



Baiada

CoR Vehicle Entry & Exit Checks Training

Site: [NAME]

**WHS-RT-412.10-NAT
Version: 1**

Contents

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CoR Vehicle Observers

As defined by the Baiada CoR Management System, a Vehicle Observer is an approved Worker appointed by Baiada to complete CoR Vehicle Checks, in consultation with the Heavy Vehicle Driver as a means of managing heavy vehicle site arrivals and departures.



Heavy vehicle safety is
everyone's business

#NowMoreThanEver



CoR Vehicle Observers

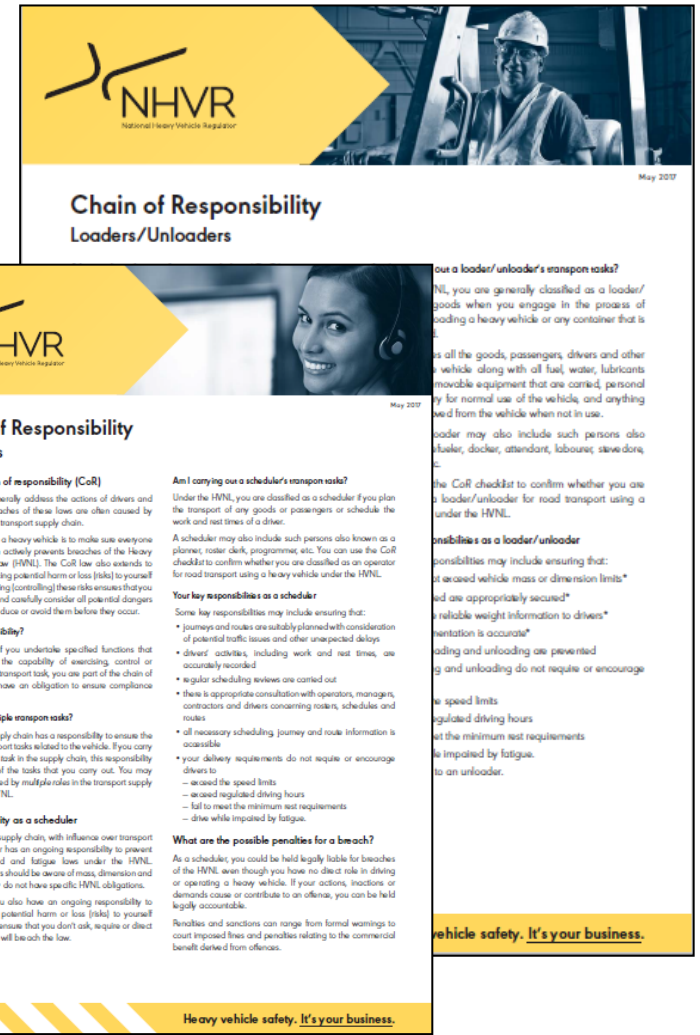
As a CoR Vehicle Observer, you may have specific CoR/ HVNL responsibilities; you have been provided with a copy of the relevant NHVR CoR Fact Sheets, applicable to your role.

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/>



Purpose

Why do we complete CoR Vehicle Checks?

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

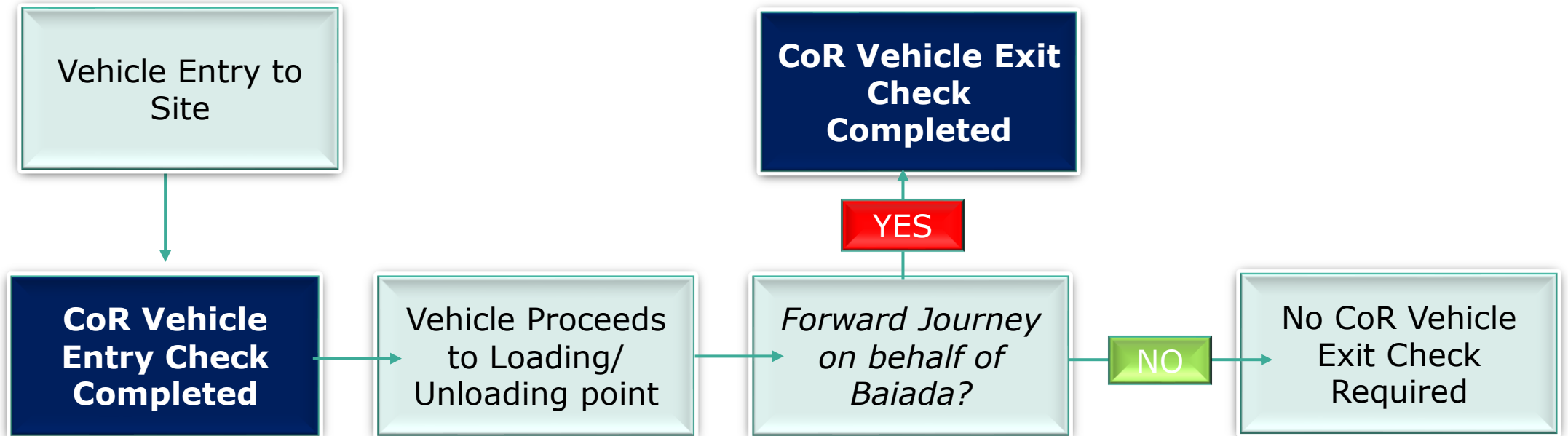
- ❖ CoR & HVNL Responsibilities respective to their roles in the Baiada supply chain;
- ❖ HVNL Vehicle Mass & Dimension Compliance;
- ❖ HVNL Vehicle Standards Compliance;
- ❖ HVNL Load Restraint/ Containment Compliance; and
- ❖ Baiada Site Rules and Requirements.

CoR Vehicle Entry & Exit Checks

A CoR Vehicle **Entry** Check is to be completed upon the **arrival of each heavy vehicle.**

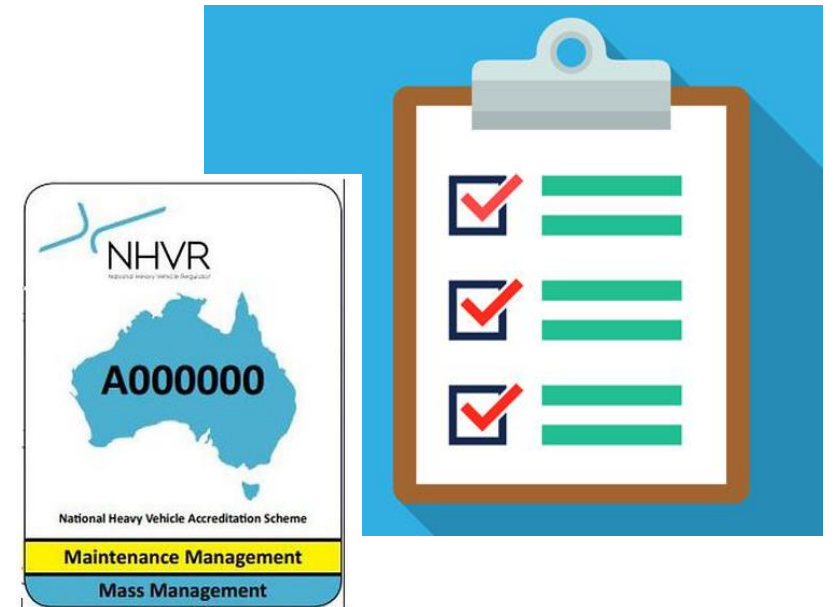
A CoR Vehicle **Exit** Check is to be completed upon the **departure of each vehicle continuing on a forward journey on behalf of Baiada.**

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



Pre-Start Checklists

- ✓ It is industry best practice & required for NHVAS Accredited vehicles for a driver to conduct a daily Pre-Start Checklist to confirm the vehicle is safe for operation.
- ✓ Vehicle Observers are to sight evidence confirming a pre-start check has been completed by the driver (whether in electronic or hardcopy format).
- ✓ Where a pre-start check can not be demonstrated, the check item is to be marked as "Non-Compliant".
- ✓ A Baiada Pre-Start Checklist template is available and is to be provided to the driver for completion. Corrective Action is to be noted on the CoR Vehicle Check.



Registration & Registration Plates

- ✓ All Heavy Vehicles & Trailing equipment **must** be registered with the relevant road authority
e.g. Service NSW (NSW), Department of Main Roads (QLD) etc.
- ✓ Various Registration Check apps are available & are to be utilized to verify a heavy vehicle's registration status.
- ✓ Registration Stickers are no longer required
- ✓ Where a vehicle is unregistered, the check item is to be marked as "Non-Compliant" & reported to site management.



Under no circumstances, is an unregistered vehicle to continue on any forward journey on behalf of Baiada.



Registration & Registration Plates

- ✓ All Heavy Vehicles & Trailing equipment **must** display the required number of clear & undamaged registration plates.
- ✓ Where a registration plate is missing or significantly damaged, i.e. the complete registration can not be read, the check item is to be marked as "Non-Compliant" & reported to site management.

Under no circumstances, is a vehicle to continue on any forward journey on behalf of Baiada with a missing or illegible registration plate.



NHVAS Sticker

- ✓ The National Heavy Vehicle Accreditation Scheme (NHVAS) requires all accredited vehicles and/ or trailing equipment to display the required NHVAS Stickers.
- ✓ **Mass Management:** Only applies to the powered vehicle. Trailers do not require an NHVAS Sticker.
- ✓ **Maintenance Management:** Applies to both the powered vehicle and trailing equipment.
- ✓ If a driver is requesting for a load above General Mass Limits (GML) – evidence of the accreditation sticker is required.
- ✓ Further validation is available through the NHVR Registration Checker App.
- ✓ Where an NHVR Sticker is missing or significantly damaged and can not be read, the check item is to be marked as “Non-Compliant” and reported to site management.



Windscreen / Mirror Damage

- ✓ A **Windscreen** is to be marked as “Non-Compliant” where the damage hinders or prevents the driver’s clear forward vision.
- ✓ Minor windscreen chips or damage observed, can be marked as a minor issue & communicated to the driver.
- ✓ A **Mirror** is to be marked as “Non-Compliant” whereby damage restricts clear vision.



Drivers License – NSW [SITE]

- ✓ It is a condition of entry of all contractors conducting work on Baiada controlled sites to demonstrate they are correctly licensed for the tasks to be undertaken.
- ✓ Licenses are to be sighted for validation only; details or copies of licenses are not be retained or shared.

Car	C	Vehicles Up to 4.5t
Rider	R	Motorcycles and Scooters
Light Rigid	LR	Rigid vehicles with a GVM of more than 4.5 t, but not more than 8t (any towed trailer must not weigh more than 9 tonnes)
Medium Rigid	MR	Rigid vehicles with 2 axles and a GVM of more than 8t (any towed trailer must not weigh more than 9 tonnes)
Heavy Rigid	HR	Rigid vehicles with 3 or more axles and a GVM of more than 8t (any towed trailer must not weigh more than 9 tonnes)
Heavy Combination	HC	Any heavy combination including: <ul style="list-style-type: none"> - Articulated vehicles with three or more axles and - Tow trailer combinations with a GVM more than 9 tonnes, including unladen dolly
Multi Combination	MC	Any multi combination vehicles including: <ul style="list-style-type: none"> - Road trains, B-doubles and prime mover, low loader dolly and low loader trailer combinations

Load Dimensions

- ✓ To the limits of your observation, a “Non-Compliant” Load Dimension will include any load that is not safely and legally loaded within the confines of a heavy vehicle or its trailing equipment.
- ✓ For all non-standard loads, please liaise with Site Management to ensure load dimensions are within prescribed limits as required by HVNL.



Vehicle Mass – All Loads

As prescribed by the HVNL and its associated regulations, mass limits apply to all heavy vehicles. The 3 levels of mass include:

General Mass Limits	GML	GML apply to all heavy vehicles. GML state the allowable mass limits for all types of heavy vehicles and respective axle groups, unless the vehicle is operating under the NHVAS or an exemption under the HVNL
Concessional Mass Limits	CML	CML allows approved NHVAS members to utilise mass limits above GML provided the operator is NHVAS accredited.
Higher Mass Limits	HML	HML allow particular vehicles to access additional mass entitlements to increase productivity of road freight transport. Operators seeking to benefit from a HML NHVAS accreditation, must meet standards of compliance prescribed by the NHVR addition to: <ol style="list-style-type: none">1. Road friendly suspension as certificated by the Department of Transport & Regional Services;2. Vehicles are on an authorised HML Route; and3. In NSW, QLD & some cases VIC, transport operators running HML must participate in an IAP.

Vehicle Mass – All Loads

Strictly, Baiada does not load to, or make any allowance for Mass Measurement Adjustments (MMAs) or 'tolerances' that would otherwise be applied roadside by relevant road authorities.

Please refer to the following for guidance & specific mass and dimension limits to be complied with:

- **Heavy Vehicle Mass Guidance**
WHS-RT-412.7.2-NAT
- **Mass & Dimension Management Vehicle Guideline**
WHS-F-412.7.1-NAT

CONTROLLED

Baiada
Baiada Group of Companies

Mass and Dimension Management Vehicle Guideline

Common 2 Axle Rigid Truck

Type of Mass Limit	Maximum Length (metres)	Allowable GVW/CCM (tonnes)	Single Steer Axle (tonnes)	Two Steer Axle Group (tonnes)	Single Axle (tonnes)	Tridem Axle Group (tonnes)	Tripole Group (tonnes)
GML	11.3m	11.0t	4.0t*	N/A	5.0t	N/A	N/A
CML (not applicable)	11.3m	N/A	N/A	N/A	5.0t	N/A	N/A
HML	N/A	N/A	N/A	N/A	5.0t	N/A	N/A

Baiada Reference Table **CONTROLLED**

Heavy Vehicle Mass Guidance

The Heavy Vehicle National Law (HVNL) provides General Mass Limits (GML), Concessional Mass Limits (CML) and Higher Mass Limits (HML) for heavy vehicles operating on the national road network. This Heavy Vehicle Mass Guidance is designed to assist Baiada Pty Ltd (Baiada) weighbridges/ site personnel in determining Heavy Vehicle Mass Limits, NHVAS Accredited vehicles and complying steer axle vehicles.

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Type of Mass Limit	Maximum Length (metres)	Allowable GVW/CCM (tonnes)	Single Steer Axle (tonnes)	Two Steer Axle Group (tonnes)	Single Axle (tonnes)	Tridem Axle Group (tonnes)	Tripole Group (tonnes)
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CML (not applicable)	11.3m	N/A	N/A	N/A	5.0t	N/A	N/A
HML	N/A	N/A	N/A	N/A	5.0t	N/A	N/A

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HML	N/A	N/A	N/A	N/A	5.0t	N/A	N/A

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GML	11.3m	11.0t	4.0t*	N/A	5.0t	N/A	N/A
CML (not applicable)	11.3m	N/A	N/A	N/A	5.0t	N/A	N/A
HML	N/A	N/A	N/A	N/A	5.0t	N/A	N/A

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 Template No: BMS-TMP-014-NAT Issue No: 0 Issue Date: 21/09/2018

20 March 2017

Vehicle Mass – Outgoing Loads

Under no circumstance, is a heavy vehicle to depart a Baiada controlled site in excess of maximum allowable weights, including Gross Vehicle Mass (GVM), Gross Combination Mass (GCM) and/ or Axle Group Weights.

- ✓ **If an outgoing vehicle is identified as over maximum allowable weights:**
 - The vehicle is **not** permitted to depart and is to return to the loading/ unloading area for adjustment, with priority;
 - Site Management to be made aware immediately;
 - If there is a delay in the driver's schedule, contact is to be made with the Transport Provider by assigned personnel.
- ✓ **Vehicle Mass can be determined through various means, including:**
 - Load Documentation, Dockets & Manifests
 - Weighbridge (where available)
 - N.B. Axle Weight Gauges may also be available on certain vehicles as a further means of verification.

Vehicle Mass – Incoming Loads

Heavy Vehicles arriving to Baiada controlled sites:

- ✓ Where a weighbridge **is available**, will be directed to the weighbridge for a vehicle mass compliance check and the completion of a *CoR Vehicle Entry Check* prior to the vehicle's acceptance onto site;
- ✓ Where a weighbridge **is not available**, Vehicle Observers, may inspect available load documentation to verify vehicle mass compliance;
- ✓ For all *Containerised Loads*, Vehicle Observers shall verify that a Container Weight Declaration (CWD) is available;
- ✓ If an incoming vehicle is identified as overweight, the relevant mass check is to be marked as "Non-Compliant" on the CoR Vehicle Check, and all required fields completed;
- ✓ Please refer to *Heavy Vehicle Mass Guidance WHS-RT-412.7.2-NAT* and Baiada's **Mass Breach Approach** table for overweight classifications and respective requirements.




Vehicle Mass – Mass Breach Approach

Prescribed Mass Limit Exceedance	Risk Category	Consequence
Less than 1%	Low	<ul style="list-style-type: none"> • Vehicle may be permitted to unload. • Internal incident report raised. • Supplier Non-Conformance Report (NCR) raised and issued. • On the 6th NCR issued within any rolling 12-month period, the driver and/or vehicle (including trailing equipment) will be subject to a suspension notice and banned from all Baiada controlled sites for a period 3 months.
Equal to or greater than 1% but less than 5%	Minor	<ul style="list-style-type: none"> • Vehicle may be permitted to unload. • Internal incident report raised. • Supplier Non-Conformance Report (NCR) raised and issued. • On the 3rd NCR issued within any rolling 12-month period, the driver and/or vehicle (including trailing equipment) will be subject to a suspension notice and banned from all Baiada controlled sites for a period 3 months.
Equal to or greater than 5% but less than 20%	Substantial	<ul style="list-style-type: none"> • Vehicle may be permitted to unload. • At the discretion of Baiada Management and in consultation with the Supplier or Contract Carrier, where the vehicle is permitted to unload considering on-site WHS risks, a risk management/ assessment approach is to be applied. • Internal incident report raised. • Supplier Non-conformance Report (NCR) raised and issued. • Formal Breach Notice issued to the Supplier or Contract Carrier (whichever applies); • The driver and vehicle (including trailing equipment) will be subject to a suspension notice and banned from all Baiada controlled sites for a period 6 months.
20% or more	Severe	<ul style="list-style-type: none"> • The driver and vehicle (including trailing equipment) will be asked to park up in a safe area. • Baiada Management, at its discretion and in consultation with the Supplier or Contract Carrier (which ever applies) will either, through the application of risk management and assessment: <ul style="list-style-type: none"> (i) Direct the carrier to make arrangements to unload to a safe and legal limit to assist with mitigating on-site WHS risks; OR (ii) Arrange unloading of the vehicle to a safe and legal limit. • Internal incident report raised. • Supplier Non-conformance Report (NCR) raised and issued; • Formal Breach Notice issued to the Supplier or Contract Carrier (which ever applies); • Driver & vehicle (including trailing equipment) immediately banned from all Baiada controlled sites for a period of 12 months.

Obvious Leaks & Structure & Body Condition

Obvious Leaks

A leak may include Air, Oil, Coolant, Water, Fuel or other fluid from the vehicle.

What can you see?	What can you smell?	What can you hear?
		

Should you suspect an obvious leak, contact Site Management immediately and report the relevant check as “Non-Compliant” on the CoR Vehicle Entry or Exit Check.

Relevant considerations are to be made for environmental requirements and reporting.

Structure & Body Condition

To this limits of an observation, a “Compliant” check for vehicle damage is a vehicle that is free of protrusions, is structurally sound and free from defects or additional fittings that are likely to increase the risk of bodily harm to any occupant and other road users e.g. Sharp components.

Obvious Leaks & Structure & Body Condition



Lights - Major

An inoperative light is classed as 'Major' if one or more of the following lights are inoperative, damaged or otherwise causes a risk to the driver or other road users:

- Park Lights;
- Work/ Safety Lights;
- Reverse Lights;
- Headlights;
- High beams;
- Hazard lights or
- Indicators (front and/ or rear)



Lights - Minor

An inoperative light may be classed as 'Minor' if a single, non-safety related light is inoperative.

i.e. Clearance or LED Marker Lights.



Tyres - Major

To the limits of an observation, do tyres:

- Appear to be in a safe condition;
- Appear to be free from obvious damage; and
- Have sufficient tread and pressure?

If no, the Major Tyre check is to be marked as "Non-Compliant".



Tyres - Minor

Minor Tyres

A minor tyre issue is an observation only; the issue does not appear to have an effect on the vehicle's safety or roadworthiness.

Mud flaps & Mudguards

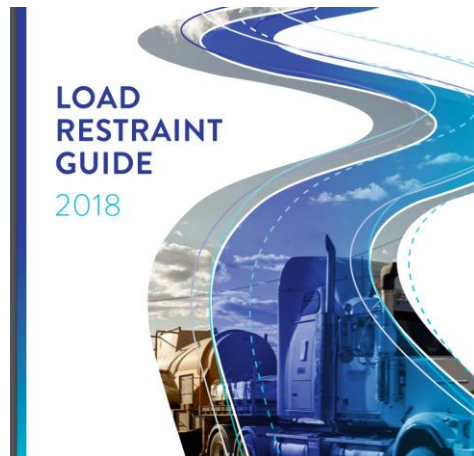
A mud flap or Mudguard check is to be marked as "non-Compliant" should they not be fitted or in a safe condition.



Load Restraint & Leaks From Loads – Refrigerated Vehicles

To the limits of an observation, does the Load appear restrained, contained and secured?

- *Rear doors closed & locked?*
- *Door seal affixed (outgoing loads)?*
- *Refrigerated Pantech free of damage?*
- *No leaks from the load?*



Load Restraint & Leaks From Loads – Live Bird

To the limits of an observation, does the Load appear restrained, contained and secured?

- *Modules are secured and locked?*
- *Electronic restraint systems engaged and locked?*
- *No leaks from the load?*

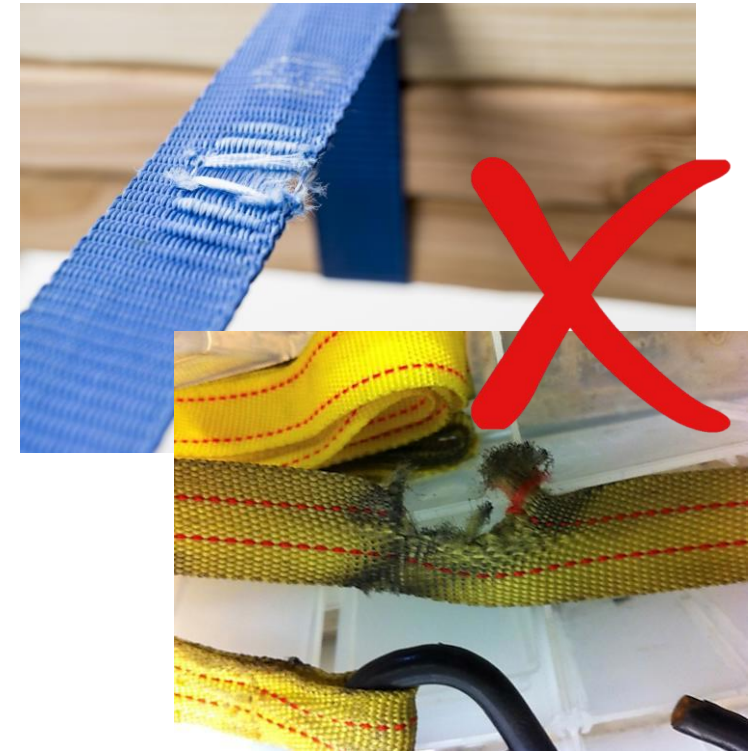
LOAD
RESTRAINT
GUIDE
2018



Load Restraint & Leaks From Loads – Flat bed trailers

To the limits of an observation, does the Load appear restrained, contained and secured?

- *Load is secured, with sufficient amount of straps/ chains?*
- *Do straps/ chains appear to be in a safe and operative conditions?*
- *Are pallet angles in a safe and operative condition, where relevant?*
- *No leaks from the load?*



Load Restraint & Leaks from Loads – Tankers

To the limits of an observation, does the Load appear restrained, contained and secured?

- *Tank Compartments are sealed?*
- *Manifold valves closed?*
- *No leaks from the load?*



LOAD
RESTRAINT
GUIDE

2018



Load Restraint & Leaks From Loads

– Other **(SITE)**

Process

- ✓ A CoR Vehicle **Entry** Check is to be completed upon the **arrival of each heavy vehicle.**
- ✓ All required checks are to be conducted, as required by each CoR Vehicle Entry Check question.
- ✓ Where a vehicle is identified to be unsafe, non-compliant with HVNL regulations or otherwise non-conformant to Baiada standards, the Vehicle Observer must report all Major issues (breaches classed as Severe or Critical) to the relevant Site Management for review, validation and instruction on the appropriate course of action to be taken. Reference shall be made to the *CoR Vehicle 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 safely. Severe breaches are to be reported to the Site Manager immediately for further action. NCR/ CAR to be issued accordingly.

Process

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

- a) Reversed where sufficient evidence is available that confirms the vehicle is safe for operation, 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 Vehicle Entry or Exit Check.
- b) 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 vehicle does not comply with HVNL Fatigue Management Regulations or is otherwise unsafe for operation, all transport related tasks are to cease and immediate contact made with the Site Management and Contract Carrier.

Significant consideration is to be made towards the health and safety of the general public and other road users in the event a vehicle is unsafe and rejected.

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/ compliant vehicle, Site Management are to ensure the relevant adjustments to schedules and bookings are made in consultation with the Contract Carrier and affected customers, in writing.

Process

- ✓ A CoR Vehicle **Exit** Declaration is to be completed upon the **departure of each vehicle continuing on a forward journey on behalf of Baiada.**
i.e. Vehicles departing site without a Baiada load, do not require a CoR Vehicle Exit Check.
- ✓ Subject to site specific requirements, Vehicle 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.

Process

- ✓ All over mass events are to be recorded accurately and correctly on the CoR Vehicle Entry Check.
- ✓ In all cases, the Site Manager is to be advised of all identified over mass events for confirmation and instruction on the required action to be taken.
- ✓ **Under no circumstance is any vehicle permitted to commence a forward journey in excess of maximum allowable weights as prescribed by HVNL Regulations**
- ✓ If a vehicle presents for a CoR Vehicle Exit Check (forward journeys only), in excess of maximum allowable weights, the vehicle is not permitted to leave until the load is adjusted and within legal limits.

Approved Formats

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

In the event there are technical issues with the iPad, hard copy CoR Vehicle Entry & Exit Checks are to be utilized, & 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