

WHS 009 SWMS/RA – Chain of Responsibility for Heavy Vehicles

Rollers Pty Ltd

Review of Chain of Responsibility Obligations Next Review Date 1/11/2020 Ref No. SWMS/RA 09

Personnel Consulted \_\_\_\_\_ Date \_\_\_\_\_

Evaluation Personnel Consulted \_\_\_\_\_ Date \_\_\_\_\_

Approved by Steve Phillis Position General Manager / HSR Signed \_\_\_\_\_ Date \_\_\_\_\_

Updated due to: Legislation Change  Incident  Procedural Change  Other *specify* \_\_\_\_\_

<p>Remember to:</p> <ul style="list-style-type: none"> <li>Inspect the site and surrounds</li> <li>consider not only your normal operation but others in your work space</li> <li>talk to people who work with you</li> <li>consider environment considerations, extremes in weather, wind, rain, heat</li> <li>use the risk rating matrix &amp; hierarchy of controls to minimize hazards</li> </ul> <p>Additional hazards are listed in the Prompt Sheet at the end of this document</p>	<b>WORK SAFELY – consider these 4 points!</b>	
	<p style="text-align: center;"><b>PLANNING</b></p> <p>I do understand the task and how to perform it I have identified all associated hazards I have considered all safe work practices that apply to this task Do I need help to do this work safely?</p>	<p style="text-align: center;"><b>PROPER TOOLS &amp; EQUIPMENT</b></p> <p>I have the correct tool(s) &amp; equipment to complete the task I have checked if tools / equipment are in good working condition? I have the correct PPE for the task All electrical tools are correctly tagged</p>
	<p style="text-align: center;"><b>TRAINING</b></p> <p>I am trained to use the equipment and/or tools required? I have be deemed competent to do this work I understand the work tasks for this task</p>	<p style="text-align: center;"><b>STATE OF MIND</b></p> <p><b>I will stay out of the line of fire!</b> I will give my full attention to the task I will stop &amp; redo my plan if something unforeseen happens? I am meeting or exceeding safety for this task</p>

<h1>Risk Matrix</h1>			Likelihood / Probability				
			A Rare <i>The event will occur only in exceptionally rare circumstances</i>	B Unlikely <i>The event may occur at some time but is unlikely to do so</i>	C Possible <i>The event could occur</i>	D Likely <i>The event will occur in most circumstances and is likely to do so</i>	E Almost Certain <i>The event will almost certainly occur</i>
<b>Consequence</b>	<b>5 Catastrophic</b>	Fatality or permanent disability to ten or more people. Environmental permanent & significant impact in significant areas.	5A	5B	5C	5D	5E
	<b>4 Severe</b>	Lost Time Injury, hospitalization, permanent disability, serious internal and/or head injuries. Environmental non-permanent impact with major detrimental effects.	4A	4B	4C	4D	4E
	<b>3 Major</b>	Medical Treatment injury, Environmental release with moderate detrimental effects requiring remedial action, reportable to authorities.	3A	3B	3C	3D	3E
	<b>2 Minor</b>	Minor injury requiring first aid treatment. Minor Environmental release. Impact immediately managed or contained.	2A	2B	2C	2D	2E
	<b>1 Low</b>	Near Hit with No injury. Environmental incident with potential to damage the environment but with No actual damage.	1A	1B	1C	1D	1E
<b>Risk Class Ranking:</b>			<b>Extreme</b>		<b>High</b>		<b>Low</b>

## Safe Work Method Statement – Compliance with National Heavy Vehicle Regulator (NHVR) requirements for Chain of Responsibility (CoR)

Risk Assessment						Treatment Actions (SWMS)						
Item	Activities <i>All steps and conditions</i>	Possible Hazard <i>Problem</i>	Risks / Impacts <i>Harm</i>	Initial Risk			Risk Control/Treatment <i>What will be done to make it safe?</i>	Personnel Responsible <i>Who will make it happen?</i>	Completion <i>Date and sign off</i>	Residual Risk		
				L	C	S				L	C	S
0	Paperwork Requirements	Non compliance with NHVR regulations	Fatality, vehicle accident, financial loss, fixed property damage,	C	5	5C	<ul style="list-style-type: none"> <li>— Mass and dimensions of each vehicle is to be assessed and recorded in logbooks</li> <li>— Ensure documentation of the load is accurate, not false or misleading</li> <li>— Driver licences/records to be checked for currency</li> <li>— Ensure drivers/operators have all relevant inductions for pickup/delivery locations</li> <li>— Maintain all receipts, dockets and other delivery documentation that identifies the load</li> <li>— Ensure logbooks are provided to drivers and maintain records of: trip times, rest breaks, work and driving activity</li> </ul>	Business Managers Scheduler HSE representative		B	3	3B

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				L	C	S				L	C	S
1	Planning the Job	Improperly scoping the job	Overloaded truck, delays due to unknown pickup/dropoff locations, collecting the wrong machine, delays due to weather, machinery damage due, infringement or penalties	C	4	4C	<ul style="list-style-type: none"> <li>— Prepare a transport schedule and plan</li> <li>— Ensure logbooks are used</li> <li>— Consignment to be signed off by representative at pickup and dropoff locations</li> </ul>	Scheduler Driver		B	2	2B
2	Mobilise truck to pickup location	Vehicle interactions	Delays due to unknown pickup location, vehicle accident, vehicle becoming stuck, building/fixed structure damage	C	3	3C	<ul style="list-style-type: none"> <li>— Ensure maps are available to drivers</li> <li>— Positive comms between driver and depot/facility manager prior to arrival</li> <li>— Ensure transport plan/schedule is provided to driver</li> <li>— Machine/truck prestart prior to mobilising</li> </ul>	Driver Scheduler Pickup location manager		B	1	1B
3	Preparing the roller for transport	Loading the incorrect roller	Financial loss, delays to the job, impact/delays to other jobs/, despatching the wrong roller, slips/trips/falls, cuts/abrasions,	C	2	2C	<ul style="list-style-type: none"> <li>— Ensure adequate PPE when manual handling</li> <li>— Ensure no loose objects or other on the roller before transport</li> <li>— Ensure proper planning/scoping of the job</li> <li>— Planning the loading with relevant parties</li> <li>— Clearly communicate load weight and dimensions to transport company</li> </ul>	Scheduler Packer		B	2	2B

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				L	C	S				L	C	S
4	Loading the truck	Plant Rollover	Crush injury or death, Machinery damage, financial loss, bystanders entering works area, machinery damage, impact to other jobs/operations	C	4	4C	<ul style="list-style-type: none"> <li>— Use a spotter to assist loading</li> <li>— TAKE 5 assessment prior to loading</li> <li>— Load on a flat level surface</li> <li>— Establish exclusion zones</li> <li>— Ensure adequate straps/dunnage is provided and used</li> <li>— Ensure all vehicles and equipment are kept in good condition and inspected before use</li> <li>— Ensure roller is correctly isolated for transport</li> </ul>	Driver Packer Scheduler		B	3	3B
5	Transporting the machine	Poorly defined transport schedule	Driver fatigue, operational delays, vehicle accident, financial loss,	C	4	4C	<p>Ensure the transport plan/schedule/contract allows for:</p> <ul style="list-style-type: none"> <li>— Sufficient breaks</li> <li>— Sufficient time to reach destination</li> <li>— Does not encourage speeding or road traffic infringements</li> <li>— Regularly check load restraints</li> </ul>	Scheduler Driver		B	2	2B
6	Arriving at delivery location	Unknown delivery location	Delays due to unknown delivery location, vehicle accident, vehicle becoming stuck, building/fixed structure damage	C	3	3C	<ul style="list-style-type: none"> <li>— Ensure maps are available to drivers</li> <li>— Positive comms between driver and depot/facility manager prior to arrival</li> <li>— Ensure transport plan/schedule is provided to driver</li> <li>— Ensure delivery time is recorded in logbooks</li> </ul>	Driver Scheduler Delivery location manager		B	1	1B

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				L	C	S				L	C	S
7	Unloading the machine	Plant Rollover	Crush injury or death, Machinery damage, financial loss, bystanders entering works area, machinery damage, impact to other jobs/operations	C	4	4C	<ul style="list-style-type: none"> <li>— Use a spotter to assist unloading</li> <li>— TAKE 5 assessment prior to unloading</li> <li>— unload on a flat level surface</li> <li>— Establish exclusion zones</li> <li>— Ensure adequate straps/dunnage is provided and used</li> <li>— Ensure all vehicles and equipment are kept in good condition and inspected before use</li> </ul>	Driver Packer Scheduler		B	3	3B
8	Transfer of the roller to recipient	Roller not received by correct person or at the correct location	Machinery theft or vandalism, machine parked at incorrect location or in the way of other work groups, ground failure/collapse	C	3	3C	<ul style="list-style-type: none"> <li>— Ensure transport plan/schedule clearly identifies recipient and contact details</li> <li>— Ensure roller is correctly locked up and isolated upon unloading</li> <li>— Ensure</li> </ul>	Driver Scheduler		B	1	1B
9	Departing delivery location / return to depot	Poorly defined transport schedule	Driver fatigue, operational delays, vehicle accident, financial loss,	C	4	4C	<ul style="list-style-type: none"> <li>— Ensure the transport plan/schedule/contract allows for:</li> <li>— Sufficient breaks</li> <li>— Sufficient time to reach destination</li> <li>— Does not encourage speeding or road traffic infringements</li> <li>—</li> </ul>	Scheduler Driver		B	2	2B

Risk Assessment							Treatment Actions (SWMS)					
Item	Activities <i>All steps and conditions</i>	Possible Hazard <i>Problem</i>	Risks / Impacts <i>Harm</i>	Initial Risk			Risk Control/Treatment <i>What will be done to make it safe?</i>	Personnel Responsible <i>Who will make it happen?</i>	Completion <i>Date and sign off</i>	Residual Risk		
				L	C	S				L	C	S
10	General	Environmental conditions- Hot Weather Fatigue Noise	Skin cancer, cuts, abrasions, hearing loss, dehydration.	C	2	2C	<ul style="list-style-type: none"> <li>— Sunscreen, hats, long sleeve, long pants / overalls.</li> <li>— Supply of fresh water.</li> <li>— Minimise exposure e.g. Job rotation.</li> <li>— Operator to wear correct hearing protection and other PPE for working around if working around roller and other machinery.</li> </ul>			A	3	3A
	<b>Additional Issues Identified</b>						—					
							—					
<b>Mandatory PPE:</b>		<b>As requested by the jobsite / workplace if applicable</b>										
<b>Safety / Emergency Equipment Required</b>			<b>First aid Kit</b>									

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				L	C	S				L	C	S
<b>Associated Procedures, Programs, References</b>			Varies based on the CoR checklist for the persons in the transport operation				<b>201703-0484.</b> CoR Checklist <b>201705-0522.</b> CoR Loading Managers <b>201703-483.</b> CoR your role <b>201705-0520.</b> CoR Executive officers <b>201705-0525.</b> Prime Contractors					
<b>Other Comment(s)</b>												

<b>Legal &amp; Advisory Documentation that supports this Risk Assessment.</b>	
<b>ACTS</b>	<i>Heavy Vehicle National Law Act 2012; Work Health &amp; Safety Act 2011, Environmental Act,</i>
<b>Regulations</b>	<i>Heavy Vehicle (Fatigue Management) National Regulation 2016; Heavy Vehicle (General) National Regulation; Heavy Vehicle (Mass, Dimensions and Loading) National Regulation; Heavy Vehicle (Vehicle Standards) National Regulations; Work Health &amp; Safety Regulations 2011</i>
<b>Codes of Practice</b>	National Logistics Safety - Code of Practice (transitional); Trucksafe - Operator Business Rules and code of conduct; Workcover NSW; Protection of the Environment Operations Act 1997; DEEWR NCOP National Guidelines 2012; COP Work Health & Safety Consultation, Cooperation & Coordination 2011; COP Managing Risk of falls at workplaces, COP Managing Noise and Preventing Hearing Loss at work 2011; MCOP First Aid in the Workplace 2012; MCOP Managing Risks of Plant in the Workplace; MCOP Construction Work 2012; OSHA 3151-12R (2003) Personal Protective Equipment; AS4602 - High visibility safety garments; AS4501 - Occupational protective clothing - General requirements;
<b>Other Legislation Applicable</b>	Workplace Injury Management & Workers Compensation Act 1998;

Personnel qualifications and experience required to complete the task	Specific training required to complete this task	Engineering Details/Certificates/Work Safe/WorkCover Approvals
Operators / driver relevant trade or vehicle licences	Heavy Vehicle Licence, Relevant trade Licences, WHS Card, Site Inductions, Rollers Australia Pty Ltd Site specific Inductions	Relevant trade Certificates, Machinery specification drawings, heavy vehicle route information (bridge load limits/widths etc)

*This SWMS / Risk Assessment has been developed in consultation with the workers involved in this process.  
 This SWMS / risk assessment has been read, understood & signed by ALL people involved in this process  
**Signature is confirmation that this procedure in its entirety will be adhered to!***

Name	Signature	Date	Name	Signature	Date



## Prompt Sheet

Review below for additional hazards, when present write these hazards and their controls into your Risk Assessment

<b>A</b>	<b>Entanglement</b>
<input type="checkbox"/>	Can anyone's hair, clothing, gloves, rags, or other materials become entangled with electrical tools, or materials in motion?
<b>B</b>	<b>Crushing</b>
<input type="checkbox"/>	Can anyone be crushed due to material falling from heights?
<b>C</b>	<b>Fall from Heights</b>
<input checked="" type="checkbox"/>	Can anyone fall from a height due to: a) Lack of a proper work platform?
<input checked="" type="checkbox"/>	b) Lack of proper stairs or ladders?
<input type="checkbox"/>	c) Lack of guardrails or other suitable edge protection?
<input type="checkbox"/>	d) Unprotected holes, penetrations or gaps?
<input checked="" type="checkbox"/>	e) Poor floor or walking surfaces, such as the lack of a slip-resistant surface?
<input type="checkbox"/>	f) Steep walking surfaces?
<input type="checkbox"/>	g) Lack of training?
<input type="checkbox"/>	h) Collapse of the supporting structure?
<b>D</b>	<b>Cutting, Stabbing And Puncturing</b>
<input checked="" type="checkbox"/>	Can anyone be cut or stabbed, or struck by moving objects due to: a) Coming in contact with sharp objects?
<input checked="" type="checkbox"/>	b) Coming in contact with moving parts of electrical equipment?
<input checked="" type="checkbox"/>	c) Coming into contact with hand tools?
<input type="checkbox"/>	d) Uncontrolled or unexpected?
<b>E</b>	<b>Friction/Burns</b>
<input type="checkbox"/>	Can anyone be burnt due to contact with moving parts or surfaces, or handling hot material?
<b>F</b>	<b>Striking</b>
<input type="checkbox"/>	Can anyone be struck by moving objects?
<b>G</b>	<b>High Pressure Fluids</b>
<input type="checkbox"/>	Can anyone come into contact with fluids under high pressure, due to plant failure or misuse of the plant?
<b>H</b>	<b>Electrical</b>
<input checked="" type="checkbox"/>	Can anyone be injured by electrical shock or burnt due to: a) No RCD switch at main board?
<input checked="" type="checkbox"/>	b) Incorrect use of equipment?
<input type="checkbox"/>	c) Overload of electrical circuits?
<input checked="" type="checkbox"/>	d) Damaged or poorly maintained electrical leads and cables?
<input type="checkbox"/>	e) Damaged electrical switches?
<input type="checkbox"/>	f) Water near electrical equipment?

<input type="checkbox"/>	g) Lack of isolation procedures?
<b>I</b>	<b>Slipping, Tripping And Falling</b>
<input checked="" type="checkbox"/>	Can people, slip, trip or fall due to: a) Uneven or slippery work surfaces?
<input checked="" type="checkbox"/>	b) Poor housekeeping?
<input checked="" type="checkbox"/>	c) Obstacles being placed in the vicinity of work area?
<b>J</b>	<b>Ergonomics</b>
<input type="checkbox"/>	Can anyone be injured due to: a) Repetitive body movement?
<input type="checkbox"/>	b) Constrained body posture or the need for excessive effort?
<input type="checkbox"/>	c) Lack of consideration given to human error or human behaviour?
<input checked="" type="checkbox"/>	d) Mismatch of task with human traits and natural limitations?
<b>K</b>	<b>Thermal Temperature Effects Or Fire</b>
<input type="checkbox"/>	a) Can anyone come into contact with objects at high or extreme low temperatures?
<input type="checkbox"/>	b) Can anyone suffer ill health due to exposure to high or low temperatures?
<b>L</b>	<b>Other Hazards</b>
<input checked="" type="checkbox"/>	Can anyone be injured or suffer ill-health from exposure to: a) Chemicals?
<input type="checkbox"/>	b) Toxic gases or vapours?
<input type="checkbox"/>	c) Fumes?
<input checked="" type="checkbox"/>	d) Dust?
<input checked="" type="checkbox"/>	e) Noise?
<input type="checkbox"/>	f) Vibration?
<b>M</b>	<b>Manual Handling</b>
<input checked="" type="checkbox"/>	Can anyone be injured due to manual handling process? a) Moving?
<input checked="" type="checkbox"/>	b) Assembling?
<input checked="" type="checkbox"/>	c) Lifting?
<input type="checkbox"/>	d) Digging?
<input type="checkbox"/>	e) Carrying product?
<b>N</b>	<b>Environmental Aspects &amp; Impacts to be considered</b>
<input type="checkbox"/>	Can environment harm be caused by: a) Emissions to air?
<input type="checkbox"/>	b) Releases to water and waterways?
<input checked="" type="checkbox"/>	c) Waste management?
<input checked="" type="checkbox"/>	d) Dust?
<input checked="" type="checkbox"/>	e) Noise?



# ROLLERS AUSTRALIA PTY LIMITED

ABN 50 087 309 091



Quality Certified Company  
Licence Number Q0301  
**AS/NZS ISO 9001:2008**

## HEAD OFFICE

Level 2, 53 Cross Street Double Bay NSW 2028  
PO Box 323 Double Bay NSW 1360  
**Head Office Tel:** 02 9363 1799 Fax 02 9363 1277

7<sup>th</sup> November 2017

## Chain of Responsibility – Preventing Driver Fatigue

Rollers Australia would like to ensure that all transport contractors that carry our equipment are aware of their Chain of Responsibility (CoR). All parties that have control or influence over the transport task are responsible for complying with the Heavy Vehicle National Law (HVNL)

CoR is a required component for our business to comply with Quality Assurance ISO 9001:2015 Quality Management Systems.

We have been requested on a formal basis to provide information that clearly shows our commitment and obligations to the CoR, as your company is one of our carriers it is necessary that you are aware of your obligations

Attached is a Table of Responsibilities and a check list that has been provided from our client for your records. These guidelines forms the basis for the NHVL Duties and Chain of Responsibility. For further clarification please find the following link  
<https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>

Please reply back via email that your organisation has processes in place to abide by the NHVL Duties and Chain of Responsibility.

**Carriers / Transporters Name:** .....

**Print Name:**.....

**Signature:**..... **Date:**.....



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# STATEMENT OF COMPLETION

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This is presented to  
**Steve Phillis**

For the completion of **Chain of Responsibility (CoR)  
Awareness for the transportation of hired plant &  
equipment.**

on HRIA

**Date completed**

18 February 2019

**Certificate ID**

#7918430

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# STATEMENT OF COMPLETION

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This is presented to

**Adrian Hudson**

For the completion of **Chain of Responsibility (CoR)  
Awareness for the transportation of hired plant &  
equipment.**

on HRIA

**Date completed**

18 February 2019

**Certificate ID**

#7925061



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