

**9673 3200****SELF LOADING
VEHICLES**www.reachcranetrucks.com.au

HEAVY VEHICLE SAFETY MANAGEMENT PLAN

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Register of Amendments				
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POLICY STATEMENT

The company will, in keeping with our commitment to eliminate and minimise risks to workers and the public, do everything that is reasonably practicable to ensure that transport-related operations and activities carried out by or on behalf of the company are safe and without risks to any person.

As a party in the chain of responsibility, we recognise our obligation to do all that is reasonably practicable to ensure that breaches of the Heavy Vehicle National Law (HVNL) do not occur. In fulfilling this obligation, we will identify and assess any risk, and work to eliminate or minimise potential harm breaches of the HVNL and take all reasonably practicable steps to prevent unsafe, illegal or incorrect loading of heavy vehicles hired by or on behalf of the company.

AIMS AND OBJECTIVES

To achieve compliance with HVNL load management requirements, we will seek in consultation with the vehicle operator to ensure that, as far as is reasonably practicable:

- the vehicle or combination is fit for the task
- accurate load weights are known
- loaded vehicles comply with gross and axle/axle group weights
- loads are placed to maintain vehicle stability and safety
- loads are secured to prevent them falling or being dislodged from the vehicle, and
- loads are restrained in a way that meets loading performance standards.

RESPONSIBILITIES

All parties with duties in the chain of responsibility are required to do all that is reasonably practicable to ensure that breaches of laws relating to heavy vehicles do not occur, and to take all reasonable steps to ensure that the safety of persons in the supply chain is not affected by their operations or activities.

The company has a responsibility to ensure that:

- loading of heavy vehicles hired by the company is carried out in accordance with all applicable regulations and relevant codes (including the NTC Load Restraint Guide), and
- all persons in the company are aware of their obligations and the procedures to be followed in ensuring compliance with requirements for load management on heavy vehicles
- scheduling of loading and delivery of goods on behalf of the company do not cause a driver to breach laws relating to fatigue or speed
- required records are maintained of risk assessments, vehicle inspections and maintenance, journeys undertaken, and other relevant records (including permits and approvals).

Loaders have a responsibility for:

- ensuring that vehicles are correctly loaded and that loads are within mass and dimension limits, and
- load are properly restrained using approved load restraint equipment in the correct manner.

Drivers are responsible for:

- ensuring that the load can be safely carried and is correctly loaded and restrained on the vehicle
- ensuring that the vehicle and its load are safe for travel on public roads
- operating the vehicle in a safe manner taking into consideration the characteristics and nature of the load being carried
- regularly checking loads during transport to ensure that restraints remain effective at all times, and
- maintaining required records (e.g., log books, etc.) of each journey undertaken.

RISK MANAGEMENT

Risk assessment and treatment

Risk is the possibility of harm occurring result from a hazard. The risk assessment of identified hazards is important to determine the likely impact (consequences) that the hazard could have on the business and the likelihood that it may occur.

Consequences of exposure to hazards may have adverse effects on health and safety, financial and the reputation of the company, and may affect any combination of these. The outcomes following this exposure may range from minor to major, or somewhere between these two extremes.

Consequence	Major	Moderate	Minor	Insignificant
Safety	Fatality or permanent disability	Severe injury with hospitalisation	Moderate injury with lost time	Near miss or very minor injury
Financial	Extreme cost	High cost	Medium cost	Minimal cost
Reputation	Inability to continue to operate	Loss of multiple clients, difficulty in winning new work	Loss of client	Minor impact on client relationship

Health and safety laws place a duty of care on a PCBU to apply the 'hierarchy of risk controls' when determining the methods in which a risk must be treated, with elimination of the risk as the preferred option.

The hierarchy of risk controls should only be applied if it is not reasonably practicable for a duty holder to eliminate the risk. This means that elimination of the risk should always be the first option to be considered.

IMPLEMENTATION

General requirements

Under chain of responsibility (CoR) laws, all parties who have control or influence over the transport task are deemed to be responsible for complying with and for breaches of HVNL. All parties in the CoR are required to take reasonable steps to prevent breaches of laws relating to mass, dimension, loading, speed, fatigue, and vehicle standards and maintenance.

Each party in the supply chain has a duty to ensure that breaches of road transport laws do not occur. A party may include any person who can influence or control the transport chain in any capacity.

The company recognises that under HVNL, multiple parties may be responsible for offences committed in heavy vehicle operations, and a person may be a party in the supply chain in more than one capacity. Each person will be legally liable for their actions, inactions, and demands and under WHS laws, and the company will be vicariously liable for the actions (or inactions) of employees whose acts will be deemed to be those of the company.

Compliance

The company will implement a risk-based approach to manage heavy vehicle (i.e., greater than 4.5 t gvm) safety and to ensure compliance with all requirements of the HVNL including mass, dimension and loading. Risk assessments will take into account any specific mass, dimension and loading hazards and requirements to identify where risks may occur, and to identify measures to adequately control those risks.

To assist in ensuring that heavy vehicles hired by the company are not used to carry loads above the manufacturer's defined maximum load limit, we will identify and notify the hirer of the vehicle of the estimated mass of the load, dimensions and configuration and any significant factors that could affect the loading of the vehicle.

Competency of workers

Any employee of the company who is required to operate a heavy vehicle must hold the required class of drivers' licence for the vehicle and be aware of their responsibilities under HVNL.

Persons using plant (e.g., forklift to load vehicles must hold the required class of licence for the plant being operated.

Packing and security of loads

We will ensure that packing and packaging of a load will not cause or allow any part of the load to slip or move when travelling or being transhipped. Loose parts will be placed into boxes or packed to prevent movement when being moved or transported. Loads packed into crates or containers will be secured against movement when being moved, loaded, transported or unloaded.

We will ensure that adequate lashing points are provided for restraints, or where these are not reasonably practicable, that suitable alternative means of load restraint can be applied to ensure that the load remains stable on the vehicle.

Loads should not be allowed to protrude from the vehicle in excess of allowable limits unless a permit for an oversized load is obtained for the journey. We will inform transport operators when consignments with the potential to breach mass, dimension and loading requirements are identified.

Labelling

Loads will be clearly labelled with details of the load, the name, address and contact details of the consignor and consignee, and any other relevant details (e.g., mass, lifting points or restrictions, etc.).

Mass

The company recognises the risks associated with overloading of heavy vehicles and its obligation under CoR to ensure the safety of operators, drivers and other road users by ensuring that vehicles are loaded correctly and within mass limits set by vehicle manufacturers and HVNL and that loads

are securely restrained. The company will, so far as is reasonably practicable, ensure that heavy vehicles carrying loads for the company in any manner on a public road comply with the mass requirements applying to the vehicle.

We will identify and provide transport operators and drivers with estimated load weights and plans taking into account the weight of any packaging materials, pallets, stillage or dunnage in addition to the weight of the item/s to be transported.

Dimension

The company will, so far as is reasonably practicable, ensure that heavy vehicles carrying loads for the company in any manner on a public road comply with the dimension requirements applying to the vehicle.

We will identify and provide transport operators and drivers with accurate dimensions of loads taking into account the dimensions of any packaging materials, pallets, stillage or dunnage in addition to the dimensions of the goods or plant being carried.

Loading

The company will, so far as is reasonably practicable, ensure that heavy vehicles carrying loads for the company in any manner on a public road comply with the loading requirements applying to the vehicle.

We will assist with loading of the vehicle to ensure that positioning and distribution of the load (including its stability) is in accordance with any loading instructions and adjust as required. We will communicate with operators to ensure that load positioning is in accordance with vehicle loading standards.

We will ensure that appropriate dunnage and stillage is used for the task and that any packaging materials, pallets, stillage or dunnage is in good condition and fit for purpose.

Over-mass or over-dimension loads

We will ensure, as far as is reasonably practicable, that:

- appropriate approvals and permits have been obtained prior to any journey being undertaken that involves an over-mass or over-dimension load
- vehicles and combinations provided to us have the capability, capacity and equipment to match the mass, dimension and loading requirements for each particular load and journey
- route (journey) plans take mass and dimension requirements into consideration to ensure that the route and route infrastructure is suitable for the load and complies with any route permits or conditions as applicable
- route permits and conditions will be complied with prior to the journey commencing, and
- relevant parties in the supply chain are notified of over-mass and over-dimension loads.

Load restraint

We will ensure, as far as is reasonably practicable, that all loads will be placed, secured and restrained in compliance with any loading requirements applicable to the vehicle. This will include:

- checking the 'Loads' module in the NTC *Load Restraint Guide* for advice on specific load types

- for tie-down restraint, determining how much load restraint is required using the *Working Out Load Restraint* module and tie-down tables in the *Load Restraint Guide*
- for direct restraint, determining the strength of lashings required using the *Working Out Load Restraint* module or load tables in the *Load Restraint Guide*
- calculating the required load restraint for a vehicle's load and generating a load restraint plan and providing this plan to relevant parties for implementation
- developing load restraint systems for common loads (including mobile plant) and provide to responsible parties for implementation
- confirming that load restraints are load-rated equipment that complies with relevant Australian or other specified Standards and are approved for the use by the relevant authority
- confirming that load restraints are inspected and certified as safe to use by an appropriately qualified person or testing facility, and
- maintaining records of purchase, inspection, testing, maintenance and disposal of all load-bearing equipment used for load restraint purposes.

Driver fatigue

CoR extends to identifying fatigue risks to prevent or reduce potential harm or loss to the company and others. Parties in the supply chain who have an obligation under CoR to prevent fatigue breaches include employers, contractors, schedulers, loaders and unloaders, loading managers, operators, consignors and consignees.

The company will ensure that loading or unloading of heavy vehicles subject to HVNL is carried out to minimise delays and to allow drivers to maintain their work schedules. We will also ensure that times allowed for delivery do not place pressure on drivers to breach HVNL fatigue standards.

Managing speed

The company recognises that responsibility for managing speed extends to all parties in the supply chain, and that all persons in the supply chain have a responsibility to take practical steps to ensure that they do not cause or influence drivers to exceed speed limits. The HVNL prohibits any person from asking, directing or requiring a driver or other party in the supply chain to enter into any contract or agreement that would reward, encourage or provide incentive to a driver to exceed speed limits.

The company will, so far as is reasonably practicable, manage speed by:

- scheduling realistic journey plans and allow sufficient rest for drivers
- identifying high traffic periods and locations and plan schedules to work around them
- provide contingency plans to handle high traffic situations and other incidents
- Improving the efficiency of loading or unloading operations, and
- Keeping other parties advised of unscheduled delays.