

Checklist – Chain of Responsibility Roles

You must ensure the safety of your transport activities relating to a vehicle so far as is reasonably practicable, including ensuring that your actions or inactions do not cause or encourage the driver of the heavy vehicle or another person to contravene the Heavy Vehicle National Law, or the driver to exceed a speed limit. Check that other parties in your supply chain are meeting their responsibilities.

The checklist below provides guidance on the key responsibilities of each party.

All parties

- ✓ Drivers and other parties involved in the transport activity are consulted on how to ensure safety and deal with any issues
- ✓ Systems are in place to identify, assess and control safety risks
- ✓ Systems are in place to monitor and supervise compliance in real-time, where possible
- ✓ The effectiveness of these systems are tested regularly to ensure they are working as intended
- ✓ Contracts and agreements are reviewed to ensure they do not demand or encourage unlawful behaviour
- ✓ Only companies able to demonstrate safe and compliant practices are engaged
- ✓ Record-keeping systems are in place to keep records
- ✓ Responsible parties are immediately notified of any unsafe conditions, behaviour or non-compliance.

Operators

- ✓ Loads are securely restrained and correctly positioned
- ✓ Equipment used to restrain loads is appropriate and well maintained
- ✓ Load weights are accurate
- ✓ Suitable vehicles and/or combinations are used for all loads
- ✓ Heavy vehicles and their loads comply with relevant mass and dimension limits
- ✓ Vehicles are roadworthy, well maintained and fitted with properly functioning speed limiters
- ✓ Drivers are provided with relevant documentation (e.g. permits, notices) including a complying Container Weight Declaration before commencing a journey
- ✓ Driver fitness for duty is assessed
- ✓ Drivers' activities, including work and rest times are monitored and accurately recorded
- ✓ Your driver's schedule and your business practices, including consignment terms, contracts and agreements, do not require or encourage drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements
 - drive while impaired by fatigue.

Consignors and consignees

- ✓ Loads do not exceed vehicle mass or dimension limits
- ✓ Loading or unloading arrangements do not cause delays
- ✓ Load weights are accurate

- ✓ Consignment documentation is accurate and operators carrying freight containers have a complying Container Weight Declaration
- ✓ Drivers are kept informed of schedule changes
- ✓ Your consignment arrangements do not require or encourage drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements
 - drive while impaired by fatigue.

Schedulers

- ✓ Journeys and routes are well planned with consideration of potential traffic issues and other unexpected delays
- ✓ Drivers' activities, including work and rest times, are monitored and accurately recorded
- ✓ Operators, managers, contractors and drivers are consulted on rosters, schedules and routes
- ✓ All scheduling, journey and route information is accessible to other parties
- ✓ Drivers are kept informed of schedule changes
- ✓ Regular scheduling reviews are carried out
- ✓ Rosters, schedules and routes do not require or encourage drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements

Loaders/Unloaders

- ✓ Loaders check that:
 - Loads do not exceed vehicle mass or dimension limits
 - Loads are securely restrained and correctly positioned
 - Accurate weight information is provided to drivers
 - Consignment documentation is accurate
- ✓ Delays in loading and unloading are prevented
- ✓ Loading and unloading practices do not cause drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements

Loading Managers

- ✓ The vehicle together with its load comply with mass and dimension requirements
- ✓ Equipment used to load/unload goods and restrain loads is appropriate and well maintained
- ✓ Load weights are accurate
- ✓ Potential loading and unloading congestion is identified in consultation with drivers and other parties in the chain of responsibility
- ✓ Drivers are advised of changes in loading/unloading times
- ✓ Suitable rest facilities are provided to allow drivers to rest while waiting to load/unload
- ✓ Arrangements are made to manage loading/unloading time slots
- ✓ Loading and unloading practices do not cause drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements

Packers

- ✓ Goods packed are marked correctly and documentation is accurate
- ✓ Goods packed are properly secured
- ✓ Packing and weighing equipment is well maintained
- ✓ Goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded
- ✓ Packing procedures do not cause drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements

Prime Contractors

- ✓ Heavy vehicles and their loads comply with relevant mass and dimension requirements
- ✓ Operators and other parties are informed of the nature and type of goods for transportation
- ✓ Your business practices, including contracts and agreements, do not require or encourage drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements
 - drive while impaired by fatigue.

Employers of drivers

- ✓ Loads are securely restrained and correctly positioned
- ✓ Equipment used to load/unload goods and restrain loads is appropriate and well maintained
- ✓ Load weights are accurate
- ✓ Suitable vehicles and/or combinations are used for all loads
- ✓ Heavy vehicles and their loads comply with relevant mass and dimension limits
- ✓ Vehicles are roadworthy, well maintained and fitted with properly functioning speed limiters
- ✓ Drivers are provided with relevant documentation (e.g. permits, notices) including a complying Container Weight Declaration before commencing a journey
- ✓ Drivers are provided with training and instruction in managing fatigue and complying with the HVNL
- ✓ Driver fitness for duty is assessed
- ✓ Drivers' activities, including work and rest times are monitored and accurately recorded
- ✓ Your driver's schedule and your business practices, including consignment terms, contracts and agreements, do not require or encourage drivers to:
 - exceed the speed limits
 - exceed regulated driving hours
 - fail to meet the minimum rest requirements
 - drive while impaired by fatigue.

Executive officers

- ✓ Adequate resources and systems are available and used to manage risks and comply with the HVNL and WHS laws
- ✓ Systems are in place to consult and cooperate with parties in the supply chain to eliminate or minimise risks
- ✓ Executive Officers are kept informed of safety issues and corrective actions
- ✓ Business practices, including contracts and agreements, do not cause drivers to:
 - exceed the speed limits

- exceed regulated driving hours
- fail to meet the minimum rest requirements
- drive while impaired by fatigue.