## CONTRACTOR SUPERVISOR CHECKLIST – CHAIN OF RESPONSIBILITY

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| This form must be completed if a contractor or subcontractor is transporting goods or materials under the National Heavy Vehicle Law. This form relates to the following procedure: **Contractor Management WHS 0504**. |

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| --- | --- | --- | --- |
| Work order number: |   | Date: |   |
| Contractor: |   |
| Contractor supervisor: |   |
| Port of Newcastle representative: |   |
| Description of transport task: |   |

Transport Preparation

| Item | Yes | No | N/A |
| --- | --- | --- | --- |
| Driver and loader are trained in requirements of the National Heavy Vehicle Law Chain of Responsibility requirements |[ ] [ ] [ ]
| Transport vehicle is fit for purpose, roadworthy, and has undergone appropriate maintenance and pre-start checks |[ ] [ ] [ ]
| The vehicle is fitted with a speed limiting device as required by law |[ ] [ ] [ ]
| Drivers are within maximum allowable hours and they are fit for duty |[ ] [ ] [ ]
| The driver has the correct documentation for the load |[ ] [ ] [ ]
| Driver and loader to ensure the load mass does not exceed the permissible limit |[ ] [ ] [ ]
| Driver and loader to ensure the load does not exceed the dimensions of any pallet, frame skid etc and is suitable secured wrapped for transport and stable |[ ] [ ] [ ]
| Loader to ensure the correct labelling of the load, including any mass information |[ ] [ ] [ ]
| Driver and loader to liaise in relation to loading plan, to ensure the allocation of weight over the vehicle will not cause axle mass limits to be exceeded and permit suitable restraint |[ ] [ ] [ ]
| Driver and loader to ensure the load is suitably restrained, including inspection of restraint equipment to ensure that it is in good working order in accordance with applicable load restraint guidelines |[ ] [ ] [ ]
| Driver and loader to ensure the load does not exceed vehicle dimension limits |[ ] [ ] [ ]
| Driver to complete and provide a driver declaration form if required |[ ] [ ] [ ]
| The vehicle carries the appropriate signage |[ ] [ ] [ ]

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| *Comments:* |
| *Work cannot continue until all of the applicable answers above are “yes”.* |
| PON representative signature: |  | **Name:** |  | **Date:** |  |
| Contractor supervisor signature: |  | **Name:** |  | **Date:** |  |

Transport Completion

|  |  |  |
| --- | --- | --- |
| Item | Yes | No |
| The load has been safely delivered, unloaded and stored in safe location |[ ] [ ]
| Were there any injuries, incidents or near misses? *If yes, describe*: |[ ] [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PON representative signature: |  | **Name:** |  | **Date:** |  |
| Contractor supervisor signature: |  | **Name:** |  | **Date:** |  |

Guidelines

1. A heavy vehicle is defined in the [Heavy Vehicle National Law (HVNL)](https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations) as a vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes. The GVM of a vehicle is the maximum it can weigh when fully loaded, as specified by the manufacturer. Examples include semi-trailers, B double, rigid truck and dog and other special purpose vehicles.
2. Under the Heavy Vehicle National Law (**HVNL**), all parties in the supply chain have a responsibility to ensure breaches of road transport laws do not occur
3. This is particularly relevant in loading situations where loaders and drivers are responsible for the most critical and final checkpoint before a heavy vehicle hits the road
4. The Chain of Responsibility (**CoR**) regime provides various responsibilities for loaders and drivers to ensure the safe and legal transport of goods on Australian roads
5. Under the CoR, loading managers and loaders have a number of responsibilities, including (but not limited to) ensuring that a:
	1. Load does not cause the vehicle mass limits to be exceeded; and a
	2. Load is placed in a way and secured in such a manner that it does not become unstable, unsafe, move or fall off the vehicle
6. Similarly, drivers are primarily responsible for ensuring that their vehicle does not exceed mass or dimension limits and loads are appropriately restrained