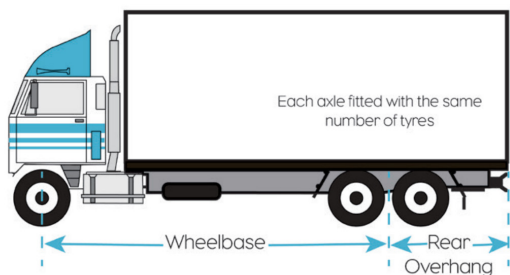


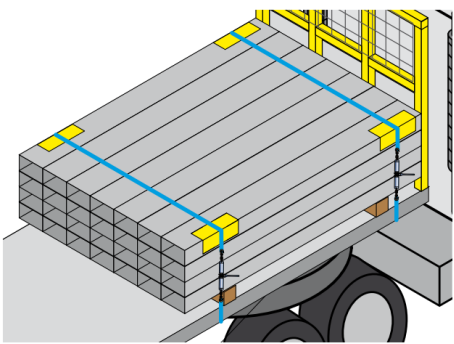
# HY QUICK GUIDES

## Chain of Responsibility

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.



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### Mass and Dimension

- Select a vehicle that is suitable for the weight and dimension of the load
- Do not allow the load to excessively project/extend from the vehicle
- Ensure that the overall height of the loaded vehicle is lower than overhead obstructions
- Spread the load evenly across the deck and share weight between the axles

### Load Restraint

- Use suitable restraint method(s) (e.g. tie-down, containing, blocking, attaching)
- Position load to maintain vehicle stability, steering and braking
- Ensure restraint equipment is in good working order
- Make sure load is stabilised
- Use enough restraints



### Loading/Unloading

- Check load for movement and stability before removing restraints
- Use appropriate loading/unloading equipment
- Ensure people do not enter the loading/unloading exclusion zone
- Establish clear communication between loader and driver
- Ensure driver remains in the Driver Safe Zone



### Planning and Scheduling

- Schedule loading and unloading activities
- Set realistic delivery windows and deadlines
- Prevent delays in loading and unloading
- Allow for flexibility in schedules and time slots to account for driver delays



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### Fatigue

- When planning, prioritise loading and unloading fatigue regulated vehicles
- Avoid urgent, express and overnight deliveries
- Provide drivers access to suitable rest facilities
- Take action if a driver appears to be impaired by fatigue



### Roadworthiness

- Maintain site routes (e.g. driveways, roads, hardstand areas) to prevent damage to vehicles
- Conduct loading and unloading activities to avoid collision with heavy vehicles
- Record and report obvious and readily observable vehicle faults or defects



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