
	Document Name: <b>(I) Bulk Freight Code of Practice and (II) SHE COR Performance Manual</b>			
	Doc No.: (I) LDC-CoR-BFCP and (II) LDC-CoR-PM	Version No: 1	Introduction Date: 01/01/2018	Last Review Date: 14/02/18



- (I) BULK FREIGHT CODE OF PRACTICE;**
- AND**
- (II) SHE - CHAIN OF RESPONSIBILITY  
("CoR") PERFORMANCE MANUAL**

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## PART I: BULK FREIGHT CODE OF PRACTICE

### 1. APPLICATION

1.1 In this Bulk Freight Code of Practice (the “Code”), the following references shall apply:

“Contractor” means a third party contractor providing goods and services to LDC and their employees, servants, agents, and subcontractors;

“LDC” means any entity within the Louis Dreyfus Group of companies, which shall include any affiliates or subsidiaries;

“LDC Personnel” means all agents, employees, Contractors, and other counterparties of LDC who have roles which include providing the Services;

“HV Laws” means the Heavy Vehicle National Laws [as further described in the Manual – Sections 1 and 2];

“Services” means with the provision of services which relate to the driving, loading and time slot/scheduling of heavy vehicles, and/or the consignment, packing, loading or receipt of one or more cargos in relation to which LDC may have an interest.

“Site” means a premises owned or controlled by LDC or its counterparties.

1.2 This Code incorporates the LDC SHE – Chain of Responsibility (“CoR”) Performance Manual (the “Manual”)<sup>1</sup>, as further particularized below.

1.3 LDC and all LDC Personnel are obliged to comply with this Code and the Manual.

### 2. HV LAWS AND CHAIN OF RESPONSIBILITY

2.1 LDC conducts business in accordance with laws and regulations applicable in the location of its operations.

2.2 The HV Laws in Australia are aimed at ensuring that all risks arising from heavy vehicle transport are managed by parties with influence over heavy vehicles and their drivers, that is, the “chain of responsibility” (“CoR”). As a stakeholder in the chain of responsibility, LDC has obligations under the HV Laws.


2.3 LDC is committed to offering a safe work environment to LDC Personnel, including to ensure that safety risks to such persons do not increase through the interaction of its operations and the use of heavy transport vehicles.

2.4 In more detail, LDC complies with duties and obligations which are imposed upon heavy vehicle operators and drivers to ensure:

2.4.1 that drivers are not affected by fatigue (including requirements for maximum work

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<sup>1</sup> The Manual is available at <http://groweronline ldc.com/>

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hours and minimum rest breaks for heavy vehicle drivers);

- 2.4.2 that heavy vehicles are adequately maintained (including performance standards required to be maintained by all heavy vehicles);
- 2.4.3 the weight of heavy vehicles and their loads are safe (including requirements for the gross vehicle mass of heavy vehicles and of individual axles and axle groups);
- 2.4.4 the maximum dimensions of heavy vehicles and their loads do not exceed the various regulations governing dimensions;
- 2.4.5 heavy vehicles are safely loaded and adequately restrained; and
- 2.4.6 heavy vehicles are driven safely and within the regulations and that drivers comply with applicable with speed limits, routes and permits for the heavy vehicle.


### 3. **SPECIFIC OBLIGATIONS**

3.1 LDC is committed to:

- (a) allocating LDC Personnel resources to ensuring compliance with the HV Laws *[see the Manual – Section 3]*;
- (b) collecting, assessing, and reporting safety performance associated with heavy vehicle transport operations. Accordingly, certain performance reporting information must be collected and assessed by LDC, and all LDC Personnel are required to respond in a timely and fulsome way in response to any requests for such information *[see the Manual – Sections 4 and 13]*;
- (c) providing all necessary information, instruction and training to LDC Personnel in order to protect their health and safety from risks and regulatory breaches arising from the interaction of LDC operations and the use of heavy transport vehicles *[see the Manual – Section 5]*;
- (d) ensuring the selection, and contractual responsibilities, of all Contractors is in accordance, and to promotes compliance, with the HV Laws *[see the Manual – Section 6]*;
- (e) ensuring all LDC Personnel, including heavy vehicle driver Contractors, are aware of their responsibilities regarding fatigue management and have a fatigue management plan compliant with applicable working hour requirements (including maximum work hours and minimum rest breaks) under the HV Laws *[see the Manual – Section 7]*;
- (f) ensuring that all heavy vehicle Contractors used by LDC are aware of their responsibilities regarding maintenance in accordance with the requirements and performance standards of the HV Laws *[see the Manual – Section 8]*;
- (g) managing health and safety risks associated with:

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- (i) the overloading of heavy vehicles in relation to the interaction of LDC operations and the use of heavy transport vehicles. LDC is committed to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the mass requirements of the HV Laws *[see the Manual Section 9]*;
- (ii) the size of heavy vehicles, and to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the dimension requirements of the HV Laws *[see the Manual Section 10]*;
- (iii) the restraint of loads carried on heavy vehicles, and to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the load restraint requirements of the HV Laws *[see the Manual Section 11]*;
- (iv) LDC is committed to ensuring heavy vehicle driver Contractors are aware of their responsibilities regarding speed limits and that drivers demonstrate safe driving practices. LDC has a zero tolerance approach to breaches of road laws and speed limits by drivers. Any workers that are found to have breached these laws and/or speed requirements will be subject to disciplinary action in accordance with LDC procedures *[see the Manual Section 12]*.

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## PART II: SHE - CHAIN OF RESPONSIBILITY (“COR”) PERFORMANCE MANUAL

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## 1. Purpose and Scope of this Manual

LDC Australia Pty Ltd (“**LDC**”) is committed to ensuring that safety risks do not increase to workers, employees or other persons through the interaction of its operations and the use of heavy transport vehicles.

For the foregoing purpose, this SHE- Chain of Responsibility Performance Manual (the “**Manual**”) has been produced to outline LDC’s procedures, performance standards and supporting documentation for managing regulatory compliance with the requirements of the *Heavy Vehicle National Laws* (“**HV Laws**”) in Australia.

Further policy, system and procedures have been developed which will provide specific information and instruction of how to comply with this manual and the Heavy Vehicle Laws and regulations.

## 2. COR Laws in Australia

### 2.1 Introduction

The HV Laws in Australia are aimed at ensuring that all risks arising from heavy vehicle transport are managed by parties with influence over heavy vehicles and their drivers, that is, the ‘chain of responsibility’ (“**CoR**”). As a stakeholder in the chain of responsibility, LDC has obligations under the HV Laws.

All States operate their own HV Laws and regulations and prosecutions are launched under the state regimes. The Eastern states have agreed to harmonization under the HV Laws, however WA will not be adopting the HV Laws and will instead be incorporating some of the CoR obligations into existing Road Transport Laws. NT has committed to adopting the HV Laws at a later date.


### 2.2 Requirements of the HV Laws

Queensland, New South Wales, Victoria, South Australia, and Tasmania have implemented nationally consistent HV Laws, known as the **HVNL** (as may be replaced or modified from time to time).

The HVNL applies to all vehicles of more than 4.5 tonnes gross mass, and is administered by a single regulator nationally, called the National Heavy Vehicle Regulator (“**NHVR**”).

The HVNL contains duties and obligations for heavy vehicle operators and drivers to ensure:

- that drivers are not affected by fatigue (including requirements for maximum work hours and minimum rest breaks for heavy vehicle drivers);
- that heavy vehicles are adequately maintained (including performance standards required to be maintained by all heavy vehicles);
- the weight of heavy vehicles and their loads are safe (including requirements for the gross vehicle mass of heavy vehicles and of individual axles and axle groups);

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- the maximum dimensions of heavy vehicles and their loads do not exceed the various regulations governing dimensions;
- heavy vehicles are safely loaded and adequately restrained; and
- heavy vehicles are driven safely and within the regulations and that drivers comply with applicable with speed limits, routes and permits for the heavy vehicle. The HVNL also places obligations on other parties in the CoR to ensure that the requirements of the HVNL are complied with by heavy vehicle operators and drivers. Such parties include:
  - employers or prime contractors of heavy vehicle drivers;
  - schedulers;
  - consignors;
  - consignees;
  - loading staff;
  - supervisors;
  - weighbridge operators.

The HVNL provides for the establishment of national heavy vehicle accreditation schemes for vehicle maintenance, mass management and fatigue management, which are administered by the NHVR. The HVNL also provides for heavy vehicle exemption and authorization permits for matters such as road access, over mass and oversize vehicles, which are also administered by the NHVR.


If in your role capacity at LDC, you consign, pack, load or receive Cargos as part of LDC business, LDC could be held legally liable for breaches of the HVNL even though at times you have no direct role in driving or operating a heavy vehicle. In addition, corporate entities, directors, partners and managers are accountable for the actions of people under their control as part of the CoR.

The aim of CoR is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the HVNL do not occur. Under the HVNL, if LDC is named as a party in the CoR and you exercise (or have the capability of exercising) control or influence over any transport task, you have a responsibility to ensure the HVNL is complied with.

The law recognizes 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.

### **2.3 Requirements of the HV Laws in Western Australia**

WA will not be adopting the HVNL and will instead be incorporating some of the CoR obligations into existing

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Road Transport Laws;

- Road Traffic (Vehicles) Act 2012 (WA)
- Road Traffic (Administration) Act 2008 (WA)
- Road Traffic (Vehicles) Regulations 2014 (WA), covers Mass, Dimension, Load Requirements
- Occupational Health and Safety Regulations 1996 (WA), which contains fatigue management requirements applicable to heavy vehicle operators.
- transportation of dangerous goods is dealt with under the Dangerous Goods Safety Act
- 2004 and associated Regulations, administered by the Department of Mines and Petroleum

Western Australia has also established separate heavy vehicle accreditation schemes for heavy vehicles maintenance and fatigue management, which are also managed by Main Roads Western Australia.

What is applicable	WA Law	HVNL
Applies to vehicles exceeding 4.5 tonnes Gross Vehicle Mass(GVM)	✓	✓
Applies to vehicles under 4.5 tonnes GVM (Light Vehicles)	✓	x
Mass, dimension and load restraint offences	✓	✓
Speed offences	x	✓
Fatigue offences	x	✓
Container Weight Declarations (CWD)	✓	✓


### 3. Heavy Vehicle Roles and Responsibilities in LDC

There are a number of personnel within LDC with roles and responsibilities for managing risks associated with the interaction of its operations and the use of heavy transport vehicles. A number of personnel within LDC will also have specific duties and obligations under the HV Laws as parties in the CoR (including LDC Australia personnel involved in the driving, loading and time slot/scheduling of heavy vehicles).


The following table sets out broad roles and responsibilities of LDC personnel in relation the interaction of its operations and the use of heavy transport vehicles

SHE responsibilities have also been included in Site SHE policies and procedures for CoR.




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Position	Roles and responsibilities in relation to LDC and the interaction of its operations and the use of heavy transport vehicles
<p><b>LDC Australia Pty Ltd</b> <i>Officers, CEO, Managing Director, Director</i></p>	<ul style="list-style-type: none"> <li>• Be familiar with the requirements of the HV Laws and the systems and processes in place within LDC to comply with the HV Laws.</li> <li>• Receive regular briefings on issues and risks arising from LDC's heavy vehicle transport operations.</li> <li>• Provision of resources necessary to manage all risks arising from LDC's heavy vehicle transport operations and ensure compliance with HV Laws.</li> <li>• Consider and respond in a timely way to quarterly performance reports regarding LDC's heavy vehicle transport operations. Consider the results of internal and external audits of LDC's SHE management arrangements for heavy vehicles.</li> <li>• Monitor the implementation of corrective actions identified in internal and external audits until they are closed out.</li> </ul>
<p><b>LDC Country Supply Chain &amp; SHE Manager</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for the development of Heavy Vehicle compliance policies, system requirements and procedures</li> <li>• Ensure internal and external audits are carried out and the results provided to LDC CEO in accordance with the requirements of the LDC CoR Policy.</li> <li>• Ensure quarterly reporting is completed and submitted to LDC Country SHE Committee</li> <li>• Ensure that site systems are in place to manage fatigue, speed, load restraint, mass and heavy vehicle dimensions.</li> <li>• System are in place to report and monitor the fatigue levels of heavy vehicle drivers, and take remedial action where they observe any drivers that are affected by fatigue</li> <li>• Ensure that all personnel and contractors have completed all necessary induction and training requirements for the interaction between LDC operations and the use of heavy vehicle transport in accordance with the requirements of this Manual.</li> <li>• Ensure that resources are provided within their area of responsibility to comply with these requirements.</li> </ul>

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<b>SHE Managers</b>	<ul style="list-style-type: none"> <li>Assist in the development and implementation of CoR and regulatory management arrangements for heavy vehicle transport operations within their area to comply with the requirements of the HV Laws and this Manual.</li> <li>Assist in the collation of quarterly performance reporting information in accordance with the requirements of this Manual.</li> <li>Ensure that internal and external CoR audits are carried out in accordance to auditing schedule and results provided to Country Supply Chain &amp; SHE Manager</li> </ul>
<b>Site &amp; Line Managers</b>  <b>Note:</b> <i>Line Managers are any LDC Australia worker, who has management responsibility for subordinate staff. A range of job titles are applicable: Operations Manager, Site Manager, Site Supervisor, Shift /Yard Manager, Foreman, Leading Hand etc.</i>	<ul style="list-style-type: none"> <li>Day to day responsibility for ensuring that safety and regulatory risks associated with heavy vehicle transport operations are managed within their area of responsibility.</li> <li>Ensure that all personnel and contractors within their area of responsibility have completed all necessary induction and training requirements for heavy vehicles in accordance with the requirements of this Manual.</li> <li>Verify that heavy vehicles within their area of responsibility are adequately maintained.</li> <li>Ensure systems are in place to verify that mass, load and dimensional requirements are complied with for all heavy vehicles within their area.</li> <li>Ensure systems are in place to report and monitor the fatigue levels of heavy vehicle drivers, and take remedial action where they observe any drivers that are affected by fatigue.</li> <li>Take all reasonable steps to ensure that the driver of a fatigue-regulated heavy vehicle does not drive on a road while impaired by fatigue or breach road transport laws relating to fatigue</li> <li>Verify that heavy vehicles are driven safely and within the relevant road rules and that drivers comply with all applicable speed limits.</li> <li>Provide performance reporting information to the relevant personnel in accordance with this manual</li> </ul>
<b>Truck Drivers</b>	<ul style="list-style-type: none"> <li>Ensure that they attend work well rested and in a fit state.</li> <li>Take precautions to safeguard their health and safety in relation to their own fatigue.</li> <li>Ensure they are medically fit to operate a heavy vehicle</li> <li>Monitor their fatigue levels and report to supervisors when they are affected by fatigue or not in a fit state for work.</li> <li>Comply with the maximum work hours and minimum rest</li> </ul>

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	<p>breaks under the HV Laws.</p> <ul style="list-style-type: none"> <li>• Ensure that they drive heavy vehicles in a safe manner and comply to the relevant road rules and all applicable speed laws.</li> <li>• Ensure that their vehicle is adequately maintained in accordance with the performance standards of the HV Laws. Ensure they immediately advise their Manager if they encounter any issue with the performance for the truck or trailer.</li> <li>• Ensure all defects are reported in accordance with their company policy</li> </ul> <p>Ensure that heavy vehicles are loaded in accordance with applicable mass and dimension requirements under the HV Laws.</p> <ul style="list-style-type: none"> <li>• Ensure that loads are adequately restrained in accordance with the requirements of the various National Transport Commission <i>Load Restraint Guides</i>.</li> <li>• Ensure that all required permits, notices, and records for heavy vehicle transport are kept within their vehicle. Keep all necessary heavy vehicle records and make available to relevant managers and supervisors</li> </ul>
Loading Staff (Yard/ Operations/Shift Managers)	<ul style="list-style-type: none"> <li>• Ensure that heavy vehicles are loaded in accordance with applicable mass and dimension requirements under the HV Laws.</li> <li>• Ensure that loads are adequately restrained in accordance with the requirements of the various National Transport Commission <i>Load Restraint Guides</i>.</li> <li>• Monitor and observe the fatigue levels of heavy vehicle drivers, and report to supervisors/managers where they observe drivers that are or may be affected by fatigue.</li> <li>• Ensure that driver fatigue regulations are not breached</li> </ul>
Contractor Managers	<ul style="list-style-type: none"> <li>• Ensure that contractual requirements will not cause, allow, encourage or incentivize heavy vehicle drivers to drive while affected by fatigue.</li> <li>• Ensure that contractual requirements will enable heavy vehicle drivers to comply with maximum work times and minimum rest breaks under the HV Laws.</li> <li>• Ensure that schedules will not cause, allow, encourage or incentivize heavy drivers to drive in breach of applicable speeding laws.</li> <li>• Ensure that contractor safety management processes are followed for all heavy vehicle transport operators engaged by LDC in accordance with the requirements of this Manual.</li> </ul>

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Logistic Schedulers/ Planners/ Allocators	<ul style="list-style-type: none"> <li>• Ensure that schedules will not cause or allow heavy vehicle drivers to drive while affected by fatigue.</li> <li>• Ensure that schedules will enable heavy vehicle drivers to comply with maximum work times and minimum rest breaks under the HV Laws.</li> <li>• Ensure that schedules will not cause or allow heavy vehicle drivers to drive in breach of applicable road laws including speed.</li> </ul>
Maintenance Managers and Personnel	<ul style="list-style-type: none"> <li>• Ensure that all heavy vehicles are adequately maintained in accordance with the performance standards of the HV Laws.</li> </ul>

## 4. Performance Reporting Framework

As part of managing risks associated with LDC heavy vehicle transport operations, LDC requires certain performance reporting information to be collected and assessed within each of the divisions of LDC on a quarterly basis. This performance reporting information collected must then considered on a quarterly basis by LDC Board of Directors as part of considering LDC overall safety performance.

In particular, LDC requires the performance reporting information set out in the following table to be collected for the consideration of the Board of Directors.

No.	Quarterly performance reporting information to be collected
1.	The number of on-road incidents that have been known to have occurred in relation to heavy vehicle operations in the reporting period
2.	The number of regulatory fines issued in the reporting period
3.	The number of significant incidents arising from heavy vehicle operations during the reporting quarter
4.	The number of incidents arising from heavy vehicle operations during the reporting quarter which have been internally investigated
5.	The number of incidents arising from heavy vehicle operations during the reporting quarter which have been externally investigated (Regulators, Law Enforcement Agencies, Legal Entities)
6.	The number of breaches of fatigue regulations
7.	The number of breaches of speed regulations

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8.	The number of breaches of load/dimension/mass regulations
9.	The number of breaches of maintenance regulations

Further detail of the performance reporting information required to be collected and assessed within LDC is provided throughout this Manual.

LDC Directors/Officers are required to respond in a timely way to the information and issues that are raised in the quarterly performance reports. This may involve, for example, LDC Directors/Officers commissioning an audit or investigations on a particular area or seeking further information on a particular issue.


A template Performance Report for heavy vehicle operations is provided at Annex A to this Manual.

## 5. Instruction, induction and Training for Heavy Vehicles

LDC is committed to providing all necessary information, instruction and training to LDC personnel in order to protect their health and safety from risks and regulatory breaches arising from the interaction of LDC operations and the use of heavy transport vehicles.

The following table sets out LDC performance standards in relation to the provision of information, instruction and training for heavy vehicles.

Topic	Performance standard
<b>Heavy vehicle inductions</b>	<p>LDC must develop a company-wide induction program for the interaction of its operations and the use of heavy transport vehicles which outlines:</p> <ul style="list-style-type: none"> <li>• The obligations of LDC and its workers under the HV Laws and the systems and processes in place within LDC for complying with the HV Laws, including the requirements of this Manual.</li> <li>• LDC expectations and requirements in relation to fatigue management including how to recognize and respond to signs of fatigue;</li> <li>• Vehicle maintenance requirements;</li> <li>• Mass and dimension requirements for heavy vehicles;</li> <li>• Load restraint principles and requirements under the National Transport Commission <i>Load Restraint Guides</i>; and LDC expectations.</li> <li>• Requirements in relation to complying with speed limits.</li> <li>• Complete training needs analysis (TNA) to address the CoR requirements</li> <li>• All LDC personnel involved in heavy vehicle transport operations must complete all necessary inductions prior to</li> </ul>

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	<p>commencing work for LDC.</p> <ul style="list-style-type: none"> <li>Heavy vehicle contractors arriving on site are required to complete site specific induction and LDC employees are adequately trained in providing the induction.</li> </ul>
<b>Toolbox presentations</b>	<p>All LDC sites must provide toolbox presentations to personnel involved in LDCs heavy vehicle transport operations, topics can include (but not limited to)</p> <ul style="list-style-type: none"> <li>Fatigue management identification;</li> <li>Mass, dimension and load restraint requirements; and</li> <li>Requirements for complying with speed limits and driver behaviour.</li> </ul>
<b>General awareness and refresher training</b>	<p>All LDC personnel involved in heavy vehicle transport operations within LDC must complete the general awareness and refresher training provided by LDC at every 3yrs.</p>

## 5.1 Reporting Framework


The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to COR information, instruction and training.

Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of personnel involved in heavy vehicle transport operations who have completed heavy vehicle general awareness/refresher training</b>	Number of personnel involved in heavy vehicle transport operations who have completed general CoR awareness/refresher training
<b>Percentage of required toolbox talks completed where COR is a permanent agenda item</b>	Number of toolbox talks required in reporting quarter
	Number of toolbox talks completed in reporting quarter

## 6. Contractor Management for Heavy Vehicles

LDC is committed to managing health and safety risks arising from the engagement of contractors as part of the interaction of LDC operations and the use of heavy transport vehicles.

The following table sets out LDC performance standards in relation to contractor management for heavy vehicles.

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Topic	Performance standard
<b>Contractor selection</b>	LDC must implement contractor selection processes to ensure that the requirements of this Manual will be met in engaging contractors and sub-contractors.-refer <u>contractor management procedure</u> .
<b>Contractor engagement</b>	<p>Specific clauses must be included in contractual arrangements with contractors engaged to perform heavy vehicle operations on behalf of LDC to ensure compliance with the requirements of the HV Laws. In particular, contractual arrangements must include requirements for contractors to:</p> <ul style="list-style-type: none"> <li>• Notify LDC of any incidents that arise from carrying out heavy vehicle transport operations on behalf of LDC;</li> <li>• Notify LDC of any breaches of heavy vehicle transport regulations including speed limits by heavy vehicle drivers engaged by the contractor;</li> <li>• Provide LDC with copies of fatigue management plans for drivers prior to undertaking work for LDC;</li> <li>• Obtain heavy vehicle accreditation for fatigue management, mass management and maintenance management under the NHVAS or Western Australia accreditation schemes (as applicable)</li> <li>• Provide LDC with copies of the results of audits carried out by third parties as part of contractor’s complying with accreditation schemes if and when requested by LDC</li> <li>• Ensure that all heavy vehicle drivers are qualified, experienced, trained and competent, including in relation to the fatigue management, maintenance, mass, loading, dimension and speed requirements of the HV Laws. To undertake and provide on request audits on driver qualifications and training related to HV Law.</li> </ul>
<b>Contractor inductions</b>	Once engaged, all contractors and sub-contractors must complete the LDC applicable site specific inductions prior to commencing work for LDC.

## 7. Fatigue Management

LDC is committed to managing health and safety risks associated with fatigue arising from the interaction of LDC operations and the use of heavy transport vehicles. In particular, LDC is committed to ensuring heavy vehicle drivers are aware of their responsibilities regarding fatigue management and that drivers have a fatigue management plan compliant with applicable working hour requirements (including maximum work hours and minimum rest breaks) under the HV Laws.

### 7.1 Fatigue Management Standard

The following table sets out LDC performance standards in relation to contractor management for heavy vehicles.

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Requirement	LDC performance standard for contractor management for heavy vehicles
<b>General fatigue management requirements</b>	All heavy vehicle contractors engaged by LDC must commit to comply with the regulated working hours and rest requirements under the HV Laws.
	LDC must monitor drivers' compliance with working hours and minimum rest requirements using a log for each and every HV movement.
	LDC must undertake risk assessments to identify and manage fatigue risks associated within its heavy vehicle transport operations.
	Safe driving plans/fatigue management plans must be in place for all heavy vehicle movements in excess of 100km by Contracted drivers and Sub Contractors engaged by LDC
<b>Fitness for work requirements</b>	All heavy vehicle drivers engaged as part of conducting LDC heavy vehicle transport operations must declare they are fit for work at all times that they are carrying out work for LDC.
<b>Fatiguemanagement information, instruction and training</b>	All schedulers and allocators within LDC must also complete CoR training that includes safe trip planning and the importance of fatigue management in heavy vehicle operations.
<b>Record keeping requirements</b>	All necessary fatigue management records, including records of all heavy vehicle movement safe trip plans, work and rest times and fitness for work declarations must be kept within LDC, for a minimum of 3 years
	All heavy vehicle drivers engaged by LDC completing work of more than 100 km radius must maintain the NHVR work diary (except where based in Western Australia).

## 7.2 Reporting framework

The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to the interaction of LDC operations and the use of heavy transport vehicles

Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of fatigue breaches for heavy vehicle movements completed of over 100km radius</b>	Number of fatigue breaches in the reporting quarter



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## 8. Maintenance

LDC is committed to managing health and safety risks associated with the maintenance of heavy vehicles used as part of the interaction of LDC operations and the use of heavy transport vehicles. In particular, LDC is committed to ensuring that all heavy vehicle contractors and sub-contractors used by LDC are aware of their responsibilities regarding maintenance in accordance with the requirements and performance standards of the HV Laws.


### 8.1 Standard

The following table sets out LDC performance standards in relation to contractor management for heavy vehicles.

Requirement	LDC performance standard for contractor management for heavy vehicles
<b>General maintenance management requirements</b>	All heavy vehicle contractors engaged by LDC must commit to adequately maintaining their heavy vehicles in accordance with requirements and performance standards of the HV Laws.
<b>Maintenance processes and procedures</b>	All heavy vehicle contractors engaged by LDC must undertake a daily pre-start check for their heavy vehicle and report any faults to their company management as required.
	All heavy vehicle contractors engaged by LDC must commit to use qualified and accredited maintenance service providers to perform the maintenance for heavy vehicles.
Requirement	LDC performance standard for contractor management for heavy vehicles
<b>Record keeping requirements</b>	LDC must retain records of each induction for heavy vehicle movements over 100km radius which includes confirmation that heavy vehicle operator has performed pre-start checks prior to undertaking movement on behalf of LDC.

### 8.2 Reporting Framework

The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to the interaction of LDC operations and the use of heavy transport vehicles.

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Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of required pre-start checks completed for trucks and trailers</b>	Percentage of pre-start check confirmations required in reporting quarter for trucks and trailers
<b>Number of maintenance defects detected prior to commencement of heavy vehicle movement on behalf of LDC for a distance above 100km radius</b>	Number of faults reported in reporting quarter for vehicles and trailers
	Number of vehicle movements cancelled due to maintenance defects in reporting quarter for vehicles and trailers


## 9. Mass Management

LDC is committed to managing health and safety risks associated with the overloading of heavy vehicles in relation to the interaction of LDC operations and the use of heavy transport vehicles. LDC is committed to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the mass requirements of the HV Laws.

### 9.1 Standard

The following table sets out LDC performance standards in relation to mass management for heavy vehicles.

Topic	LDC performance standard
<b>General mass management requirements</b>	<p>All heavy vehicle contractors engaged by LDC must commit to strictly adhering to mass limitations for their heavy vehicles in accordance with requirements and performance standards of the HV Laws including:</p> <ul style="list-style-type: none"> <li>• Provide proof of heavy vehicle configuration code</li> <li>• Container weight declarations are provided for all containers</li> <li>• Permits required must be obtained by the contractor prior to arrival onsite in order to comply with the mass requirements of the HV Laws</li> <li>• Provide load plans or other load placement guidance</li> <li>• Provide proof of mass restriction exemptions in order to comply with the mass requirements of the HV Laws</li> </ul>
<b>Weighing methods</b>	<p>The weight of all heavy vehicles and individual axle groups driven as part of LDC heavy transport operations must be determined prior to departure:</p> <ul style="list-style-type: none"> <li>• Provide training on calculating appropriate legal load mass and dimension to weighbridge staff</li> <li>• Implement regular inspections and certification of weighing</li> </ul>

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	equipment to ensure compliance with legal mass and dimension requirements
<b>Records</b>	LDC must maintain records of the weights of vehicles and loads for all Cargos carried on behalf of LDC.

## 9.2 Reporting Framework

The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to mass management for heavy vehicles.

Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of overloads for loads carried</b>	Number of overloads reported or identified during reporting quarter


## 10. Dimensions

LDC is committed to managing health, safety risks and asset damage associated with the size of heavy vehicles, and to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the dimension requirements of the HV Laws.

### 10.1 Standard

The following table sets out LDC performance standards in relation to dimension requirements for heavy vehicles.

Topic	LDC performance standard
<b>General dimension requirements</b>	All loads carried as part of LDC heavy vehicle transport operations must comply with the dimension requirements of the HV Laws.
	<ul style="list-style-type: none"> <li>provide proof of heavy vehicle configuration code</li> <li>permits required must be obtained by the contractor prior to arrival onsite in order to comply with the dimension requirements of the HV Laws</li> <li>provide proof of dimension exemptions in order to comply with the mass requirements of the HV Laws</li> </ul>

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	LDC must have a system in place to monitor the compliance with dimension requirements by heavy vehicle drivers.
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The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to dimension requirements for heavy vehicles.

Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of trips which have complied with dimension requirements/permits</b>	Number of trips undertaken in reporting quarter, which have not complied with Load Restraint Guide.

## 11. Load Restraint


LDC is committed to managing health, safety and asset risks associated with the restraint of loads carried on heavy vehicles, and to ensuring the interaction of LDC operations and the use of heavy transport vehicles comply with the load restraint requirements of the HV Laws.

### 11.1 Standard

The following table sets out LDC's performance standards in relation to load restraint requirements for heavy vehicles.

Topic	LDC performance standard
<b>General load restraint requirements</b>	All loads carried as part of LDC's heavy vehicle transport operations –must be adequately restrained in accordance with the requirements of the National Transport Commission <i>Load Restraint Guide</i> .
<b>Requirements where LDC is responsible for loading but does not have control over load restraint processes</b>	LDC must include in relevant driver induction process confirmation by the driver that prior to leaving LDC sites the load has been adequately restrained by the driver in accordance with the requirements of the <i>Load Restraint Guide</i> .

The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to load restraint requirements for heavy vehicles.

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Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of trips which have complied with dimension requirements/permits</b>	Number of trips undertaken in reporting quarter, which have not complied with Load Restraint Guide.

## 12. Speed and Driver Behaviour

LDC is committed to managing all health and safety risks associated with the interaction of LDC operations and the use of heavy transport vehicles. In particular, LDC is committed to ensuring heavy vehicle contractors are aware of their responsibilities regarding speed limits and that drivers demonstrate safe driving practices.

LDC has a zero tolerance approach to breaches of road laws and speed limits by drivers. Any workers that are found to have breached these laws and/or speed requirements will be subject to disciplinary action in accordance with LDC procedures.


### 12.1 Standard

The following table sets out LDC's performance standards in relation to speed and driver behaviour for heavy vehicles.

Topic	LDC performance standard
<b>General requirements for speed and driver behaviour</b>	All heavy vehicle engaged to perform work for LDC must comply with all applicable speed requirements and drive their vehicles safely.
	LDC ensure contractors monitor drivers' compliance with speed limits and behaviours
	LDC must verify that carriers do not have a history of license cancellation due to speeding fines or other infringements prior to commencing work for LDC.
	LDC must implement a zero tolerance approach to breaches of speed limits by Carriers. Audits of heavy vehicle contractors must include license cancellations due to speed and driver safe road behaviour.

### 12.2 Reporting Framework

The following table sets out the performance indicators and reporting information that are required to be

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collected and assessed within LDC in relation to speed and carrier behaviour requirements for heavy vehicles.

Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>License cancellations reported by HVT contractors</b>	Number of licenses cancelled due to speed breaches or driver behaviour within audited contractors since last reporting period
	Number of speed breaches that have been reported in the reporting quarter


### 13. Performance Management and Internal Review

LDC is committed to performance management and review processes to ensure that LDC's systems and procedures for safety risks associated with the interaction of LDC operations and the use of heavy transport vehicles are effective and implemented in practice.

#### 13.1 Standard

The following table sets out LDC's performance standards in relation to performance management and review for the interaction of LDC operations and the use of heavy transport vehicles

Topic	Performance standard
<b>Internal review</b>	An internal review must be carried out of this Manual annually.
	Annual audits of LDC's health and safety management systems must also take into account compliance with the HV Laws. (where applicable)
	Where practicable, internal reviews must be undertaken by persons who are independent of the activity being reviewed.
<b>Identifying and correcting non-compliances</b>	All non-conformances with requirements of the HV Laws and LDC's policies and procedures must be identified and corrected as part of internal review processes, and responsibilities for the identification and correction of non-conformances must be defined.
	An external review must be carried out within each division in relation to compliance with the HV Laws at least once every two years.


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<b>Management reporting</b>	The results of internal and external reviews carried out within LDC (and all identified corrective actions) must be available to the Board of Directors.
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## 13.2 Reporting Framework

The following table sets out the performance indicators and reporting information that are required to be collected and assessed within LDC in relation to performance management and review for heavy vehicles.


Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of required internal review audits completed</b>	Number of internal review audits completed in reporting quarter e.g. audits completed by internal personnel
<b>Percentage of required external review audits completed</b>	Number of external review audits required in reporting quarter e.g. NHVAS or WANHVAS and CoR audits
Performance indicator	Performance reporting information required to be collected to assess performance indicator
<b>Percentage of corrective actions raised that have been closed out</b>	Number of corrective actions raised in the reporting quarter from on-road breaches, incident investigations, internal and external reviews
	Number of corrective actions raised in the reporting quarter from on-road breaches, incident investigations, internal and external reviews closed out

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## 14. Annex A – Performance Report for Heavy Vehicles

No.	Performance reporting information	Grain	Meal	Cotton	Fertiliser
<b>General</b>					
1.	The number of on-road heavy vehicle incidents occurring with LDC responsible loads in the reporting period				
2.	The number of regulatory fines issued to LDC for CoR breaches in the reporting period				
3.	The number of breaches identified by an internal or external auditor during the reporting period				
4.	The number of incidents arising from heavy vehicle operations during the reporting quarter which have been internally investigated				
5.	The number of incidents arising from heavy vehicle operations during the reporting quarter which have been externally investigated				
<b>Information, induction and training requirements</b>					
6.	Percentage of personnel involved in heavy vehicle transport operations in reporting quarter who have completed heavy vehicle induction requirements				
<b>Contractor management requirements</b>					
7.	Number of heavy vehicle contractors loaded/unloaded who have not completed LDC HTV induction				
<b>Vehicle maintenance requirements</b>					
8.	Number of heavy vehicle contractors loaded/unloaded who did not complete pre-start checklist				



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9.	Number of heavy vehicle contractors loaded/unloaded who have active defect notices				
10.	Number of heavy vehicle contractors loaded/unloaded who have been prevented from loading/unloading due to maintenance of the heavy vehicle.				
<b>Load management requirements (Mass and Dimensions)</b>					
11.	Number of breaches for loads carried				
<b>Speed and driver behaviour requirements</b>					
12.	Number of known speed breaches and or traffic infringements that have been issued for the quarter				
<b>Fatigue management</b>					
13.	Number of known fatigue management breaches of COR requirements				
14.	Number heavy vehicles refused from loading/unloading due to fatigue management breaches.				
<b>Load restraint</b>					
15.	Number of known load restraint breaches of CoR requirements				
16.	Number heavy vehicles refused from loading/unloading due to load restraint breaches.				
<b>Drug and alcohol (D&amp;A)</b>					
17.	Number of known D & A breaches of CoR requirements				
18.	Number heavy vehicles refused from loading/unloading due to D & A breaches.				

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Performance management requirements					
19.	Number of required internal/external review audits completed (NHVR, CoR audits)				
20.	Number of corrective actions raised that have NOT been closed out within due date				

## 15. Definitions

Term	Meaning
<b>Heavy vehicle</b>	Heavy vehicle is defined as a registered motor vehicle or trailer that has a Gross Vehicle Mass ( <b>GVM</b> ) greater than 4.5 tonnes. As defined under the National Heavy Vehicle Law 2014
<b>Heavy Vehicle Transport Operations</b>	Operations that involve the use of a registered heavy vehicle
<b>Contractor</b>	A worker that undertakes a contract to provide services, materials or labour to perform a service or do a job
<b>A worker</b>	A worker is anyone who carries out work for a PCBU, such as: <ul style="list-style-type: none"> <li>• an employee</li> <li>• a contractor or sub-contractor</li> <li>• an employee of a contractor or sub-contractor</li> <li>• an employee of a labour hire company</li> <li>• an apprentice or trainee</li> <li>• a student gaining work experience</li> <li>• an outworker</li> <li>• a volunteer.</li> </ul>
<b>PCBU</b>	A person controlling a business or undertaking is the legal entity operating a business or undertaking. A PCBU may be an individual person or an organisation conducting a business or undertaking
<b>On road intervention</b>	Initiatives or strategies that have been developed or implemented to heavy vehicle operations to improve performance e.g. tracking devices , IAP, alcohol interlocks
<b>Loaders</b>	A person loads goods in a heavy vehicle, and is a loader of goods in a heavy vehicle, if the person is a person who— <ul style="list-style-type: none"> <li>(a) loads the vehicle, or any container that is in or part of the vehicle, with the goods for road transport; or</li> <li>(b) loads the vehicle with a freight container, whether or not it contains goods, for road transport.</li> </ul>

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<b>Loading Manager/Supervisor or</b>	A person is a loading manager/supervisor for goods in heavy in vehicle if goods are— (i) loaded onto a heavy vehicle at regular loading or unloading premises for heavy vehicles; or (ii) unloaded from a heavy vehicle at regular loading or unloading premises for heavy vehicles; and (b) the person— (i) is the person who manages, or is responsible for the operation of, the premises; or has been assigned by a person to supervise, manage or control, directly or indirectly, activities carried out by a loader or unloader of goods at the premises.
<b>Load</b>	load, of a heavy vehicle or in a heavy vehicle, means— (a) all the goods, passengers, drivers and other persons in the vehicle; and (b) all fuel, water, lubricants and readily removable equipment carried in the vehicle and required for its normal use; and (c) personal items used by the vehicle’s driver or someone else necessary for the normal use of the vehicle; and (d) anything that is normally removed from the vehicle when not in use.
<b>Defect</b>	A defect on heavy vehicle is defined as- a) Does not comply with the heavy vehicle standards b) Has a part that does not perform its intended function c) Has deteriorated to an extent that it cannot be reasonable relied on to perform its intended function