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Version	Date	Author	Changes Made: Section Modified and Details of Amendment	Approval
DRAFT	11/02/19	Brett Condren (GS & CM)	All	N/A
1	12/02/19	Brett Condren (GS & CM)	All	
2	29/03/23	Victor Phillips (GS & CM)	Reformatted, update and added sections 4, 5, 12, Addendums 1,2 &3	
2.a	19/03/2026	Ahmed Ibrahim (NQSM)	Updated definitions so Trafficca & Trafficca VIC	



1. Introduction

Workforce International Group Pty Ltd (**Workforce**) is a national provider of line marking, traffic management and labour hire services.

Our Line Marking division is PCCP Certified and our Line Markers are trained to the requirements of Certificate III in Road Marking and are licenced Traffic Controllers, where required. Most of our Line Markers have more than 5 years' experience with our company and Senior Crew Leaders have over 10 years'.

We believe our people are our greatest asset and that training and education is the best way forward to ensure the work is carried out to the highest standard.

1.1 Definitions

Workforce or WIG Workforce International Group incorporating Workforce Road Services Pty Ltd, Traffic Group Australia Pty, Workforce Road Services Qld Pty Ltd, Trafficca Road Services Pty Ltd, Trafficca Road Services (VIC) Pty Ltd and Workforce Recruitment and Labour Services Pty Ltd.

The Plan or Plan This document.

HVNL Heavy Vehicle National Law

NHVR National Heavy Vehicle Regulations

CoR Chan of Responsibility

GVM Gross Vehicle Mass

1.2 Scope

This Plan applies to all companies within the Workforce International Group for HVNL Chain of Responsibility compliance. The plan identifies the duties and responsibilities of personnel and their role in the chain of responsibility. It outlines the requirements to manage the risks and legal obligations, or chain of responsibility, as outlined in the Heavy Vehicle National Law and Regulations.

1.3 General

The Chain of Responsibility requires all parties involved in the supply chain, even if they have no direct role in loading or operating a heavy vehicle, to share the responsibility for complying with this legislation.

Any party who has control in a transport operation can be held responsible and may be made legally liable for a breach of the HVNL. This includes corporate entities, directors, partners and managers who are accountable for the persons under their control.

The HVNL is overseen by the National Heavy Vehicle Regulator. State or Territory Police Officers, as well as authorised officers, are appointed to enforce offences under the HVNL.

The HVNL is supported by four (4), Heavy Vehicle National Regulations:

- Heavy Vehicle (Fatigue Management) National Regulation.
- Heavy Vehicle (General) National Regulation.
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation.
- Heavy Vehicle (Vehicle Standards) National Regulation.

The heavy vehicle laws apply to heavy vehicles over 4.5 tonnes gross vehicle mass and fatigue-regulated heavy vehicles. It does not apply to heavy vehicle activities on private roads or work areas that are not accessible to the public, however hours of work in these areas remain applicable to the calculation of working hours for the management of fatigue.

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1.4 Aim

To ensure compliance with the Heavy Vehicle National Laws. Staff should ensure that they become familiar with this document and all procedures and work instructions relating to Chain of Responsibility and the HVNL.

1.5 Target Audience

This Plan is aimed at all persons with a duty under the HVNLs – i.e. those who plan, schedule, manage or supervise work activities associated with heavy vehicle loading, unloading and transportation.

1.6 Key Hazardous Events

Work activities associated with heavy vehicle loading, unloading and transportation have the potential for the following hazardous events:

- Heavy vehicle accident due to driver fatigue or speed.
- Vehicle overload (mass, dimension, stability), causing accident on public roads.
- Poor vehicle maintenance causing accident on public road/s.

2. Common Activities

Workforce is commonly engaged in the following activities in relation to the NHVL CoR.

- Transportation of plant and equipment to and from site.
- Loading of plant and equipment.
- Scheduling operation; and
- Vehicle Maintenance.

3. Roles & Responsibilities

Under compliance and enforcement provisions, everyone in the supply chain has a duty to ensure breaches of road transport laws do not occur. All parties in the supply chain need to ensure that their actions or inactions do not contribute to or encourage breaches of road transport laws. In addition to the above there is also a duty of care to ensure the safety of the supply chain and road user.

All personnel who can influence or control transport-related activities, whether through planning, ordering, scheduling, managing, or supervising work activities associated with heavy vehicle loading, unloading, and transportation, are a party to the Chain of Responsibility.

These personnel include.

- Team Leaders
- Plant operators
- Persons loading or unloading a vehicle
- Drivers directly employed by any Workforce International Group company
- Area Managers and Supervisors
- Suppliers
- Subcontractors

3.1 Managers

- A duty to ensure as far as reasonably practicable, the safety of the party's transport activities relating to the vehicle (Primary Duty)
- Exercise due diligence
- Ensure everything reasonably practicable is done to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options
- Ensure rosters will not contribute to fatigue breaches

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- Ensure drivers are effectively trained and competent
- Ensure drivers are aware of the mass and dimension limits of their trucks
- Ensure plant is compliant with the Vehicle Standards and have a maintenance schedule
- Ensure management of non-conformances in accordance with company policies
- Ensure regular executive reporting on all HVNL issues to enable due diligence is exercised.

3.2 Maintenance Supervisors (where applicable)

- Ensure HV's are fitted with speed limiters where applicable
- Ensure plant complies with Vehicle Standards
- Ensure plant reflects prestart conditions
- Ensure plant is regularly serviced
- Ensure plant has no unauthorised modifications made.

3.3 Operations Managers, Supervisors and Coordinators

- Set realistic timelines
- Ensure everything reasonably practicable is done to ensure that drivers do not work while impaired by fatigue or drive in breach of their work or rest options
- Ensure rosters and demands will not contribute to fatigue or breaches in mass, dimension, speed or load restraint
- Ensure delays are communicated to drivers
- Manage day to day operations
- Communicate with clients in relation to daily requirements
- Ensure employees are competent
- Ensure employees are onboarded.

3.4 Safety & Compliance

- Assess HV activities
- Conduct Risk Reviews
- Routinely conduct HVNL audits on drivers
- Provide employees with necessary information, training and supervision to allow them to comply with the law
- Conduct audits on parties in the supply chain
- Manage non-conformances in accordance with company policies.

3.5 Supervisor

- Supervise staff and operations
- Ensure rosters will not contribute to fatigue breaches
- Ensure everything reasonably practicable is done to ensure that drivers do not work while impaired by fatigue or drive in breach of their work or rest options
- Engages with sub-contractors
- Notify drivers and Schedule Manager if operations will be 30 minutes or more
- Ensure operators are compliant with HVNL, mass, dimension, load restraint, speed and fatigue through observation
- Conduct compliance checks
- Facilitate toolbox meetings
- Report to Compliance Manager on HVNL
- Identify, assess, evaluate and control risks
- Manage compliance with speed, fatigue, mass, dimension, loading and vehicle standards
- Document and record actions taken to manage HVNL
- Intervene if they notice a party in the supply chain is breaching HVNL and stop the breach

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- Notify the Site Manager immediately of any non-conformances
- Supervise loading of vehicles so they comply with vehicle mass and dimension limits and the load is secured using a method that complies with the legal requirements
- Do not encourage or incentivize breaches of fatigue, speed or loading requirements
- Do not provide incorrect or incomplete information to the driver of a heavy vehicle regarding the load to be transported.

3.6 Operators (Drivers)

- Work with due care, consideration and safeguard of their own and others health and safety
- Ensure their own fitness for duty
- Do not drive a vehicle while fatigued
- Disclose any matter that may affect their own or other workers' fitness for duty
- Verify the start time does not place themselves in breach of the HVNL
- Take the required statutory rest breaks as per HVNL
- Monitor their own performance and take regular periods of rest to avoid fatigue
- Inspect their vehicle prior to start and at the end of the working day and report any mechanical faults or repairs required as soon as possible
- Complete prestart form that accurately reflects the vehicle's condition
- Ensure all loads are properly secured
- Ensure vehicle does not exceed dimension or mass limits when operating
- Ensure that any auxiliary equipment is appropriately restrained
- Practice safe and responsible driving that complies with all road rules
- Respond to changes in circumstances such as delays and communicates those delays or changes to Management
- Ensure a high standard of housekeeping
- Comply with all company and site policies and procedures.

3.7 Fleet Manager & Coordinator

- Ensure vehicles and plant are kept in a good condition
- Manage vehicle registers and maintenance requirements
- Ensure vehicles and plant are registered.
- Ensure that all insurances are current

4. Hazard Identification, Risk Assessment and Control

Workforce has a company Risk Register that identifies the required controls and is used when creating SWMS (Safe Work Method Statements) for high-risk work and SWI's (Safe Work Instructions) for work that requires methodology but is not considered high-risk work. The Risk Register is also used when undertaking risk assessments and during hazard and risk workshops to target specific requirements.

5. Consultation, Cooperation and Coordination

Arrangements for consultation, cooperation and coordination must be implemented when new work arrangements are established.

This enables all parties to work together to meet CoR requirements and to reduce WHS risks by sharing knowledge, information, experience and lessons learned with workers and others whose health and safety are directly impacted by Workforce's operations. Examples include developing documented processes to ensure that, where appropriate:

- An appointed principal contractor's documentation of CoR risks and treatments for the project are provided to subcontractors (as applicable to the scope of works they are undertaking before commencement of work).

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- Subcontractors participate in undertaking assurance activities with the principal contractor.

6. Speed Management

Workforce will issue agreements to operators which do not influence drivers to exceed the speed limit.

Workforce will issue regular reminders to operators reinforcing compliance with road rules and posted speed limits and will hold toolbox meetings with topics associated with HVNL

7. Fatigue Management

Workforce will carry out random checks of Log Sheets for their drivers of heavy vehicles to verify compliance with fatigue management requirements. The Log Sheets will be checked against manual records and compared with electronic records. Example GPS records will be compared to work diaries and timesheets and any discrepancies will be actioned as serious breach.

Operators employed by Workforce work under the Standard Hour Fatigue requirements listed in the table below, Operators are aware that if they are more than 100 kms from their base, they are required to complete a National Drivers Fatigue Diary.

Standard Hours

In any period of.	A driver must not work for more than a maximum of.	And must have the rest of that period off work with at least a minimum rest break of.
5 hours and 30 minutes	5 hours and 15 minutes	15 minutes continuous
8 hours	7 hours and 30 minutes	30 minutes in blocks of 15 continuous minutes
11 hours	10 hours	60 minutes in blocks of 15 continuous minutes
24 hours	12 hours	7 hours continuous
7 days	72 hours	24 hours continuous
14 days	144 hours	2 x days + 2 x nights consecutive

For more information refer to Workforce's Fatigue Management Policy and procedural documents.

8. Mass management

All Workforce vehicles are monitored for mass management with the use of Weighbridge scales. These scales monitor both axle group and aggregate limits. Drivers are instructed to not operate an overloaded vehicle under any circumstance. Load plans are formulated for each individual vehicle and are to be complied with at all times.



9. Load restraint

A load on a heavy vehicle must not be placed in a way that makes the vehicle unstable or unsafe and must be secured so that it is unlikely to fall or dislodge.

Workforce vehicles utilise containment as the main load restraint method however auxiliary equipment with adequate restraints may also be used. Items in the vehicle's cab, including small items on dash boards, seats and on the floor, are required to be stowed so they do not present a safety hazard.

10. Dimension compliance

Workforce advises operators that all auxiliary equipment is stored as instructed by the manufacturer when not in operation on site.

11. Maintenance / Roadworthiness

Workforce shall monitor their heavy vehicles through observation, carrying out random or risk targeted inspections and reviewing pre-start forms completed by drivers. Where a fault is identified, it is to be communicated directly to Workforce. All Workforce vehicles and plant is serviced and repaired by a qualified Heavy Vehicle Mechanic.

12. Roles of the Supply Chain

The CoR law ensures everyone who works with heavy vehicles is accountable for safety. The Roles in the supply chain are defined as follows.

12.1 Every Party Involved in the CoR

Must manage the risks and hazards that arise from the transport activities.

You must:

- identify the risks involved in your transport activities
- assess those risks
- eliminate those risks, or if they can't be completely eliminated, minimise them as much as possible.

You must not take any actions that could influence drivers and others to speed or breach the HVNL. This could include:

- direct requests or terms in a contract
- financial penalties or rewards
- preferential treatment
- any other words or actions that might cause or encourage another CoR party, or a driver, to bend the rules.

12.2 Executive Duty

The term 'executive' includes an executive officer, a manager or another person who takes part in the management of a business. It also includes a director of a company and a partner in a partnership.

If you are an executive of a business that is a party in the CoR, you have what is known as a *due diligence* duty.

As an executive, you must exercise due diligence to ensure that the business complies with its primary duty. (The duty also applies to other safety duty provisions in the HVNL.)

Exercising due diligence means:

- getting and maintaining knowledge about carrying out transport activities safely

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- understanding the nature of the business's transport activities, including the hazards and risks of those activities
- ensuring the business has, and uses, the resources needed to eliminate or minimise the hazards and risks created by its transport activities
- ensuring the business has, and uses, processes to eliminate or minimise the hazards and risks created by its transport activities - and that information about hazards, risks and incidents is received, considered and responded to quickly.

12.3 Employer

A person who employs the driver of a heavy vehicle.

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.4 Prime contractor

A person who engages a driver to drive a heavy vehicle under a contract for services

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.5 Operator

of a heavy vehicle: A person who is responsible for controlling or directing the use of a heavy vehicle.

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.6 Scheduler

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.

Responsibilities:

Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.7 Consignor

A person who engages, directly or indirectly (including through an agent or other party), a heavy vehicle operator to transport goods to a consignee using the heavy vehicle.

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Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.8 Consignee

A person who is named or identified as the intended recipient of goods, or has actually received the goods after they have been transported by heavy vehicle (but does not include a person who merely unloads the goods).

Responsibilities:

Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.9 Packer

A person who packs or assembles packaged goods on a vehicle or supervises or manages or controls such an activity

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure

12.10 Loading Manager

A person who manages or controls premises where goods are regularly loaded onto or unloaded from a heavy vehicle, or a person who is responsible for supervising, managing or controlling (directly or indirectly) activities carried out by a loader or unloader of goods at the premises.

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

12.11 Loader

A person who loads the vehicle, a freight container (whether or not it contains goods) or any container that is in or part of the vehicle, with the goods for road transport.

Responsibilities:

Mass: Heavy vehicles do not exceed mass limits.
Dimension: Loads do not extend beyond the legislated safe envelope of the vehicle.
Loading: Loads are secure.
Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.
Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

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12.12 Unloaders

A person who removes goods from a heavy vehicle that have been transported by road (including freight containers or any container that is in or part of the vehicle heavy vehicle).

Responsibilities:

Speed: Drivers do not exceed the maximum speed limit or a lower posted speed limit.

Fatigue: Drivers do not exceed permissible driving hours or drive while fatigued.

13. Loading and Unloading

There must be a safe loading and unloading zone that is identified on site. If there is not a safe loading and unloading zone, or the area is cluttered or full of other delivered products and access for loading and unloading is not possible, do not attempt to load or unload. The area must be made safe.

If there is not a designated loading and unloading zone the principal contractor must identify a safe area to load or unload.

14. Audits

Workforce will conduct random audits to ensure drivers are compliant with this Plan and HVNL. Non-conformances will be dealt with by way of a Non-Conformances Report (NCR)

15. Training

Workforce will conduct a combination of toolbox and awareness training utilising material supplied by the National Heavy Vehicle Regulator to ensure that drivers are aware of any changes to the HVNL. Additionally, drivers will be supplied a copy of the Master Code to further assist them in compliance.

Training will be considered on an individual needs basis.

See Addendum 1 – Relevant Accredited Training

See Addendum 2 – Training Matrix

16. Reporting and Management of CoR Incidents and Hazards

All incidents, including injuries, near misses, hazards and non-conformances must be reported immediately to a Workforce supervisor or manager. An Incident Report form must also be completed and submitted to the relevant Workforce depot by the completion of shift. All reported incidents are lodged in Workforce's online system where they are managed, including any investigations carried out and corrective actions created to prevent or reduce the likelihood of a reoccurrence.

It is critical to report all events to the principal contractor as soon as practicable, but not more than 24 hours after the event.

Workforce's Safety and Compliance department will review implemented corrective actions to ensure they are appropriate and satisfactorily address any issue identified.

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17. Heavy Vehicle Driver's Code of Conduct

17.1 Purpose and Objectives

This Driver Code of Conduct aims to minimise the impacts of construction traffic on transport networks and adjoining properties. The purpose of this Code is to clearly define and detail acceptable behaviour for all heavy vehicle drivers operating for Workforce.

17.2 Responsibilities of Drivers

- Drivers are to follow ALL rules and regulations required by law including:
 - Hold a current and appropriate licence for the vehicle they are operating
 - Comply with speed limits on all roads
 - Obey posted (road) load limits
 - Comply with all road works speed limits
 - Obey construction traffic signs and devices
 - NOT overload or allow vehicles to be overloaded
- Drivers are to practice safe driving and behaviour which includes, but is not limited to:
 - Driving in a manner that is appropriate with road and weather conditions
 - Not operating any machines whilst suffering from fatigue or under the influence of drugs and/or alcohol.
- Drivers must always behave in a professional manner.
- Drivers must adhere to routes nominated for any specific construction activity and consistent with the Traffic and Access Management Plan (TAMP) for that activity.
- When not on site, drivers should only park where they are legally able to do so.
- Drivers must comply with allowable work hours for project sites.
- When parking, drivers are to engage the park brake and leave the vehicle in gear. Never leave the vehicle with the engine running. Drivers leaving their vehicle must wear appropriate PPE (site standard).
- Vehicles must not transfer dirt or debris onto public roads.
- If approached by individuals with enquiries about the works, drivers are not to engage with the individual beyond providing them with Workforce's phone number.
- As a courtesy to individuals who may be impacted by driver behaviour, drivers will:
 - Not use compression braking unless it is an emergency or if deemed necessary
 - Minimise idling
 - Ensure that there is no littering
 - Remain calm and courteous when in contact with other members of the public
 - Maintain trucks in good working order and a clean and tidy condition.

18. Safety & Compliance Rules

Workforce management systems are designed to direct management, employees, suppliers and subcontractors to the process and procedures that will assist in providing a workplace where they can fulfil their task-based activities without work-related health effects or harm to the environment and the community.

Workforce recognises that these goals will only be attained through learning from own experiences and developing our employees to industry best practice.

Foundation Rules

If a task can't be carried out safely – we will always **STOP** until it can be done without harming anyone. We will:

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- Take responsibility for our own safety and the safety of our work mates
- Assess the risks associated with each task and plan accordingly
- Make sure we are competent to perform the task
- Ensure we stop work if it is unsafe
- Report all hazards, incidents, injuries and near misses
- Wear and use appropriate personal protective equipment.

Workforce believes that:

- No objective will come before health, safety and the environment
- All injuries are preventable
- All individuals involved in work activities must have the appropriate knowledge, skills and equipment to assess and manage hazards and work safety
- Through the application of hazard identification and effective risk management, we can achieve incident and injury free workplaces.

Workforce commits to focusing on a safety management system that includes but is not limited to HVNL and the key areas of:

- Fatigue
- Mass
- Dimension
- Load restraint
- Speed
- Vehicle standards.

This Heavy Vehicle Management Plan promotes the following understanding:

- Through the application of the HVNL CoR Plan, effective supervision, the development of our employees and open communication, we can implement practical solutions for the management of HVNL.
- Through the risk management process of hazard identification, risk assessment and the appropriate controls, risk can be lowered to reasonable and practicable levels.

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19. HVNL CoR Risk Register

CoR Compliance Categories	Hazards	Risks	CoR Obligations	Risk Control Measures
Vehicle Operations - Vehicle Standards	Heavy vehicle standards not being met and maintained.	Increase in heavy vehicle incidents and breakdowns. Road traffic accidents/incidents. Traffic congestion. Fatality or serious personal injury. Vehicle and property damage.	Apply and maintain the prescribed heavy vehicle standards. No person must use, or permit to be used, on a road a heavy vehicle that is unsafe. All operators and drivers to ensure that their vehicle is safe for use on a road. Un-roadworthy and/or unsafe on road heavy vehicles to be removed from service.	Current RMS roadworthy Certification All requirements of vehicle registration are maintained. Comply with Heavy Vehicle (Vehicle Standards) National Regulation. Selection of experienced and competent drivers Ensure drivers complete a pre-start prior and at the end of each working day. Report any issues immediately. Engage reputable company. Ensure sub-contractors supply a HVNL CoR Plan as part of onboarding process.
Vehicle Operations - Load Restraint and Stability	Unsecured loads affecting the stability of vehicles and loads.	Unplanned movement of load during transport including. Loose materials falling from heavy vehicles. Rocks ejected from dual wheels. Fatality or serious personal injury. Vehicle rollover because of a load or part of a load moving Loose items in cab becoming a hazard.	Drivers and operators understand their loading obligations. CoR parties meet their obligation to take all reasonably practicable steps to ensure that the driver does not commit a loading or load restraint offence.	NTC (National Transport Commission) Load Restraint Guide applied. Inspections for loose or wedged materials before leaving site. Ensuring all loads are adequately restrained prior to transport Load Plans.
Driver - Fatigue Management	Road Registered Truck Drivers succumbing to fatigue and health issues that affect the state of alertness and well-being of workers crashes and serious injury on our road networks.	Unable to perform work safely. Lack of ability to understand or comprehend instructions or road rules. Erratic driver behaviour Risk of serious injury and illness to the public, themselves and others. Property damage Poor worker morale Vehicle collision.	All heavy vehicle drivers of fatigue-regulated heavy vehicles have been trained in fatigue management. Prescribed rest breaks are taken at the required intervals and records are made. Drivers, operators and other offroad parties develop work arrangements that consider the effects of fatigue and implement flexible and effective procedures to manage fatigue. Take all reasonably practicable steps to ensure that the driver does not drive while impaired by fatigue or commit any other fatigue offence.	Fatigue Management Heavy Vehicle Drive Code of Conduct Heavy vehicle drivers trained in fatigue management. Verify drivers are taking rest breaks through IVMS and load/run sheets. Investigate demographics of drivers to ensure no excessive travel time to and from work. Regular audits of records to ensure the records are accurate when compared against each other.



CoR Compliance Categories	Hazards	Risks	CoR Obligations	Risk Control Measures
Vehicle operations - Speeding	Excessive speed contributes to in road fatalities involving heavy vehicles.	Road traffic accidents/incidents. Fatality or serious personal injury. Vehicle and property damage	Speed limiters fitted to heavy vehicles are operational All heavy vehicle drivers to obey posted speed limits Drive at a safe speed for the prevailing conditions. CoR parties are to ensure that the driver does not commit a speeding offence. Poor business practices often result in either speeding and/or or fatigue breaches.	Heavy Vehicle Drive Code of Conduct Speed limiters installed, set and inspected Heavy vehicle and driver management system fitted to provide over speed alerts and back to base warnings for excessive over speed. Preferring vehicles that have the latest technology systems that promote compliance such as Heavy vehicle electronic tracking system in place and monitored daily.
Vehicle Operations – Mass Requirements	Mechanical failure of heavy vehicles. Overloading wheels/axles Damage to plant, and roads.	Impact on public infrastructure. Increased severity of vehicle incidents. Mass can also be an issue in vehicle stability leading to rollover. Poorly restrained and distributed load can result in pavement impacts.	Drivers and operators to understand their mass compliance obligations and operate to mass limits on the roads. Drivers not to load over the legal load marking on the visible hose. Drivers and operators stay within mass limits on the roads and routes approved for those vehicles and masses to protect the asset Take all reasonably practicable steps to ensure that the driver does not commit a mass offence.	Utilising weighbridges to formulate load plans for each vehicle Communicate to drivers under no circumstance is a load be loaded if the driver is unaware of mass limits of vehicle and load mass Utilise vehicle load plans

20. Suppliers and sub-contractors

Suppliers and subcontractors will be required to adhere to the Workforce CoR Management Plan. When reasonably practicable the management plan will be sent to the supplier prior to the supplier attending the site.



Chain of Responsibility Policy

Under the *Heavy Vehicle National Law* (HVNL), all parties who have control or influence over transport tasks must comply with Chain of Responsibility (CoR) obligations. These are shared obligations and all parties in the road transport supply chain are responsible for preventing breaches. Anybody, not just the driver, who has control over a transport task can be held accountable and may be legally liable.

The CoR laws mean the *Heavy Vehicle National Law* and *Regulations* and any other similar laws in any State/Territory. The CoR laws encompass heavy vehicle mass, dimension, load restraint, speeding, fatigue and vehicle maintenance requirements. The laws apply to the movement of any cargo by heavy vehicle, which is any vehicle with a Gross Vehicle Mass of 4.5 tonnes or more.

With safety as its primary concern, Workforce International Group (WIG) requires all parties in the supply chain to take all reasonable steps to prevent breaches of mass, dimension, loading, speed and fatigue laws, and to ensure that their actions, inactions or demands do not contribute to, or encourage, breaches of the HVNL.

To assist with the management of CoR requirements, WIG has implemented policies, procedures and processes, including:

- Induction Handbooks for workers;
- Safe Work Method Statements (SWMS) and Work Instructions;
- In Vehicle Monitoring Systems (IVMS) to monitor driver behaviour;
- Fit for Work policies and procedures incorporating Drug & Alcohol testing and Fatigue Management requirements that aim to prevent unacceptable levels of fatigue;
- Vehicle and Fleet Management Procedures.

To comply with CoR laws WIG requires all parties within the supply chain to ensure that:

- Any load placed on a heavy vehicle must not exceed the relevant mass limits for that vehicle.
- No heavy vehicle (including any load) exceeds the prescribed width, height, length or overhang limits for that vehicle.
- A load on a heavy vehicle must not be placed in a way that makes the vehicle unstable or unsafe and must be secured so it's unlikely to fall or dislodge from the vehicle.
- No driver can drive and no person can request a driver to drive if to do so would result in the driver breaking the applicable speed limits.
- No driver can drive and no person can request a driver to drive if to do so would result in the driver breaching their applicable work/rest hours limits or fatigue management requirements.
- Any vehicle used to carry road cargo must meet Australian design standards and be maintained in a roadworthy state. Drivers and those responsible for a vehicle must ensure that proper and routine inspections are carried out and any necessary maintenance and repairs are conducted.

WIG Managers and supervisors are responsible for monitoring and enforcing CoR requirements with their workers, suppliers and clients, and reporting any suspected breaches of CoR to the Safety & Compliance Department. Upon becoming aware of any suspected breach, WIG will notify the person/organisation responsible and may report the breach to the relevant authority if immediate steps to rectify the breach are not taken.

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21. Addendum 1 - Relevant Accredited Training

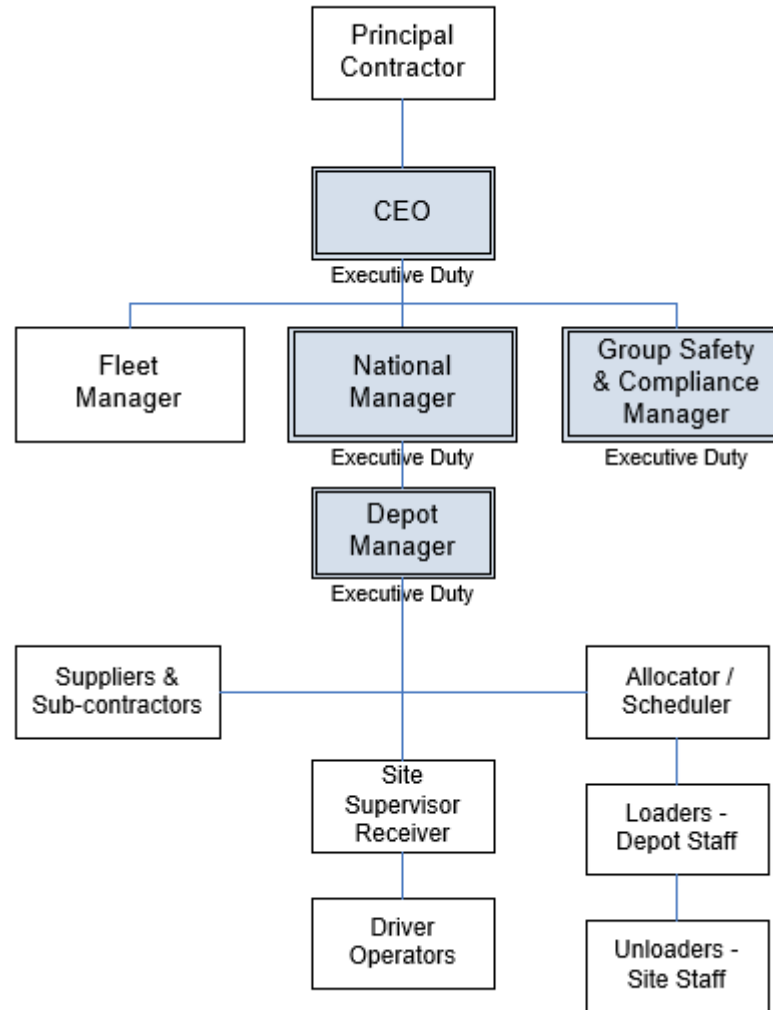
Chain of Responsibility Level 1 TLIF2092A	This is an accredited course as outlined in the Unit of Competency TLIF2092A and teaches skills & knowledge required to identify, apply & follow Chain of Responsibility Regulations	YES	Supervisors and Team Leaders that influence the supply chain and schedulers	4 to 6 hours	E Learning Online	Quiz Verbal Practical
Chain of Responsibility Level 2 TLIF3093A	This accredited course relates to implementing Chain of Responsibility regulations. It includes identifying and interpreting relevant regulations; and reviewing operations in line with NHVL	YES	Managers and Senior Managers that influence the supply chain	1 day plus 4-5 hours Practical	Face to Face	Quiz Verbal Practical
Chain of Responsibility Level 3 TLIF4094A	This accredited course relates to implementing Chain of Responsibility regulations through assessment of your business requirements, development and validation of policies, procedures and tools.	YES	Senior Management that influence Policies, Procedures and risk within the supply chain	1 day plus 4-5 hours Practical	Face to Face	Quiz Verbal Practical
Fatigue Management TLIF2010A	Accredited course relating specifically to Fatigue Management strategies and recognising fatigue, for persons who operate using BFM or AFM hours.	YES	Scheduler Load Manager Driver	4 hours	E Learning Online	Quiz Practical
Administer the implementation of fatigue management strategies TLIF3063A	Accredited course relating specifically to the duties of the scheduler who schedules work for drivers who are operating under BFM hours or AFM hours.	YES	Scheduler			
Loading and Unloading TLID2004A	Accredited course relating specifically to the loading and unloading of materials and cargo	YES	Packer / Loader / Load Manager / Driver	4 to 6 hours	E Learning Online Video	Quiz Practical Observation

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22. Addendum 2 - Training Matrix

Course	Consignee / Consignor	Scheduler	Loader / Unloader	Loading Manager	Packer	Driver	Team Leader	Manager	Senior Manager
Introduction to Chain of Responsibility	X		X	X	X	X			
Chain of Responsibility Level 1 TLIF2092A		X					X		
Chain of Responsibility Level 2 TLIF3093A								X	
Chain of Responsibility Level 3 TLIF4094A									X
Fatigue Management TLIF2010A				X		X			
Loading and Unloading TLID2004A			X	X		X			
Administer the implementation of fatigue management strategies TLIF3063A		X					X	X	X

23. Addendum 3 - CoR Organisational Chart



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