

## CHRC Know Your Roles – Workshop Session Plan

### Scope:

The premise for these workshops is to ensure safety for all road users during council's transport activities; and to identify roles in the chain of responsibility at council that individuals have control or influence over based on their function, the level of the risks created by the transport activity, and their capacity to control the risk.

### Audience:

Know Your Roles workshops are for indoor and outdoor workers and leaders at council that are a party in the chain and have a primary duty to ensure council does everything we reasonably can to ensure safety of road users.

### Outline:

This session plan covers face-to-face (F2F) workshops addressing the primary duty of everyone involved during council's transport activities.

Each workshop will follow the below structure, adapted by the trainer according to audience, schedule, delivery environment and external factors that may impact the facilitation of the workshop.

### Resources required:

- Attendance Record
- Know Your Roles Handbook
- Transport Activity Scenarios
- Photo / Video Acknowledgement and Authorisation Form
- Parking Lot / Action Item Register
- Feedback Form

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### Structure:

Within each phase, a range of CoR-related content will be covered. This section breaks apart what is being covered per phase.

Phase	Duration	Topics
Introduction  <i>Co-introduction by CHRC representative and Trainer</i>	10 min	<ul style="list-style-type: none"> <li>Trainer introduction               <ul style="list-style-type: none"> <li>Name, role, experience relating to HV industry and CoR</li> </ul> </li> <li>Program introduction and schedule</li> <li>Introduce the handbook</li> <li>Attendees               <ul style="list-style-type: none"> <li>Name, role, time at council</li> </ul> </li> </ul>
Chain of Responsibility (CoR) Awareness	50 min	<ul style="list-style-type: none"> <li>Definitions and Scoping Questions               <ul style="list-style-type: none"> <li>HVNL</li> <li>GVM / GCM</li> <li>Safety (Who's safety under CoR lens)</li> <li>Road</li> <li>Transport activities (what are your touch points?)</li> </ul> </li> <li>What is CoR?</li> <li>Why is CoR important?</li> <li>CoR 10x roles and functions</li> <li>Each party shares responsibility</li> <li>Primary duty</li> </ul>
Break	10 min	
Know your Roles at council  <i>(Should be co-facilitated with CHRC Rep)</i>	60 min	<ul style="list-style-type: none"> <li>Transport 'touch-points' activity</li> </ul>
Q&A/Close	20 min	<ul style="list-style-type: none"> <li>Key takeaway principles</li> <li>Observe. Report. Record</li> <li>'Find the Safe Way'</li> </ul> <p>Word from CHRC Rep and opportunity for attendees to clarify information.</p>

## Facilitator guide

As the facilitator of the workshop, a guiding breakdown flow of both workshop session halves has been provided below.

Phase	Topic flow	Delivery notes
Introduction (10m)	<ul style="list-style-type: none"> <li>Introduce yourself and background</li> <li>Attendees to share name, role at council and time in role</li> </ul> <p>Introduce Know Your Roles project and cover the aim -</p> <ul style="list-style-type: none"> <li>Outline the outcome – by the end of the workshop, everyone will have an understanding of their primary duty and roles in the chain of responsibility.</li> </ul>	<p><b>Reference the handbook</b></p> <p><b>Reference the activity</b></p> <p><b>The Aim - to ensure all attendees understand their roles in the chain and reduce the risk to the public during council's transport activities.</b></p>
Chain of Responsibility (CoR) 50 min)	<ul style="list-style-type: none"> <li>Scoping questions: <ul style="list-style-type: none"> <li>Safety (Who's safety under CoR lens)</li> <li>What is a road?</li> <li>What is the HVNL?</li> <li>Who does it apply to?</li> <li>GVM / GCM?</li> <li>What is a heavy vehicle?</li> <li>What does CoR mean?</li> <li>Are drivers part of CoR?</li> <li>Transport activities (what are your touch points?)</li> <li>Who can have control or influence on heavy vehicle activities?</li> <li>Are suppliers or contractors' part of CoR?</li> <li>If you order goods or arrange for a truck to deliver goods, but never see a truck are you part of CoR?</li> </ul> </li> </ul> <p>Introduce HVNL:</p> <ul style="list-style-type: none"> <li>Explain CoR and its importance to reducing public risk</li> <li><b>Video: 10 Roles (Handbook ref. P4)</b></li> </ul>	<p>Scoping Questions:</p> <ul style="list-style-type: none"> <li>Safety (who's safety under CoR lens) CoR is about ensuring public risk is eliminated or minimised as far as is reasonably practicable. Your safety is covered as a worker under WHS Act and Regs.</li> <li>What is a road? A road that both the public and a heavy vehicle have access to. <b>Reference landfill facilities</b></li> <li>What is the HVNL? Heavy Vehicle National Law.</li> <li>Ask why is there a national Law? To harmonise heavy vehicle transport legislation across Australia. Updated in 2018 -including the addition of primary duty under CoR</li> <li>Who does it apply to? Anyone involved in heavy vehicle transport activities on roads</li> <li>GVM / GCM? Gross Vehicle Mass (max. allowance mass of a fully loaded vehicle). Gross Combination Mass (combined weight of vehicle and attachments e.g. trailer)</li> <li>What is a heavy vehicle? Any vehicle with a GVM over 4.5 tonnes</li> <li>What does CoR mean? Chain of responsibility</li> <li>Are drivers part of CoR? No – unless the driver is an owner operator or carries out any of the party functions.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Introduce the 10 x CoR roles and their duties <ul style="list-style-type: none"> <li>◦ Roles are about the function, rather than job description</li> </ul> </li> <li>• Explain other roles under HVNL that are related but not a CoR party <ul style="list-style-type: none"> <li>◦ Drivers</li> <li>◦ Executive due diligence duties</li> </ul> </li> </ul> <p>Primary Duty</p> <ul style="list-style-type: none"> <li>• <b>Video: Primary Duty</b></li> <li>• Explain the primary duty <ul style="list-style-type: none"> <li>◦ Define 'reasonably practicable'</li> <li>◦ It's the same for all roles</li> <li>◦ The responsibility may change, the primary duty stays the same</li> </ul> </li> <li>• Explain shared responsibility <ul style="list-style-type: none"> <li>◦ More than one person can have the same role/function, but one person can have multiple roles (parties)</li> </ul> </li> </ul> <p>Risk</p> <ul style="list-style-type: none"> <li>• Risk to the public – Facilitator to challenge answers <ul style="list-style-type: none"> <li>◦ What risk? - be specific</li> <li>◦ What can happen? And then? And then?</li> <li>◦ Who else is on the road? - continue to emphasise this statement</li> </ul> </li> <li>• <b>Video: Hazards and Risk</b></li> </ul>	<p>Transport activities (what are your touch points?) Encourage discussion on any time heavy vehicles are used or where the attendees interact with HVs</p> <ul style="list-style-type: none"> <li>• Who has responsibilities during heavy vehicle activities? CoR has defined 10 parties in the chain. Responsibilities may be a little or a lot, dependent on function, the risk to public, and the capacity to control or influence the transport activity and its risks</li> <li>• Are suppliers or contractors' part of CoR? Yes – 10 parties don't discriminate by employment or job title</li> <li>• If you order goods or arrange for a truck to deliver goods, but never see a truck are you part of CoR? Potentially. Comes down to the transport activity risk, the controls in place, and your capacity to control the risk.</li> <li>• The primary duty is the same for all 10 parties in the chain: to eliminate or minimise risks from the heavy vehicle transport activities you influence or control, as much as you can (so far as is reasonably practicable).</li> <li>• Drivers: Not a party in CoR. Reinforce intent of CoR around sharing responsibility for all parties. There are other requirements and responsibilities under HVNL specifically for drivers.</li> <li>• Executive Due diligence: An executive is an executive officer, a manager or another person who takes part in the management of a business. If you are an executive of a business that is a party in CoR, you have a due diligence duty. This means: <ul style="list-style-type: none"> <li>- Have knowledge on transport activities</li> <li>- Understand public safety measures in place incl. hazards and risks to</li> <li>- Ensure the business does everything it can to eliminate or minimise the risks</li> <li>- Have a system in place to respond when hazards, risks or incidents are reported</li> </ul> </li> </ul>
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Q&A/Break (10 min)	Short break and opportunity for attendees to clarify information.	
Know your Roles at Council (60 min)	<p><b>Note: Involve CHRC co-facilitator to provide accurate input on current and up-to-date practices and assist with communicating gaps and works in the pipeline.</b></p> <ul style="list-style-type: none"> <li>Transport touch-points activity <ul style="list-style-type: none"> <li>Look at all touch points in the transporting of goods on heavy vehicles</li> <li>Discuss transport activities per-scenario</li> <li>Identify roles</li> <li>Identify responsibilities</li> <li>Identify hazards and public risks</li> <li>Reinforce primary duty</li> <li>Working with others – can we influence contractors and suppliers to ensure they are eliminating or minimising the risk to the public?</li> </ul> </li> <li>Discuss the formal CoR management methods – <ul style="list-style-type: none"> <li>Policies</li> <li>Procedures</li> <li>Vehicle selection</li> <li>Routes and schedules</li> <li>Depots and sites</li> <li>Inspections and maintenance</li> <li>Load restraint equip</li> <li>Loading Plans</li> <li>Employing drivers</li> <li>Contractor and supplier management</li> <li>Training (NHVAS Induction, fatigue for e.g.)</li> </ul> </li> <li>Reduced risk = increased safety for road users <ul style="list-style-type: none"> <li>Communication</li> <li>Risk assessments – Individual and Team Take 5 (Authority to Work) – reiterate identifying public risks</li> <li>Manage fatigue in self and others</li> <li>Suppliers and contractors</li> </ul> </li> </ul>	<p>Ensure you encourage discussion</p> <p>Risk to the public – challenge answers</p> <ul style="list-style-type: none"> <li>What risk? Be specific.</li> <li>What can happen? Then what? Then what etc etc</li> <li>Who else is on the road?</li> </ul> <p>Overloaded Vehicle</p> <ul style="list-style-type: none"> <li>How do we know?</li> <li>What are the signs?</li> <li>How does an overloaded vehicle handle?</li> <li>If you think the vehicle is overloaded, what should you do?</li> <li>When do you do it?</li> <li>Why is that a risk to the public? What can happen?</li> <li>What if the load is oversized / exceeds limits?</li> </ul> <p>Can damage to infrastructure present a risk to the public? How? How? Etc etc.</p> <ul style="list-style-type: none"> <li>What about powerlines?</li> </ul> <p>Securing loads</p> <ul style="list-style-type: none"> <li>Can load shift compromise a vehicle?</li> <li>What can happen? Then what? Then what? Etc. etc.</li> <li>Why is that a risk to the public?</li> </ul> <p>Covering loads</p> <ul style="list-style-type: none"> <li>Do we have to do it? What happens if we don't?</li> <li>Are load covers installed?</li> <li>Are they enough?</li> <li>Does a cover guarantee safe loads? Can we do more?</li> </ul> <p>Controls –</p>

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	<ul style="list-style-type: none"> <li>• Directly or indirectly causing driver or another person to breach (shared responsibility) <ul style="list-style-type: none"> <li>○ HVNL s26E: any person is prohibited from requesting, directing, or contracting in a way that would cause or encourage a driver to breach fatigue requirements or speed limits or that would result in another CoR party causing a driver to breach fatigue requirements or speed limits.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Are they reasonable?</li> <li>- Are they adequate? Do they work?</li> <li>- Do we know about them?</li> <li>- Can we do better?</li> </ul> <p><b>shared responsibility</b> 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.</p> <p><b>Refer to existing control list in activity scenario and Handbook</b></p>
Q&A/Close-out (20 min)	<ul style="list-style-type: none"> <li>• Summarise identified roles amongst the attendees for council</li> <li>• Reinforce key takeaway points</li> <li>• 'My Top 4'</li> <li>• Council Health and Safety Values</li> <li>• Find the safe way</li> <li>• Encourage attendees to ask questions and clarify information</li> <li>• Further information and training will be released in 2025 that will be awareness level, and role specific.</li> </ul>	

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