5.6. Employee Training and Awareness

All relevant employees will receive training on the CoR requirements, how to assist AWH in complying with them and what they should do if they suspect a breach. Where it is deemed necessary, employees will also be trained in aspects such as mass and dimensions, calculating weight, securing loads, dangerous goods. AWH handles a range of Dangerous goods and hazardous substances, therefore training may include GHS placarding and licence requirements for transport.

Training may take the form of;

- Toolbox meetings
- Internal training
- Formal/external training
- Demonstrations and mentoring

Records of all training will be recorded and maintained.

5.7. Consultation

AWH will seek feedback from, and consult with, all parties involved in chain of responsibility activities through:

- Monthly site WHS meetings
- Weekly toolbox meetings
- Targeted safety interactions with both AWH employees and transport drivers

5.8. Roles and Responsibilities

5.8.1. Worker

- Follow the systems and processes implemented by AWH in relation to chain of responsibility laws;
- Ensure that drivers complete the checklist on load documents;
- Advise their supervisor if they have any concerns about potential breaches;
- Participate in all training provided to them; and
- Advise the site manager if they do not feel they are adequately trained

5.8.2. Site Manager

- Ensure employees have completed all necessary training;
- Offer guidance and support to employees;
- Liaise with transport companies if there is a concern regarding a driver;
- Confront a driver if there is a concern about their capacity to drive;

- Conduct regular checks to ensure vehicles are loaded in accordance with guidelines;
- Undertake regular audits to ensure employees are complying with their obligations.

5.8.3. General Manager

- Ensure training costs are budgeted for as required; and
- Ensure site managers are meeting their obligations

6. POLICY SUBJECT TO VARIATION

This Policy may be varied at any time at the discretion of the Chief Executive Officer.