



CHAIN OF RESPONSIBILITY – HVNL

Boort Grain Co-operative Ltd has obligations under the Heavy Vehicles National Law (HVNL) with regards to the Chain of Responsibility (CoR).

Under CoR Laws, every party in the supply chain that has control or influence over transport tasks have a responsibility to ensure HVNL is complied with.

DRIVER INDUCTION

All drivers are required to complete and sign this induction module before proceeding onto the site.

1 – KEY RESPONSIBILITIES

- **Safety**
 - The safety of all employees, contractors and visitors is essential at Boort Grain Co-op. While on site, you always have a responsibility to act and work in a safe manner and to follow all instructions, policies and procedures.

- **Emergency Procedures**

- If you're driving on site during an emergency evacuation, stop your vehicle, and leave it in a stationary position with the handbrake on. Ensure the keys are out and await instructions.
- The site has an evacuation procedure to ensure that all employees, visitors and contractors are out of danger.

In the case of an evacuation:

- 1.If you are in an enclosed area, leave it quickly and calmly via the nearest and safest exit
- 2.Make your way to, and remain in, the assembly area unless you are instructed to do otherwise
- 3.Re-enter the site or work area when you have been given the all clear to return.

If you are not driving on site during an emergency event/evacuation and performing another task you must render the area safe, switch off all equipment and exit to the emergency assembly area.

- **Mobile Plant & Equipment**

- When you arrive on site, you'll notice a range of mobile grain handling plant and equipment. Plant and equipment is not to be used by anyone other than authorised staff. If you need help, ask one of our staff members.

- **Personal Protective Equipment (PPE)**

- PPE must always be worn, including Australian Standard approved:
 - High visibility shirt / vest
 - Fully enclosed footwear - no thongs or sandals.

- **Smoking, Drugs and Alcohol**

- Smoking is permitted on site, however only in designated areas. Please ask for the location of these areas before lighting up.
- Illicit or non-prescription drugs and alcoholic products for personal consumption must not be brought onto Boort Grain Co-op premises. If you are found to be consuming any of these products, you'll be asked to leave the site immediately.

2 – CHAIN OF REPOSIBILITY (CoR)

Boort Grain Co-op Ltd recognises the need for safe and efficient transport and is committed to complying with the Chain of Responsibility.

When entering Boort Grain Co-op site, you'll be fit for work and your vehicle will be expected to comply with state/federal legislation.

Remember, as a truck driver, it's up to you to make sure:

- Your vehicle does not exceed mass and dimension limits
- Your load is appropriately restrained
- Your driving hours are adhered to and recorded
- You stay within allocated speed limits
- Monitoring and recording vehicle devices are not tampered with
- Rest breaks are taken.

You may be requested to provide evidence of your fitness to drive. This may include a drug test, alcohol test or confirmation of rest breaks. Your vehicle may also be inspected or weighed to ensure compliance with mass and load restraint.

3 – ENTERING THE SITE

- Weighbridge staff will direct you to the appropriate unload / load point
- Follow all site traffic management signs
- Adhere to site speed limit
- Follow directions given by staff during unload / loading.

4 – AMENITIES

- Ensure you take your required break
- The site has the following amenities available:
 - Tea & Coffee
 - Shower facilities
 - Designated smoking area

5 – EXITING THE SITE

- Adhere to all site traffic management signs
- Ensure that you are adhering to **ALL** your obligations under CoR
- Drive carefully and arrive home safely.

DRIVER ACKNOWLEDGMENT FORM

I confirm that I have read, understood and will comply the Boort Grain Co-operative Ltd's site rules and regulations with specific reference to the CoR outlined in this document (Australian Storage Alliance Pty Ltd – CoR Version 1 – April 2019)

Driver name: _____

Company: _____

Date: _____

Signature: _____