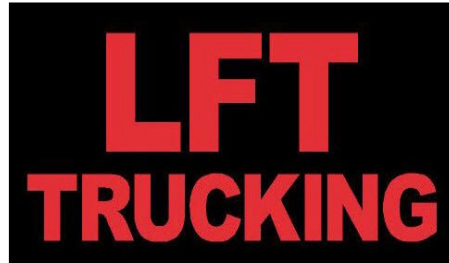


# COMPANY COMPLIANCE MANUAL

## L. FRAUMANO TRANSPORT P/L

(ABN: 57 640 868 954)

Version 04.08.2023



L. Fraumano Transport P/L is committed to health and safety and this manual outlines the organisations code of behaviour for all staff and Contractors. This manual may be amended from time to time at the company's discretion.

The manual sets out the company's rules, regulations, and standards of behaviour and procedural issues.

It has been designed to help you understand your responsibilities and obligations as a company employee or contractor.

It is also a reference manual of the company's policies and procedures and training and induction guidelines.

All company staff and contractors are expected to abide by this manual (as amended from time to time). Accordingly, it is expected that you will read, understand and work in accordance with the documented requirements. It is the responsibility of all contractors to ensure that any person engaged by them reads, understands and abides by this manual. Failure to comply with this requirement may result in disciplinary proceedings or, in some instances, legal proceedings being commenced against you.

If after reading through this manual and being involved in the induction training you are unsure on any issue, please contact Luke Fraumano (or a person nominated by him) immediately.

A signed copy of this manual will be kept in your personal file.

Note: No manual can provide all the answers. If you do not know, or are unsure, ask your supervisor. Do not guess.

Also, it is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

## INTRODUCTORY STATEMENT

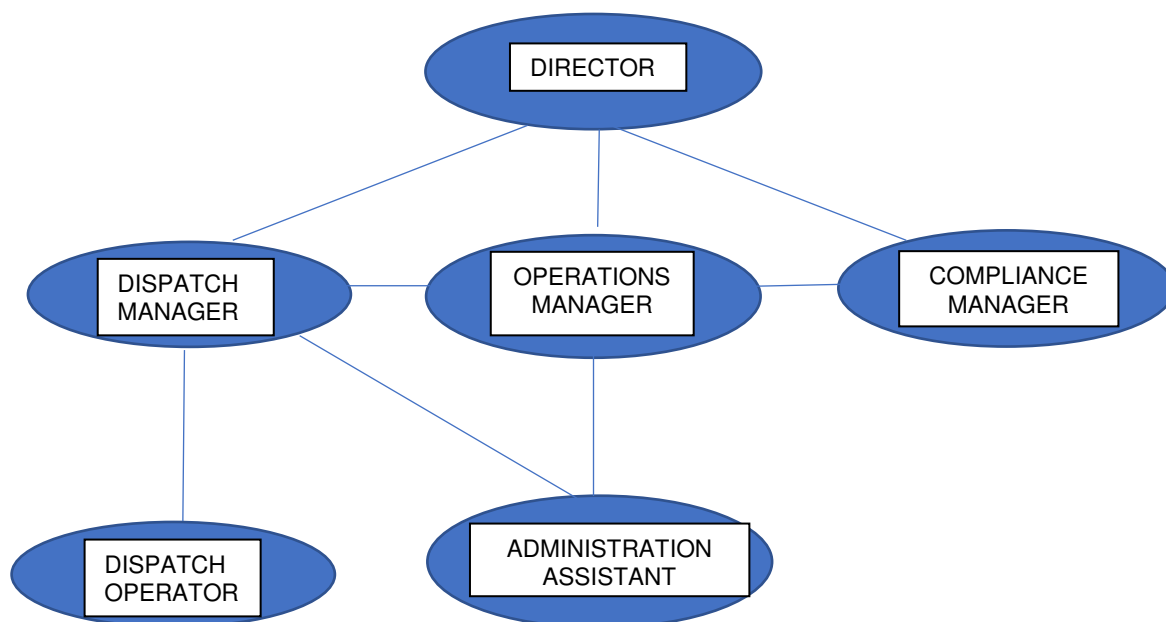
This company compliance manual has been compiled to assist contractors in learning about many important issues and aspects of the workplace. The issues and aspects discussed are broad and have direct impact on safety, environment, property, public liability, security, emergency management, human resources and quality performance.

As a contractor to L. Fraumano Transport you will be expected to take responsibility for and comply with these issues and aspects.

## COMPANY PROFILE

Company:	L. FraumanoTransport P/L
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## ORGANISATION CHART



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## **OCCUPATIONAL HEALTH & SAFETY PROCEDURES**

### **EMPLOYERS RESPONSIBILITIES**

L. Fraumano Transport places the highest emphasis on Health & Safety in conducting its daily business. The company is committed to the risk management process and ensuring as far as reasonably practicable, all employees, contractors, visitors and the public are adequately informed and trained, and shall work in an environment that is free of hazards that may cause personal injury.

The Company believes this key objective will benefit all people involved in Group activities and it will only be achieved through the constant promotion and improvement of safe working practices, control of hazards, safety awareness and commitment to safety on the part of each person involved including that of our contractors.

To achieve these objectives, L. Fraumano Transport shall:

1. Maintain as far as reasonably practicable a safe environment at all L. Fraumano Transport locations.
2. Ensure safety practices and procedures are implemented and maintained throughout the Company that are relevant to the operational activity, comply with statutory requirements and promote the involvement of all personnel in the maintenance of a safe working environment.
3. Ensure appropriate emergency procedures exist in all work locations and that all personnel understand the procedures relevant to their location.
4. Provide the training, instruction and supervision, dissemination of information and necessary resources to support Occupational Health & Safety in the various areas of Company activity.
5. Ensure appropriate procedures are maintained for the reporting and review of all safety incidents and situations likely to be hazardous to a safe working environment.

All employees & contractors have a responsibility to follow all OH&S policies and procedures and to report any hazards.

This OH&S Policy will be reviewed every two years (or such other period as may be decided by the company) as part of L. Fraumano Transport's Occupational Health and Safety Management System Review.

### **EMPLOYEES & SUB CONTRACTOR RESPONSIBILITIES**

All contractors conducting work for L. Fraumano Transport must comply with the following requirements:

- To know all the requirements of all the relevant Acts, Regulations, Standards, Codes of Practice etc relating to the Contractor's provision of services.
- To ensure all necessary approvals, permits, licenses and insurances are obtained and evidence of such is provided to L. Fraumano Transport prior to commencing any work:
- To assess all risks the intended work poses to the health and safety of themselves, others, to property and the environment prior to commencing all such work:
- To notify L. Fraumano Transport and the appropriate site supervisors immediately if any hazard or job safety issue is identified so it can be fixed and documented.
- To induct all contractor's employees.
- Adhere to all site-specific rules, procedures and requirements always. For example, safe work procedures, JSEA's, safety plans, environmental management plans (on road map):
- Advise L. Fraumano Transport if any breach or contravention of rules and requirements occurs:
- Apply the environmental principles REDUCE, REUSE and RECYCLE when working for L. Fraumano Transport.

## **ENVIRONMENTAL POLICY**

L. Fraumano Transport is committed to be an environmentally responsible company. Legal compliance is regarded as a minimum standard and actions beyond statutory regulations, which conserve or protect the environment and support business goals are encouraged.

L. Fraumano Transport is particularly mindful of the effect of heavy vehicles on the environment, hence promoting a policy of regular maintenance and monitoring of emissions for company vehicles.

## **EMERGENCIES**

Employees & Contractors must ensure they familiarize themselves with all emergency procedures at all customer & supplier premises. Both Contractors & employees are required to be familiar with the location of emergency spill containment, fire extinguishing equipment, their use and methods of operation, and fire escape routes for all customer & supplier premises that are visited frequently.

## **MANUAL HANDLING & LIFTING**

Manual handling covers a wide range of activities including lifting, pushing, pulling, grasping, throwing and carrying. Inappropriate manual handling may lead to injury. Contractors should have in place procedures for identifying and assessing hazardous manual handling and control measures to minimize the risk of injury to contractors and contractors' employees.

All manual handling tasks carried out while undertaking work for L. Fraumano Transport, must be done in accordance with safe lifting guidelines including using mechanical aids where available, and seeking assistance from colleagues if required.

A good guide for manual lifting is:

- a) Plan the lift. If the load is too heavy get help
- b) Place your feet apart, one foot beside the load, one foot behind it.
- c) Bend your knees.
- d) Hold the load firmly with both hands.
- e) Raise your head and keep your chin in to help keep your back straight.
- f) Lift load to the waist, by straightening your legs, keeping elbows close to the body.
- g) To put the load down, bend your knees and keep your back straight.
- h) Wear protective clothing if necessary.

## **PERSONAL APPEARANCE AND DRESS**

Please ensure you always maintain a neat appearance and that any uniform if supplied is worn appropriately.

## **EQUAL OPPORTUNITY**

L. Fraumano Transport is committed to providing a workplace that is free from all forms of harassment and discrimination.

All individuals are to be treated with respect, regardless of their sex, race, colour, religious beliefs or position in the organization.

The company encourages reporting of behaviour of this nature. If you feel you (or someone else) is being harassed or discriminated against, you should contact Luke Fraumano (or a person nominated by him) immediately. The company's procedure for dealing with complaints of this nature may include counselling, disciplinary action or a termination of our arrangement with the guilty party.

## **BULLYING**

Workplace bullying is defined as repeated, unreasonable behaviour directed to an employee or group of employees, that creates a risk to worker health, safety and wellbeing.

The company encourages reporting of behaviour of this nature. If you feel you (or someone else) is being bullied, you should contact Luke Fraumano (or a person nominated by him) immediately. The company's procedure for dealing with complaints of this nature may include counselling, disciplinary action or a termination of our arrangement with the guilty party.

### **WORKING PERMITS - AUSTRALIAN CITIZEN OR AU WORKING VISA**

It is prohibited under the Migration Act 1958 to allow or refer an illegal worker to work.

You, as the contractor providing the services to L. Fraumano Transport Pty Ltd you must ensure that each person you employ or sub-contract to provide the services is allowed to work in Australia.

A person who is allowed to work in Australia is one of the following.

1. an Australian citizen; or
2. a non-citizen with a valid Australian visa that allows the person to work in Australia.

Certain visas, for example visitor visas do not allow non-citizens to work while they are in Australia. People who no longer hold a valid visa are also not allowed to work in Australia.

The Department of Immigration and Border Protection has published a set of practical examples of ways in which you can check if a non-citizen is allowed to work in Australia or any restrictions a non-citizen may have on their visa.

**See:** <https://www.border.gov.au/Busi/Empl/Empl/employing-legal-workers>



## **DRUGS & ALCOHOL**

Possession of, or being under the influence of, alcohol or illegal drugs or drugs which will affect your ability to perform your job is prohibited.

You are not permitted to carry drugs (other than prescription medications) in a company vehicle.

Where taking prescribed medication, advice should be sought from the doctor or pharmacist to ensure that the medication will not affect your ability to perform your work duties. You should also advise L. Fraumano Transport when taking any medication.

As alcohol remains in the body for several hours, as a guide it is suggested that you do not consume alcohol for at least eight hours before commencing work. Remember that the law requires drivers of vehicles above 16 tonnes to have a zero-blood alcohol level.

It is LFT's Policy that:

- a) The possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited on any LFT site or while performing any duties on behalf of LFT.
- b) The soliciting, selling or distribution of prescribed drugs on any LFT site or while performing any duties on behalf of LFT is prohibited,
- c) LFT Workers and Visitors must not be under the influence of any:
  - illicit drugs whilst they are on any LFT site, operating any LFT equipment or while performing any duties on behalf of LFT or
  - prescribed, or non-prescribed drugs or alcohol to a level where it could risk injury to any person, including the user, or contradicts any statutory requirement. Whilst this applies to any activity, it particularly applies where LFT Workers are required to operate vehicles or equipment, or work within the proximity of operating vehicles or equipment.
- d) The consumption of alcohol is prohibited:
  - in all vehicles.
  - in any LFT operational area under any circumstances.

A breach of a) or b) above will be regarded as serious misconduct and will result in disciplinary action being taken immediately.

A breach of c), d) or e) may lead to a rehabilitation process and/or disciplinary action.

- All drivers if requested by LFT or LFT Clients be willing to take part in a structured random drug and alcohol testing program. Additionally, LFT and LFT Clients reserve the right to conduct drug and alcohol testing of those involved in any workplace incident or accident or where there is reasonable opinion that a Worker may be impaired by drugs or alcohol.
- reserve the right to discipline any LFT Worker who breaches this policy or any statutory requirements including, but not limited to, termination of employment. Visitors in breach of this Policy should be immediately removed from any LFT site and consideration given to banning them from the site.

Directors, Group Directors and General Managers of all business units and Group functions are responsible for ensuring adherence to this policy.

## **SMOKING**

L. Fraumano Transport encourages a 'smoke free' work environment.

Contractors must ensure all laws and regulations regarding smoking in the work environment are adhered to.

## LFT EMPLOYEE TRAINING

All LFT employees that have a direct role in the COR must have completed an approved course in COR training prior to managing schedules for LFT drivers. This course will be at the expense of LFT, and employees will obtain an approved certificate upon completion.

Employees will be instructed on the importance of the COR Register and keeping up to date daily.

All LFT Despatch operators and schedulers must successfully complete the Schedulers course – TLIP0006.

The course must be taken online at the LFT Office or in the presence of another LFT representative.

Certificates will be recorded against each employee in the Employee Training Register and refresher courses will be required every 5 years or sooner if deemed necessary by LFT Management.

<b>Employee Training Register</b>				
<b>Name</b>	<b>Postion</b>	<b>Course Name</b>	<b>Completed</b>	<b>Renewall Due</b>
John Smith	Desptach manager	TLIF3063 - Fatigue Schedulers	8/02/2018	7/02/2023
Sam Jones	Despatch Operator	TLIF3063 - Fatigue Schedulers	4/01/2018	3/01/2023

LFT will share all training and industry awareness resources monthly with their employees and contractors and it is expected that these resources are read and passed onto appropriate personnel. If anyone is unsure of the content within the documents, then it is expected that they will contact LFT Management to obtain further information or clarity on the information provided.

LFT staff must all complete the online LFT Induction course,.

Employees, contractors and Drivers may be required to attend future training courses as deemed necessary by LFT and must make every effort to make themselves available for extended training and learning opportunities.

### Special Needs Training

Whenever a compliance performance is identified as being deficient or repeated serious issues arise, then LFT will arrange special responsive training. Responsible parties will be required to attend and complete further training on the Specific issue and may also be liable for the cost of this extra training due to noncompliance.

### DRIVER INDUCTION & TRAINING:

All new permanent drivers to LFT must first be inducted into the LFT fleet using the LFT Driver Induction Guidelines.

This includes:

- Submission of all formal documents
  - Completion of Driver application & Training form.
  - A completed driver competency checked signed off by the driver's employer.
  - Driver's License Front/ Back
  - Police Check (< 2 years old)
  - Vic Roads Driving History report (include demerit points) < 6months old.
  - Medical certificate < 3 years old (<1yr old if driver >50)
  - NTC Load Restraint Induction signed off
  
- Attend a formal interview and training session at LFT office.
  - Company Compliance Manual Overview including COR Legislation
  - LFT Online Induction course
  - Incident reporting
  - Mobile App (The Chain App) Training and overview
  - LFT Website and information resource

Drivers will also be trained on the importance of site inductions and given direction on how to complete these.

## INDUCTION RENEWALS

The table below outlines the required timeframe that Specific Driver inductions need to be renewed. It also confirmed any late fees associated with each induction and the cut off time frame in the instance that they are not renewed in a timely manner.

Driver Induction	Induction Renewals Requirements	Ongoing Late Administration Fees (excl gst)-	Final Cut off Timeframe from Expiry date
Speed Check-	Every 6 months	\$10/wk.	1 month
Police Check	Every 2 years	\$50/month	2 months
Medical Check	Every 1-3 years depending on driver age	\$50/month	2 months
LFT Induction Renewal	Every 2 years	\$5/wk.	1 month

These fees are not negotiable and will be automatically added to each Contractors pay statement outlining the driver's name and details of the overdue induction.

Any driver that still fails to renew the appropriate induction by the Final cut-off date will no longer be allocated work until the induction is resubmitted.

All late site inductions will not incur a fee however drivers WILL NOT be allowed to work out of that site until the induction is renewed.

## **DRIVER REQUIREMENTS & SAFETY**

### **HEALTH AND MEDICAL**

All drivers are required to take a pre-employment medical check (including drugs & alcohol) prior to working for LFT. There is a wide range of medical, hearing and eyesight conditions which may impact on your ability to work safely.

If you have a medical condition, it is in your own interest to ensure that it is appropriate for you to operate machinery or drive a vehicle.

If you are concerned that you may have a medical condition which may affect your ability to work safely, you should speak to your doctor and inform L. Fraumano Transport immediately of your change in circumstances.

Note: There is a legal obligation for all drivers to notify VicRoads if they have or develop a medical condition that may impact on their ability to drive safely.

All drivers <50 years of age will be required to submit a medical report to show they are fit to drive a heavy vehicle, every 3 years. This will be effective as of 1/12/2017 and all drivers will be required to upload a copy of a valid (less than 3 years old) medical report.

All Drivers > 50 years of age will be required to submit a medical report to show they are fit to driver a heavy vehicle every year. This will be effective as of 1/12/2017 and all drivers will be required to upload a valid (less than 1 year old) certificate.

A Medical report form is available for download from the Vic Roads Website and should be taken to your local GP to be completed. Once completed and if clear to drive a heavy vehicle you will need to go to the driver inductions in your app and upload the certificate against the new induction: DRIVER MEDICAL. Please ensure you enter an expiry date that is 1-3 years from the examination date, depending on the age requirements as outlined above.

<https://www.vicroads.vic.gov.au/searchresultpage?q=medical%20report%20form>

All employees & drivers will also need to adhere to any additional Safety Plans) that are implemented as required

### **DRIVERS LICENCE**

Your engagement is conditional on you holding a current and valid Driver's Licence of the appropriate class. Should your licence be withdrawn for speeding, accumulated demerit points, or any other reason, you must notify L. Fraumano Transport immediately.

You must hold a valid driving licence for the class of vehicle that you operate. You must carry your current, relevant and valid National licence with you while on duty.

It is an offence to drive a vehicle in a category for which you are not licensed. It is also an offence to employ or allow someone who does not hold the right category of licence to drive that vehicle.

You must notify L. Fraumano Transport immediately if there is any change in your eligibility to drive or operate a vehicle. This includes loss of licence, or any restrictions placed on your license.

### **POLICE CHECKS**

All Drivers will be required to submit a valid (no older than 2 years) Police check before working for LFT. Police checks will need to be renewed and submitted every 2 years.

### **PRE-START – SAFETY CHECKS**

Before starting off on the first journey of your shift you must carry out a vehicle inspection, in accordance with the 'Daily Vehicle Inspection Checklist as prompted through The Chain App, prior to commencing any work for the day. LFT despatch should be notified immediately if your answers prevent the app from Starting.

All Drivers need to continue to monitor their vehicle throughout the day and alert LFT despatch immediately should they notice any area of concern that may increase the risk of a potential hazard occurring.

## **BREAKDOWNS AND MECHANICAL PROBLEMS**

Your vehicle becomes a road hazard when it is on the road broken down – use your three portable warning signs if this happens. These must be placed at the side of, and between 50-150 meters to the front and rear of the vehicle. You must report any breakdowns to L. Fraumano Transport immediately.

## **PASSENGERS**

It is the company's policy that no passengers should be carried in a contractor's vehicle while carrying out work for L. Fraumano Transport P/L, unless cleared by L. Fraumano Transport first. Not Pets or children are allowed in vehicles while working for LFT.

## **ACCIDENTS / INCIDENTS**

If you and your vehicle is involved in an accident you must try to get to the side of the road to prevent another accident from happening. You must also protect the area by using hazard warning lights, or your portable warning triangles.

All accidents must be reported to the appropriate authorities immediately as well as the despatch team at L. Fraumano Transport. Accidents/Incidents include but are not limited to injuries, spills, near misses, damage to equipment, environmental incidents and loss of containment both in the operation, on the road and at customer premises.

The L. Fraumano Transport **INCIDENT REPORT FORM** can be found on our website [www.lftransport.com.au](http://www.lftransport.com.au) and must be completed and submitted within 24hrs of the incident occurring.

## **WORKING AT CUSTOMER OR SUPPLIER LOCATIONS**

All contractors must ensure they adhere to all site-specific rules, procedures and requirements always. Please ensure all Customer site inductions are uploaded and kept up to date via The Chain App.

## **TRUCKS, CARS & FORKLIFTS**

There are important things to remember when you are driving on supplier sites. You may come across forklifts. Remember they always have right of way. You must be careful to look for forklifts when you are driving at night. This is because forklifts are often moving in reverse and their lights can be difficult to see.

## **PEOPLE WALKING AROUND**

You must always watch for people walking around supplier sites. When you are walking do not take short cuts through buildings because this can be dangerous. Always use the marked walkways on the ground. You need to take special care when driving inside a building as there may be people walking around.

## **CUSTOMER / SUPPLIER RELATIONS AND COURTESY**

Be always courteous – our customers and the general public judge us by your actions.

Drivers and contractors are expected to comply with all appropriate legal requirements and acceptable community standards while on company business.

Please ensure you:

- Be courteous and helpful to customers.
- Be a team player.
- Wear your uniform (if applicable) with pride and ensure it is clean and presentable at all times.
- Always maintain a professional appearance
- Ensure your vehicle is clean and presentable.
- Always think safety for yourself, others and your equipment

## **DISTRACTION**

There is a high risk associated with drivers being distracted when driving. This Policy which removes or limits the risk of driver distraction from devices such as mobile phones, two-way radios, GPS navigation, transponders and other devices must be always adhered to.

- L. Fraumano Transport will endeavour to only communicate with drivers when it is known the vehicle is stopped at delivery points or alternatively by using message bank so a driver may receive the message once safely parked.
- Drivers are required to be safely parked prior to entering data into any GPS navigation, transponders, two-way radios and mobile phones etc.

- The use of mobile phones and other communication devices is banned when using any machinery or even around an area with machinery, forklifts and vehicles. These are no phone zones.
- L. Fraumano Transport is happy to provide journey plans to give good advice on how to get to a destination upon request. This will reduce the risk of the driver being distracted looking for a street name etc.
- Drivers must be safely parked before reading maps, directions and journey plans.
- L. Fraumano Transport will ensure that all its vehicles have easy to reach controls and legible instruments or the appropriate training will be given prior to any driver operating the vehicle.

## **FALLS & BODY STRESSING**

Falls and Body Stressing Other potential causes of injuries are falls from trucks and those associated with manual handling activities. Whilst it is not reasonably practical to eliminate these risks, we can minimise them. Fall risks are more difficult and beyond using 3 points of contact when climbing and/or fall restraints. It becomes very challenging to eliminate the need to climb onto a truck in all circumstances. However, at no time shall any person under L. Fraumano Transports control or direction, climb onto plant and equipment loaded on the rear of truck unless it has purpose designed access points. In respect to accessing the tray of a truck/trailer, due to the variety of equipment carried nationally and the mix of contractors and owned fleet it is not possible to provide trucks with handrails and other fall prevention measures in all cases. However, some solutions are available and should be used whenever possible, such as pre-slinging loads to eliminate the need to climb. Some customers demand that persons must not climb onto trucks – if that is their position drivers are entitled to ask for their assistance by providing appropriate docks or other access equipment.

## **NON-Routine Tasks**

Certain tasks or sites that are visited on a regular basis become a “routine task”. Workers become familiar with their surrounds and generally potential risks and procedures are familiar and become routine. If you are requested to perform a Task that is not “routine” such as visiting a new site or delivering to a new Loading Bay, you MUST be on extreme high alert and thoroughly access all potential risk factors involved with the task. If you notice any possible risk, you must contact LFT Despatch and any site supervisors immediately. Do not continue with the non-routine task until you have informed the appropriate personnel and any potential risks have been removed or reduced. You may need to complete a Risk Assessment Scope prior to commencing the work available via the LFT website.

## **TRAVEL DELAYS**

If a driver is delayed for any reason, be it on site or due to unexpected circumstances like heavy traffic, bad weather the driver must report the delays to LFT Despatch as soon as possible. All drivers are to phone LFT Despatch and advise of any delay so that time constraints and third parties can be informed of the delay. Under no circumstance should a driver speed with the intention to make up for lost time.

## **SEAT BELTS**

The law requires all drivers and any occupants to wear a seatbelt. You must ensure that you and any passengers are wearing seat belts whilst driving. If you are concerned about the working of your seat belt, advise L. Fraumano Transport immediately.

## **MOBILE PHONES**

Please ensure your vehicle is fitted with the appropriate mobile phone cradle and a working hands-free speaker connecting system. It is illegal to use a mobile phone in a vehicle without these devices. Texting or using the LFT/Chain App while driving is not allowed under any circumstances.

Please follow site rules regarding mobile phones. As a rule, you should not be talking on your phone in the dispatch areas as this may cause a safety issue. Safety zones are the best place to talk on phones.

## **VEHICLE CLEANLINESS**

Rubbish must be removed from your truck cabin at the end of each shift. Your vehicle and cabin must be kept clean at all times.

## **BRIDGES AND OVERHEAD OBSTRUCTIONS**

Bridges are marked with weight load limits and overhead obstructions with clearance heights. To observe these posted limits, you must know the weight of your loaded vehicle, the load on each axle and the height of your vehicle.

## **DESIGNATED ROUTES**

You must know the laden height of your vehicle and plan your route to avoid any low bridges, telephone, or electricity wires along the way.

## **REVERSING**

Get out and check behind the vehicle, check clearance at sides, tops and bottom, and keep the trailer doors closed until you are near the loading dock.

Commence reversing at a slow and steady pace, whilst constantly monitoring your mirrors for pedestrians and other traffic. If in doubt stop, get out of the vehicle and recheck location and distance clearances.

If you use someone to guide you be mindful of the position of that person, make sure that you can always see them.

## **BRAKING**

Always brake with care, remember that the truck will react differently depending on the size and weight of the load, the distribution of the load, the road surface and weather conditions.

You should never drive a vehicle with faulty or suspect brakes. Braking faults should be reported immediately to L. Fraumano Transport.

Engine brakes are auxiliary to the main service brakes. Never use your engine brakes on slippery or wet surfaces, as a jack-knife may occur from which you may be unable to recover. Unless emergency braking is required, do not use engine brakes in or near residential and built-up areas as they can be extremely noisy.

Ensure that the exhaust system is not defective, and that the muffler is free of holes and rust at routine intervals to help reduce noise emissions. It is recommended that cheap ineffective mufflers or nonstandard components are not used on vehicles for this same reason.

## **HIGHWAY COURTESY**

The road is there for all road users, you should always show courtesy and patience to other road users. Make allowance for errors and inappropriate actions by other road users. Your heavy vehicle will obscure the view of drivers behind you. They may not even see a red traffic light ahead. Give drivers behind you as much warning as possible of your intention to slow down or stop.

As a professional driver you should always give right of way. Remember fire trucks, police vehicles and ambulances all have right of way when sirens or lights are flashing. Pull over to the left or stop to enable them to pass.

In the event of a Road Rage incident, please ensure you remain calm and never leave your vehicle unless there is a safety concern to stay. Please report the incident immediately to L. Fraumano Transport and if necessary, the appropriate authorities.

## **OVERTAKING/PASSING**

Do not overtake a vehicle unless you have sufficient speed to enable you to overtake quickly and regain your correct side of the road.

You should never overtake in the following circumstances:

- Over continuous lane separation lines.
- On narrow roads.
- Near or on a curve or crest of hill.
- Near or on a bridge.
- At railway crossings or tunnels.
- When clear vision is restricted; and
- Through road work areas

Never indicate or flash your lights to influence overtaking by other road users. Never use the CB radio or mobile phone to direct other vehicles to overtake.

## **PARKING**

When parking a vehicle for any length of time, park away from houses, shops and schools, and as far away from the moving traffic as possible. Always Park your vehicle in a safe position where it can be seen by other vehicles and traffic is not forced to divert around the vehicle. You must be careful and try to park as far away from the stream of traffic as possible.

You must use your portable signals when you have stopped, and your vehicle cannot be seen at any time for 200 meters in all directions. You must also use warning signals if any part of your load falls off. Signals must be placed between 50 and 150 metres in front, and to the rear of the vehicle or fallen load. The third signal must be placed at the side of the vehicle to give sufficient warning to other road users.

When parking or stopping your vehicle at night you must leave its parking lights on, if your vehicle is over 2.2 metres wide all clearance and side-marker lights must be on, unless you can be seen by street lighting for 200 metres in all directions.

Special rules apply for parking vehicle carrying dangerous goods. Check these rules with the Victorian WorkCover Authority.

## **RAILWAY CROSSINGS**

Always look both ways before attempting to drive through a railway crossing, especially when there is more than one rail line to cross. Never drive through a railway crossing when the red lights are flashing. Always stop and wait until the red light stops flashing and the train has passed through the crossing. Be sure you can cross safely before attempting to drive through the crossing.

Always stop at unlit or unsupervised railway crossings before proceeding.

Special rules apply for vehicle transporting dangerous goods and at railway crossings. Check these rules with the Victorian WorkCover Authority.

## **ROAD HAZARDS**

You should always adjust your driving to suit the following conditions.

- Rough and slippery surfaces
- Narrow or winding roads
- Low wires, roofs or awnings
- Low bridges, runnels, underpasses and trees
- Livestock on or beside the road

Your vehicle can become a road hazard when it is broken down on the road, use the portable warning signs. The triangles should be placed at the side of the vehicle and at between 50-150 metres to the front of the vehicle and 50-150 meters to the rear of the vehicle.

You should never pass under a bridge without checking its clearance. Never travel under a bridge that is sign posted at, or below the height of your vehicle.

## **TAILGATING**

Always maintain a gap between yourself and the vehicle directly in front of you, to allow adequate stopping distances. The gap you must maintain is dependent on road and weather conditions, the vehicle size and weight, traffic conditions and speed. You should double the gap between you and other vehicles in adverse conditions.

The legal following distance in areas without streetlights is 60 metres (100 metres if following a vehicle carrying a long load) or 200 metres for a B-double.

A gap of 60 metres is:

- About the length of four semi-trailer combinations,
- About 12 car lengths, or
- Approximately four seconds

You should never travel closely behind another vehicle, particularly cars, as it can be intimidating and viewed as aggressive driving behavior.

## **CHAIN OF RESPONSIBILITY**

The Chain of Responsibility means that anybody, not just the driver who has control in a transport operation can be held responsible for breaches of road rules and may be legally liable.

In other words, if you use road transport as part of your business, you share responsibility for ensuring breaches of road rules do not occur. This means if a breach of road transport law occurs due to your action, inaction or demands you may be legally accountable.



## WHO IS COVERED BY THE CHAIN OF RESPONSIBILITY

If you are involved in any of the following road transport activities (or such other activities as may be applicable) you may be held responsible for breaches of road laws.

Consigning, - commissioning the carrying of goods

Packing - Placing goods in packages, containers or on pallets.

Loading - Placing or restraining the load on a vehicle

Driving - The physical act of driving a commercial vehicle.

Operating - Operating a business which controls the use of a commercial vehicle

Receiving - Paying for goods/taking possession of loads.

### TRANSPORT COMPANY – DRIVER

As a truck driver your responsibilities include ensuring that:

Driving Hour regulations are adhered to

Required rest breaks are taken.

Records of your driving hours are kept.

Your vehicle does not exceed mass limits or dimension limits.

Your load is appropriately restrained.

You do not exceed the speed limit.

You do not tamper with any equipment required to be fitted to the vehicle.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

As a driver you need to make sure that your conduct does not compromise road safety or involve breaking the law.

### TRANSPORT COMPANY – SCHEDULER

As a scheduler, responsibilities include ensuring that any demands you make do not require a truck driver to;

Exceed permitted driving hours

Fail to have minimum rest periods

Exceed the speed limit.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

### VEHICLE LOAD/DISPATCH

Under new legislation, loaders will have a responsibility to ensure that vehicle loads do not exceed dimension limits, do not cause vehicle mass limits to be exceeded, and are placed so they do not move or fall off the vehicle.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

### SUPERVISORS/MANAGERS

The responsibilities of an operator/Manager of a business involved in road transport include:

Rosters and schedules

Vehicles do not exceed mass or dimension limits.

Restraint equipment is provided.

Records of driver's activities are recorded.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.



## LFT RESPONSIBILITY

The responsibility of

**DIRECTOR:** Implement policy and procedures to ensure the company complies with all obligation relating to CoR. Continually review and amend policies and procedures to improve and ensure ongoing compliance in the company.

**OPERATION MANAGER:** To continually oversee all CoR reports (Fatigue, maintenance, speeding, mass & loading) and follow all procedures in handling and CoR incidents. Ensure any breaches or near misses are recorded and actioned until closed out. Oversee and arrange with the external Auditor, random spot checks and ensure any areas of non-compliance are addressed and followed up in a timely manner. Report to the Director at each monthly CoR meeting a summary of all issues relating to CoR for the month.

**DESPATCH MANAGER:** To ensure scheduling of loads comply with all CoR obligations including, driving hours, mass & dimension limit are managed, and any potential risks are eliminated. Arrange random weigh bridge audits to ensure client mass and dimension obligations are compliant.

**DESPATCH OPERATION:** To assist the Despatch and Operations Manager in monitoring driving hours and fatigue, on an ongoing basis. Assist with the report entry and close out for all CoR reports.

**ADMINISTRATION ASSISTANT:** To log all detected breaches into the daily register and commence initial investigate to determine if it was a system error or a auditable breach. To assist the OM in ensuring all records relating to CoR are detailed and accurate and always maintained.

**COMPLIANCE MANAGER:** To do random audits of all contractors and ensure they are compliance in all aspects of CoR. Arrange an internal audit of LFT Cor obligations and outline to LFT Director any Management of any shortfall detected.

**EXTERNAL AUDITOR:** Conduct random driver audits to ensure they are complying with all areas of CoR.

## FATIGUE

### WHAT IS FATIGUE

Fatigue can be determined as loss of alertness, which eventually results in sleep with sleep being the end point in a steady and predictable drop off in brain function.

The loss of alertness is accompanied by poor judgement, slower reactions to events and decrease skill, such as vehicle control. Fatigue also affects efficiency and productivity.

### FATIGUE MANAGEMENT

You should be adequately rested before commencing any work on behalf of the Company.

Never drive while fatigued. If you feel the onset of fatigue, take a 'power nap' at the next safe location.

Driver shifts will be designed so that you will be able to have adequate rest breaks to minimize the chance of Fatigue and to comply with regulations.

Schedules will permit drivers to have the opportunity for at least 6 hours of continuous sleep in any 24 hour period and preferably between 10pm and 8am.

Unfamiliar rosters and working hours will be minimized.

Every driver commencing with LFT is encouraged to obtain a certificate in TLIF0005 – Drivers: Apply Fatigue Management Strategies.

All despatch personnel employed by LFT will have obtained a certificate in TLIF0006 – For Schedulers

Please also refer to the LFT Basic Fatigue manual for further information.

## DRIVING HOURS

The following requirements may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

The following table outlines the regulated driving hours for vehicles in excess of 12 tonne GVM: working on **STANDARD HOURS**

The maximum hours LFT can pay any driver working under **STANDARD HOURS** is therefore 12 hours a day.

Time	Work	Rest
In any period of...	A driver must not work for more than a <b>maximum</b> of...	And must have the rest of that period off work with at least a <b>minimum</b> 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* <b>and</b> 2 x night rest breaks taken on consecutive days

*\*Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*

You should familiarize yourself with the above legal requirements. If you have any concerns, please contact your supervisor.

Your LFT sign-on will record your driving hours & breaks however, if you are required to travel beyond a 100km radius, you will also be required to maintain a work diary. Where you are required to complete a work diary, the duplicate page or, in the case of a contractor, a copy of the duplicate page should be provided to L. Fraumano Transport.

A work diary (or electronic work diary) is required to be carried and completed by drivers of heavy trucks greater than 12 tonne Gross Vehicle Mass, or truck and trailer combinations with a combined Gross Combination Mass greater than 12 tonne.

If requested by any Client site personnel, drivers must readily show their daily driving and rest hours to inspect and ensure compliance.

## **BASIC FATIGUE MANAGEMENT**

Please refer to the LFT Basic Fatigue Management Manual for further information and details regarding Basic Fatigue Management.

### DRIVING HOURS/ Break –BREACHES

If any driver causes a serious(>15minutes) breach by exceeding the Standard Driving hours, be it by taking breaks to late, not stopping long enough or driving during their breaks (>2km/15 minutes), then they will be sent written notification of the details of the breach and a chance to explain why and how the breach occurred.

If a driver believes the breach to be in error, then they must advise the LFT administration team and do what is needed to assist them in further investigating as to why or how the error occurred.

If a driver receives 3 formal warnings for major breaches within a 12-month period, they will have 1 week to complete an online Fatigue management course ( [www.urbanelearning.com](http://www.urbanelearning.com) / Fatigue Management Level 1)

The driver will be responsible for the cost involved with completing the course and once completed will need to submit a copy of the certificate, before any further work is allocated.

Any minor breaches that occur on a regular basis will be monitored and possibly escalated to a serious breach offence if driver does not respond and improve rest & driving habits.

## **LOAD RESTRAINT PRACTICES**

All vehicles carrying out work for L. Fraumano Transport must be secure and safely loaded.

Any vehicles operating on behalf of L. Fraumano Transport, must comply with load restraint requirements ensuring that the vehicles load:

- Does not exceed dimension limits.
- Does not cause vehicle mass limits to be exceeded.
- Is placed in a way so that it does not become unstable, move or fall off the vehicle.

Loads are to be checked to ensure they are properly restrained. The adequacy and condition of restraining equipment should be regularly checked to ensure it is capable of restraining loads.

You should ensure that loads are restrained as per the current national Load Restraint Guide. (available in your driver app). Drivers should ensure that all restraint equipment is in a serviceable condition prior to commencing a trip. Loads should be checked frequently on the journey to ensure adequate restraint. Never leave loose restraint equipment, including Trolleys or dunnage on the trailers.

As a minimum all vehicles working for LFT all Rigid's should carry a minimum of 10 load binders and semi a minimum of 15. All vehicles must be fitted with a full set of gates or certified load restraint curtains.

Please ensure at every pickup, all questions and information as prompted in The Chain App are completed and signed off by the Loader and the Driver to ensure checks have been completed. The LOADER must sign the app after the load has been restrained. Drivers should take a photo of the restrained load before leaving site and upload it to The Chain App.

For all pre-loaded trailers or vehicles that you were not present during the loading and restraining procedure, you must obtain a signed document from the Loader detailing exactly how the load is restrained and placed on the vehicle. Ideally this should include diagrams of the load to be collected. A photo of this document should be taken and uploaded to The Chain App before departing the site.

### Reconfigured Loads

As you proceed on your driving route and commence deliveries, you must check your load configuration and restraints as this will change throughout your route. Loads must always remain balanced across the vehicle's axils and additional restraints may now be required to hold a load that has reduced in size. You must inspect and adjust restraints in accordance with the NLRG after every delivery.

You should also undertake regular vehicle safety checks during your shift. The checks should include, tyres, wheel nuts, temperature and pressures, oil, coupling and load restraint. Never drive a vehicle you believe to be unsafe.

## LOAD SECURITY ON ROUTE

Once your vehicle is loaded and on route, you are responsible for the security of the load and the goods you are carrying. At all times your load must be securely locked and inaccessible to any unauthorized personnel. If unloading in a public area and especially if multiple trips to and from your vehicle are required, (such as a hand unload) you may need to lock and secure the vehicle in between each trip to ensure the goods remain secure.

## **MASS AND DIMENSION LIMITS**

The Heavy Vehicle National Law (HVNL) provides General Mass Limits (GML), Concessional Mass Limits (CML) and Higher Mass Limits (HML) for heavy vehicles operating on the national road network. These codes of practices can be found and viewed on the following website and must be always adhered to.

<https://www.nhvr.gov.au>

For a copy of the Vehicle Mass & Dimension chart please go to: [www.lfttransport.com.au](http://www.lfttransport.com.au) / DRIVER INFORMATION

Drivers must be aware of the GVM of the vehicle they are driving to make sure the vehicle is appropriate for the load. Both owner and driver are guilty of an offence if dimension limits are exceeded, or loads are not balance correctly.

LFT takes all reasonable steps to ensure that broker loads comply with axle mass limits and comply with statutory legislation governing mass limits on Australian roads in all states of Australia. This policy requires that:

- All consignment documentation declares accurate cargo weight and dimensions.
- All customers declare accurate cargo weights and dimension on freight bookings placed with LFT
- All Consignment notes are signed or the Loader signs on glass using The Chain app to ensure they are aware of the mass and dimensions of the cargo load they are assigning.
- Drivers shall never be pressured to transport a load they do not feel is compliant in mass or dimension.
- All LFT Drivers are trained on load restraint, and road mass and dimension limits for Australian Operations.
- All Contractors can provide evidence of Mass Limit compliance strategies in their business prior to engagement, including certificates of compliance for in chassis axle weight gauges where fitted.
- All requirements for the restraint of mass limit loads is compliant to Australian standards and free of wear or damage that may compromise its effective purpose of use.
- Transport vehicle routing and scheduling is designed to manage compliance to local road and bridge mass and dimension limitations.

## Identifying mass limit breaches

- Drivers are to check paperwork to ensure their vehicle is compliant to carry the assigned load
- Forklift weighing systems and or on-board scales where available, should also be used to confirm that the documentation supplied is accurate for the assigned load.
- LFT will carry out random spot checks on loads to ensure that all declared cargo weights and dimensions are accurate
- If a driver has any concerns or suspects that the supplied paperwork or estimated mass of a load will exceed the limits of the vehicle, they must not take the load until it can be proven that the load complies with all legislation and laws.

In the event that a breach is detected a driver must do the following:

Categories the offence as Minor, Substantial or Severe:

	Minor	Substantial- Lower limit	Substantial – upper limit	Severe
Mass equalling ( rounded up to the nearest 0.1t)	>100% <105%	105% of the maximum mass	<120% of maximum mass	120% of maximum mass

If a breach is detected, then the Mass measurement adjustment must be applied to determine the severity of any offence that may have occurred.

Measured Mass (MM) – Mass Measurement Adjustment(MMA) = assessed mass ( AM )

Mass Measurement adjustments			
Axle group	Site category		
	1	2	3
Single axle with single tyres	0.3t	0.3t	0.4t
Twin-steer or tandem axle with single tyres or a combination of single and dual tyres	0.3t	0.4t	0.5t
Single axle with dual tyres	0.4t	0.4t	0.5t
Tandem axle with dual tyres	0.5t	0.5t	1.0t
Tri-axle, quad axle or grouped axle*	0.5t	0.5t	1.0t
Gross mass	0.25t	0.5t	1.0t

### Mass measurement adjustments

\*A grouped axle configuration refers to more than four axles in a group fitted to a trailer that is not a dog trailer.

## Action to be Taken.

All breaches must immediately be reported to LFT Despatch and Management so further direction can be given. All breaches and near misses should be recorded into the Mass Management audit registry for corrective action, follow up and review.

### Minor risk Breach:

If a minor breach of mass requirement is detected the driver or operator must:

- Rectify the breach immediately; or
- Move the vehicle to a stated place, within a 30km radius from where the vehicle is located and then not move the vehicle until the breach is rectified.

### Substantial or Severe risk Breach

When a substantial or Severe breach of a mass requirement is detected, the driver or operator will be issued a written notice, directing them to.

- Not move the vehicle until the breach is rectified, or
- Move the vehicle to the nearest safe location where it can be rectified.

## **VEHICLE MAINTENANCE**

You are required to supply completed copies of your maintenance records which details repairs and maintenance carried out in the previous month to L. Fraumano Transport. These can be uploaded against each vehicle in your contractor portal in the LFT Chain system or emailed through to [admin@lfttransport.com.au](mailto:admin@lfttransport.com.au) and we will assist with the uploading of documents against vehicle.

You are required to report details of vehicle defects which have the potential to affect your ability to work, or the roadworthiness of the vehicle to L. Fraumano Transport immediately they occur.

All faults or defects are to be recorded in the LFT Fault register, actioned and follow up until it is confirmed that the fault has been rectified.

## **SPEED MANAGEMENT**

You should always drive at a speed appropriate to the conditions. You must also observe speed restrictions relevant to your vehicle configuration.

When traveling on unfamiliar roads, you should adjust the speed of the vehicle such that you are able to stop suddenly in the case of deviations, culverts and other hazards.

You should always follow posted signs that provide a guide to the condition and characteristics of the road.

Always reduce your speed in wet conditions – drive slowly, even if this results in delays to delivery and pick up schedules. You should descend hills at sign posted truck speed and gear instructions, or in the gear you climbed the hill in.

Always observe the road work speed limits.

You should take corners at or below the speed indicated on the advisory sign.

Plan your trip well ahead to give you more reaction time and plenty of time to arrive safely.

Always observe the speed limit in depots, parking lots, rest areas, customer's premises and work sites.

It is important that all information relating to speed events and breaches is gathered and investigated in a consistent manner. The minimum standard required to effectively identify, investigate and respond to breaches of the speed limit is outlined in the below procedures.

### Identifying speed limit breaches

Wherever possible, breaches of the speed limit must be identified and recorded, where the *speed limit* is defined as the lesser of:

- a) The posted speed limit at the location the vehicle is travelling in, including time-based variable speed limits and school and construction area speed zones, and
- b) The regulated speed limit for the heavy vehicle being driven, for example 100km/hr for heavy vehicles.

Speed limit breaches are to be identified and recorded by the following means:

1. Any externally recorded breach of the speed limit (for example from an infringement notice or "Notice to Produce" request from enforcement agencies) must be recorded against the driver and, where applicable, subcontracted operator in an auditable records system for report and investigation as per the below sub-section. All drivers are required to submit a Vic Roads Demerit point report at least every 6 months as a way of LFT monitoring all breaches.

2. Where In-Truck Monitoring Devices are fitted to heavy vehicles, they are to record and report as speed events any incident at or above 4km/hr over the vehicle's regulated speed limit for 3 seconds or longer and showing the total time for each incident at or above 4km/hr over the speed limit by driver and location.

If you have been found traveling in excess of the applicable speed, you will face disciplinary action.

### Reporting and investigating speed limit breaches

Speed limit breaches shall be reported and investigated in accordance with the following categorisation:



1. A **Critical speed breach** is classified as a speed 15km/hr or more over the speed limit. In this instance, the incident is to be investigated, with the details of the incident and outcomes of the investigation recorded in an auditable records system. Speed limit breaches of this nature, which are proven to be the fault of the driver via the investigation, are to be dealt with in accordance with the Consequence Table in the below sub-section.
2. A **Major speed breach** is classified as a speed of 10kph or more over the speed limit and less than 15km/hr over the speed limit. In this instance, the incident is to be investigated, with the details of the incident and outcomes of the investigation recorded in an auditable records system. Speed limit breaches of this nature, which are proven to be the fault of the driver via the investigation, are to be dealt with in accordance with the Consequence Table in the below sub-section.
3. A **Moderate speed breach** is classified as a breach that is less than 10kph over the speed limit. Such breaches shall be recorded against the driver in an auditable records system and are to be assessed on a case-by-case basis according to their duration and frequency (i.e. breaches per trip and per driver). Where this investigation shows that the driver has failed to act responsibly in managing such events, e.g. by not reducing speed immediately upon alarm or by breaching the speed limit repeatedly, the breach is to be handled in accordance with the Consequence Table in the below sub-section.
4. Monthly speed data is to be reported monthly to LFT, with investigation, outcomes and action items noted against drivers.

### Consequences of speed breaches

Reported and investigated speed breaches shall be subjected to the performance management procedures and LFT. As noted above, where the corresponding investigation demonstrates that the speed breach is the fault of the driver, such performance management practices shall incorporate corrective actions on the individual driver as per the below Consequence Table2 (Table 1). Where an investigation determines that the below consequences are not to be implemented, the associated reasoning and alternative course of action shall be clearly documented in the investigation report.

Table 1 - Consequence Table relating to speed breaches<sup>2</sup>

	Moderate speed breach	Major speed breach	Critical speed breach
First offence	Formal Verbal Counselling to restate company policy.	First and Final Formal Written warning stating a further breach will result in termination.	Termination of employment.
Second offence	First Formal Written Warning issued stating that two (2) further breaches will result in termination.	Termination of employment.	-
Third offence	Final Formal Written Warning stating a further breach will result in termination.	-	-
Fourth offence	Termination of employment.	-	-

### Application to subcontractors

It is LFT expectation that subcontractors, whether owner-drivers or fleet operators, will comply with the principles and requirements of this Standard and, accordingly, manage speed breaches in accordance with the above Consequence Table. Subcontractors, therefore, will be required to inform LFT of all externally and internally recorded speed breaches and subsequently demonstrate that such breaches have been investigated and managed to an equal or higher standard to that outlined above.

Where a subcontractor is observed failing to notify a LFT of a speed breach, or where they are unable to demonstrate the required standard of investigation and consequence management, that subcontractor shall be subjected to a formal review by LFT. Actions against the subcontractor will be determined subject to that review but would potentially include termination of all services for serious or repeated breaches. LFT shall document, report and record all identified subcontractor speed breaches via the same means as

### **SPEED LIMITERS**

All vehicles above 12 tonne GVM built after December 1990 and above 12 tonne GVM built after January 1991 have been fitted with a speed limiter to ensure that the vehicle does not exceed the maximum permitted speed of 100km/h. (All heavy goods vehicles to which ADR 65/00 2006 apply must be speed limited in accordance with that standard.)

Contractors need to submit to LFT evidence that the speed limiter is calibrated annually. A report will be kept and monitored for any non-compliance.

## Checking Speed Limiters

A vehicle's speed limiter must be checked for conformance to ADR 65/00 2006 in the following instances:

When equipment is new or transferred from a vehicle

When a mismatch is found between the Electronic Control Module (ECM) speed and GPS speed as part of the vehicle's In-Truck Monitoring Device(s)

In the case of a recorded speed breach relating to a speed of 10km/hr or more over the limited speed of the vehicle When there is evidence of potential speed tampering

## Non-Compliances

Identified non-compliances relating to speed limiters and their associated settings or interfacing vehicle equipment must be investigated and corrected accordingly. Speed tampering (the unauthorised fitting of any device or tampering with, altering or causing to be altered any speed limiter setting of a vehicle) is not allowed or acceptable under any circumstance.

## Speed Limiter Settings

Parameters that must be set-up and checked in the speed limiter settings include:

Vehicle speed accelerator maximum – should be no higher than 100km/hr

Cruise control maximum speed – should be no higher than 100km/hr

Maximum engine speed without vehicle speed sensor (VSS) [**L**] – should be around 1500 – 1600RPM, and we can calculate the maximum speed from this using the below parameters.

- Top gear ratio [**T**] – to be used in Maximum engine speed without vehicle speed sensor (VSS) calculation.

- Rear axle ratio [**R**] – to be used in Maximum engine speed without vehicle speed sensor (VSS) calculation.

- Tyre size [**M**]– tyre revolutions per kilometre, to be used in Maximum engine speed without vehicle speed sensor (VSS) calculation.

Vehicle speed sensor anti tampering - should be enabled.

“Driver reward” - should be disabled (this is a US function which allows drivers to double tap accelerator and then drive above the electronic speed limit for a certain period)

The above parameters represent minimum standards only based on the typical heavy vehicles operated by LFT and its captive subcontractors, and individual BUs may implement higher standards for vehicles or applications based on either an individual risk assessment or a specific legislative requirement (such as for road trains).

ECM and speed limiter terminology is referenced from US standards and may differ for European and Japanese engines. The engine manufacturer should be consulted if there is any confusion.

## Non-Compliant Settings

Where the checking of speed limiters identifies non-compliant settings, this is to be reported, investigated and corrected via the appropriate course of action. Auditable records are to be kept of all such reports and investigations.

## Tampering with Equipment

The unauthorised fitting of any device, instrument, radio, or tampering with, altering or causing to be altered any setting of a vehicle (“speed tampering”) is not allowed or acceptable under any circumstance. Where the checking of speed limiters identifies or confirms speed tampering, an investigation is to be conducted and termination of the person or subcontractor responsible may result subject to the findings of that investigation.

## **RISK MANAGEMENT**

L. Fraumano Transport will continue to ensure its contractors and drivers adhere to all safety procedures. Upon the notification of any hazard or risk L. Fraumano Transport will take immediate steps to ensure the safety of everyone involved. The hazard or proposed risk will be documented and assessed so the appropriate control measures can be put in place to manage potential risks. If you believe there is any potential risk at any time, please contact LFT despatch and refer to LFT Document title “Risk Management Plan” available for download on <https://form.jotform.co/72911998526874>

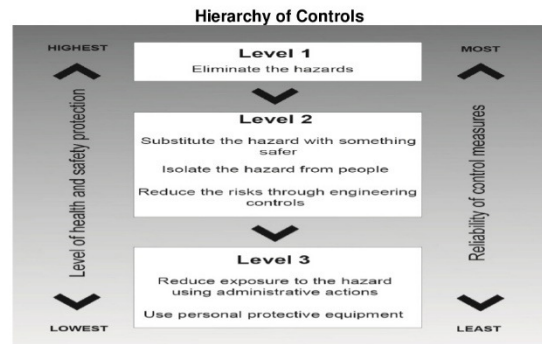
The standard Risk Managements Matrix's for the following COR areas will be reviewed every year with the appropriate personnel and the despatch team to ensure we continue to reduce all risks as much as possible:

- Fatigue Management
- Speed Management
- Mass Management
- Load Restraint

## Resources

**OHS Risk Matrix**

		Severity - Consequences			
		1 Kill or Disable	2 Serious injury - long term illness	3 Medical treatment - several days off	4 Minor first aid
Probability - Likelihood	A Very likely - could happen anytime	1A	2A	3A	4A
	B Likely - could happen sometime	1B	2B	3B	4B
	C Unlikely - could rarely happen	1C	2C	3C	4C
	D Very unlikely - could happen, but probably never will	1D	2D	3D	4D



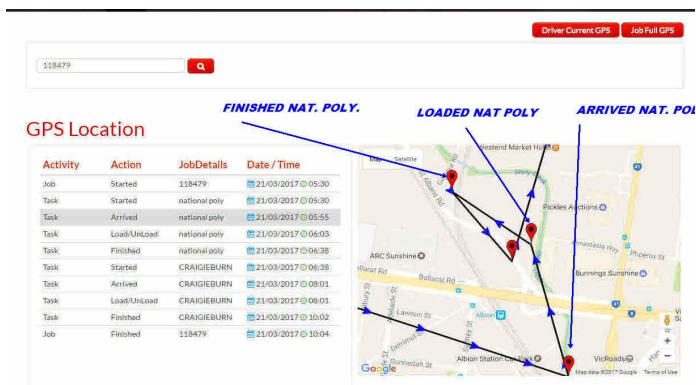
### Examples of potential hazards in a workplace

Work tools hazards	Workplace/ environmental hazards	System hazards	People hazards
Vehicles at the workplace/ work on or by roads	Fall through or off floor/ ceiling/ roof/ structure/ equipment	Using damaged or out of date gas cylinders	High or sudden force exerted in a manual task
Using faulty (damaged) electric leads and tools	Poor visibility/ poor lighting	Gas cylinders are not upright and secure	Bending, twisting or turning while carrying loads
Noisy plant and equipment	Working on unstable/ uneven terrain (collapse, mud, steep)	Chemical spill	Moving unstable loads e.g. half full seed bags
Contact with high pressure air	Working with animals	Working alone or in isolation	Using heavy hand held tools e.g. grass slasher
Inappropriate interlocking devices available	Struck by or ingestion of windblown particles	SDS not available or not current	Repetitive or sustained force in a manual task
Crane/ mobile plant overturn	Exposure to biological hazards/ needle stick injury	Access/ egresses are obstructed	Exposure to vibration or friction
Plant/ equipment guarding is inadequate	Disturbance or contact with asbestos	Leads and hoses are across access routes	Handling heavy or bulky loads
Using defective pressure gauges	Entering a confined or restricted space	Fall from unsecured ladder	Using an awkward or sustained posture
Struck by debris from grinding/sawing operations	Contact with cold/ heat, working with cold/ hot materials	Fall from height due to inadequate edge protection	Using poor work ergonomic posture
Contact with/ caught between moving plant/ parts	Exposure to fire in the workplace	Equipment/ building not fitted with (RCD)	Use of PPE not fit to the worker
Plant/ equipment is not serviced or maintained	Severe weather conditions	Electric leads tied to metal rails	Completing task with medical or work restrictions
Contact with materials being positioned	Contact with underground or overhead cables	Repairing plant while electricity is live	Workers not trained, competent or experienced
Safe weight limits exceeded/ no controls marked	Exposure during radiation dose or contamination	Excessive exposure to noisy areas and equipment	Workers not adhering to PPE requirements
Lock out/ tag out provisions not in place	Exposure to lasers, arc welding	Exposure to hazardous chemicals	Carrying out work they are not employed to do
Machine controls functional and labelled	Struck by falling/ protruding objects	Exposure to biological pathogens/ organisms	Not evacuating the workplace when the alarm sounds
Emergency stops not installed or marked	Exposure to sun	Procedures/ risk assessments no longer applicable	Doing live electrical work they are not approved to do
Electric leads on ground in damp conditions	Working on slippery surfaces	Emergency alarms isolated during normal hours	Not attending health monitoring appointments

## DRIVER GPS TRACKING

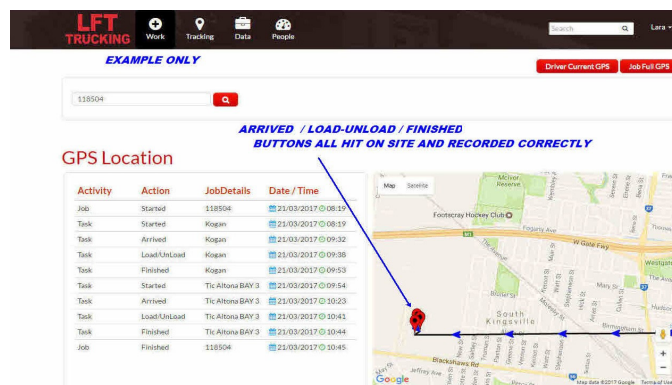
The Chain app tracks and records a drivers GPS location every time that a driver uses the app. This allows us to monitor and get updates on driver locations without having to continually Call the driver. The recorded location co-ordinates also show proof of time and delivery points for Customers especially when there is loading concerns or arrival time discrepancies. Clients have access to this information and can look back at records at any point in time, it is imperative that this information is always correct and accurate.

A clear example of inaccurate and FALSE use of the app is shown below. In this example it is very clear that the driver on this occasion has hit the buttons while not ONSITE at the customers premises. The GPS Co-ordinates showing different locations have been recorded for site ARRIVED compared to site LOADED and again a different location for site FINISHED.



Inaccurate use of The Chain App is not acceptable and may be enough to implement immediate dismissal for any driver that has a repeat offense.

An example of a driver using the app correctly is also below and very evident in the system as the ARRIVED/LOADUNLOAD/FINISHED co-ordinates are all at the same site.



Please ensure you and your drivers are well informed on how The Chain App is to be used. Every ARRIVED/LOADUNLOAD/FINISH TASK button should ALWAYS be hit ONSITE at each client's location with no exceptions. LFT will randomly performing SPOT CHECKS on GPS Tracking so please ensure all drivers are aware on how The Chain App works.

It is company Policy that all drivers must have their device location for THE Chain App settings set to;

- Location = Allow Always
- Motion & Fitness turned on
- Background App refresh on
- Mobile data on

The Chain will track drivers to assist with despatch from when they hit Start Driving to End Driving in their app only. Continued misuse of the app or turning off location services may result in drivers being terminated.

The app may randomly check to see that GPS is still enabled and notify the driver accordingly, but locations are not stored or recorded while the driver is not working.

## ONSITE AUDITS / SPOT CHECKS

LFT and their clients will conduct regular random spot checks on driver compliance in all areas of COR. These audits are not limited to, but may include vehicle inspection, driver document inspection. Along with driver drug and/or alcohol testing. Drivers must be willing to participate in any audit as requested to do so.



## LIMITED QUANTITIES DANGEROUS GOODS

In collecting General Freight from Various customers on behalf of LFT, occasionally you may be required to carry Limited Quantities of Dangerous Goods. You are not required to have a license to carry these goods however you must familiarise yourself with the labelling, documentation and segregation laws that apply to these goods so you can easily recognise them. and act accordingly. All vehicle owners must therefore ensure they have a minimum of LQ Dangerous Goods insurance included in their Commercial Motor vehicle insurance policies. We have outlined a brief summary of the legislation and requirements below.

### Dangerous Goods Transport by Road 2016

The legislation for the transport of dangerous goods by road and rail and the Australian Code for the Transport of Dangerous Goods by Road & Rail, edition 7.4 (ADG Code), provide concessions to the requirements for packing, marking, labelling, segregation and transport of dangerous goods (DG) that are **packed in limited quantities (LQ)**.

This Fact Sheet summarises the criteria that must be met for these concessions to apply and explains how LFT applies those concessions. For full details please refer to the relevant legislation in your State/Territory and Chapter 3.4 of the ADG Code.

What are DG packed in LQ?

DG **packed in LQ** are defined in the legislation as meeting the following two criteria:

1. the quantity of DG in each inner packaging or article does not exceed the quantity specified in **column 7 of the Dangerous Goods List** for those goods (as shown in the table below); **and**
2. goods that are packed in accordance with Chapter 3.4 of the ADG Code.

#### **Criterion 1**

The Dangerous Goods List in Chapter 3.2 of the ADG Code specifies a maximum 'Limited Quantity' for each UN Number. For some substances, the quantity specified will be '0', meaning that the specific substance cannot be transported under the LQ provisions.

As per the extract table below, Nickel Carbonyl cannot be transported as LQ, while Nitromethane can be if the capacity of the container does not exceed 1L.

For the full table, refer to section 3.2.3 'Dangerous Goods List' of the [ADG Code](#).

							Packaging's & IBC's		Portable Tanks & Bulk Containers	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
UN No	Name and Description	Class or Division	Subsidiary Risk	Packing Group	Special Provisions	Limited Quantities	Packing Instruction	Special Packing Instructions	Instructions	Special Provisions
Ref	3.1.2	2.0	2.0	2.0.1.3	3.3	3.4	4.1.4	4.1.4	4.2.5 4.3.2	4.2.5
1259	NICKEL CARBONYL	6.1	3	I		0	P601			
1261	NITROMETHANE	3		II	26	1 L	P001			

Table: Extract from the Dangerous Goods List in Chapter 3.2 of the ADG Code

### Concessions for DG packed in LQ

The concessions relating to LQ DG reduce requirements associated with packing, labelling, and segregation.

While LQ DG have fewer risks and legal requirements than other DG, it is still important to know and understand your responsibilities and limitations. It's also important to understand that these **concessions apply only to LQ DG**.



As a general practice, LFT may consolidate freight from several customers onto a single vehicle. If there is food or other DG that are not LQ, this consolidation impacts the way the LQ concessions are applied. For this reason, LFT has introduced **two rules** for LQ DG that are not specified in the ADG Code:

o LFT Rule 1 – Segregation of food and food packaging's o

**LFT Rule 2 – Labelling**

These rules allow LFT to keep freight moving efficiently and safely, while remaining compliant with our legal obligations.

**LFT Rule 1 – Segregation of food and food packaging**

Where possible, food and food packaging are not to be placed in the same overpack (e.g. in a shrink-wrapped pallet) as LQ DG.

If food or food packaging's are packed in the same overpack, the overpack must be clearly labelled as containing food and must be appropriately labelled (see LFT Rule 2).

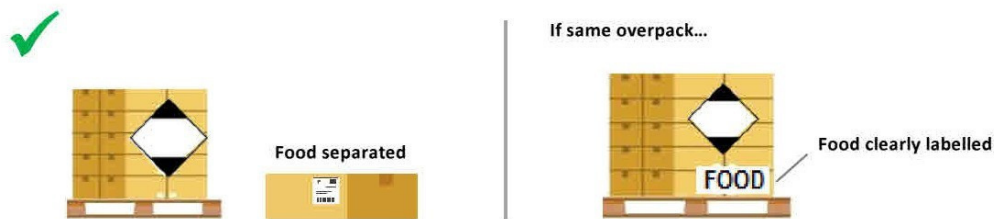
Under the ADG Code, LQ DG are permitted to travel with food and food packaging's.

However, all quantities of DG of class/division 2.3, 6.1, 7 or 8 that are not packed in LQ are required to be segregated from food or food packaging.

To ensure compliant segregation is maintained, LQ DG and food and food packaging's may be required to travel on separate vehicles.

If food is included in the freight but is not identified, food may be inadvertently placed on a consolidated load with incompatible DG. This not only places LFT at risk of enforcement action but may also result in contamination of the food.

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**LFT Rule 2 – Labelling**

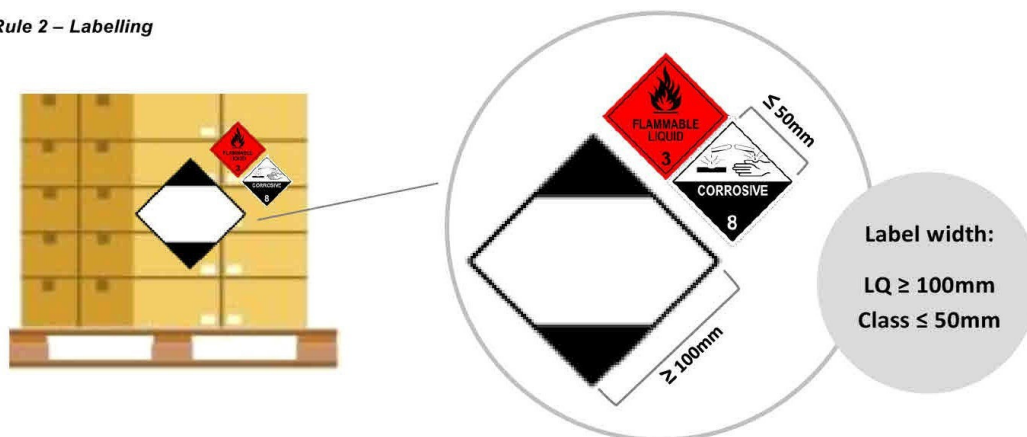
A full sized LQ diamond and smaller Class diamonds (representing each DG class contained within the overpack) must be clearly displayed on the overpack. For example, on a shrink-wrapped pallet the labels should be placed **on** the shrink wrapping.

Where non-LQ DG form part of a placard load, the non-LQ must be segregated from all incompatible DG, including any that are packed as LQ. The addition of smaller diamonds to identify contents helps ensure correct segregation of consolidated loads.

<p><b>LQ diamond only</b></p>	<p>LFT cannot identify the individual class/divisions in the consignment and therefore is unable to determine compatibility with other DG in the vehicle.</p> <p>LFT will therefore assume there are incompatible DG and hold the freight</p>
<p><b>No LQ diamond</b></p>	<p>LFT must assume they are non-LQ DG and therefore cannot put the freight on a vehicle transporting food.</p> <p>This may cause delays in the freight being held over until a suitable</p>

consolidated load is available.

**Toll Rule 2 – Labelling**



Further Information

**What Transport Documentation is required?**

Full documentation is required for DG packed in LQ (there are no concessions for transport documentation).

Refer to online Fact Sheet - Dangerous Goods Transport Documentation - Road and Rail for further details. **Relevant**

**Legislation**

o National Transport Commission (Model Legislation – Transport of Dangerous Goods by Road or Rail) Regulations 2007  
o Relevant State or Territory legislation (these reflect the model legislation)  
o Australian Code for the Transport of Dangerous Goods by Road & Rail, Rev 7.4 (ADG Code).



**Dangerous Goods Transport by Road or Rail**

The legislation for the transport of dangerous goods by road and rail and the Australian Code for the Transport of Dangerous Goods by Road & Rail, edition 7.5 (ADG Code), introduced **concessions to the Transport Documentation requirements for dangerous goods (DG)** that are:

- I. household and personal care substances *packed in limited quantities (LQ)* II. *Domestic Consumable Dangerous Goods*

The above is collectively referred to as **Concessional Limited Quantities (CLQ)**.

This Fact Sheet summarises the criteria that must be met for CLQ and should be read in conjunction with the section titled – Limited Quantities Dangerous Goods.

For full details please refer to the relevant legislation in your State/Territory and Chapter 3.4 of the ADG Code.

**What are Concessional Limited Quantities?**

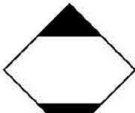

The CLQ requirements were implemented in Edition 7.5 of the ADG Code which came into effect on 1 March 2017. The requirements allow the CLQ Transport Document (see p.3) to be used instead of Part 11.1 documentation for certain low risk dangerous goods.

The substances that can use the Concessional Limited Quantities Transport Document are:

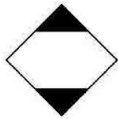

- (a) a **limited quantity dangerous good** that is of a kind generally used for personal care or household purposes. (Other than UN 2067, UN 2071 and UN 1942); or
- (b) a **domestic consumable dangerous good** (refers to party poppers; sparklers and bon-bons (UN0337), domestic smoke detectors (UN 2911), lighters and lighter refills (UN1057) or portable fire extinguishers with compressed or liquefied gas up to 23kg gross weight) (UN 1044).)

For a detailed definition of **LQ dangerous goods**, refer to **Criterion 1** and **Criterion 2** of the above section labelled: Limited. Quantities Dangerous Goods.

**Requirements for Concessional Limited Quantities.**

	<b>Packages containing CLQ that are LIMITED QUANTITY DG</b>	<b>Packages containing CLQ that are DOMESTIC CONSUMABLE DG</b>
<b>Marking of Packages</b>	<p>Must be labelled with an <b>LQ diamond</b>. For transport by road or rail, either of the following LQ marks may be used:</p> <div style="text-align: center;">  <p>LQ diamond for Road or Rail</p>  <p>LQ diamond for Air</p> </div>	<p>Must be marked and labelled as per the requirements specified in the <b>ADG Code</b> for the particular UN number.</p>


**Concessional Limited Quantities (CLQ)**  
**Dangerous Goods Transport by Road or Rail\***

	Packages containing CLQ that are LIMITED QUANTITY DG	Packages containing CLQ that are DOMESTIC CONSUMABLE DG
<b>Packaging</b>	Must be packed as per <b>Chapter 3.4 of the ADG Code</b> . Refer to <b>section titled: Limited Quantities, Dangerous Goods</b> for detailed packaging requirements.	Must be packed as per the <b>ADG Code</b> requirements applicable to the UN number.
<b>Segregation</b>	Different dangerous goods may be placed in the same outer packaging provided they will not interact dangerously in the event of a leakage. <b>Exempt</b> from the segregation requirements in Part 9 of the ADG Code.	Segregation requirements in the ADG Code apply.
<b>Transport Documentation</b>	A generic template CLQ Transport Document is included <b>below for your reference</b> . The CLQ Transport Document must include the quantity of all Classes, Divisions and specified UN Numbers included on the load. The document may be modified to exclude DG not included in the load.	
<b>Placarding</b>	<p>A new two tonne placard threshold has been introduced for loads where all DG in the load are LQ and/or Domestic Consumable DG (DC DG). Where the load includes LQ/DC DG and non LQ/DC DG, the most stringent threshold will apply. E.g.</p> <ul style="list-style-type: none"> <li>• 1,950kg/L of LQ/DC DG = no placard</li> <li>• 2,100kg/L of LQ/DC DG = placard</li> <li>• 50kg of packing group 1 and 205kg/L of LQ/DC DG = placard</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Vehicle placard LQ and/or DC DG only</p> </div> <div style="text-align: center;">  <p>Vehicle placard – multi-load</p> </div> </div>	

### Relevant Legislation

- National Transport Commission (Model Legislation – Transport of Dangerous Goods by Road or Rail) Regulations 2007
- Relevant State or Territory legislation (these reflect the model legislation)
- Australian Code for the Transport of Dangerous Goods by Road & Rail, Ed 7.5 (ADG Code).

### Dangerous Goods Transport by Road or Rail

TRANSPORT DOCUMENT - CONCESSIONAL LIMITED QUANTITY LOADS		LQ Loads
This documentation applies for non-placard and placard loads		
Consignor:		
Address:		
Consignee:		
Address:		
<p>A) Inner packaging must not exceed Limited Quantities amount, found in Column 7 of the Dangerous Goods List in Section 3.2.3 of the ADG Code Edition 7.5 B) UN 0337, UN 1057, UN 2911 and UN 1044 do not have set quantity limits</p>		
Class or division or specific substance Only include the quantity of those substances on the load	Max LQ Package Size <sup>a</sup>	Total Quantity
1.4S UN0337 fireworks (party poppers, sparklers and bon bons only) <sup>B</sup>	N/A	
2 UN1950 aerosols	1 L	
2.1 Flammable gas	120 ml	
2.1 UN1057- lighters or lighter refills <sup>B</sup>	N/A	
2.2 UN1044 – fire extinguishers (portable only) <sup>B</sup>	N/A	
2.2 Other non-flammable non-toxic gas	120 ml	
3 Nitromethane, UN 1261	1 L (PGII)	
3 Other flammable liquid	1 L (PGII) 5 L (PGIII)	
4.1 Flammable solid	1 KG (PGII) 5 KG (PGIII)	
4.2 Substances liable to spontaneous combustion	500 g (PGII) 1 KG (PGIII)	
4.3 Substances which in contact with water emit flammable gases	500 g (PGII) 1 KG (PGIII)	
5.1 Calcium hypochlorite (UN 1748, 2208, 2880, 3485, 3486, 3487)	1 KG (PGII) 5 KG (PGIII)	
5.1 Dichloroisocyanuric acid, trichloroisocyanuric acid UN 2465, 2468 or any -chloroisocyanurate	1 KG (PGII) 5 KG (PGIII)	
5.1 Any bromate, chlorate, chlorite (also Class 8), hypochlorite	1 KG (PGII) 5 KG (PGIII)	
5.1 Other oxidising agent	1 KG (PGII) 5 KG (PGIII)	
5.2 Organic peroxide	500 g	
6.1 Toxic	500 g (PGII) 5KG (PGIII)	
7 UN2911 – domestic smoke detectors <sup>B</sup>	N/A	
8 Strong and concentrated acids (concentrated versions of UN 1830, 2796, 1832, 1789, 1788, 1787, 2031, 1802)	1 KG (PGII) 5 KG (PGIII)	
8 Strong and concentrated alkalis (concentrated versions of UN 2679, 2680, 1823, 1824, 1813, 1814, 2677, 2678, 2681, 2682, 1564, 2923, 3262, 1759)	1 KG (PGII) 5 KG (PGIII)	
8 Other corrosive	1 KG (PGII) 5 KG (PGIII)	
9 Miscellaneous	1 KG (PGII) 5 KG (PGIII)	
Any inorganic nitrate (various classes)	1 KG (PGII) 5 KG (PGIII)	
<b>Total aggregate quantity</b>		
Food (do not include in the aggregate quantity)		Yes / No
<b>Certification:</b> This load complies with all the characteristics of a CLQ Load specified in Chapter 3.4.10 of the ADG Code		
<b>Name:</b>		<b>Title:</b>
<b>Signature:</b>		<b>Date:</b>



## **LFT AUDITING & REPORTING**

LFT employees will all be trained on the importance of keeping the COR Incident report and related, fatigue and Speed Management reports up to date daily.

Employees will be required to follow up on any COR incidents within 24 hours(business) of the breach and as outlined in this compliance manual with any third party concerned/involved eg supplier, subcontractor or customer.

LFT will conduct onsite audits of drivers and regular intervals to ensure compliance in all areas of the safety system. Any failures in compliance will be addressed and followed up to ensure they are rectified.

A summary of the COR incident reports will be sent to the Director of LFT at the end of each month for review. It is the Directors responsibility to identify if any compliance practices have fallen behind and how they can be improved and rectified.

The Director will need to identify if the breaches are caused due to individual circumstances or whether there needs to be a change or improvement made to the LFT Compliance system itself.

The LFT Compliance Manager no less than annually, will oversee the LFT COR system and ensure that it remains up to date with any new legislations and that the system is being used correctly by staff and all issues are being address and rectified as necessary.

The system should show an ongoing improvement in compliance to COR regulations and if this is not the case then the LFT COR system may need to be improved and changed to better promote improvement in compliance issues.

## **NON-COMPLIANCE**

L. Fraumano Transport may review or audit compliance at any time. If it is deemed that any rule or requirement has been contravened, they may:

- Re-education of employees and contractors for determined knowledge gaps, or unexpected events, or accidental non-conformance.
- Immediately suspend all or part of the works until the employee or contractor demonstrates compliance:
- Order the Employee or Contractor to remove all non-compliant Contractor's Employees from Company Premises; and
- Suspend all payments for the period of non-compliance.
- Legal action against employees or contractors for severe breaches of the CoR policy or related legislation in any state of Australia, which results in injury, loss of life or cargo, cargo and or property damage, environmental harm, or community disruptions.