



Speed & Fatigue Policy

PURPOSE

This Speed and Fatigue Policy articulates Green Earth Logistics commitment to ensuring compliance with chain of responsibility laws and the health and safety of all employees, the community, and the environment.

BACKGROUND

CoR aims to ensure everyone in the supply chain shares equal responsibility for ensuring breaches of the Heavy Vehicle National Law do not occur. Under CoR laws, if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain. You, therefore, have a responsibility to ensure the Heavy Vehicle National Law is complied with.

Any person with influence and control in the transport chain is a 'party' and includes, but is not limited to:

- Corporations, partnerships, unincorporated associations or other bodies corporate;
- Employers and company directors;
- Prime contractors of drivers;
- An operator of a vehicle;
- Schedulers of goods or passengers for transport in or on a vehicle, and the Scheduler of its driver;
- Consignors/consignees/receivers of the goods for transport;
- Loaders/unloaders of goods; or
- Loading managers (the person who supervises loading/unloading or manages the premises where this occurs).

SCOPE

This Policy applies to all heavy vehicle driving and associated activities of Green Earth Logistics, including the driving, scheduling, procurement and maintenance of any heavy vehicle. This Policy, where specified, also applies to sub-contractors that operate heavy vehicles to move goods on behalf of Green Earth Logistics.

OBJECTIVES

The Policy aims to:

- Ensure that every heavy vehicle owned by Green Earth Logistics is speed limited to a maximum of 100km/h;
- Ensure that Green Earth Logistics vehicles obey all speed limits;
- Ensure that heavy vehicle drivers are provided adequate time to complete each journey without the need to speed;
- Establish the requirements of Green Earth Logistics in relation to taking reasonable steps as an employer, operator, loading manager, Scheduler and prime contractor to identify any activity that may influence a heavy vehicle driver to exceed a speed limit and eliminate it or, if not practicable, minimise it.
- Provide a framework for the Scheduling and Rostering of Green Earth Logistics employee drivers, including relief and casual drivers and sub-contractor drivers;
- Establish the requirements of Green Earth Logistics about taking reasonable steps as an employer, operator, loading manager, Scheduler and prime contractor to identify any business practices that may influence a driver to drive a vehicle whilst fatigued and eliminate or, if not practicable, minimise it.
- Ensure that Green Earth Logistics drivers, both heavy vehicles and light vehicles demonstrate low-risk driving behaviour; and
- Ensure that drivers maintain valid driving license.

POLICY

Green Earth Logistics has obligations under both Road Transport law and Work Health and Safety legislation to, as far as is reasonably practicable, minimise the potential for driver fatigue. Green Earth Logistics will take all necessary steps to ensure that it meets its obligations to employees and sub-contractors and conducts its operations safely and responsibly.

In rostering and scheduling a driver for Work, Schedulers & Drivers will ensure that:

- The roster and schedule comply with the driving hour particular to that driver (considering whether the driver is a Standard Hours or BFM driver). Table 1 details the maximum hours of Work for Standard and BFM drivers;
- The roster and schedule are to be as consistent as possible (minimising changes) and take into account the known scheduled Work for a rostered driver to ensure continued compliance;

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- The roster, schedule and Safe Driving Plan are to take into account any circumstances that the driver has informed Green Earth Logistics of that may impact their ability to work or to complete the task;
- Drivers must Inform as early as possible about any matters, including legal driving hour restrictions, that may impact their ability to be fit and ready to work as proposed;
- Drivers must, when informed of the task, raise any concerns concerning completing the schedule/task safely and legally as assigned;
- Drivers must ensure that they always carry with them a work diary and Safe Driving Plan if driving for more than 100km from the base of operations
- Drivers must inform the Scheduler of any concerns or potential breaches of legal driving hour requirements about the task detailed in the Safe Driving Plan;
- Drivers must inform their Scheduler of any offence incurring the potential loss of demerit points, Work Diary, speeding, seat belt, mass, load restraint offence, reckless or negligent driving offences, or any other vehicle, parking, safety or driving behaviour related traffic offences incurred whilst driving a Green Earth Logistics vehicle;
- Drivers must inform their Scheduler if they do not have a valid or current license or a license suitable to drive the vehicle type assigned;
- Drivers must attend Work as requested and be rested, fit and ready for duty;
- Drivers must complete a Safe Driving Plan and return it to their home depot within seven days, along with the Employer copies of the driver's Work Diary Pages; and
- Drivers must before a day of scheduled Work or driving:
 - know their anticipated start time;
 - know the location of where the driver is expected to attend Work;
 - know of the anticipated task if it is anticipated that the driver will not be returning home within 24 hours; and
 - must report any grievance with the assigned task and the drivers' ability to be fit and ready for Work as scheduled.

Green Earth Logistics Heavy Vehicles will be speed limited not to exceed 100km per hour.

It will be considered Serious Misconduct for an employee to interfere with, tamper or alter a speed limiting device on a Green Earth Logistics vehicle. For clarity, this includes bypassing, modifying, disabling or changing components of a Green Earth Logistics vehicle in any way such that the vehicle can exceed 100km per hour on level ground.

Each Heavy Vehicle will, at least once per calendar year, have its speed limiting device checked to ensure that it does not allow the vehicle to exceed 100km per hour on level ground.

The speed limiting device will be checked during routine service or inspection by the original vehicle manufacturer or a capable licensed mechanic.

All Green Earth Logistics employees are to obey all speed limits at all times, including road works speed restrictions, school zone speed restrictions and site speed restrictions. There is no operational requirement for any vehicle to speed. Green Earth Logistics will take disciplinary action, including dismissal of an employee found contravening this Policy.

All drivers must adopt a Low-Risk Driving approach, reducing the possibility of being involved in a driving incident.

Low-Risk Driving includes, but is not limited to:

- Placing a high value on safe driving;
- Choosing low-risk alternatives despite pressure to do otherwise; and
- Maintaining motivation to apply low-risk behaviours.

It will be considered Serious Misconduct for an employee to allow a vehicle to coast down hills or take a vehicle out of gear to exceed the speed limit significantly. This will be considered an act of negligence and recklessness.

It will be considered Serious Misconduct for an employee to drive without maintaining a safe gap between yourself and the vehicle in front. Failing to do so will be deemed negligent and reckless driving. (The legal following distance for trucks in areas without street lights and not a multi-lane road is 60m and 200m for Road Trains.)

It will be considered Serious Misconduct for an employee failing to report any roadside offence that occurred outside seven days of the offence.

Employees are required to provide Green Earth Logistics evidence retained on the employee's personnel file, without limitation:

- A copy of a valid licence, including the class of that licence and any conditions imposed upon commencement with Green Earth Logistics;
- A copy of a valid licence, including the class of that licence and any conditions imposed whenever the licence is renewed or a change occurs that modifies the class of the licence or imposes or modifies any conditions on the licence; and
- A printout from the relevant Road Authority identifying any traffic offences incurred since employment with the Green Earth Logistics quarterly or immediately after an incident.

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Green Earth Logistics employees are responsible for the payment of any traffic offences incurred in their name.

DRIVERS' REST AND WORK CONDITIONS

Table 1:

Basic Fatigue Management hours (BFM).

| Time- In any period of.. | Work - A driver must not work for more than a maximum of | Rest (stationary) | PTG Requirements |
|--------------------------|--|--|--|
| 6 hours 15 minutes | 6 hours | 15 minutes | |
| 9 hours | 8 hours 30 minutes | 30 minutes (can be in 2 blocks of 15 continuous minutes) | |
| 12 hours | 11 hours | 60 minutes (can be 2 x 30 minutes or 4 x 15 minutes or 2 x 15 minutes + 1 x 30 minutes) | |
| 24 hours | 14 hours in total | 10 hours rest which must include at least 7 hour continuous* rest | 7 hour break between 10pm and 8am. Where not possible daily maximum work hours reduced by 2 hours. |
| 7 days (168 hrs) | 36 long and night hours (Long/night work time is any work time in excess of 12 hours in a 24 hour period or any work time between midnight and 6 am) When counting round up to the nearest hour. | | |
| 14 days (336hrs) | 144 hours work time. Maximum 84 hours in any 7 days provided do not exceed 144 hours in any 14 day period | 24 continuous hours stationary rest time taken after no more than 84 hours work time and an additional 24 continuous hours stationary rest time and 2 x night rest breaks and an additional 2 x night rest breaks taken on consecutive days. | No more than 72 hours per week. |

In relation to the 7 hours of continuous rest break (for BFM Drivers Only), drivers can take a split rest break made up of a 6 hour continuous rest break and a 2-hour continuous rest break within the same 24 hour period (except in Victoria), provided the driver had not taken a split rest break in the previous 24 hour period.

*Stationary rest time is when a driver spends out of a regulated heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

Table 2:

Standard Fatigue Management hours.

| Time – In any period of.. | Work - A driver must not work for more than a maximum of | Rest (stationary) | PTG Requirements |
|---------------------------|--|---|--|
| 5 1/2 hours | 5 1/4 hours work time | 15 continuous minutes rest time | |
| 8 hours | 7 1/2 hours work time | 30 minutes (can be in 2 blocks of 15 continuous minutes) | |
| 11 hours | 10 hours work time | 60 minutes (can be 2 x 30 minutes or 4 x 15 minutes or 2 x 15 minutes + 1 x 30 minutes) | |
| 24 hours | 12 hours work time | 12 hours rest which must include at least 7 hour continuous* rest | 7 hour break between 10pm and 8am. Where not possible daily maximum work hours reduced by 2 hours. |
| 7 days | 72 hours work time | 24 continuous hours stationary rest time | |
| 14 days | 144 hours work time | 2 x night rest breaks and 2 x night rest breaks taken on consecutive days | No more than 72 hours per week. |

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*Stationary rest time is when a driver spends out of a regulated heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

Some Work & Rest Examples

- Work - Waiting in line, moving forward less than 15 min intervals
- Rest – waiting in line, not moving for more than 15 min intervals
- Work – filling out work diary and other paperwork
- Rest – having a coffee and resting for more than 15 min
- Work – loading and unloading (or supervising)
- Rest – sitting in depot lunchroom reading

SAFE DRIVING PLAN CONDITIONS

A Safe Driving Plan must:

- Allow time for loading and unloading (If applicable) - at least half an hour for Semi-Trailers and at least an hour for B-Doubles;
- Not require an average estimated driving speed of more than 85 km per hour;
- Allow for legal rest breaks;
- Allow additional time for known interruptions (roadworks, heavy traffic, etc.); and
- Take into account additional measures raised through a relevant risk assessment process.

RESPONSIBILITIES

Senior Management:

For this Policy, Senior Management has the responsibility to ensure:

- The allocation of responsibilities and funding to facilitate this Policy.

Compliance Personnel:

For this Policy, Compliance Personnel has the responsibility to:

- Establish processes to monitor vehicle speeds;
- Oversee the implementation of a comprehensive and regular risk assessment process;
- Establish processes to monitor and review driver performance, including road authority driving records;
- Establish a process to ensure that driver Work Diary pages are audited against an alternative record/s;
- Establish a process to ensure that driver Day Sheets are audited against an alternative record/s;

Managers & Supervisors:

For this Policy, Managers and Supervisors are responsible to:

- Forwarding any advice received regarding speeding offences incurred whilst driving a Green Earth Logistics vehicle to the compliance team;
- Obtain and forward to the compliance team a copy of a valid licence, including the class of that licence and any conditions imposed upon commencement for each employee they manage;
- Obtaining and forwarding to the compliance team a copy of a valid licence, including the class of that licence and any conditions imposed whenever the licence is renewed, or a change occurs that modifies the class of the licence or imposes or modifies any conditions on the licence for each employee they manage;
- Obtain and forward to the compliance team, from any heavy vehicle drivers they manage, each quarter a printout from the relevant Road Authority identifying any traffic offences incurred since employment with the Green Earth Logistics;
- Forwarding any advice received to the compliance team all traffic offences incurred whilst an employee was operating a Green Earth Logistics vehicle;
- Ensuring rosters and schedules comply with the scheduling and rostering parameters set out in this Policy;
- Providing Long Distance Drivers with Safe Driving Plans or, if not possible, completing a Safe Driving Plan and discussing it with the driver before the commencement of any driving task;
- Providing Local Drivers with Day Sheets prior to the commencement of any driving task;
- On forwarding Work Diary pages, Safe Driving Plans and Day Sheets to relevant Compliance Personnel as soon as practicable.

Employees & Contractors:

For this Policy, all Drivers & Employees are responsible for:

- Informing as early as possible any matters, including legal driving hour restrictions, that may impact their ability to be fit and ready to work as proposed;

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- Raising any concerns with respect to completing the schedule/task safely and legally as assigned;
- Informing the Scheduler of any concerns or potential breaches of legal driving hour requirements about the task detailed in the Safe Driving Plan;
- Informing their Scheduler of any speeding or fatigue-related offences incurred whilst driving a Green Earth Logistics Vehicle;
- Informing the Scheduler if a valid or current license or a license suitable to drive the vehicle type assigned cannot be furnished;
- Attending Work as requested and being fit and ready for duty;
- Managing their Work within the legal driving hour and speed requirements and being free from fatigue, and use a Safe Driving Plan to assist the driver in managing the task when required to do so;
- Vary from the schedule provided in the Safe Driving Plan, so long as:
 - the driver remains compliant with legal driving hour requirements and does not exceed any speed restrictions;
 - the driver maintains compliance with all Green Earth Logistics Policies and Procedures; and
 - the driver contacts their Scheduler as soon as they become aware that they may not be able to meet a scheduled delivery.
- Accurately and diligently completing and recording their Work in their Work Diary and return the Employer Copies from their Work Diary to their base of operations within seven days;
- Completing and returning the Safe Driving Plan (where required) to their base of operations as soon as practicable but not longer than seven (7) days; and
- Completing a Day Sheet (where required) for each day of Work undertaken. The driver is to accurately and diligently complete and record their Work on their Day Sheet and return it to their base of operations each day;
- Maintaining low-risk driving at all times;
- Providing a copy of a valid licence, including the class of that licence and any conditions imposed when required or requested to Green Earth Logistics;
- Providing a copy of a valid licence, including the class of that licence and any conditions imposed whenever the licence is renewed or a change occurs that modifies the class of the licence or imposes or modifies any conditions on the licence to Green Earth Logistics;
- Provide upon employment and quarterly licence printout from the relevant Road Authority identifying any traffic offences incurred since employment with Green Earth Logistics to Green Earth Logistics;
- Report any traffic offences incurred within seven (7) days whilst operating a Green Earth Logistics vehicle to Green Earth Logistics;
- Informing their supervisor or manager if they do not hold a valid or current licence or a licence suitable to drive the vehicle proposed; and
- Obeying all relevant road rules at all times.

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