Chain of Responsibility Policy

IQ Logistics Pty Ltd
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ABN: 39 158 387 869

1. INTRODUCTION AND PURPOSE

What is Chain of Responsibility?

Chain of Responsibility (CoR) is a nationally legislated program of compliance and enforcement that aims to improve safety and reduce accidents across the road transport industry.

The "Chain of Responsibility" extends legal liability for certain road law offences to all parties who by their actions, inactions or demands exercise control or influence over the entire transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

IQ Logistics Pty Ltd will not knowingly ask or expect any employee or contractor to do anything that is unlawful or that will create a dangerous or potentially dangerous situation.

Heavy Vehicle National Law (HVNL)

The HVNL came into effect in 2014 it was established to provide nationally consistent laws.

The Chain of Responsibility laws apply across all areas in the supply chain where investigations and enforcement into CoR breaches occur. The aim is to positively influence the actions of those involved in the heavy vehicle transport industry and ensure all parties who influence on-road behaviour are held accountable for breaches of road transport laws

The purpose of this policy is to provide guidance to IQ Logistics Pty Ltd staff, clients and contractors on CoR.

2. SCOPE

This policy is designed to form part of IQ Logistics Pty Ltd compliance strategy. It applies to all employees, contractors and visitors that have responsibility for or involvement in activities that fall within the scope of the road transport laws. This may include (but not be limited to) roles within logistics, supply chain and support roles. This includes, full time, part time and casual employees as well as contractors or subcontractors working for or on the behalf of IQ Logistics Pty Ltd.

This policy applies to all IQ Logistics Pty Ltd workplaces and other workplaces or situations where employees, contractors or subcontractors may be working or representing IQ Logistics Pty Ltd.

3. RESPONSIBILITIES

All employees and contractors should consider their actions and ask for guidance. If you are ever in doubt about a course of action, ask yourself the following:

- Is it consistent with the policy?
- Is it safe?
- Is it appropriate and legal?

If your answer is "No" to any of these questions, don't do it.

If you are still uncertain, ask for guidance. The policy attempts to capture many of the situations that employees and contractors may encounter, but it cannot address every circumstance. In the first instance, always check with your manager. If in doubt seek further guidance.

Manager's Responsibilities:

- Ensure that the people you supervise understand their responsibilities under the Chain of Responsibility policy
- Take opportunities to discuss the policy and reinforce the importance of safety and compliance
- Create an environment where employees and contractors feel comfortable raising concerns
- At no time encourage or direct employees or contractors to achieve business results at the expense of ethical conduct or compliance with any policy or law
- Document all relevant process, audit and training information appropriately.

4. POLICY

Chain of Responsibility is relevant for all areas of IQ Logistics Pty Ltd, particularly in the areas that deal with logistics such as workers organising the road transport of goods.

The four (4) main elements of the Chain of Responsibility are:

Mass & Dimension Limits

Ensuring that trucks leave sites within the mass carrying constraints and that the mass is distributed across the truck axles. Also ensuring dimension limits are adhered to.

Load Restraint

Ensuring that when trucks are loaded that the load is placed and restrained in a way so it does not become unstable, move or fall off the vehicle.

Driver Fatigue

Ensuring that drivers are well rested and are given adequate time to take their scheduled rest breaks. Taking into consideration the amount of hours worked.

Speed

Ensure that driver's routes are realistic and safe and that we are not imposing demands that may result in a driver putting themselves or others at risk. Schedules need to take into account the distance that needs to be covered, traffic conditions and delays at receiving sites.

CONTRACTORS

IQ Logistics Pty Ltd operates ethically at all times and expects contractors to do the same. Before engaging a Third Party operator, reasonable enquiries into their policies, processes and practices is required.

Operational policies across the Chain of Responsibility spectrum of Mass, Load Restraint, Driver Fatigue and Speed are required to be evidenced. In addition Health Safety & Environment (HSE) including Drug and Alcohol policies.

If a third party does not meet IQ Logistics Pty Ltd required standards they should not be engaged to perform works for or on behalf of IQ Logistics Pty Ltd.

IQ Logistics Pty Ltd has a duty of care for all workers, and safety will not be compromised for any reason. IQ Logistics Pty Ltd must not enter into a contract or other agreement with the driver of a heavy vehicle, or with a party in the chain of responsibility for a heavy vehicle, that IQ Logistics Pty Ltd knows would encourage or provide an incentive for the vehicle's driver, or a party in the chain of responsibility for the vehicle to cause the vehicle's driver, to exceed a speed limit.

VEHICLES

Heavy Vehicle Definition: A vehicle is a heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 4.5 tonnes.

Regulated Heavy Vehicle Definition: A vehicle is a regulated heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 12 tonnes.

It is a requirement that any heavy vehicle consigned to do work for IQ Logistics Pty Ltd has the following information verified prior to commencement and is maintained for the duration of that work:

- Vehicle Registration
- Appropriate Insurance(s)
- Maintenance up to date
- Fit for purpose
- Appropriate load restraint for task
- Speed Limiter functional - (Regulated Heavy Vehicle)

DRIVERS

Any driver engaged to do work for IQ Logistics Pty Ltd must have the following information verified prior to commencement of that work:

- Appropriate Heavy Vehicle Drivers License
- Medically fit to Drive
- Required Insurances
- Trained in CoR requirements.

If at any time a driver does not meet the above requirements they are to inform IQ Logistics Pty Ltd immediately. Failure to comply with this component of the Policy may result in termination of employment.

FATIGUE MANAGEMENT

Fatigue can affect a person's health, reduce performance and productivity, and increase the chance of a work place accident or road crash.

IQ Logistics Pty Ltd and all parties in the supply chain must take reasonable steps to ensure that any risks associated with fatigue are identified, minimised, controlled or eliminated.

Examples include but are not limited to:

- Drivers properly managing their work and rest and not driving if fatigued
- Ensuring trip schedules have sufficient flexibility and are reasonable
- Maintaining effective loading and queuing practices
- Ensuring that commercial arrangements do not incentivise the driver to break the law (eg driving excessive hours or speeding to meet deadlines)

SCHEDULING

Schedulers must take all reasonable steps to ensure the schedule will not cause the vehicle to breach mass limits or cause the driver to exceed the legal speed limit.

Reasonable steps include but are not limited to:

- Consulting the driver or operator prior to finalising the schedule
- Taking account of the average speed that can be travelled lawfully on scheduled routes
- Allowing for traffic conditions or other delays in schedules
- Contingency planning concerning schedules

MASS LIMITS

IQ Logistics Pty Ltd must ensure that any vehicle that is loaded with a company product or asset, is loaded in line with the Mass Limits of that vehicle.

IQ Logistics Pty Ltd will provide the driver or nominated representative, with all relevant mass information related to the load prior to loading and in case of pre-loaded vehicles prior to departure.

The driver or nominated representative has the authority to request adjustments to the load if the driver is concerned with the weight of the load. The gross mass of the load is required to be placed on the vehicle in line with legal axel mass limits.

As all vehicles are different and drivers know their vehicles best the driver is responsible to direct the loader to position the load according to his vehicle axel mass limits.

It is also imperative that mass and dimension limits are adhered to throughout the delivery cycle including when freight is removed or added to the vehicle.

Refer to the **Heavy Vehicle (Mass, Dimension and Loading) National Regulation**

SPEED MANAGEMENT

IQ Logistics Pty Ltd will not pressure, direct or encourage a driver to speed for any reason. IQ Logistics Pty Ltd insists on safe work behaviour and speeding will not be tolerated.

IQ Logistics Pty Ltd and its transport providers will ensure a robust approach to speed management that incorporates but is not limited to the following controls:

- Regular consultation with drivers
- Reviewing of driving, work and trip records
- A program to report incidents of speeding and related risks and hazards
- Training and information for drivers, staff and parties in the chain of responsibility
- A policy in place that states that drivers must not tamper with speed limiting equipment
- Regular maintenance and checks of vehicle components that relate to complying with speed limits (speed limiters, speedometer, engine management systems)
- Remuneration model that does not incentivise or penalise drivers for early or late deliveries

LOAD RESTRAINT

The safe loading of heavy vehicles is vitally important in preventing injury to people and damage to property.

Every load that leaves an IQ Logistics Pty Ltd site must be restrained in line with the National Transport Commissions Load Restraint Guide 2018.

The load must be restrained to withstand forces of at least:

- 80% of its weight in the forward direction
- 50% of its weight sideways and rearwards
- 20% of its weight vertically

If you are unsure of what the correct load restraint required for a vehicle or load type is, see your immediate manager.

BREACHING THE POLICY

The Policy sets standards of behaviour expected from everyone who performs work for IQ Logistics Pty Ltd.

Breaches of this policy may result in disciplinary action up to and including termination of employment.

For contractors, it may lead to the immediate termination of a contract. It is expected that suppliers will enforce a similar set of standards with their employees.

RAISING CONCERNS

If you observe behaviour that concerns you, or that may represent a violation of the Policy, raise the issue promptly with your Manager. Doing so will allow IQ Logistics Pty Ltd an opportunity to deal with the issue promptly.

IQ LOGISTICS PTY LTD CHAIN OF RESPONSIBILITY POLICY

ACKNOWLEDGEMENT FORM

I acknowledge that I have received and read IQ Logistics Pty Ltd Chain of Responsibility Policy and I agree to act in accordance with responsibilities and accountabilities as described in the document.

I have had the opportunity to raise any queries in relation to the document and I understand the Policy and its effect. I may also, at my own discretion, visit nhvr.gov.au for further information before signing this Acknowledgement.

I am authorised to sign this Policy on behalf of my Company and will make it my duty to educate all of my own staff, associates and contractors of our responsibilities to act in accordance with CoR.

Date:	
Company name:	Signature:
Position with Company:	Print name:

NB: Please return this completed acknowledgement advice at your earliest convenience by way of email to admin@iqlogistics.com.au