

## Chain of Responsibility Policy

Local Freight's Chain of Responsibility will be clearly addressed by all participants throughout the entire organisation. Our transport chain includes, but is not restricted to: consignors, packers, loaders, subcontracted drivers, other transport companies, and freight receivers.

Local Freight will ensure that all goods carried on our behalf will comply with all State and Territory regulations, laws and codes of practice.

### Purpose

If you are involved in any part of the transport process, you could be held legally liable for breaches of the Heavy Vehicle National Law (HVNL) even though you have no direct role in driving or operating a heavy vehicle.

The aim of the Chain of Responsibility is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches do not occur. Under Chain of Responsibility laws if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the laws are complied with.

The law recognises that multiple parties may be responsible for offences committed by the drivers and operators of heavy vehicles. A person may be a party in the supply chain in more than one way. For example they may have duties as the employer, the operator and the consigner of goods. Legal liability applies to all parties for their actions or inactions.

### What is Chain of Responsibility (CoR)?

It means all parties in the road transport supply chain:

- are responsible for preventing a breach of road transport laws
- must take positive steps to prevent a breach of the road transport mass, dimension loading and work hours' laws.

### Roles & Responsibilities

You may be responsible for more than one role in this table, please ensure you carefully read each Role and Responsibility to ensure you are compliant in all aspects of the chain.

Job Title	Role	Legal Responsibility
Consignor / Dispatcher	Dispatches goods for delivery	Ensure deliveries don't require a driver to:

		<ul style="list-style-type: none"> <li>• Transport goods that go beyond vehicle dimension or mass limits</li> <li>• Inappropriately secure the load</li> <li>• Exceed the permitted number of driving hours</li> <li>• Fail to have minimum rest periods</li> <li>• Exceed the speed limits</li> </ul>
Consignee / Receiver	Orders and / or accepts the goods being delivered	<p>Assume the same responsibilities as the consignor / dispatcher (see above), plus:</p> <ul style="list-style-type: none"> <li>• Must not knowingly encourage or reward a breach of the mass, dimension, load restraint or driving hours laws</li> </ul>
Loader	Loads goods into the vehicle	<p>Ensure the vehicle's load:</p> <ul style="list-style-type: none"> <li>• Doesn't exceed the dimension or mass limits</li> <li>• Cannot become unstable, move, or fall off the vehicle</li> <li>• Is evenly distributed over the chassis</li> </ul>
Driver	Transports the load to its destination	<p>Maintain current obligations to ensure:</p> <ul style="list-style-type: none"> <li>• The vehicle does not exceed the dimension or mass limits</li> <li>• The load is appropriately restrained</li> <li>• All required equipment is properly fitted to the vehicle</li> <li>• Required rest breaks are taken and driving hours regulations and speed limits are observed</li> <li>• Safe and responsible driving behaviour is demonstrated at all times</li> <li>• Load continues to be evenly distributed over the chassis throughout the shift</li> <li>• Pre-start checklists are carried out at the commencement of each shift</li> </ul>
Operations Manager	Operates and / or manages the business dispatching the goods	<p>Be responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• Rosters do not required drivers to exceed the permitted number of driving hours</li> <li>• Accurate records are kept of drivers' activities, including driving, work and rest times</li> <li>• Vehicle speed limiters are functioning</li> <li>• Loads do not exceed dimension or</li> </ul>

		<p>mass limits and are properly restrained using appropriate restraint equipment</p> <p>Ensures that the following are carried when required and correctly:</p> <ul style="list-style-type: none"> <li>• Pre-start checklists</li> <li>• Log books, where appropriate</li> </ul>
Fleet Manager	Schedules the transport of goods by road	<p>Ensure transport schedule doesn't require a driver to:</p> <ul style="list-style-type: none"> <li>• Exceed the speed limit</li> <li>• Exceed the permitted number of driving hours</li> <li>• Fail to have minimum rest periods</li> </ul> <p>Ensures that the driver completes and receives the following from the driver at the completion of each shift:</p> <ul style="list-style-type: none"> <li>• Pre-start checklists</li> <li>• Log books, where appropriate</li> </ul>
Human Resources Manager	A person who is responsible for the Health & Safety and engages someone else to drive a regulated heavy vehicle	To take all reasonable steps to ensure their business practices do not cause a driver of a regulated heavy vehicle to drive whilst fatigued, in breach of a work / rest requirement, or in breach of a speed requirement.

CHAIN OF RESPONSIBILITY AGREEMENT I have read and understand the above Chain of Responsibility Policy. I also understand that it is my responsibility to comply with the standards and that non-compliance could result in disciplinary action or instant dismissal, and / or legal proceedings. I acknowledge that failure to comply could also severely impact the life of others.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

