

## Chain of Responsibility Policy and Procedure

Australian Grain Export Pty Ltd (AGE) endeavours to reasonably as practicable control work related hazards, risks and injuries through compliance with relevant Work, Health and Safety Legislation, Codes of Practice, Australian Standards and the Heavy Vehicle National Law and Regulations.

AGE recognises the importance of compliance with Chain of Responsibility (COR) laws. Compliance is critical throughout the chain to ensure a continual safe road and work environment. Links within the chain include consigners, consignees, receivers, schedulers, packers, loaders, unloaders, operators, exporters, importers, drivers, corporations, employers and directors.

Our business partners are independently required to comply with the COR laws. Working together with our partners we can maximise effort and resources to build a better and safer heavy vehicle road transport industry. All parties within the AGE supply chain including drivers attending AGE sites are responsible for the safe and efficient handling and movement of AGE product.

### Australian Grain Export Responsibilities

As a consignee we have a responsibility to comply with the Chain of Responsibility Legislation and will take active steps to ensure that all transport vehicles within the supply chain and entering our sites comply with legislated requirements of fatigue, vehicle management and legal mass.

### FATIGUE

Whilst Australian Grain Export acknowledge that resting and sleeping are the two most important criteria to combat fatigue we cannot manage or dictate what transport drivers do out of hours in their own time. Whilst we recognise the fatigue factors for drivers we are not in a strong position to identify when a driver may be fatigue impaired, we therefore rely on the drivers being able to recognize the early warning signs of fatigue understand the resultant effects and where needed cease driving.

Signs of Driver Fatigue	
Yawning	Poor concentration
Tired and/or sore eyed	Restlessness
Drowsiness	Slow reactions
Boredom	Irritability
Making larger steering corrections	Missing road signs and/or taking wrong turns
Nodding off for short periods of time	Having trouble staying in own lane

### What to do if a Transport Driver feels Fatigued

It is essential that if at any time a transport driver feels fatigued or tired they pull over, park the vehicle and notify Australian Grain Export and their supervisor as soon as it is safe to do so.

To help manage fatigue, transport drivers and providers should adhere to the following:

- Stop and rest as soon as possible when you realize you are becoming fatigued;
- Do not try and push on, especially in those 'body clock' danger times of night/early morning and afternoon;
- Look after your health and fitness with regular exercise and a healthy diet;
- Have a ZERO blood alcohol concentration (BAC) and a ZERO illicit drug reading when driving;
- Never drive longer than the legal work and rest hours;
- Never agree to a roster that is longer than the legal work and rest hours;
- Speak to your supervisor about driver rotation

## Log Book

Transport drivers are required to carry a log book at all times and fill in their log when the trip takes them beyond a 100km radius of their home base.

Drivers must record information such as whether they are working under Standard Hours, Basic Fatigue Management Hours or Advanced Fatigue Management Hours and when they change from the work to rest option in their log/work diary.

## Standard Hours

The Standard Hours option is aimed at regular scheduled driver operations with a lower fatigue risk with up to 12 hours work in a 24 hour period. Standard hours are the work and rest hours allowed in the HVNL for all drivers who are not operating under National Heavy Vehicle Accreditation Scheme (NHVAS) accreditation or an exemption. They are the maximum amount of work and minimum amount of rest possible that can be performed safely without additional safety countermeasures.

Standard Hours (Solo drivers of a fatigue regulated heavy vehicle)		
Total period In any period of...	Maximum work time A driver must not work for more than a total of...	Minimum rest time And must have at least...
5 hours and 30 minutes	5 hours and 15 minutes	15 continuous minutes rest
8 hours	7 hours and 30 minutes	30 minutes rest, in blocks of 15 continuous minutes
11 hours	10 hours	60 minutes rest, in blocks of 15 continuous minutes
24 hours	12 hours	7 continuous hours stationary rest 1
7 days (168 hours)	72 hours	24 continuous hours of stationary rest
14 days (336 hours)	144 hours	4 night rests (includes 2 consecutive nights rest) 2

1 Stationary rest is rest time that a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary fatigue-regulated heavy vehicle.

2 A night's rest break means 7 continuous hours stationary rest time taken between 10 pm and 8 am or 24 continuous hours stationary rest.

## Basic Fatigue Management (BFM)

Those operating under NHVAS with Basic Fatigue Management (BFM) accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period. BFM gives operators a greater say in when drivers can work and rest, as long as the risks of driver fatigue are properly managed.

## Advanced Fatigue Management (AFM)

Advanced Fatigue Management (AFM) accreditation brings a risk management approach to managing driver fatigue. Rather than setting work and rest hours, AFM offers the flexibility to propose your own hours as long as the fatigue risks of those hours are offset by sleep, rest and other management practices in a compliant fatigue management system.

## Australian Grain Export will:

- Report incidences of driver fatigue to the vehicle owner/provider or consigner;
- Review our practices that may cause, encourage or lead to driver fatigue;
- Identify potential loading and unloading improvements at our sites in consultation with drivers/transport providers and consigners;
- Advise drivers if loading or unloading times will be significantly late or early so they can better manage their work and rest times;
- Make reasonable arrangements to manage loading or unloading time slots;
- Ensure our delivery, loading and unloading requirements do not promote or encourage drivers to:
  - exceed the speed limits on our sites
  - exceed regulated driving hours
  - fail to meet the minimum rest requirements
  - drive while fatigue impaired

## **VEHICLE MANAGEMENT**

### **Roadworthiness**

Under the Chain of Responsibility, the driver / the owner / the transport provider are responsible for a vehicle's roadworthiness. A roadworthy vehicle is a safe vehicle for the driver, the provider as well as other road users. Transport drivers, providers or a person who permits an un-roadworthy heavy vehicle to be used on public roads can be heavily fined.

### **Daily Pre-Starts Checks**

Australian Grain Export cannot stress enough how important it is that all transport drivers conduct a prestart of the vehicle at the beginning of their shift, by conducting these checks it helps identify and eliminate any faults or potential faults, reducing the chance of a crash, resulting from mechanical failure. These inspections should be conducted prior to shift start (regardless of the time of day) and always following the manufacturer's recommendations.

### **Identified Vehicle Issues**

If a vehicle has a maintenance or mechanical problem whilst on consignment the driver must immediately notify the transport provider or vehicle owner.

### **Vehicle Inspections and Maintenance**

Australian Grain Export expects that all vehicle inspection checks and maintenance work are conducted at the recommended intervals/times. Formal records should be maintained to ensure all checks and maintenance works are conducted as they fall due.

## **OVERLOADED VEHICLES**

### **At a Non Australian Grain Export Site** (Supply Chain Transport Providers)

Loads are not to exceed applicable mass, dimension and load requirements. Where a mass, dimension or overload is detected Australian Grain Export is to be notified of the breach which in-turn may trigger an AGE non-compliance.

### **At Australian Grain Export Sites - Dublin and Rупanyup** (Drivers and Vehicle Owners / Providers / Consigners)

Australian Grain Export has obligations under the Chain of Responsibility to record overloaded vehicles on delivery tickets and to disclose all records to the relevant authorities upon request.

Whilst we do not wish to refuse overloaded vehicles we cannot knowingly and continually place overloaded vehicles back on public roads. To this end Australian Grain Export will follow reasonable and fair steps in order to prevent breaches of Legal Mass. The Minor, Substantial, Severe/Critical processes described following will be enforced for all grain transport vehicles entering our Dublin and Rупanyup sites.

### **Legally Loaded Vehicles at Dublin & Rупanyup Sites**

Legally loaded vehicles will be directed to unload upon completion of paperwork.

### **Breach Process for Overloaded Vehicles at Dublin & Rупanyup Sites**

Our breach process aligns with the NHVR heavy vehicle categorisation for Minor, Substantial, Severe/Critical breaches of greater than 100% of the legal limit.

#### **Minor Inward Overload which is >100% and <105% of Legal Limit**

- A verbal warning of the breach is made to the driver; and
- The weigh bridge ticket is stamped "Overload" showing the percentage overload

#### **Substantial Inward Overload which is =>105% and <110% of Legal Limit**

##### **1<sup>st</sup> Breach**

- A verbal warning of the breach is made to the driver; and
- The weigh bridge ticket is stamped "1<sup>st</sup> Overload" showing the percentage overload

### **2<sup>nd</sup> Breach**

- A verbal warning of the breach is made to the driver; and
- The weigh bridge ticket is stamped “2<sup>nd</sup> Overload” showing the percentage overload;

### **3<sup>rd</sup> and Subsequent Breaches**

- The 3<sup>rd</sup> or subsequent Overload is verbally confirmed with the driver and an AGE non-compliance is immediately emailed to the vehicle owner/provider or consigner;
- The weigh bridge ticket is stamped “3<sup>rd</sup> & Final Overload” showing the percentage overload;
- The grain delivery will not be accepted;
- The non-acceptance of the delivery is logged against the driver and vehicle owner/provider or consigner by Australian Grain Export;
- The driver will be asked to move their vehicle to a designated rest area where the overweight can be safely rectified by the driver, or the vehicle owner/provider or consigner. The Australian Grain Export representative will discuss with the driver options. All options will be at the driver’s, the vehicle owner’s or the vehicle provider’s expense.

### **Severe/Critical Inward Overload which is $\geq$ 110% of Legal Limit**

- The Severe/Critical Overload is verbally confirmed with the driver and an AGE non-compliance is immediately emailed to the vehicle owner/provider or consigner;
- The weigh bridge ticket is stamped “1<sup>st</sup> & Final Overload” showing the percentage overload
- The grain delivery will not be accepted;
- The non-acceptance of the delivery is logged against the driver and vehicle owner/provider or consigner by Australian Grain Export;
- The driver will be asked to move their vehicle to a designated rest area where the overweight can be safely rectified by the driver, or the vehicle owner/provider or consigner. The Australian Grain Export representative will discuss with the driver options. All options will be at the driver’s, the vehicle owner’s or the vehicle provider’s expense.

### **Outward Overload**

Before re-entering public roads outward loaded vehicles must not exceed 100% of their legal limit. If a vehicle is overloaded a warning will show at the weigh bridge and the load will need to be reduced.

### **Freight Containers**

Transport providers carrying freight containers must have a verified Container Weight Declaration.

### **Loading/Unloading Equipment**

Australian Grain Export will ensure that loading and unloading equipment at the Dublin and Rupanyup sites is regularly checked and maintained to ensure equipment is in good working order and is fit for its purpose.

### **Transport Provider’s, Supplier’s and Client’s Responsibilities**

All parties are required to adopt practices and systems to comply with the COR laws which are not limited to:

- Ensuring declared weights and container weight declarations on all consignments are correct, accurate and in accordance with applicable laws;
- Checking loads do not exceed applicable mass, dimension and load requirements;
- Ensuring business practices do not cause drivers to drive while fatigued, exceed speed limits, exceed regulated driving hours or fail to comply with rest requirements;
- Checking drivers for fatigue;
- Ensuring that where there are urgent deadlines in transporting product those customers and indeed transport providers do not influence or direct drivers to breach speed or fatigue laws;
- Regularly inspecting and maintaining vehicles to ensure roadworthiness is maintained

**Australian Grain Export will engage supply chain Transport Providers who;**

- a) Agree through signature to the *AGE Supply Chain Transport Provider Agreement*;
- b) Provide AGE a copy of the requested documentation named within the *AGE Supply Chain Transport Provider Agreement*;
- c) At all times represent AGE in a professional and safe manner and obey the client's rules and requirements when at a non-AGE delivery point;
- d) Notify AGE of a non-compliance that occurs within the supply chain or at an AGE site;
- e) Correct the non-compliance;
- f) Manage any subcontracted works so as to meet the requirements of this Policy and Procedure;
- g) Agree to AGE conducting a 2<sup>nd</sup> party audit as and when required to verify COR documentation and processes of the supply chain transport provider or their subcontractor;

Non-compliance within the supply chain or at an AGE site may trigger a non-compliance process against the supply chain transport provider, the driver, the vehicle owner or the consigner.

AGE will maintain a *Supply Chain Transport Provider Evaluation Form* for each supply chain transport provider to establish an AGE preferred provider list.

This Chain of Responsibility Policy and Procedure will be reviewed annually in consultation with AGE employees and partners to ensure ongoing compliance with legislation and significant organisational changes.

A copy of this Policy and Procedure will be posted in common areas at AGE sites and copies forwarded to AGE supply chain transport providers as well as drivers and vehicle owners attending AGE sites.

Signature: \_\_\_\_\_



*Tim Martin, Managing Director  
on behalf of AGE Directors*

Date 17 / 08 / 2023