



Chain of Responsibility Policy

What is Chain of Responsibility?

Chain of Responsibility (CoR) is a nationally legislated program of compliance and enforcement that aims to improve safety and reduce accidents across the road transport industry.

The "Chain of Responsibility" extends legal liability for certain road law offences to all parties who by their actions, inactions or demands exercise control or influence over the entire transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

Freight Assist Australia Pty Ltd will not knowingly ask or expect any employee or contractor to do anything that is unlawful or that will create a dangerous or potentially dangerous situation.

Heavy Vehicle National Law (HVNL)

The HVNL came into effect in 2014 it was established to provide nationally consistent laws.

The Chain of Responsibility laws apply across all areas in the supply chain where investigations and enforcement into CoR breaches occur. The aim is to positively influence the actions of those involved in the heavy vehicle transport industry and ensure all parties who influence on-road behaviour are held accountable for breaches of road transport laws.

The purpose of this policy is to provide guidance to Freight Assist Australia Pty Ltd staff on CoR.

Scope

Our Chain of Responsibility requirements for Freight Assist Australia Pty Ltd will be clearly identified and addressed by all participants within our freight forwarding transport chain.

Our transport chain includes, but is not restricted to, consignors, packers, loaders, subcontracted drivers, other transport companies, company drivers and freight receivers.

Freight Assist Australia Pty Ltd will ensure that all goods carried on our behalf comply with all State and Territory regulations, legislation, laws and codes of practice.

Responsibilities

All employees and contractors should consider their actions and ask for guidance. If you are ever in doubt about a course of action, ask yourself the following:

- Is it consistent with the policy?
- Is it safe?
- Is it appropriate and legal?

If your answer is "No" to any of these questions, don't do it.

If you are still uncertain, ask for guidance. The policy attempts to capture many of the situations that employees and contractors may encounter, but it cannot address every circumstance. In the first instance, always check with your manager. If in doubt seek further guidance.

Policy

The policy is outlined in Freight Assist Australia's management systems which are incorporated in the following company manuals/policies:

- Company Drivers Manual
- NHVAS Fatigue Management System Manual
- NHVAS Mass Management System Manual
- Sub-Contractor Manual
- Labour Hire Manual





Freight Assist Australia's Responsibilities:

Freight Assist Australia Pty Ltd will adhere to the following Chain of Responsibility practices into its daily activities:

- Our Fleet Controllers are fully trained in Basic driver fatigue management, and receive certification in - TLIF3063A Administer the Implementation of Fatigue Management Strategies
- Linehaul and long-distance Drivers are assessed for their fitness for work prior to starting their daily activities by the State Operations Manager and/or Linehaul Manager.
- Our line haul drivers are fully trained in Basic driver fatigue management, and receive certification in - TLIF2010A Apply Fatigue Management Strategies
- Company owned vehicles and drivers have all current licenses and permits to operate.
- Company owned vehicles have prestart checks performed on them prior to start-up
- Maintenance and service records are kept on Company owned vehicles
- Company owned and Subcontractor vehicles are annually audited for total compliance
- All loads are audited once the load is complete to ensure they are loaded in a safe and roadworthy manner at all times.
- The loaded vehicle complies with all States and Territories current regulations in relation to size and mass limits.
- Line hauliers have a Safe Route Plan, prior to departure.
- The vehicle travels within marked speed limits - noted on Freight Assist Australia's Speed Management Policy.
- The vehicles are weighed prior to departure to ensure correct mass and axel weights
- The load restraint equipment used on the vehicle is rated accordingly to restrain the goods, and that this equipment is in a serviceable condition.

Manager's Responsibilities:

- Ensure that the people you supervise understand their responsibilities under the Chain of Responsibility policy
- Take opportunities to discuss the policy and reinforce the importance of safety and compliance
- Create an environment where employees and contractors feel comfortable raising concerns
- At no time encourage or direct employees or contractors to achieve business results at the expense of ethical conduct or compliance with any policy or law
- Document all relevant process, audit and training information appropriately.

Customers Responsibilities:

Freight Assist will undertake the below methods to ensure our conformance to the Chain of Responsibility, we also will seek commitment from our Customers that:

- Their products are packaged suitably for transport. Comply with Freight Assist Australia's Packaging Policy.
- Any quantities of dangerous goods are declared, on the Freight Assist Australia connote, and proper dangerous goods paperwork accompanies the goods, (EPG's).
- If Customers are involved with the loading of the Freight Assist vehicle, the load is constructed in a manner so as to be safe for transport and complies with all Road Laws.
- Customers perform checks on vehicles that leave their yard to ensure safe loading and proper load restraint.
- The declared weights on their consignments are true and correct.
- Customers will not influence or instruct drivers to breach any regulations, in relation to driving hours, minimum rest periods, or speed limits to achieve delivery.
- Customers view the driver for any physical signs of Fatigue.

Breaching of the policy

The Policy sets standards of behaviour expected from everyone who performs work for Freight Assist Australia Pty Ltd. Breaches of this policy may result in disciplinary action up to and including termination of employment. For contractors, it may lead to the immediate termination of a contract. It is expected that suppliers will enforce a similar set of standards with their employees.

The Freight Assist Australia Pty Ltd's approach is to establish, in partnership with our Customers, and Contractors, a risk management strategy which ensures all reasonable steps are taken in accordance to the compliance of Chain of Responsibility. With this strategy it will allow our Contractors and Customer's the greatest degree of protection from liability resulting from non-compliance.

Authorised by: **General Manager, Brendan Tate**
Date: **03/09/2017**

