



Baiada

CoR Driver Entry & Exit Declaration Training

Site: [NAME]

**WHS-RT-412.5.7-NAT
Version: 1**

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CoR Driver Observers

As defined by the Baiada CoR Management System, a Driver Observer is an approved Worker appointed by Baiada to complete CoR Driver Declarations, in consultation with a Heavy Vehicle Driver.



Heavy vehicle safety is
everyone's business

#NowMoreThanEver



CoR Driver Observers

As a CoR Driver Observer, you may have specific CoR/ HVNL responsibilities; you have been provided with a copy of the relevant NHVR CoR Fact Sheets, applicable to your role.

Please read and **ASK** if you have any questions, or if you do not understand your CoR Roles and Responsibilities.

Available fact sheets:

- | | |
|----------------------|---------------------|
| ✔ Consignees | ✔ Operators |
| ✔ Consignors | ✔ Packers |
| ✔ Loaders/ Unloaders | ✔ Prime Contractors |
| ✔ Loading Managers | ✔ Schedulers |

For more information, please visit the NHVR website
<https://www.nhvr.gov.au/>

Chain of Responsibility Loaders/Unloaders

Chain of Responsibility Schedulers

What are the possible penalties for a breach?

As a scheduler, you could be held legally liable for breaches of the HVNL, even though you have no direct role in driving or operating a heavy vehicle. If your actions, inactions or demands cause or contribute to an offence, you can be held legally accountable.

Penalties and sanctions can range from formal warnings to court imposed fines and penalties relating to the commercial benefit derived from offences.

Heavy vehicle safety. It's your business.

Purpose

Why do we complete CoR Driver Declarations?

CoR Driver Entry & Exit Declarations ensure Driver Observers, in consultation with heavy vehicle drivers are assessing and declaring their compliance with:

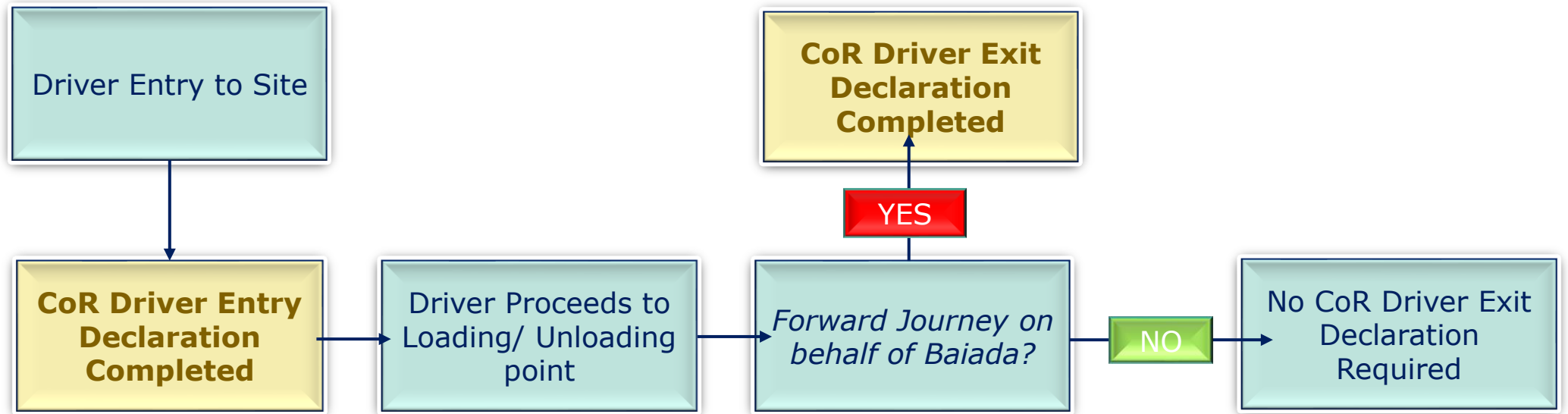
- ❖ CoR & HVNL Responsibilities respective to their roles in the Baiada supply chain;
- ❖ Loading & Unloading Times;
- ❖ Booking & Scheduling;
- ❖ Driver Fatigue Management & Fitness for Duty;
- ❖ Load Planning, Restraint & Containment; and
- ❖ Baiada Site Rules and Requirements.

CoR Driver Entry & Exit Declarations

A CoR Driver **Entry** Declaration is to be completed upon the **arrival of each heavy vehicle driver.**

A CoR Driver **Exit** Declaration is to be completed upon the **departure of each driver continuing on a forward journey on behalf of Baiada.**

I.e. Drivers departing site without a Baiada load, do not require a CoR Driver Exit Declaration



Loading & Unloading Times

To ensure Baiada's transport activities do not negatively impact a Heavy Vehicle Driver's fatigue management, Baiada maintain maximum Loading & Unloading times.

Please refer to your site specific MOS for Loading & Unloading times.

Loading & Unloading Times

Every effort must be made to not delay a heavy vehicle driver.

Where Loading / Unloading times have been **exceeded**:

- ✓ Communicate with the driver's scheduler/ authorized representative where the driver's schedule is impacted or delayed.
- ✓ Follow up verbal communication in **WRITING**; and always where possible, via email.
- ✓ Excess Loading & Unloading Times are to be recorded on the CoR Driver Declaration, ensuring contributing factors and causes of the delay are recorded.
- ✓ An Incident Report and supporting investigation report is to be raised.



Bookings & Schedules

Baiada, in consultation with transport providers, establish mutually agreed booking times and schedules:

- ✓ To ensure the coordination of transport movements are in line with the incoming and outgoing flow of stock/ goods;
- ✓ To minimize queuing and line ups that impact driver fatigue management, ensuring transport movements are staggered and organized.

As such, all transport movements **must** have a booking.



Bookings & Schedules

In the event a Booking or Schedule has not been set:

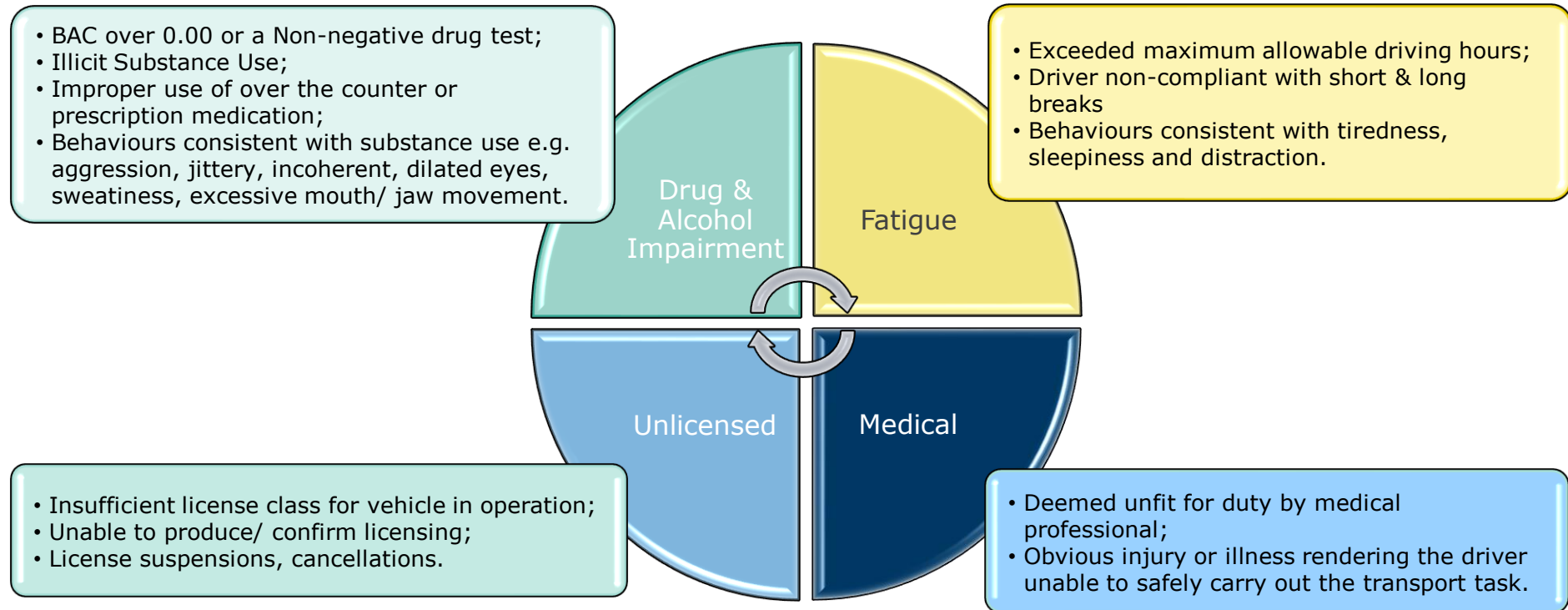
- ✓ **Accommodate** for the transport movement where possible, without impeding upon other set bookings and schedules; **OR**
- ✓ **Communicate with the transport provider** requesting for a booking to be scheduled at a mutually agreed time;
- ✓ The load is recorded as “No Booking” on the CoR Driver Entry and Exit Declaration.
- ✓ Subject to the situation, an NCR or CAR is to be raised to the appropriate party.

In all cases, Site Management is to be advised at the time.



Driver Fatigue and Fitness for Duty

Signs of an UNFIT Driver



Driver Fatigue and Fitness for Duty

In the event a Driver is suspected to be or is Unfit for duty:

- ✓ Work is to cease **immediately &** Site Management notified;
- ✓ Consult the transport provider advising of the issue & request for corrective action;
- ✓ Where relevant, Drug & Alcohol testing procedures initiated;
- ✓ The driver is not to resume duties, until confirmatory evidence is received validating the driver's fitness for duty;
- ✓ All issues & corrective actions are to be recorded on the CoR Driver Declaration;
- ✓ Subject to the situation, an NCR or CAR raised to the appropriate party;
- ✓ Incident Report and supporting investigation report are to be raised.



Process

- ✓ A CoR Driver **Entry** Declaration is to be completed upon the **arrival of each heavy vehicle driver.**
- ✓ All required checks are to be conducted, as required by the CoR Driver Entry Declaration.
- ✓ Where a driver is non-compliant with HVNL regulations, or otherwise does not conform to Baiada standards, the Driver Observer must report all Major issues (breaches classed as Severe or Critical) to Site Management for review, validation and instruction on the appropriate course of action to be taken. Reference shall be made to the CoR Driver Issue Resolution Chart.

Minor Breaches	An issue, but not a considerable risk to safety or infrastructure. Driver Observers are to communicate minor issues to the driver and record this communication on the CoR Driver Declaration.
Severe Breaches	Applicable risk to safety, more severe risk to infrastructure, traffic congestion or unfair competition. Severe breaches are to be reported to the Site Manager immediately for further action. NCR/ CAR to be issued accordingly.
Critical Breaches	Contravention of driver fatigue management regulations and/ or fitness for duty requirements. Critical risk of damage to infrastructure and the driver's ability to drive/ operate the vehicle safety. Severe breaches are to be reported to the Site Manager immediately for further action. NCR/ CAR to be issued accordingly.

Process

Subject to Site Management's review & the level of risk, the Driver Observer's report may be:

- a) Reversed, where sufficient evidence is available confirming the Driver is fit for duty, complies with HVNL Fatigue Management Regulations and/ or Baiada requirements;
- a) Escalated to the Transport Provider and a request made for an "on the spot fix" for minor issues. All "on the spot fixes" are to be recorded on the CoR Driver Entry or Exit Declaration;
- a) Escalated to the Transport Provider and a request made for corrective action. Corrective action in such cases is to be determined and managed by the Transport Provider in consultation with the driver, prior to the vehicle's permission to proceed onto site.

Where a driver is not Fit for Duty or does not comply with HVNL Fatigue Management Regulations or is otherwise unable to continue on a journey, all transport related tasks are to cease and immediate contact made with the Site Management and Contract Carrier.

Process

- ✓ In all cases, the Contract Carrier is to be consulted and where possible, in writing.
- ✓ Where delays are caused as a result of a non-conforming driver or journey, Site Management are to ensure relevant adjustments to schedules & bookings are made in consultation with the Contract Carrier and affected customers, in writing.
- ✓ Loaders and/ or Supervisors shall monitor a driver's fitness for duty for changes to their condition, throughout the loading process, so far as reasonably practicable.

Process

- ✓ A CoR Driver **Exit** Declaration is to be completed upon the **departure of each driver continuing on a forward journey on behalf of Baiada.**
i.e. Drivers departing site without a Baiada load, do not require a CoR Driver Exit Declaration
- ✓ Subject to site specific requirements, Driver Observers tasked to monitor induction compliance, are to ensure all Workers have undergone the required inductions.

N.B:

- All Workers are to be inducted into the General Baiada Induction
- All Heavy Vehicle Drivers are to be inducted into the General Baiada Induction and the applicable Site-Specific Induction.

Approved Formats

The primary & preferred method of completing CoR Driver Entry & Exit Declarations is **electronically** via the site designated iPads.

Where there are technical issues with the iPad, hard copy CoR Driver Entry & Exit Declarations are to be utilized, and submitted to the Site WHS Coordinator Daily and provided to the National CoR Coordinator.

Where a Major issue is identified, the CoR Driver Declaration is to be submitted to the Site WHS Coordinator and/ or Site Manager immediately.





Remember:

You must ensure that your actions or inactions **do not encourage** breaches of the HVNL; therefore you must ensure:

- ✎ Your conformance with Company Policies, Procedures and Standards at all times;
- ✎ Your compliance with the legal and reasonable requests made by your supervisor/ manager;
- ✎ Report & Escalate – if it doesn't look right, report it to your manager E.g. Vehicle Standard, Driver Fitness for duty;



Remember:

ALWAYS:



- ✓ Consider a driver's fatigue management and fitness for duty.
- ✓ Communicate with the driver's scheduler/ authorized representative where any changes or delays occur to a driver's schedule.
- ✓ Follow up verbal communication in **WRITING**; and always where possible, via email.

Examples of what to say to a driver:

- ✓ "Take your time"
- ✓ "There's no rush"
- ✓ "If you are fatigued, pull over and contact your supervisor"

Examples of what **NOT** to say to a driver:

- x "*Hurry Up!*"
- x "*Can you get there quicker?*"
- x "*Don't take your breaks*"
- x "*You have to be there ASAP*"

IF YOU ARE UNSURE.... ASK!





Baiada

Thank you