

## Heavy Vehicle Management | Mirvac Minimum Requirements

### 1. Purpose & Scope

Parties in the heavy vehicle supply chain have positive duties under the Heavy Vehicle National Law (HVNL), to eliminate or minimise the risk, so far as is reasonably practicable, of injury to workers and members of the public during heavy vehicle transportation activities. Any party in the CoR that exercises (or have the capability of exercising) influence or control over any transport activity shares responsibility for ensuring HVNL is complied with.

This document sets out Mirvac Minimum requirements for transport activities related to deliveries to/from Mirvac Workplaces.

This document applies to all workplaces under the management or control of a Mirvac entity.

### 2. Definitions

Term	Definition	
Heavy Vehicle (HV)	Vehicle with Gross Vehicle Mass (GVM) or Aggregate Trailer Mass (ATM) greater than 4.5 tonnes	
Chain of Responsibility (CoR)	the Chain of Responsibility is a concept used in the HVNL to place legal obligations on the following duty holders in the supply chain of a heavy vehicle.	
Duty holders:	Consignor:	the named sender of goods by road transport
	Consignee:	the named receiver of goods after their completion of road transport
	Prime Contractor:	a person who engages the driver
	Employer:	A person responsible for, or employ another person responsible for controlling or directing the use of a heavy vehicle
	Operator:	a person responsible for controlling or directing the use of a heavy vehicle
	Scheduler:	a person who plans the transport of goods or schedules the work and rest times of the driver
	Packer:	a person engaged in the process of packing goods for a heavy vehicle load
	Loading Manager	a person who supervises loading or unloading or manages the premises where this occurs
	Loader and Unloader	a person engaged in the process of loading or unloading a heavy vehicle

Whilst the Driver (being a person who drives the heavy vehicle) is not named as a duty holder in the CoR, the Driver does have responsibilities to only drive vehicles for which the driver is licensed, that are loaded within legal mass and load dimensions, to drive within the speed limit and to not drive when fatigued or impaired by alcohol or other drugs.

### 3. Requirements

Mirvac and its Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 4);
- relevant Forms (refer Section 5);
- all relevant Legislation, Codes of Practice and Standards (refer Section 8); and
- where relevant, product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

#### 4. Critical Controls

##### Risk Management of Transport Activities

- The Mirvac [HV Risk Assessment](#) is to be completed for all transport tasks undertaken by Mirvac when it is a duty holder in the CoR (it must be noted that Mirvac is often fulfilling the roles of multiple duty holders). The controls will differ depending on a number of factors including type of heavy vehicle, where to/from, how often and so on.
- Service Providers must manage the hazards and risks associated with CoR responsibilities in accordance with their safe systems of work.
- The system of work for transport activities to or from Mirvac Workplaces must address each of the critical controls set out in section 3
- Transport activities TO a Mirvac workplace must address the following:
  - Parties and personnel must not require, encourage or reward overloading, the driver to speed or to drive whilst fatigued;
  - effective scheduling with adequate notice, realistic timeslots;
  - effective management of delays, congestion or changes in schedules to avoid driver fatigue or the need to speed; and
  - provide access to amenities for drivers.
- Transport activities FROM a Mirvac workplace must address the following:
  - i. MASS  
Ensure the total mass of the load is within the legal mass limit of the vehicle and the load is distributed over the vehicle axles in accordance with the manufacturers data. Mass must be recorded if required on the [HV Load Declaration](#) form in accordance with following;  
  
Mass is not required to be recorded when;
    - vehicle containing onboard scales where the driver can determine if the mass is within the limits of the vehicle prior to leaving site; or
    - when the mass is known and does not exceed the legal mass limit of the vehicle; or
    - when the vehicle is empty or mass is unknown but carrying a load clearly less than 75% of the vehicle capacity.  
Mass is required to be recorded when:
    - the mass is unknown and estimated loads may exceed 75% of the vehicle capacity.
    - it is suspected that overloading may have occurred
    - for any Oversize and / or Overmass (OSOM) vehicle departing the Mirvac Workplace.  
The mass can be recorded by
    - totalling the known or predetermined mass of the components
    - recording the mass from scales on plant or equipment loading the goods
    - a combination of the above  
Consistent Loads
    - where loads are consistent is type and frequency the HV Load Declaration may be used on a sampling process to verify ongoing compliance provided the consistency of the load can be demonstrated

ii. DIMENSION

The overhang and height of load are to be within legal limits or permitted dimensions for the vehicle. Prior to loading any members that are oversized for the vehicle it must be assessed if load can practicably be further dismantled or if a more appropriate transport vehicle can be used. Where the load is greater than the dimension of the vehicle ( length, height, width ) confirm with driver that they are appropriately flagged to legal requirements, and if required that permits and escorts are in place prior to the load being transported. For any Oversize and / or Overmass (OSOM) load requiring a vehicle permit the [HV Load Declaration](#) must be completed prior to departure.

iii. RESTRAINT

When packing materials appropriate restraints, packaging and containment of materials must be undertaken. When securing loads on heavy vehicles the restraint type must be appropriate for the load, in good working condition and capable of preventing load shifting during transport. Where visual monitoring identifies any concerns such as loose restraints, load instability, inadequate restraints, incorrect type of restraint, loose material or the potential for load shift the issue must be rectified prior to departure.

The National Load Restraint Guide is to be available at site.

iv. SPEED

No incentives shall be offered or implied to speed and effective scheduling must be undertaken and clearly communicated with adequate notice and realistic timeslots. A system must be in place to manage/communicate delays or changes in the schedule that may occur with the driver and operator to allow planning of onward activities;

v. FATIGUE

Effective scheduling with adequate notice and realistic timeslot's and a process to manage/communicate delays or changes in the schedule so drivers can manage their rest breaks; Any identification of driver fatigue must be managed in accordance with the Mirvac Fitness for work MMR

vi. ROADWORTHINESS

Any obvious unsafe issues with vehicle if identified must be raised with the driver and transport company if required prior to the vehicle departing.

### Engagement of Service Providers & Suppliers

Service Providers as part of their project specific safety plan and JSEA's are required to provide a HV risk assessment for Heavy Vehicles transporting materials TO & FROM a Mirvac Workplace. The service provider risk assessment must include the following;

- i. confirming accreditation in National Heavy Vehicle Accreditation Scheme (encouraged but not mandatory), and
- ii. confirm roles and responsibilities of staff to manage heavy vehicle compliance, and
- iii. complies with mass, restraint and dimensional requirements, and
- iv. implementing a system to manage scheduling and changes in schedule and how this is communicated with drivers, and
- v. confirm transport provider has a system in place to manage compliance with vehicle standards including daily prestart checks, and
- vi. confirm transport provider has a system in place to manage compliance with driver licensing & training, and
- vii. determine the method of safe packing of materials for loading / transport, and
- viii. requirement of the driver to record the mass and sign the [HV Load Declaration](#) if required.

### Site Establishment Requirements

Each Mirvac Workplace must ensure the at least the following controls are procured and implemented on site;

- i. Loading Equipment
  - procure plant and equipment with the ability to measure mass during the loading process (e.g. Cranes, Forklift / Telehandler, weighbridge, etc)
- ii. Amenities available for driver
  - ensure site amenities are accessible for drivers to utilise during delays to loading/unloading to manage driver fatigue
- iii. CEMP Inclusions
  - appropriate scheduling system to allow realistic time slots for delivery, advanced co-ordination whenever possible to service providers, accurate descriptions of loads to ensure correct vehicles
  - system in place to communicate to transport providers and drivers of delays, the duration of delays, urgent deliveries and late changes to the delivery schedule;
  - optimal design of traffic flow in and out of site;
  - identify possible locations of off-site stand-by / callup areas;

### Loading a Heavy Vehicle

The [HV Load Declaration](#) must be completed and signed by the Driver of the vehicle when required by the Mirvac [HV Risk Assessment](#).

Should persons loading the vehicle or managing the loading identify potential concerns which the driver has not been able to satisfy, the driver must be requested to remain on site and the issue elevated to the Workplace Manager

### CoR consultation

It is a requirement to consult and communicate with all other duty holders in the Chain of Responsibility. Each Mirvac workplace is to consult with CoR duty holders, including to address any concerns or repeated non compliances.

Mirvac will regularly review delivery and unloading performance against planned schedules in order to continually improve delivery effectiveness.

## 5. Mirvac Forms

**Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work**

<a href="#">HV Risk Assessment</a> – Mirvac duty holder risk assessment to determine controls required at site level	<a href="#">HV Load Declaration</a> – used to record compliance of HV loads
<a href="#">Service Provider Tender High Risk Work HSE Assessment</a> – to be completed when engaging Service Providers for high risk work	

## 6. Roles and Responsibilities

The Mirvac workplace manager of each workplace over which Mirvac has control is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

## 7. Training and Competency

### Minimum Training Requirements for Site Establishment

Type of Activity	Required Training
Vehicle Loader, Unloader, Loading manager	Appropriate ticket or high-risk work license to operate the plant used during unloading Mirvac Internal HVNL Training Program
Workplace Manager developing the Workplace HVNL Strategy and Risk Assessment	5 years' experience in Site Management Risk Management (Mirvac internal) Mirvac Internal HVNL Training Program
Driver of Heavy Vehicle	Relevant State Driving License suitable to class of the vehicle

## 8. Relevant Legislation, Codes of Practice and Standards

Document Title	
	Heavy Vehicle National Law 2012 (as reprinted on 1 October 2018)
	Heavy Vehicle (Fatigue Management) National Regulation
	Heavy Vehicle (General) National Regulation
	Heavy Vehicle (Mass, Dimension and Loading) National Regulation
	Heavy Vehicle (Vehicle Standards) National Regulation
	Heavy Vehicle National Law Master Code – V1.0 A registered industry code of practice under Section 706 of the Heavy Vehicle National Law
NSW:	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW)
Vic:	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Qld:	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld)
ACT:	Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT) Scaffolding and Lifts Act 1912 (ACT) Scaffolding and Lifts Regulation 1950 (ACT)
WA:	Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA)

## 9. Additional Information

[HSE Risk Management Procedure](#)

[Site Establishment MMR](#)

[Chain of Responsibility](#)

[Load Restraint Guide](#)

## 10. Hierarchy of Controls Diagram – Heavy Vehicle Management

