

National Heavy Vehicle Accreditation Scheme

BASIC FATIGUE MANAGEMENT MANUAL

FOR

HAWGOOD HAULAGE PTY LTD

ABN: 69 304 269 026



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Opening Statement

Hawgood Haulage Pty Ltd (HH) have developed this manual to comply with the Basic Fatigue Management standard issued by the National Heavy Vehicle Accreditation Scheme. To ensure the safety and best practice is applied to all aspects operation and clear process to clarify each party's role in the chain of responsibility.

HH recording processes are designed to monitor all required aspects of Basic Fatigue Management Accreditation to ensure any issues are addressed in a prompt, professional and efficient manner. HH will also continue to improve systems and work flows which will be documented in this manual with respective amendments.

- **ADM3.6** ***Basic Fatigue Management Accreditation Letter V.1***
- **BFAR18** ***Amendment of Records Register V.1***

Basic Fatigue Management Manual Management

Circulation

- This manual and any amendments will be approved by the Directors before being circulated and communicated to the respective employees.
- The nominated staff will be responsible for the distribution and training of this manual and any of the approved amendments.
- Copies of this manual are on hand and available to all Management and staff at all times.

Company Details

Business Name: Hawgood Haulage Pty Ltd
Type of Business: Heavy Haulage
ABN: 69 304 269 026
Business Address: 227 Elliott Road Banyo QLD 4014
Postal Address: 1 Forrest Street Nudgee QLD 4014
Directors: Nicoli Hawgood / Zane Hawgood
Responsible person: Sophia Hawgood
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Email: rhawgood@optusnet.com.au

General Understanding and Commitment

- HH looks to achieve best practice by Directors and in all aspects of its operations and administration.
- HH will comply with the QLD Workers Compensation & Rehabilitation Act 2003
 - <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2003-027>
- HH induction procedures and ongoing training ensure safe operation of all equipment and professional staff behaviours: this includes adherence to policies relating to speeding, drug, alcohol and any other illegal or dangerous behaviour.

Hawgood Haulage Policies (POL):

- 1.4.1 Chain of Responsibility;
 - 1.4.2 Safety Management
 - 1.4.3 Fatigue Awareness
 - 1.4.4 Drugs & Alcohol
 - 1.4.5 Speed Compliance
 - 1.4.6 Social Media & Mobile Phones
- HH is committed to its employees but will follow its termination process if required under the Fair Work Small Business Fair Dismissal Code

➤ ***ADM04 Fair Work Small Business Fair Dismissal Code V.1***

BASIC FATIGUE MANAGEMENT PROFORMAS:

<i>BFM Manual & Certificate</i>	<i>BF</i>
<i>Induction Approval Letter</i>	ADM 3.6
<i>Amendment Register</i>	<i>BFAR18</i>
<i>Small Business Fair Dismissal Code</i>	<i>ADM04</i>
<i>HH Drug & Alcohol Policy</i>	<i>POL1.4.4</i>
<i>HH Fatigue Awareness Policy</i>	<i>POL1.4.3</i>
<i>HH COR Policy</i>	<i>POL1.4.1</i>
1. Scheduling/Rosters <i>BFM Work: Rest Requirements</i> <i>BFM Planner: Solo Drivers</i> <i>Safe Driving Plan</i>	<i>BF1.1</i> <i>BF1.2</i> <i>BF1.3</i>
2. Health and Wellbeing for performing duty <i>Trucksafe Commercial Driver Health Assessment</i> <i>Driver Health Assessment</i> <i>Driver Ready for Duty Notification</i> <i>Consent to Drug/Alcohol Test</i>	<i>ADM17</i> <i>BF2.1</i> <i>BF2.2</i> <i>BF2.3</i>
3. Training and Education <i>Guide to Managing Fatigue</i> <i>Fatigue Awareness Refresher Training</i> <i>HH Training & Induction Record</i> <i>Website: www.hawgoodhaulage.com</i>	<i>BF3.1</i> <i>BF3.2</i> <i>HH01</i>
4. Responsibilities and Management Practices <i>BFM Tasks & Responsibilities</i> <i>Non Conformance Warning Note</i> <i>Non Conformance Report</i> <i>BFM Quarterly Compliance Review</i>	<i>BF4.0</i> <i>ADM14.1</i> <i>ADM14</i> <i>BF4.2</i>
5. Internal Review <i>BFM Internal Review</i> <i>BFM Incident/Accident Investigation/Hazard Report</i>	<i>BF5.0</i> <i>BF5.1</i>
6. Documentation & Records <i>Employee Register</i> <i>Sign In & Out Register</i> <i>Driver Daily Log Sheet</i>	<i>ADM09</i> <i>BF6.1</i> <i>BF6.2</i>
7. Workplace Conditions	<i>BF7.0</i>

1. Scheduling and 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.

Relevant documents:

- **ADM03** **NHVAS Management Tasks and Responsibilities V.1**
- **BF1.1** **NHVR Basic Fatigue Management Work & Rest Requirements V.1**
- **BF1.2** **Planner Basic Fatigue Management Solo Driver V.1**
- **BF1.3** **Safe Driving Plan**
- **HH4.1** **Driver Daily Timesheet**
- **BF5.1** **Incident Accident Near Miss Hazard Report**
- **ADM14.1** **Basic Fatigue Management Non-Conformance Warning Notice**

- i. HH nominated and qualified scheduler will schedule and roster all drivers in accordance NHVR Basic Fatigue Management work and rest hour requirements.
- ii. The nominated Scheduler is responsible for HH Basic Fatigue Management and all reporting and procedure compliance.
- iii. Schedules and Rosters will be given to administration upon driver being assigned to a BFM role within HH and recorded in HH BFM Driver Monthly Schedule and Rosters.
- iv. Drivers will complete the Driver Daily Timesheet in compliance with NHVR BFM work and rest requirements.
- v. Timesheets must be submitted to administration within 3 working days of their return to head office.
- vi. All Timesheets will be crossed checked with the HH BFM Safe Driving Plan by administration. The Scheduler will notify administration of any alterations of trip schedules as required.
- vii. Only BFM certified drivers are authorised to operate under HH BFM programs which includes a full induction into our BFM systems and general business operations.
- viii. Drivers returning from leave will have 48 hours rest prior to being available for HH BFM Rosters.
- ix. All HH Drivers are consulted prior to being rostered on, in any HH BFM work.
- x. HH BFM Scheduler will ensure sufficient notice is given with regards to the specific HH BFM work being managed.
- xi. All schedules and rosters will meet BFM Standards prior to any HH Drivers being assigned to a load(s).
- xii. If a driver is working under BFM for an extended period of time (eg. grain harvest) the scheduler is required to assess, adjust and re-issue the driver with a new Safe Driving Plan a minimum of every 7 days or as required to accommodate changes to working conditions.
- xiii. Any non-conformances will be immediately notified to the scheduler with a non-conformance warning notice issued directly to the infringing driver.

2. Health and Wellbeing for Performing 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.

Relevant documents:

BF2.2	<i>Driver Ready for Duty Notification V.1</i>
BF2.3	<i>Consent for Drug and Alcohol Testing V.1.</i>

- i. All drivers operating under HH BFM are to supply an up to date 'Assessing Fitness to Drive' by Austroads from the medical practitioner nominated by HH.
- ii. Critical renewal/expiry dates will be incorporated into a reminder system that will give administration drivers one-month notice when these assessments are required to be renewed.
- iii. A reminder text will be 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.
- iv. Drivers are required to respond to the HH BFM standards and Fitness for Duty Text to confirm whether they are fit or unfit for duty prior to departure.
- v. Drivers are required to complete the HH BFM Fitness for Duty Check list prior to departure. It is to be submitted with their daily time sheet on their return.
- vi. Management will ensure all medical advice given to its drivers, from health care professions are taken into consideration prior and during rostered periods.
- vii. HH Scheduler will nominate a leader driver in two-up driving operations within its BFM. Where both drivers will be issued with their Safe Driving Plan.
- viii. Drivers are certified 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.

3. Training and Education

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.

Relevant Documents

- **ADM3.3** **Fatigue Awareness V.1**
- **BF3.1.** **Guide to Managing Fatigue**
- **ADM01** **Training & Induction Record Book**

3.1. All staff and drivers involved in HH BFM must be inducted and have a copy of the relevant HH BFM policies.

- i. All staff and personnel in the chain of responsibility with regards to HH BFM have completed and passed a recognised Basic Fatigue Management questionnaire in respect to the roles involved in HH BFM.
- ii. All Drivers have completed and passed a recognised Driver Basic Management Questionnaire.
- iii. All Schedulers have completed and passed a recognised Scheduler module in Basic Fatigue Management.
- iv. The Scheduler will approve all employees are competent with Basic Fatigue Management prior to any role undertaken in HH BFM.

3.2. HH Annual Basic Fatigue Management review and staff self-assessment provides refresher training for all persons in HH BFM process. Any non-conformances will be address and corrective training will be actioned as a priority.

3.3. All Staff qualification records will be kept up to date and notification will be given of dates of impending expiry as required.

3.4. Drivers will have access to training docs via the HH website (www.hawgoodhaulage.com)

4. Responsibilities and Management Practices

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.

Relevant documents

- **BF3.2** **Fatigue Awareness V.1**
- **ADM04** **Basic Fatigue Management Tasks and Responsibilities V.1**
- **BF1.1** **NHVAS Basic Fatigue Management Work & Rest Requirements V.1**
- **BF1.2** **Planner Basic Fatigue Management Solo Driver V.1**
- **BF1.3** **Safe Driving Plan**
- **HH4.1** **Driver Daily Timesheet**
- **HBF5.1** **HBFM 09 Incident Accident Near Miss Hazard Report**
- **ADM14.1** **Basic Fatigue Management Non-Conformance Notice**

4.1. ADMINISTRATION:

- i. All Directors and Staff involved in Hawgood Haulage BFM have read and signed the Fatigue Awareness document (kept in their employment records.)
- ii. Administration staff will ensure HH documentation & processes are compliant with its Basic Fatigue Management Manual at all times. This includes but is not limited to:
 - a. Health assessment
 - b. Quarterly compliance
 - c. Annual self-assessment
 - d. Non-conformance notices
 - e. Induction, refresher/support training
 - f. Review & verification
 - g. Qualifications & records
- iii. Administration are responsible for ensuring that all drivers involved in the Basic Fatigue Management program are adequately qualified to do so.
- iv. Administration will be responsible for maintaining and updating all relevant driver documentation (including BFM certification)
- v. Administration are responsible for ensuring that drivers and schedulers are kept informed of any updated or changes to relevant laws or regulations relating to the NHVR BFM program. Administration are responsible for facilitating corrective and preventative training.

4.2. BFM DRIVERS (Responsibilities cont.)

- i. Drivers are expected to operate within the relevant laws of the states and territories roads and sites of operations. Drivers are responsible for ensuring that they are abiding by the company policies and regulations set out to them.
- ii. Drivers will 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. All drivers inducted into the BFM program will complete the driver daily timesheet in compliance with BFM work and rest requirements and submit this to the administration within 3 working days of their return to head office.
- iii. Drivers will 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.
- iv. Drivers are responsible for reporting all incidents, near misses and accidents.
- v. All drivers are expected to take a safety-first approach to all work for HH.

4.3. SCHEDULER

- i. Schedulers complete the Safe to Drive Plan in compliance with BFM work and rest requirements and submit them to the driver and administration 2 days prior to the Basic Fatigue managed work. They are also expected to operate within the relevant laws of the states and territories roads and sites of operations.
- ii. Schedulers will liaise with administration at the start and end of each month to complete the HH Sign In and Out Register.
- iii. On months in which the BFM program are 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.
- iv. All schedules are expected to take a safety-first approach to all work for HH.

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.

Relevant documents:

- | | |
|------------------|---------------------------------------------------|
| ➤ BF4.2 | BFM Quarterly Compliance Review V.1 |
| ➤ BF5.0 | Internal Review V.1. |
| ➤ ADM14.1 | Non-Conformance Warning Notice |
| ➤ BF5.1 | Incident/Accident Investigation Report V.1 |

5.1. HH will appoint a third party (where possible) to conduct an internal review annually in September. The objective of this review is to verify whether our 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.

5.2. At this time HH will endeavour to identify any changes necessary to improve the Basic Fatigue Management systems and processes. Findings and recommendations will be reported to the Directors so that the appropriate modifications/training can be implemented.

5.3. HH Internal review process uses the criteria outlined in the National Heavy Vehicle Accreditation Scheme Standards as guidelines for the review process:

5.4. HH aims to demonstrate the following:

- Quarterly compliance statements to be reviewed by HH responsible person at the end of each quarter. .
- An annual review conducted 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.
- An investigations of incidents/accidents to consider whether fatigue was a contributing factor

6. Records and 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.

Relevant documents:

- **BF1.2** **Planner Basic Fatigue Management solo driver**
- **BF1.3** **Safe Driving Plan V.3**

- 6.1.** The HH Scheduler is required to submit a compliant signed copy of the Safe Driving Plan to administration prior to the driver's departure.
- 6.2.** Drivers are 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.
- 6.3.** All HH Basic Fatigue Management policies, procedures, instructions and forms are available in HH office and will be supplied in the drivers document box.
- 6.4.** All HH Basic Fatigue Management files are stored in monthly batches and held on record for 3 years on site (Under Fatigue Law, documentation is required to be held for 5 years)
- 6.5.** HH Drivers registered for its Basic Fatigue Management driver files are checked prior to being assigned on each Basic Fatigue Management Assignment.
- 6.6.** All actions within HH Basic Fatigue Management process must comply with this manual and any alterations to this process must be authorised and signed off by management and scheduler prior to training and implementation.
- 6.7.** The yellow copy of the drivers daily Log operating under HH Basic Fatigue Management Program, remains the property of HH.
- 6.8.** In the event of a major or significant fatigue related occurrence. The nominated responsible person for HH BFM will notify the company director. The director will then work with the HH responsible person to report the event using the NHVR Portal.

7. Workplace Conditions

The operator will implement policies and procedures to ensure that workspaces (depot and vehicle conditions) assist in the prevention of fatigue. The responsible person will work with schedulers, workshop managers and drivers to ensure these standards are upheld.

Relevant documents:

- **BF7.0** *Workplace Conditions*
- **BF7.1** *Excerpt from Australian Design Rules (ADR 42)*

- 7.1** HH is required to provide a workplace facilities that meet all requirements as set out by the NHVAS. Drivers will notify HH responsible person if they feel these requirements have not been met. HH will conduct annual inspections of Depot conditions.
- 7.2** Drivers who are required as part of their duties, to sleep in a vehicle away from home, will be supplied a vehicle that meets all regulations set out in ADR 42. Drivers are required to inspect vehicles as part of their Pre-start check and notify HH designated responsible person if they feel these standards are not being met, prior to advising HH responsible person they are ready for duty.
- 7.3** In any instance where a driver is required to sleep away from home but not in a vehicle that meets vehicle standards set out in ADR42. HH will organise and supply drivers with appropriate accomodation (i.e motel or other similar accomodation).