

HSE Management System Manual

CHAIN OF RESPONSIBILITY POLICY – PCHSE-002

POLICY

Palmer's Coaches is committed to ensuring its employees, contractors and visitors abide by the Chain of Responsibility (CoR) legislation. Palmer's Coaches has a legal and moral obligation to ensure its workplaces comply and that it provides safe working environments.

The CoR requirements are applied not only to the individuals and companies directly performing roles for Palmer's Coaches, but also to individuals and companies that indirectly influence behaviour through interaction with other parties. They shall not:

- Make demands that would knowingly cause a breach of regulations;
- Coerce, induce or encourage a breach of road rules; or
- Pass on false or misleading information that could cause a breach.

The CoR requirements and this policy apply to our customers and suppliers as well as to all employees, contractors and visitors to Palmer's Coaches.

Who is covered under the CoR Policy?

- **Customer** – anyone involved in commissioning a service from Palmer's Coaches
- **Packing** – anyone involved in packaging goods, containers or luggage
- **Loading** – anyone involved in loading goods, containers or luggage in a vehicle
- **Driving** – anyone involved in the physical act of driving a vehicle
- **Scheduling** – anyone responsible for the scheduling, rostering and vehicle allocation process
- **Receiving** – anyone involved in taking possession of products or luggage

Under the "General Duty" to manage driver fatigue, all parties must also ensure they do not breach the general duty by their demands, actions or inactions.

Palmer's Coaches will:

- Require that all parties involved with Palmer's Coaches in the road transport of passengers supply chain take the necessary steps to prevent a breach of road safety laws;
- Ensure that those parties with responsibility for activities that affect compliance with the road transport of passengers laws are held accountable for any breach in their responsibilities; and
- Continue to provide training and education to employees on the Chain of Responsibility legislation.
- Continue to provide information to contractors, suppliers and customers on the Chain of Responsibility legislation.

Drivers have a responsibility to ensure that they:

- Report fatigue related breaches under the Chain of Responsibility;
- Abide by the Heavy Vehicle Driver Fatigue Laws and do not exceed prescribed working hours;
- Take required rest breaks;
- Do not exceed speed limits; and
- Do not tamper with any equipment fitted to the vehicle.

Palmer's Coaches is **committed to ensuring** that it complies with Chain of Responsibility Legislation.

| Revision History | | | | | |
|---|--------------------------------------|------------------|----|-----------------------|------------|
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| Approved by: | Palmer's Coaches – Managing Director | | | | |
| This document cannot be modified without the approval of the Palmer's Coaches – Managing Director | | | | | |

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(NHVR) Extract- Roles and responsibilities of parties in the supply chain

Under compliance and enforcement provisions, everyone in the supply chain has a general duty to ensure breaches of road transport laws do not occur. All parties need to make sure that their action or inaction does not contribute to or encourage breaches of road transport laws. If a party's actions, inactions or demands cause or contribute to road safety breaches they can be held legally accountable.

Put simply: influence = responsibility = legal liability.

Operator/manager/scheduler responsibilities

As an operator, manager, or scheduler of a business involved in road transport, you must hold a current TLIF3063A Administrator the Implementation of Fatigue Management Strategies and your responsibilities also include ensuring that;

- rosters and schedules do not require drivers to exceed driving hours regulations or speed limits;
- you keep records of your drivers' activities, including work and rest times;
- you take all reasonable steps to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options;
- vehicles are regularly maintained, and if speed limiters are fitted they are functioning properly;
- vehicles are not loaded in a way which exceeds mass or dimension limits;
- drivers moving freight containers have a valid [Container Weight Declaration](#);
- loads are appropriately restrained with appropriate restraint equipment (see the National Transport Commission's [Load restraint guide](#) for more information);

Driver/owner-driver responsibilities

As a driver your responsibilities include making sure that you:

- comply with relevant fatigue management work and rest laws and procedures to implement them;
- make sure you make the most of your rest breaks by sleeping in dark, quiet and comfortable places;
- respond to changes in circumstances (such as delays) and report these to your base (if possible) to implement short-term fatigue management measures;
- ensure your vehicle does not exceed mass or dimension limits;
- ensure your load is appropriately restrained;

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Additional responsibilities for owner-drivers include:

- **As an owner/driver you Must hold a current TLIF3063A Administrator the Implementation of Fatigue Management Strategies;** this is required as you are the person rostering and allocating the work to yourself, you are responsible for your own fatigue management;
- Making sure you are medically fit to drive;
- Making sure your vehicles are roadworthy and well maintained;
- Keeping full and accurate records as required by law.

Policy review process;

Palmer's Coaches will review this policy every year unless any changes are required or if any issues arise during that period or changes to information supplied.

Next Policy Review; 1st January 2019 unless otherwise required.

Rick Palmer

Rick Palmer
 Managing Director
 01/01/2018

Bruce Adams

Bruce Adams
 General Manager
 01/01/2018

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