

1. **SCHEDULING & ROSTERING.** *Scheduling of individual trips and rostering of drivers are to be in accordance with limits prescribed in legislation. Scheduling and rostering practices are to ensure all trip schedules and driver rosters are planned and assigned in compliance with the legislated operating limits taking into account the transport task, and time for the transport task to be completed safely.*

<b>ADMINISTRATION/MANAGEMENT are to ensure that:</b>	<b>SCHEDULER is responsible for ensuring:</b>	<b>BFM DRIVERS will:</b>
<ul style="list-style-type: none"> <li>All Timesheets are crossed checked with the HH BFM Safe Driving Plan</li> <li>Only BFM certified drivers are authorised to operate under HH BFM programs</li> <li>Any non-conformances will be immediately notified to the scheduler and a non-conformance warning notice issued directly to the infringing driver (or scheduler)</li> </ul>	<ul style="list-style-type: none"> <li>Schedules and Rosters are given to administration upon driver being assigned to a BFM role and recorded in HH BFM Driver Monthly Schedule and Rosters.</li> <li>Administration is notified of any alterations of trip schedules as required.</li> <li>Drivers returning from leave will have 48 hours rest prior to being available for HH BFM Rosters.</li> <li>Drivers are consulted prior to being rostered on, in any HH BFM work.</li> <li>sufficient notice is given in regards to the specifics of the BFM work being managed.</li> <li>All schedules and rosters meet BFM Standards prior to any HH Drivers being assigned to a load(s).</li> <li>a driver working under BFM for an extended period of time (E.G grain harvest) has the workload assessed, adjusted and re-issued with a new Safe Driving Plan at a minimum of every 7 days or as required to accommodate any changes to working conditions</li> </ul>	<ul style="list-style-type: none"> <li>complete the Driver Daily Timesheet in compliance with NHVR BFM work and rest requirements.</li> <li>Submit timesheets to administration within 3 working days of their return to head office.</li> </ul>

EMPLOYEE'S NAME: \_\_\_\_\_ BFM ROLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

2. **FITNESS FOR DUTY:** Drivers must be in a fit state to safely perform required duties and meet the specified medical requirements. A system must be developed to ensure that drivers are in a fit state for work and can perform work duties safely.

<b>ADMINISTRATION/MANAGEMENT: are responsible for ensuring that:</b>	<b>SCHEDULER is responsible for ensuring:</b>	<b>BFM DRIVERS will:</b>
<ul style="list-style-type: none"> <li>• policies &amp; procedures are implemented and reviewed to ensure HH drivers are fit for work.</li> <li>• critical dates are incorporated into a reminder system that will give drivers one-month notice when these assessments need to be renewed.</li> <li>• drivers are assessed as being “fit to drive” a heavy vehicle by a medical practitioner according to the Assessing Fitness to Drive by Austroads (or equivalent document approved by the Australian Transport Council). The examination must include an assessment to detect drivers in the high-risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three (3) years for drivers aged 49 or under, and yearly for drivers aged 50 or over.</li> </ul>	<ul style="list-style-type: none"> <li>• A reminder text is sent to all rostered drivers 24 hours prior to their scheduled departure time, to remind them of standards and the key points for them to be fit for duty</li> <li>• all medical advice given to its drivers from health care professions are taken into consideration prior and during rostered periods.</li> <li>• a leader driver is nominated in two-up driving operations within its BFM. Both drivers will be issued with their Safe Driving Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• have supplied an up to date ‘Assessing Fitness to Drive’ by Austroads from the medical practitioner nominated by HH.</li> <li>• respond to the BFM standards and Fitness for Duty Text to confirm whether they are fit or unfit for duty prior to departure.</li> <li>• complete the BFM Fitness for Duty Check list prior to departure. It is to be submitted with their daily time sheet on their return.</li> </ul>

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- 3. *FATIGUE KNOWLEDGE & AWARENESS*** : All personnel involved in the management, operation, administration, participation and verification of the Basic Fatigue Management system can demonstrate competence in fatigue knowledge relevant to their position. Fatigue knowledge and awareness is essential to ensure all employees (including managers), who are involved in the fatigue management system understand fatigue management issues and have the knowledge and skills to practice fatigue management and to comply with the operator's fatigue management system.

<b><i>ADMINISTRATION/MANAGEMENT: are responsible for ensuring that:</i></b>	<b><i>SCHEDULER is responsible for ensuring:</i></b>	<b><i>BFM DRIVERS will:</i></b>
<ul style="list-style-type: none"> <li>all staff and drivers involved in HH BFM have been inducted and have received a copy of the HH BFM Summary of policies</li> <li>All staff and personnel in the chain of responsibility with regards to HH BFM:               <ul style="list-style-type: none"> <li>have been inducted and updated of all HH BFM processes.</li> <li>have completed and passed a recognised Basic Fatigue Management questionnaire in respect to the roles involved in HH BFM.</li> </ul> </li> <li>All relevant staff complete an Annual Basic Fatigue Management Review and self-assessment</li> <li>Any non conformances are address and corrective training be actioned as a priority.</li> <li>All relevant staff are kept up to date with key qualification and dates of expiry through issue of a reminder notification.</li> </ul>	<ul style="list-style-type: none"> <li>they have completed and passed a recognised Scheduler module in Basic Fatigue Management.</li> <li>Approving the competency of employees within the Basic Fatigue Management prior to any role undertaken in HH BFM.</li> </ul>	<ul style="list-style-type: none"> <li>complete and pass a recognised Driver Basic Management Questionnaire/Accreditation material.</li> </ul>

EMPLOYEE'S NAME: \_\_\_\_\_ BFM ROLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

4. **RESPONSIBILITIES:** The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the BFM option are current, clearly defined and documented and carried out accordingly. The compliant operation of the BFM option is dependent on all relevant personnel knowing and fulfilling their responsibilities to ensure that the requirements of the Basic Fatigue Management standards are met.

<b><i>DIRECTORS/ADMINISTRATION: The Management team of HH will ensure that:</i></b>	<b><i>SCHEDULER: is responsible for:</i></b>	<b><i>BFM DRIVERS are:</i></b>
<ul style="list-style-type: none"> <li>all staff involved in Hawgood Haulage BFM have read and signed the Fatigue Awareness document and kept in their employment records.</li> <li>documentation processes are compliant with its Basic Fatigue Management Manual at all times. This includes: Quarterly compliance review, annual self-assessment and issuing non-conformance notices.</li> <li>all drivers involved in the Basic Fatigue Management program are adequately qualified to do so.</li> <li>Relevant driver documentation is maintained and updated (including BFM certification) This includes but is not limited to: Induction, verification and recording qualification documents, refresher training, issuing non-conformance notices and providing support training when necessary.</li> <li>drivers and schedulers are kept informed of any updated or changes to relevant laws or regulations relating to the NHVR BFM program.</li> <li>facilitating corrective and preventative training.</li> </ul>	<ul style="list-style-type: none"> <li>Completing the Safe to Drive Plan in compliance with BFM work and rest requirements and submitting them to the driver and administration 2 days prior to the Basic Fatigue Managed. They are also expected to operate within the relevant laws of the states and territories roads and sites of operations.</li> <li>Liaising with administration at the start and end of each month to complete the HH Sign In and Out Register.</li> <li>Monitoring sign in/out register in months the BFM program is only used sporadically. The scheduler is to sign out of the program at the end of each scheduled journey. Upon next journey, the scheduler is to sign back into the BFM program.</li> <li>taking a safety-first approach to all work for HH.</li> </ul>	<ul style="list-style-type: none"> <li>expected to operate within the relevant laws of the states and territories roads and sites of operations.</li> <li>responsible for ensuring that they are abiding by the company policies and regulations set out to them.</li> <li>required to notify the scheduler and administration staff as soon as possible, if they are unable to comply with any of the responsibilities set out for them.</li> <li>to complete the driver daily timesheet in compliance with BFM work and rest requirements and submit them to the administration within 3 working days if their return to head office.</li> <li>to supply all relevant qualifications, documentation, medical and traffic history as requested by their employer and before part taking in any journeys scheduled under the HH BFM program.</li> <li>responsible for reporting all incidents, near misses and accidents.</li> <li>are expected to take a safety-first approach to all work for HH.</li> </ul>

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5. **INTERNAL REVIEW:** *An internal review system is implemented to identify non-compliances and verify that the activities comply with the Basic Fatigue Management standards and the operator's fatigue management system. The internal review process is an essential management tool that checks that procedures are being followed and indicates how the Basic Fatigue Management option is working. Fundamental to the management of the fatigue risk is the capacity of the Basic Fatigue Management option system to assess fatigue risk and to identify, report and investigate incidents of non-compliance with the Basic Fatigue Management Standards and take the necessary corrective action.*

**DIRECTORS/ADMINISTRATION: The Management team of HH will ensure that:**

- a third party appointed (where possible) to conduct an internal review annually in September. The objective of this review is to verify whether induction, training, and reporting processes are compliant with our Basic Fatigue Management Manual and reflect the most recent and relevant laws and regulations surrounding BFM
- necessary modifications are identified that will improve the Basic Fatigue Management systems and processes. Findings and recommendations will be reported/endorsed by the Directors so that the appropriate modifications/training can be implemented.
- the criteria outlined in the National Heavy Vehicle Accreditation Scheme Standards will be used as guidelines for the review process:
  - Quarterly Internal review procedures.
  - An annual review will be actioned in **September** every year
  - An internal reviewer that is independent of the activity being reviewed, where practical.
  - A documented method to identify and correct all non-conformances detected from all sources to sure the incidents are not repeated.
  - Documented non-conformances and the action taken to correct them
  - Record of any changes to documents and procedures and that the original documents and procedures have been kept for external audit purposes.
  - All incidences will be investigated to see if fatigue was a contributing factor

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- 6. RECORDS & DOCUMENTATION:** *The operator will implement, authorise, maintain and review documented policies and procedures that ensure the management, performance and verification of the Basic Fatigue Management option in accordance with the standards. This standard requires a system to manage and maintain records that relate to the requirements of the Basic Fatigue Management standards. Documented evidence must be maintained to demonstrate the level of compliance with the Basic Fatigue Management standards.*

<b><i>DIRECTORS/ADMINISTRATION: The Management team of HH will ensure that:</i></b>	<b><i>SCHEDULER: is responsible for:</i></b>	<b><i>BFM DRIVERS are:</i></b>
<ul style="list-style-type: none"> <li>all HH Basic Fatigue Management policies, procedures, instructions and forms are available in HH office and will be supplied in the drivers document box reference area.</li> <li>all HH Basic Fatigue Management files are stored in monthly batches and held on record for 3 years on site (Under Fatigue Law documentation required to be held for 5 years)</li> <li>drivers registered for its Basic Fatigue Management driver files are checked prior to being assigned on each Basic Fatigue Management Assignment.</li> <li>all actions within HH Basic Fatigue Management process comply with the manual and any alterations to this process must be authorised and signed off by management and scheduler prior to training and implementation.</li> <li>the yellow copy of the drivers daily Logbook remains the property of HH for all drivers operating under HH Basic Fatigue Managements Program.</li> </ul>	<ul style="list-style-type: none"> <li>submitting a compliant signed copy of the Safe Driving Plan to administration prior to the driver's departure</li> </ul>	<ul style="list-style-type: none"> <li>to submit their driver daily time sheet for each day they were rostered into basic fatigue management duties within 72 hours on their return to head office or assignment to administration.</li> </ul>

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