

Transport Operations Procedure

Purpose

The purpose of this procedure is to define the process and requirements to manage the risks associated with Transport Operations and meet Chain of Responsibility (CoR) requirements under the Heavy Vehicle National Law (Queensland) (HVNL).

! The HVNL applies to the use of road vehicles of more than **4.5 tonnes gross mass** and is directed at ensuring public safety and environmental protection. It regulates matters such as vehicle standards, speeding, fatigue, mass, dimension and loading of heavy vehicles.

The HVNL applies to all heavy vehicles on public roads including heavy vehicles operated by Queensland Hydro and those operated by others interfacing with Queensland Hydro in the provision of goods or services.

The HVNL imposes general duty of care and a **chain of responsibility (CoR)** which compels specific responsibility holders associated with heavy vehicle operation, to ensure their role in the chain does not contribute to a driver speeding or operating a heavy vehicle while fatigued or under any other unsafe circumstances, and subsequently compromising the safety of road users and others who may be affected by the unsafe operation of the vehicle. Hence, the HVNL shifts the focus away from exclusive driver accountability to consideration of multi- faceted responsibility and in particular, the overall management processes and systems, and the contributions of other parties in the CoR towards safe heavy vehicle operation.

The HVNL is also consistent with work health and safety legislation.

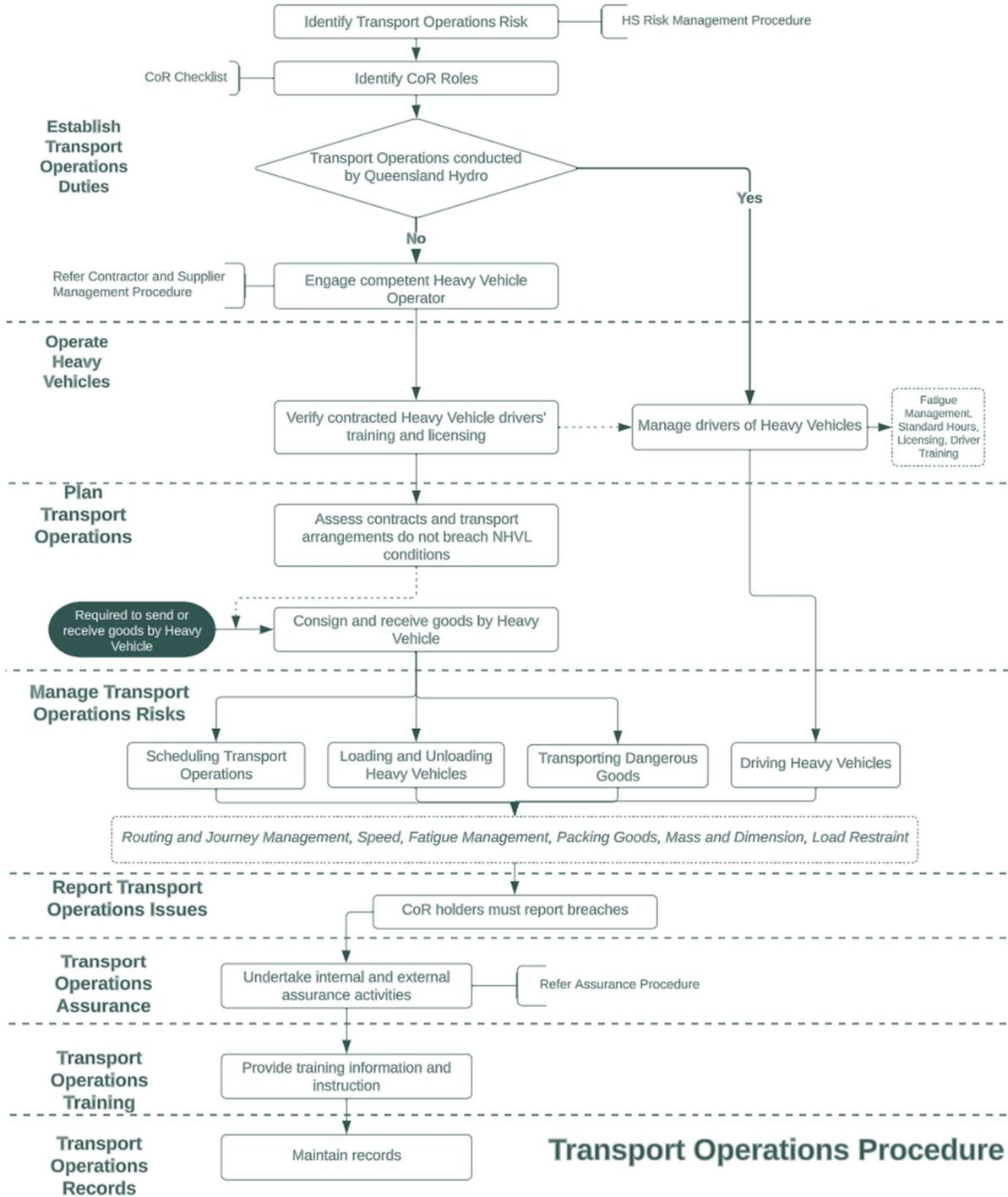
Scope

This procedure applies to all Queensland Hydro workers holding one or more of the following roles under the HVNL Chain of Responsibility:

- ... Executive Officer;
- ... Employer;
- ... Prime Contractor;
- ... Operator;
- ... Scheduler;
- ... Loading Manager;
- ... Consignor;
- ... Consignee;
- ... Packer;
- ... Loader;
- ... Unloader

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Author:	Kelly Palmer	Head of Health and Safety	Version Date:	8/01/2024
Approver:	Greg Tonks	EGM, Corporate	Revision ID:	B

Process Map



Procedure

1 Establish Transport Operations Duties

1.1 Identify Risks Associated with Transport Operations

The HVNL regulates key risks that need to be managed for heavy vehicle standards and maintenance, mass, dimension, loads, speed and fatigue. In addition, there are obligations to register heavy vehicles and to comply with any route/road restrictions imposed by the relevant road manager.

As Queensland Hydro is a responsible person within the CoR for managing certain aspects of heavy vehicle operations primarily undertaken by or for others (such as contractors, licensees, or customers), Queensland Hydro workers must have the knowledge and capacity to meet all CoR requirements.

Queensland Hydro must also make certain that others who Queensland Hydro procures or permits to perform relevant operations are adequately assessed for their capacity to comply with the HVNL before they perform relevant operations.

Identified key risks that must be managed are:

- ... **Unregistered vehicles** - heavy vehicles are registered and otherwise comply with vehicle standards;
- ... **Poor maintenance** - Suitable processes exist for maintenance to uphold those standards for all heavy vehicles;
- ... **Unsafe operation** - heavy vehicles are operated within load mass and dimension limits, loads are effectively restrained, and any applicable route/road conditions imposed under a permit are followed;
- ... **Speed** - heavy vehicles are operated within speed limits and;
- ... **Fatigue** – Fatigue-regulated heavy vehicles are operated within fatigue limits.

Heavy Vehicle Risks must be assessed, controlled and documented in accordance with the **HS Risk Management Procedure (HS-PRO-0007)**.

1.2 Identify CoR Key Roles

Multiple parties including Queensland Hydro, contractors and individuals may each hold multiple concurrent duties under CoR. Each of these must be addressed properly to satisfy compliance requirements and make certain the safe operation of heavy vehicles.

Supply chains can often be complex in nature and do not always follow a linear or traditional relationship. For example, a consignor may or may not also be a packer, loading manager, loader, or unloader. For this reason, all parties need to consider their roles and relationships with other parties in the supply chain when assessing and selecting the appropriate control measures.

The key component in planning heavy vehicle operations is to understand the activity and to identify the specific heavy vehicle / CoR roles that Queensland Hydro and its contractors and workers will assume as part of that activity.

The key roles of parties in the chain of responsibility for a heavy vehicle / CoR are:

- ... Executive Officer;
- ... Employer;
- ... Prime Contractor;
- ... Operator;
- ... Scheduler;
- ... Loading Manager;
- ... Consignor;
- ... Consignee;
- ... Packer;
- ... Loader;
- ... Unloader.

Note: A person can have more than one role in the CoR. Refer to the **Chain of Responsibility Checklist (HS-FRM-0028)** to identify what roles you (and Queensland Hydro) have in the CoR.

The primary duty is that each party in the CoR for a heavy vehicle must make certain so far as is reasonably practicable the safety of the party's transport activities relating to the vehicle. This includes eliminating or minimising public risks so far as is reasonably practicable and making certain the party's conduct does not directly or indirectly cause others to breach their responsibilities.

If your area of accountability at Queensland Hydro involves heavy vehicle operations, then you **MUST** identify the specific CoR role(s) that apply under your accountability.

Note: although not listed in the HVNL as a party in the CoR, "drivers" are deemed to be "responsible persons" under the HVNL and have obligations for heavy vehicle operation.

1.2.1 CoR Responsibility Checklist

The **Chain of Responsibility Checklist** outlines the requirements of each role in the CoR. The Chain of Responsibility Checklist must be completed to assist a person to understand which roles they, and Queensland Hydro, have in the CoR.

To complete the check list, read through each question and check the box if the statement applies to you. On completion, if you have checked any box within a role section, you must undertake the responsibilities associated with that role.

If you have identified a CoR role(s) within your area of accountability, you **MUST** complete the corresponding CoR responsibilities the role(s) outlined in the [Responsibilities Table](#) in this document.

1.2.2 Engage Competent Contractors

Before engaging or permitting work by a heavy vehicle operator, an assessment must be undertaken by the person managing the activity for Queensland Hydro to assess the suitability of operational procedures across the CoR risk spectrum of speed, mass, dimension, load restraint and driver fatigue.

If a heavy vehicle operator fails to satisfy Queensland Hydro's required standards the operator must not be permitted to perform works under any contract with Queensland Hydro. A successful assessment is required for any heavy vehicle operator to be included on the pre-approved heavy vehicle operators list.

The Contract Manager must maintain a list of approved operators.

The Contract Manager for approved heavy vehicle operators must manage and monitor the contractor consistent with the **Contractor and Supplier HS Management Procedure (HS-PRO-0028)**.

2 Heavy Vehicles

2.1 Management of Heavy Vehicles

An Operator of a heavy vehicle must verify the following records are in place during the initial heavy vehicle operator assessment, and remain current:

- ... Vehicle registration;
- ... Appropriate insurance(s);
- ... Maintenance up to date;
- ... Vehicle fit for purpose;
- ... Appropriate load restraint and procedures; and
- ... Where fitted, Speed limiter functional - (Fatigue Regulated Heavy Vehicle only).

2.1.1 Standard Hours for Heavy Vehicle Drivers

No person shall drive a regulated heavy vehicle for Queensland Hydro while impaired by fatigue.

Work and rest hour requirements under standard hours apply to all drivers who do not have Fatigue Management Accreditation - refer Appendix A.

2.1.2 Heavy Vehicle Licensing

All drivers of heavy vehicles must hold a current valid license for the class of vehicle they are operating, as per Appendix B. The driver is responsible for notifying the Supervisor/Manager of any changes to their license status; including loss of points or restrictions.

The Supervisor/Manager of contracted drivers must verify the driver holds a current licence for the class of vehicle they will be operating.

2.1.3 Verify Contracted Heavy Vehicle Drivers Training and Licensing

The Supervisor/Manager who engages a contractor to drive a Heavy Vehicle for Queensland Hydro must make certain that the person:

- ... holds a current, valid licence for the class of vehicle they will be operating;
- ... has and maintains a current Work Diary (if operating a fatigue regulated heavy vehicle);
- ... has undertaken an induction relevant to the activity.

3 Plan Transport Operations

3.1 Contracts and Transport Arrangements

Queensland Hydro shall not enter into a contract or other agreement with the driver or with a party in the CoR for a heavy vehicle that would encourage or provide an incentive for the vehicle's driver to exceed a speed limit or breach any other HVNL conditions.

Some of the key concepts to be considered in heavy vehicle operator contract arrangements are:

- ... the importance of selecting contractors who have a reputation for running a safe and compliant business;
- ... the need to include CoR safety and compliance conditions in all supply chain contracts;
- ... the importance of monitoring the compliance of heavy vehicle operators;
- ... the need to subject heavy vehicle operators to an awareness of Queensland Hydro business practices, policies and procedures, internal training, and controls;
- ... the need to make certain that heavy vehicle operators have a meaningful safety and compliance framework, preferably documented and records maintained.

Regular assurance activities must be conducted in accordance with the **Queensland Hydro HS Assurance Procedure (HS-PRO-0004)**.

3.2 Consign and Receive Goods by Heavy Vehicles

Queensland Hydro loaders and consigners must ensure:

- ... loads do not exceed vehicle mass or dimension limits;
- ... goods carried on behalf of Queensland Hydro are appropriately secured;
- ... operators carrying freight containers have a valid Container Weight Declaration;
- ... Queensland Hydro delivery requirements do not require or encourage drivers to:
 - o exceed the speed limits;
 - o exceed regulated driving hours;
 - o fail to meet the minimum rest requirements;
 - o drive while impaired by fatigue.

4 Manage Transport Operations Risks

4.1 Scheduling Transport Operations

Schedulers / workers who book heavy vehicle operators must make certain that the schedule will not cause the vehicle to breach mass limits or cause the driver to exceed the legal speed limit.

Reasonable steps include but are not limited to:

- ... Consulting the driver or operator prior to finalising the schedule;

- ... Taking account of the average speed that can be travelled lawfully on scheduled routes; and
- ... Contingency planning concerning schedules – for example, steep ascents and descents, traffic congestion, major roadworks, adverse weather conditions, curfews, and loading/unloading delays.

Schedulers / workers who book heavy vehicle operators for inbound and/or outbound loads associated with the Projects, must coordinate with the Project team prior to making the booking.

4.1.1 Route Planning

There are several online route planning tools available from the National Heavy Vehicle Regulator (NHVR) to assist schedulers in identifying and planning restricted access vehicle routes. These include:

- ... [Restricted Access Vehicle Routes Assessment Tool \(RAVRAT\)](#);
- ... [NHVR Journey Planner](#).

Where a heavy Vehicle proposed route is through a biosecurity zone, controls must be implemented in accordance with the [Biosecurity Management Procedure \(EL-PRO-0003\)](#).

4.1.2 Mass And Dimension Exemptions

Where it is identified that a vehicle is required to transport oversized and over-mass loads, pilot/escort vehicles (including communication system between vehicle drivers), warning signs, flashing lights, delineators, side and rear markers, red/yellow warning flags, communication devices, rear marking plates and any other special operating conditions or restrictions imposed under a permit by either the Regulator or relevant road manager must be used.

4.2 Loading And Unloading Heavy Vehicles

4.2.1 Packing Goods

A person is classified as a packer of goods when they engage in the process of placing goods into packaging or assemble goods in packaging for a heavy vehicle load or any container that is part of its load. If you supervise, manage, or control these actions you are also considered as a packer.

Packaging means, anything that contains, holds, protects or encloses goods to enable them to be received, held for transport, or be transported.

NOTE: it may be that a container constitutes the whole of the packaging, as in the case of a drum in which goods are directly placed.

Key responsibilities may include making certain that:

- ... goods packed are marked correctly and documentation is accurate, and not false or misleading;
- ... goods packed are appropriately secured;
- ... goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded;
- ... delays in loading packed goods are prevented.

4.2.2 Delays in Loading or Unloading

All parties in the supply chain must make certain that delays in loading/unloading packed goods are prevented. Reasonable steps that loading managers can take to make certain the arrangements for loading and unloading goods will not cause the driver of the heavy vehicle to exceed speed limits:

- ... reviewing loading and unloading times, and delays at loading and unloading places;
- ... identifying potential loading and unloading congestion in consultation with drivers and other parties in the CoR; and
- ... having a system of setting and allocating agreed loading and unloading times on which the driver can reasonably rely.

4.2.3 Mass, Dimension and Load Limits

All parties in the supply chain must make certain that goods are loaded on heavy vehicles in accordance with the mass and dimension limits of the vehicle.

Consignors must make certain the driver or nominated representative are provided with all relevant information related to the load prior to loading, and in case of pre-loaded vehicles, prior to departure.

The driver or nominated representative has the authority to request adjustments to the load if the driver is concerned with the mass of the load. The load is required to be distributed on the vehicle in accordance with legal axle mass limits.

4.2.4 Restraining Loads Securely

Loaders must make certain all Queensland Hydro loads are restrained in accordance with the *National Transport Commissions Load Restraint Guide 2018*.

At a fundamental level, Performance Standards dictate what minimum forces, loads under restraint must be able to withstand in any direction, including:

- ... 80% of its weight in the forward direction
- ... 50% of its weight sideways and rearwards
- ... 20% of its weight vertically

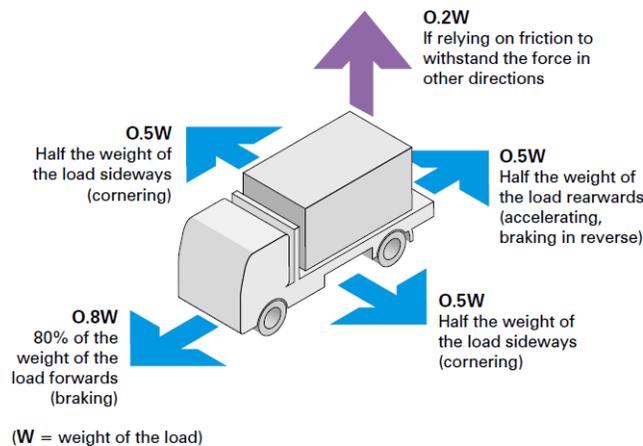


FIGURE 1 – Graphic representation of the Performance Standards for load restraint

The *National Transport Commissions Load Restraint Guide 2018* provides comprehensive details on load restraint as well as a list of the following ten key guiding principles for planning, loading/unloading and operation, which must be used to determine appropriate load restraint:

- ... Understand the load;
- ... Choose a suitable vehicle for the load type and size;
- ... Position the load to maintain vehicle stability, steering and braking;
- ... Check the vehicle structures and restraint equipment are in good working condition and strong enough to restrain the load;
- ... Make certain the load is stabilised;
- ... Make certain safe work practices are understood and used when loading and unloading a heavy vehicle;
- ... Allow for changes in vehicle stability, steering and braking when driving a loaded vehicle;

If you are unsure of what the correct load restraint required for a vehicle or load type is, refer to the Fleet Manager.

4.3 Transporting Dangerous Goods

Transporting dangerous goods by road must be in accordance with the *Australian Code for the Transport of Dangerous Goods by Road and Rail (Edition 7.6, 2018) (ADG Code)*.

Where Queensland Hydro is the prime contractor and operator of a road vehicle transporting dangerous goods, the relevant CoR holders must:

- ... plan safe dangerous goods routes by road;
- ... display appropriate placarding in accordance with the ADG Code. This means the vehicle must display details of the dangerous goods class/division and if required, emergency information panels;
- ... observe all the requirements/restrictions on selection of routes, or times of travel, as determined by the regulator (Department of Transport and Main Roads);

- ... hold at least the minimum required amount of vehicle insurance under *section 221 of the Transport Operations (Road Use Management—Dangerous Goods) Regulation 2018*;
- ... give the driver a completed and accurate dangerous goods transport document;
- ... make sure the goods are packed and marked appropriately.

Drivers of a vehicle carrying dangerous goods must:

- ... have a dangerous goods driver licence;
- ... carry dangerous goods transport documentation at all times, issued from the consignor;
- ... if a dangerous goods incident happens:
 - notify emergency services by dialling 000;
 - notify Queensland Hydro and if required, activate the emergency response plan (refer to the **Hazardous Substances Procedure [HS-PRO-0014]**);
- ... perform their duties regarding vehicle safety standards, parking and standing, packaging and placarding;
- ... load, stow, restrain and segregate dangerous goods correctly;
- ... carry the following emergency information guides:
 - Dangerous Goods - *Initial Emergency Response Guide* (SAA/SNZ HB 76:2010); or
 - an emergency procedure guide for the dangerous goods transported on the vehicle (search the SAI Global online store for 'AS 1678') and the *Emergency procedure guide - Transport - Vehicle fire*;
- ... carry the following safety equipment:
 - fire extinguishers - minimum requirements are listed in Table 12.1 of the *Australian Code for the Transport of Dangerous Goods by Road and Rail (Edition 7.6, 2018)* ADG Code;
 - personal protective and safety equipment;
 - 3 double-sided reflector signals.

Note: Small quantities dangerous goods used as 'tools of trade'⁴¹ or for personal use may be transported without a dangerous goods driver licence or vehicle licence. Refer to the Hazardous Substances Procedure or the *Australian Code for the Transport of Dangerous Goods by Road and Rail (Edition 7.6, 2018)* ADG Code for specific details on what can be transported inside or outside the passenger compartment of a vehicle.

5 Report Transport Operations Issues / Incidents

Workers engaged in specific CoR roles must report the following heavy vehicle operations incidents or hazards as per the **Incident Management Procedure (HS-PRO-0026)**:

- ... CoR issues/breaches identified on Driver Declaration Forms;
- ... Heavy vehicle speeding events (e.g. speeding tickets, regulator breach notices);
- ... Fatigue working / rest hours breaches;
- ... Heavy vehicle registration lapses;
- ... Vehicle defects;
- ... Mass, dimension, or load restraint issues;
- ... Consignment arrangements with the potential to cause a driver to breach mass, dimension and loading requirements; operate an unsafe or defective vehicle; breach speed limits or breach driver work / rest hours.

When issues / incidents are attributed to non-Queensland Hydro heavy vehicle operators, they are to be reported to the heavy vehicle operator in addition to being recorded by Queensland Hydro.

6 Transport Operations Assurance

Approved heavy vehicle operators must be audited in accordance with the Contractor and Supplier HS Management Procedure.

7 CoR training

The training courses in Table 4 are available for relevant personnel in the CoR, they must be delivered by a Registered Training Organisation (RTO) and records of this training shall be kept in the training matrix. Refer to the **Training and Competency Procedure (HS-PRO-0008)**. See Appendix C for recognised courses.

8 Records

Drivers must provide Queensland Hydro with their relevant work and rest hours totals and any other relevant vehicle information it may not reasonably have access to (registration numbers, dates the driver worked, etc.) when requested.

All records must be:

- ... kept for three years after they are created;
- ... kept at a location accessible to an authorised officer for audit or investigation purposes;
- ... in a format that is readable and reasonably assumed it will be readable in at least three years from the date of its creation.

Responsibilities

Who	What
Head of HS	<ul style="list-style-type: none"> ... Ensure ongoing CoR audits for approved heavy vehicle operators occur heavy vehicle operations as per the audit schedule.
Fleet Manager	<ul style="list-style-type: none"> ... Maintain list of approved heavy vehicle operators. ... Manage on-going CoR audits for approved heavy vehicle operators. ... Manage CoR audits for proposed new heavy vehicle operators. ... Coordinate and organise for regular six monthly contractor compliance audits of approved heavy vehicle operators.

<p>Executive Officer</p>	<p>Key responsibilities include making certain that:</p> <ul style="list-style-type: none"> ... Your business practices do not require or encourage drivers to: <ul style="list-style-type: none"> – exceed the speed limits – exceed regulated driving hours – fail to meet the minimum rest requirements – drive while impaired by fatigue. ... You have a system to ensure Heavy vehicles and their loads comply with relevant mass and dimension requirements ... You remain informed of business performance regarding CoR responsibilities. ... You lead other parties in the supply chain with effective guidance with regards to complying with the HVNL ... Your decisions do not influence the conduct of the corporation to breach the law systems to manage safety and all requirements and obligations of the HVNL are in place.
<p>Employer</p>	<ul style="list-style-type: none"> ... Make certain business practices will not cause a driver to exceed the speed limit, fatigue work hours terms of consignment, contracts and agreements will not cause the driver to exceed speed limit ... demands are not made of the driver that may result in the driver exceeding the speed limit ... driver's schedule will not cause the driver to exceed the speed limit • drivers adhere to speed limits applying to the driver.
<p>Prime Contractor</p>	<p>Must ensure requests or practices do not require or encourage drivers to:</p> <ul style="list-style-type: none"> ... exceed the speed limits ... exceed regulated driving hours ... fail to meet the minimum rest requirements ... drive while impaired by fatigue. ... Operators and other parties are properly informed of the nature and type of goods for transportation ... Heavy vehicles and their loads comply with relevant mass and dimension requirements ... Systems to manage safety and all requirements and obligations of the HVNL are in place.
<p>Consigner/ Consignee</p>	<ul style="list-style-type: none"> ... loads do not exceed vehicle mass or dimension limits ... goods carried on your behalf are able to be appropriately secured ... operators carrying freight containers have a valid Container Weight Declaration ... your delivery requirements do not require or encourage drivers to: <ul style="list-style-type: none"> – exceed the speed limits – exceed regulated driving hours – fail to meet the minimum rest requirements – drive while impaired by fatigue.
<p>Scheduler</p>	<p>Responsible for making certain that:</p> <ul style="list-style-type: none"> ... Journeys and routes are suitably planned with consideration of potential traffic issues and other unexpected delays ... Drivers' activities, including work and rest times, are accurately recorded ... Regular scheduling reviews are carried out ... There is appropriate consultation with operators, managers, contractors and drivers concerning rosters, schedules and routes ... All necessary scheduling, journey and route information is accessible

<p>Packer</p>	<p>Responsible for making certain that:</p> <ul style="list-style-type: none"> ... Goods packed are marked correctly and documentation is accurate, and not false or misleading ... Goods packed are appropriately secured ... Goods packed in a freight container do not cause the container’s gross weight or safety approval rating to be exceeded ... Delays in loading packed goods are prevented Chain of Responsibility
<p>Loading Manager</p>	<ul style="list-style-type: none"> ... Must make certain every load Queensland Hydro loads is restrained in line with the National Transport Commission’s Load Restraint Guide 2018 ... Must make certain that any heavy vehicle that is loaded with a Queensland Hydro product or asset, is loaded in line with the Mass Limits of the vehicle ... Provide assistance to Queensland Hydro teams on load restraint queries ... Must provide the driver or nominated representative, with all relevant mass information related to the load prior to loading, and in case of pre-loaded vehicles prior to departure.
<p>Loader/Unloader</p>	<p>Responsible for making certain that:</p> <ul style="list-style-type: none"> ... Loads do not exceed vehicle mass or dimension limits ... Goods carried are appropriately secured ... You provide reliable weight information to drivers ... Load documentation is accurate ... You do not cause delays in the loading process and notify supervisors where turnaround breeches are going to occur. ... You notify supervisors if they believe the driver is fatigued or not fit for work.
<p>Operator</p>	<p>Responsible for making certain that:</p> <ul style="list-style-type: none"> ... Schedulers comply with all their obligations. ... Appropriate, serviceable and well-maintained loading and restraining equipment is used to restrain loads ... Suitable and appropriate vehicles and/or combinations are utilised for all loads ... Heavy vehicles and their loads comply with relevant mass and dimension requirements ... Drivers are provided with relevant documentation including a complying Container Weight Declaration before commencing a journey.
<p>Drivers</p>	<ul style="list-style-type: none"> ... MUST NOT exceed gazetted road speed limits; ... MUST drive to the prevailing road, weather and environmental conditions. ... MUST notify Queensland Hydro of any notice of infringement of road rules and any compliance and enforcement action taken

Defined Terms

Terms	Definition
ATM (Aggregate Trailer Mass)	The total maximum mass of the trailer, as stated by the manufacturer, together with its load and the mass imposed on the towing vehicle by the trailer when the towing vehicle and trailer are on a horizontal surface.
Business Practices	The practices of the relevant party in running its business, and includes the business' operating policies and procedures, human resource and contract management arrangements, and arrangements for managing safety.
Chain of Responsibility	<p>Responsibility for managing driver fatigue is shared by parties who have control over the transport task. Each of the following is a party in the chain of responsibility for a fatigue regulated heavy vehicle:</p> <ul style="list-style-type: none"> ... an employer of the vehicle's driver ... a prime contractor for the vehicle's driver ... an operator of the vehicle ... a scheduler for the vehicle ... a consignor of any goods transported by the vehicle ... a consignee of any goods transported by the vehicle ... a loading manager for any goods transported by the vehicle ... a loader of any goods transported by the vehicle ... an unloader of any goods transported by the vehicle. <p>A person may be a party in the chain of responsibility for a fatigue regulated heavy vehicle in more than one way (for example, an operator who is also a consignor of goods for the vehicle).</p>
Consignee	The receiver of goods in heavy vehicle operations as identified in the transport documentation.
Consignor	A person who engages an operator of a heavy vehicle, either directly or through an agent, to transport goods by road for the person or to a consignee for commercial purposes.
Driver	The person driving a heavy vehicle or combination and includes a person sharing the task of driving, a driver under instruction (e.g. learner or novice), and the licensed person instructing the other driver or learner.
Employer	A person who employs someone else.
Escort vehicle	A pilot vehicle that is driven by a police officer or another person authorised to direct traffic.
Exemption hours	If you are working under a work and rest hours exemption, the maximum hours of work and minimum hours of rest that apply under the exemption permit or notice.
Executive Officer	In general terms, a director or a person concerned with the management of a corporation responsible for controlling or directing the use of a heavy vehicle.
Fatigue-regulated heavy vehicle	For Queensland Hydro purposes, a heavy vehicle that has a Gross Vehicle Mass (GVM) of more than 12 tonnes or is a combination with a GVM of more than 12 tonnes or is otherwise a specific purpose built vehicle that is not designed for carrying people or goods on a road (e.g. forklift, earthmoving equipment).
GVM (Gross Vehicle Mass)	The maximum loaded mass of the vehicle as specified by the registration authority (e.g. Qld Transport) or otherwise, as stated by the manufacturer.

Heavy Vehicle	A vehicle that has a Gross Vehicle Mass (GVM) or Aggregate Trailer Mass (ATM) of more than 4.5 tonnes, or a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes.
Heavy Vehicle National Law (HVNL)	The ministerially agreed national law that regulates the use of heavy vehicles throughout Australia. Note: Northern Territory and Western Australia have adopted different laws.
Heavy Vehicle Standards	Heavy Vehicle Safety Standards are the standards derived from Australian Design Rules, HVNL and Heavy Vehicle (Vehicle Standards) National Regulation that set out the minimum safety, emissions and anti-theft requirements that apply to heavy vehicles. The vehicle standards are used to guide heavy vehicle inspections as published in the National Heavy Vehicle Inspection Manual (NHVIM)
Inbound	Describes heavy vehicle activity where the load will be unloaded by Queensland Hydro.
Loader/Unloader	In general terms, a person engaged in the process of loading or unloading a heavy vehicle or container being transported by the vehicle.
Loading Manager	In general terms, a person who is responsible for, or manages, controls or supervises, loading or unloading of heavy vehicles at regular loading or unloading premises.
Operator	A person responsible for controlling or directing the use of a heavy vehicle.
Outbound	Describes heavy vehicle activity where the load will be loaded by Queensland Hydro
Packer	A person who: ... puts goods in packaging or assembles packaged goods, even if that packaging is already on a heavy vehicle, or ... supervises or manages these packing activities.
Pilot vehicle	A vehicle that accompanies an oversize vehicle to warn other road users of the oversize vehicle's presence.
Prime Contractor	A person who engages the driver to drive the vehicle under a contract for services.
Receiver	A person who, other than the person who merely unloads the goods, first receives the goods in Australia, or unpacks the goods after the goods are first unloaded in Australia.
Road Manager	An entity that is declared by a law of that jurisdiction to be the road manager for the road for the purposes of this Law (e.g. DTMR).
Record Keeper	A record keeper may be the: ... employer, if the driver is employed ... accredited operator, if the driver is working under Basic Fatigue Management or Advanced Fatigue Management accreditation ... driver (as a self-employed or owner driver).
Scheduler	A person who schedules the transport of goods or passengers or the work and rest times of a driver.
Standard Hours	The maximum hours of work and minimum hours of rest that apply to all drivers of fatigue-regulated heavy vehicles who are not driving under Basic Fatigue Management hours, Advanced Fatigue Management hours or exemption hours.

<p>Transport Activities</p>	<p>Transport activities, means activities, including business practices and making decisions, associated with the use of a heavy vehicle on a road, including, for example–</p> <ul style="list-style-type: none"> ... contracting, directing or employing a person ... to drive the vehicle; or ... to carry out another activity associated with the use of the vehicle (such as maintaining or repairing the vehicle); or ... consigning goods for transport using the vehicle; or ... scheduling the transport of goods or passengers using the vehicle; or ... packing goods for transport using the vehicle; or ... managing the loading of goods onto or unloading of goods from the vehicle; or ... loading of goods onto or unloading of goods from the vehicle; or ... receiving goods unloaded from the vehicles.
<p>Work and Work Time</p>	<p>Work time is not just driving, it means driving AND any task relating to the use of the vehicle, including activities such as:</p> <ul style="list-style-type: none"> ... inspection, servicing or repair work ... attending to the load or to passengers ... loading and unloading ... cleaning or refueling ... recording information in a work diary or other document ... performing marketing tasks ... supervising or helping another person performing any of these tasks.
<p>Worker</p>	<p>Any person who carries out work for Queensland Hydro Queensland, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.</p>

References

Document code	Document title
HS-PRO-0028	Queensland Hydro Contractor and Supplier HS Management Procedure
HS-PRO-0006	Queensland Hydro Fatigue Management Procedure
HS-PRO-0004	Queensland Hydro HS Assurance Procedure
HS-PRO-0007	Queensland Hydro HS Risk Management Procedure
HS-PRO-0014	Queensland Hydro Hazardous Substances Procedure
HS-PRO-0026	Queensland Hydro Incident Management Procedure
HS-PRO-0017	Queensland Hydro Lone, Remote and Isolated Work Procedure
HS-PRO-0008	Queensland Hydro Training and Competency Procedure
EL-PRO-0003	Queensland Hydro Biosecurity Management Procedure
	<i>Transport Operations (Road Use Management—Dangerous Goods) Regulation 2018</i>
	<i>National Transport Commissions Load Restraint Guide 2018</i>
	<i>NHVL Master Code</i>
	<i>Australian Code for the Transport of Dangerous Goods by Road and Rail (Edition 7.6, 2018) ADG Code</i>
	<i>Emergency Response Guide</i>
	<i>Emergency procedure guide - Transport - Vehicle fire</i>
	<i>Restricted Access Vehicle Routes Assessment Tool</i>

Appendix A – Standard Work/Rest Hours for Solo and Two Up Drivers

TABLE 1 – Solo Drivers

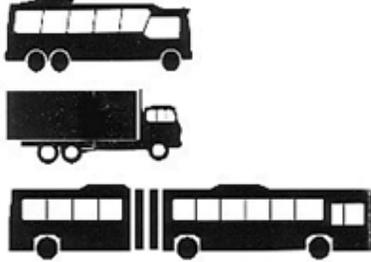
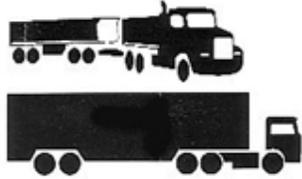
Time	Work	Rest
<i>In any period of...</i>	<i>A driver must not work for more than a maximum of...</i>	<i>And must have the rest of that period off work with at least a minimum rest break of...</i>
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

TABLE 2 – Two-up Drivers

Time	Work	Rest
<i>In any period of...</i>	<i>A driver must not work for more than a maximum of...</i>	<i>And must have the rest of that period off work with at least a minimum rest break of...</i>
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
52 hours		10 continuous hours stationary rest time
7 days	60 hours work time	24 continuous hours stationary rest time and 24 hours stationary rest time in blocks of at least 7 continuous hours of stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*

Appendix B – Heavy Vehicle Licences

TMR License Class	Vehicle	Detail
LR Light rigid		<p>A class LR vehicle</p> <p>A bus or truck (including a prime mover or a mobile crane) not more than 8t GVM.</p> <p>Note: You may also tow a trailer with a maximum weight of 9t GVM.</p>
MR Medium rigid		<p>A class MR vehicle</p> <p>A bus or truck (including a prime mover or a mobile crane) over 8t GVM with a maximum of 2 axles</p> <p>Note: You may also tow a trailer with a maximum weight of 9t GVM</p>
HR Heavy rigid		<p>A class HR vehicle</p> <p>A bus or truck (including a prime mover or a mobile crane) over 8t GVM with more than 2 axles</p> <p>Note: You may also tow a trailer with a maximum weight of 9t GVM.</p> <p>An articulated bus (a bus that can bend in the middle).</p>
HC Heavy combination		<p>A class HC vehicle</p> <p>A truck (including a prime mover or mobile crane) over 8t GVM with a trailer of more than 9t GVM.</p>
MC Multi- combination		<p>A class MC vehicle</p> <p>A B-double (prime mover towing 2 semitrailers, with 1 semitrailer supported at the front and connected to the other semitrailer)</p> <p>A road train (motor vehicle, other than a B- double, towing 2 or more trailers)</p>

Appendix C – Recognised CoR Training Courses

CoR Training Courses provided by a RTO

Relevant Personnel	Course name	Course Description
General staff	TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures	Full, official nationally recognised course as outlined in the Unit of Competency TLIF0001 - teaches skills & knowledge required to identify, apply & follow CoR Regulations that are applicable to the individual's job role.
Supervisors and Managers	TLIF0002 - Administer Chain of Responsibility Policies and Procedures	This unit relates to implementing Chain of Responsibility regulations. It includes identifying and interpreting relevant regulations; and reviewing operations in line with Chain of Responsibility regulations. Participants actively work through how to implement their documents, policies and procedures.
Senior Management	TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance	This unit relates to ensuring workplace compliance with Chain of Responsibility Legislation. It includes the ability to identify the requirements, undertake the appropriate activity and monitor and review procedures. Participants receive a comprehensive manual of over 50 generic policies and procedure documents, and practically work through this resource in addition to the training. You will walk away with a complete ready-to-implement system of compliance
All Heavy Vehicle drivers	TLID2004 - Load and unload goods/cargo (Release 1):	This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
All Heavy Vehicle drivers	TLIE3028 - Complete a work diary in the road transport industry:	This unit involves the skills and knowledge required to compile information required for a national driver work diary used in the road transport industry and to complete the work diary in accordance with national heavy vehicle regulator (NHVR) and heavy vehicle legislative requirements.
All Heavy Vehicle drivers	VOC - Operate heavy rigid vehicle	The Supervisor/Manager must schedule a verification of competency assessment for drivers of heavy vehicles prior to initial

		<p>engagement of the driver, then every 5 years.</p> <p>This shall be completed to comply with the performance criteria of RIIVEH307E - Operate heavy rigid vehicle (Release 1)</p>
<p>Heavy Vehicle drivers that transport dangerous goods</p>	<p>TLILIC0001 – Licence to transport dangerous goods by road</p>	<p>This course is designed to provide the necessary training and assessment that is required by statutory authorities to allow drivers to apply for or renew their bulk transportation of dangerous goods licence.</p>