



Chain of Responsibility Checklist

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You have a duty to ensure the safety of your transport activities related to a heavy vehicle to the extent that it is reasonably practicable. This includes taking measures to prevent actions or inactions that could lead to the driver of the heavy vehicle or another person breaching the Heavy Vehicle National Law, or the driver exceeding the speed limit. It's also important to check that other parties in your supply chain are fulfilling their responsibilities. The checklist below offers guidance on the main responsibilities of each party involved.

All Parties

- ✓ Consult with drivers and others involved parties to ensure safety and address any issues
- ✓ Implement systems to identify, assess, and manage safety risks
- ✓ Implement systems to monitor and supervise compliance in real-time, whenever possible
- ✓ Regularly test the effectiveness of these systems to ensure they function as intended
- ✓ Review contracts and agreements to ensure that they do not encourage or demand unlawful behavior
- ✓ Engage only companies that can demonstrate safe and compliant practices
- ✓ Establish record-keeping systems to maintain records
- ✓ Promptly notify responsible parties of any unsafe conditions, behaviors, or non-compliance.

Operators

- ✓ Ensure that loads are securely restrained and properly positioned
- ✓ Use appropriate and well-maintained equipment to secure loads
- ✓ Verify that load weights are accurate
- ✓ Select suitable vehicles and/or combinations for all loads
- ✓ Ensure that heavy vehicles and their loads comply with relevant mass and dimension limits

- ✓ Verify that vehicles are roadworthy, properly maintained, and equipped with functioning speed limiters
- ✓ Provide drivers with necessary documentation, such as permits and notices, including a compliant Container Weight Declaration prior to commencing a journey
- ✓ Assess driver fitness for duty
- ✓ Monitor and accurately record drivers' activities, including work and rest times
- ✓ Ensure that your driver's schedule and your business practices, including consignment terms, contracts, and agreements, do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements
 - ➔ Drive while impaired by fatigue.

Consignors and consignees

Consignor: A person who engages, directly or indirectly (including through an agent or other party), a heavy vehicle operator to transport goods to a consignee using the heavy vehicle.

Note: JET is a consignor for the transportation of loads (including materials or plant) which are provided to JET for its projects and activities.

Consignee: A person who is named or identified as the intended recipient of goods or has actually received the goods after they have been transported by heavy vehicle (but does not include a person who merely unloads the goods).

Note: A consignee must not make a demand that causes a driver to breach, or contributes to them breaching, a CoR provision – such as requesting an unreasonable delivery time that causes the driver to overload the vehicle, commit a fatigue breach or exceed a speed limit.

- ✓ Ensure that loads comply with vehicle mass and dimension limits
- ✓ Ensure that loading or unloading arrangements do not cause delays
- ✓ Verify that load weights are accurate

- ✓ Ensure that consignment documentation is accurate, and operators carrying freight containers have a compliant Container Weight Declaration
- ✓ Keep drivers informed of schedule changes
 - ➔ Ensure that your consignment arrangements do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements
 - ➔ Drive while impaired by fatigue.

Schedulers

- ✓ Plan journeys and routes carefully, taking into account potential traffic issues and other unexpected delays
- ✓ Monitor and accurately record drivers' activities, including work and rest times
- ✓ Consult with operators, managers, contractors, and drivers on rosters, schedules, and routes
- ✓ Make all scheduling, journey, and route information accessible to other parties
- ✓ Keep drivers informed of schedule changes
- ✓ Conduct regular scheduling reviews
- ✓ Ensure that rosters, schedules, and routes do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements.

Loaders/Unloaders

- ✓ Loaders check that:
 - Ensure that loads comply with vehicle mass and dimension limits
 - Securely restrain and properly position loads
 - Provide accurate weight information to drivers
 - Ensure that consignment documentation is accurate.
- ✓ Prevent delays during loading and unloading

- ✓ Ensure that loading and unloading practices do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements.

Loading Managers

- ✓ Ensure that the vehicle and its load comply with mass and dimension requirements
- ✓ Use appropriate and well-maintained equipment to load/unload goods and secure loads
- ✓ Verify that load weights are accurate
- ✓ Identify potential loading and unloading congestion in consultation with drivers and other parties in the chain of responsibility
- ✓ Notify drivers of any changes in loading/unloading times
- ✓ Provide suitable rest facilities for drivers to use while waiting to load/unload
- ✓ Establish arrangements to manage loading/unloading time slots
- ✓ Ensure that loading and unloading practices do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements.

Packers:

- ✓ Ensure that goods are marked correctly, and documentation is accurate
- ✓ Properly secure goods during packing
- ✓ Maintain packing and weighing equipment
- ✓ Ensure that packing of goods in a freight container does not exceed the container's gross weight or safety approval rating
- ✓ Ensure that packing procedures do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements

Prime Contractors:

- ✓ Ensure that heavy vehicles and their loads comply with relevant mass and dimension requirements
- ✓ Inform operators and other parties of the nature and type of goods for transportation
- ✓ Ensure that business practices, including contracts and agreements, do not require or encourage drivers to:
 - ➔ Exceed speed limits
 - ➔ Exceed regulated driving hours
 - ➔ Fail to meet minimum rest requirements
 - ➔ Drive while impaired by fatigue

Employers of Drivers:

- ✓ Securely restrain and properly position loads
- ✓ Use appropriate and well-maintained equipment to load/unload goods and secure loads
- ✓ Verify that load weights are accurate
- ✓ Select suitable vehicles and/or combinations for all loads
- ✓ Ensure that heavy vehicles and their loads comply with relevant mass and dimension limits
- ✓ Ensure that vehicles are roadworthy, properly maintained, and equipped with functioning speed limiters
- ✓ Provide drivers with necessary documentation, such as permits and notices, including a compliant Container Weight Declaration prior to commencing a journey
- ✓ Provide drivers with training and instruction on managing fatigue and complying with the Heavy Vehicle National Law (HVNL)
- ✓ Assess driver fitness for duty
- ✓ Monitor and accurately record drivers' activities, including work and rest times
- ✓ Ensure that your driver's schedule and your business practices, including consignment terms, contracts, and agreements, do not require or encourage drivers to:
 - ➔ Exceed speed limits

- Exceed regulated driving hours
- Fail to meet minimum rest requirements
- Drive while impaired by fatigue

Executive Officers:

- ✓ Ensure that adequate resources and systems are available and used to manage risks and comply with the HVNL and work health and safety laws
- ✓ Establish systems to consult and cooperate with parties in the supply chain to eliminate or minimize risks
- ✓ Keep executive officers informed of safety issues and corrective actions
- ✓ Ensure that business practices, including contracts and agreements, do not require or encourage drivers to:
 - Exceed speed limits
 - Exceed regulated driving hours
 - Fail to meet minimum rest requirements
 - Drive while impaired by fatigue.