

Company Policy-Pol 3002

Chain of Responsibility

October 2018

PURPOSE:

This Chain of Responsibility (CoR) Policy articulates CITO Transport's commitment to ensuring compliance with chain of responsibility laws, and the health and safety of all employees, the community and the environment.

BACKGROUND:

The aim of CoR is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the Heavy Vehicle National Law do not occur. Under CoR laws if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the Heavy Vehicle National Law is complied with.

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.
- 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.
- loading managers (the person who supervises loading/unloading or manages the premises where this occurs).

SCOPE:

This policy applies as a pre-requisite to all transport activities of CITO Transport.

OBJECTIVES:

This policy aims to ensure compliance with legislated chain of responsibility laws, incorporating:

- Vehicle mass;
- Driver fatigue;
- Speed;
- Load Restraint;
- Vehicle roadworthiness.

POLICY:

CITO Transport our employees, contractors and customers have strict obligations under Chain of Responsibility legislation. CITO will take all necessary steps to ensure we meet our obligations to employees, contractors and customers, and conducts our operations in a safe and compliant manner.

This shall be achieved by:

- ensuring all legislation concerning chain of responsibility is strictly administered;
- ensuring all employees are trained and provided with relevant information; and
- having documented procedures and systems in place to cover all aspects of our operations involving Chain of Responsibility.

Vehicle mass:

CITO Transport must take all reasonable steps ensure that any vehicle is loaded in accordance with the applicable legal mass limits of the vehicle – including its gross, axle and axle group mass limits. Additionally, when moving freight containers CITO Transport must ensure the driver is in possession of a valid Container Weight Declaration.

Details of responsibilities, procedures and methods are provided for in CITO Transport Mass Management Manual.

Driver fatigue:

CITO Transport must take all reasonable steps to ensure that our drivers are not fatigued, are fit to work, their rosters and schedules are compliant, and that they work and rest in accordance with applicable hours of work regime.

Details of responsibilities, procedures and methods are provided for in CITO Transport Fitness for Duty Policy, Scheduling and Rostering Policy, Fatigue Knowledge and Awareness Policy, and Basic Fatigue Management Procedures.

Speed:

CITO Transport must take all reasonable steps to ensure that our drivers do not commit a speeding offence, and if speed limiters are required to be fitted – ensure they are functioning properly.

Details of responsibilities, procedures and methods are provided for in CITO Transport Speed Policy.

Load Restraint:

CITO Transport must take all reasonable steps to ensure that all items placed on a trailer or tray of a truck must not be placed in a way that makes the vehicle unstable or unsafe, and must be secured capable of withstanding forces of at least:

- 80% of its weight in a forward direction;
- 50% of its weight in a sideward or rearward direction.
- 20% of its weight in a vertical direction.

Details of responsibilities, procedures and methods are provided for in CITO Transport Load Restraint Policy.

Vehicle roadworthiness:

CITO Transport must ensure that all vehicles are inspected and maintained **in-line with manufacturer's requirements**, a daily check of equipment in use is conducted, and faults are recorded, reported and repaired.

Details of responsibilities, procedures and methods are provided for in CITO Transport Maintenance Management Manual.

RESPONSIBILITIES:

Senior Management:

Senior Management is responsible for:

- the allocation of responsibilities and funding to facilitate this policy.

Senior Management, Managers and Schedulers:

For the purpose of this Policy Senior Management, Managers and Schedulers have

responsibility to ensure that:

- rosters and schedules do not require drivers to exceed driving hours regulations or speed limits.
- records of drivers' activities, including work and rest times are kept.
- all reasonable steps are taken to ensure drivers do not speed or work while impaired by fatigue or drive in breach of their work or rest options.
- vehicles are roadworthy, regularly maintained, and if speed limiters are fitted, they are functioning properly
- vehicles are not loaded in a way which exceeds mass or dimension limits.
- drivers moving freight containers have a valid [Container Weight Declaration](#)
- loads are appropriately positioned and restrained with appropriate restraint equipment.
- they work with contractors and customers 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.

- all staff and contractors are inducted and trained in CITO Transport policies and procedures relating to Chain of Responsibility.
- all staff and contractors **adhere to CITO Transport's** Group Policies and Procedures.

Compliance Personnel:

For the purpose of this Policy Compliance Personnel have responsibility to:

- ensure that CITO Transport Policies and Procedures are in compliance with all applicable legislation.
- audit CITO Transport activities related to Chain of Responsibility obligations to ensure compliance.

Loaders and Packers:

For the purpose of this Policy anyone who loads a vehicle has responsibility to:

- ensure it does not exceed vehicle mass or dimension limits.
- ensure it does not cause the vehicle to exceed mass limits.
- ensure the load is placed in a way so it does not become unstable, move or fall off the vehicle.
- ensure the load is secured (restrained).
- where packing goods in a freight container:
 - ensure documentation about the vehicle's load is not false or misleading.
 - ensure any goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded.

Drivers:

For the purpose of this Policy drivers have responsibility to:

- comply with all CITO Transport Policies and Procedures.
- comply with relevant fatigue management work and rest laws.
- obey all speed limits.
- 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 scheduler (if possible) to implement short-term fatigue management measures.
- ensure your vehicle does not exceed mass or dimension limits.
- ensure your load is appropriately restrained.
- undertake a daily vehicle inspection for each vehicle driven on a road.
- record and report any faults with any vehicle.