

1 Key to Titles

CM = Compliance Manager
WHST = WHS Team

2 Procedure

Activity	Position Responsible
2.1 Monitoring	
a) The key characteristics of the company's operations and activities that impact on Chain of Responsibility shall be monitored	
b) The effectiveness of these measures shall be evaluated at Company Meetings (ANC-002), by reviewing accident & incident data and via the internal audit process	CM
c) Compliance with legislation shall be evaluated via the internal audit process (Audits ANC-010) and at company meetings (Company Meetings ANC-002)	CM

2.2 Heavy Vehicle Operators - Standard Driving Hours

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks and 2 x night rest breaks taken on consecutive days

2.4 Drivers - Non Heavy Vehicle Operators

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
Calendar week	6 days	24 continuous hours stationary rest time

2.5 Driving Hours

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Rest breaks taken	FMS MOB	Driver	Daily	Exception reports weekly	Compliance	To verify that rest breaks have been taken.		Incident Report RAPID. Driver re-trained/counselled
	Manifests	Driver	Daily	Reviewed weekly	Compliance	To verify that rest breaks have been taken.	Signed & dated manifests	Incident Report RAPID. Driver re-trained/counselled
Managing driving hours	Despatch software	Allocator	Each allocation	Warning if driver exceeds or potentially will exceed driving hours	Compliance	Prevent excess driving hours	Audit Report	Incident Report RAPID.
Driving hours (Heavy vehicles > 100km from base or 200km Qld)	Work Diary	Driver	Daily	2 week period shall be selected each driver.	Compliance	Ensure that a driver does not exceed driving hours as per table above	Completed Batch Sheet	Incident Report RAPID. Driver re-trained/counselled
Correct completion of Work Diary (Heavy vehicles > 100km from base or 200km Qld)	Work Diary	Driver	Daily	All Work Diary sheets must be provided to Compliance within 21 days	Compliance	Ensure that all Work Diary Sheets have been completed and that no Work Diary Sheets are missing	Signed Batch Sheet	Incident Report RAPID. Driver re-trained/counselled

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Managing Chain of Responsibility**2.6 Driver Fitness to Work**

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Fitness to work	FMS MOB - Daily Pre Start Checklist	Driver	Daily	Audit quarterly	Compliance	Forms completed correctly	Audit report	Incident Report RAPID.
Fitness to work – medical as per B Double licence requirements. (heavy vehicle drivers)	Medical report	Driver	Annual	Audit annually	Compliance	Medicals undertaken	Audit report	Incident Report RAPID. Driver not to drive until medical completed

2.7 Vehicle Condition

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Contractor Vehicle serviced	Maintenance Record	Licensed mechanic	Copy of major service to be provided annually	Audit process & records at least annually	Compliance	Vehicle serviced	Audit report	Incident Report RAPID.
Contractor Heavy vehicle – speed limiter checked	Maintenance Record	Licensed mechanic	Copy of major service to be provided annually	Audit process & records at least annually	Compliance	Speed limiter checked	Audit report	Incident Report RAPID.
Contractor vehicle safe to operate	FMS MOB - Daily Pre Start Checklist	Driver	Daily	Audit process & records at least quarterly	Compliance	Forms completed correctly	Audit report	Incident Report RAPID.

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Managing Chain of Responsibility**2.8 Load Restraint**

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Van fitted with cargo barriers	Subcontractor Induction Checklist	Driver Recruitment Manager	Upon engagement	Audit process & records at least annually. Sample of Subcontractor Induction Checklists to be checked against vans	Compliance	Cargo barriers fitted	Audit report	Incident Report RAPID.
Load correctly restrained – vehicles loaded at ANC warehouses	Signed Manifest	Loader	Each load	Audit process & records at least annually	Compliance	Vehicle serviced	Audit report	Incident Report RAPID.

2.9 Mass

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Vehicle mass not exceeding limits (Heavy vehicles only)	Manifests	Driver	Each load	Sample – 2 weeks manifests each month	Compliance	Ensure no vehicle overloading	Signed Batch Sheet	Incident Report RAPID.
Vehicle mass not exceeding limits (Heavy vehicles only)	Nil			Sample vehicles to pass over weigh ridge (to be determined by MD)	Compliance	Ensure no vehicle overloading	Weigh bridge docket	Incident Report RAPID.

2.10 Licencing/Registration/Insurance

Purpose	Record	Completed by	Frequency	Monitoring				Action if non-compliant
				Monitoring	Reviewed by	Purpose of Review	Evidence of the review	
Driver licence	Driver's licence	Driver	On expiry	Audit process & records at least annually	Compliance	Driver's licenced	Audit report	Incident Report RAPID.
Driver licenced	Statutory Authority driving history	Driver	Yearly	Audit process & records at least annually	Compliance	Driver's licenced	Audit report	Incident Report RAPID.
Vehicle Registration	Vehicle registration	Driver	On expiry	Audit process & records at least annually	Compliance	Driver's licenced	Audit report	Incident Report RAPID.
Comprehensive insurance	Insurance record	Driver	On expiry	Audit process & records at least annually	Compliance	Driver's licenced	Audit report	Incident Report RAPID.

FMS MOB = PDA