



CSG Logistics Safety Code of Practice

Competency Guidelines to ensure compliance with chain of responsibility, Heavy Vehicle National Law

Title	Competency Guidelines to ensure compliance with Chain of Responsibility Heavy Vehicle National Law
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Responsibility for review	CSG Heavy Vehicle Working Group
Frequency of review	Annually

Introduction

Under compliance and enforcement provisions, everyone in the supply chain has a general duty to ensure breaches of road transport laws do not occur. All parties need to make sure that their action or inaction does not contribute to or encourage breaches of road transport laws. If a party's actions, inactions or demands cause or contribute to road safety breaches they can be held legally accountable.

Purpose

Heavy Vehicle National Law (HVNL) defines a responsible person as a person having at a relevant time a role or responsibility associated with road transport.

This document will identify these roles, define their responsibilities and provide recommendations to meet the minimum standard with regards to competencies and recommended training to manage chain of responsibility risks and demonstrate reasonable steps with regards to managing Load Restraint, Mass and Dimension, Fatigue and Speed within the supply chain.

A Position Description within an organisation may include responsibilities across multiple roles. Competencies and training is therefore determined as a combination.

This document is intended for use by Santos GLNG, QGC, APLNG and Arrow, and is developed as part of the Coal Seam Gas Heavy Vehicle Working Group. This document is not designed to replace any legal obligations from HVNL or Work Health and Safety legislation ACT 2011 or the Load Restraint Guide Second Edition 2004 and should be read in conjunction with the applicable relative legislation in the jurisdiction of operation.

Definition of a Responsible Person

Responsible Person

responsible person, for a heavy vehicle, means a person having, at a relevant time, a role or responsibility associated with road transport using the vehicle.

Roles identified include:

- the vehicle's driver;
- a consignor of goods for road transport;
- a packer of goods in a freight container or other container or in a package or on a pallet for road transport;
- a person who loads goods or a container for road transport;
- a person who unloads goods or a container containing goods consigned for road transport;
- a person to whom goods are consigned for road transport;
- a person who receives goods packed outside Australia in a freight container or other container or on a pallet for road transport in Australia;
- a loading manager for goods in heavy vehicles for road transport or another person who controls or directly influences the loading of goods for road transport;
- a scheduler for the vehicle;

Roles, Responsibilities and Competency Guidelines

CONSIGNEE / CONSIGNOR

A *consignee*, of goods (a) means a person who has consented to being, and is, named or otherwise identified as the intended consignee (receiver) of the goods in the transport documentation relating to the road transport of the goods

A person *consigns* goods, and is a *consignor* of goods, for road transport using a heavy vehicle, if (a) the person has consented to being, and is, named or otherwise identified as a consignor of the goods in the transport documentation relating to the road transport of the goods

As a consignee / consignor my responsibilities are ensuring that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
<p>Goods carried on your behalf are able to be appropriately secured</p> <p>The transport company is given correct and appropriate information so that they can supply suitable vehicles and adequate equipment for the load.</p>	<p>Loads do not exceed vehicle mass or dimension limits</p> <p>Operators carrying freight containers have a valid Container Weight Declaration</p>	<p>Your delivery requirements do not require or encourage drivers to:</p> <ul style="list-style-type: none"> exceed regulated driving hours, or fail to meet minimum rest requirements, or drive while impaired by fatigue 	<p>Your delivery requirements do not require or encourage drivers to:</p> <ul style="list-style-type: none"> exceed the speed limits for the driver to miss required rest times

Recommended competencies to demonstrate reasonable steps are:

- having processes in place to accurately weigh and measure all goods to be transported by road
- set realistic delivery timelines which make allowances for unexpected delays such as traffic or road works
- request information from transport operators and/or drivers about what systems they have in place to prevent breaches of road transport laws when transporting your goods.

Relevant Training:

Introduction to Chain of Responsibility Certificate of Completion

SCHEDULER

A *scheduler*, for a heavy vehicle, means a person who—
 (a) schedules the transport of any goods or passengers by the vehicle; or
 (b) schedules the work times and rest times of the vehicle’s driver.

As a scheduler my responsibilities are ensuring that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
	<p>Vehicles do not exceed legal mass limits.</p> <p>Drivers have accurate documents of the tare weight of the combination.</p> <p>Load plans for vehicle combinations don’t exceed maximum weight limits and individual axel limits.</p>	<p>Rosters and schedules do not require drivers to exceed driving hours regulations</p> <p>Keep records of your drivers’ activities, including work and rest times</p> <p>Take all reasonable steps to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options</p>	<p>Rosters and schedules;</p> <ul style="list-style-type: none"> do not require drivers to exceed speed limits allows for compliance with all speed limits for the driver to take all required rest in compliance with all laws regulating the driver’s work times and rest times allow for traffic conditions and other delays that could reasonably be expected

Recommended competencies to demonstrate reasonable steps are:

<ul style="list-style-type: none"> having work practices in place to ensure vehicles and equipment are kept in good condition and all loads are properly restrained implementing systems and procedures to ensure that the mass of each vehicle is assessed and recorded for each trip routinely checking your records of drivers’ activities, including work and rest times, to ensure they are complying with all regulations and instructions ensuring your scheduling system is able to be audited and allows for sufficient rest and sleep fostering commercial arrangements with other responsible persons which include operating conditions that comply with the law 	<p><u>Relevant Training:</u></p> <p>Introduction to Chain of Responsibility Certificate of Completion</p> <p>Fatigue Management TLIF3063A Administer the implementation of fatigue management strategies</p>
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LOADING MANAGER

A person is a *loading manager* for goods in heavy vehicles, if (a) goods are
 (i) loaded onto a heavy vehicle at regular loading or unloading premises for heavy vehicles;
 or
 (ii) unloaded from a heavy vehicle at regular loading or unloading premises for heavy
 vehicles; and (b) the person
 (i) is the person who manages, or is responsible for the operation of, the premises; or
 (ii) has been assigned as responsible for supervising, managing or controlling, directly or
 indirectly, activities carried out by a loader or unloader of goods at the premises.

As a Loading Manager my responsibilities are to ensure that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
A load is placed in a way so it does not become unstable, move or fall off the vehicle	<p>A vehicles load does not exceed vehicle mass or dimension limits</p> <p>A vehicles load does not cause the vehicle to exceed mass limits</p>	<p>Loading a fatigue-regulated heavy vehicle will not cause or contribute to the driver driving while impaired by fatigue or in contravention of road transport laws</p> <p>Work with other off-road parties to make reasonable arrangements to manage loading/unloading time slots</p> <p>Vehicles are loaded/unloaded as quickly and efficiently as possible</p> <p>Put systems in place for unexpected jobs – for example where there have been unexpected road delays.</p>	Duty to ensure loading arrangements will not cause driver to exceed speed limit

Recommended competencies to demonstrate reasonable steps are:

<ul style="list-style-type: none"> using a loading diagram for different types of loads to ensure axle weight limits are not exceeded fitting scales to loading equipment and keeping a “running” total of the weight of the load per trip notifying drivers if loading/unloading times will be 30 minutes or more either late or early so they can manage their work/rest times facilities to allow drivers to take rest while waiting if the loading/unloading schedule has long queues 	<p><u>Relevant Training:</u></p> <p>Introduction to Chain of Responsibility Certificate of Completion</p> <p>Fatigue Management TLIF2010A Certificate of Completion</p> <p>Loading and Unloading TLID2004A</p>
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LOADER / UNLOADER

A person *loads* goods in a heavy vehicle, and is a *loader* of goods in a heavy vehicle, if the person is a person who

- (a) loads the vehicle, or any container that is in or part of the vehicle, with the goods for road transport; or
- (b) loads the vehicle with a freight container, whether or not it contains goods, for road transport.

A person *unloads* goods in a heavy vehicle, and is an *unloader* of goods in a heavy vehicle, if the person is a person who

- (a) unloads from the vehicle, or any container that is in or part of the vehicle, goods that have been transported by road; or
- (b) unloads from the vehicle a freight container, whether or not it contains goods, that has been transported by road.

As a loader / unloader my responsibilities are to ensure that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
A load is placed in a way so it does not become unstable, move or fall off the vehicle	<p>A vehicles load does not exceed vehicle mass or dimension limits</p> <p>A vehicles load does not cause the vehicle to exceed mass limits</p>	<p>Vehicles are loaded / unloaded in a timely manner, without unnecessary delays.</p> <p>You are ready to load / unload at the agreed time.</p>	

Recommended competencies to demonstrate reasonable steps are:

<ul style="list-style-type: none"> • using a loading diagram for different types of loads to ensure axle weight limits are not exceeded • fitting scales to loading equipment and keeping a “running” total of the weight of the load per trip • notifying drivers if loading/unloading times will be 30 minutes or more either late or early so they can manage their work/rest times 	<p><u>Relevant Training:</u></p> <p>Introduction to Chain of Responsibility Certificate of Completion</p> <p>Loading and Unloading TLID2004A</p>
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PACKER

A person *packs* goods, and is a *packer* of goods, if the person
 (a) puts the goods in packaging, even if that packaging is already on a vehicle; or
 (b) assembles the goods as packaged goods in an outer packaging, even if that packaging is already on a vehicle; or
 (c) supervises an activity mentioned in (a) or (b); or
 (d) manages or controls an activity mentioned in (a), (b) or (c).

As a packer my responsibilities are to ensure that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
A load is packed in a way so it does not become unstable, move in transit	<p>The supply of reliable mass and dimension information</p> <p>Documentation about the vehicle's load is not false or misleading</p> <p>Any goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded</p> <p>Supply of Container Weight Declarations</p>		

Recommended competencies to demonstrate reasonable steps are:

<ul style="list-style-type: none"> Using more restraint rather than less, if unsure of the amount of restraint required Ensuring all weights and dimensions are accurate, not estimated Using efficient packing methods to reduce delays using a pre-printed form which requires the person in control of packing or loading the goods to verify the accuracy of any records 	<p><u>Relevant Training:</u></p> <p>Introduction to Chain of Responsibility Certificate of Completion</p>
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DRIVER

driver, of a vehicle or combination (a) means the person driving the vehicle or combination

As a driver my responsibilities are to ensure that:

<i>Load Restraint</i>	<i>Mass & Dimension</i>	<i>Fatigue</i>	<i>Speed</i>
Your load is appropriately restrained.	Your vehicle does not exceed mass or dimension limits	<p>Must not drive a heavy vehicle on a road while impaired by fatigue</p> <p>Must comply with relevant fatigue management work and rest laws and procedures to implement them</p> <p>Make sure you make the most of your rest breaks by sleeping in dark, quiet and comfortable places respond to changes in circumstances (such as delays) and report these to your base (if possible) to implement short-term fatigue management measures</p>	<p>Does not exceed speed limits</p> <p>Driving behavior is safe and responsible</p>

Recommended competencies to demonstrate reasonable steps are:

<ul style="list-style-type: none"> ensuring that your conduct does not compromise road safety or involve breaking the law you should know your vehicle's mass – example keep weighbridge docket, use on-board scales to check your weights, and keep any loading documentation that shows the weight of your load, and ensures that your vehicle does not exceed legal dimensions check your load to ensure it is properly restrained even if you are not the person who loaded the vehicle checking the condition of restraining equipment (chains, ropes, straps etc) for signs of wear. 	<p><i>Relevant Training:</i> _____</p> <p>Introduction to Chain of Responsibility Certificate of Completion</p> <p>Fatigue Management Standard Hours TLIF2010A Certificate of Completion</p> <p>BFM / AFM Hours TLIF2010A Certificate of Competency</p> <p>Loading and Unloading TLID2004A</p>
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Relevant Accredited Training

Course	Description	Accredited	Audience	Duration	Mode	Assessment
Basic Awareness of Chain of Responsibility	This course will provide you with a short introduction to the Chain of Responsibility legislation and what it might mean to you, as a member of the supply chain	NO	General staff involved in the Supply Chain	30 minutes	E Learning On-line	Quiz On Line
Introduction to Chain of Responsibility	This course will provide you with an introduction to how to follow the requirements of the Chain of Responsibility legislation, as a member of the supply chain.	NO	Supply Chain staff that have roles with CoR responsibilities	90 minutes	E Learning On-line	Quiz On Line
Chain of Responsibility Level 1 TLIF2092A	This is an accredited course as outlined in the Unit of Competency TLIF2092A and teaches skills & knowledge required to identify, apply & follow Chain of Responsibility Regulations	YES	Supervisors and Team Leaders that influence the supply chain and schedulers	4 to 6 hours	E Learning On-line	Quiz Verbal Practical
Chain of Responsibility Level 2 TLIF3093A	This accredited course relates to implementing Chain of Responsibility regulations. It includes identifying and interpreting relevant regulations; and reviewing operations in line with NHVL	YES	Managers and Senior Managers that influence the supply chain	1 day plus 4-5 hours Practical	Face to Face	Quiz Verbal Practical
Chain of Responsibility Level 3 TLIF4094A	This accredited course relates to implementing Chain of Responsibility regulations through assessment of your business requirements, development and validation of policies, procedures and tools.	YES	Senior Management that influence Policies, Procedures and risk within the supply chain	1 day plus 4-5 hours Practical	Face to Face	Quiz Verbal Practical
Fatigue Management (Non-Accredited)	Full content of the Accredited course relating to Fatigue Management. Attendees will receive a certificate of completion only.	NO	Scheduler Load Manager Driver	4 hours	E Learning On Line	Quiz On Line
Loading and Unloading (Non-Accredited)	Full content of the Accredited course relating to loading and unloading materials and cargo. Attendees will receive a certificate of completion only.	NO	Packer / Loader / Load Manager / Driver	4 to 6 hours	E Learning On Line Video	Quiz On Line
Fatigue Management TLIF2010A	Accredited course relating specifically to Fatigue Management strategies and recognising fatigue, for persons who operate using BFM or AFM hours.	YES	Scheduler Load Manager Driver	4 hours	E Learning On Line	Quiz Practical
Administer the implementation of fatigue management strategies TLIF3063A	Accredited course relating specifically to the duties of the scheduler who schedules work for drivers who are operating under BFM hours or AFM hours.	YES	Scheduler			
Loading and Unloading TLID2004A	Accredited course relating specifically to the loading and unloading of materials and cargo	YES	Packer / Loader / Load Manager / Driver	4 to 6 hours	E Learning On Line Video	Quiz Practical Observation

Training Matrix

Course	Consignee / Consignor	Scheduler	Loader / Unloader	Loading Manager	Packer	Driver	Team Leader	Manager	Senior Manager
Basic Awareness of Chain of Responsibility									
Introduction to Chain of Responsibility	X		X	X	X	X			
Chain of Responsibility Level 1 TLIF2092A		X					X		
Chain of Responsibility Level 2 TLIF3093A								X	
Chain of Responsibility Level 3 TLIF4094A									X
Fatigue Management (Non-Accredited)									
Loading and Unloading (Non-Accredited)									
Fatigue Management TLIF2010A				X		X			
Loading and Unloading TLID2004A			X	X		X			
Administer the implementation of fatigue management strategies TLIF3063A		X							