



Training & Education

SM 4.3.1 DRIVER OPERATIONS: ON SITE...

4.3 Other Policies & Procedures

PARKING: Observe all Transport & Main Roads laws & signage regarding parking. Observe all work site instructions in regards parking rules. Parking fines will not be paid by Hawgood Haulage. ALWAYS APPLY AIR BRAKES WHEN LEAVING VEHICLE.



VEHICLE SECURITY: Ensure the vehicle is locked when parked at any site other than the Hawgood Haulage workshop. Be vigilant with key storage and security and that vehicle maxi brakes are applied.

MAXI BRAKES: Leaving the maxi brakes off is a serious breach of safety: remember to apply these in any situation where you leave the cab of the vehicle.

**DOOR ALARMS ARE
FITTED TO ALL
VEHICLES TO
REMIN YOU TO
APPLY THE AIR
BRAKES
WHENEVER YOU
LEAVE THE
VEHICLE**



PROTECTION SYSTEMS: Hoisting/Hydraulic – in case of hose malfunction, vehicles are fitted with Body Props and/or Anti Burst valves for working on unloaded trailers.



LOADING & UNLOADING: Drivers are to remain in vehicles at all times during loading and unloading. Communication is by radio to the loader drivers. Give direction regarding distribution and load limits to ensure your vehicle is gross mass and axle weight compliant.

EXCLUSION ZONES: Some worksites have very strict protocol regarding exclusion zones during loading/unloading. Ensure you are familiar with each site's procedures – refer to your Driver Reference Manual.



TAILGATES: HH vehicles have air operated tailgates with warning labels attached. Drivers need to keep well away from tailgates during operation of air rams.



LOAD COVERAGE: Electric tarps are fitted to all trailers. These are to be operated from within the cab or at ground level. If your electric tarp has a remote control – please take care of it: do not take it to another vehicle. All loads must be tarped prior to leaving the loading sites.

NOISE LEVELS: Be aware that truck and machinery noise can cause long term damage to your hearing. Limit unnecessary exposure by turning off engines where possible. When using tools, use the ear plugs/muffs provided in the workshop PPE area.



SUN EXPOSURE: Be sunsafe: sunscreen is available in the Driver Office area. Wear long sleeved shirts and sunglasses as much as possible and on any worksites where long sleeved shirts are deemed compulsory. Drivers' faces, forearms and back of hands are particularly prone to sun damage.

CONTRACTOR WORK SITES: Closely follow all worksite rules, regulations and requests as per your Site Induction Training, signage or memos. Due to the liability involved in Safety Management, Companies for whom we work will have zero tolerance for contractors either not complying or being ignorant of the correct procedures. In most cases, this means dismissal from the worksite – likely to be permanent. IT IS IN YOUR INTERESTS (AND OURS) FOR YOU TO BE COURTEOUS & COOPERATIVE... even when the circumstances may appear unjust.



PROFESSIONAL PRESENTATION & CONDUCT: Please present to work and on other worksites showing due care and professionalism. It is not acceptable to represent Hawgood Haulage looking unclean or untidy. Please ensure your workwear is not unduly faded, stained, ripped or missing buttons. Consider drip drying your workwear to keep ironing needs to a minimum.

Conduct yourself in a professional manner, not only in the way you drive, but also in your behaviour and conversation. Try not to be drawn into gossip or voicing opinions about other drivers or companies. Our business operations & conditions of employment are not anyone's business but our own. If you are questioned about this, direct the other party to contact Hawgood Haulage Management.



HAZARD REPORTING: Hazard reporting forms are available in the Driver Office area. Please use these to bring any safety hazards to the attention of Management or the Safety Officer. Reporting hazards is to the benefit of all HH staff and is welcomed by Management.

