

# LIVERPOOL HEALTH & ACADEMIC PRECINCT CHAIN OF RESPONSIBILITY MANAGEMENT SUB PLAN

25/05/2021 | Issue No: 1.3



Document Issue Status				
Date	Document Issue (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
06/02/2019	1.0	Initial document	Phill Smith	Ross Trethewy
21/07/2020	1.1	Minor amendment in section 4 to replace reference to daily sampling with sampling frequency aligned to the IHRA review of COR activities	Phill Smith	Ross Trethewy
05/02/2021	1.2	Update of Heavy Vehicle Compliance Register to address an Internal Audit Findings	Phill Smith	Ross Trethewy
25/05/2021	1.3	Updated to COR requirements regarding verification of GVM	Brooke Brittain	Ross Trethewy

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Project Revision Status				
Date	Project Revision (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
31/05/2021	DRAFT	New template. LHAP site specific information added	Daisy Badel	Michael Niedzwiecki
07/08/2021	Rev 1	Draft approved. Review Only	Lilly Cauchi	Michael Niedzwiecki
17/11/2021	Rev 2	Review only, no changes	Ian Sheils	Daniel Puljic
08/02/2022	Rev 3	Review only, no changes	Ian Sheils	Daniel Puljic
05/05/2022	Rev 4	Review only , no changes	Dylan Stewart	Daniel Pulijic
15/08/22	Rev 5	Review only no changes	Dylan Stewart	Daniel Pulijic



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15/11/2022	Rev 6	Review only no changes	Dylan Stewart	Daniel Puljic
5/05/2023	Rev 7	General review & references to LLB removed & LLC inserted	Nigel Rose	Daniel Puljic
7/11/2023	Rev 8	General review	Nigel Rose	Daniel Puljic

## SCOPE OF PROJECT AND SUB-PLAN

Background	<p>Heavy Vehicle National Law (HVNL) and associated regulations commenced across Australia (except WA and NT) on 10th February 2014. Four regulations exist under the HVNL framework; Heavy Vehicle (Fatigue Management) National Regulation; Heavy Vehicle (General) National Regulation; Heavy Vehicle (Mass, Dimension and Loading) National Regulation; and Heavy Vehicle (Vehicle Standards) National Regulation. The National Heavy Vehicle Regulator (NHVR) looks after one rule book for heavy vehicles over 4.5 tonnes gross vehicle mass. State and territory police, and authorised officers are appointed to enforce heavy vehicle offences under the HVNL.</p> <p>Part of the legislation includes Chain of Responsibility requirements. If you consign, pack, load or receive goods as part of your business, you fall under the requirements and must comply with even though you have no direct role in driving or operating a heavy vehicle. In addition, corporate entities, directors, partners and managers are accountable for the actions of people under their control. This is referred to by the legislation as 'Chain Of Responsibility' (COR).</p> <p>The aim of COR is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the HVNL do not occur. Under COR laws if you exercise (or have the capability of exercising) control or influence over any transport task involving a heavy vehicle, you are part of the supply chain and therefore have a responsibility to ensure HVNL is complied with.</p> <p>For this reason, under HVNL, each party in the road 'chain' are required to ensure, so far as reasonably practicable that risks to health and safety are managed including:</p> <ul style="list-style-type: none"> <li>• eliminate or minimise risks related to transport activities;</li> <li>• ensure their conduct does not directly or indirectly cause or encourage the driver of the heavy vehicle to breach the Law or exceed a speed limit;</li> <li>• not cause or encourage another person, including another party in the Chain of Responsibility, to break the Law;</li> <li>• not ask, direct or require (directly or indirectly) the driver of a heavy vehicle, or a party in the chain of responsibility to do, or not do, something that would have the effect of causing the driver to:             <ul style="list-style-type: none"> <li>○ exceed a speed limit; or</li> <li>○ drive a regulated heavy vehicle while impaired by fatigue; or</li> <li>○ drive a regulated heavy vehicle while in breach of the driver's work and rest hours option.</li> </ul> </li> <li>• the vehicle's load does not exceed the vehicle's overall and per-axle capacity; and</li> <li>• the heavy vehicle load is properly restrained.</li> </ul>
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## Project Planning Details

<p>Commitment to CoR</p> <p>Objectives of the Sub Plan</p>	<p>Lendlease Building is committed to implementing the National Heavy Vehicle Regulation – Chain of Responsibility to ensure safe heavy vehicle operations where it is applicable across its business undertakings.</p> <p>To outline the Lendlease Building process to ensure the requirements under the Heavy Vehicle National Law (HVNL) and Chain of Responsibility (COR) legislation are met by relevant parties, in relation to heavy vehicle movements to and from Lendlease Building construction projects.</p> <p><b>Compliance Sampling</b></p> <p>The project/workplace team shall identify road transport chains for compliance observation sampling during each six-weekly review of the Project/Workplace Impacts &amp; Hazards Risk Assessment. Work activities that are selected for sampling will be notated in the IHRA by the lettering 'COR Sampling'. That is, within the control measures nominated for the subcontractor supply/trade activity and its related road transport to or from the workplace.</p> <p>Compliance observation sampling (safe or at-risk observations) is carried out with the Enablon Safety App. The 'how to' guide to assist Lendlease project teams to complete COR compliance observation sampling is outlined in Appendix 2 of the LLB Chain of Responsibility Procedure.</p> <p>The project team will identify observation items for those work activities and related road transport chains identified in the IHRA for 'COR sampling' for incoming and outgoing heavy vehicle transport including:</p> <ul style="list-style-type: none"> <li>• <b>mass and dimension</b> (the load is observed as not in excess of the heavy vehicle's capacity, axle and dimension limits including bulk loads such as excavated spoil or demolition material);</li> <li>• <b>any heavy vehicle packing, loading or load restraint activities</b> at a project/workplace for departure and transport onto a public road must be carried out by workers that have completed formal HVNL accredited training relevant to these activities; or the activities are completed under the direct supervision of a person(s) formal HVNL accredited training relevant to the activity;</li> <li>• <b>load restraint</b> (the load on arrival or on departure from the project/workplace is observed as adequately restrained, with no shift of goods or materials during transport and ropes/straps/tie downs are taut);</li> <li>• <b>fatigue</b> (the driver when requested can demonstrate adequate rest breaks and a vehicle Work Diary when more than 100kms from home and the heavy vehicle haulage activity is on schedule);</li> <li>• <b>vehicle standards and maintenance:</b> (observation reveals no obvious defects to the exterior of the heavy vehicle and vehicle maintenance logs are verified as current).</li> </ul> <p>In the implementation section (4.0) of this sub-plan, there are specific KPIs that project teams are required to develop and implement to monitor compliance. This can include direct observations, but also undertaking and requesting sample inspections of COR related documentation. These can range from maintenance inspections, copies of log books, loading procedures, and supplier inspections.</p>
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	<p>The frequency of sampling (and who among the project team conducts them) via direct observation of heavy vehicles shall be determined by the project team during and outlined in the Impacts &amp; Hazards Risk Assessment and must be based on the load types and frequency of heavy vehicle movements to/from the project. The frequency of sampling should be agreed in consultation with the Business Unit EHS and Operations Manager.</p>
<p>Scope of the Sub Plan</p>	<p><b>The application of this Chain of Responsibility Management Sub-Plan is for Lendlease Construction workplaces (construction projects) where vehicles with a Gross Vehicle Mass (GVM) of greater than 4.5 tonnes is anticipated.</b></p> <p>Refer to Section 1.1 and 3.1 of the Project EHS Management Plan for clarification on how EHS Management Sub Plans form part of the Lendlease Construction (LLC) EHS Management System.</p> <p>Material changes to the Chain of Responsibility Management Sub Plan will be communicated to relevant parties in the 'chain'.</p>
<p>Scope of Works</p>	<p>This Sub Plan has been prepared based on consideration of the following scope of works and significant heavy vehicle transport tasks:</p> <p>The Liverpool Hospital is a Principal Group A1 tertiary referral hospital, managed by South Western Sydney Local Health District (SWSLHD). Liverpool Hospital currently has 713 inpatient beds and provides a wide range of tertiary and quaternary services. The redevelopment will increase the inpatient bed numbers to 900, as well as expanding tertiary and quaternary services.</p> <ul style="list-style-type: none"> <li>● Site establishment including vegetation removal, topsoil stripping, office, workzone, amenities and compound setup;</li> <li>● Demolition of Thomas &amp; Rachel Moore education centre, Alex Grimson, Oncology and Pathology buildings;</li> <li>● Excavation of approximately 10,000m<sup>3</sup> of material and backfilling of approximately 4,00m<sup>3</sup> of clean fill;</li> <li>● Installation of 325 Continuous Flight Augering (CFA) type piles</li> <li>● Construction of new Integrated Services Buildings over 2 stages, including basements to each,</li> <li>● Refurbishment of numerous areas within the existing caroline Chisholm and Clinical Services Building of the hospital</li> <li>● Construction of Campbell St shared Zone</li> <li>● On Grade Car Park Works</li> </ul> <p>Significant Heavy Vehicle transport activities are anticipated for the following activities;</p> <ul style="list-style-type: none"> <li>● Demolition; bulk excavation; piling, formwork, steel reinforcement; facade, structural steel, internal linings; masonry; mechanical and electrical, pre-cast; waste management requiring multiple heavy vehicle movements to/from the project with a Gross Vehicle Mass (GVM) of greater than 4.5t.</li> <li>● other bulky once off: tower crane supply and removal to/from site (oversize elements); personnel and materials hoist supply/removal from site; modular component transport to site.</li> </ul> <p>The following heavy vehicle road transport chains apply to this project that require management under HVNL:</p>

	<p>Lendlease Construction is the Consignor (i.e. LLC engages a heavy vehicle operator through an agent or other third party to transport its goods to a Consignee).</p> <ul style="list-style-type: none"> <li>• Lendlease Construction is the Consignee (i.e. LLC receives goods after completion of their road transport through an agent or third party).</li> <li>• Lendlease Construction is the loader/unloader (i.e. LLC personnel engage in the process of loading/unloading a heavy vehicle or any container that is part of its load).</li> <li>• Lendlease Construction has a Load Manager (i.e. LLC has an appointed supervisor with control or organisational oversight of heavy vehicle movements including loading/unloading at the project).</li> <li>• Lendlease Construction engages in packing goods (i.e. LLC personnel engage in the process of placing goods into packaging or assemble goods in packaging for a heavy vehicle load or any container that is part of a heavy vehicle load).</li> </ul>
<p>Key Issues and Risks (COR content within the IHRA)</p>	<p>To assist with the completion of the Impacts &amp; Hazards Risk Assessment (IHRA), the following COR initiating potential events and hazards, including additional factors to be considered during the development of the associated project related control measures, will trigger reference to 'CoR Sampling' against the activity or heavy vehicle delivery stream within the IHRA.</p> <ul style="list-style-type: none"> <li>• <b>Scheduling with potential to impact driver and fatigue or an incentive to speed</b> – schedule changed from planned/agreed, site conditions or delays in loading/unloading / potential for traffic or other delays to/from site not originally scheduled / fatigue management plan not implemented / distance to/from site / site working hours / driver behaviour / access to suitable rest areas enroute or at site / realistic timeframes scheduled</li> <li>• <b>Non-compliant load mass, distribution or size</b> scheduled to arrive at the project – oversize or unusual element / requirement for transport permit / frequency / route / low structures on route / viscosity of material / site conditions for loading / unloading / <b>no accurate system or accurate methodology to confirm mass / vehicle type and condition / driver accredited in load restraint for the Heavy Vehicle / load distribution of the containerised element(s).</b></li> <li>• <b>Uncontrolled movement of load during transport</b> – failure to restrain the load / incompatible heavy vehicle and/or load restraint equipment / restraint failure due to excessive wear and tear / loading/unloading area not adequate / oversized or unusual element / vehicle type and condition / load restraint design / driver accredited in load restraint for HV / site conditions for loading/unloading.</li> <li>• <b>Breach of fatigue and speed requirements</b> – delay in unloading or loading operations due to weather, road or site conditions / site delays / driver error / driver arrives at work unfit for work / driver working multiple shifts/jobs.</li> <li>• <b>Mechanical failure of heavy vehicle</b> – Poor maintenance or servicing / failure of mechanical components / overloading / deterioration of mechanical parts / modification of vehicle / non-compliance with conditions of a defect notice / Age and condition of vehicle / maintenance record of vehicle / known and accredited mechanic for inspection.</li> </ul>
<p>Legislation and Guidelines</p>	<p><b>Please refer to Appendix 2 of the Project EHS Management Plan for the current listing of the Heavy Vehicle Legislation (HVNL) in each state or territory.</b></p> <p>Note: Although the HVNL has not commenced in Western Australia or the Northern Territory, CoR provisions have been included into existing Road Safety legislation in WA and the NT. HVNL applies equally to vehicles from those jurisdictions when they cross into one of the states or territories where HVNL does apply. In some cases, drivers may also need to comply with certain aspects of the HVNL before they cross the border (e.g. vehicle log/ work diary requirements)</p>

National Heavy Vehicle Regulator (NHVR) – [www.nhvr.gov.au](http://www.nhvr.gov.au)

**Other External guidance**

- National Transport Commission – [Load Restraint Guide 2018](#)
- Australian Trucking Association and Australian Logistics Council – [Master Industry Code of Practice](#)

**Lendlease Requirements:**

- Contract conditions and EHS Schedule
- Lendlease Construction Workplace Delivery Code (WDC)
- Lendlease Construction Chain of Responsibility Procedure

Note: Breaches, fines or other notifications issued for any COR/HVNL alleged/actual offence on site are to be issued to LLC for further distribution to the LLC HoEHS service function.

Summary of Site Control Measures

Works must be undertaken in accordance with the Lendlease Global Minimum Requirements for Environment Health & Safety, the Project EHS Management Plan, this Sub Plan and the Lendlease Construction Workplace Delivery Code. These documents detail the Lendlease approach and commitment to pro-active and responsible site management.

Site specific controls, monitoring, reporting and performance measures have been identified in this Sub Plan to manage the requirements of the Chain of Responsibility (HVNL) legislation. These include:

Site Specific Requirements:

- Contract conditions and the related EHS Schedule within the Contract includes HVNL and COR compliance requirements.
- As a means of demonstrating compliance with HVNL and CoR, contractors should be accredited or are in process of gaining accreditation to a module of the National Heavy Vehicle Accreditation Scheme (NHVAS) or TruckSafe, note this is preferred but not mandatory.
- Lendlease project personnel (procurement/package managers/environment, health and safety/receiver of goods/loaders/unloaders have undertaken formal recognised awareness training specific to roles and responsibilities and any HVNL interface.
- Prior to contract award, sub-contractors to provide evidence that they have roles and responsibilities that includes NHVL/ CoR content for;
  - Their own staff (with CoR) who have roles within ‘the chain’ such as schedulers, consigning, loading, operating heavy vehicles
  - Their sub-contractors / heavy vehicle service provider / operators of heavy vehicles.
- Sampling is undertaken of heavy vehicle transport arrivals and departures at project level to verify compliance with HVNL and recorded as a ‘safe’ observation in Enablon e.g. accreditation scheme log displayed; load adequately restrained; driver work diary (compulsory if >100klms from depot) available for inspection; or where unsafe conditions are identified; e.g. load shifted during transport; trucks turned away due to weather or other environmental factors; inadequate load restraint; or truck overloaded; these are recorded as an ‘unsafe’ observation.



- Where an unsafe condition has been observed relating to a heavy vehicle leaving the project for onward travel on a public road (e.g. an unstable load, inadequate load restraint method or inadequate positioning of the load), either by the Lendlease project team, the contractor, or the driver, the unsafe condition must be rectified by the contractor and driver, before it is sent back onto a public road.
- The Heavy Vehicle Safety & Compliance register (or a sub-contractors own equivalent template) within Appendix 3 of this sub-plan is to be completed by the Heavy Vehicle Driver, and counter signed by the respective contractor they are engaged by. To monitor that the register is being completed, monitoring should be undertaken by;
  - The contractor engaging the heavy vehicle driver to conduct routine inspections of the accuracy of the information.
  - The Lendlease project team will also conduct direct sampling (observations).
- Inspections of heavy vehicles prior to travelling to (daily pre-start inspections) or from the project are to be completed by the sub-contractor / Heavy Vehicle service provider as a means of monitoring compliance to NHVR and CoR Requirements. Sampling of the pre-start inspections will be reviewed by the Lendlease project team.
- Internal independent EHS audit includes HVNL compliance verification sampling.
- Contractor Independent Audit of CoR compliance - Where the Lendlease project team have observed a number of non-conformities e.g. 'At-Risk' Chain of Responsibility related Observations against a specific contractor, they may as a preventative action determine that the contractor is to engage an independent CoR / Heavy Vehicle auditor to conduct an audit of CoR compliance.
- Driver declaration and HVNL review is completed for heavy vehicle transport departures loaded at the project, e.g. spoil, waste, formwork, scaffolding, tower crane, mobile plant and hoist.
- Verifying the Contractor appointed for waste removal (including bulk excavation, remediation and demolition) has an accurate way of demonstrating that the loaded Heavy Vehicle is within the legal permissible Gross Vehicle Mass, contained appropriately and within dimension limits as required by Heavy Vehicle (and COR) legislation.

As a primary measure this should involve determining the heavy vehicle mass at the point of loading or pending departure from site using: in vehicle telematics including heavy vehicle on-board mass measurement scales; OR the provision and use of a weighbridge; OR the use of portable axle load scales at random intervals, OR the use of scales on loading equipment such as excavators.

As a secondary measure confirmation through a waste facility weighbridge unloading/delivery destination (i.e. dockets) is required to verify the mass of each heavy vehicle that has departed a project or other LLB workplace.

- Where an overweight load is identified through dockets or scales the event must be recorded as an incident in Enablon and an Action Plan assigned to the subcontractor to address the overweight load issue and verified in Enablon as closed by Lendlease.

## IMPLEMENTATION OF THE SUB PLAN

Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
<b>Training in COR</b>					
COR Awareness Training	Ongoing/Project Commencement	<u>Those procuring goods &amp; services:</u> loaders, packers, dispatchers, receivers of loads (on Project). LLB Project team – CM/SM/Engineers/Foreman/EHS – additions based on the Workplace Training Needs Analysis (TNA). Training Link - <a href="http://www.lendleasetraining.com/">http://www.lendleasetraining.com/</a>	CM	Monthly review	All nominated personnel complete the training. Certificate of Completion (verify training and provider)
Load Restraint Training  Accredited training - Load/Unload Goods and Cargo (TLID2004) – OR EQUIVALENT	Ongoing/Project Commencement	Loaders, packers of loads (on Projects / Plant Yards) to complete nationally accredited 'Loader' training where required to exercise judgement in the packing or loading, or supervising packing or loading, of any heavy vehicle over 4.5t gvm , that intends to transport the packed and loaded goods on a public roadway. Training undertaken based on the TNA review for the LLB Operation.  Non Lendlease - Loaders, packers of loads to complete nationally accredited 'Loader' training where required to exercise judgement in the packing or loading, or supervising packing or loading, of any heavy vehicle over 4.5t GVM. that intends to transport the packed and loaded goods on a public roadway.	CM  Contractors / Operators / Heavy Vehicle service providers	Monthly review  Random surveillance	All nominated personnel complete the training. Certificate of Completion
Loading/unloading with load handling machinery (telehandler/manitou, forklift, crane)	At all times	Personnel involved with the unloading of a heavy vehicles are appropriately qualified and trained in the operation of the mechanical machinery. If unloading on site or within the site delivery zone COR does not apply, therefore standard competencies apply, e.g. dogging, rigging, forklift operator. When loading materials, plant or equipment on site for transport onto a public road to another destination the loader or supervisor of the loading must be trained in COR and load restraint.	CM/SM  Contractors / Operators / Heavy Vehicle service providers	Random surveillance	Loaders to be qualified and trained in COR and load restraint by completing a nationally accredited course.  A copy of the NTC Load Restraint Guide 2018 to be retained on each site.

Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
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### CONTRACT / AGREEMENTS and COR

Tender	Prior to commencing procurement	Contracts, Professional Services Agreement, supply agreements with the Supplier or Carrier outlines compliance with Heavy Vehicle National Law and Chain of Responsibility	CM	Included within contract/PSA/ Purchase Order/supply procurement document	All contracts/PSAs/Purchase Order / or other supply procurement documents include HVNL and COR requirements.
Award of contract	Award before commencing deliveries	<p>Subcontractor Supplier or Carrier can demonstrate compliance with HVNL and COR including but not limited to:</p> <ul style="list-style-type: none"> <li>• Are accredited or in the process of gaining accreditation to a module of the National Heavy Vehicle Accreditation Scheme (NHVAS) or TruckSafe, (note this is preferred but not mandatory).</li> <li>• Records or evidence or any audits or assessments of the effectiveness of controls that manage the vehicle standards risks.</li> <li>• System of adequate training of drivers in respect of mass, dimension, loading and restraint requirements under the HVNL has been undertaken; and</li> <li>• System to accurately verify loads are the correct mass, restrained appropriately and within dimension limits as prescribed by the HVNL.</li> <li>• System to verify that heavy vehicles used on a road comply with heavy vehicle standards (including the provision of 'safety critical' items)</li> <li>• Appropriate fatigue management processes are verified and schedules managed (by LLB where appropriate, or otherwise the Service Provider) to prevent driver breach of the NHVL e.g. hours, rest breaks and speed.</li> </ul>	CM	Tender Interview	<p>Evidence of accreditation to NHVAS or TruckSafe</p> <p>Completed Tender Interview.</p> <p>Subcontractor Supplier or Carrier system documents.</p> <p>Signed and executed contract or other supply procurement document with HVNL &amp; COR clauses</p>
Driver Fatigue	At all times	Project teams do not alter contract schedules of the driver / or carrier that may result in, encourage, or provide an incentive to cause the driver to drive whilst fatigued. This could include making a demand for an urgent delivery or to expedite deliveries on a project.	CM	Monitor Compliance	No adverse changes of schedule which could result in incidents of driver fatigue.

Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
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**MASS, DIMENSION AND LOADING REQUIREMENTS – LOADING AND UNLOADING ARRIVAL AND DEPARTURE COR**

Unloading – (Load moves during transport)	At all times	<p>A workplace specific process (method and location) must be developed prior to unloading where it is identified that the load has moved during transport and cannot be safely unloaded.</p> <p>If the load is to be returned to the Consignor it must be appropriately restrained if it is to be sent back onto a public road.</p>	CM/SM Loaders/Unloaders	Surveillance random selection of loads in/out of projects.	<p>No incidents related to the movement of loads during transport.</p> <p>Enablon Observations of random sampling.</p>
Loading – Load restraint (before leaving the Project)	At all times	<p>Loads are to be properly restrained and the accuracy of load positioning to be confirmed by the driver prior to departure from site.</p> <p>Sample visual inspections to be undertaken by the LLC project team (Gateman / Logistics co-ordinator, other member of the team) and the LLC Heavy Vehicle Safety &amp; Compliance Register (Appendix 3) to be completed by the driver / sub-contractor to assist with monitoring of COR standards. A subcontractor equivalent template can also be used.</p> <p>Loading / Unloading to be undertaken as per the requirements of the <a href="#">National Transport Commission – Load Restraint Guide 2018</a></p>	CM/SM  Contractors / Drivers / carriers	<p>Heavy Vehicle Safety &amp; Compliance Register</p> <p>Monitor Compliance (Safe or At-Risk Observations) Frequency determined during IHRA reviews.</p>	<p>No incidents related to incorrectly positioned or inadequate load restraint.</p> <p>Completed Heavy Vehicle Safety &amp; Compliance Register or equivalent available on request by Driver.</p> <p>A copy of the National Transport Commission Load Restraint Guide 2018 to be retained for reference on each site.</p>
Loading and unloading - facilities	At all times	<p>LLC to provide adequate facilities at the workplace for loading/unloading vehicles safely, (i.e. parking, loading and unloading areas, safe tarping capability and amenities.</p> <p>Weighing and docking facilities may be required for bulk excavation stages of a projects or metering of bulk excavation machine loads to ensure the accuracy of vehicle loading.</p>	CM/SM	<p>Project establishment</p> <p>Routine inspections</p>	<p>Adequate loading and unloading facilities at the project.</p> <p>Adequate bulk loading weight facility to ensure against overloading.</p>

Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
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**MASS, DIMENSION AND LOADING REQUIREMENTS – LOADING AND UNLOADING ARRIVAL AND DEPARTURE COR**

Load Mass (Loaders only)	At all times	All heavy vehicles must display their maximum load mass. Further detail may also be required to confirm the relevant axle loads for the vehicle (if the axle load exceeds the total allowable mass).	CM/SM Carriers contractors	Monitor Compliance (Safe or At-Risk Observations) Frequency determined during IHRA reviews.	Display of maximum load mass. Completed Heavy Vehicle Safety & Compliance Register or equivalent available on request by Driver.
Load Mass	At all times	Randomly selected heavy vehicle drivers are able to demonstrate that the load complies with the mass requirements applying to the vehicle.  Where a heavy vehicle has been fitted with an onboard mass gauge, drivers and contractors are to conduct inspections to verify that prior to departure from the project, the load doesn't exceed the mass requirements to the heavy vehicle.	CM/SM Contractors Drivers / Carriers / Heavy Vehicle service providers	Monitor Compliance (Safe or At-Risk Observations)  Frequency determined during IHRA reviews.	Sampling of mass controls / measurements  Completion of Heavy Vehicle Safety & Compliance register
Load Mass	At all times	For waste transport including bulk excavation, remediation and demolition stages, Heavy Vehicle Operators (including Drivers), must have an accurate way of demonstrating that the loaded Heavy Vehicle is within the legal permissible Gross Vehicle Mass (as required by Heavy Vehicle (and COR) legislation).  As a primary measure this should involve determining the heavy vehicle mass at the point of loading or pending departure from site using: in vehicle telematics including heavy vehicle on-board mass measurement scales; OR the provision and use of a weighbridge; OR the use of portable axle load scales at random intervals, OR the use of scales on loading equipment such as excavators.  As a secondary measure confirmation through a waste facility weighbridge unloading/delivery destination (i.e. dockets) is	CM/SM Contractors Drivers / Carriers / Heavy Vehicle service providers	Monitor Compliance (Safe or At-Risk Observations)  Secondary measure confirmation of mass (i.e. dockets)	Sampling of mass controls Secondary review of confirmation of mass (i.e. dockets) Overmass load event must be recorded as an incident in Enablon and an Action Plan assigned to the subcontractor to address the overweight load issue and verified in Enablon as closed by Lendlease.

		required to verify the mass of each heavy vehicle that has departed a project or other LLC workplace.			
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Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
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### VEHICLE STANDARDS / MAINTENANCE REQUIREMENTS COR

Pre-start checks and inspections	At all times	<p>All heavy vehicle service providers conduct daily pre-start checks, inspections (conducted by trained and competent persons).</p> <p>Particular attention must be given to safety critical matters such as tyres, lights, brakes.</p> <p>Maintenance and service records in place for heavy vehicles following maintenance and servicing.</p>	<p>CM/SM</p> <p>Carriers / Heavy Vehicle service providers</p>	<p>Monitor Compliance</p> <p>(Safe or At-Risk Observations)</p> <p>Frequency determined during IHRA reviews.</p>	<p>Pre-start checks and inspections verified as completed.</p> <p>No visible damage or defects to tyres, lights or other visible components</p> <p>Maintenance and services records verified for randomly selected heavy vehicles.</p>
Heavy Vehicle Standards	At all times	<p>All heavy vehicles used on a road comply with heavy vehicle standards including the provision of 'safety critical and other components that can affect roadworthiness and the safety of road users and the public (structure and body condition / seat and seatbelts / lights and reflectors/mirrors/rear warning signage).</p> <p>Heavy vehicle service providers and drivers have in place a procedure that includes checking requirements to make sure heavy vehicles meet heavy vehicle standards.</p>	<p>CM/SM</p> <p>Carriers / Heavy Vehicle service providers</p>	<p>Monitor Compliance</p> <p>(Safe or At-Risk Observations)</p> <p>Frequency determined during IHRA reviews.</p>	<p>Inspection, Audits or assessment records for randomly selected heavy vehicles.</p> <p>No visible damage or defects to tyres, lights or other critical safety components.</p>
Heavy vehicle drivers licence	At all times	<p>All heavy vehicle drivers will hold a copy of the appropriate class of driver's licence for the heavy vehicle and provide a copy of the current licence at the site induction.</p>	<p>CM/SM</p> <p>Contractors / Drivers / Carriers</p>	<p>Monitor Compliance</p> <p>(Safe or At-Risk Observations)</p> <p>Frequency determined during IHRA reviews.</p>	<p>Randomly selected drivers hold the correct driver's licence for the class of vehicle operated.</p>

Control Measure	Timing	Methodology	Responsibility for overseeing implementation	Monitoring and Reporting	Performance Measurement
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### FATIGUE AND SPEED

Driver Fatigue and speeding	At all times	Project teams do not alter schedules of the driver / or carrier that may result in, encourage, or provide an incentive to cause the driver to drive whilst fatigued or exceed the speed limit. This could include making a demand for an urgent delivery or to expedite deliveries on a project.	CM	Monitor Compliance	No incidents of driver fatigue determined of interstate loads or loads from greater distance of 100klms. No instances of schedule changes which could adversely affect the driver
Driver fatigue	At all times	Drivers maintain (and have available) a National Driver Work Diary (log book) that can either be an electronic, or a paper version.	CM	Monitor Compliance	Drivers randomly selected of interstate loads or loads from greater distance of 100klms verified as having (or maintaining) National Driver Work Diary (NDWD). NDWD compulsory for fatigue regulated vehicles (i.e. more than GVM of 12t) and those who drive 100klm or more from their home base.

## APPENDIX 1 – KEY DEFINITIONS

### **Chain of Responsibility**

A policy concept used in Australian transport legislation to place legal obligations on all parties in the transport supply chain.

### **Consignee**

In a contract of carriage, the consignee is the entity who is financially responsible (the buyer) for the receipt of a shipment. Generally, but not always, the consignee is the same as the receiver.

### **Consignor**

The consignor, in a contract of carriage, is the person/entity sending a shipment to be delivered whether by land, sea or air. Some carriers use the term "sender" or "shipper" which is synonymous with consignor.

### **Frequent Heavy Vehicle**

A frequent Heavy Vehicle (as defined on the Sydney Metro (NSW) program) are;

- All heavy vehicles removing excavated materials (i.e. spoil removal). All concrete Mixer vehicles (e.g. concrete agitators).
- All heavy vehicles over 4.5 tonnes GVM either supplying or removing equipment, plant and/or materials or people from a site, making five or more round trips in any 12 month period to any Sydney Metro workstie for any part of the program.

### **Heavy Vehicle**

Any vehicle over 4.5 tonnes gross vehicle mass (GVM) required to operate on public roads.

### **Loader**

A Worker who loads or unloads a road transport vehicle.

### **Loading Manager**

A Worker who supervises loading/unloading, or manages the premises where this occurs.

### **Packer**

A Worker who packs goods for transport into any type of container for transport e.g. pallet, stillage, box, freight container and the like.

### **Parties in the Supply Chain**

Any person with an influence and/or control in the transport chain is a 'party' and includes, but is not limited to:

- corporations, partnerships, unincorporated associations or other bodies corporate employers and company directors;
- exporters/importers;
- primary producers;
- drivers (including a bus driver and an owner-driver;)
- prime contractors of drivers;
- the operator of a vehicle;
- schedulers of goods or passengers for transport in or on a vehicle, and the scheduler of its driver;
- consignors/consignees/receivers of the goods for transport;
- loaders/unloaders of goods; and
- loading managers (the person who supervises loading/unloading, or manages the premises where this occurs).

### **Scheduler**

A worker who schedules or arranges goods or passengers for transport in or on a vehicle, and the scheduler of its driver.



## APPENDIX 2 – HEAVY VEHICLE SAFETY & COMPLIANCE REGISTER

(to support the use of the Heavy Vehicle Safety & Compliance Register)

	<b>Heavy Vehicle Safety &amp; Compliance Register Guidance</b>	Operation Name	Issue	Date	Pages
					1 of 1

### Responsibilities

#	Major Step	#	Key Points	Reason to follow key point
1	Driver Responsibility	1	<b>Licence</b> The driver must hold a valid driving licence for the class of vehicle selected to transport the intended load.	Safe use of heavy vehicle and compliance with HVNL
		2	<b>Fit to Drive</b> <ul style="list-style-type: none"> <li>Driver is not impaired by drugs, alcohol or fatigue</li> <li>Driver has taken sufficient rest breaks</li> <li>Driver has complied with load and road traffic laws</li> <li>Driver confirms heavy vehicle is roadworthy and well maintained</li> </ul>	
		3	<b>Heavy Vehicle Fatigue Management</b> Comply with relevant fatigue management work and rest laws and procedures to implement them including National Driver Work Diary.	
		4	<b>Load Management</b> The driver is responsible for restraining the load to the requirements of the National Restraint Guide. <ul style="list-style-type: none"> <li>Loads do not exceed vehicle mass or dimension limits</li> <li>Goods carried on your behalf are appropriately secured</li> <li>Load is placed so it does not become unstable, move or fall off the vehicle.</li> </ul> <div style="background-color: yellow; padding: 5px; margin-top: 5px;">             If the driver is <b>not competent</b> to restrain the load as defined in the National Restraint Guide then assistance shall be provided by a Competent Person to perform the task, before the load can leave the Project.           </div>	Load is restrained
2	Person Verifying the Responsibility (contractor supervisor)	-	Validate that the driver has completed all of section 'B' of the Heavy Vehicle & Safety Compliance Register.	Validate the driver and load comply to this procedure

**THE NATIONAL RESTRAINT GUIDE MUST BE AVAILABLE ONSITE**

ALIGNED MATERIAL TO BE CORRECT METHOD

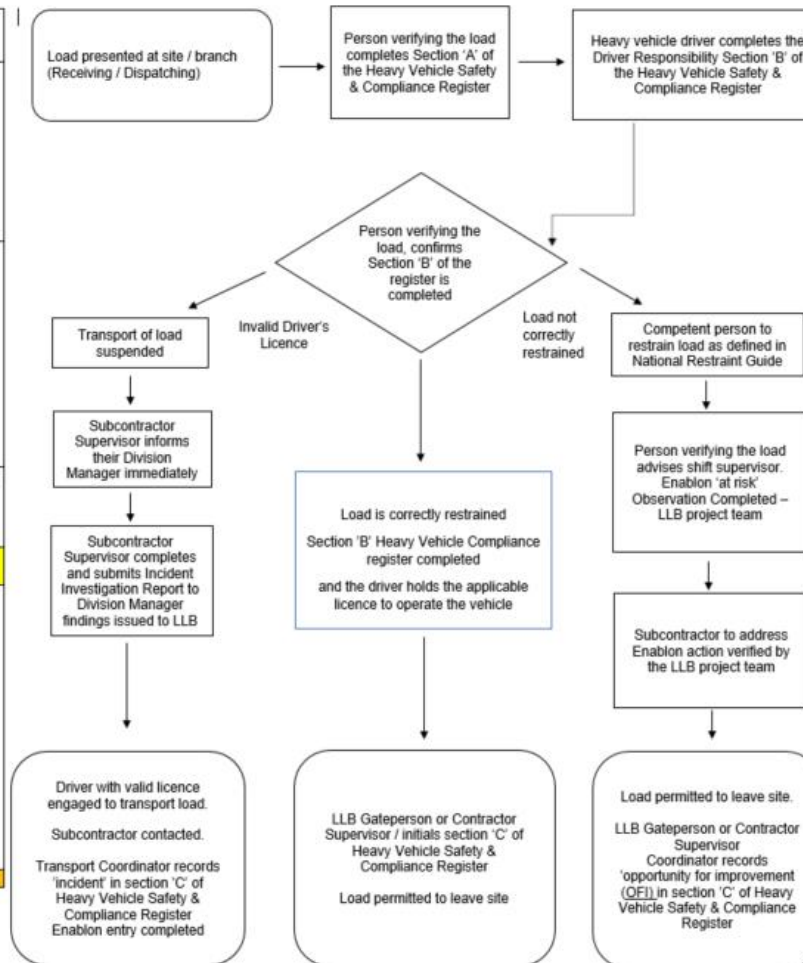
RECOMMENDED DIRECT LASHING ANGLE

VEHICLE TOO SMALL

LOAD RESTRAINED USING TIE-DOWN LASHINGS

CORRECT CHOICE OF VEHICLE

**Loads are central / vehicle stable    Lashings / chains / straps taut & secure    No loose items or overhang**



## APPENDIX 3 – HEAVY VEHICLE SAFETY & COMPLIANCE REGISTER

Note – The register Template is also available on ‘Source’ as a standalone template



<b>HEAVY VEHICLE SAFETY &amp; COMPLIANCE REGISTER</b> <small>(National Transport Commission – Load Restraint Guide)</small>	
PAGE 1 of 1	ISSUE DATE:      REVIEW DATE:

Date	
Person Verifying Load	
Project Site	

Transport Coordinator / Contractor Supervisor  
Inspection Criteria

Load Visual Inspection

- Loads are central / vehicle stable?
- Lashings / chains etc. taut & secure?
- No loose items or overhang?

Driver Declaration

<p><b>Load is Restrained Correctly</b></p> <p>I understand my responsibility to comply with the Load Restraint Guide.</p> <p>I declare the load being transported has been restrained in accordance with the above requirements.</p> <p>I confirm that the Loaded Heavy Vehicle is within the Legal GVW limits for the vehicle.</p>	<p><b>Fit to Drive</b></p> <p>I am not impaired by drugs or alcohol;</p> <p>I am not affected by fatigue;</p> <p>I have had sufficient rest break prior to the commencement of my work shift;</p>
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(A) Load Summary								(B) Driver Declaration																	
Date	Time	Load (Tick)		Vehicle Type			Description of Load	Load Waste Classification (N/A if not applicable)	Subcontractor	Transport Company	Vehicle Registration Number	Name	Drivers Licence No.	Licence Class Suitable for Vehicle (Circle)	Fit to Drive (Circle)	Inspection (Driver to Tick)						Driver Initials	Person Verifying Compliance		
		In	Out	Utility	Rigid Truck	Semi-Trailer										Correct (Vehicle Choke and Maintained)	Load Position	Suitable Restraint	Enough Restraint	Total GVW (must be less than the legal GVW)	Allowable Legal GVW for the HV				

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