

## **Chain of Responsibility Policy**

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Ready Group acknowledges that there are vast external influences within the transport and related industries, which we conduct or provide our services to. Ready Group is guided by the set objectives and responds to the supplier and client's expectations, always maintaining our involvement with other parties, referred to 'supply chain participants'. Management is to provide training to ensure the required responsibilities are known and are adhered with by all Staff and Workers/Drivers. Individual responsibilities are to be communicated to all relevant Staff and Workers/Drivers within the business during the induction process and ongoing.

Ready Group is committed to work aligned with the client's needs and other parties, focusing on improvement, whilst ensuring compliance to applicable HVNL and WHS laws and regulations, and meeting statutory obligations applicable to the state/s operating in. Management practices and commitment as documented, demonstrates that Ready Group is prepared to act on the outcomes of Internal Reviews, audit findings and periodic assessment of the business activity and assessed risk.

### **AIMS AND OBJECTIVES**

Ready Group endeavours to achieve the following-

- Complying with statutory obligations applicable to the state/s operating in and industry best practice;
- Communicating the obligations of the roles and responsibilities for Management, Staff, Workers/Drivers and responsible parties in the supply chain and shared or common responsibilities;
- Providing the necessary awareness, ongoing training, review, monitoring and commitment of directions taken/advised or committed by managers, Staff and Workers/Drivers in their control;
- Ongoing review of internal practices that have influence on possible non-conformity and non-compliance with statutory obligations applicable to the state/s operating in.

### **RESPONSIBILITIES**

**Management, Staff & Workers/Drivers** also have responsibility, which will include-

- Having knowledge of the strategies being applied by Management internal and externally, to assess that processes implemented are effective and controlled;
- Ensuring that Ready Group Management, Staff and Workers/Drivers are trained in the awareness of Mass, Dimensions, Fatigue, Alcohol and other Drugs, Load Restraint, Speeding, Standards and day to day commercial requirements of the industry we operate within;
- Internal reporting is to occur, hazards and risks are to be assessed by all persons within the business by conducting performance reviews on all processes and tasks;

- All persons directly employed or in control or have influence on managerial or operational processes, are to be monitored and assessed to ensure ongoing conformance remains compliant;
- Internal and external communication is undertaken regularly to demonstrate awareness and observations are being investigated and if required, non-conformity is eliminated

## **Specific Responsibilities**

### **Operator/Manager/Scheduler Responsibilities**

- Ensure rosters and schedules do not require drivers to breach driving hours or speed limits
- Assess whether a driver is fit for duty
- Record driver activities, work and rest times
- Ensure drivers do not work while impaired by fatigue or while in breach of their work or rest hours
- Maintain vehicles and ensure properly functioning speed limiters are fitted
- Ensure vehicles are not loaded to exceed mass or dimension limits and are appropriately restrained
- Consult regularly with other parties in the supply chain to identify risks and issues that may contribute to breaches of the HVNL

### **Drivers/Operators Responsibilities**

- Comply with relevant fatigue management work and rest requirements
- Keep an accurate work diary and records required by law
- Respond to changes in circumstances (such as delays) and report these to base
- Ensure vehicle does not exceed mass or dimension limits
- Ensure load is properly restrained
- Check and report on all maintenance issues
- Obey all speed limits and road rules
- Identify and report hazards and risks associated with the transport task

### **Subcontractors Responsibilities**

- Are required to follow the lawful requirements of HVNL and Ready Group's COR Policy and be able to demonstrate compliance

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*Position: Managing Director*

*Signed:*



*UNCONTROLLED WHEN PRINTED*