

Company Policy-Pol 3036

Mass

March 2019

PURPOSE:

The Mass Policy is an important element ensuring the health and safety of our people and supports CITO's safety first approach.

SCOPE:

This policy applies as a pre-requisite to all heavy vehicle driving activities of CITO Transport Group, including the scheduling of drivers.

OBJECTIVES:

This policy aims to:

1. Ensure Branch Managers, Transport Manager and Schedulers are aware of the cause and effect of incorrect or inadequate loading on the safety of the roads system and other road users,
2. Ensure Heavy Vehicle Drivers under CITO's care regardless of the system they operate under, understand their obligations,

POLICY:

CITO Transport is committed to ensuring we deliver a service and high standard for our services to meet our consumer demands.

With this in mind, CITO Transport is conforming to the requirements of the governing bodies for Mass System.

To achieve our Mass Management the Transport Manager will provide the required support to maintain the Mass Management in accordance with the policy and procedures kept in the Mass Management Manual. It is expected that all employees and subcontractors of CITO Transport will give their utmost co-operation and participation in implementing and maintaining the system.

It is the responsibility of CITO Transport to ensure that the policy and procedures in Mass Management are adhered to. Also, any employees &/or sub-contractors are aware of them, and their implications on our business.

CITO Transport keeps up to date records for all personnel that are involved in Mass Management activities. We can show:

- Relevant authorities, responsibilities and duties
- Relevant activities, what, where and how they are performed correctly;
- All personnel are operating within the guidelines of the policy
- Control of documents and records
- Compliance reports
- Training for appropriate staff
- Usage of each accredited vehicle (including routes & control of mass)

No Vehicle is to leave any CITO Transport yard that may be in breach of the mass legislation, the load is to be removed and reconfigured to ensure the law is upheld.

RESPONSIBILITIES:

Senior Management:

Senior Management is responsible for:

- the allocation of responsibilities and funding to facilitate this policy;
- approval of training providers.

Depot Managers:

Managers and Supervisors are responsible for:

- ensuring all schedulers and their management, and drivers under CITO's care abide by this policy