

Know Your Roles

----- REDUCING PUBLIC RISK WHEN
TRANSPORTING GOODS ON HEAVY VEHICLES



65 Egerton Street, Emerald QLD 4720 T. 1300 242 686

chrc.qld.gov.au





OUR HEALTH AND SAFETY VALUES

At council we believe:

- All incidents are preventable
- Everyone has a right to come to work and do their jobs effectively and go home safely
- Every person has the authority to stop a job if it is not safe
- No job is more important than the top 4
- Every council officer is responsible for their safety and the safety of others
- No council employee will walk past an unsafe act or condition

Our Health and Safety Values directly relate to our community commitment to ensuring we do everything we can to keep road users safe during council's transport activities.



CHAIN OF RESPONSIBILITY (CoR)

CoR plays an important role in supporting safe, reliable road transport for all road users.

It is the part of the Heavy Vehicle National Law (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road.

The HVNL has been designed to:

- Improve safety
- Improve compliance
- Require parties to manage risk
- Create a level playing field and increase productivity
- Protect infrastructure
- Protect against the demands of off-road parties that can lead to breaches of the law

CoR relates to everyone who has an influence on the use of heavy vehicles on Australian roads.

Improving heavy vehicle transport safety benefits all road users and the wider community.

PART OF THE CHAIN

Any time we send or receive goods using a heavy vehicle with a gross vehicle mass of more than 4.5 tonnes, we become a part (or party) of the chain of responsibility.

Under CoR, if you are a party in the chain you have a **primary duty** to ensure, so far as is reasonably practicable, the safety of council's transport activities relating to heavy vehicles.

The primary duty simply means doing everything you **reasonably can** to ensure the safety of all transport activities relating to the vehicle and requires every party in the CoR to eliminate or minimise public risks during transport.

Every party in the chain has the **same** primary duty, but shared responsibility means that everyone has responsibilities (at different levels) based on their function, the nature of the risks created by the transport activity, and their capacity to control the risk.

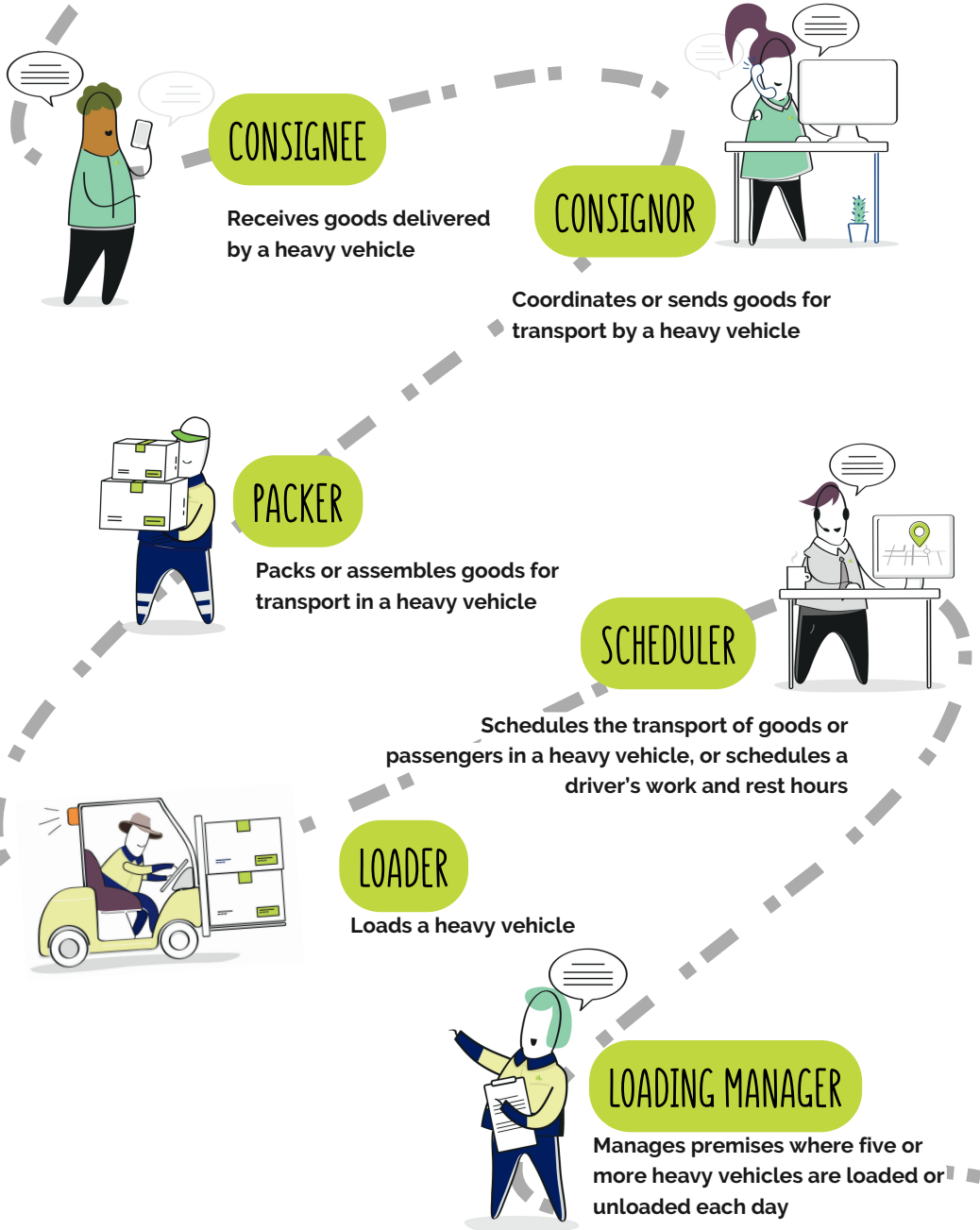
Each party has a shared responsibility.

The responsibility may change, but the primary duty remains the same.



KNOW YOUR ROLES

The HVNL (section 5) clearly defines 10 parties in the CoR that can influence the safety of heavy vehicle activities:



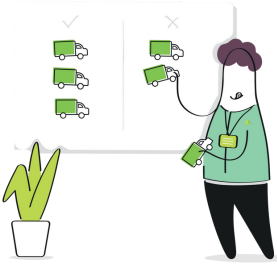
UNLOADER

Unloads a heavy vehicle



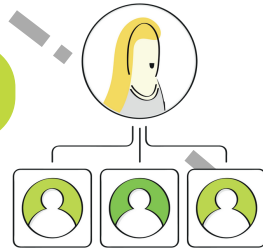
OPERATOR

Responsible for controlling or directing the use of a heavy vehicle (including heavy vehicle combination), whether or not they are actually present for the transport task



EMPLOYER

Employs a heavy vehicle driver



PRIME CONTRACTOR

Engages a self-employed driver or someone to drive a heavy vehicle under a contract for services



You'll notice – the Driver is **not** a party in CoR (unless they are an owner / operator or perform another party function). It's likely that your job title may be different to these definitions, or you may be more than just one party – so we call them **roles**.

CoR IN PRACTICE

The CoR requires that a party in the chain does everything reasonably practicable to ensure the safety of council's transport activities.

Simply, this means making decisions in relation to transport activities that will ensure the safety of road users. This starts with considering our CoR touch-points for transporting goods on heavy vehicles, then looking at doing everything we reasonably can to eliminate or minimise any risks to the public.

Examples of our transport activities at council are:

- Transporting mobile plant on floats
- Kerbside collection
- Transporting waste to landfill
- Running landfill facilities
- Running saleyards facilities
- Material haulage
- Mobilising and demobilising camps
- Greens maintenance
- Street sweeping
- Freight deliveries
- Fuel deliveries

This includes where contractors are engaged on our behalf to carry out heavy vehicle transport activities.

Making decisions on road transport safety contributes to industry reputation and community trust and reducing public risk.



REDUCED PUBLIC RISK = INCREASED PUBLIC SAFETY

Knowing your roles and assessing the hazards and risks while the vehicle is travelling on the road contributes to making council's transport activities safer for the public.

It is council's shared responsibility to control, eliminate or minimise the risks to the public during our transport activities. When considering risk controls, remember to take the safety of all road users and the public into account, not just your own safety.

1. **Eliminate** hazards and risks if possible
2. Reduce the risk by minimising (**substituting, isolating, or changing** systems and equipment)

There are several methods to assess and document hazards and risks at council. Examples we apply are:

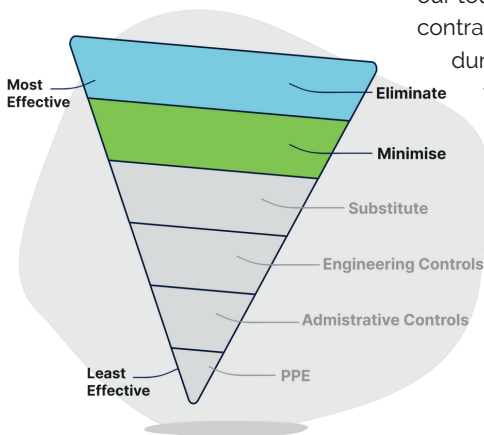
- Risk assessments to identify and document ways to eliminate or minimise risks to the public during transportation
- Vehicle Inspection Checklists to ensure we are regularly checking the condition and 'roadworthiness' of our vehicles and identifying wear and tear / suitability for use so that we don't put unsafe vehicles on the road
- Pre-shift meetings and handovers to communicate transport activities and methods for carrying out these activities. This is the opportunity to consider our touch points with contractors and suppliers during the

transportation of goods and ensure we are taking every reasonable step to eliminate or minimise risks

- Area and equipment inspections to ensure our facilities and equipment are fit for purpose and suitable and results in secured goods during packing, loading, transport, and unloading
- Policies and procedures (including SOPs and SWMS) to have a formal and systematic way of doing things and follow our agreed methodology and sharing it with other parties in the chain
- NHVAS induction and training to ensure all workers are aware of the hazards and risks associated with heavy vehicles at council and how breaching our primary duty puts road users at risk

Reducing the risk to public also includes not directly or indirectly, causing or encouraging a driver of a heavy vehicle or another person, including a party in the CoR, to breach the HVNL.

The responsibility is shared with all parties to reduce risks for all road users and ensure public safety.



MONITORING RISK CONTROLS

Are our controls working, effective, and achievable?

This is the shared responsibility of everyone involved in transport activities – **do everything you reasonably can**. Sometimes the extent of this responsibility may just be to speak out and report anything that looks like it has potential to pose a risk to the public.

Examples of CoR risk controls may be:

- Performing visual checks of vehicles (such as tyres, suspension, lights, overall condition)
- Using load plans and load inspection checklists, or observing how loads are secured on heavy vehicles on arrival or departure
- Actively discussing transport activities and controls with other workers, suppliers and contractors during pre-starts, shift changeovers and throughout the transport activity

- Knowing the weight of the load and the capacity of the heavy vehicle
- Following policies, procedures and checklists
- Observing for signs of fatigue or impairment in drivers and other workers and speaking to a supervisor if something doesn't look right
- Maintaining skills and knowledge through toolbox talks, training and information workshops
- Engage with contractors and suppliers that contribute to council's heavy vehicle transport activities

Problem with the control/s?

- Stop work
- Assess risks
- Implement controls
- Immediately report the problem/s to your supervisor and record it.

If there is a question about public safety, raise it.

Observe. Report. Record.



KEY TAKEAWAY PRINCIPLES

There are 6-key principles to take away relating to your roles under the CoR:

1. The actions of every party in the chain contribute to managing risks to the public
2. Primary duty means doing everything you reasonably can to ensure safety of transport activities by eliminating or minimising risks as far as reasonably practicable to ensure public safety
3. Every party in the chain has the same primary duty
4. The level of responsibility is shared, and may change based on your functions, risk to the public and capacity to control or influence the transport activity
5. Parties in the chain can be held responsible for directly or indirectly causing another party to breach the HVNL
6. Ensuring we assess any hazards and risks before any task is conducted is critical to our industry reputation, community trust and reducing public risk.



FURTHER INFORMATION

Here's where to find more information about your safety obligations and applying them

Council documents

- Policies and procedures (including SOPs and SWMS)
- Risk assessments
- Task-related procedures

Industry standards and guidance

- Codes of Practice
- Industry Guidelines
- National Heavy Vehicle Regulator (NHVR) website publications and tools
- Heavy Vehicle Confidential Reporting Line – 1800 931 785
- Regulator-issued safety alerts and bulletins
- Regulatory Advice

Legislative Acts and Regulations

- Heavy Vehicle National Law (HVNL)
- Heavy Vehicle National Regulations
- Work Health and Safety Act
- Work Health and Safety Regulations





The **Know Your Roles project** is a part of the Heavy Vehicle Safety Initiative
CoR training grants program.



65 Egerton Street, Emerald QLD 4720 T. 1300 242 686

chrc.qld.gov.au

The information contained within this document is the property of Central Highlands Regional Council.

It is not to be distributed or used for commercial purposes without the written permission of the Chief Executive Officer of Central Highlands Regional Council.
Apart from any use as permitted under the Copyright Act 1968, all other rights reserved.

© Central Highlands Regional Council PO Box 21 Emerald Q 4720