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Before you begin

This learner guide is based on the unit of competency *TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures*, Release 1. Your trainer or training organisation must give you information about this unit of competency as part of your training program. You can access the unit of competency and assessment requirements at: www.training.gov.au.

How to work through this learner guide

Your trainer will advise which parts of the learner guide you need to read, and which activities you need to complete. This learner guide will help you in your training.

| Icon | Feature | How you can use each feature |
|---|--------------------|---|
| | Learning content | Read each topic. Speak to your trainer if you need help. |
|  | Activities | Activities give you the opportunity to put your skills and knowledge into action. Your trainer will tell you which activities to complete. |
|  | Video clips | Where you see a QR code, you can use a smartphone or tablet to access video clips about the content. For information about how to download an app that will read the QR code, or for more help, visit our website: www.aspirelr.com.au/help |
|  | Workplace examples | Workplace examples at the end of each topic show how your learning applies in practice. |
|  | Summaries | Key learning points are provided at the end of each topic. |
|  | Words to remember | <p>As you read the learner guide, use the table at the back of the book to write down any words you need to remember. There is a space for you to write the word and a space for you to write down what the word means.</p> <p>You can also access a full glossary of terms via this QR code.</p> |





Topic 1 | What you need to know about chain of responsibility

Chain of responsibility is everyone's business. To work in the supply chain, you need to know about chain of responsibility (CoR).

In this topic you will learn about:

1A Chain of responsibility (CoR) obligations

1B Ways to manage CoR obligations

1C Parties in the chain

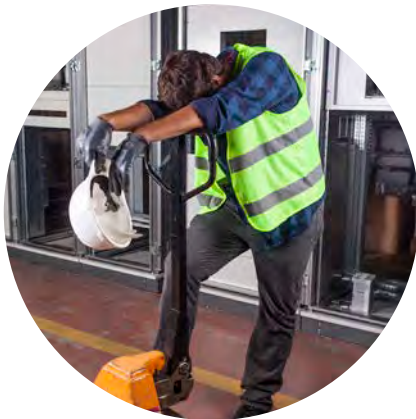
1D Reasonable steps to avoid a breach

1E Consequences of breaching the CoR

In this topic you will learn about CoR, how it is applied, your responsibilities and the responsibilities of other people you may need to work with. You will also learn the consequences for not complying with CoR laws.

Fatigue, work and rest times

To prevent heavy vehicle drivers from being impaired (negatively affected) by fatigue while driving, the law outlines the maximum work and minimum rest requirements for the driver.



The maximum work and minimum rest requirements are set out as standard hours.

For example, if drivers work over a 24-hour period, they can only undertake 12 hours of work and must have at least 7 hours stationary rest time. Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.

If a driver must work over a two-week period, they must have at least two night rest breaks and at least two days off in a row. Night rest breaks are 7 continuous hours stationary rest time taken between 10pm one day and 8am the next day (using the time zone of the base of the driver) or 24 continuous hours stationary rest break.

The following table outlines standard hours for solo drivers.

| Time (Over this period of time) | Maximum work hours (A driver must not work for more than these hours) | Rest requirements (A driver must have rest breaks of at least this long) |
|---|---|--|
| 5.5 hours | 5.25 hours work time | 15 continuous minutes rest time |
| 8 hours | 7.5 hours work time | 30 minutes rest time in two blocks of 15 continuous minutes |
| 11 hours | 10 hours work time | 60 minutes rest time in four blocks of 15 continuous minutes |
| 24 hours | 12 hours work time | 7 continuous hours stationary rest time |
| 7 days | 72 hours work time | 24 continuous hours stationary rest time |
| 14 days | 144 hours work time | Two night rest breaks and two night rest breaks taken on consecutive days |

Source: www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours



Activity 1

Question 1

Circle the correct ending to complete the sentence.

The Heavy Vehicle National Law (HVNL) covers all heavy vehicles

- * over 4.5 tonnes gross vehicle mass (GVM).
- * under 4.5 tonnes gross vehicle mass (GVM).

Question 2

Which of the following are obligations under the CoR? Tick all that apply.

- Protecting property before making sure other workers are safe
- Managing fatigue, work and rest times
- Considering traffic conditions when managing speed and fatigue
- Making sure goods are despatched on time
- Securing loads

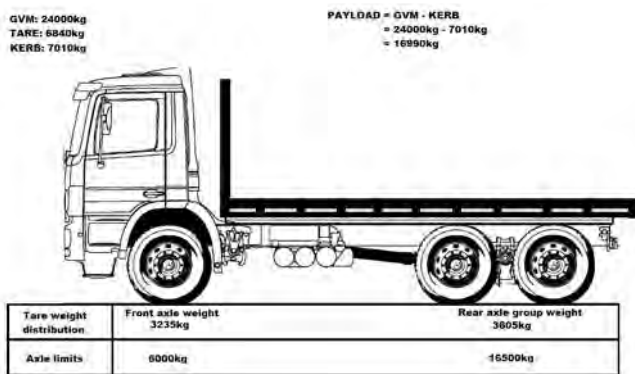
Question 3

Draw a line from the words on the left to match the correct meaning on the right.

- * Load limits
- * Extended liability
- * Vehicle dimension
- * The courts may consider the actions of each party in the supply chain.
- * Limits have been placed on vehicles regarding their size.
- * Limits have been placed on vehicles regarding their weight.

Methods to calculate mass and dimension

Calculating mass limits and vehicle dimensions will depend on the vehicle and its configuration.



The type of the truck, the length of the tray, the truck wheelbase, the number of axles and the tare weight all play a part in working out what can be safely carried and where to put it.

A truck driver/operator should know the weight and size of their truck, as well as its payload. To calculate the payload, you need to know the truck's kerb weight (this is the tare weight with a full tank of fuel). Subtract this from the GVM (Payload = GVM - Kerb weight).

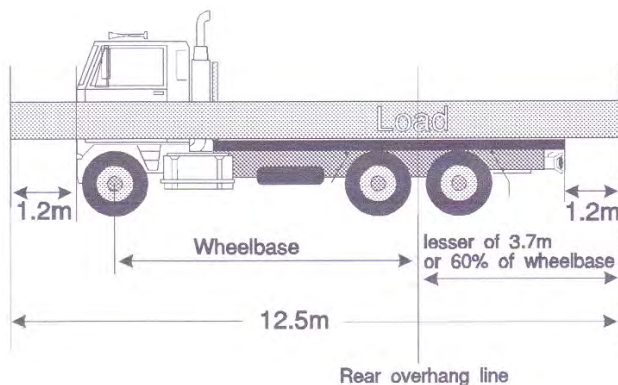
Remember, the GVM is the maximum operating weight/mass of a vehicle as specified by the manufacturer, including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo, but excluding any trailers. The GVM must not be exceeded.

Common breaches for mass and dimensions

Most trucks that are found to be in breach of the CoR laws in relation to mass and dimensions have exceeded the axle weight limits.

Weighing each axle is the easiest way of confirming axle weights; some trucks even come fitted with scales. The loads weight distribution across the axles may also be calculated using formulas or a computer program designed to assist load planers and schedulers.

Another common breach is overhang, especially at the rear of the truck (the truck tray may form part of the overhang). It is a good idea to have a tape measure handy to confirm dimensions.



Source: www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HeavyVehMDLNR.pdf reproduced with permission.

1E

Consequences of breaching the CoR

If a breach under CoR laws is suspected, it must be reported and investigated.



A CoR breach is any action or inaction that may cause an offence under the HVNL in relation to speeding, fatigue management, mass dimension and loading.

Remember, to defend a CoR breach, a person will need to show they have taken all reasonable steps to ensure that they and anyone they had influence over was acting in accordance with mass, dimension and loading requirements.

Breaches are categorised from minor to critical according to the risk they present. Penalties align with the type of breach.

Different types of breach

Under the HVNL, fatigue management, mass, dimension, loading and speeding offences are categorised according to the level of risk.

This risk-based approach is similar to WHS legislation, where steps should be taken to prevent a breach before it occurs, rather than after an accident or breach has occurred.

The following outlines the levels of breach.

Minor breach

Risk of someone gaining a minor unfair commercial advantage over those who operate legally, but no risk to safety or infrastructure.

Substantial breach

Risk of damage to infrastructure, increasing traffic congestion and unfair competition. It may also involve some risk to safety, although not a risk important enough to be noticed.

Severe breach

Enough of a safety risk to be noticed, a more severe risk to infrastructure, greater risk of traffic congestion or a greater level of unfair competition.

Critical breach

This includes actions that go against the fatigue-regulated maximum work time and/or minimum rest time, which would greatly affect the driver's ability to drive safely.

Source: www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/risk-based-categorisation-of-offences



Topic 2 | What you need to do to meet your obligations under the chain of responsibility

By complying with chain of responsibility (CoR) laws, you will meet your legal obligations and, more importantly, maintain safety on the roads.

In this topic you will learn how to:

2A Explain and apply your CoR obligations

2B Respond to possible breaches

Remember, safety is everybody's responsibility. Possible breaches of CoR laws need to be investigated so that incidents and accidents can be prevented.



Read the following workplace example to see how the concepts you have learned are applied in a real-life situation.

Workplace example for Topic 2

You are a loader in a busy warehouse. Your job requires you to operate a forklift. You notice that a truck bringing in a load doesn't have enough straps to properly restrain the load. You know that the workplace policy clearly says that any possible CoR breaches must be reported to your supervisor immediately. You advise Russell, the loading manager, who immediately comes over to have a look. He agrees that it could be a breach. He asks the truck driver if he is carrying other restraints in the truck. The driver says that he doesn't and that he thought the restraints he put on were enough.

Russell tells the driver that under company policy, the truck cannot leave unless all loads are secure. Russell asks you to find some restraints that can be used on the truck. Once you've done this, you help the driver to secure the load. After the truck has left again with its remaining load, Russell advises you to complete an incident report and hand it to him by the end of the day. He will give it to the compliance office. He reminds you that details are important, including the date and time. You use information on the consignment note to help you.

A few months later, another incident occurs. This time the driver has been pulled over at a weigh bridge and a CoR investigation takes place. You are questioned as part of the investigation. You are able to refer back to the incident report as proof that you followed procedures and reported the breaches to your supervisor.

Watch the workplace example video [02m:19s] [here](#).



Summary of Topic 2

1. The law recognises that more than one person may be responsible for offences committed by the drivers and operators of heavy vehicles.
2. You could be held responsible for breaches of the law even if you have no direct role in driving or operating a heavy vehicle.
3. Workplace policies and procedures should outline the reporting requirements if a CoR breach occurs.
4. Possible breaches to CoR laws need to be investigated.
5. It may not be easy to identify a breach of CoR, especially in a busy work environment.
6. Following the correct procedures for reporting CoR breaches allows management to respond quickly.
7. The usual process for reporting a breach is to tell your immediate supervisor.
8. Correct documentation can prove your workplace has taken all reasonable steps to avoid a breach of CoR.
9. All suspected breaches and actions taken to correct them must be documented and kept for at least three years.

