



# UPHOLDING CHAIN OF RESPONSIBILITY REQUIREMENTS POLICY

## 1. Purpose

This policy outlines the responsibilities and procedures for ensuring compliance with Chain of Responsibility (CoR) requirements under Western Australian laws. The purpose is to ensure that all parties involved in the transport and logistics supply chain are held accountable for their role in maintaining road safety and legal compliance.

## 2. Scope

This policy applies to all employees, contractors, suppliers, and other stakeholders involved in the transport, logistics, and supply chain operations within Black Diamond Drilling Services Australia Pty Ltd.

## 3. Legal and Regulatory Framework

This policy is in alignment with the following legal frameworks:

- Heavy Vehicle National Law (HVNL) as applied in Western Australia.
- Western Australian Road Traffic (Vehicles) Regulations 2014.
- Occupational Safety and Health Act 1984 (WA).
- Work Health and Safety Act 2020 (WA).

## 4. Chain of Responsibility Overview

The Chain of Responsibility extends legal liability to all parties who influence and control the behaviour of heavy vehicles on the road. This includes, but is not limited to:

- Operators and Managers
- Consignors and Consignees
- Loaders and Packers
- Drivers and Schedulers
- Employers and Prime Contractors

Each party in the supply chain must take reasonable steps to ensure that transport activities do not compromise safety.

## 5. Responsibilities

- **Management:** Ensure that all employees and contractors understand their CoR obligations. Implement and maintain systems to monitor and ensure compliance with CoR laws.
- **Supervisors:** Monitor daily operations to ensure adherence to CoR requirements. Report any potential breaches or non-compliance issues.
- **Drivers:** Follow all safety and compliance procedures. Report any unsafe practices or pressures to breach road laws.
- **Schedulers/Planners:** Create schedules that allow drivers to comply with legal work and rest requirements.
- **Loaders/Packers:** Ensure that all loads are properly secured and within legal weight limits.

## 6. Key Compliance Areas

- **Fatigue Management:** Ensure that drivers comply with work/rest hours as per HVNL. Implement fatigue management training.
- **Load Restraint:** Ensure that all loads are secured according to the National Transport Commission's Load Restraint Guide.
- **Mass, Dimension, and Loading:** Ensure that vehicles are loaded within legal weight limits and dimensions. Regularly check and calibrate weighing equipment.
- **Vehicle Maintenance:** Ensure that all vehicles are regularly inspected and maintained to meet safety and legal standards.

## 7. Training and Awareness

- **Induction Training:** All new employees must undergo CoR induction training, which includes understanding their legal obligations and the potential penalties for non-compliance.
- **Ongoing Training:** Regular refresher training sessions will be conducted to keep employees updated on any changes to CoR laws and best practices.
- **Awareness Programs:** Use safety bulletins, posters, and toolbox talks to reinforce the importance of CoR compliance.

## 8. Monitoring and Auditing

- **Internal Audits:** Conduct regular internal audits to assess compliance with CoR requirements. Audits should include checks on vehicle maintenance records, driver logs, load restraint practices, and scheduling practices.
- **Incident Reporting:** All CoR breaches or near misses must be reported immediately. An investigation will be conducted to determine the cause and corrective actions will be taken

## 9. Incident Management and Reporting

- **Incident Response:** In the event of a CoR breach, immediate action must be taken to rectify the issue. This includes removing the vehicle from service if necessary and reviewing the processes that led to the breach.
- **Reporting:** All CoR-related incidents must be documented, and reports submitted to relevant authorities as required by law.
- **Corrective Actions:** Implement corrective actions to address the root cause of any breach. This may include additional training, process changes, or disciplinary action.

## 10. Continuous Improvement

- **Policy Review:** This policy will be reviewed annually or after any significant incident to ensure it remains effective and up-to-date with current legislation.
- **Feedback Mechanism:** Encourage feedback from employees on CoR practices and procedures to identify areas for improvement.

## 11. Compliance and Enforcement

- **Zero Tolerance Policy:** Our company maintains a zero-tolerance policy for breaches of CoR requirements. Any deliberate non-compliance may result in disciplinary action, including termination of employment or contracts.
- **Legal Obligations:** All parties in the supply chain must be aware that failure to comply with CoR obligations can result in legal penalties, including fines and imprisonment.

## 12. Contact Information

- **CoR Compliance Officer:**
- **Emergency Contact:**
- **Regulatory Authority Contact:** Main Roads Western Australia – Heavy Vehicle Services

## 13. Policy Approval

This policy has been approved by the Black Diamond Drilling Services Australia management team.

Managing Director



Date 15 February 2024