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Before you begin

This learner guide is based on the unit of competency *TLIF0002 Administer chain of responsibility policies and procedures*, Release 1. Your trainer or training organisation must give you information about this unit of competency as part of your training program. You can access the unit of competency and assessment requirements at: www.training.gov.au.

How to work through this learner guide

Your trainer will advise which parts of the learner guide you need to read, and which activities you need to complete. This learner guide will help you in your training.

Icon	Feature	How you can use each feature
	Learning content	Read each topic. Speak to your trainer if you need help.
	Activities	Activities give you the opportunity to put your skills and knowledge into action. Your trainer will tell you which activities to complete.
	Video clips	Where you see a QR code, you can use a smartphone or tablet to access video clips about the content. For information about how to download an app that will read the QR code, or for more help, visit our website: www.aspirelr.com.au/help
	Workplace examples	Workplace examples at the end of each topic show how your learning applies in practice.
	Summaries	Key learning points are provided at the end of each topic.
	Words to remember	<p>As you read the learner guide, use the table at the back of the book to write down any words you need to remember.</p> <p>There is a space for you to write the word and a space for you to write down what the word means.</p> <p>You can also access a full glossary of terms via this QR code.</p>





Topic 1 | What you need to know about administering chain of responsibility policies and procedures

Because you are part of the supply chain, you need to know about the chain of responsibility (CoR).

In this topic you will learn about:

1A What is the CoR?

1B Managing CoR obligations

1C Parties and duties in the CoR

1D Breaches and penalties under the CoR

1E Workplace procedures and documents for the CoR

In this topic you will learn about the CoR, how it is applied, your own responsibilities and the responsibilities of other people you may need to supervise or work with. You will also learn about the consequences of not complying with CoR laws.

CoR laws include the following principal obligations to parties in the chain:

- Manage fatigue, work and rest times.
- Consider traffic conditions when managing speed and fatigue.
- Extended liability – this includes other people who are legally responsible.
- Secure loads.
- Consider vehicle dimension and load limits.



Fatigue, work and rest times

To prevent heavy vehicle drivers from being impaired (negatively affected) by fatigue while driving, the law outlines the maximum work requirements and minimum rest requirements for the driver.

The maximum work requirements and minimum rest requirements are set out as standard hours.

For example, if drivers work over a 24-hour period, they can only undertake 12 hours of work and must have at least 7 hours of stationary rest time. Stationary rest time is the time that a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.

If a driver must work over a two-week period, they must have at least two night rest breaks and at least two days off in a row. Night rest breaks are seven continuous hours of stationary rest time taken between 10 pm one day and 8 am the next day (using the time zone of the base of the driver) or 24 continuous hours' stationary rest break.

The following table outlines the standard hours for solo drivers.

Time (Over this period of time)	Maximum work hours (A driver must not work for more than these hours)	Minimum rest requirements (A driver must have rest breaks of at least this long)
5.5 hours	5.25 hours' work time	15 continuous minutes' rest time
8 hours	7.5 hours' work time	30 minutes' rest time in two blocks of 15 continuous minutes
11 hours	10 hours' work time	60 minutes' rest time in four blocks of 15 continuous minutes
24 hours	12 hours' work time	7 continuous hours of stationary rest time
7 days	72 hours' work time	24 continuous hours of stationary rest time
14 days	144 hours' work time	Two night rest breaks and two night rest breaks taken on consecutive days

Source: National Heavy Vehicle Regulator, www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours

Overhang of loads

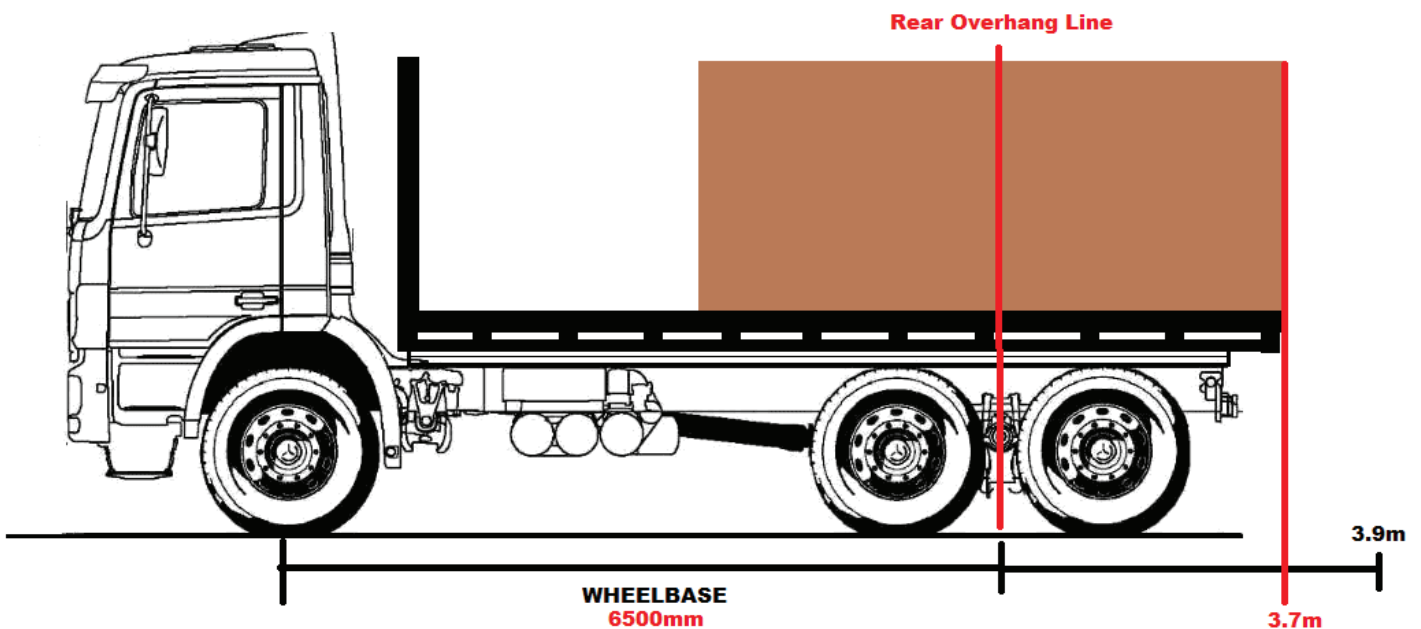
There are limits on the overhang of loads past the body or tray of the vehicle.

For most vehicles, the overhang must be no more than 150 mm on either side and no more than 1.2 m past the headlights. A rear overhang must be no more than 3.7 m or 60% of the wheelbase (whichever is less).

For example, in the diagram below the wheelbase is 6,500 mm (6.5 m). You could use the following formula to calculate the rear overhang limit to see if it is less than 3.7 m from the rear overhang line:

$0.6 \times 6,500 \text{ mm (wheelbase)} = 3,900 \text{ mm (3.9 m)}$
(rear overhang limit)

In this example, the rear overhang limit is 3.9 m, which is greater than 3.7 m. But the load should never project more than 3.7 m from the rear overhang line.





Activity 1

Question 1

Which of the following are obligations under the CoR? Tick all that apply.

- ☐ Manage fatigue, work and rest times.
- ☐ Consider traffic conditions when managing speed and fatigue.
- ☐ Discrimination against or victimisation of employees.
- ☐ Extended liability, which includes other people who are legally responsible.
- ☐ Secure loads.
- ☐ Consider vehicle dimension and load limits.

Question 2

Which of these apply to managing speed and fatigue? Tick all that apply.

- ☐ Unrealistic delivery times can put pressure on drivers to speed or skip breaks in order to meet deadlines.
- ☐ A scheduler for a heavy vehicle must allow for traffic conditions or other delays in the schedule for the vehicle's driver so these delays will not cause the driver to exceed any speed limits or their work/rest hours.
- ☐ Mass and vehicle dimension limits will depend on the vehicle and its configuration.
- ☐ Supervisors should have a contingency plan (backup plan) to deal with unplanned delays; this could include having a backup driver on standby to take over the job if required.
- ☐ Supervisors are responsible to ensure that records of drivers' activities, work and rest times are maintained and stored correctly.

Duties of supervisors to administer the CoR

Extended liability provisions ensure that supervisors are held accountable for the actions of those working under them.

Supervisors are responsible for the actions of their staff and must take all reasonable steps to ensure that those working for them meet their obligations under the CoR. They must provide workers with easy and unrestricted access to the information they need to comply with company policies and procedures relating to the CoR. Supervisors must also routinely check to ensure that CoR-related policies and procedures are being followed, and must take action if they are not.

Reasonable steps

Under the CoR laws, all reasonable steps must have been taken – not just some of them.

To defend a CoR breach, a person must demonstrate that they took 'all reasonable steps' to prevent the breach.

The HVNL outlines some specific examples, but it will depend very much on the circumstances and the specific breach. You must do everything you reasonably can to prevent a breach.

What are reasonable steps?

Reasonable steps are actions that can be taken to avoid a breach of the law.



A person in the supply chain can claim they took 'all reasonable steps' if they can show they did not know or could not reasonably be expected to know that a breach may occur.

The HVNL aims to reduce the risk of a breach as much as possible. Remember, a defence against a breach is only complete after all reasonable steps have been taken.

1E

Workplace procedures and documents for the CoR

It is the supervisor's responsibility to provide workers with unrestricted access to the information they need to allow them to comply with the CoR.

This is usually done through workplace policies, procedures and documentation.

It is important that, as a supervisor, you can locate and understand current information relating to the CoR in relation to your own role and those who work under you.

Location of CoR information

You must be able to locate and access information on the CoR.

As a supervisor, you must be able to find information about the CoR in the workplace. This is usually part of policies and procedures relating to a specific job, and may also form part of a worker's position description.



You can also find out CoR information from the following sources outside the workplace.

Government bodies

- National Heavy Vehicle Regulator (NHVR): www.nhvr.gov.au
- National Transport Commission (NTC): www.ntc.gov.au
- State/territory road transport authorities:
 - ACT Road Transport Authority: www.accesscanberra.act.gov.au/#/transport
 - NSW Roads and Maritime Services: www.rms.nsw.gov.au
 - NT Department of Infrastructure, Planning and Logistics: <https://transport.nt.gov.au>
 - Qld Department of Transport and Main Roads: www.tmr.qld.gov.au
 - SA Department of Planning, Transport and Infrastructure: www.dpti.sa.gov.au
 - Tas. Department of State Growth – Transport: www.transport.tas.gov.au
 - Vic. VicRoads: www.vicroads.vic.gov.au
 - WA Main Roads Western Australia: www.mainroads.wa.gov.au/Pages/default.aspx



Read the following workplace example to see how the concepts you have learned are applied in a real-life situation.

Workplace example for Topic 1

Tony is a supervisor at Manufacturing Warehouse Supplies and thinks that the CoR does not apply to him. He is constantly putting pressure on workers to get tasks done quickly.

Tony's team meetings cover many points and he usually prepares for meetings by scribbling down a few reminders beforehand. He has only made brief mention of CoR laws and requirements, even though his manager has asked him to make sure that all workers understand how to comply with the company's policies and procedures for CoR.

A CoR breach occurs and, after investigation, Tony faces court. He is unable to demonstrate that he took 'all reasonable steps' to prevent the breach. Tony is given a \$6,000 court-imposed fine.

Tony also loses his job, due to his negligence and failure to comply with CoR policies and procedures. He did not follow his duties as a supervisor to pass on important information to the workers under his supervision.



Summary of Topic 1

1. Extended liability provisions ensure that supervisors are held accountable for the actions of those working under them.
2. Under the CoR laws, all reasonable steps must be taken – not just some of them.
3. Fatigue is managed by following limits on maximum work hours and minimum rest hours.
4. Mass and vehicle dimension limits will depend on the vehicle and its configuration.
5. All loads must be secured or restrained in a way that meets the requirements of the National Transport Commission (NTC) *Load restraint guide*.
6. Complying with the CoR makes good business sense because the consequences of non-compliance are significant.
7. A CoR breach is any action or inaction that may cause an offence under the HVNL in relation to speeding, fatigue management, mass dimension or loading.
8. It is the supervisor's responsibility to provide workers with unrestricted access to the information they need to allow them to comply with the CoR.
9. You must be able to locate and access information on the CoR.
10. Workplace documents provide evidence of compliance with CoR legislation.

Apply the CoR within the scope of your role

How to apply the CoR to your role will depend on what work you do as part of the supply chain.

Following specific workplace policies and procedures will ensure that you meet your workplace responsibilities. A supervisor may have more than one role, depending on the type of business structure. Workplace procedures and position descriptions will identify the specific roles and responsibilities.

Here is an example of a CoR policy statement that outlines the roles and responsibilities for management positions in a distribution/transport business.

Job title	Role	CoR requirements
Employer	Engages someone else to drive a regulated heavy vehicle	<ul style="list-style-type: none"> Ensuring that business practices do not cause a heavy vehicle driver to drive while fatigued, in breach of a work/rest requirement or in breach of a speed requirement.
Operator/manager	Operates and/or manages the business despatching the goods	<ul style="list-style-type: none"> Ensuring that rosters do not require truck drivers to exceed the permitted number of driving hours. Keeping accurate records of drivers' activities, including driving, work and rest times. Ensuring that any vehicle speed limiters are functioning correctly. Ensuring that loads do not exceed dimension or mass limits and are properly restrained using appropriate restraint equipment.
Loader/loading manager	Loads goods onto the vehicle	<ul style="list-style-type: none"> Making sure that loads: <ul style="list-style-type: none"> do not exceed dimension or mass limits are stable and cannot move or fall off the vehicle.