Know Your Roles Activity Scenarios – Trainer Guide

ACTIVITY INSTRUCTIONS

1. Discuss the transport activity

2. Identify the roles council has during the transport activity?

3. What other parties have a shared responsibility? (internal or external)

4. What's the breach(s)? (What could go wrong? – discussion-based)

5. What are the potential hazards and risks to road users from the breach(s)?

6. What are some ways to eliminate or minimise the risks?

7. What controls do we have in place to ensure we do not directly or indirectly cause or encourage a driver or another person to breach HVNL?

BREACH SCENARIO EXAMPLES

- Fatigued or impaired driver

- Visible damage to vehicle

- Excessive wear and tear to a vehicle (tyres / suspension / leaking oil etc)

- Unsecured or inadequately secured load

- Overloaded vehicle

- Vehicle impact with infrastructure at delivery point

- Unloader or driver struck by traffic

- Vehicle rollover

- Arrival to destination in unreasonable timeframe from point of departure

- Work and rest hours exceeded

- In addition to the above which may apply to employees or sub-contractors, a sub-contractor who is not inducted or doesn't have existing procedures / systems to manage CoR

REINFORCE

Every party in the chain has a shared responsibility for ensuring transport activities at council don't put the public at risk.

Every party has shared responsibilities to eliminate or minimize risks to the public, based on their function, the nature of the risks created by the transport activity, and their capacity to control the risk.

Primary duty requires all parties in the chain to do everything you reasonably can to ensure the safety of all transport activities.

Observe. Report. Record when you see something that doesn't look right is a great step to reducing risk to the public.

Parties in the chain can be held responsible for directly or indirectly causing another party to breach the HVNL.
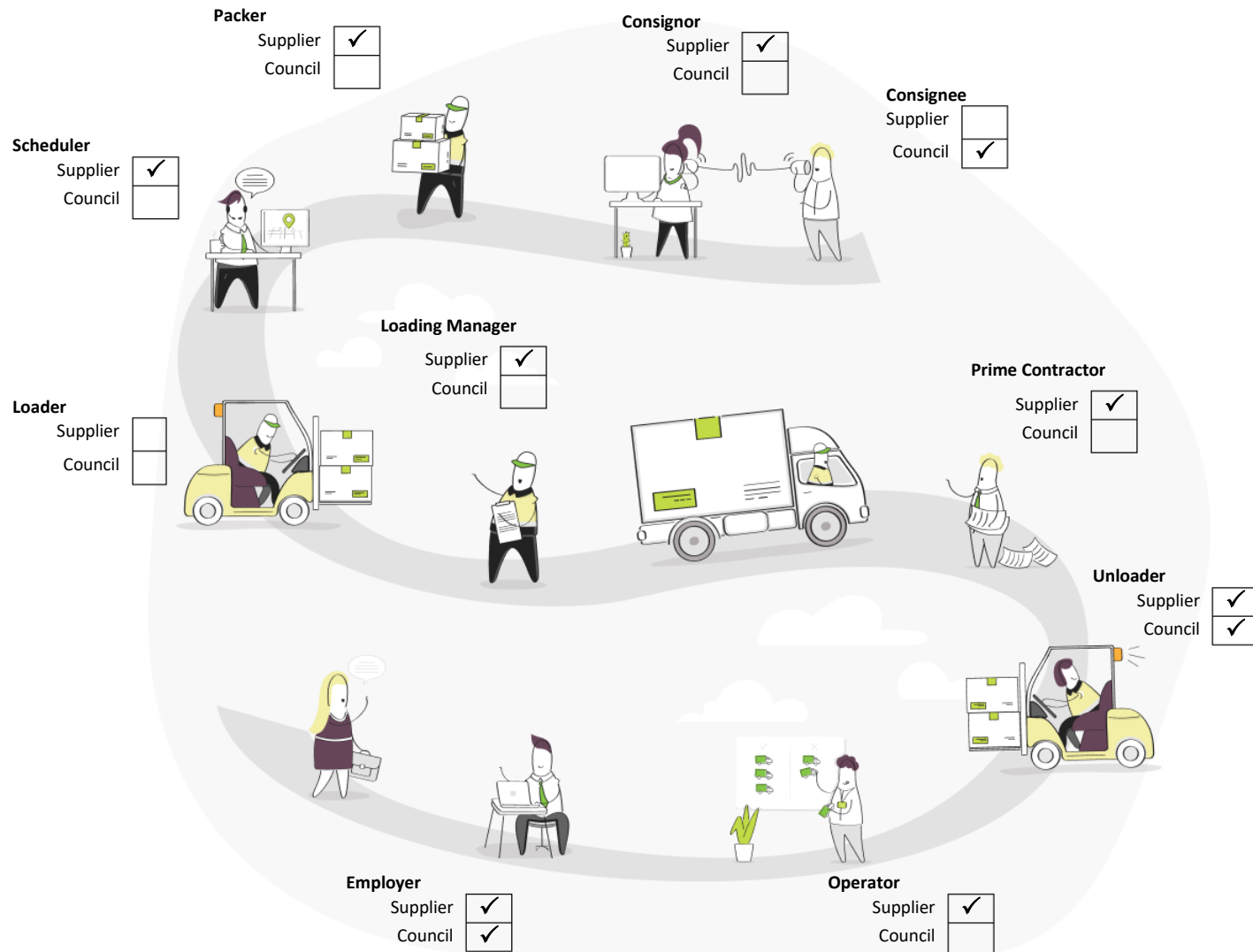
RISK CONTROL EXAMPLES

- Choice of vehicles suitable for task
- Choice of routes suitable to conditions and vehicle
- Performing visual checks on vehicles and cargo
- Correctly placing and restraining loads on vehicles
- Using engineered controls for restraining loads such as dunnage, stillage, blocking and shoring bars, non-slip materials
- Setting up depots and loading areas adequately for transport activities
- Confirming the status of transport activities with other workers
- Toolbox talks, training and information for workers and contractors
- Recruiting and training workers
- Induct workers
- Induct Contractors through LinkSafe
- Approved supplier panel of contractors and suppliers that have demonstrated controls for transport activities
- Directing or instructing workers associated with heavy vehicle activities
- Developing and implementing policies, procedures, instructions and plans.
- Reviewing SWMS and Procedures to ensure they are up to date
- Using vehicle and loading inspection checklists
- Following maintenance schedules
- LOTO system for faulty, worn or damaged components (vehicles / restraint equipment)
- Fatigue assessment tools
- Hazard reporting process to raise issues

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SCENARIO 1	**Business Area:** Stores | Depots | Maintenance | Fleet Maintenance
	Transport Activity: Ordering and receiving goods from suppliers via a heavy vehicle

Packer
Supplier ✔
Council ☐

Consignor
Supplier ✔
Council ☐

Consignee
Supplier ☐
Council ✔

Scheduler
Supplier ✔
Council ☐

Loading Manager
Supplier ✔
Council ☐

Prime Contractor
Supplier ✔
Council ☐

Loader
Supplier ☐
Council ☐

Unloader
Supplier ✔
Council ✔

Employer
Supplier ✔
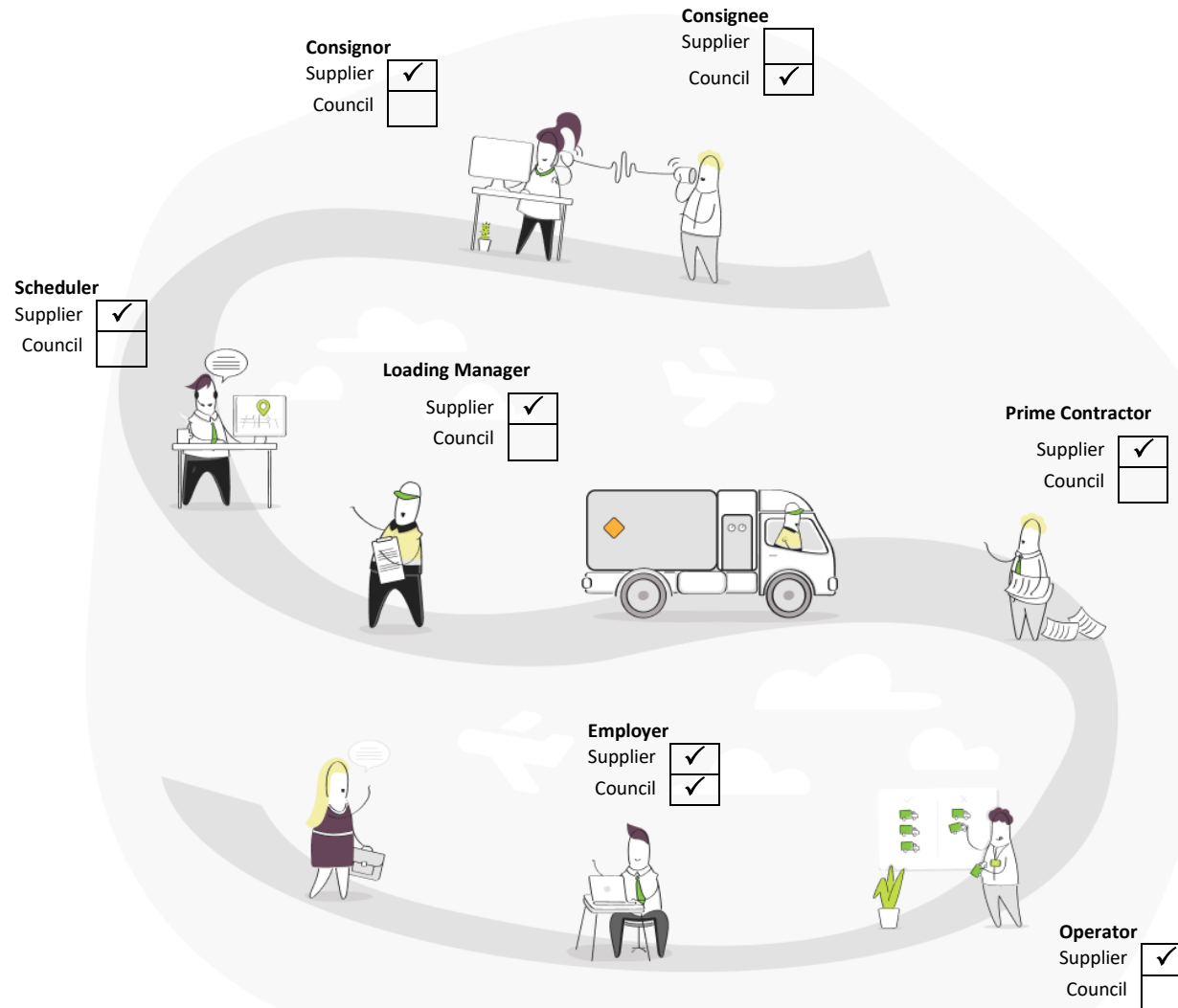Council ✔

Operator
Supplier ✔
Council ☐

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SCENARIO 2

Business Area: Airports | Infrastructure

Transport Activity: Receiving fuel deliveries via a fuel tanker to council site

Consignee
Supplier ☐
Council ✓

Consignor
Supplier ✓
Council ☐

Scheduler
Supplier ✓
Council ☐

Loading Manager
Supplier ✓
Council ☐

Prime Contractor
Supplier ✓
Council ☐

Employer
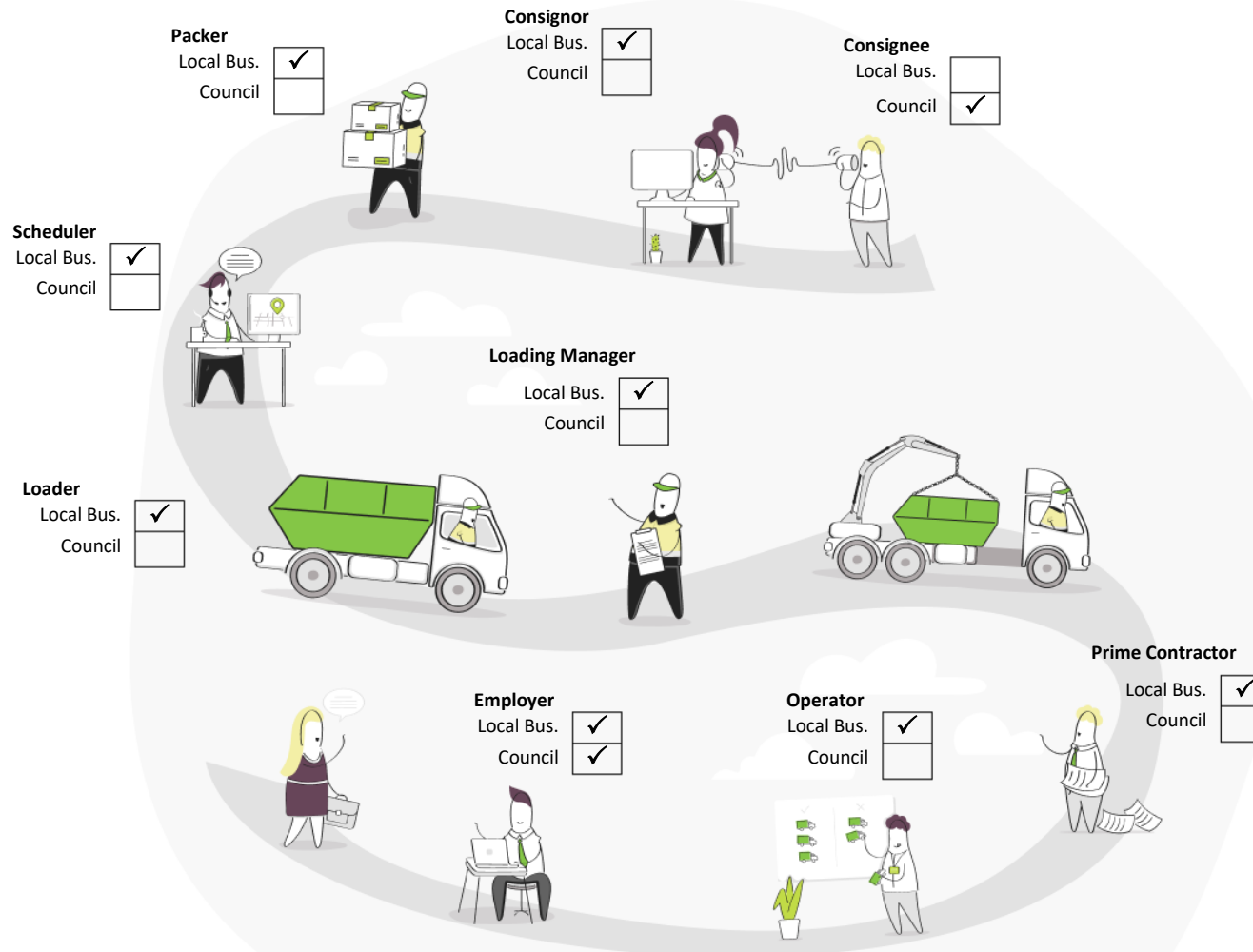Supplier ✓
Council ✓

Operator
Supplier ✓
Council ☐

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SCENARIO 3

Business Area: Resource Recovery - Emerald

Transport Activity: A council-run facility receiving waste from local commercial businesses

Packer
Local Bus. ✔
Council ☐

Consignor
Local Bus. ✔
Council ☐

Consignee
Local Bus. ☐
Council ✔

Scheduler
Local Bus. ✔
Council ☐

Loading Manager
Local Bus. ✔
Council ☐

Loader
Local Bus. ✔
Council ☐

Prime Contractor
Local Bus. ✔
Council ☐

Employer
Local Bus. ✔
Council ✔
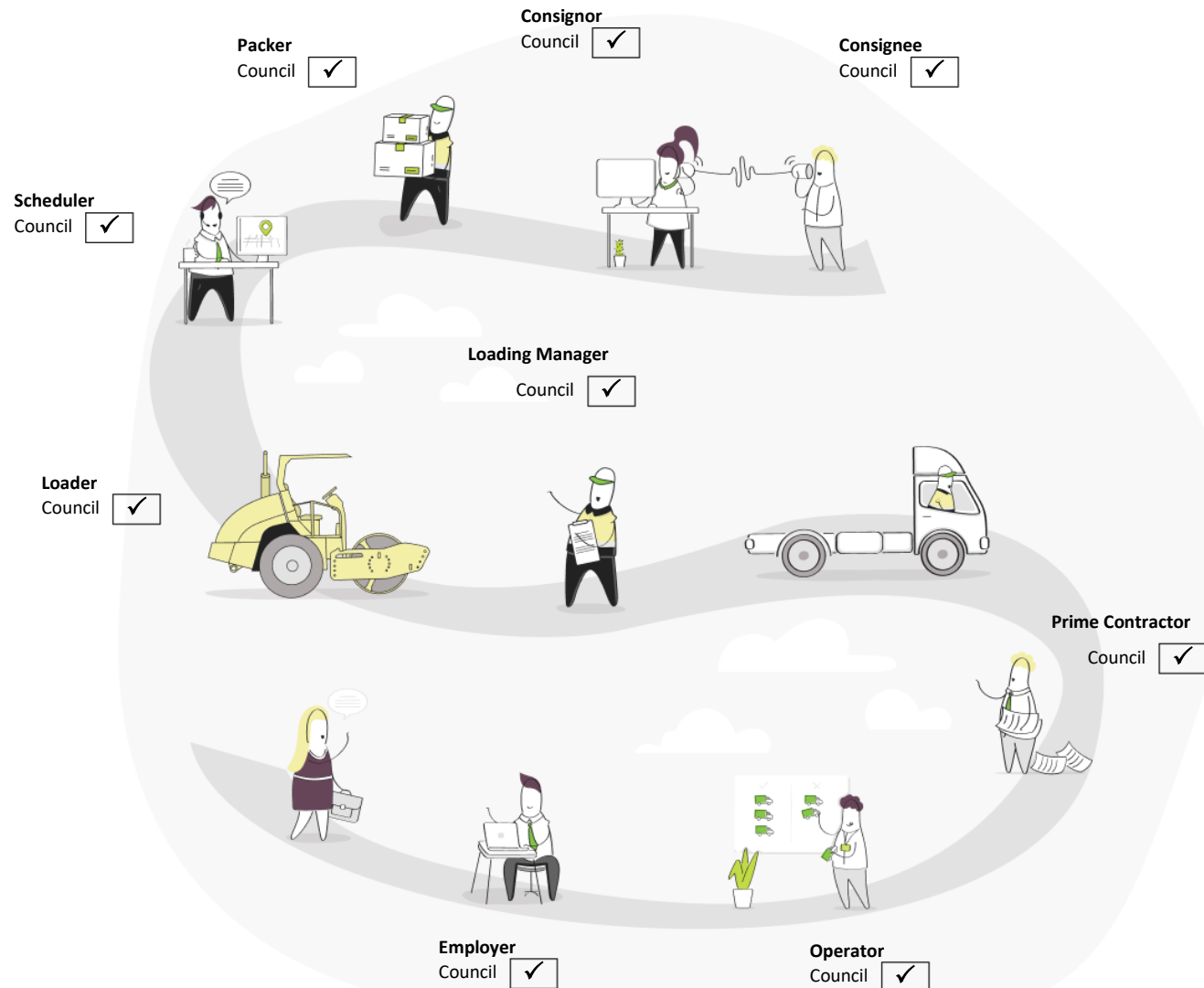
Operator
Local Bus. ✔
Council ☐

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	SCENARIO 4	**Business Area:**	Infrastructure | Parks and Gardens | Mobile Crushing Quarry | Fleet Maintenance
		Transport Activity:	Transporting council-owned mobile plant on a float for site relocation

Packer
Council ✔

Consignor
Council ✔

Consignee
Council ✔

Scheduler
Council ✔

Loading Manager
Council ✔

Loader
Council ✔

Prime Contractor
Council ✔

Employer
Council ✔

Operator
Council ✔

Know Your Roles Activity Scenarios – Trainer Guide

SCENARIO 5	**Business Area:** Parks and Gardens
	Transport Activity: Council crews removing green waste and transporting to a disposal site

Consignor
Council ✓

Consignee
Council ✓

Scheduler
Council ✓

Loading Manager
Council ✓

Loader
Council ✓

Prime Contractor
Council ✓

Unloader
Council ✓

Employer
Council ✓

Operator
Council ✓