Chain of Responsibility Procedure

SEQ-PR-084

Document Revision Control

Document History			
Revision	Description of Amendments	Revised By	Date
0	Document Created	Tim Kelly	06/02/2025
1	Minor revision	Tim Kelly	27/02/2025

Document Approval			
Revision	Approved By	Signature	Date
0	Tim Kelly	Tim Kelly	06/02/2025
1	Tim Kelly	Tim Kelly	27/02/2025

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1. Scope

Chain of Responsibility (CoR) legislation mandates that all parties involved in the transport of goods, share responsibility for compliance with safety and regulatory requirements. This means that employers, drivers, consignors and supply chain participants can be held accountable for breaches of road safety laws and regulations.

Haslin must ensure that its operations do not compromise road safety. This includes:

- Ensuring vehicles are maintained, proper loading practices occur and verifying driver competencies.
- Ensuring that employees, subcontractors and suppliers adhere to relevant laws, including fatigue management and load restraint regulations.
- Implementing risk management strategies and practices to identify and mitigate potential risks in transport operations.

2. Application

This Procedure is applicable to all Haslin sites for vehicles over 4.5t Gross Vehicle Mass (GVM). Fatigue Management Procedures are applicable for vehicles greater than 12t GVM.

3. References

- Work Health And Safety Act 2011
- Work Health And Safety Regulation 2025 (NSW)
- Work Health And Safety Regulation 2011 (QLD)
- Heavy Vehicle National Law (HVNL)
- National Transport Commission (NTC) Load Restraint Guide 2018
- Road Transport Act 2013 (NSW)
- Transport Operations (Road Use Management) Act 1995 (QLD)

4. Definitions

Acronym	Description	Definition
CoR	**Chain of Responsibility**	Chain of Responsibility is the part of the Heavy Vehicle National Law that makes parties other than drivers responsible for the safety of heavy vehicles.
CML	**Concessional Mass Limit**	Allows an operator to operate at mass limits above the national general limits provided they are accredited.
GML	**General Mass Limit**	The GML state the allowable mass for all types of heavy vehicle axle groups,
GVM	**Gross Vehicle Mass**	The maximum permissible weight of a vehicle when fully loaded, including the weight of the vehicle itself and any passengers, fuel or cargo.
HML	**Higher Mass Limit**	Higher Mass Limits (HML) allow particular heavy vehicles to access additional mass entitlements under certain conditions.
OSOM	**Over size over mass**	A vehicle or vehicle combination is considered to be OSOM if it exceeds any general access mass or dimension limits.
NHVR	**National Heavy Vehicle Regulator**	Australia's independent regulator for all vehicles over 4.5 tonnes of Gross Vehicle Mass.

5. Legal Requirements

- Ensure compliance with the Heavy Vehicle National Law (HVNL) and the Heavy Vehicle (Fatigue Management) National Regulation.
- Under the HVNL section 26C, each party in the CoR and their executives has a primary duty to ensure the safety of transport activities, so far as is reasonably practicable
- Under the HVNL section 26D, executives also have an additional duty to exercise due diligence to ensure the business complies with its primary duty.
- Provide regular CoR training to all employees and contractors involved in transport activities. Training should cover legal obligations, risk management practices, and the importance of compliance.
- Risk identification, management, control and review,
- Maintain detailed and accurate records of all transport activities, including loading/unloading documentation, driver work/rest hours, vehicle maintenance logs, and training records.

6. Procedure

6.1. Objectives

All parties in the transport supply chain must take responsibility for their role in compliance with safety regulations as all are accountable for breaches of transport laws.

Responsibility	Requirement	Action
Mass and dimension	Ensuring trucks leave sites within the mass carrying constraints and that the mass is distributed across the truck axles and ensuring dimension limits are adhered to.	SEQ-FM-032 CoR Third Party Engagement Checklist. Monitoring to ensure compliance.
Load Restraint	Ensuring that when trucks are loaded that the load is adequately secured to the vehicle.	SEQ-FM-032 CoR Third Party Engagement Checklist. Monitoring to ensure compliance.
Fitness for Work	Ensuring that drivers are free from the effects of drugs and alcohol and are well rested and are given adequate time to take their scheduled rest breaks and taking into consideration the amount of hours worked.	SEQ-FM-032 CoR Third Party Engagement Checklist. Monitoring to ensure compliance.
Speed	Ensuring that the driver's routes are realistic and safe and that demands are not imposed on the driver that may result in a driver putting themselves or others at risk. Schedules need to take into account the distance that needs to be covered, traffic conditions and delays at receiving sites.	SEQ-FM-032 CoR Third Party Engagement Checklist. Monitoring to ensure compliance.
Maintenance	Ensuring that trucks are free of defects, mechanically safe and in proper working order before a vehicle enters the road network.	SEQ-FM-032 CoR Third Party Engagement Checklist. Monitoring to ensure compliance.

6.2. Risk Assessments

The identification and management of the risks associated with heavy vehicle operations must be assessed.

Responsibility	Requirement	Action
Mass and dimension	All parties should identify and mitigate risks related to loading practices to prevent breaches of mass and dimension laws.	Project Risk Register. Identify potential mass and dimension breaches.
Load Restraint	Parties should conduct risk assessments to identify potential load restraint issues and implement measures to mitigate these risks.	Project Risk Register. Identify restraint breaches.
Driver Fitness for Work	Conducting regular risk assessments to identify potential drug and alcohol and fatigue risks and implement appropriate controls.	Project Risk Register. Identify potential fitness for work breaches.
Speed	Regular risk assessments should be conducted to identify potential speeding issues and implement measures to mitigate these risks, such as route planning and scheduling.	Project Risk Register. Identify potential speeding breaches.
Maintenance	Ensuring that trucks are free of defects, mechanically safe and in proper working order before a vehicle enters the road network.	Project Risk Register. Identify potential maintenance breaches.

6.3. Mass and Dimension

All parties in the transport supply chain are accountable to ensure that vehicles are loaded and operated within legal limits.

Responsibility	Requirement	Action
Legal Load Limits	All parties must ensure that heavy vehicles do not exceed specified mass (weight) and dimension (size) limits. This includes both the overall vehicle limits and individual axle limits. Confirmation of Weight: Dimension limits without an escort: • Width limit for truck is 2.5m • Height limit for vehicles is 4.3m • Maximum length of a truck is 12.5m • Maximum length of a truck and trailer is 19m	Obtain delivery dockets Weight calculation for loading spoil: a) Use a truck with scales for the first load to establish weight per bucket then count buckets when loading, or b) Random weighbridge sampling regime, or c) Calculate bucket volume and apply density with a bulking factor. Check vehicle dimensions
Safe Loading Practices	Stakeholders must implement procedures to ensure that loads are properly secured, distributed, and do not exceed legal limits. This includes training for drivers and loaders on safe loading techniques.	Regularly check and verify that vehicles and loads comply with mass and dimension regulations.

6.4. Load Restraint

The requirements for load restraint focus on ensuring that loads are secured properly to prevent movement during transport.

Responsibility	Requirement	Action
Proper Load Securing	All parties must ensure that loads are secured using appropriate methods and equipment to prevent shifting, falling, or spilling during transit. Load restraint methods must comply with the NTC Load Restraint Guide. Damaged or unsuitable restraints must not be used.	Visual inspection of loaded vehicles.
Load Restraint Equipment	All load restraint equipment must be maintained and regularly inspected in accordance with the NTC Load Restraint Guide and relevant Australian Standards. Regular inspections of restraint equipment and load configurations are required to ensure they are in good condition and capable of performing effectively.	Obtain records of maintenance and inspections of load restraint equipment.

6.5. Speed

The requirements for driver speed under the HVNL focus on ensuring that all parties in the transport supply chain take responsibility for managing and monitoring vehicle speed

Responsibility	Requirement	Action
Speed Compliance	All parties must ensure that drivers adhere to legal speed limits at all times, including specific limits for heavy vehicles.	Ensure that vehicle scheduling does not encourage speeding.
Monitoring Systems	The preference is to use transport operators with a speed monitoring system if a suitable supplier is available. This will ensure compliance and address any speeding incidents promptly.	Obtain records of vehicle monitoring if available
Driver Training	Drivers should receive training on the importance of speed compliance, safe driving practices, and the consequences of speeding.	Obtain records of driver training.
Workplace Policies	Companies should have policies regarding speed and safe driving practices to ensure that all staff are aware of their responsibilities.	Obtain copies of policies.

6.6. Driver Fitness for Work

The requirements for driver fatigue under the HVNL aim to ensure that all parties involved in the transport supply chain actively manage and mitigate the risks associated with driver fatigue.

Responsibility	Requirement	Action
Fatigue Management Plans	Transport operators must develop and implement effective fatigue management plans that include strategies for monitoring and managing driver fatigue.	Obtain copies of Fatigue Management Plans.
Driver Training	Drivers should receive training on recognising the signs of fatigue and understanding the importance of rest. Basic Fatigue Management (BFM) training is a module of the National Heavy Vehicle Accreditation Scheme. Operators with BFM accreditation can operate under more flexible work and rest hours.	Obtain evidence of driver training.
Work and Rest Hours	All parties must ensure that drivers comply with legal limits on work and rest hours, promoting adequate rest periods to prevent fatigue. Without BFM: • In any period of 5 ½ hours , a driver must not work for more than a maximum of 5 ¼ hours without a rest break of at least 15 minutes. • In any period of 8 hours, a driver must not work for more than a maximum of 7 ½ hours without a rest break of at least 30 minutes. • In any period of 11 hours, a driver must not work for more than a maximum of 10 hours without a rest break of at least 60 minutes. • In any period of 24 hours, a driver must not work for more than a maximum of 12 hours without 7 continuous hours stationary rest time. • In any period of 7 days, a driver must not work for more than a maximum of 72 hours without 24 hours continuous stationary rest. • In any period of 14 days, a driver must not work for more than a maximum of 144 hours without 2 x night rest breaks AND 2 x night rest breaks taken on consecutive days. (Night rest breaks are 7 continuous hours stationary rest time taken between the 10pm and 8am on the next day or a 24 continuous hours stationary rest break). Information regarding working hours for operators with BFM accreditation is available at https://www.nhvr.gov.au/.	Obtain evidence of driving schedules and rest breaks to ensure compliance with fatigue management requirements.
Drugs and Alcohol	No vehicle may be operated by a person with a Blood Alcohol Content or Breath Alcohol Content greater than 0% or under the influence of drugs unless they have been prescribed by a doctor and are being taken in accordance with the prescription and do not have adverse side effects.	Obtain copies of Drug & Alcohol Management Plans from suppliers and subcontractors. Random testing.

6.7. Maintenance

Under the HVNL, the requirements for vehicle maintenance is a shared responsibility of all parties to ensure that heavy vehicles are safe and roadworthy.

Responsibility	Requirement	Action
Regular Inspections	All vehicles must undergo regular inspections and maintenance to ensure they are safe and compliant with roadworthiness standards.	Obtain records of vehicle inspections.
Maintenance Records	Transport operators must maintain accurate records of all maintenance activities, including inspections, repairs, and servicing, to demonstrate compliance and accountability. All maintenance activities must comply with relevant safety and regulatory standards, including those set by the manufacturer and regulatory bodies	Obtain records of vehicle maintenance, servicing and repairs.
Pre-Trip Checks	Drivers are required to conduct pre-trip inspections to identify any potential maintenance issues before operating the vehicle. Drivers and operators must have an avenue in place for reporting and addressing maintenance issues promptly to prevent unsafe vehicle operation.	Obtain records of vehicle pre-start inspections.
Training	Staff involved in vehicle maintenance and operations should be trained on proper maintenance practices and the importance of keeping vehicles in safe condition.	Obtain records of maintenance persons competency.

6.8. Monitoring

Requirement	Documentation	Frequency
To ensure that subcontractors have a system in place to meet the COR requirements for Mass and dimension, Load restraint, Fitness for work, Speed, Maintenance and Reporting.	Obtain the following: SEQ-FM-032 CoR Third Party Engagement Checklist	Before commencing work on site, companies signed under the following arrangements: • Wet Plant Hire Agreement • Major Works Subcontract • Minor Works Subcontract • Dry Plant Hire • Major Supply Agreement
To ensure that heavy vehicles do not exceed specified mass (weight) and dimension (size) limits. This includes both the overall vehicle limits and individual axle limits.	Delivery Dockets SEQ-FM-119 Load Sheet SEQ-CL-035 Heavy Vehicle Inspection Checklist	Each load delivered to site Regular inspection of loaded vehicles arriving at or leaving the site
To ensure that loads are properly secured and distributed and that equipment to secure loads is appropriate and maintained.	SEQ-CL-035 Heavy Vehicle Inspection	Regular inspection of loaded vehicles arriving at or leaving the site
All parties must ensure that drivers adhere to legal speed limits at all times, including specific limits for heavy vehicles.	Ensure that scheduling does not encourage speeding.	Each order placed
To ensure that drivers comply with legal limits on work and rest hours, promoting adequate rest periods to prevent fatigue	Use SEQ-TP-110 Trip Planner to ensure that drivers will not exceed work hours. Ensure that scheduling does not encourage fatigue.	All vehicles loaded on site that may exceed work hours. Each order placed
To ensure that no heavy vehicle is operated by a person under the influence of drugs or alcohol.	Include drivers in random drug and alcohol testing	As per project requirements as stated in the Drug and Alcohol Procedure
To ensure pre-trip inspections are performed by drivers on heavy vehicles each day to identify any potential maintenance issues before operating the vehicle. Drivers and operators must have an avenue in place for reporting and addressing maintenance issues promptly to prevent unsafe vehicle operation.	SEQ-CL-035 Heavy Vehicle Inspection	Regular inspection of loaded vehicles arriving at or leaving the site

6.9. Responsibilities

Role	Responsibility
Any person sending goods via heavy vehicle (Consigner)	Ensure delivery request does not require a truck driver to: • Transport goods that go beyond vehicle dimension or mass limits • Inappropriately secure the load • Exceed the permitted number of driving hours • Fail to have minimum rest periods • Exceed speed limits.
Any person ordering or accepting goods being delivered (Consignee)	Ensure delivery request does not require a truck driver to: • Transport goods that go beyond vehicle dimension or mass limits • Inappropriately secure the load • Exceed the permitted number of driving hours • Fail to have minimum rest periods • Exceed speed limits. • Must not knowingly encourage or reward a breach of the mass, dimension, load restraint or driving hour's laws.
Any person responsible for loading or unloading of goods (Loading Manager)	Ensure the vehicle's load: • Does not exceed the maximum allowable dimension or mass limits • Cannot become unstable, move or fall off the vehicle.
Any person who packs the goods to be loaded or loads a vehicle. (Packer & Loader)	Ensure that when goods are packed: • Documentation of the load is accurate, not false or misleading • Any goods packed in freight containers do not exceed the container's gross weight or safety approval rating • The load is placed on the vehicle such that the stability of the vehicle is not compromised.
Operator or Manager	Responsible for ensuring: • Rosters do not require drivers to exceed the permitted number of driving hours • Keeping accurate records of drivers' activities, including driving, work and rest times • Vehicle speed limiters are functioning properly • Loads do not exceed dimension or mass limits and are properly restrained using appropriate restraint equipment.
Scheduler	Ensure transport schedule does not require a truck driver to: • Exceed the speed limit • Exceed the permitted number of driving hours • Fail to have minimum rest periods.
Employer	Take all reasonable steps to ensure their business practices do not cause a driver of a regulated heavy vehicle to: • Drive while fatigued or in breach of a work or rest requirement • Drive in breach of a speed requirement • Ensure systems and procedures are in place for scheduling HV operations and for managing driver fatigue while 'at work' and when driving home • Ensure HVs are fitted with speed restrictors • Monitor work diaries and driving related offences • Ensure delivery schedules are realistic • Provide appropriate training.

6.10.Reporting

All breaches of this Chain of Responsibility Procedure are to be reported in accordance with the Incident Management Procedure.

Audits of the implementation of this procedure are incorporated into SEQ-CL-021 Safety Compliance Audit and conducted at the frequency nominate in the project specific safety management plan.

7. Training

All Haslin Employees must complete the Internal Chain of Responsibility Awareness training module.

Personnel performing CoR functions or administering CoR compliance should be identified and consideration given to requiring them to obtain accredited CoR compliance training qualifications, including:

- TLIF0009 Ensure the Safety of Transport Activities
- TLIF0080 Monitor the Safety of Transport Activities
- TLIF0005 Apply a Fatigue Risk Management System
- TLIF0006 Administer a Fatigue Risk Management System
- TLID0015 Load and unload goods/cargo
- TLIF0007 Manage a Fatigue Risk Management System.

All frequent heavy vehicle drivers working onsite must undergo a comprehensive site-specific induction which must include CoR requirements as they relate to the site.

Heavy vehicle drivers must possess the relevant class of driver's license for the type of heavy vehicle they operate, and their employers are responsible for providing a copy of the valid license. During the onboarding process, verification of current driver's licenses will be conducted to ensure compliance with regulatory requirements

8. Relevant Templates, Forms and Checklists

SEQ-TP-089	Chain of Responsibility Management Plan
SEQ-CL-035	Heavy Vehicle Inspection Checklist
SEQ-FM-032	CoR Third Party Engagement Checklist
SEQ-TP-110	Trip Planner
SEQ-FM-119	Load sheet

Copies of current Company's Policies [WHS, Drug & Alcohol, Fatigue Management] are available in the IMS