

Chain of Responsibility Policy

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1.6.2017

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1. Objective:

At Leocata's Transport, our goal is to provide a safe and healthy working environment for all of our employee's/contract carriers and anyone who may be affected by our work processes.

To ensure this occurs, we have developed a Chain of Responsibility Policy, this document recognises the importance of our employees in this chain and to provide ongoing information to our employees regarding their responsibilities in the chain of responsibility.

2. Procedural Elements:

(A) What is the Chain of Responsibility?

It means all parties in the road transport supply chain - consignor/dispatcher, packer, loader, scheduler, consignee/receiver, manager, as well as the driver and operator:

- are responsible for preventing a breach of road transport laws
- must take positive steps to prevent a breach of the road transport mass, dimension, loading and work hour's laws.

(B) Roles and Responsibilities

To meet these legislative requirements, community expectations and reinforce our commitment to employee welfare, the different Chain of Responsibility positions are clearly explained in the table below:

JOB TITLE	ROLE	UNDER THE LAW YOU MUST
Consignor/Dispatcher	Dispatches goods for delivery	Ensure your delivery request doesn't require a truck driver to: <ul style="list-style-type: none"> • Transport goods that go beyond vehicle dimension or mass limits. • Inappropriately secure the load. • Exceed the permitted number of driving hours. • Fail to have minimum rest periods. Exceed the speed limits.
Consignee/Receiver	Orders and/or accepts the goods being delivered	Assume the same responsibilities as the consignor/dispatcher (see above), plus: <ul style="list-style-type: none"> • Must not knowingly encourage or reward a breach of the mass, dimension, load restraint or driving hours' laws.
Loader/Packer	Loads goods into the vehicle	Ensure the vehicle's load: <ul style="list-style-type: none"> • Doesn't exceed the dimension or mass limits. • Cannot become unstable, move or fall off the vehicle • Ensure that when goods are packed: • Documentation of the load is accurate, not false or misleading. • Any goods packed in freight containers don't exceed the container's gross weight or safety approval rating.
Heavy Vehicle Driver	Transports the load to its destination	Maintain current obligations to ensure: <ul style="list-style-type: none"> • The vehicle does not exceed dimension or mass limits. • The load is appropriately restrained. • All reqd equipment is properly fitted to the vehicle. • Required rest breaks are taken and driving hours' regulations and speed limits are observed. • Safe and responsible driving behaviour is demonstrated at all times. • Is fit for duty at all times • Check & report on vehicle maintenance issues

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JOB TITLE	ROLE	UNDER THE LAW YOU MUST
Operator/Manager	Operates and/or manages the business dispatching the goods	Be responsible for ensuring: <ul style="list-style-type: none"> Rosters do not require truck drivers to exceed the permitted number of driving hours. Accurate records are kept of drivers' activities, including driving, work and rest times. Vehicle speed limiters are functioning. Loads do not exceed dimension or mass limits and are properly restrained using appropriate restraint equipment.
Scheduler	Schedules the transport of passengers or goods by road	Ensure transport schedule doesn't require a truck driver to: <ul style="list-style-type: none"> Exceed the speed limit Exceed the permitted number of driving hours. Fail to have minimum rest periods. Also ensure a driver is fit for duty & not scheduled for work if fatigued
Employer	A person who engages someone else to drive a regulated heavy vehicle	<ul style="list-style-type: none"> Take all reasonable steps To ensure their business practices do not cause a driver of a regulated heavy vehicle to drive whilst fatigued, in breach or a work/rest requirement, or in breach of a speed requirement.

3. Reference Documents

NHVR Chain of Responsibility Guidance Notes – March 2017
LT 211 – Chain of Responsibility Procedure

4. Definitions:

COR – Chain of Responsibility
NHVR – National Heavy Vehicle Regulator

5. Version History:

Version Number & Date	Revision Description
V.1 - 1/6/17	This Policy has been developed to create a platform for Chain of Responsibility roles and responsibilities for all of our employees and Contract Carriers, the COR Procedure document provides details on the legal requirements and responsibilities.

Policy Authorised by Leocata Executive Management Team – 1.6.2017
Note: Policy to be reviewed every 2 years or earlier dependent on legislation and system changes