

CoR Rev1.0

Chain of Responsibility Management Plan

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1 DOCUMENT CONTROL

1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Review Standard.

2 OVERVIEW

2.1 INTENT

The intent of this procedure is to explain the objectives to discharge parties' obligations pertaining to the Chain of Responsibility, assisting personnel in clearly defining the requirements of procurement, scheduling, rostering, loading, unloading, transporting and operation of any road transport. By way of background, National Chain of Responsibility provisions commenced in February 2014 and form the basis for a national approach to transport industry reforms following a number of inquiries and Coronial Inquests into road trauma and safety-related matters involving the road transport industry. Under compliance and enforcement provisions, everyone in the supply chain has a general duty to ensure breaches of road transport laws do not occur. Everyone who works with heavy vehicles - from the business that employs a driver or owns a vehicle, to the business that sends or receives goods, is accountable for the safety of the heavy vehicle, its driver, and its load throughout the journey. All parties need to make sure that their action or inaction does not contribute to or encourage breaches of road transport laws. If a party's actions, inactions or demands cause or contribute to road safety breaches they can be held legally accountable.

This applies to all operations and undertakings by Huracan management, workers, contractors and visitors

2.2 TERMINOLOGY

Term	Definition
Worker	An employee or contractor.

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Gross Vehicle Mass (GVM)	The GVM or vehicle capacity is defined as the maximum permissible mass, specified by the manufacturer of a loaded vehicle. GVM is shown on the vehicle's compliance plate
Heavy Vehicle	Any motorised vehicle or a combination that includes a vehicle with a kerb weight (GCM or ATM) of more than 4.5t.
Fatigue-regulated heavy vehicle	A heavy vehicle is a fatigue-regulated heavy vehicle if it is any of the following <ul style="list-style-type: none"> a) motor-vehicle with a GVM of more than 12t; b) A combination with a GVM of more than 12t; c) c) A fatigue-regulated bus.
Single heavy vehicle	Means a motor vehicle or trailer that, on its own, is a heavy vehicle. A heavy motor vehicle, other than an articulated bus, must have only 1 axle group, or a single axle, towards the front of the vehicle; and 1 axle group, or a single axle, towards the rear of the vehicle.
Tare Weight	The unladen weight of the vehicle recorded at registration
Rollover	Any crash where the vehicle has flipped to its sides, top & / or rolled 360 degrees via any access
Inclinometer	An inclinometer or clinometer is an instrument for measuring angles of slope (or tilt), elevation or depression of an object with respect to gravity.
Gross Trailer Mass (GTM)	Of a trailer, means the mass transmitted to the ground by the axles of the trailer when it is loaded to its GVM and connected to a towing vehicle
Base	Of the driver of a heavy vehicle; <ul style="list-style-type: none"> a) Is the place from which the driver normally does the work; b) Is, for the purposes of driver fatigue (chapter six of Heavy Vehicle

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	<p>National Law, QLD), the garage address of the vehicle if –</p> <ul style="list-style-type: none"> - The vehicle is a fatigue-regulated heavy vehicle; and - The driver is required under driver fatigue, in relation to that particular work, to keep a work diary and to record the location of the driver's base in the work diary and has not done so.
Fit	<p>To drive a heavy vehicle, or to start or stop its engine, for a person, means the person</p> <ul style="list-style-type: none"> a) Is apparently physically and mentally fit to drive the vehicle, or start or b) stop its engine; and c) Is not apparently affected by either or both alcohol & / or a drug that d) affects a person's ability to drive a vehicle; and e) Is not found to have an alcohol concentration in the person's blood or breath exceeding the amount permitted, under an Australian road law of this jurisdiction, for the driver of a heavy vehicle; and f) d) Is not found to be under the influence of a drug or to have present in the person's blood or saliva a drug that the driver of a heavy vehicle is not permitted to have present in the driver's blood or saliva under an Australian road law of this jurisdiction.
Load	<p>Of a heavy vehicle or in a heavy vehicle, means</p> <ul style="list-style-type: none"> a) All the goods, passengers, drivers and other persons in the vehicle; and b) All fuel, water, lubricants and readily removable equipment carried in the vehicle and required for its normal use; and c) Personal items used by the vehicle's driver or someone else necessary d) for the normal use of the vehicle; and e) Anything that is normally removed from the vehicle when not in use.
Scheduler	<p>Means a person who schedules the transport of any goods or passengers by the vehicle or schedules the work times and rest times of the vehicle's driver.</p>

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Fatigue	<p>Any sign that a person was, is or will be fatigued while driving a fatigue-regulated heavy vehicle on a road (whether the sign manifests itself before, during or after the driver drove the vehicle). Examples include:</p> <ul style="list-style-type: none"> • Lack of alertness • Inability to concentrate • Reduced ability to recognise or respond to external stimuli • Poor judgement or memory • Making more mistakes than usual • Drowsiness, or falling asleep, at work (including microsleeps) • Finding it difficult to keep eyes open, excessive head-nodding or yawning • Needing more frequent naps or not feeling refreshed after sleep • Blurred vision, mood changes, increased irritability or other changes to • the person's mental health • Changes to the person's health or fitness
Work	<p>In relation to a fatigue-regulated heavy vehicle, means</p> <ol style="list-style-type: none"> a) Drive a fatigue-regulated heavy vehicle; or b) Instruct another person to drive, or supervise another person driving, a fatigue-regulated heavy vehicle; or c) Perform another task relating to the use of a fatigue-regulated heavy vehicle, including loading & unloading operations or inspecting or attending to the load, inspections, service or repairs, cleaning

3 OBJECTIVES

To ultimately eliminate driving related crashes that cause fatalities and injuries to employees, families, contractors and third parties and minimise damage to equipment through careful management of all phases of the transportation process by:

- Identifying and managing hazards and unnecessary exposure through active journey management

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- Preventing and mitigating the residual risk through the proper selection and preparation of people, vehicles, equipment and routes.

4 SCOPE

This local Chain of Responsibility applies at all times to all Huracan, contractors and third-party personnel working or contracted to FBFV – Roma location.

5 RESPONSIBILITIES

5.1 MANAGERS

- As the scheduler for personnel, ensure that rosters and schedules do not require drivers to exceed driving hours, regulations or speed limits.
- Keep adequate records of your drivers' activities, including work and rest times.
- Take all reasonable steps to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options.
- Vehicles are regularly maintained, and if speed limiters are fitted, they are functioning properly;
- Ensure vehicles are not loaded in a way which exceeds mass or dimension limits.
- Certify drivers moving freight containers have a valid Container Weight Declaration.
- Reinforce that loads are adequately restrained with appropriate restraint equipment (see the National Transport Commission's Load restraint guide for more information).
- Management may also fulfil the role of Consignor / Consignee and Loading Manager / Loader in which case, the following also applies:
 - As consignor or consignee your responsibilities include ensuring that:
 - i. loads do not exceed vehicle mass or dimension limits
 - ii. goods carried on your behalf are able to be appropriately secured
 - iii. operators carrying freight containers have a valid Container Weight Declaration
 - iv. your delivery requirements do not require or encourage drivers to –
 - v. exceed the speed limits
 - vi. exceed regulated driving hours
 - vii. fail to meet the minimum rest requirements
 - viii. drive while impaired by fatigue.
- Loading manager responsibilities include:
 - i. working with other off-road parties to make reasonable arrangements to manage loading/unloading time slots
 - ii. ensuring vehicles are loaded/unloaded as quickly and efficiently as possible
 - iii. putting systems in place for unexpected jobs – for example where there have been unexpected road delays.

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- Loader responsibilities include ensuring a vehicle's load:
 - i. does not exceed vehicle mass or dimension limits
 - ii. does not cause the vehicle to exceed mass limits
 - iii. is placed in a way so it does not become unstable, move or fall off the vehicle.
 - iv. Unreliable weight information makes it difficult for drivers to comply with the law.
- Packer responsibilities include ensuring:
 - i. documentation about the vehicle's load is not false or misleading
 - ii. any goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded (also see Container Weight Declarations).

5.2 DRIVER / WORKER

Present themselves fit to undertake their engaged duties including, but not limited to being at work or on call, driving a company vehicle or operating plant and equipment, or representing the company in any capacity; and

- Operate all Company provided vehicles in accordance with OEM recommendations, regulatory requirements, industry standards and Company policy.
- Hold the relevant license, be authorised and competent to operate the vehicle
- Comply with relevant fatigue management work and rest laws and procedures to implement them.
- Ensure you make the most of your rest breaks by sleeping in dark, quiet and comfortable places.
- Respond to changes in circumstances (such as delays) and report these to your base (if possible) to
- implement short-term fatigue management measures.
- Ensure your vehicle does not exceed mass or dimension limits.
- Ensure your load is appropriately restrained.
- Ensure loose items are secured in segregated storage compartment and are not carried unsecured in the passenger compartment of any vehicle.
- Comply with any permits or notices, including carrying a copy of the documentation as required,
- Additional responsibilities for owner-drivers include:
 - making sure your drivers are medically fit to drive
 - making sure your vehicles are roadworthy and well maintained
 - keeping full and accurate records as required by law.

5.3 HEALTH AND SAFETY

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- Provide training, guidance and feedback to workers on regulatory standards, industry initiatives and company policy changes in relation to road and journey safety.
- Actively promote a positive risk acceptance culture.
- Assist in the management of IVMS statistics analysis and reporting
- Audit compliance against this procedure as described within the Audit & Assurance Procedure

6 PROCEDURE

The aim of COR is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the HVNL do not occur. Under COR laws if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the HVNL is complied with.

The law recognises that multiple parties may be responsible for offences committed by the drivers and operators of heavy vehicles. A person may be a party in the supply chain in more than one way. For example, they may have duties as the employer, the operator and the consigner of goods. Legal liability applies to all parties for their actions or inactions.

6.1 LOADING AND SECURING LOADS

Loads must be restrained to prevent unsafe movement during all conditions of operation. The load restraint system must, therefore, satisfy the following requirements:

- The load should not become dislodged from the vehicle.
- Any load movement should be limited, such that in all cases where movement occurs, the vehicle's stability and weight distribution cannot be adversely affected, and the load cannot become dislodged from the vehicle.

Loads that are permitted to move relative to the vehicle include loads that are effectively contained within the sides or enclosure of the vehicle body such as:

- loads which are restrained from moving horizontally (limited vertical movement is permissible)
- very lightweight objects or loose bulk loads (limited horizontal and vertical movement is permissible)
- bulk liquids (limited liquid movement is permissible).

To achieve this, the load restraint system must be capable of withstanding the forces that would result if the laden vehicle were subjected to each of the following separately:

- 0.8 g deceleration in a forward direction,

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- 0.5 g deceleration in a rearward direction,
- 0.5 g acceleration in a lateral direction, and to
- 0.2 g acceleration relative to the load in a vertical direction.

If you are carrying a load on your vehicle, make sure that you will not exceed legal limits relating to the total weight, length, height, width and rear overhang of your vehicle or trailer. The load must also be restrained properly to make sure that driving your vehicle is still safe. If you are towing—your vehicle, trailer and the load must meet all legal and safety requirements.

If there is to be any additional equipment loaded to the vehicle it MUST be restrained in accordance with the NHVR chain of responsibility laws. All vehicles will then need to be check weighed to ensure that the vehicle and load comply with the Mass, Dimension and Load guide located within the NHVR guidelines.

As a minimum, the following points shall be given consideration when restraining a load on a vehicle:

- Weight, dimensions and shape of the load.
- Equipment/vehicles with inflated rubber tyres.
- How much load restraint is required.
- Tie-down.
- Direct restraint.
- Vehicles and load restraint equipment.
- Tensioners.
- Using load restraint equipment (the use of extension or cheater bars to increase leverage is prohibited within the resources industry)
- Wear and damage.

6.1.1.1 LOADING AND UNLOADING EXCLUSION ZONES (LUEZ GUIDELINES)

There is a requirement to maintain exclusions zones whenever loading and unloading Huracan equipment either on a client site or within a Huracan yard. This is often referred to as LUEZ which stands for “loading and unloading exclusions zones”. There is a number of guidelines to be considered with LUEZ and they are as follows:

- That Loading Plant is to be segregated from the crew and truck drivers during the loading and

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unloading operations

- All “NO-GO Zones” must have a physical barricade installed prior to commencing loading / unloading operations. Signage is an additional control as required.
- Authority rests with the Spotter or Loading Plant operator (where there is no Spotter) during loading and / or unloading activities
- The Loading Plant operator is to have line of site of any driver, spotter or crew member who may be assisting with spotting operations during the loading and/or unloading process. If that line of site is lost the Loading Plant operator is to cease operations immediately, and not restart until that line of site has been re-established
- Effective communication is to be established and maintained during loading and / or unloading operations between involved parties.

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Loading and unloading exclusion zones are to be included within relevant JSA's / SOP's. Ensure the below LUEZ is implemented and adhered to for all Huracan loading and unloading operations.

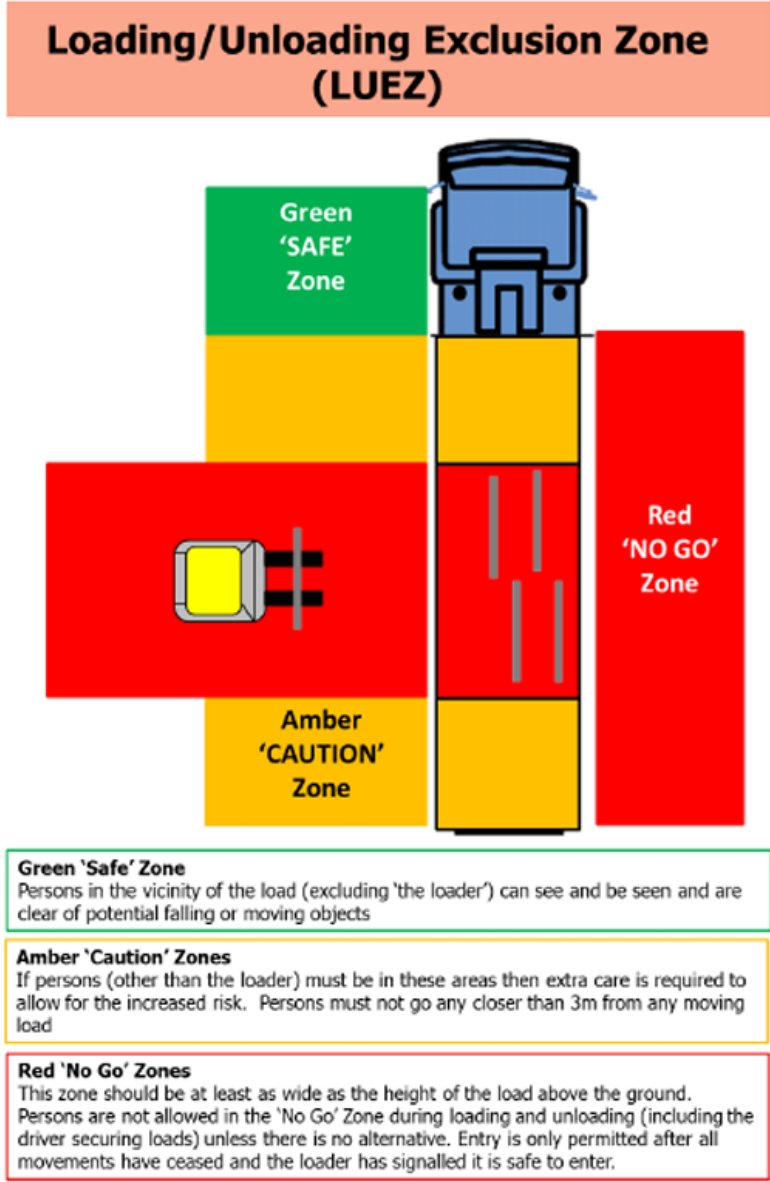


Figure 1 - Loading and Unloading Zones (LUEZ)

6.1.2 DANGEROUS GOODS & STORED ENERGY

The packaging and transport requirements for the cartage of dangerous goods by road, rail or air shall be in accordance with the latest issues of all of the relevant Dangerous Goods transport legislation and codes.

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All Dangerous Goods shall be identified by their correct shipping name, labelled, packaged, packed and correctly separated in full compliance with the directives of the appropriate authority.

All Dangerous Goods shall only be transported by road, rail or air by correctly licensed providers in equipment specifically designed for the task in full compliance with the directives of the appropriate authority.

All goods (pressure vessels, cylinders, gas charged suspension struts / components, brake accumulators, springs under tension, suspended counterweights and any other identified like items) that contained stored energy as part of their operating process shall be relieved, drained or vented or suitable restrained before transport where possible. They shall also be clearly identified and marked accordingly with full testing, venting/drainage relief or restraining instructions firmly attached to the item in a weatherproof container.

6.1.3 PACKAGING METHODS

The packaging and presentation of freight can significantly impact on the handling and movement of load. Prior to dispatch the Consignor shall ensure all components fit the description and specification as per the requirements of the Purchase / Job Order and the correct package system is selected to ensure that movement or damage is not sustained during transport. Consideration should be given to:

- Adequate load restraint. Two visible methods of hard restraint are preferred for items released to third party
- i.e. steel banding onto pallet and then shrink wrapping of pallet. Tools and equipment to be transported to site for use on Job should be adequately assessed and secured i.e. Wireline tools restrained within custom-built "V-Door" on truck
- Equipment and materials shall be packed to ensure an even weight distribution within the package. Where this is not possible, particularly in the instance where a case or crate conceals the internal items, the Consignor shall ensure that the centre of gravity and hoisting position are clearly marked on two sides to ensure safe handling, especially for any top heavy or unbalanced loads.
- Any large equipment disassembled for shipment shall be clearly match-marked prior to disassembly to facilitate assembly on site. All loose accessories shall be identified individually indicating its name and position number in relation on the assembly drawings.
- Packaging should take into account the size, weight and value of the item that can be safely transported and unloaded on the relevant site.
- All items that cannot, through weight, shape or configuration, be safely handled by one person shall be packaged and fitted for safe fork handling. If fork handling is not possible then

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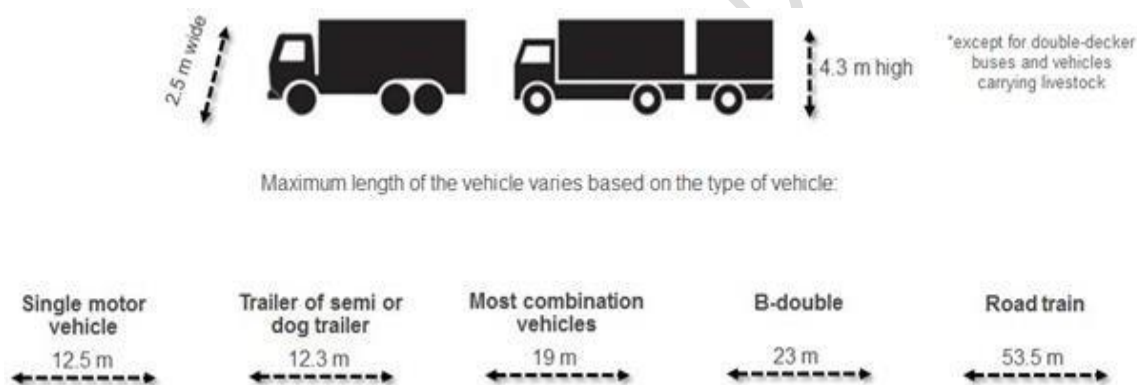
approved lifting, slinging points / lugs shall be fitted to facilitate safe crane handling. (Forklift tines access shall be suitable for the weight of the packaging but not less than 210mm wide x 80mm high).

Further detail can be found in the relevant Standard Operating Procedure.

6.2 MASS AND DIMENSIONS

Currently, no heavy vehicles exceed the prescribed mass and dimension limits set by the relevant authority, however where this changes, the Company commits to complying as required including, but not limited to:

- Mass and dimension (refer to figure 1 & 2 below for dimension limits)
- Vehicles do not exceed legal mass limits
- Drivers have accurate documentation of the tare weight
- Load plan for vehicle combinations doesn't exceed maximum weight limits
- Legally permitted and registered vehicle are supplied that meet the legal dimension requirements.



Note: Where any load is over-size, permits and appropriate warning signals shall be used in accordance with legislative requirements (escort vehicle etc).

6.3 FATIGUE

Huracan have implemented a Fatigue Management Plan to assist in the ongoing management of fatigue and ensure compliance against the relevant legislative requirements. Management of Fatigue includes, but is not limited to:

- Rosters and schedules for drivers do not exceed driving regulated hours (12 hours)
- Drivers are able to take their required rest breaks including when arriving at the destination

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- Drivers adhere to contingency procedures that are in place to cope with unexpected delays i.e. road works
- Notification is given to receiving / dispatching site if delays are expected to impact delivery
- Drivers are fit for work
- Records are kept of driver's activities including driving and rest times.

In the event long-haul trips or trips outside of normal work hours occurs or may occur, Management shall assess the risks associated and implement appropriate control measures to minimise risk. Further detail on fatigue management is detailed within the Fatigue Management Procedure.

6.4 SPEED

Control measures in relation to CoR principal of Speeding includes, but is not limited to:

- Schedules do not require drivers to exceed the speed limit
- Delivery times do not put pressure on drivers to exceed speed limits
- Contingency plans are developed where required to deal with scheduling issues and problems with meeting deadlines or managing workload
- Drivers are able to report delays and other problems
- Vehicle speed limiters are functioning

6.5 TRAINING AND COMPETANCY

The driver of the vehicle must be competent to operate the vehicle safely at all times. This means that the driver must:

- Comply with the Huracan HSE requirements as outlined in the Fitness for Work and Fatigue Management Procedures.
- Hold the relevant competencies and licenses for the vehicles being driven
 - Chain of Responsibility Training is required for personnel operating a fatigue-regulated heavy vehicle and management who hold influence over contributing controls such as scheduling.
- Induction into the Huracan's Fatigue Management Plan.
- Are competent and authorised to drive the vehicle i.e. VOC completed by an authorised Huracan person.

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6.6 AUDIT AND ASSURANCE

Inspections, audits and verification of compliance shall be conducted in accordance with the Audit & Assurance Procedure including:

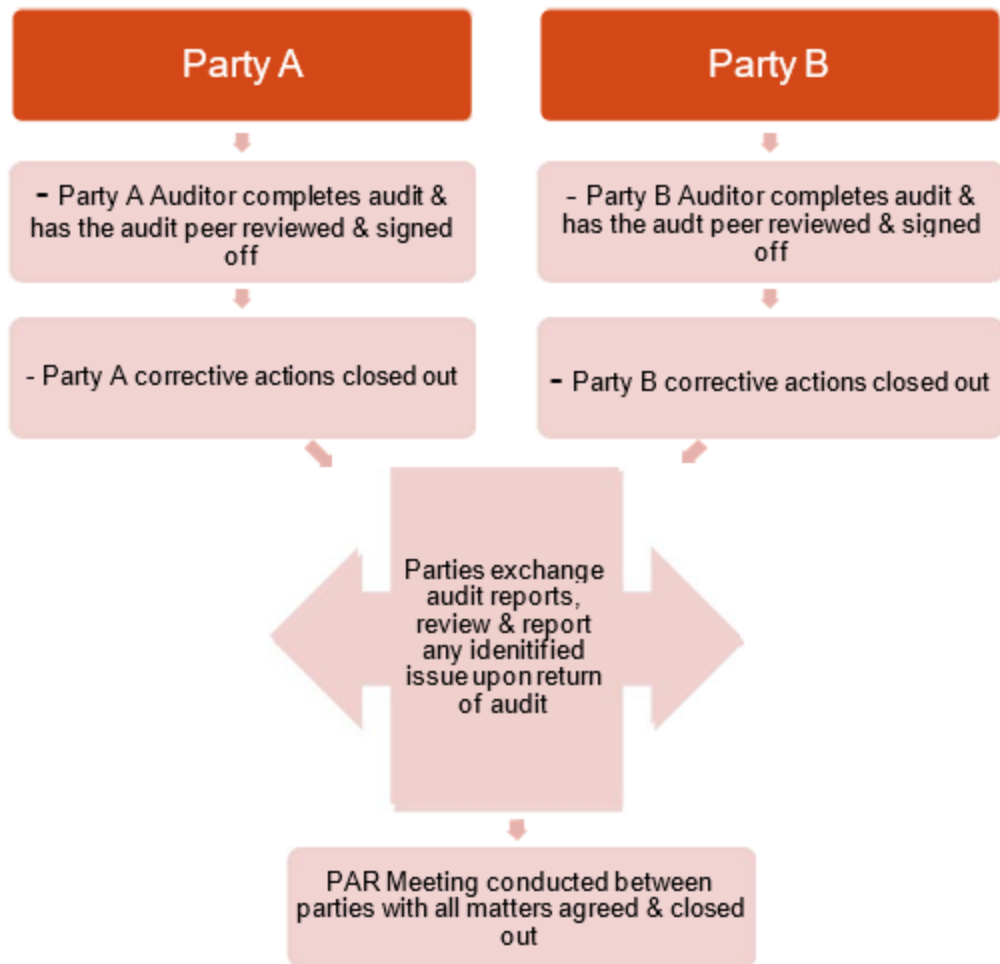
- Planned audits with management reviews of performance ;
- Recommended actions from audits, observations and incidents must be rectified within a suitable timeframe and managed through close-out using the Event & Action Management Register;
- All documentation and records associated shall be managed in accordance with the Document Control and Record Management Procedure;
- Any incident involving transport operations must be reported (additionally) to the client in line with the relevant project incident reporting requirements.

6.6.1 PARTNERSHIP AUDIT REVIEW

Partnership Audit Review (PAR) is the formal process of determining compliance within your Supply Chain, including:

- Can be conducted for cause, annually or as part of the pre-qualification process
- Involved parties should jointly review the audit and develop actions to address any agreed-identified deficiencies.
- The Flowchart below demonstrates the PAR Process.

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APPENDIX A - ASSOCIATED DOCUMENTS

- Fatigue Management Procedure (HSE_LP_FatigueMP_RevX.X)
- Fitness for Work Plan (HSE_LP_FFW_RevX.X)
- Journey Management Plan (HSE_LP_LocalJMP_RevX.X)
- Standard Operating Procedure for Loading and Unloading Operation

APPENDIX B – REFERENCE

- WHS Act 2011
- WHS Regulation 2011
- Heavy Vehicle National Law
- Heavy Vehicle National Law (Queensland)
- Heavy Vehicle (Vehicle Standards) National Regulation
- Heavy Vehicle National Law Regulation 2014
- Heavy Vehicle (Fatigue Management) National Regulation
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation

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- Heavy Vehicle (General) National Regulation
- Heavy Vehicle National Law Amendment Bill 2012
- Load Restraint Guide 2018 / Load Restraint Guide (LV) 2018

APPENDIX C – COR TRAINING COMPETENCY MATRIX

	CHAIN OF RESPONSIBILITY	FATIGUE MANAGEMENT	LOADING & UNLOADING
Level 1 Frontline Staff (Drivers)	Apply chain of responsibility, legislation, regulations and workplace procedures. (TLIF0009)		Load & unload goods/ cargo (TLID2004)
Level 2 Supervisors & Managers	Administer chain of responsibility, policies & procedure. (TLIF0014)		

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APPENDIX D- RESPONSIBILITY MATRIX

SUPPLY CHAIN RESPONSIBILITIES	SUPPLY CHAIN ROLES			
	Management	Customers & Client	Workers	
	Operator / Manager / Scheduler	Consignor / Consignee	Loading Manager / Loader / Packer	Driver / Owner Driver
	<ul style="list-style-type: none"> Rosters and schedules do not require drivers to exceed driving hours regulations or speed limits You keep records of your drivers' activities, including work and rest times You take all reasonable steps to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options Vehicles are regularly maintained, and if speed limiters are fitted, they are functioning properly Vehicles are not loaded in a way which exceeds mass or dimension limits Drivers moving freight containers have a valid Container Weight Declaration Loads are appropriately restrained with appropriate restraint equipment (see the Load restraint guide for more information). 	<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>Loading manager:</p> <ul style="list-style-type: none"> Working with other off-road parties to make reasonable arrangements to manage loading / unloading time slots Ensuring vehicles are loaded / unloaded as quickly and efficiently as possible Putting systems in place for unexpected jobs – for example where there have been unexpected road delays. <p>Loader responsibilities:</p> <ul style="list-style-type: none"> Does not exceed vehicle mass or dimension limits Does not cause the vehicle to exceed mass limits Is placed in a way so it does not become unstable, move or fall off the vehicle. Unreliable weight information makes it difficult for drivers to comply with the law. <p>Packer responsibilities:</p> <ul style="list-style-type: none"> Documentation about the vehicle's load is not false or misleading Any goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded 	<p>As a driver your responsibilities include making sure that you:</p> <ul style="list-style-type: none"> Comply with relevant fatigue management work and rest laws and procedures to implement them Make sure you make the most of your rest breaks by sleeping in dark, quiet and comfortable places Respond to changes in circumstances (such as delays) and report these to your base (if possible) to implement short-term fatigue management measures Ensure your vehicle does not exceed mass or dimension limits Ensure your load is appropriately restrained. <p>Additional responsibilities for owner-drivers include:</p> <ul style="list-style-type: none"> Making sure your drivers are medically fit to drive Making sure your vehicles are roadworthy and well maintained Keeping full and accurate records as required by law.

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