Employer, Prime Contractor and Operator compliance checklist

	Yes	No	NA
Speeding – Risk types and control measures **Have you:**			
Conducted a risk assessment of your speed compliance obligations	☐	☐	☐
Documented your speed management and assurance policy and procedures including the control measures implemented	☐	☐	☐
Confirmed that drivers hold the appropriate licence/classification to drive the suitable heavy vehicles	☐	☐	☐
Made sure that the terms of consignment, contracts and agreements do not contain rate structures or incentives (for early delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage the driver to exceed the speed limit	☐	☐	☐
A system in place to be alerted as to when consignment arrangements are identified as having the potential to cause a driver to speed and take remedial action	☐	☐	☐
Planned schedules with appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	☐	☐	☐
Adjusted and/or managed changes to schedules including delays so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	☐	☐	☐
A system in place to monitor drivers speed and is it reviewed regularly	☐	☐	☐
A system in place to report on vehicles exceeding the speed limit and a procedure outlining the action needed to address any speeding breaches	☐	☐	☐
Measured the accuracy of speed data and implement remedial actions when inaccuracies are detected	☐	☐	☐
Checked and confirmed that heavy vehicles that are fitted with fit for purpose, maintained, calibrated, speed limiting devices and that these have not been adjusted or tampered with	☐	☐	☐
Obtained an explanation from other parties' on how speed is managed within their business	☐	☐	☐
Monitored the effectiveness of other parties' speed management systems and adherence to speed management practices	☐	☐	☐
Fatigue – Risk types and control measures **Have you:**			
Conducted a risk assessment of your fatigue management obligations under the HVNL	☐	☐	☐
Document your fatigue management and assurance policies and procedures that outline the control measures implemented	☐	☐	☐
Ensured terms of consignment, contracts and agreements do not contain rate structures or incentives (for early delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage the driver to drive whilst fatigued or breach their work/rest hours	☐	☐	☐
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to drive while impaired by fatigue or breach their work/rest hours	☐	☐	☐
Monitored drivers fatigue levels, work and rest times (in real time if possible) and reviewed regularly for effectiveness and accuracy	☐	☐	☐
Assisted drivers to self-manage fatigue and other persons to aid the welfare of drivers	☐	☐	☐
Empowered employees to act if impaired by fatigue	☐	☐	☐
Assessed the fatigue of the driver, before, during and after driving duties	☐	☐	☐

	Yes	No	NA
Monitored the effectiveness of other parties' fatigue management systems and adherence to fatigue management practices	☐	☐	☐
Had drivers regularly receive medical checks at prescribed intervals, including drug and alcohol testing and are provided with education, advice and resources to manage their personal health and wellbeing, both physical and mental	☐	☐	☐
Regularly checked and verified drivers are fit to drive, both physically and mentally fit and not affected by drugs or alcohol or both. For example: • A driver declaration of fitness for duty - a signed checklist completed by drivers declaring they are fit to drive and as such are feeling okay, have had sufficient rest, have sufficient hours to perform the task, are not impaired by drugs or alcohol etc. • A check in process including a thorough visual observation of the driver by a Supervisor or other nominated person to confirm the driver is fit to drive to the best of their knowledge and training • A fitness for duty assessment sheet - some simple questions that a driver can be asked before commencing work • Regular drug and alcohol testing programs including random testing where practicable	☐	☐	☐
Planned schedules with appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours.	☐	☐	☐
Managed changes to schedules including delays so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours	☐	☐	☐
Ensured rosters (schedules of the driver's work and rest times) are planned with appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours	☐	☐	☐
Consulted with other parties as relevant in the planning of journeys and pick-up and delivery times	☐	☐	☐
Obtained an explanation from other parties' on how fatigue is managed within their business	☐	☐	☐
Mass, Dimension and Loading – Risk types and control measures **Have you:**			
Conducted a risk assessment of your mass, dimension and loading obligations under the HVNL	☐	☐	☐
Documented your mass, dimension and loading management and assurance policies and procedures that outline the control measures implemented	☐	☐	☐
Ensured terms of consignment, contracts and agreements do not contain rate structures or incentives or associated performance measures that may reward or encourage parties or the driver to breach mass, dimension and loading requirements directly or indirectly	☐	☐	☐
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to breach mass, dimension and loading requirements	☐	☐	☐
Obtained an explanation from other parties' on how mass, dimension and loading requirements are managed within their business	☐	☐	☐
Monitored the effectiveness of other parties' mass, dimension and loading systems and adherence to mass, dimension and loading practices	☐	☐	☐
Scheduled vehicles or combinations that have the capability, capacity and equipment to match the mass, dimension and loading requirements, including mass management accreditation schemes, mass and dimension permits, access permits or dangerous goods requirements i.e. the vehicle or combination is fit for purpose	☐	☐	☐
Identified the gross and axle weights, dimension and loading requirements, applicable to each vehicle or combination and communicate the same to relevant parties in the supply chain	☐	☐	☐
Provided drivers with accurate load weights and dimensions prior to or at the point of loading	☐	☐	☐
Verified and review the accuracy of weights and dimensions provided and a means to address any discrepancies	☐	☐	☐

	Yes	No	NA
Measure load weights and monitor compliance with gross and axle/axle group mass limits, container maximum limit (for containerised goods) – e.g. • access to onsite or offsite weighbridges, for heavier/larger or unevenly distributed loads that may be required to be weighed prior to every journey, • use of vehicles or combinations or loading equipment fitted with on-board scales, • cubic capacities and waterlines for contained, evenly distributed or lighter weight loads, • sampling programs for loads that are consistent in type and frequency, • calculations or modelling of mass (based on batch weights) etc. Note: For some of these methods an initial verification of physically weighing the load may be required to confirm compliance.	☐	☐	☐
Ensure accuracy of positioning and distribution of the load, including its stability, in accordance with loading instructions	☐	☐	☐
Communicate load positioning to drivers, consignors and loaders	☐	☐	☐
Verify the transport of dangerous goods is undertaken per the requirements of the Australian Dangerous Goods Code (refer separate legislation) – if a dangerous goods class label is present, there may be specific loading and load restraint requirements	☐	☐	☐
Verify loads are placed, secured and restrained to withstand the forces specified in the Performance Standards in the NTC Load Restraint Guide, for example: • For advice on specific load types refer to the Loads module in the NTC Load Restraint Guide. It should also be noted that load restraint applies to restraint of goods within freight containers • For tie-down restraint, work out how much load restraint you need using the Working Out Load Restraint module and tie-down lashing tables in the NTC Load Restraint Guide • For direct restraint, to determine what strength lashings you need use the Working Out Load Restraint module or load tables in the NTC Load Restraint Guide • Note: if required, have an appropriately skilled, experienced and qualified person (e.g. a certified engineer) certify the load restraint system used as per the Certification and Technical Advice modules in the NTC Load Restraint Guide • For non-specific or specialised load types (e.g. large, heavy or awkwardly shaped items or prefabricated components that are difficult to load and restrain) have a certified engineer design and select the load restraint system used, or as applicable refer to certified load restraint systems provided by other supply chain parties e.g. industry specific load restraint guidelines.	☐	☐	☐
Check equipment used in the loading process, including mass management (e.g. scales) and load restraint (e.g. lashings etc.), is fit for purpose, regularly inspected and maintained, or calibrated as required	☐	☐	☐
Maintain mass, dimension and loading requirements during pick-up and delivery of part loads and in transit i.e. compliance with axle weights, vehicle and load stability, and proper restraint	☐	☐	☐
Check route permits and conditions will be met prior to a journey commencing and notification to relevant supply chain parties	☐	☐	☐
Monitor mass, dimension and loading requirements and reviewed regularly for both inbound and outbound loads	☐	☐	☐
Vehicle Standards – Risk types and control measures **Have you:**			
Conducted a risk assessment of your vehicle standards obligations under the HVNL	☐	☐	☐
Documented your vehicle standards management and assurance policies and procedures that outline the control measures implemented	☐	☐	☐

	Yes	No	NA
Confirmed heavy vehicles and combinations are registered and meet the heavy vehicle standards applying to the vehicle and its components	☐	☐	☐
Ensured terms of consignment, contracts and agreements do not reward or encourage a party in the Chain of Responsibility to operate vehicles that are unsafe or defective	☐	☐	☐
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to operate an unsafe or defective vehicle	☐	☐	☐
Inspected and recorded, corrected and reviewed the effectiveness of any findings from inspections of heavy vehicles	☐	☐	☐
Reported and prioritised, repaired and reviewed the effectiveness of any faults reported	☐	☐	☐
Assessed faults for severity, track their correction or monitor until rectified	☐	☐	☐
Created a preventative maintenance program including regular servicing of vehicles, components and equipment	☐	☐	☐
Confirmed the vehicle is fit for use and identify a vehicle that is unsafe before operation	☐	☐	☐
Recorded and reported any unsafe vehicles, faults or defects before, during or after operation (as soon as possible)	☐	☐	☐
Identified a vehicle that does not comply with heavy vehicle standards and prevent any non-compliant or faulty vehicle from being used by a driver	☐	☐	☐
Obtained an explanation from other parties' on how vehicle standards requirements, maintenance and repairs, are managed within their business	☐	☐	☐
Monitored the effectiveness of other parties' vehicle standards systems and adherence to vehicle standards practices	☐	☐	☐