

MAINTENANCE MANAGEMENT POLICY STATEMENT

In order to provide a safe, reliable transport service, I and my nominated drivers understand, and are committed to the need to maintain safe, reliable and roadworthy vehicles through a suitably planned and executed maintenance program in accordance with *Western Australian Heavy Vehicle Accreditation*.

When operating under a permit or order my nominated drivers and I will only use vehicles that are covered by a Maintenance Management System meeting *Western Australian Heavy Vehicle Accreditation* requirements.

This Maintenance Management Program is structured on and adheres to the requirements of *Western Australian Heavy Vehicle Accreditation*. I and my nominated drivers will comply with the five Maintenance Management Module standards: vehicle control, daily checks, fault recording and reporting, fault repair and maintenance schedules and methods.

The procedures outlined in the Maintenance Management System are a true account of my Maintenance Management practices.

FATIGUE MANAGEMENT POLICY STATEMENT

I, as the owner of this company and my nominated drivers, are committed to ensuring a safe and healthy work environment. My nominated drivers and I accept and will operate in accordance with the Work Health and Safety (General) Regulations 2022 and *Western Australian Heavy Vehicle Accreditation*.

All drivers must present themselves for duty unimpaired by fatigue, alcohol, or drugs at any time while we are in charge of, or operating, any equipment owned or operated by myself, or any company.

This will be recorded daily and fitness for work as far as is practicable, will be diligently supervised. Action that will be taken with regards to non-conformances of the above instruction will include:

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All nonconformance's will be dealt with by training and disciplinary action.
Any drug or alcohol incidences will result in dismissal.

I and my nominated drivers will manage and control the measures for the recovery and treatment of fatigue, including if a driver becomes fatigued during the trip by:

All measure will be taken to ensure drivers obtain adequate rest, all drivers to stop immediately if feeling tired and report to the operator.

I and my nominated drivers will comply with the four Fatigue Management Module standards: scheduling, rostering, fitness for work and workplace conditions.

The procedures outlined in the Fatigue Management System are a true account of my Fatigue Management practices.

DIMENSION AND LOADING MANAGEMENT POLICY STATEMENT

I, as the owner of this company and my nominated drivers, are committed to provide a safe, reliable transport service. My nominated drivers and I understand and are committed to the need to ensure all of my vehicles entering the public road system are compliant with any regulatory requirements in regard to load, mass and dimensions in accordance with *Western Australian Heavy Vehicle Accreditation*.

To ensure that I meet this policy in all respects, I and my nominated drivers will monitor all loads and vehicle configurations before they enter the public road system. I and my nominated drivers will comply with the one Dimension and Loading management standard: vehicle loading – dimension and safety.

The procedures outlined in the Dimension and Loading Management System are a true account of my Dimension and Loading Management practices.

MASS MANAGEMENT POLICY STATEMENT

I, as the owner of this company and my nominated drivers, are committed to provide a safe, reliable transport service. My nominated drivers and I understand and are committed to the need to ensure all of my vehicles entering the public road system are compliant with any regulatory requirements in regard to operating vehicle combinations in excess of the prescribed mass limits, under approved concessional loading schemes in accordance with *Western Australian Heavy Vehicle Accreditation*.

To meet this policy in all respects, I and my nominated drivers will monitor all loads transported by my vehicle(s) to ensure they will only be loaded to the limits allowed under the Accredited Mass Management Scheme permit issued to the vehicle(s), before they enter the public road system. I and my nominated drivers will comply with the two Mass management standards: vehicle control and vehicle loading – mass.

DRIVER'S RESPONSIBILITIES

- Ensure vehicle has sufficient ratings to conform to the higher mass limits
- Ensure load is positioned so vehicle's gross mass is within allowable limits
- Ensure load is positioned so vehicle's axle distributions are within allowable limits
- Ensure load is appropriately restrained
- Ensure appropriate permits are in place and understood before the journey commences
- Ensure proposed route is approved for the particular vehicle combination and permit
- Ensure auditable records are kept of each journey undertaken to show all standards have been adhered to
- Ensure the requirements of the loading plan are followed

The procedures outlined in the Mass Management System are a true account of my Mass Management practices.

COMMON STANDARDS POLICY STATEMENT

In order to provide a safe, reliable transport service, I and my nominated drivers understand, and are committed to the need to meet the requirements to satisfy Main Roads five common standards across the accreditation modules of Fatigue, Maintenance, Dimension and Loading and Mass Management (if required) have appropriate systems in place, in accordance with *Western Australian Heavy Vehicle Accreditation*.

When operating under a permit or order my nominated drivers and I will adhere to a Common Standards Management System which is structured on and adheres to the requirements of *Western Australian Heavy Vehicle Accreditation* requirements, via written instructions that are always followed and documents/records are retained that prove the methods work.

I and my nominated drivers will comply with the five Common Standards: responsibilities, records and documentation, training and education, internal review and management of accidents and incidents.

The procedures outlined in the Common Standards Management System are a true account of my System Management practices.

STATEMENT OF RESPONSIBILITIES – COMMON STANDARDS

I and my nominated drivers are responsible for the management, operation and overall compliance of my Common Standards System that has been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the system will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for the Common Standards, as stated in the Common Standards of *Western Australian Heavy Vehicle Accreditation*.

<u>Responsibilities</u>	<u>Owner / Administrator / Driver</u> (Select applicable)
• Checks calibration records for all weighing equipment are up to date	O / A / D
• Maintains the system and updates the written instructions	O / A / D
• Reviews the training content for all modules and its frequency for refresher training	O / A / D
• Checks all records are legible and identifiable to the driver & vehicle/s	O / A / D
• Completes the bi-annual (6 monthly) internal reviews	O / A / D
• Checks the forms/data/stats collected in the system match the current Operator Guide where required	O / A / D

STATEMENT OF RESPONSIBILITIES – DIMENSION AND LOADING MANAGEMENT

I and my nominated drivers are responsible for the management, operation and overall compliance of my Dimension and Loading Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Dimension and Loading Management, as stated in the Dimension and Loading Management Module Standards of *Western Australian Heavy Vehicle Accreditation*.

<u>Responsibilities</u>	<u>Owner / Administrator / Driver</u> (Select applicable)
• Ensures the vehicle is fit for task	O / A / D
• Positions the load appropriately	O / A / D
• Restrains the load appropriately	O / A / D
• Checks the vehicle and load dimensions (including axle weights)	O / A / D
• Ensures an appropriate permit is current, if applicable	O / A / D
• Checks the D&L check has been completed for each trip/load	O / A / D
• Checks the RAV network is approved	O / A / D
• Ensures compliance with approval conditions	O / A / D

STATEMENT OF RESPONSIBILITIES – MAINTENANCE MANAGEMENT

I and my nominated drivers are responsible for the management, operation and overall compliance of my Maintenance Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Maintenance Management, as stated in the Maintenance Management Module Standards of *Western Australian Heavy Vehicle Accreditation*.

<u>Responsibilities</u>	<u>Owner / Administrator / Driver</u> (Select applicable)
• Does the daily check	O / A / D
• Checks the daily check has been completed	O / A / D
• Defines the service intervals and tasks	O / A / D
• Monitors the service records are completed on time	O / A / D
• Decides on the fault priorities	O / A / D
• Records and submits vehicle fault/s	O / A / D
• Decides if a fault is to be deferred or monitored	O / A / D
• Ensures the roadworthy carried out and documented meet the minimum requirements and are within the specified timeline	O / A / D
• Updates the fleet register	O / A / D

STATEMENT OF RESPONSIBILITIES – FATIGUE MANAGEMENT

I and my nominated drivers are responsible for the management, operation and overall compliance of my Fatigue Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Fatigue Management, as stated in the Fatigue Management Module Standards of *Western Australian Heavy Vehicle Accreditation*.

<u>Responsibilities</u>	<u>Owner / Administrator / Driver</u> (Select applicable)
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|---|-----------|
| • Checks the trip sheet for compliance | O / A / D |
| • Maintains the trip records as the trip progresses | O / A / D |
| • Records fit for duty daily | O / A / D |
| • Checks fit for duty is completed daily | O / A / D |
| • Monitors and ensures medicals are completed prior to expiry | O / A / D |
| • Does scheduling | O / A / D |
| • Does rostering | O / A / D |
| • Ensures and obtains evidence vehicles are ADR42 compliant | O / A / D |
| • Ensures workplace conditions assist in the control of fatigue | O / A / D |

STATEMENT OF RESPONSIBILITIES – MASS MANAGEMENT

I and my nominated drivers are responsible for the management, operation and overall compliance of my Mass Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Mass Management, as stated in the Mass Management Module Standards of *Western Australian Heavy Vehicle Accreditation*.

<u>Responsibilities</u>	<u>Owner / Administrator / Driver</u> (Select applicable)
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| • ensures the weighbridge is on the approved list or obtains current copies of the privately owned weighbridge calibration documentation and dockets when used | O / A / D |
| • ensures the quarterly test weighs are completed and records kept (when applicable) | O / A / D |
| • develops and reviews the load planning documentation | O / A / D |
| • maintains the Calibration Certificates for all other loading equipment | O / A / D |
| • checks the RAV network is approved for AMMS | |
| • ensures the vehicle is fit for task | O / A / D |
| • obtains and/or renews AMMS permits to ensure they are current | O / A / D |
| • monitors completed documentation (load plans) to verify compliance | O / A / D |
| | O / A / D |

ALCOHOL & DRUGS POLICY

The operator, managers, employees, and sub-contractors are committed to providing a safe, healthy and productive workplace. The operator acknowledges that Alcohol and other Drug abuse can have a severe effect upon employees and sub-contractors abilities to perform safely and effectively and as a consequence endanger themselves, their fellow workers and the public, along with exposing a risk to the operator.

All employees and sub-contractors shall not be permitted to perform any task whilst under the influence of Alcohol, Prescription Drugs or any other illegal Drug. The Operator will stand an employee or sub-contractor down if they are suspected of being under the influence, without pay, until a medical practitioner of our choice has assessed them and have cleared them to return to normal duties. If the driver/operator chooses not to attend, then this will be recorded as a positive test.

The operator, where practicable, will monitor and appraise drivers/operators prior to commencing work or starting trips. This may involve, for example, breath testing for alcohol and random drug testing and usage of fitness for duty devices. Again, if the driver/operator chooses not to attend then this will be recorded as a positive test.

Employees or sub-contractors shall not use, possess, distribute, or sell alcoholic beverages, illicit or non-prescribed drugs or misuse legitimate prescription drugs while on duty at work. An employee or sub-contractor must notify the operator if they are taking any prescription medication.

Any employee found operating a vehicle under the influence of alcohol or any illicit drug may be terminated immediately and without notice.

The operator will make every endeavour to provide assistance and rehabilitation in the form of reference to medical help or counselling if a company employee or sub-contractor recognises there is a problem with alcohol or drugs.

DRIVERS READINESS FOR DUTY/DRUG & ALCOHOL STATEMENT

The Owner and drivers/operators understand that their ability to do the driving task is directly affected by the way they have used rest breaks and time away from work. They will take into account a second job or other work-related tasks that may impact on their fitness to perform the driving task.

Employees and sub-contractors must not commence work when deemed to be fatigued or have been driving outside the agreed company limits. They will ensure, when working, that they are able to properly drive or operate equipment, to communicate clearly and to exercise reasonable judgement when making decisions. An employee or sub-contractor who does so, is guilty of violating this policy and may be subject to disciplinary action. When problems relating to fatigue arise, management will take whatever steps are necessary, given the circumstances, within the terms of the conditions of employment/engagement.

They will ensure, when working, that they are able to properly drive or operate equipment, to communicate clearly and to exercise reasonable judgement when making decisions.

They are aware and understand that misuse of prescription drugs, alcohol and the use of illicit drugs, put the safety of all people involved in danger and that Drug and Alcohol tests may be conducted at random, and that if they test positive than they shall be liable for the costs incurred. The drivers/operators realise that they are accountable for their actions and will not drive when in a condition that impairs their ability to do their job, or endangers the safety of themselves or others, or may cause equipment or property damage.

They are also aware that Management reserves the right to request that they attend a medical practitioner of the company's choice and/or a councilor if they suspect that they are unable to safely perform their duties because of fatigue or other forms of impairment. If, however they choose not to attend, that this will be recorded as a positive test and further action may be taken.

We the undersigned have read and understood the following listed policies in relation to the operator Heavy Vehicle Accreditation acknowledge the responsibilities listed and will adhere to those accordingly.

MAINTENANCE MANAGEMENT POLICY STATEMENT

FATIGUE MANAGEMENT POLICY STATEMENT

DIMENSION AND LOADING MANAGEMENT POLICY STATEMENT

MASS MANAGEMENT POLICY STATEMENT (if applicable)

COMMON STANDARDS POLICY STATEMENT

STATEMENT OF RESPONSIBILITIES – COMMON STANDARDS

STATEMENT OF RESPONSIBILITIES – DIMENSION AND LOADING MANAGEMENT

STATEMENT OF RESPONSIBILITIES – MAINTENANCE MANAGEMENT

STATEMENT OF RESPONSIBILITIES – FATIGUE MANAGEMENT

STATEMENT OF RESPONSIBILITIES – MASS MANAGEMENT (If Applicable)

ALCOHOL & DRUGS POLICY

DRIVERS READINESS FOR DUTY/DRUG & ALCOHOL STATEMENT

_____	_____	_____
Owner Name	Owner Signature	Date

_____	_____	_____
Driver Name	Driver Signature	Date

_____	_____	_____
Driver Name	Driver Signature	Date

_____	_____	_____
Driver Name	Driver Signature	Date

_____	_____	_____
Driver Name	Driver Signature	Date