

<b>Company:</b>	FOLEY LOGISTICS	<b>Last Updated:</b>	08/05/2026
<b>Division:</b>	All divisions	<b>Updated by:</b>	A Guest
<b>Produced By</b>	Alan Guest	<b>Approved by:</b>	Hayden Foley
<b>Reason for Update:</b>	COR System Safety Management System (SMS) Review		



# FOLEY LOGISTICS

## CHAIN OF RESPONSIBILITY SMS

### FOLEY LOGISTICS PTY LTD

## SAFETY MANAGEMENT SYSTEM

Policy, Procedure  
&  
Safe Work Instructions

For

Chain of Responsibility

2026

VOLUME 1.001

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## INTRODUCTION

### Chain of Responsibility (COR) Policy

FOLEY LOGISTICS is committed to providing and maintaining a safe and healthy workplace for all employees, contractors and visitors. The responsibility for managing the Chain of responsibility and safety ultimately rests with the person in control of the business or undertaking (PCBU). Directors and Managers, Workers also have responsibilities.

### What is the aim of this statement?

FOLEY LOGISTICS is committed to ensuring compliance with applicable legislation and other regulatory standards such as Codes of Practise. Australian Standards and various accreditation requirement, as well as providing guidance to management, Transport Supervisors and Road Transport Operators to fulfill their obligations.

### OBJECTIVES

To clearly set out the framework by which FOLEY LOGISTICS ensures that the integrated Management System and all parties in CoR comply with Legislation. The Safety and Training Chain of responsibility Safety Management System and Policy and Procedures are to:

- Ensure adequate opportunities are available for employees, contractors and visitors to be compliant before commencing work, through appropriate policies and procedures.
- Monitor and control, policies, and procedures of CoR
- Provide training and education for employees, contractors, their families, to foster a mutual understanding of C.o.R
- Develop a culture of shared responsibility for Chain of Responsibility
- Implement an appropriate employee assistance program to support managing C.o.R
- Promote compliance and education.
- Conduct regular audits to ensure that the elements of this policy are effectively implemented.

### MANAGEMENT STATEMENT

“Through the commitment to our Chain of Responsibility, Safety and Training will continue towards its goal of providing a safe and healthy workplace for all employees, contractors, and visitors. This Policy applies to all sites where, Safety and Training in performing work and covers all our activities and service”. Management will ensure that all duty holders in the chain take steps to ensure road safety risks are controlled.

### MANAGING DIRECTOR:

### HAYDEN FOLEY

**SIGNED**




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FOLEY LOGISTICS



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## Related Documentation and References

AS/NZS ISO 9001:2008, Element 6.2 Human Resources, Element 6.2.1 General, Element 6.2.1 Competence, Awareness and Training

AS/NZ 4801:2001, Element 4.4.2 Training and Competency, Element 4.4.3 Consultation, Communication and Reporting

AS/NZ ISO 14001:2004, Element 4.4.2 Training, Awareness and Competence

Protection of the Environment Operations Act 1997

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Contaminated Land Management Act 1997

Environmentally Hazardous Chemicals Act 1985

Fire Brigades Act 1999

Road and Rail Transport (Dangerous Goods) Act 2008

State Emergency and Rescue Management Act 1989

Pesticides Act 1999

Dangerous Goods Code of Australia

AS1940 – Storage and Handling of Flammable and Combustible Liquids

AS1596 the Storage and handling of LP Gas.

AS3780 the storage and handling of corrosive substances.

AS4332 Storage and handling of gas in cylinders.

Code of Practice Control of Workplace Hazardous Substances.

Code of Practice Safe Use of Synthetic Mineral Fibers.

EPA Environmental Guidelines: Assessment, Classification and Management plan

Load Restraint Guide 2018

WA OS&H Act 1984

WA OS&H Regulations 1996

<https://www.nhvr.gov.au/>

<https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility>

[https://www.ntc.gov.au/Media/Reports/\(9E12B22A-6156-41B0-F382-136A34520AF8\).pdf](https://www.ntc.gov.au/Media/Reports/(9E12B22A-6156-41B0-F382-136A34520AF8).pdf)



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## CoR DEFINITIONS

### Definitions - Chain of Responsibility

For the purposes of procedures, the following definitions apply:

Chain of Responsibility	<p>The allocation of responsibility along the Supply Chain i.e.</p> <ul style="list-style-type: none"> <li>• Yard to site</li> <li>• Site to site</li> <li>• Site to yard</li> <li>• Supplier to site/yard</li> </ul>
Consignee	<p>(a) The person who, organises goods to be transported to them and completes transport documentation relating to the transport of the goods by road; or</p> <p>(b) The person who receives the goods after completion of their transport by road; but does not include a person who merely unloads the goods.</p> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Purchasing manager/officers</li> <li>• Plant managers</li> <li>• Plant Scheduler</li> <li>• Site managers</li> <li>• Project Manager</li> </ul>
Consigner	<p>The person who organises the transport of goods and/or is responsible for the transport documentation relating to the transport of the goods by road.</p> <p>Including any of the following:</p> <ul style="list-style-type: none"> <li>• transport by company drivers and vehicles</li> <li>• transport by prime contractors &amp; sub-contractors</li> <li>• Loading of vehicles from manned and unmanned sites</li> <li>• Possession of goods immediately before transport (e.g. 1<sup>st</sup>/3<sup>rd</sup> party storage)</li> </ul> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Purchasing manager/officers</li> <li>• Plant managers</li> <li>• Plant Scheduler</li> <li>• Site managers</li> <li>• Project Manager</li> </ul>
Contractor/Principle Contractor	<p>A person who contracts someone else to drive a regulated heavy vehicle, or a Carrier who contracts directly with the Consignor or Consignee.</p> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Major transport companies</li> </ul>
Sub-Contractor	<p>Any person who is engaged by FOLEY LOGISTICS by any method of remuneration to conduct a task where a vehicle is involved on a public road is deemed as a worker.</p>
Driver	<p>The driver of a regulated heavy vehicle. This may be an employed driver or a self-employed driver.</p> <ul style="list-style-type: none"> <li>• An employed driver is a driver who is employed by someone else to drive a regulated heavy vehicle.</li> <li>• A driver who is not an employed driver but is driving a regulated heavy vehicle is a self-employed driver.</li> </ul> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• FOLEY LOGISTICS employed drivers.</li> <li>• Self-employed sub-contractors</li> </ul>
Heavy Vehicle	<p>A motor vehicle or combination with a Gross Vehicle Mass ("GVM") Gross Combination Mass (GCM) over 4.5Tonnes. (All States and Territories except WA) Heavy vehicles in WA refer to all vehicles used in a commercial manner, irrespective of GVM/GCM)</p>
Loader	<p>The person who loads a vehicle, combination or container or site shed with goods for transport by road; or</p> <ul style="list-style-type: none"> <li>• a person who loads a vehicle or combination with a container or site shed (whether containing goods) for transport by road; or</li> <li>• a person who supervises and/or manages and controls an activity mentioned in paragraph (a), (b)</li> </ul> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Forklift, Crane/Hiab operator</li> </ul>
Load Manager	<p>The person who manages, or is responsible for the operation of, a site or premises where regulated heavy vehicles are loaded or unloaded; or the person who supervises, manages, or controls any activity undertaken by a loader or unloader.</p> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Driver</li> </ul>



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	<ul style="list-style-type: none"> <li>• Engineer</li> <li>• Project manger</li> <li>• Foreman</li> <li>• Yard manager</li> </ul>
Worker/Operator	<p>Any person engaged by FOLEY LOGISTICS in whatever capacity - be that as an employee, contractor, sub-contractor or service provider - to provide services under a hire or reward arrangement.</p> <p>An operator of a regulated heavy vehicle is a person who is responsible for controlling or directing the operations of vehicle(s)</p> <p>The person who organises and directs others to drive the vehicle the person maintains, or arranges for the maintenance of, a vehicle or combination; or the person arranges for the registration of a vehicle.</p> <p><i>FOLEY LOGISTICS nominated roles:</i>  <i>FOLEY LOGISTICS Pty Ltd</i>  <i>Major transport companies</i></p>
Packer	<p>People who place items in packages, on pallets or in containers in readiness for transportation.</p> <p><i>FOLEY LOGISTICS nominated roles:</i></p> <ul style="list-style-type: none"> <li>• Site staff</li> <li>• Yard staff</li> <li>• Driver</li> </ul>
Parties in the Chain of Responsibility	<p>In relation to a regulated heavy vehicle, parties include the:</p> <ul style="list-style-type: none"> <li>• Driver of the heavy vehicle</li> <li>• Employer of the driver of the vehicle; and</li> <li>• Prime contractor of the driver; and</li> <li>• Operator of the vehicle; and</li> <li>• Scheduler of goods for transport by the vehicle, and</li> <li>• Scheduler of its driver; and</li> <li>• Consignor of goods for transport by the vehicle; and</li> <li>• Consignee of goods for transport by the vehicle; and</li> <li>• Loading Manager of goods for transport by the vehicle; and</li> <li>• Loader of goods on to the vehicle; and</li> <li>• Unloader of goods from the vehicle.</li> </ul>
Team Member	<p>Within FOLEY LOGISTICS any person engaged under any remuneration arrangement, be that employee, casual, sub-contractor etc., is termed as a Team Member for the purposes of these Policies, Procedures &amp; Work instructions.</p>
Foley Logistics Site	<p>Any yard, Machine yard, laydown yard, workshop depot etc. owned or operated by FOLEY LOGISTICSTRANSPORT</p> <p>Any construction site where FOLEY LOGISTICS is the responsible contractor regardless of size duration or stage of project.</p>
Ancillary Equipment	<p>Any items used on a vehicle that is designed or intended to be used with vehicles that may fall off or become loose and pose a potential threat to other road users. E.g. Straps, chains, hoses, brushes, boots, gloves etc.</p>
NHVR – National Heavy Vehicle Regulator	<p><a href="https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/industry-codes-of-practice-and-accreditation">https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/industry-codes-of-practice-and-accreditation</a></p>



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## Chain of Responsibility (“CoR”)

The allocation of responsibility along the Supply Chain i.e. shipping containers, warehouse and transport supply chain.

### Consignee

(c) person who organises goods to be transported to them and completes transport documentation relating to the transport of the goods by road.

Or

(d) Person who receives the goods after completion of their transport by road; but does not include a person who merely unloads the goods.

*FOLEY LOGISTICS nominated roles:*

- *Customers*
- *Import/export managers.*

### Consignor

(a) person who organises the transport of goods and/or is responsible for the transport documentation relating to the transport of the goods by road.

Including any of the following:

- transport by company drivers and vehicles
- transport by prime contractors & sub-contractors
- Loading of vehicles from manned and unmanned sites
- Possession of goods immediately before transport (e.g. 3<sup>rd</sup> party storage)

If the goods are imported into Australia — a person who imports the goods.

*FOLEY LOGISTICS nominated roles:*

- *Operations manager*
- *Transport manager*
- *Business development manager*

### Contractor and /or Prime Contractor

- A person who contracts someone else to drive a regulated heavy vehicle
- A Carrier who contracts directly with the Consignor or Consignee.

### Sub-Contractor

A Carrier who contracts indirectly with the Consignor or Consignee and/or directly with the contractor.

*FOLEY LOGISTICS nominated roles:*

- *Sub-contractor (Owner-Driver)*

### Driver

- (1) The driver of a regulated heavy vehicle includes an employed driver and a self-employed driver. *Note Driver is defined in the C or R Act.*
- (2) An employed driver is a driver who is employed by someone else to drive a regulated heavy vehicle.
- (3) A driver who is not an employed driver but is driving a regulated heavy vehicle is a self-employed driver.



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FOLEY LOGISTICS nominated roles:

- FOLEY LOGISTICS employed drivers.

## Employer

A person who engages someone else to drive a regulated heavy vehicle under a contract of employment, apprenticeship or training.

FOLEY LOGISTICS nominated roles:

## Heavy Vehicle

A motor vehicle or combination with a Gross Vehicle Mass (“GVM”) over 4.5 tonnes.

## Loader

- Person who loads a vehicle or combination or container with goods for transport by road; or
- A person who loads a vehicle or combination with a freight container (whether containing goods) for transport by road; or
- A person who supervises and/or manages and controls an activity mentioned in paragraph (a), (b)

FOLEY LOGISTICS nominated roles:

- Forklift operator
- Warehouse manager

## Accountabilities Matrix

FOLEY LOGISTICS have set out Responsibilities within this procedure. To ensure that the approach to the procedure and its responsibilities are fulfilled a series of specific “Accountabilities” has also been developed. The Matrix below expands upon the “Responsibilities” and nominates the “Accountabilities” for various tasks within this procedure.

Role accountability, each nominated Role below is responsible for the activities listed against the role.

## Accountabilities Matrix

**Table 1**

Role	CoR Management	CoR Training competency	Actual CoR Checks	De-brief on CoR	Issue Rectification	CoR Compliance
Driver/Worker		Comp	Conduct	Attend & report		Conduct
Supervisor/Foley Logistics		Comp	Validate	Conduct & report	Notification & Action	
Workshop		Comp	Comp	Conduct & report		Conduct
Manager	Provide, Control & Review	Validate	Validate	Validate	Validate	Validate
Executive	Provide & validate	Provide & validate	Provide & validate	Provide & validate	Provide & validate	Provide & validate



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## Load Manager

- (a) person who manages, or is responsible for the operation of, a site or premises where regulated heavy vehicles are loaded or unloaded; or
- (b) Person who supervises, manages or controls any activity undertaken by a loader or unloader.

*FOLEY LOGISTICS nominated roles:*

- *Operations manager*
- *State manager*
- *Transport manager*
- *Warehouse manager*

## Operator

An operator of a regulated heavy vehicle is a person who is responsible for controlling or directing the operations of vehicle(s)

- (a) The person organises and directs others to drive the vehicle
- (b) The person maintains, or arranges for the maintenance of, a vehicle or combination; or
- (c) The person arranges for the registration of a vehicle.

*FOLEY LOGISTICS nominated roles:*

- *Transport companies.*

## Packer

Person who places items in packages, on pallets or in containers in readiness for transportation

*FOLEY LOGISTICS nominated roles:*

- *Warehouse employees*

## Parties in the Chain of Responsibility

These following people are parties in the Chain of Responsibility in relation to a regulated heavy vehicle:

- (a) Driver of the heavy vehicle
- (b) Employer of the driver of the vehicle; and
- (c) Prime contractor of the driver; and
- (d) Operator of the vehicle; and
- (e) Scheduler of goods or passengers for transport by the vehicle, and the scheduler of its driver; and
- (f) Consignor of goods for transport by vehicle; and
- (g) Consignee of goods for transport by vehicle; and
- (h) Loading Manager of goods for transport by vehicle; and
- (i) Loader of goods on to the vehicle; and
- (j) Unloader of goods from the vehicle.

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**Table 2**

Parties in the Supply Chain	Contractor	Haulage Company
Corporations, partnerships, unincorporated associations.	✓	✓
Employers and company directors.	✓	✓
Exporters and importers.	-	-
Primary producers.	-	-
Prime contractor or drivers.	✓	✓
Operator of vehicle.	-	✓
Schedulers of goods or passengers for transport in vehicles, and the scheduler of its driver.	✓	✓
Consigners, consignees and receivers of the goods for transport.	✓	✓
Loaders and unloaders of goods.	✓	-
Loading managers (the person who supervises loading and/or unloading, or managers the premises where it occurs.	✓	-



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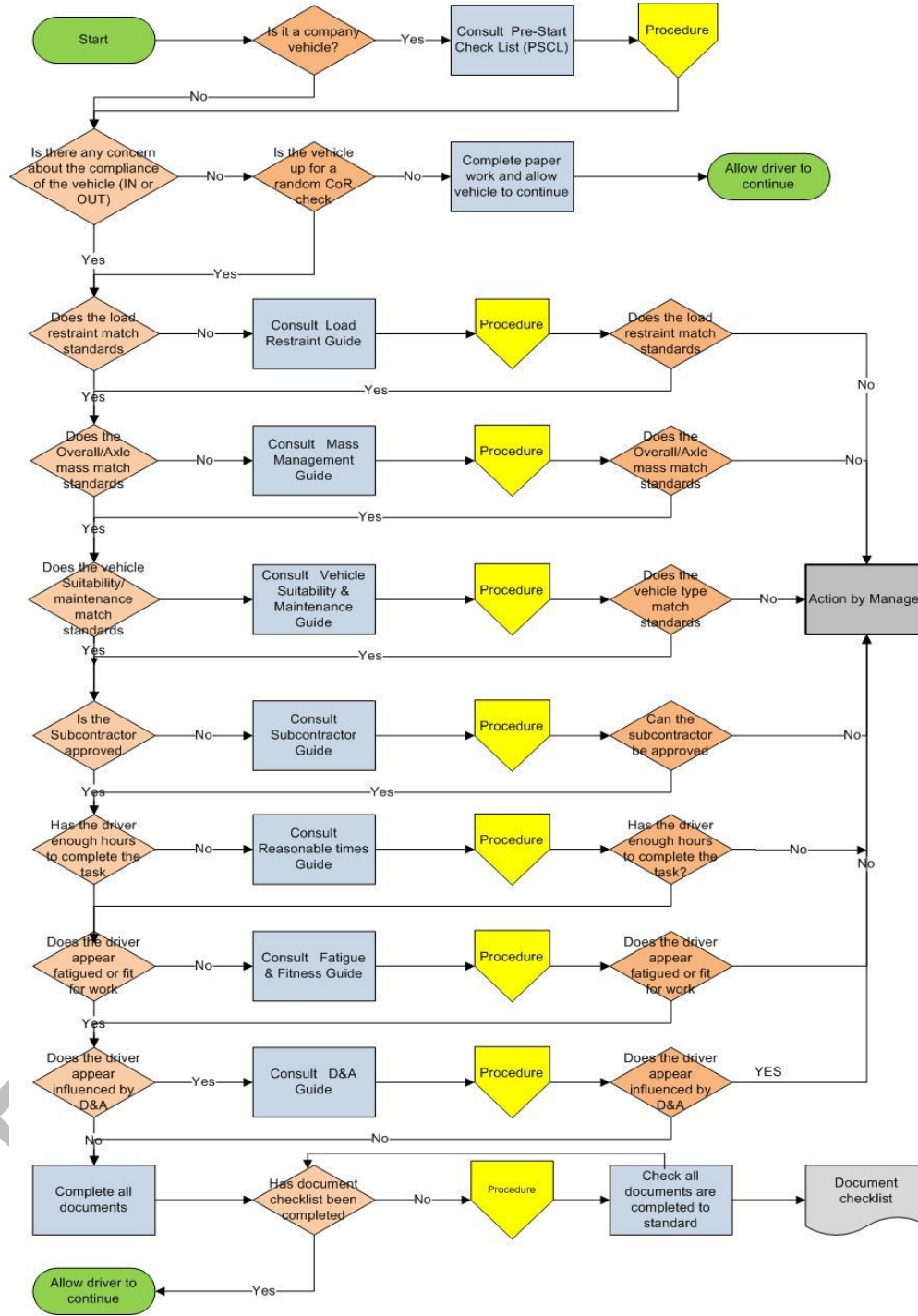
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## CoR Flow Chart Chart 1

### CoR System Overview



SOP 001



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## Executive reporting

### CHECKLIST: ENSURING EFFECTIVE BOARD AND MANAGEMENT COR COMPLIANCE REPORTING

#### WHAT?

Provide only meaningful information. Extraneous information contributes to information overload and makes it difficult for executive officers (EOs) to effectively review and act on the information.

- Ensure reporting is exception or non-conformance based and focuses on bad performance, not on good performance. Reporting that focuses on good performance and compliance does not enable EOs to identify problems or where attention should be focused.
- Record all steps taken to prevent CoR breaches and respond to and remedy any breaches that have occurred. For example, record details of CoR awareness training or breach warnings issued to business partners. This information will be essential to help you prove that you have taken all reasonable steps to prevent CoR breaches from occurring.
- Develop key reporting measures for each area of CoR compliance (as relevant to your business), e.g. mass, dimension, load restraint, speed, fatigue and, expected in 2016, vehicle maintenance.
- Ensure CoR compliance reporting metrics are identifiable, measurable, and reported uniformly. It may be necessary to include guidance or definitions in your CoR reporting policy about what constitutes a non-conformance incident or near miss, i.e. an unplanned event that did not result in injury, illness, or damage, but that had the potential to do so.
- Utilise sub-reporting within reporting measures to help you identify trends that require further attention. For example, reporting total CoR non-conformance incidents is good, but reporting whether these are mass, dimension, load restraint, speed, fatigue, or vehicle maintenance issues will assist in trend forecasting and rolling out a targeted response plan to prevent problems from continuing.
- Extend reporting to CoR compliance by your business partners, e.g. service providers.

#### WHEN?

- Report reasonably frequently (monthly is recommended, or immediately for any significant non-compliance incidents) – reasonable diligence will not be demonstrated if compliance reporting is only addressed annually.
- Ensure that your reporting is cumulative, at least to some extent, to enable trends to be identified over time. Reporting that is limited to short time periods and then discarded for the next reporting period will not allow for this.
- Ensure that executive officers exercise reasonable diligence to prevent CoR breaches by adopting:
  - near-miss reporting.
  - CoR policy and/or code of conduct non-compliance.
  - trend analysis; and
  - Future forecasting. Reporting only actual breaches (as opposed to other forms of non-compliance with CoR policies and practices) and ‘after-the-fact’ information will not go all the way to preventing future breaches.

**WHERE?** Consider CoR compliance source information (e.g. CoR compliance policies and codes of conduct), reporting and records of remedial action as critical business documents that must be retained in the business’s records.

**WHY?** Remember that, from an investigation or prosecution point of view, being able to demonstrate compliance is as important as actually complying. If there are no such records, it will be difficult to prove compliance in court.



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**Chain of Responsibility (CoR) – ENTER DATE 02/12/2022**

Executive Summary

*Enter Summary*

Under the HVNL, executives (director and any person concerned in the management of a corporation, partner in a partnership and manager of an unincorporated association) have a proactive and positive duty to exercise due diligence to ensure their business complies with all its CoR obligations.

The HVNL expressly sets out specific requirements for executive compliance. Mandatory positive executive due diligence will include (but is not limited to) taking reasonable steps to:

- obtain and keep up to date knowledge about what the business is doing to ensure that its transport activities (see below) are safe.
- understand how and in what capacities the business engages in transport activities.
- understand the hazards and risks, including risks to the public, associated with the business' engagement in transport activities.
- ensure the business has, and uses, appropriate resources to eliminate or minimise those hazards and risks.
- ensure the business has, and implements, processes:
  - to eliminate or minimise those hazards and risks.
  - for receiving and considering information about those risk
  - for responding to information about those hazards and risk
- Complying with the business' duty to ensure, as far as is reasonably practicable, the safety of its transport activities and ensure it does not cause or encourage contravention of the HVNL.

National – Legal Matters

NIL

National CoR Tracking Graph

Weekly 31/10/2022	CHAIN OF RESPONSIBILITY COMPLIANCE REPORT					
	CITY	Speeding	Mass	Fatigue	Pre-starts	CoR Breaches
	Adelaide	690	NA	4		
	Brisbane	932	0	139		
	Melbourne	967	6	55		
	Perth	1332	6	1		
	Sydney	4789	10	16		
<b>Non Conformances Raised</b>	CITY	Speeding	Mass	Fatigue	Pre-starts	CoR Breaches
	Adelaide					
	Brisbane					
	Melbourne					
	Perth					
	Sydney					
<b>Non Conformances Closed</b>	CITY	Speeding	Mass	Fatigue	Pre-starts	CoR Breaches
	Adelaide					
	Brisbane					
	Melbourne					
	Perth					
	Sydney					

Mass

Legend: Adelaide (Blue), Brisbane (Orange), Melbourne (Grey), Perth (Yellow), Sydney (Dark Blue)

Speeding

Legend: Adelaide (Blue), Brisbane (Orange), Melbourne (Grey), Perth (Yellow), Sydney (Dark Blue)

Fatigue

Legend: Adelaide (Blue), Brisbane (Orange), Melbourne (Grey), Perth (Yellow), Sydney (Dark Blue)





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<b>Produced By</b>	Alan Guest	<b>Approved by:</b>	Hayden Foley
<b>Reason for Update:</b>	COR System Safety Management System (SMS) Review		

Monthly CoR Statistics:



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## Load Restraint Procedure

### Policy

It is the FOLEY LOGISTICS policy that no vehicle will leave any of its sites knowingly in breach of load restraint guidelines and will take all reasonable steps to ensure that this occurs.

FOLEY LOGISTICS does not condone or encourage any load restraint breach on inbound vehicles and upon detection of a load restraint breach vehicle will immediately commence corrective action to prevent a further occurrence. Transport companies, drivers and /or suppliers may be banned for FOLEY LOGISTICS sites if instances of load restraint failure continue.

### Purpose

To ensure all vehicles enter or leave a FOLEY LOGISTICS site meet all legal load restraint guidelines. Either through FOLEY LOGISTICS Load Restraint guide or the NTC Load Restraint Guide

### Scope

To ensure all staff members understand what is required when checking loads and completing check documentation

### Outline

Below is a guide to the Load Restraint checking process and specific guidelines can be found in supporting documentation in the appendices of this document.

### Procedure Flow Chart

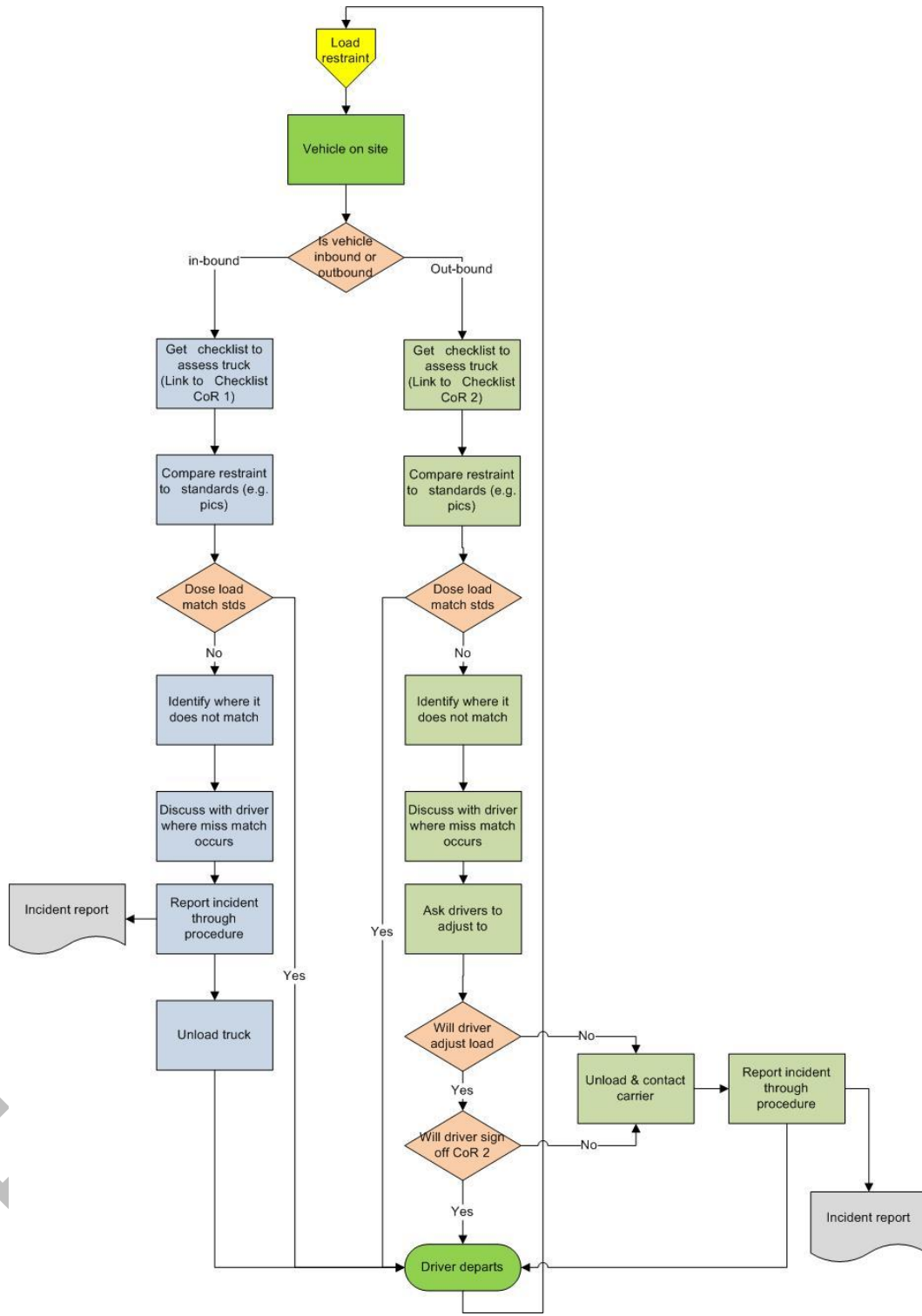
Below is a procedure flow chart of all the steps required check load for correct loads restraint, if this manual is being used live on-line, all documents can be retrieved by selecting the appropriate Hyperlink to that document.

[Load Restraint Procedure Flow Chart](#)



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## Chart 2 Load Restraint Procedure Flow Chart



**SOP-002**



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## MIXED LOAD (Taut Liner, Flat Top, Crane Trucks, Skelatal's)

The following are examples of mixed loads. FOLEY LOGISTICS expect the following minimum standard:

- **Gates:**
  - Must extend past the top upmost pallet or Bin.
  - Must be restrained against load with straps between pallets.
  
- **Straps/binders:**
  - Must be in good condition and have adequate SWL to restrain gates.
  - Must be adequately tensioned to restrain load effectively.
  - Downward pressure on the pallets is required for all transportation, double stacks and part loads.
  
- **Boards:**
  - must be in good condition.
  - Are not suitable on their own as a load restraint system.
  - Need to be used to assist in restraining pallets to avoid forward, backward and sideways movement.
  
- **Curtain Siders**
  - Side Curtains may only be used to restrain loads if each curtain is certified and carries a certification stamp or plaque on them, also an engineer's certificate carried in the cab of the vehicle, showing the maximum weight that the curtain or binder will restrain.
    - Pallets must be no greater than 1.6m high with no protrusions.
    - Pallets must not be double stacked without double stack certification.
  - Less than full loads should still be restrained.
  
- **Container Skel's**
  - Twist Locks pins to be locked closed
  - Stacked/Loaded with doors to rear, unless risk assessment has been completed and compliant to the Load Restraint 2018 Standard.
  - Ply Boards and Pogo Sticks
  - Load Shoring Bars
  - Dunnage



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## SINGLE LAYERED (Taut Liner / Flat top)

The following are examples of single layer loads. Methods of restraint can be used for these types of products. FOLEY LOGISTICS expect the following minimum standard:

- Taut Liner with gates:
  - Gates must be restrained against load with Ratchet straps.
  - Lashings, Webbing/Ratchet Straps must be in good condition and of adequate SWL to restrain load.
  - Minimal direct downward pressure on pallet is required.
  
- Flat top / taut liner without gates:
  - Direct downward pressure on products is required.
  - Angels may be required to ensure downward pressure is spread evenly across pallet.
  - Ratchet Straps (not ropes) must be used
  - Ratchet Straps must be in good condition and of adequate SWL to restrain load.
  - Boards to be used as required to restrain pallets to avoid forward, backward and sideways movement.
  - Shrink wrap must be in good condition i.e. not torn when loaded and attached to pallet at least 50%.
  
- Container Skel's
  - Twist Locks pins to be locked closed
  - Stacked/Loaded with doors to rear.
  - Forward Doors only if Risk assessment has been completed and in accordance with the LRG Performance Based Standards.
  
- Rigid Body
  - Ply Boards and Shoring bars to block loads
  - E Track and Load Bars
  - Pogo Sticks with Q Track
  - Adequate Lashings Ratchet Straps type load Restraint



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## BINS/CRATES

The following are examples of loads of Bins or crates. FOLEY LOGISTICS expect the following minimum standard:

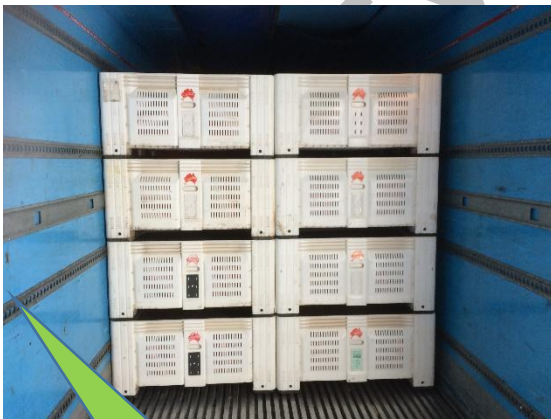
- With Gates:
  - Gates must be restrained against loads with straps.
  - Lashings/Straps must be in good condition and of adequate SWL to restrain gates.
  - Direct downward pressure on Bin/Crate is required.
- Without Gates:
  - Direct downward pressure on Bin/Crate is required.
  - Straps must be used.
  - Straps must be in good condition.



Straps



Ropes



Load Lock



Shoring Bar

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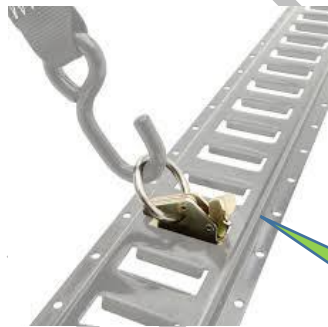


Gates and Straps



Load Lock/shoring Bars

E/F & Q Track, Load Lock

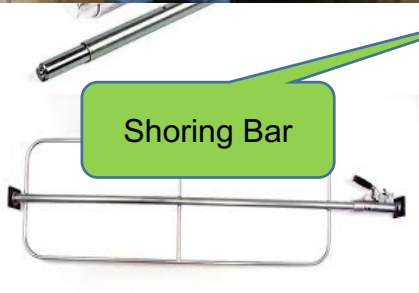


Load Lock

Load Lock/shoring Bars



Shoring Bar



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### Load Binders Ratchet Straps



### Aircraft Cargo Load Lock



### Container Twist Locks



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## Forms

CoR Checklist SOP-Cor-008

## Guides

NHVR Mass Standards

<https://www.nhvr.gov.au/files/201403-0024-nhvas-mass-management-standards.pdf>

Load Restraint Guide 2018

[https://www.ntc.gov.au/Media/Reports/\(9E12B22A-6156-41B0-F382-136A34520AF8\).pdf](https://www.ntc.gov.au/Media/Reports/(9E12B22A-6156-41B0-F382-136A34520AF8).pdf)

FOLEY LOGISTICS



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## Mass Control Procedure

### Policy

It is FOLEY LOGISTICS policy that no vehicle will leave any of its sites knowingly overloaded and will take all reasonable steps to ensure that this **does not** occur.

FOLEY LOGISTICS does not condone or encourage any overloading on inbound vehicles and upon detection of an overloaded vehicle will immediately commence corrective action to prevent a further occurrence. Transport companies, drivers and /or suppliers may be banned for FOLEY LOGISTICS sites if instances of overload continue.

### Purpose

To ensure all vehicles entering or leaving a FOLEY LOGISTICS site meet all legal loading guidelines

### Scope

To ensure all staff members understand what is required when checking loads and completing check documentation

### Outline

Below is a guide to the Mass Control checking process and specific guidelines can be found in supporting documentation in the appendices of this doc Auditing page document.

### Procedure Flow Chart

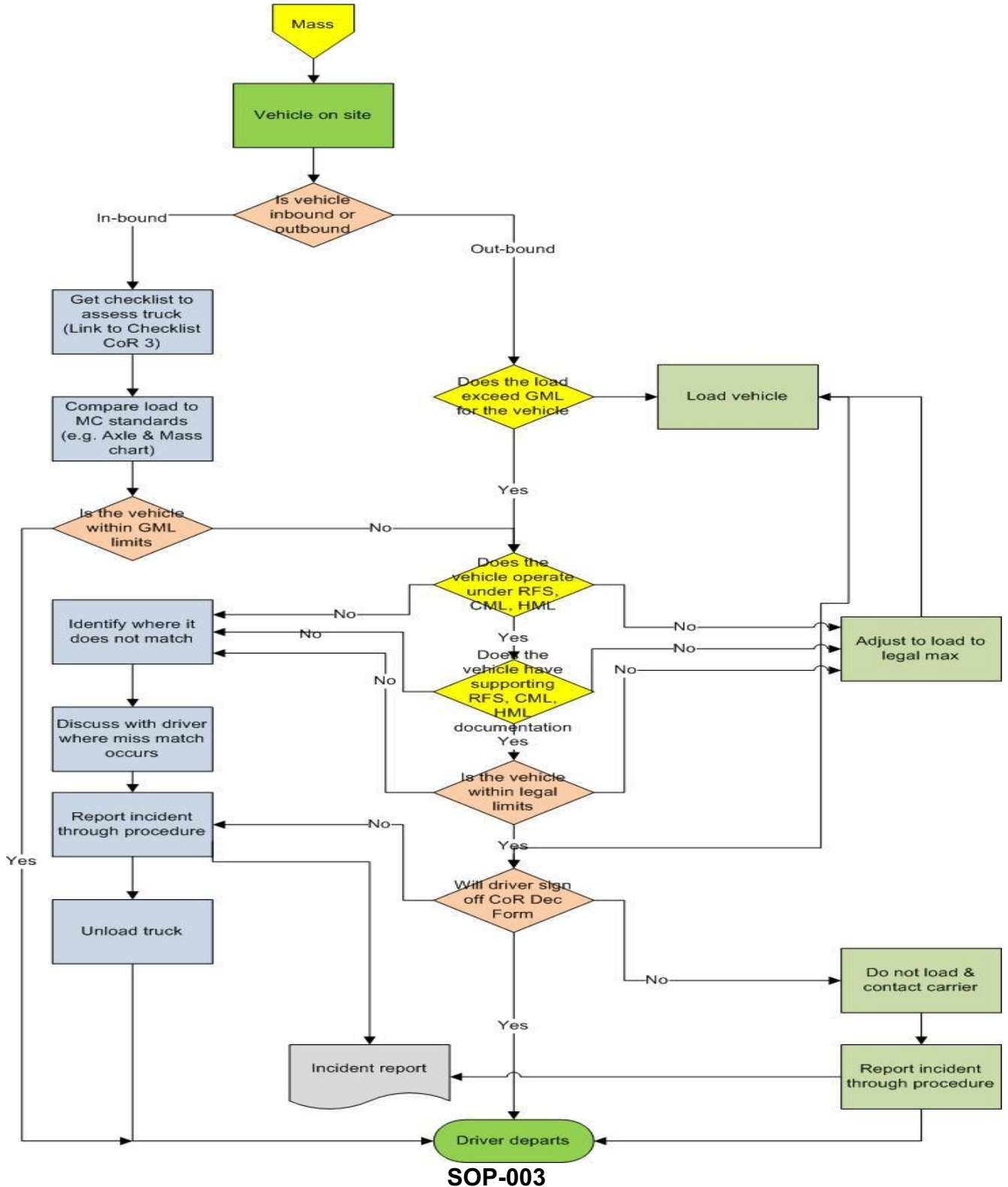
Below is a procedure flow chart of all the steps required to check load for correct load mass, if this manual is being used live on-line, all documents can be retrieved by selecting the appropriate Hyperlink to that document.

### [Mass Procedure Flow Chart](#)



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### Chart 3 Mass Procedure Flow Chart



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### **Inbound Vehicles**

- All inbound vehicles must present evidence of the mass of the load to the receiving point on site
- This may be presented in the following ways:
  - Weighbridge docket (printed)
  - Calculated mass supported by Vehicle Weight Declaration (VWD)
- All vehicles will be checked against the NHVR and Mass Guides (see Forms & Guides)
- Vehicles presenting to site stating their carrying capacity is greater than GML evidence will need to be provided in the form of an HML certificate; if this is not provided the vehicle will be regarded as GML only
- Vehicles exceeding their legal GVM will be unloaded for safety. Driver will be issued with an overload notice (see forms for sample)
- Corrective action systems will be enforced (see Correction Action System)
- Driver/Supplier/Operations will be given 3 chances to ensure that mass can be achieved. After third offence, driver/carrier will be banned from site and any further attempts for delivery will be reported to transport authorities.

### **PARTIAL LOADS**

FOLEY LOGISTICS will still apply the above procedure even when the load is a partial load only for Foley Logistics.

### **Outbound Vehicles**

- All outbound vehicles will have VWD – this will be calculated or via weighbridge.
- All weights will comply with legal GVM requirements
- All company and contract vehicles will need to provide evidence of any CML/HML accreditation or will be loaded to GML only
- Any vehicles not meeting legal loading will be returned to be unloaded to meet legal requirements
- Corrective action will be enforced to ensure infringements do not re-occur
- No vehicle will leave the site incorrectly

Complete Vehicle Declaration Form on all outbound vehicles.

### **Container Weight Declaration (CWD)**

What is a CWD?

A CWD is a declaration document completed by those loading a container or truck that is sealed or locked and is inaccessible to drivers and others during transit. The CWD is a declaration to the driver or handler of the container/truck stating that the load is compliant in terms of weight, balance and restraint.



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The Heavy Vehicle National Law (HVNL) sets out the obligations for Operators, Drivers, Consignors and Consignees about the handling of freight containers and the requirements for container weight declarations (CWD).

A CWD is a written declaration of the weight of a container and its contents. It may be either in hard copy or **electronic form**, or a placard attached to the freight container. It may consist of one or more documents in different formats – for example a sheet of paper and an email - but in any case, it must be able to be produced in its entirety, to an authorised officer, upon request.

Although there is no specific form for a CWD, it must include the following information:

- weight of the container including its contents (you may estimate the mass, however subject to the reasonable steps defence, you may be liable if your estimation is incorrect)
- container number and other details necessary to identify the container.
- name and residential address or business name and address in Australia of the responsible entity for the freight container.
- Date of declaration.

When do I complete a CWD?

A CWD is completed whenever the load is sealed/locked. For example, if load type “A” is loaded and sealed then a CWD is needed, if the same load type “A” is loaded to an unsealed vehicle then NO CWD is needed.

A complying CWD is required when transporting a consigned freight container on a road using a heavy vehicle. The requirement for a complying CWD is not dependent on whether the freight container is empty or loaded.

### **Driver's responsibility**

A Driver must not drive a vehicle loaded with a freight container (empty or loaded) unless they have a complying CWD for the container. While on the road, drivers must always keep a copy of the CWD in or about the vehicle.

### **Forms**

- Container Weight Declaration RECCoR-003
- Corrective Actions Record REC-005

### **Guides**

NHVR Mass SOP-003



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## VEHICLE STANDARDS: Maintenance, Controls & Suitability Procedure

### WHAT IS THE RISK?

The main purpose of the vehicle standards obligations in the HVNL is to ensure the safe operation of heavy vehicles and that heavy vehicles used on roads are of a standard and in a condition that prevents or minimise safety risks.

### Policy

It is FOLEY LOGISTICS policy that no vehicle will leave any of its sites knowingly in an unroadworthy manner or inappropriate for the task and will take all reasonable steps to ensure that this occurs, pre-Start checks Must and Shall be carried out.

FOLEY LOGISTICS does not condone or encourage unroadworthy or inappropriate inbound or outbound vehicles and upon detection of an unroadworthy vehicle will immediately commence corrective action to prevent a further occurrence. Transport companies, drivers and /or suppliers may be banned for FOLEY LOGISTICS sites if instances of vehicle failure continue.

### Purpose

To ensure all vehicles entering or leaving a FOLEY LOGISTICS site meet all legal roadworthy and suitability guidelines

### Scope

To ensure all staff members understand what is required when checking loads and vehicles and completing check documentation

### Outline

Below is a guide of the Vehicle Control checking process and specific guidelines can be found in supporting documentation in the appendices of this document.

### Procedure Flow Chart

Below is a procedure flow chart of all the steps required to check the roadworthiness and suitability. If this manual is being used live on-line, all documents can be retrieved by selecting the appropriate Hyperlink to that document.

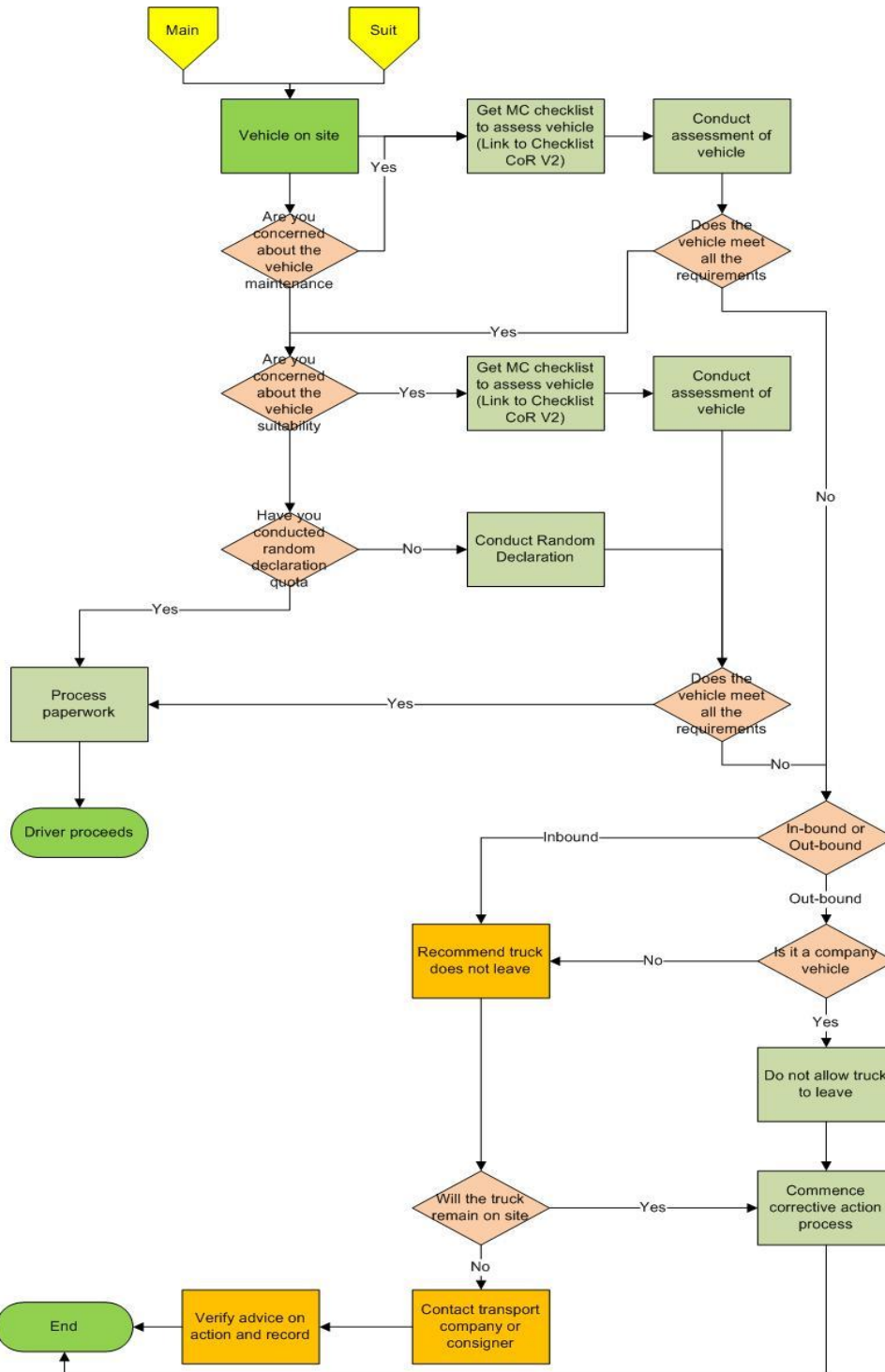
[Vehicle Maintenance & Suitability Procedure](#)

Also, F:\NATIONAL SAFETY DOCUMENTS\Transport - Safe Operating Procedures Vehicle/Trailer Inspection SOP



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## Chart 4 Maintenance Management Flow Chart



**SOP-004**



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## Inbound Vehicles

Inbound vehicles may be checked on arrival on site

Vehicles can be checked against the FOLEY LOGISTICS Checklist for the following:

- Vehicle roadworthiness
- Vehicle suitability

Vehicle Roadworthiness:

FOLEY LOGISTICS officers will use FOLEY LOGISTICS Checklist, this can be found in RECCoR-005

Officers will follow the Checklist to determine if the vehicles meet the requirements; officers are not expected to perform a full mechanical check of the vehicle but to look for glaringly obvious items such as flat tyres, broken lights, and general obvious shoddiness

*Vehicle Suitability:*

- FOLEY LOGISTICS officers should use the FOLEY LOGISTICS checklist for vehicle suitability and compare the requirements of the list to the vehicle on site
- Should any vehicle become a concern to an officer then the officer must commence the corrective action procedure to reduce or eliminate the risk.
- Officers should refer to the vehicle maintenance and suitability flow chart below and follow the steps listed on that flow chart

## Outbound Vehicles

All vehicles can be checked in the same way as inbound vehicles regardless of the owner of the vehicle.

If the vehicle is owned by Foley Logistics, any issues in terms of roadworthiness will be brought to the attention of the transport manager for rectification. Use form RECCoR-008

Vehicles that fail the appropriate checklists will be handled as follows:

- *Inbound:* unloaded and only partially loaded to site; staff will advise driver not to leave. If they elect them too, drivers will need to complete the Declaration Form with comments completed
- *Outbound:* vehicles should have been checked against inbound checklist and rejected; however, if this was missed inbound, then vehicle must be sent back to warehouse to be unloaded
- *Corrective Actions Process* will commence; follow the corrective action steps:
  - Inbound Contractor – reported via Corrective Action System and carrier supplier notified
  - Unbound FOLEY LOGISTICS vehicle – Corrective Action System with immediate notification to FOLEY LOGISTICSTRANSPORT
  - Outbound Contractor – advise not to leave site and remove load

Pre-Start Run Card





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## Reasonable Transit Times Procedure (SPEED)

### Policy

It is FOLEY LOGISTICS Pty Ltd policy that no vehicle will need to speed at any time to meet delivery requirements and will take all reasonable steps to ensure that speeding does not occur, and time slots are modifiable to ensure this does not occur. Aquipa shall be utilised for monitoring speed and any speed alerts/alarms dealt with immediately on notification.

FOLEY LOGISTICS does not condone or encourage speeding of any vehicle and will work with driver, carriers, customers, and receivers to ensure that all reasonable transit times are met. Upon detection of an over speed of vehicle will immediately commence corrective action to prevent a further occurrence. Transport companies, driver and /or suppliers may be banned for FOLEY LOGISTICS sites if instances of vehicle failure continue.

### Purpose

To ensure all vehicles carrying on behalf of FOLEY LOGISTICS have been planned and scheduled to meet all legal transit times, and where delays do occur FOLEY LOGISTICS will endeavour to make alternate arrangements to ensure speeding is not required.

### Scope

To ensure all staff members understand what is required to plan and initial load and to modify a driving plan in the event of an unforeseen delay.

### Outline

Below is a guide for Vehicle route planning and specific guidelines can be found in supporting documentation in the appendices of this document.

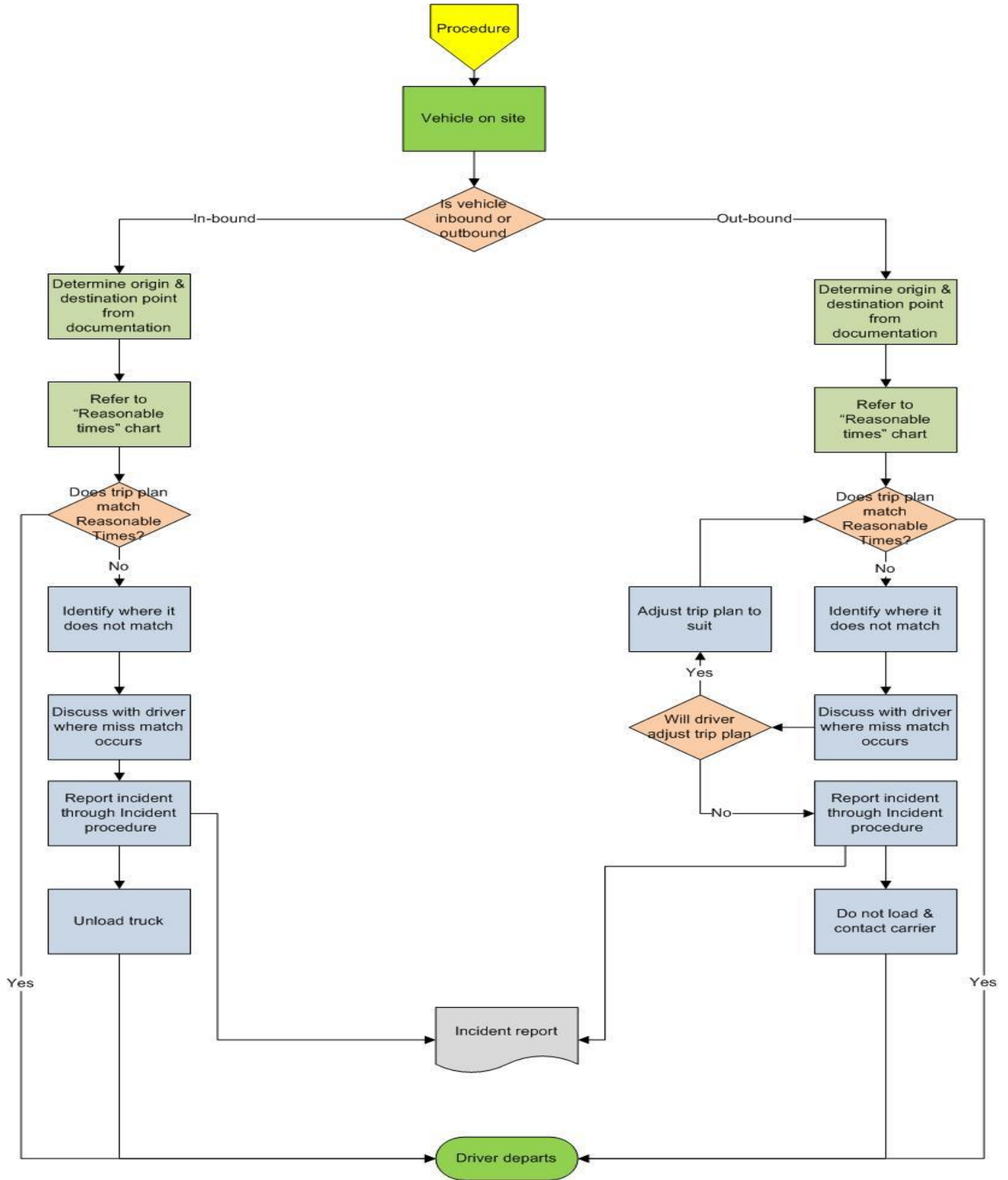
### Procedure Flow Chart

Below is a procedure flow chart of all the steps to ensure a vehicle transit plan is effective and legal.



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## Chart5 Reasonable transit times Flow Chart



**SOP-005**



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### Driving plans (inbound/outbound)

- All trips must be planned and checked to ensure they can be achieved legally.
- Appendix shows the “Reasonable Transit Tables” from primary FOLEY LOGISTICS sites to other nominated locations
- The Reasonable Transit Tables include transport speeds for trucks and legally required rest breaks.

### Site Delays

- If a delay is experienced at any site, the driving plan will need to be reviewed and formally modified to reflect the new delivery time
- All modifications and adjustments must be in writing and re-issued to the driver
- Copies of the modification must be kept in file

### Driver management:

- If a delay is experienced for any reason the driver must be advised of the extent of the delay in 15-minute band and advised that the driver’s time sheet/ work diary can be suspended. Stand Down Document.
- 15-minute time bands are required as drivers record their “Rest” in 15-minute bands, which are applied in the following way:
  - REST time is rounded DOWN to the nearest 15 minutes
  - WORK time is rounded UP to the nearest 15 minutes
  - Example
    - 29 minutes of REST is deemed as 15 minutes of rest
    - 16 minutes of WORK is deemed as 30 minutes of work.
- MT Data is utilized to monitor driver speed, location, & rest breaks

### Forms

Stand down Time Sheet/Work Diary suspension form REC-004

### Guides

FATIGUE SOP-004

For a tutorial on how to use Google Maps for Vehicle Route Planning, please click on the below link.

<https://www.youtube.com/watch?v=wtXFWU4r9FQ>

Alternatively,

<http://gis.nhvr.gov.au/journeyplanner/>



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## SUBCONTRACTOR POLICY PROCEDURE:

### POLICY

FOLEY LOGISTICS will engage sub-contractors to complete work for or on behalf of the business. FOLEY LOGISTICS has a duty of care to ensure that any contractor that completes work on our behalf does not cause injury or harm to any person who may be impacted by the work being completed.

### PURPOSE

FOLEY LOGISTICS understands the importance of ensuring that the subcontractors are legally compliant this process will evaluate and capture Subcontractor Compliance.

### SCOPE

This policy applies to all FOLEY LOGISTICS sub-contractors

### OUTLINE/Definitions

- **Approved/preferred contractors** – contractors that have completed and passed the sub-contractor process.
- **Compliance** – meeting the requirements.
- **Non-Conformance** – failing to meet the requirements.
- **Sub-Contractor** – Someone who takes on a portion of work from another.
- **Stakeholder** – somebody who has a direct interest.
- **Tender** – an offer made in writing by one party to another to complete work for payment.

### MANAGEMENT

- To ensure the procedure is available to all sub-contractors.
- To provide adequate resources to meet the requirements of the procedure
- To conduct systematic reviews of sub-contractors processes applicable to the work they are carrying out.
- To ensure that all safety and environmental hazards are identified and controlled.
- To identify the key stakeholders and ensure they receive the relevant information to enable ongoing legal compliance.

### SUB-CONTRACTOR:

- To provide all information as requested
- To work in a manner that does not cause harm or property damage maintaining compliance to Chain of Responsibility (C.O.R.).

### PROCEDURE

#### Approval of Sub-Contractors

- When it is proposed to use contractors to provide services, the Transport Manager/Supervisor must determine the Chain of Responsibility and health and safety requirements that are to be incorporated into the works.
- Sub-contractors must complete Sub-Contractor Pack and provide copies of all relevant documents and insurances prior to starting any work.
- If tenders are called the potential contractors will be required to submit details of their CoR and health and safety management system with their tender.



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<b>Reason for Update:</b>	COR System Safety Management System (SMS) Review		

- Subcontractors will be inducted onto FOLEY LOGISTICS sites as applicable and cannot have a change of scope without further assessment.
- Regular checks and audits are to be conducted to confirm that the contractor is maintaining compliance.
- A list of approved/preferred contractors will be established and maintained.
- If a subcontractor does not have a safety system or methods of compliance, they may be inducted into the FOLEY LOGISTICS system and will have to meet all the relevant requirements to their scope for works.
- Regular Audits shall be conducted, if a subcontractor fails an audit they will be stood down from being able to work for FOLEY LOGISTICS until the non-conformances are address – repeat breaches may result in the subcontractor being banned from working for FOLEY LOGISTICS.

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## Procedure

Following is a procedure of all the steps required to check Subcontractor compliance.

### REPRESENTATIVE:

### VENDOR DETAILS:

<b>Vendor Name</b> (Registered business name)					
<b>Trading Name</b> (If applicable)					
<b>Business Registration Number</b> (ABN/ACN or equivalent)				<b>GST Registered?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Address Details</b>	<b>Street:</b>			<b>City:</b>	
	<b>State:</b>		<b>Postcode</b> :	<b>Country:</b>	
<b>Phone</b>				<b>Fax:</b>	
<b>Email Address</b>					

### NOTE:

- To ensure payment is processed correctly could you please provide a copy of your bank deposit slip or a copy of your bank statement only showing your company name and account number.
- FOLEY LOGISTICS standard payment terms are **30days from invoice date** in which the invoice is received.
- FOLEY LOGISTICS preferred payment method for all transactions is via EFT.

### DOCUMENTATION:

- Vendor Bank Account details must be listed below and linked to the nominated ABN / ACN above. The bank details must be supported with a copy of either:
  1. A Bank Deposit Slip
  2. An extract of a Company Bank Statement
  3. The Bank Details listed on Company Letterhead and signed by an authorised Vendor representative.

<b>Bank Name</b>	
<b>Branch Name</b>	
<b>BSB Number</b>	
<b>Bank Account Type</b>	
<b>Bank Account Number</b>	



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**ACKNOWLEDGEMENT:**

**SUBCONTRACTOR CRITERIA/PRE-REQUISITE for Engagement (CoR) CHAIN OF RESPONSIBILITY**

By taking on works on behalf of Foley Logistics, you must comply with the key requirements of the Chain of Responsibility Legislation, including:

- That all goods in/ on a heavy vehicle are secured in accordance with load restraint guidelines and/or regulations (Load Restraint).
- That a heavy vehicle's maximum axle and/ or gross weight limitations are not exceeded when loaded, and, that the goods which are loaded and carried do not exceed the heavy vehicle's dimension limits (Mass Management and Dimensions).
- That drivers are not fatigued when working on and/ or driving heavy vehicles (Fatigue Management).
- That drivers do not exceed stated speed limits (Speed Control & Management).
- That the common health conditions which affect heavy vehicles driver's fitness to drive (such as diabetes, heart disease, sleep disorders etc.) are monitored and managed, to ensure that remedial actions, should this be deemed necessary, can be taken in a timely manner (Driver Health).
- That drivers are 'fit for duty,' and not under the influence of any drugs or alcohol when working on and/ or driving heavy vehicles (Drugs & Alcohol).
- That all the equipment and heavy vehicles used in the loading, transporting, and unloading of goods are 'fit for purpose' for their intended use (Equipment Suitability).
- That all the equipment and heavy vehicles used in the loading, transporting, and unloading of goods are subject to regular inspection, review, and maintenance, in line with manufacturer specifications, to ensure that they remain in effective working order (Equipment Maintenance).
- That CoR legislation related Policies, Procedures and other supporting documents have been developed and appropriately communicated to relevant Personnel (Documentation).
- That relevant Personnel with CoR related roles and responsibilities have received appropriate training and instruction (Training); which includes timecard reporting including, Mass, Fatigue, Pre-start checks (on ALL equipment use taken steps to satisfy themselves that direct or third-party transport companies used in relation to work conducted for Foley Logistics, have appropriate systems and controls in place to comply with the requirements of the CoR Legislation (Subcontractor/Supplier Control & Assessment); and
- That appropriate facilities and infrastructure are in place to support operational compliance with the requirements of the CoR Legislation (Operational Facilities).

By submitting this form, I agree that the information provided above is true and correct at the time of completing this request; and accept the FOLEY LOGISTICS Standard Terms and Conditions except where there is an executed contract in place between FOLEY LOGISTICS and the Vendor in relation to the relevant good or services.

<b>Print Name:</b>	<b>Signature:</b>	<b>Position:</b>	<b>Date:</b>



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**Foley Logistics USE:**

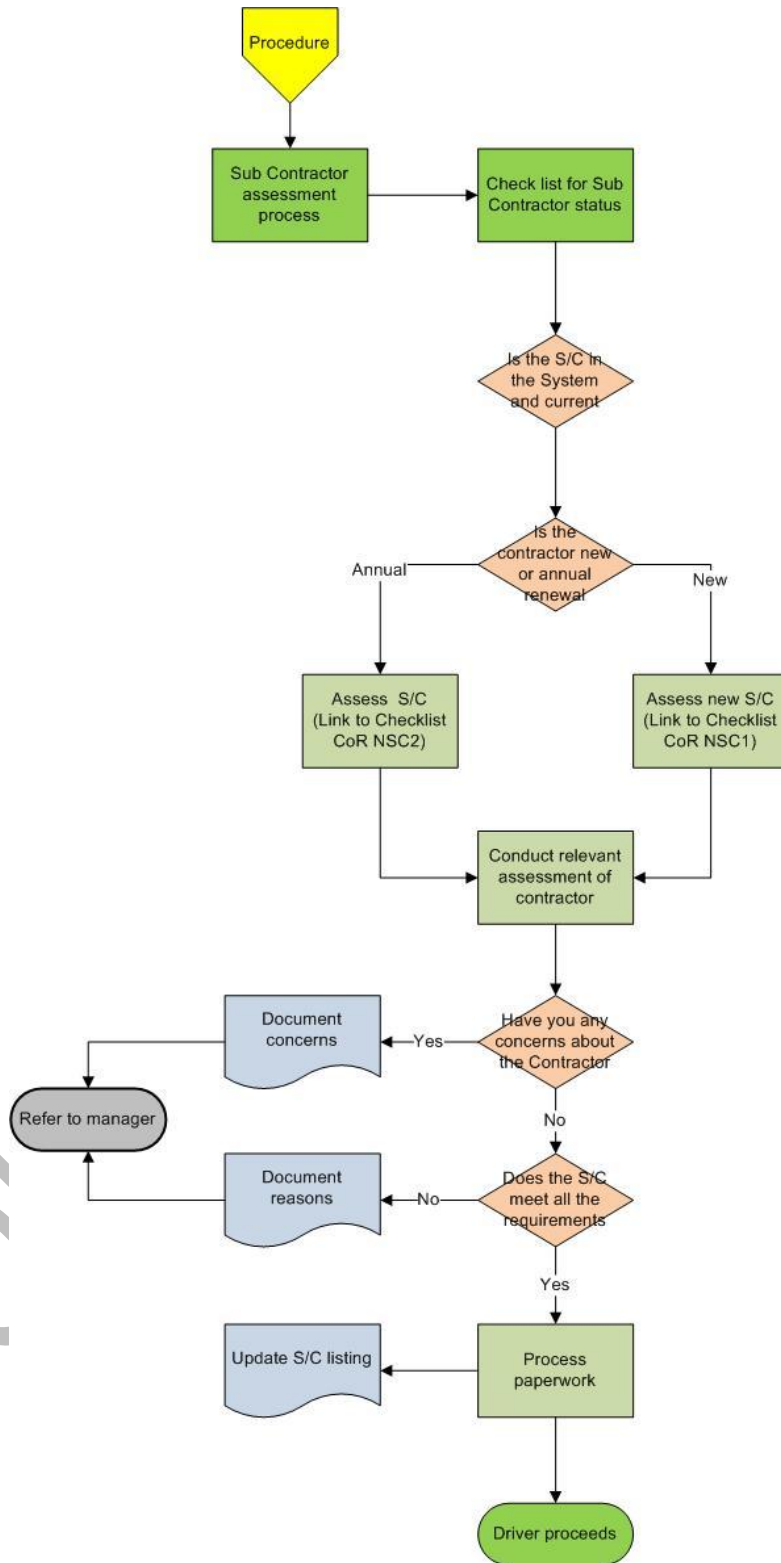
Requested by FOLEY LOGISTICS Operations Representative Print Name:	Signature:	Date:
Authorised by FOLEY LOGISTICS State Manager Print Name:	Signature:	Date:
Authorised by FOLEY LOGISTICS Finance Representative Print Name:	Signature:	Date:

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**Chart 6**  
**Subcontractor Flow Chart**



**SOP-006**



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## Inbound Vehicles

- All sub-contractors and carriers employed on behalf of FOLEY LOGISTICS will need to be assessed and registered within the FOLEY LOGISTICS system.
- All inbound vehicles must present evidence of the mass of the load to the receiving point on site on request
- This may be presented in the following ways:
  - Weighbridge docket (printed)
  - Calculated mass supported by Vehicle Weight Declaration (VWD)
  - Or asked to provide a CWD
- Carriers may be identified before arriving on site and an assessment will be conducted
- When a contractor comes to site, they may be checked against the system (refer to the flow chart on next page).

## New Contractors

- (A) If a contractor is already in the system and their registration is current and correct then all will proceed as per usual
- (B) If a contractor is already in the system and their registration is not current, they will be allowed to load but will be given notice of refusal and a full Corrective Action System audit will commence
- (C) If a contractor is not in the system, they will need to complete a Controlled Self-Assessment (CSA) at the time. A manager must be contracted and in presence when a decision is made as to whether the contractor can continue with loading or not. Once all actions have been completed, contractor can continue.

## Existing Contractors

- Contractors working to and from FOLEY LOGISTICS Sites will be contacted and advised on the requirements of FOLEY LOGISTICS to complete the Controlled Self-Assessment (CSA) and return for review
- Sample Letter to contractors
- Controlled Self-Assessment (CSA)



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## All Contractors

- Contractors will be advised of their need for compliance and advised of the FOLEY LOGISTICS requirement to supply a CSA
- Contractors will also be made aware that FOLEY LOGISTICS reserves the right to conduct random full audits on contractors who complete a CSA

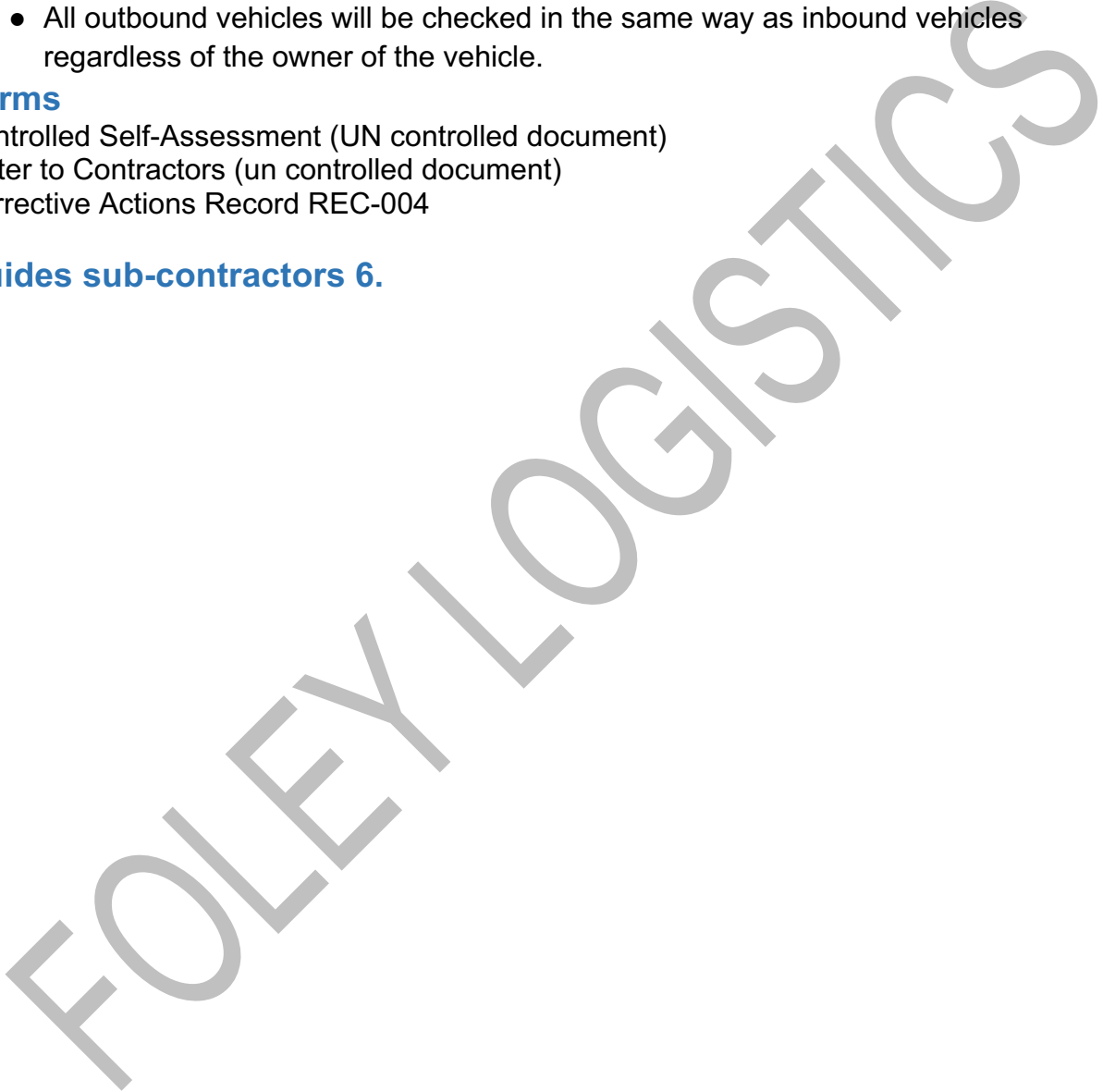
## Outbound Vehicles

- All outbound vehicles will be checked in the same way as inbound vehicles regardless of the owner of the vehicle.

## Forms

Controlled Self-Assessment (UN controlled document)  
 Letter to Contractors (un controlled document)  
 Corrective Actions Record REC-004

## Guides sub-contractors 6.



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## FATIGUE MANAGEMENT: Policy

### PURPOSE

To ensure all team members understand when checking fatigue (driving hours, physical condition) and completing checks of the documentation.

### SCOPE

The Site Supervisor/Manager/Allocator of a site is responsible for ensuring compliance with this procedure. The HSEQ Advisor/ Manager is responsible for ensuring quarterly compliance checks are completed by the Management team and assisting with external auditing as required. (To be implemented 2019)

### DEFINITIONS Table 3

Term	Definition
<b>Standard Hours</b>	12 hours work per day
<b>Basic Fatigue Management (BFM)</b>	14 hours of work per day
<b>Advanced Fatigue Management (AFM)</b>	16 hours work per day
<b>Work</b>	Any activity that requires a conscious effort". This can include, but is not limited to: Driving the truck, paperwork, fueling, waiting in queue and administration.
<b>Technical Fatigue</b>	in terms of documents the driver has enough legal hours to complete the task presented
<b>Actual Fatigue</b>	where, regardless of the number of hours the driver may have, they are still fatigued

### FATIGUE MANAGEMENT

All drivers – both inbound and outbound – will be checked for fatigue symptoms. Fatigue will be checked in two ways: Technical Fatigue and Actual Fatigue.

#### INBOUND VEHICLES

All drivers – both inbound and outbound – will be checked for fatigue symptoms. Fatigue will be checked in two ways:

- *Technical fatigue:* in terms of documents the driver has enough legal hours to complete the task presented
- *Actual fatigue:* where, regardless of the number of hours the driver may have, they are still fatigued

#### 1. Technical Fatigue

Check if driver is working under a fatigue scheme (except WA only trips), which could be:

- Standard hours
- Basic Fatigue Management (BFM)
- Advanced Fatigue Management (AFM)

WA and NT operate under Workplace Health and Safety fatigue regulations and guidelines. However, for the purposes of the FOLEY LOGISTICS Policy & Procedure, NT will operate under SA standards

If a driver is working under BFM or AFM they should present documented proof of this case. The driver must have taken the necessary rest breaks for their fatigue scheme and must have enough work hours available to be able to complete their planned journey.



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## 2. ACTUAL FATIGUE

A driver may present various signs or symptoms of fatigue or other similar ailments. Fatigue is not easy to detect, hard to lessen. FOLEY LOGISTICS officers will need to go through FOLEY LOGISTICS Fatigue Checklists and decide as to how to handle fatigue.

Although the checklist is not conclusive, if in doubt request that driver to sign off on fatigue declaration in COR checklist.

If a driver fails the fatigue checklist and insists on continuing, fill out the Corrective Actions System.

Contact drivers' transport company and obtain guidance on how they want to proceed. Get the transport company to email, fax or scan instructions to Foley Logistics. If this is not available, obtain a second FOLEY LOGISTICS officer to listen to the telephone instructions and write them down independently. Use the records as part of the corrective actions taken.

Transport company advice can be followed in most cases provided it is documented. If you have serious concerns, contact management immediately for further instructions.

### Site Delays and Driver rest periods

If a delay is experienced at any site drivers will be advised of the extent of the delay. The driver will need to review the safe driving plan and advise his company and adjust the plan to maintain legality where required. The driver is also required to update his time sheet or work diary on completion of the rest time. Implement the stand down procedure/document.

## Forms

Notification of Fatigue Stand-down RECCoR-004

Corrective Actions Record REC-005

## Guides: Flow Chart Fatigue 7



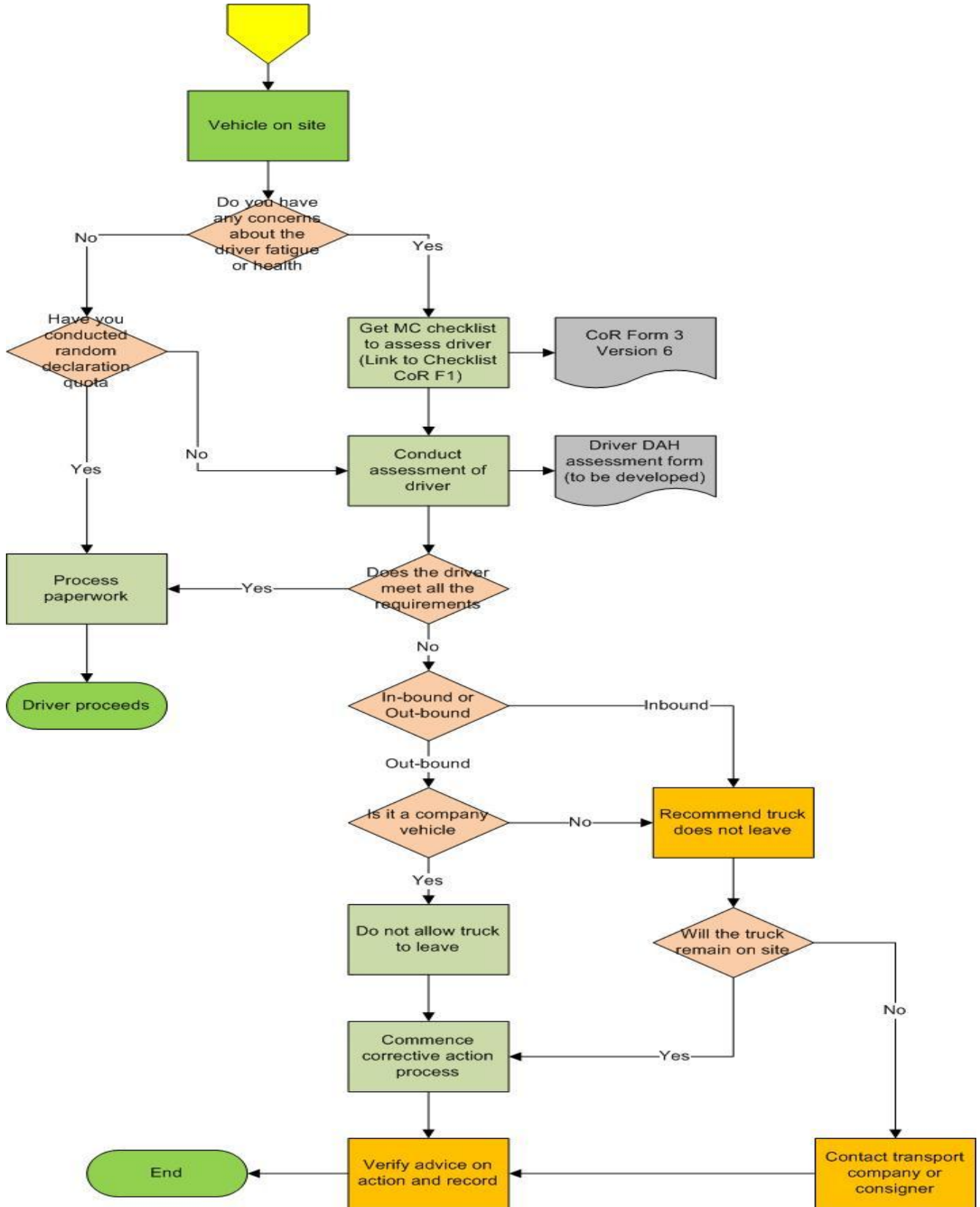
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## Chart 7 Fatigue Management Flow Chart



**SOP-007**



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## Inbound Vehicles

Drivers – both inbound and outbound – may be checked for fatigue symptoms. Fatigue will be checked in two ways:

- *Technical fatigue:* in terms of documents the driver has enough legal hours to complete the task presented
- *Actual fatigue:* where, regardless of the number of hours the driver may have, they are still fatigued

### 1. Technical Fatigue

Check if driver is working under a fatigue scheme, which could be:

- Standard hours – 12-hour work per day
- Basic Fatigue Management (BFM) – 14 hours work per day
- Advanced Fatigue Management (AFM) – 16 hours work per day

*Definition of work:*

“Any activity that requires a conscious effort” including:

- Paperwork, fueling, working truck, waiting in a queue, training, administration and actual driving
- The commute from home and back in a heavy vehicle is deemed to be work

If a driver is working under BFM or AFM they should present documented proof of this case.

### 2. Actual Fatigue

A driver may present various signs or symptoms of fatigue or other similar ailments. Fatigue is not easy to detect, hard to lessen. FOLEY LOGISTICS officers will need to go through FOLEY LOGISTICS Fatigue Checklists and decide as to how to handle fatigue.

Although the checklist is not conclusive, if in doubt request that driver to sign off on fatigue declaration in COR checklist.

If a driver fails the fatigue checklist and insists on continuing, fill out the Corrective Actions System.

Contact drivers’ transport company and obtain guidance on how they want to proceed. Get the transport company to email, fax or scan instructions to Foley Logistics. If this is not available, obtain a second FOLEY LOGISTICS officer to listen to the telephone instructions and write them down independently. Use the records as part of the corrective actions taken.

Transport company advice can be followed in most cases provided it is documented. If you have serious concerns, contact management immediately for further instructions.

## Forms

Notification of Fatigue Stand-down RECCoR-004

CoR SOPCCoR-001

Corrective Actions Record REC-005

## Guides Fatigue 7



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## DOCUMENTATION PROCEDURE

### POLICY

It is FOLEY LOGISTICS policy that only the Compliance Manager will authorise the amending of manuals and record formats. The Compliance Manager is responsible for issuing new versions of manuals, work instructions and records and ensuring that old versions of these are collected.

### PURPOSE

Each form shall have printed on it either a date of issue or its version number. The master copies of each record layout kept by the Compliance Manager shall always be deemed the current record layout.

### SCOPE

Each manual shall contain its own amendment register. The amendment register for this manual shall appear as the last page of the manual.

### PROCEDURE

All records generated through adherence to the CoR & Quality System shall be kept under lock whenever not being accessed. All records are to be retained for a minimum of five years or a longer period if required to meet our legal requirements. Records shall be filed by the Compliance Manager or designate.

### LIST OF RELEVANT RECORDS:

**Table: 4**

<i>Doc #</i>	<i>Record Name</i>	<i>Last "date of issue"</i>
RECCoR-001	Pre-Start Check	2/1 /03/2026
RECCoR-002	Notification of Infringement	2/1 /03/2026
RECCoR-003	CWD Container Weight Declaration	2/1 /03/2026
RECCoR-004	Notification of fatigue Stand-down	2/1 /03/2026
RECCoR-005	Non-Conformance/Corrective Action Report	2/1 /03/2026
RECCoR-006	Mass Management (Chart)	2/1 /03/2026
RECCoR-007	Safe Driving Plan/Trip Plan	2/1 /03/2026
RECCoR-008	CoR safety declaration	2/1 /03/2026
Table 1	Accountabilities Matrix	2/1 /03/2026
Table 2	Parties in Supply Chain	2/1 /03/2026
Table 3	Definitions/Fatigue	2/1 /03/2026
Table 4	Document Records	2/1 /03/2026
Table 5	Std operating Procedures	2/1 /03/2026
Table 6	Revision	2/1 /03/2026
Table 7	Audit Process	2/1 /03/2026
Table 8	Definitions D/Goods	2/1 /03/2026
Table 9	Drugs & Alcohol	2/1 /03/2026
Table 10	Drug Types Description	2/1 /03/2026
<i>Doc #</i>	<i>SOP Work Instruction Name</i>	<i>Last "date of issue"</i>
SOPCoR-000	CoR Compliance	02/05/2026



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SOPCoR-001	Load Restraint	02/05/2026
SOPCoR-002	Mass Management	02/05/2026
SOPCoR-003	Maintenance Management	20/03/2026
SOPCoR-005	Reasonable Transit Times (SPEED)	20/03/2026
SOPCoR-006	Sub-Contractor	20/03/2026
SOPCoR-007	Fatigue Management	02/05/2026
SOPCoR-008	Dangerous Goods	20/03/2026
SOPCoR-009	Drugs & Alcohol	02/05/2026
SOPCoR-010	General Observer	20/03/2026
SOPCoR-011	Flow Chart 1 CoR Overview	20/03/2026
SOPCoR-012	Flow Chart 2 Load Restraint	20/03/2026
SOPCoR-013	Flow Chart 3 Mass Procedure	20/03/2026
SOPCoR-014	Flow Chart 4 Maintenance Management	20/03/2026
SOPCoR-015	Flow Chart 5 Speed	02/05/2026
SOPCoR-016	Flow Chart 6 Sub-Contractor	20/03/2026
SOPCoR-017	Flow Chart 7 Fatigue Management	02/05/2026
SOPCoR-018	Flow Chart 8 Drugs & alcohol	20/03/2026
SOPCoR-011	Guidance Note 1 What is CoR (Use as Toolbox Training)	20/03/2026
SOPCoR-012	Guidance Note 2 CoR Compliance	20/03/2026
SOPCoR-013	Guidance Note 3 CoR Scope	20/03/2026
SOPCoR-014	Guidance Note 4 CoR Cover	20/03/2026
SOPCoR-015	Guidance Note 5 What you need to do to comply	20/03/2026

**Table: 5**  
List of Relevant SOP Work

Instructions





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## Auditing

### COMPLIANCE AUDITS

A compliance audit certifies that a management system for accreditation is in place, is being used and adhered to the CoR scheme standards before accreditation is granted. There are various audits that form part of the NHVAS CoR Accreditation.

#### INITIAL AUDIT

For the first accreditation period an initial compliance audit must be carried out no earlier than 6 months and no later than 7 months after the effective date of the accreditation, and a second compliance audit prior to the expiry of the accreditation period (12 months).

#### ANNUAL AUDITS

It is the operator's responsibility to complete a compliance audit and submit an audit summary report to the service provider/supplier of the SMS system, no earlier than 12 months and later than one month prior to expiry of the accreditation period. An audit report is valid for 9 months from the date the audit is completed. Foley Logistics will complete an annual compliance audit and submit an audit summary report no earlier than 12 months and no later than 1 month prior to expiry of the accreditation period.

#### TRIGGERED AUDIT.

Where information (e.g. on-road breach, serious crash, compliance history, an intercept report, a compliance statement or a complaint) suggests that a scheme member may be acting in contravention of the conditions of accreditation, the NHVR may initiate a triggered audit.

#### RANDOM AUDITS

Random audits may be requested at the discretion of a service provider or the NHVR at any time, with or without notice at any premises of a scheme member.

The diagram/flow chart following details of the compliance requirements and checklist

### AUDITING

The audit tool and process are a control in which both internal and external auditors can utilize to interrogate the veracity of the CoR system in place; and the quality of information reported to support the daily management of compliance. The audit tool is a gauge to the quality of driver and management input to CoR, and compliance to NHVAS inspection criteria of which FOLEY LOGISTICS are aspiring to sustain as the minimum standard nationally. Weekly, Monthly, Quarterly, and Annual.

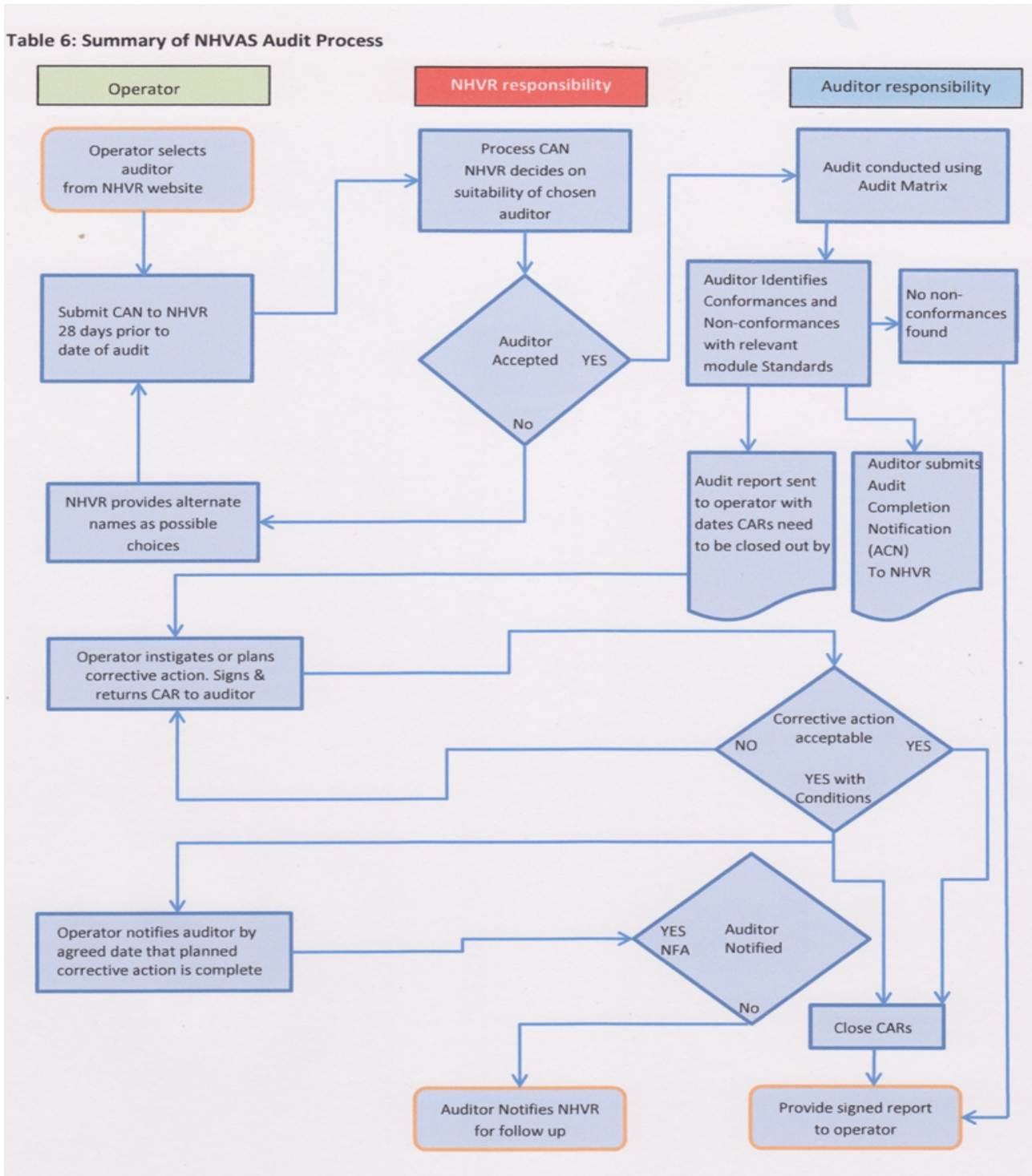
#### AUDIT PROCESS/MAP FLOW CHART 7



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## AUDIT CHART

Table 6: Summary of NHVAS Audit Process



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## TRANSPORT & HANDLING OF DANGEROUS GOODS:

### PURPOSE

This procedure outlines the basic principles for managing the transportation, storage and use of chemicals including hazardous substances, dangerous goods, carcinogens and poisons. Collectively the terms 'chemicals' will be used to incorporate all the above varieties. The overarching principle is to provide a systematic method for identifying and controlling potential hazards to minimise the risk of adverse health and safety effects to people, the environment or property.

### SCOPE

The objectives of this Paperless Warehousing FOLEY LOGISTICS policy is to ensure safe handling of all dangerous goods across FOLEY LOGISTICS sites. This procedure will operate and be enforced on all FOLEY LOGISTICS sites/workplaces. This procedure details the requirements for the transport, storage and handling of hazardous substances to minimise the risk of potential or actual environmental impacts to land or waterways by chemicals, fuels or lubricants

### REFERENCES:

### LEGISLATION

- Protection of the Environment Operations Act 1997
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Contaminated Land Management Act 1997
- Environmentally Hazardous Chemicals Act 1985
- Fire Brigades Act 1999
- Road and Rail Transport (Dangerous Goods) Act 2008
- State Emergency and Rescue Management Act 1989
- Pesticides Act 1999

### OTHER

- Dangerous Goods Code of Australia (ADG7 Code)
- AS1940 – Storage and Handling of Flammable and Combustible Liquids
- AS1596 the Storage and handling of LP Gas.
- AS3780 the storage and handling of corrosive substances.
- AS4332 Storage and handling of gas in cylinders.
- Code of Practice Control of Workplace Hazardous Substances.
- Code of Practice Safe Use of Synthetic Mineral Fibres.
- EPA Environmental Guidelines: Assessment, Classification and Management Plan

[: \NATIONAL SAFETY DOCUMENTS\FOLEY LOGISTICS- Safety Management System \(SMS\) 2022\WHS Policy\WHS POL03 - FOLEY LOGISTICSEnvironmental Policy - v2.docx](#)



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## DEFINITIONS

**Table 8** For the purpose of this procedure, the following definitions apply:

Term	Definition
<b>Safety Data Sheet (SDS)</b>	A Safety Data Sheet (SDS), previously called a Material Safety Data Sheet (MSDS), is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace.
<b>Hazardous Substances</b>	Substances which have the potential to harm the health of people and the effects are over long-term use
<b>Dangerous Goods</b>	Are substances or articles that pose a risk to people, property, or the environment, due to their chemical or physical properties. Dangerous goods are usually classified with reference to the immediate hazard they pose rather than the long-term health effects.
<b>Poisons</b>	Includes those substances listed as Scheduled Poisons under the Poisons and Therapeutic goods Act.
<b>Carcinogens</b>	Are substances which can cause cancer.
<b>Assessment</b>	Is the best judgment/evaluation of a possible situation? Where specific assessment documentation is required, all such documentation covering an assessment will be completed and filed as required.
<b>Shall</b>	It indicates that a statement is mandatory.
<b>Should</b>	Indicates a recommendation.
<b>Competent Person</b>	Is a person who has, through a combination of training, education and experience, acquired knowledge and skill enabling that person to perform correctly a specific task.
<b>Contractor/Subcontractor</b>	Is any organization or person employed by FOLEY LOGISTICS to carry out work procedures necessary to complete a project? This includes single-person employers and includes subcontracting organisation's employed by Foley Logistics.

### EXCLUSIONS

There are no exclusions from this procedure

### HANDLING OF DANGEROUS GOODS

Sets out codes of practice and other standards which supplement legislative requirements. The objective of this ECP is to provide measures to be undertaken during construction for the storage and handling of hazardous substances and explosives to minimise the risk of potential or actual environmental impacts.



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## GENERAL

### CHEMICAL PRODUCTS AND HAZARDOUS SUBSTANCES

It is essential that when considering the use of chemicals and hazardous substances that the effects of using such products are eliminated. Where this is not practical, the risk associated with the product or substances used are to be reduced.

Once a product has been determined as being required for activities or to be used on a permanent basis, then the staff member responsible for that work must review the following 10-point check and implement the appropriate controls to minimise the likelihood of injury or damage resulting in its use:

- Is the product considered hazardous?
- Has the Safety Data Sheet (SDS) been obtained to identify storage requirements?
- What is the quantity required and what is the maximum quantity to be stored?
- Is there a license requirement under the Dangerous Goods Act 1975?
- Is there any special requirement for delivery and/or storage of the product?
- What can the product be stored with and what shouldn't it be stored with?
- Does it require specific signage at the storage area?
- When the product is used, what risk does it pose?
- Are there special requirements for the use of such product?
- Who will use it, how will they use it and how often will they use the product?

Once this check is done, the staff member responsible must consult with the Safety Manager Coordinator to ensure that the necessary information and controls are implemented.

The potential hazards from the storage and use of chemicals and hazardous substances shall be assessed using the risk assessment process. All hazardous substances used on a project should be listed on the relevant SWMS for the work activity. Controls implemented for use and storage of hazardous substances will be discussed with employees prior to their use.

### SDS

A register of chemical products that FOLEY LOGISTICS require when undertaking our activities. The person in charge in receipt of the chemical or hazardous substance and the associated SDS shall ensure the directions for the safe use, handling and storage of the product or substances are acted upon. An SDS may require the provision for:

- Emergency Protection.
- Ventilation methods.
- Personal Protective Equipment.
- Specified mixing or application tools.
- Training and information, and
- First Aid Provision.

Should the person in receipt of the SDS require assistance in implementing the required provisions, that person should contact the Safety Manager Coordinator. The WHS Manager Coordinator shall assist the person as required by the information contained on the SDS.

All hazardous and chemical substances being used and stored by FOLEY shall have an associated SDSs registered on the **SDS Register**. SDSs are valid for 5 years from the date of creation and/or updated as necessary. The Safety Manager Coordinator shall be responsible for maintaining the



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register and ensuring copies of corresponding SDS are kept up to date. A copy of the SDS file relevant to the project shall be kept on site. A master SDS file is maintained by the Safety Manager Coordinator which is kept in a document Management System Specific SDSs must be freely available to employees using that product. The use of hazard substances where there is potential for atmospheric contamination shall be managed in accordance with the Work Health and Safety Regulation 2011

## RESPONSIBILITIES

### REPORTING

All spills or hazardous substances incidents shall be reported to the Environment Manager / Safety Manager and Coordinator following a spill/incident and an Incident report must be completed. The Environment Manager must notify the EPA and other relevant authorities (ies) of pollution incidents causing or threatening material harm to the environment.

In the event of a breach of this ECP, an improvement opportunity or non-conformance can be raised by anyone in the organisation in line with the Non-Conformance Procedure.

All complaints regarding hazardous substances management shall be reported to the Environment Manager, Safety Manager and Coordinator and an Incident report completed and forwarded to the Project Manager.

### MONITORING

Regular visual inspections will be carried out by the Environment Manager / Safety Manager Coordinator and Site Supervisor of chemical, oil and fuel stores and results recorded on the **Environmental Checklist**. General visual inspections shall also be undertaken on machinery and work practices, which may cause contamination of runoff with fuels, oils, greases or other chemicals. Checks will be undertaken of plant operators and recorded on Daily Plant Inspection to ensure they are picking up on and reporting leaks. The Environment Manager will monitor collection and disposal practices of chemicals, lubricants and fuels via dockets and other removal records from each organization or subcontractor. The Environment Manager will record the volume of all waste taken from the site and destination of the waste.

Environmental auditing will be undertaken from time to time by the Environment Manager who will assess compliance with this procedure.

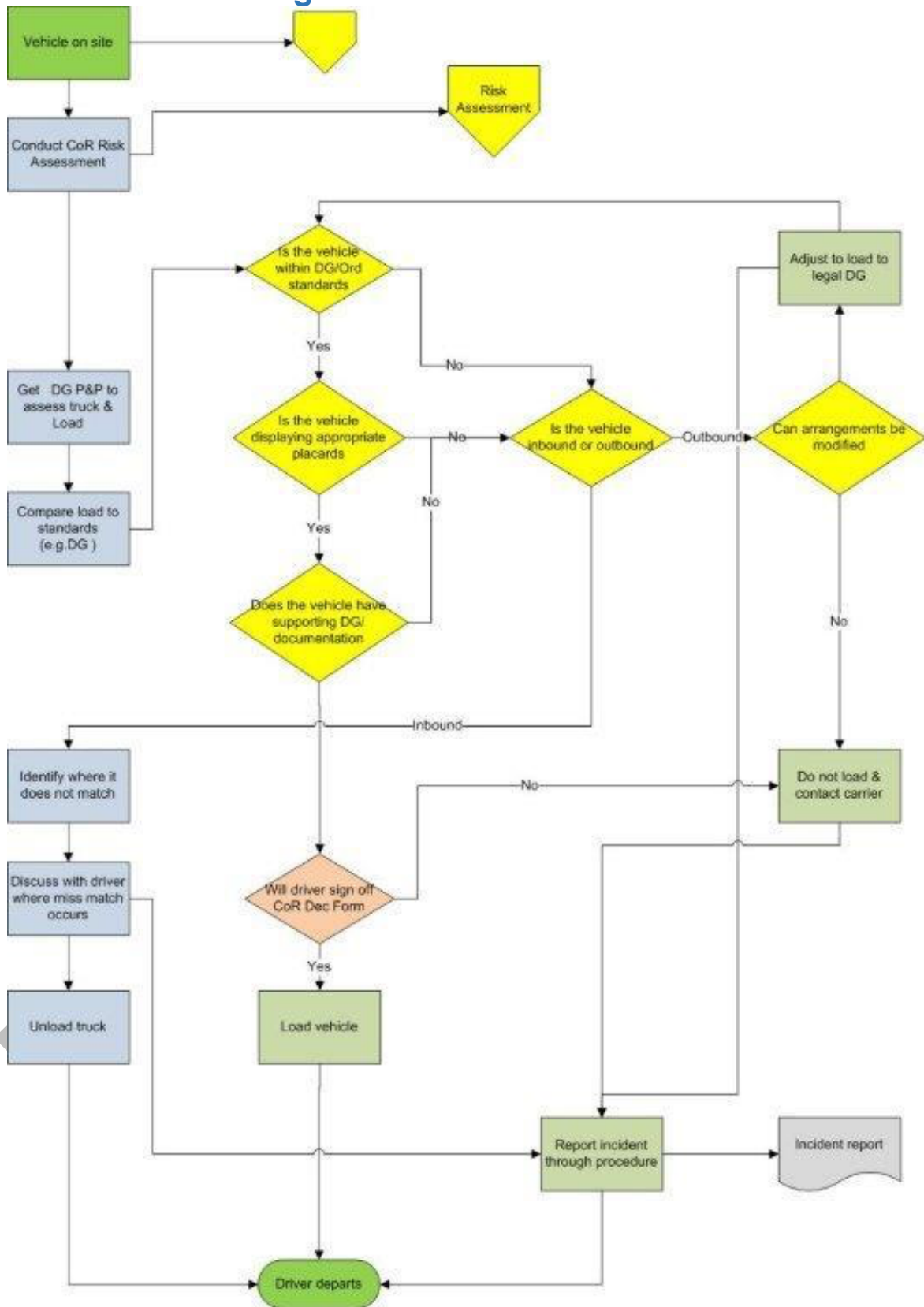
### HAZARDOUS SUBSTANCE OR PRODUCT INSPECTION

Inspections shall be conducted by the Safety Manager / QSE on hazardous substances, products and materials to ensure the standards as defined by this section are maintained.



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**Chart 8**  
**Dangerous Goods Flow Chart**



**SOP-008**



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## GENERAL OBSERVERS:

### CoR GENERAL OBSERVER

Although having no direct functional responsibility for the transportation of goods by road, general observers can still have an influence and prevent breaches of Chain of Responsibility requirements.

A general observer is anyone who has any kind of interaction with, including in the vicinity of, any transport vehicle, and can make a cursory assessment of compliance with CoR.

General observer's contribution to CoR compliance can include asking cursory questions when observing transport related activities, such as:

- Does the vehicle:
  - Appear roadworthy?
  - Equipment appears suitable for the load and are undamaged?
  - Look stable, level and not overloaded?
  - Appear to be obeying site speed limits, and limits when entering or existing sites?
- Does the driver
  - Appear to be free from the signs of drug or alcohol impairment?
  - Appear in good health?
  - Appear to be awake and alert?
- Does the load:
  - Appear restrained and secure?
  - Appear to fit the vehicle, shape, size, and type?
  - Appear to fit the Ute, van, or trailer without excessive overhang?

All FOLEY LOGISTICS Systems workers shall participate in Chain of Responsibility training to ensure they have the general awareness to make cursory observations of transport related activities and compliance to CoR requirements.



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## Drugs & Alcohol Policy

### 1: Introduction

FOLEY LOGISTICS is committed to taking appropriate actions that reduce risks to health and safety in the workplace. The effects of the use of drugs, alcohol and some medications can cause impairment that leads to increased risks of workplace injury and personal illness.

Implementing the requirements of this Policy is an essential part of FOLEY LOGISTICS safety program and is a shared responsibility by everyone at FOLEY LOGISTICS, including employees, managers, supervisors, contractors, sub-contractors, labour hire staff, volunteers, customers, suppliers, trainees, apprentices and any other person who may enter an FOLEY LOGISTICS workplace or site (**Workplace Participants**).

FOLEY LOGISTICS requires contractors to have in place their own procedure to deal with drugs and alcohol in the workplace, the minimum terms of which should comply with the law and be consistent with this Policy. If the contractor does not have such a procedure, then the contractor is required to accept and comply with this Policy. FOLEY LOGISTICS reserves the right to remove contractors, sub-contractors or employees of contractors/sub-contractors from site in accordance with this Policy.

### 2. Purpose and Scope

All Workplace Participants are prohibited from:

- a) Working or reporting to work after having consumed drugs or alcohol; and
- b) Using drugs or consuming alcohol in the workplace or when carrying out work or duties for or on behalf of FOLEY LOGISTICS (except as expressly permitted by this Policy).

FOLEY LOGISTICS will take disciplinary action against any Workplace Participant who breaches this, Policy. This may include, where appropriate, termination of employment/engagement.

The primary aim of this Policy is to identify any problems before incidents occur, give Workplace Participants tools to manage their fitness for work, discourage misuse of medications, discourage inappropriate alcohol consumption and offer help in a confidential manner to affected Workplace Participants.

For the purposes of this Policy:

- a) Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
- b) **Drug** means illegal or illicit drugs as well as any legal prescription or over-the-counter medication that affects the ability of a person to perform their work in a safe manner.

### 3. Drug & Alcohol testing

The following Workplace Participants may be subjected to drug and/or alcohol testing in the workplace, during work hours or when they are performing work for or on behalf of FOLEY LOGISTICS:

- (a) Workplace Participants who are required to drive a motor vehicle during employment or engagement.
- (b) Workplace Participants who are required to operate machinery during their employment or engagement; and
- (c) Workplace Participants who perform high risk work, including:
  - (i) work where a failure to perform a task satisfactorily would lead to substantial business or health and safety risks.
  - (ii) working in confined spaces.
  - (iii) working at heights.



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- (iv) working with hazardous substances or dangerous goods.
- (v) working with or near heavy or moving plants, e.g. cranes, forklifts, etc.
- (vi) critical or technically complex work where safety of other people may be affected by a Workplace Participant's action or inaction; and
- (vii) Working with or near electricity.

### 3.1 - Managing impairment

Controlling and reducing the risks associated with the use of drugs and alcohol will be implemented by following the management hierarchy shown below:

Level	Description	Explanation
<b>Level 1</b>	<b>Pre-employment screening</b>	Pre-employment screening is used to identify candidates who may be under the influence of alcohol or drugs prior to them commencing Employment with FOLEY LOGISTICS.
<b>Level 2</b>	<b>Peer management</b>	Everyone has a responsibility for their health and Safety of their peers in the workplace. It is the responsibility for each Workplace Participant who may have a concern about working with another Workplace Participant because of drug use or alcohol consumption to raise their concerns directly with the Workplace Participant concerned, their supervisor or the Human Resources Manager.
<b>Level 3</b>	<b>Supervisor/Manager</b>	A Supervisor's/Manager's contribution to impairment management includes identifying



### 3.2 - Testing process

- (a) Outlined below are descriptions of the drug and alcohol testing processes and equipment to be utilised.
- (b) Drug and/or alcohol testing may be conducted in the following scenarios:
  - (i) pre-employment screening (clause 3.6(a));
  - (ii) internal transfer testing (clause 3.6(b));
  - (iii) random testing (clause 3.6(c));
  - (iv) for cause testing (including testing following an accident, incident or "near miss") (clause 3.6(d)); and
  - (v) Target testing (clause 3.6(e)).

### 3.3 - Testing for alcohol

- (a) A test for alcohol will be carried out using a breath alcohol screening device.
- (b) Alcohol testing processes will comply with AS 3547:2001.
- (c) Alcohol testing may be conducted by trained FOLEY LOGISTICS employees and/or FOLEY LOGISTICS nominated providers. The nominated providers include but are not limited to:

### 3.4 - Testing for alcohol

- (a) A test for alcohol will be carried out using a breath alcohol screening device.
- (b) Alcohol testing processes will comply with AS 3547:2001.
- (c) Alcohol testing may be conducted by trained FOLEY LOGISTICS employees and/or FOLEY'S nominated provider. The nominated providers include but are not limited to:

Site Location	Name, Address and Contact details of provider
<b>Aus-Health Work</b> ABN 15 008 089 745 Australia Wide	65 Hardy's Road, Underdale SA 5032 Telephone: 08 8132 7400 Free call: 1800 633 838 Facsimile: 08 8132 7401.
	Queensland Jamie Bashforth 0401 300 221
	ACT / New South Wales Jenny Landsberg 0411 870 472
	Victoria / Tasmania Andrea Lewis 0407 720 368
	South Australia / Northern Territory Stuart Campbell 0419 841 592
	Western Australia Barry Lloyd 0401 123 060

- (d) Subject to applicable state legislation (which otherwise applies if the prescribed legislative limit is lower than as set out below), the permitted blood alcohol level for Workplace Participants working at a FOLEY LOGISTICS site or associated company site is 0.00%.
- (e) For the purposes of this Policy a blood alcohol concentration above these levels is unacceptable and the Workplace Participant may be subject to disciplinary action, including but not limited to termination of employment/engagement.

### 3.5 - Testing for drugs

- (a) Drug testing usually involves the collection of a saliva sample from a Workplace Participant.
- (b) Drug testing processes will comply with AS/NZS 4308:2008.
- (c) Drug testing may be conducted by trained FOLEY LOGISTICS employees and/or Foleys nominated providers. The nominated providers include but are not limited to:

Site Location	Name, Address and Contact details of provider

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Australia Wide	<p><b>Aus Health Work</b> ABN 15 008 089 745</p> <p>65 Hardys Road, Underdale SA 5032</p> <p>Telephone: 08 8132 7400 Free call: 1800 633 838 Facsimile: 08 8132 7401.</p> <p>Queensland Jamie Bashforth 0401 300 221</p> <p>ACT / New South Wales Jenny Landsberg 0411 870 472</p> <p>Victoria / Tasmania Andrea Lewis 0407 720 368</p> <p>South Australia / Northern Territory Stuart Campbell 0419 841 592</p> <p>Western Australia Barry Lloyd 0401 123 060</p>
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- (d) If a negative test for the presence of drugs is returned, no further action is required, and the Workplace Participant will be permitted to return to their normal duties.
- (e) Where a test returns an unconfirmed result, the Workplace Participant will be required to submit a second oral fluid sample for laboratory confirmation. In the meantime, the procedures set out in part 4 of this Policy will apply.
- (f) If the laboratory test indicates a confirmed positive result, the Workplace Participant may be subject to disciplinary action, including but not limited to termination of employment/engagement.

### 3.6 When alcohol and/or drug testing will be conducted

- (a) Pre-employment screening
  - (i) All applicants for employment or engagements as a contractor with FOLEY LOGISTICS will be required to undertake drug and alcohol testing as part of the pre-employment/engagement medical assessment. Undertaking pre-employment testing is a condition of being offered employment or an engagement with Foley.
  - (ii) Where a Workplace Participant returns a positive result and this is considered to pose a risk to health and safety, FOLEY LOGISTICS may refuse to employ the Workplace Participant.
  - (iii) Workplace Participants who refuse to undertake such testing will not be offered employment.
- (b) Internal transfer testing

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- (i) FOLEY LOGISTICS may require any internal candidate for an alternative position as an employee or contractor to undertake drug and alcohol testing prior to offering the alternative position to the Workplace Participant.
- (ii) Where a Workplace Participant returns a positive result and this is considered to pose a risk to health and safety, FOLEY LOGISTICS may refuse to transfer the Workplace Participant. In the case of a positive test, the Workplace Participant may also be subject to disciplinary action including but not limited to termination of employment / engagement.

## Random Testing

- (iii) Workplace Participants will be subject to random drug and/or alcohol testing. Workplace Participants will be selected randomly in accordance with FOLEY LOGISTICS guidelines or may be selected based on an occupational group, e.g. all Plant Mechanics. Workplace Participants not selected for testing will resume or continue with their normal duties.
- (iv) Random testing will be undertaken by trained FOLEY LOGISTICS employees and/or FOLEY LOGISTICS nominated providers. The random testing may be conducted on-site or a Workplace Participant selected for random testing may be requested to attend the premises of FOLEY LOGISTICS nominated provider for testing.
- (v) Where a Workplace Participant returns a positive result and this is considered to pose a risk to health and safety, the Workplace Participant may be subject to disciplinary action, including but not limited to termination of employment engagement.

### For Cause Testing

- (i) Where a Workplace Participant's Supervisor, a manager or the Human Resource Manager has a reasonable belief that the Workplace Participant may not be fit for work because of drug or alcohol use, then that Workplace Participant may be required to undergo "For Cause" drug and/or alcohol testing.
- (ii) A Supervisor, Manager or Human Resource Manager may form a reasonable belief that the Workplace Participant may not be fit for work because of drug or alcohol use where any of the following matters (amongst other things) are noted:
  - (A) decreases in the Workplace Participant's productivity and work performance, judgement, reasoning, concentration and psychomotor control.
  - (B) involvement in accidents, incidents or "near misses".
  - (C) deviations from safe working practices.
  - (D) erratic conduct.
  - (E) where information suggests that the Workplace Participant has potentially used drugs or consumed alcohol at work.
  - (F) where information suggests that the Workplace Participant is experiencing the "after-effects" of alcohol or drug use; or
  - (G) Physical signs such as exhaustion, hyperactivity, dilated pupils, slurred speech or an unsteady walk.
- (iii) A Workplace Participant may be required to undergo drug and/or alcohol testing after a serious accident, incident or near miss.

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- (iv) In cases involving a Workplace Participant who is an independent contractor, FOLEY LOGISTICS will contact the contractor's employer prior to the "For Cause" drug and/or alcohol test being conducted.
- (v) Where a Workplace Participant returns a positive result and this is considered to pose a risk to health and safety, the Workplace Participant may be subject to disciplinary action, including but not limited to termination of employment / engagement.
- (e) Target Testing
  - (i) FOLEY LOGISTICS may require any Workplace Participants who return a positive drug or alcohol test to undertake ongoing drug and alcohol testing for a period of 12 months following the original positive result.
  - (ii) Where a Workplace Participant returns a further positive result, the Workplace Participant may also be subject to disciplinary action including but not limited to termination of employment / engagement.

### 3.7 Voluntary absenting from work

If an employee informs his or her Supervisor that he/she wishes to voluntarily absent him or herself from work on account of his/her drug use or consumption of alcohol, before the employee is requested to submit for Random Testing or "For Cause" testing, the absence will be dealt with according to the normal procedures that relate to issues of work performance and absenteeism.

### 3.8 Transport, support persons, and other issues

- (a) Any Workplace Participant refusing to submit to a drug and/or alcohol test will be treated as if they obtained a positive test and they may be subject to disciplinary action, including but not limited to termination of employment / engagement.
- (b) Any Workplace Participant refusing to submit to a drug and/or alcohol test will be suspended from employment and:
  - (i) will not be allowed back to work until a negative drug and/or alcohol result is obtained from a recognised agency, at the Workplace Participant's expense; and
  - (ii) Will remain off work without pay or will be permitted to use accrued leave entitlements to cover the period until a negative drug and/or alcohol result is obtained.
- (c) A Workplace Participant may request that a support person witness the drug and/or alcohol testing procedure. If the Workplace Participant's preferred support person is not available and their lack of availability would otherwise delay the testing, the Workplace Participant must select another support person, or FOLEY LOGISTICS will appoint a support person for them. It is not appropriate for a person who may otherwise be a witness to a relevant workplace incident or accident to act as a support person for a Workplace Participant.
- (d) A Workplace Participant may be directed to attend drug and/or alcohol testing at an external provider's premises by taxi or will be driven by their manager or Supervisor. The Workplace Participant's Manager or Supervisor may, at their absolute discretion, decide to travel with the Workplace Participant to the place of testing, which they will not, however, attend during the actual testing process.

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- (e) Foley will provide transport for Workplace Participants to return to their home or place of accommodation in the event of a positive or unconfirmed result from any drug and/or alcohol test, including because of requested testing.

### 3.9 Rehabilitation

- (a) FOLEY LOGISTICS may provide the services of a confidential Employee Assistance Program to assist Workplace Participants who may require help in relation to any personal or work-related issue, including drugs and alcohol abuse, addiction or dependency.
- (b) Workplace Participants will be advised of the relevant process to obtain counselling and the appropriate service provider by the Human Resources Manager. The Human Resources Manager may also help with identifying community-based organisation and self-help groups such as Alcoholics Anonymous and Narcotics Anonymous that may be useful to Workplace Participants in dealing with their alcohol or drug-related problems.
- (c) Failure to cooperate with counselling or rehabilitation services when directed to undertake counselling or rehabilitation may result in disciplinary action, including termination of employment / engagement.

## 4. Positive drug and/or alcohol test – procedural matters

- (a) A Workplace Participant may be suspended from work, with pay, until such time as the test results from a drug and/or alcohol test are received or FOLEY LOGISTICS completes any associated investigations. In situations involving "For Cause Testing", FOLEY LOGISTICS may also suspend a Workplace Participant, with pay, until such time as the drug and/or alcohol test can be performed.
- (b) FOLEY LOGISTICS will notify the Workplace Participant of test results as soon as reasonably practicable after the results are received.
- (c) A Workplace Participant who returns a positive drug and/or alcohol test and whose employment/engagement is not terminated as a result will:
- (i) not be allowed back to work until a negative drug and/or alcohol result is submitted from a recognised agency, at the Workplace Participant's expense; and
  - (ii) Remain off work without pay or will be permitted to use accrued leave entitlements to cover the period, until a negative drug and/or alcohol result is obtained.

FOLEY LOGISTICS reserves the right to impose conditions on a Workplace Participant's return to work in the event this clause applies.

- (d) A Workplace Participant who returns a positive drug and/or alcohol test will be provided with an opportunity to provide an explanation as to whether there is any reason that a positive finding could have resulted from some cause other than drug and/or alcohol use.

## 5. Disciplinary action

FOLEY LOGISTICS may take disciplinary action in accordance with this Policy if a Workplace Participant:

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- (a) possesses, distributes, sells, attempts to sell or transfer illegal drugs in the workplace, during work hours or when they are performing work for or on behalf of FOLEY LOGISTICS
- (b) consumes or uses drugs or alcohol in the workplace, during work hours or when they are performing work for or on behalf of FOLEY LOGISTICS (except as expressly permitted by this Policy).
- (c) returns a positive blood alcohol concentration test.
- (d) returns a positive drug test.
- (e) without reasonable excuse, refuses or fails to submit to a drug or alcohol test which he or she is required to submit to in accordance with this Policy; or
- (f) Is absent without reasonable excuse on a day that they are informed random drug and/or alcohol testing may be conducted

Depending on the circumstances of the case, disciplinary action was taken because of a Workplace Participant breaching this Policy includes, but is not limited to, the following measures:

- (a) the Workplace Participant may be removed from the immediate area of the workplace in which they work.
- (b) the Workplace Participant may be required to attend counselling or rehabilitation services in accordance with clause 3.9; and
- (c) Other disciplinary action including but not limited to written warnings, further targeted testing, counselling and termination of employment / engagement.

## 6. Confidentiality

- (a) Information collected under this Policy is collected for the primary purpose of assessing a Workplace Participant's compliance with this Policy and for assessing the ability of the Workplace Participant to complete his or her work without risks to their health and safety or the health and safety of others.
- (b) This information may be used by FOLEY LOGISTICS in assessing whether to apply any disciplinary action under this Policy, which may include disciplinary action, including termination of employment / engagement.
- (c) Information obtained because of a Workplace Participant's drug and/or alcohol testing will be used, disclosed and retained in accordance with applicable legislation.

## 7. Medication and legal drugs

- (a) A Workplace Participant who is taking legal drugs has a responsibility to ensure that the medication does not impact upon their ability to safely perform their duties when reporting for work. All Workplace Participants have an obligation to advise their Medical Practitioner or Pharmacist of their normal duties, including any duties relating to the operation of a motor vehicle or heavy machinery, and ask what effect the medication will have on their abilities to work safely.
- (b) A Workplace Participant who is taking legal drugs that could impact their ability to work safely is required to notify their supervisor or Manager in the first instance. Alternatively, they may notify the Human Resources Manager. They may be referred to for further medical advice if deemed necessary and FOLEY'S reserves the right to require the Workplace Participant to provide a medical certificate to confirm they are fit to carry out their duties in a manner that is safe and without risks to health and safety while taking the medication.
- (c) FOLEY LOGISTICS may require a Workplace Participant to cease performing their duties in circumstances where there is a risk that a legal drug may have a negative effect on their job performance or their ability to carry out their duties in a manner that is safe and without risks to health and safety.

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## 8. Permitted consumption of alcohol

- (a) Consumption of alcohol by any Workplace Participant on FOLEY LOGISTICS' premises, or the premises of a client, whilst carrying out work or duties for or on behalf of FOLEY LOGISTICS is prohibited unless specifically authorised by Human Resources or the Workplace Participant's Manager in respect of a specific function, or for a specified time.
- (b) Workplace Participants are reminded that excessive consumption of alcohol in the presence of clients, suppliers and members of the public can have adverse consequences in terms of FOLEY LOGISTICS reputation, breaches of confidentiality and on-going working relationships. Workplace Participants are accordingly prohibited from becoming intoxicated while attending FOLEY LOGISTICS, client and third-party functions.

## 9. Acknowledgement

This Policy is for the benefit of FOLEY LOGISTICS and does not impose any contractual obligations on FOLEY LOGISTICS. It does not form part of any contract between a Workplace Participant and FOLEY LOGISTICS

This Policy may be reviewed, varied, replaced, or withdrawn by FOLEY LOGISTICS at any time in its complete discretion. This Policy, being the most current and up to date version of the Drug and Alcohol Policy and Procedures, forms as the overriding authority with respect to any other guide, book or handbook in relation to Drug and Alcohol Testing, Administration or Disciplinary process.

If a Workplace Participant is unsure about any matter covered by this Policy, they should seek the assistance of Human Resources.

## 10. Company Privacy Officer

The Company's Privacy Officer can be contacted in the following ways:

### Managing Director

Hayden Foley

[hayden@foleylogistics.com.au](mailto:hayden@foleylogistics.com.au)

## RESPONSIBLE MANAGEMENT OF ALCOHOL

There are occasions where it is appropriate and acceptable for FOLEY LOGISTICS to provide alcohol and for employees to consume alcohol, whilst on FOLEY LOGISTICS sites or work locations. This section deals with how the supply and consumption of alcohol will be managed to minimise potential harm and impacts.

### Alcohol Supply on Site

A person must not bring on to and/or have any alcohol in his/her possession or control on any work site without the authorisation of authorised personnel. Authorised consumption of alcohol on any work site needs to be done in a controlled manner, with manager authorising alcohol supply present always. Employees must leave work straight after the event and must not return to any work activity.

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Supply of drugs or unauthorised alcohol by an employee to others on a FOLEY LOGISTICS site will result in immediate dismissal. In the case of contractors, the individual will be required to leave the site, and the contractor may be removed from the list of authorised contractors.

### Consumption of Alcohol at Company Social Functions

When supply and consumption of alcohol is authorised, then the following is to occur:

- If employees wish to consume alcohol, we encourage them to drink responsibly.
- Alternative beverages to alcohol and food must be made available.
- A Responsible Manager is to be appointed who is to be responsible for supervision of the function until its conclusion.
- A designated start and finish time is to be advised before the function starts and alcohol will NOT be supplied by FOLEY LOGISTICS past this designated finish time.
- Employees are to be reminded by the Responsible Manager at the start of the function that a work social function is still subject to disciplinary action, and employees are responsible for their actions,
- Employees under the age of eighteen are not to consume or be provided alcohol at work related function.
- Employees are to be advised in advance of the function the responsibilities for getting to and from the function, so they may make appropriate decisions.
- Employees who are intoxicated are not to be supplied alcohol.
- Employees who will not comply with these requirements or the direction of the Responsible Manager are to be asked to leave the function and are to be provided a safe means of doing so.
- Whilst employees remain at the function, they are not subject to being tested under the terms of the Drugs & Alcohol Policy for alcohol (drug testing can still occur).
- Employees who have consumed alcohol are not permitted to return to work. Employees who return to work after a function are subject to Drug and Alcohol testing.

### Consumption of Alcohol Customer/Supplier Functions

Employees invited to attend a customer/supplier function which includes the consumption of alcohol are to:

- Notify their Responsible Manager
- Ensure they have provided for safe travel to and from the function.
- Note that they are not to return to the workplace following the function until they return to a 0.00 BAC.
- Are subject to FOLEY LOGISTICS normal disciplinary procedures as a representative of the company.

### Consumption of Alcohol Work Related Travel

Employees required to travel on behalf of FOLEY LOGISTICS are subject to the FOLEY LOGISTICS Drugs & Alcohol Policy whilst:

- On a FOLEY LOGISTICS site
- In control of a FOLEY LOGISTICS vehicle or hire-car
- On a customer site

### Consumption of Alcohol While Living on FOLEY LOGISTICS

FOLEY LOGISTICS encourages employees who live on a work site to drink responsibly if they wish to consume alcohol during their off-work time. These employees are to encourage the same behavior as any person who visits them during their off-work time.

### Education in the Workplace

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FOLEY LOGISTICS recognises that one of the most important preventative strategies is the provision of information about drugs and alcohol and their likely effect on an employee's ability to perform work safely and supports the notion that the provision of such information about drugs and alcohol also contributes towards developing a workplace culture where employees are prepared to encourage each other to work safely.

FOLEY LOGISTICS will hold information sessions on the Drug & Alcohol Policy and Procedures and will.

Provide information about the effects of drugs and alcohol and the services and assistance available, both internally and from external counsellors.

FOLEY recognises that this will provide a useful forum for individuals to familiarise themselves with the policy and services available, and have queries answered about drug and alcohol related health and safety issues.

## Responsibilities

### Managers

- Co-operate with and enable "random" testing as required by Corporate.
- Initiate testing where there is an incident or observed behaviour within their team.
- Manage the effective operation of this procedure.
- Ensure this policy and related procedures are implemented
- Maintain confidentiality of test results and associated activities

### Employees

- Act in a responsible manner and present for work in a fit and healthy state
- Notify their manager or supervisor if they experience any condition, such as fatigue or other illness, which may affect judgement of performance.
- Notify their manager or supervisor if taking prescription medications which have been identified as having the capacity to affect judgement of performance prior to the start of their shift.
- Seek advice from a doctor about compatibility of all prescribed medicines with work.
- Report instances of suspected unauthorised drug or alcohol use to their immediate manager or supervisor.
- Act in a safe manner always and take appropriate action to prevent any risk to the health and safety of other employees or themselves and to the environment.
- Undergo testing as and when required under the Drugs & Alcohol procedure.

## Forms

Drugs & Alcohol Policy

CoR RECCor-001

Corrective Actions Record REC-005

## Guides

Drugs & AlcoholSOP-008

# SAFE WORK INSTRUCTIONS

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**SWI 1** - Load Restraints:

**SWI 2** - Mass Management:

**SWI 3** – Dimensions:

**SWI 4** – Fatigue:

**SWI 5** – Speeding:

**SWI 6** - Drug and Alcohol:

**SWI 7** - Handling of Dangerous Goods:

**SWI 8** - Vehicle Standards and maintenance:

**SWI 9** DESCRIPTION: Management of COR onsite from an observer perspective:

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## CoR Risk Assessment Guidelines

### What is Risk?

Risk is the potential exposure to danger, harm or injury to a person or equipment. In some cases, normal activity involving a person or equipment can present no risk, circumstances may change with the person or equipment that can turn them into a risk. For example, a vehicle with new tyres presents no issues, the tyres then wear out, and the issues increase as the tyres get worse, this then turns a normal situation into a hazard. As for a person, again there may be no issues at the start of the shift, but the issues increase as the day progresses and the person gets more tired again changes normal into hazardous.

Hazards then become Risks.

Risk is inherent everywhere; it is how we deal with it that makes the difference.

### What is risk management?

Risk Management is the process of continually observing a business and its functions and using the skills and knowledge embedded in the organisation to be able to identify risk and then being proactive in eliminating or reducing those risks before they become a hazard. Risk management is about putting measures in place to make sure harm or loss does not occur. Hazards are a source of risks. A risk register is a crucial part of your approach to managing these risks. It is a tool to help you identify, assess, and record your risks and the actions you are taking to eliminate or minimise them.

### Why use a risk register?

Sound risk management practices provide the foundations for a good Safety Management System (SMS) and are one of the best ways to keep yourself, your employees, and all other road users safe. Risks are like the base of an iceberg; they are often unseen until they surface, and a major issue occurs.

Completing and updating your risk register enables you to keep an up-to-date understanding of the risks in your business. Monitoring and measuring issues and near misses help you establish a Risk trend within your business which may be preventable. Your risk register will also help you work out whether you are doing enough to manage your risks or if you could do more. There are many benefits to having a risk register, including:

- helping you meet your Chain of Responsibility obligations—to minimise risks related to the safety of transport activities—by clearly defining the safeguards you have in place to prevent harm or loss
- strengthening your business by:
  - reducing delays and vehicle downtime
  - improving your reputation
  - lowering repair costs associated with safety incidents.

### How can you do it?

Your risk register does not have to be complicated—simple processes are often just as effective as complicated ones. Also, as every business is different, your risk register—and your general approach to risk management—should be tailored to meet your individual business needs. The *Risk Register – Template (Basic)* is a simple tool to help you create your own risk register using the following five steps in the risk management process:

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<b>Step 1</b>	<b>Identify hazards.</b> <ul style="list-style-type: none"> <li>Identify anything that could potentially cause harm or loss.</li> </ul>
<b>Step 2</b>	<b>Assess risk.</b> <ul style="list-style-type: none"> <li>Consider how the hazard could cause harm or loss.</li> </ul>
<b>Step 3</b>	<b>Identify existing controls.</b> <ul style="list-style-type: none"> <li>What existing controls do you have in place to manage the risk?</li> </ul>
<b>Step 4</b>	<b>Treat risk</b> <ul style="list-style-type: none"> <li>Try to eliminate the risk.</li> <li>Put additional controls in place to minimise the risk to as low as reasonably practicable.</li> </ul>
<b>Step 5</b>	<b>Monitor and review.</b> <ul style="list-style-type: none"> <li>Regularly monitor and review the controls you have put in place to ensure they work as planned.</li> </ul>

### Step 1. Identify hazards.

#### Identify anything that could potentially cause harm or loss.

##### What is a hazard?

A hazard is anything with the potential to cause harm or loss.

##### How do I identify hazards?

An effective way to identify hazards is to look for them continually, and to get people both inside and outside your business to tell you when they come across one.

Hazards can include a wide range of things, such as:

- Physical objects that are clearly visible, like bald tyres
- Behaviours, like rushing to load a vehicle
- A management practice, such as not providing employees with proper training.

##### Record in the risk register.

Every time you identify a hazard, record it in the **Identify hazards** column of your risk register.

### Step 2. Assess risk.

#### Consider how the hazard or risk could cause harm or loss.

##### What is risk?

Risk is the possibility that harm, or loss might occur when someone or something is exposed to a hazard. When you assess

A risk, you are trying to determine how the hazard could create harm or loss.

##### How do I assess risks?

Think about the following questions:

- Who could be harmed by the hazard?
- What situation could the hazard cause harm or loss in?

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- Where could the hazard cause harm or loss?
- When could the hazard cause harm or loss?
- Why would the hazard cause harm or loss?

The worked examples in the *Risk Register – Worked Examples (Basic)* illustrate how various hazards could cause harm or loss.

#### **Record in the risk register.**

Record the risk(s) created by the hazard in the **Assess risk** column of your risk register. You can also comment on how much of a risk you think the hazard presents.

#### **Step 3. Identify existing controls Look at your existing controls to eliminate or minimise the risk to as low as reasonably practicable.**

##### **What are existing controls?**

Existing controls are the things you already have in place to manage the risks you have identified.

You may have more than one control in place for each of your risks, such as:

- Training and education
- Policies and procedures
- Personal protective equipment (PPE).

Examples of different types of controls are included in the *Risk Register – Worked Examples (Basic)*.

##### **How do I identify existing controls?**

Look at each of the risks you have listed in the **Assess risk** column and identify the controls you have in place to prevent the hazard causing harm or loss. Talk to the people who do the tasks to ensure all existing controls are listed and to get their view of how effective the existing controls are.

This process should include looking at existing controls to see if enough has been done to eliminate or minimise the risk as far as is reasonably practicable. If not, the risk needs to be treated.

##### **Record in the risk register.**

Record the controls you have in place for each risk in the **Identify existing controls** column of your risk register. If you discover you do not have any existing controls for some of your risks, make sure you put some in place by **treating the risk** (see next column)

#### **Step 4. Treat risk Try to eliminate the risk first but, if that is not possible, put additional controls in place to minimise the risk to as low as reasonably practicable.**

##### **What is risk treatment?**

You may consider that the existing controls you have identified may not be sufficient to best control the safety risk. Risk treatment is the process of developing and implementing additional controls that will eliminate or further minimise the risk.

##### **How do I treat risks?**

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The most effective way to treat a risk is to eliminate it completely. This is often not practical, so risks need to be minimised too as low as reasonably practicable. There is often more than one type of

Control you can use to minimise a risk. Again, you should talk to the people who do the tasks to get their view of what the most effective controls would be. Look at the *Risk Register – Worked Examples (Basic)* for examples of different types of controls that can be used to minimise risks.

### Record in the risk register.

Record your proposed **additional controls** in the **Treat risk** column of your risk register. It is also useful to record who is going to be responsible for implementing these new controls and by when. You should update your register when the proposed additional controls are in place, and they become existing controls.

## Step 5. Monitor and review regularly monitor and review the controls you have put in place to make sure they are working as planned.

### What is monitoring and reviewing?

Monitoring and reviewing means taking a regular look at the controls you have in place to make sure they are working.

### How do I monitor and review?

What you do depends on what you are reviewing and what you are trying to measure. For example, you may want to know if a new route has been effective in avoiding delays. You could speak with drivers and review trip records to determine if the route change has been successful.

The worked examples in the *Risk Register – Worked Examples (Basic)* show different review methods and intervals. During the review process, you may identify new hazards and risks that need to be managed.

### Record in the risk register.

Once you have decided how you will monitor and review the effectiveness of your controls, you should record this in the **Monitor and review** column of your risk register. It is useful to create a checklist or review schedule to document the results of your monitoring or review activities. It is also recommended that when conducting audits and reviews, the person conducting the review is independent of the operation.

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### *Notification of Infringement*

## NOTIFICATION OF INFRINGEMENT

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Operators Name: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Drivers Signature  
\_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_ Trailer #1: \_\_\_\_\_ Trailer #2: \_\_\_\_\_

**Mass**

**Legal Gross weight of vehicle set:**

**Actual Gross weight of vehicle set:**

GML: \_\_\_\_\_  
Kgs

Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_

CML: \_\_\_\_\_ NHVAS #: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

HML: \_\_\_\_\_ NHVAS #: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

**Load Restraint**

The vehicle presented on site today failed to meet Load Restraint requirements for the following reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other** (specify) \_\_\_\_\_

The vehicle presented on site today failed to meet Company CoR requirements for the following reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective action reference #:** \_\_\_\_\_

**Compliance Policy Notification**

You are advised that this Company does not condone and/or encourage non-compliant vehicles or drivers anywhere in its system. Failure to comply with legal CoR provisions may lead to temporary or permanent access being denied to any Company Site.

This Company will contact the carrier of the infringement and any potential action. Drivers



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Consider:

- *Is the control physical or administrative?*
- *Do you have alarms and physical barriers in place?*
- *Do you have a documented work procedure for the task?*
- *Do you have an appropriate training package and have users been educated in the task?*
- *Do you have sufficient supervision for the task?*
- *Do you use any personal protective equipment when doing the task?*
- *If more than one (1) Control, then try to rank the controls effectiveness from 1 to 10. (1 = low, 10 = high)*

To assist you further refer to the Risk Assessment Training program

## Section 4 – Treat the risk.

**If there are no controls or the current controls are not adequate, are there any additional controls that can be implemented to eliminate the risk, or minimise it too as far as is reasonably practicable?**

Describe how you are going to treat the risks. Describe what physical or administrative treatments will be employed. /

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Consider:

- *Can the hazard or risk be removed or avoided?*
- *Can the hazard or risk be eliminated or reduced with alarms and physical barriers?*
- *Do you need to develop a work procedure for the task?*
- *Do you need to conduct more training and education on the task?*
- *Do you need to supervise the task?*
- *Can the hazard or risk be eliminated or reduced with additional personal protective equipment?*
- *If more than one (1) Treatment is to be used, then try to rank the treatment effectiveness from 1 to 10. (1 = low, 10 = high)*

To assist you further refer to the Risk Assessment Training program.

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## Section 5 – Monitor, Measure, and review

**How will you monitor, measure, and review the controls to ensure they are working as planned?**

Describe what measurements you would engage to rate success, what monitoring systems are needed, and how/who will monitor the effectiveness.

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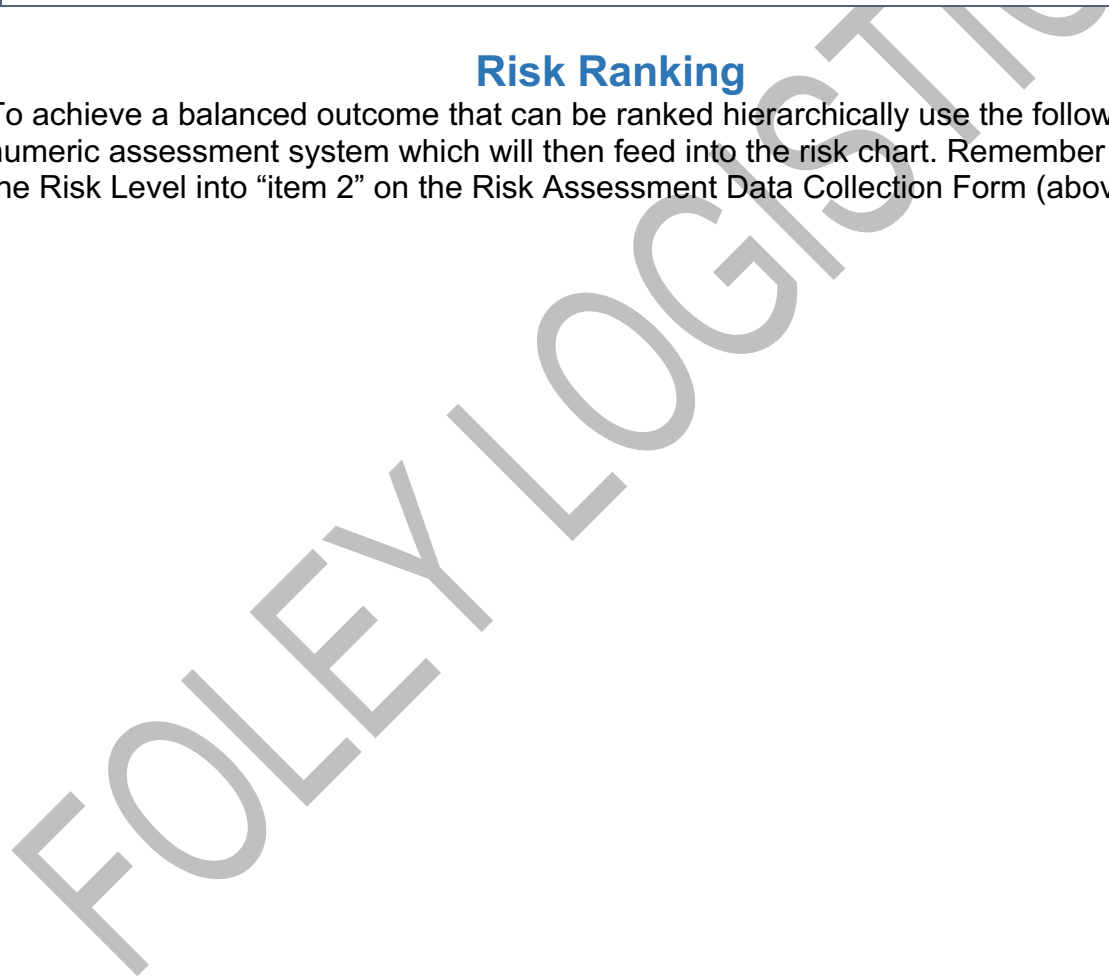
*Consider:*

- *What will be done to check the controls are effective?*
- *How will you know if they are effective?*
- *Who will check this?*
- *When will they be checked?*

*To assist you further refer to the Risk Assessment Training program*

## Risk Ranking

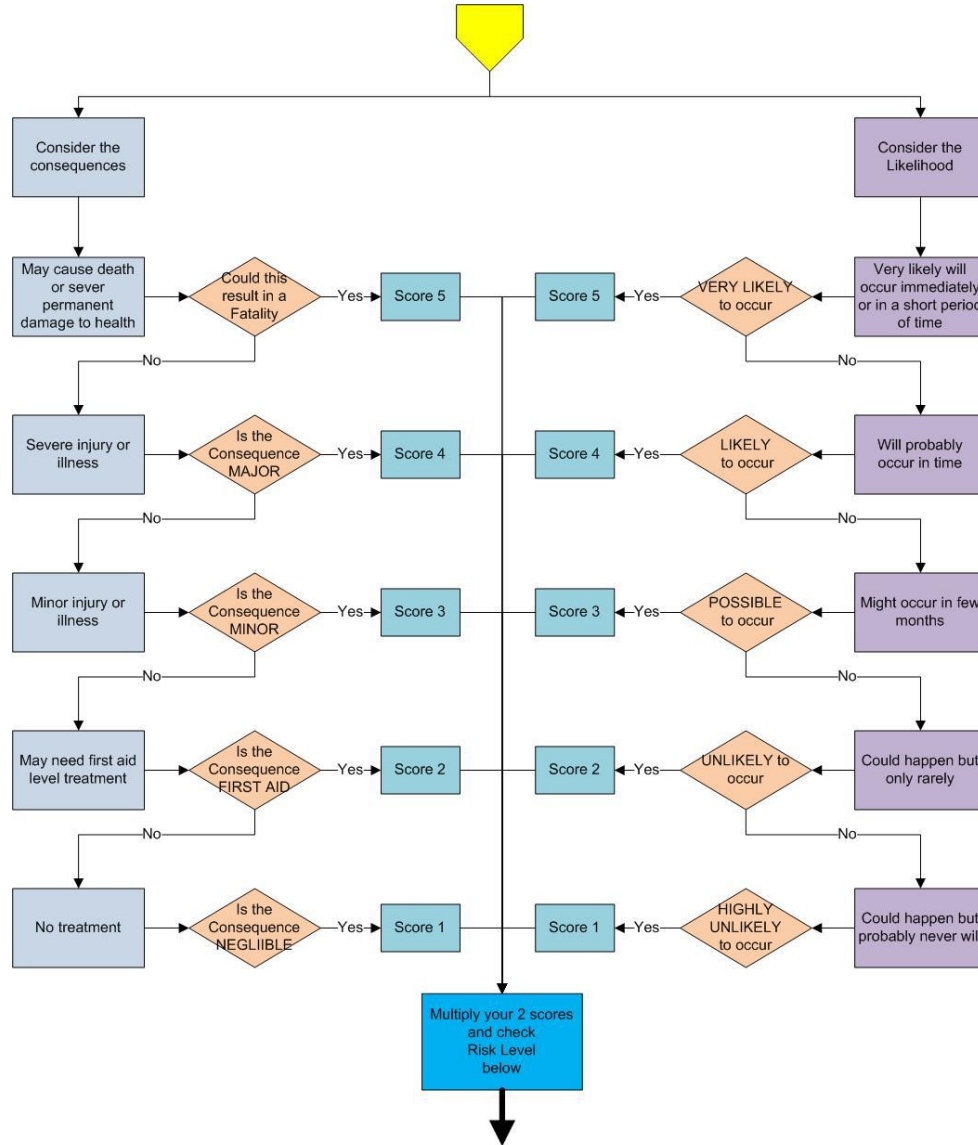
To achieve a balanced outcome that can be ranked hierarchically use the following numeric assessment system which will then feed into the risk chart. Remember to enter the Risk Level into “item 2” on the Risk Assessment Data Collection Form (above)



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### Chart 10

#### WI DESCRIPTION: Work Instructions Risk Process/assessment



#### RISK LEVEL

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

## SAFE WORK INSTRUCTION #1

WI DESCRIPTION: Load Restraint

PPE: High Visibility Vest/coat, safety footwear, safety gloves

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**LICENCES/TRAINING: FOLEY LOGISTICS Loading and Load restraint**

**Risk Assessment (Pre-cursor)**

- Conduct a Risk Assessment of the loading, and restraint area, and identify:
  - Is the area clear of hazards?
  - Is the vehicle loaded in a safe and stable manner?
  - Is there a load restraint standard for this vehicle and load?
  - Is the appropriate restraint equipment available?
  - Is the equipment in good order?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

**General**

- Be on the lookout for pedestrians, vehicular traffic when throwing straps/chains across loads
- Look at both sides of the vehicle before proceeding
- Ensure all forklift traffic has stopped before restraining the load
- Ensure loading areas are clear of forklifts
- Wear your PPE always

**Situation Appraisal**

- Inbound Loads
  - Observe load and determine if load, loading, and load restraint meet NTC and/or FOLEY LOGISTICS standards.
  - Photograph any failed loads.
  - Discuss failure with driver.
  - Commence Corrective Action Procedure
  - Issue “CAR Infringement notice” to Driver.
  - Unload vehicle
- Outbound Loads
  - Observe load and determine if load, loading, and load restraint meet NTC and/or FOLEY LOGISTICS standards.
  - Photograph any failed loads.
  - Discuss failure with driver and loader.
  - Commence Corrective Action Procedure
  - Re-load/retrain vehicle.

**Corrective Action**

- Issue #1 detected

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- Issue discussed with relevant party (Driver, loader etc.)
- Issue CAR Infringement Notice #1 -
  - Details of CoR breach on infringement notice
- Infringement noted in Infringement Register - NATIONAL COMPLIANCE\Speed Management
- Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2 -
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3 -
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level
  - Party notified of formal actions
    - Internal party = disciplinary cation
    - External party = banned for site for set period

## DO

- DO make sure you have enough lashings and that they are in good condition and strong enough to secure your load
- DO make sure that tie-down lashings are as near too vertical as possible
- DO make sure that direct lashes attached to loads on wheels are not near vertical
- DO attach lashings at tie rail support points
- DO check and re-tighten the lashings or other restraining devices as required
- DO use lashing protectors on sharp edges
- Do make sure that loose bulk loads cannot fall or be blown off your vehicle
- DO use a vehicle that is built strong enough for the job
- DO take extreme care when releasing a fixed lever dog and an elastic strap.

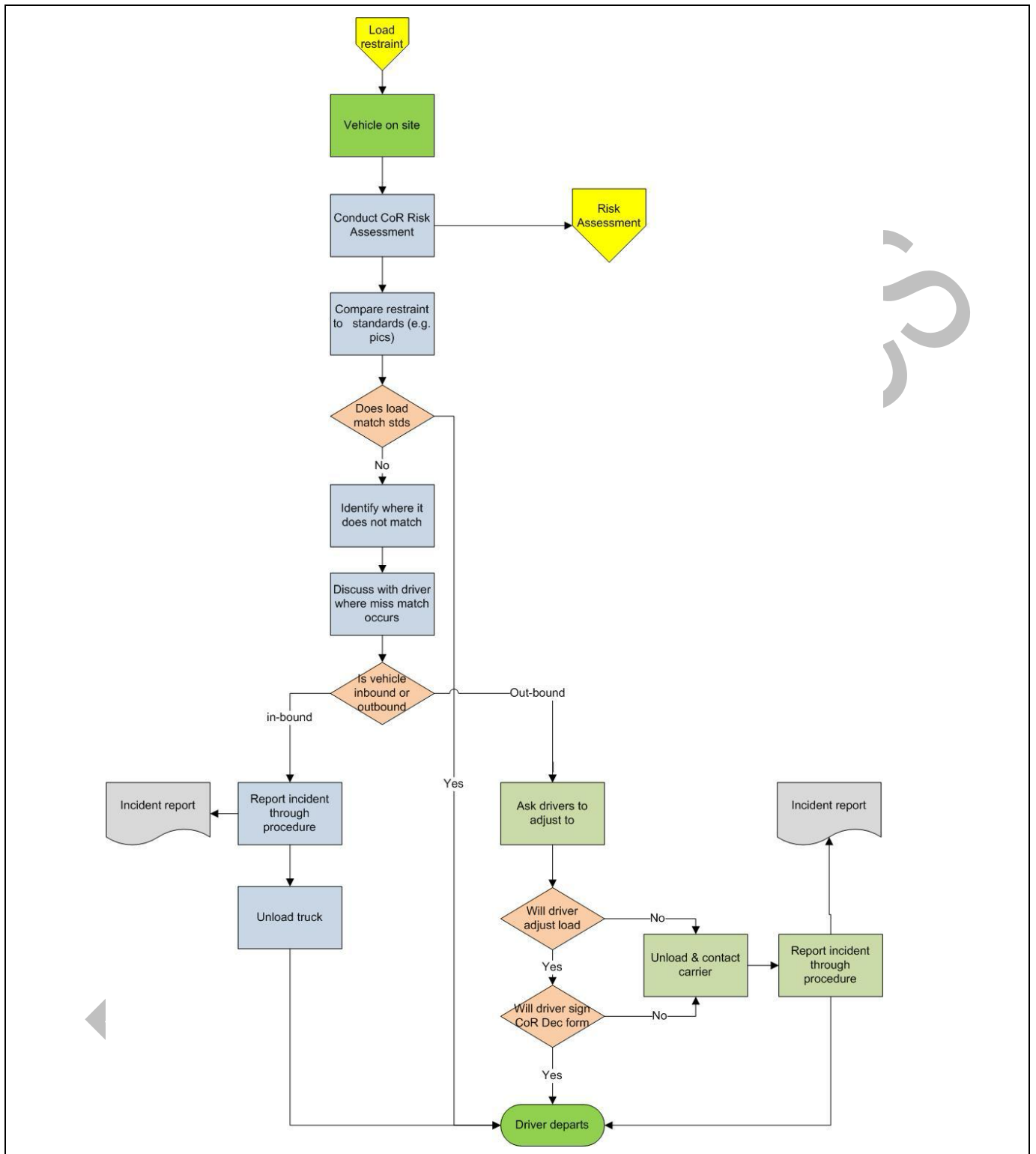
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**DO NOT**

- DON'T use faulty equipment
- DON'T attach chains between tie rail supporting points
- DON'T tie downloads onto greasy or dirty steel decks
- DON'T stand over and push down on a dog
- DON'T allow an unsafe load to leave the site

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## SAFE WORK INSTRUCTION #2

**WI DESCRIPTION:** Mass Control

<b>Company:</b>	FOLEY LOGISTICS Pty Ltd	<b>Last Updated:</b>	08/05/2026
<b>Division:</b>	All divisions	<b>Updated by:</b>	Alan Guest
<b>Produced By</b>	Alan Guest	<b>Approved by:</b>	Hayden Foley
<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves

**LICENCES/TRAINING:** FOLEY LOGISTICS Mass

**Risk Assessment (Pre-cursor)**

- Conduct a Risk Assessment of the load mass and loading position, and identify:
  - Does the load match the meet the permits for the vehicle?
  - Is the total mass correct for the vehicle capacity?
  - Can the tare of the vehicle be verified?
  - Is the vehicle loaded in a safe and stable manner?
  - Does the mass distribution of the load meet axle mass requirements?
  - Is the equipment in good order?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

**General**

- Ensure vehicles are in a safe and accessible position
- Ensure all forklift activity has stopped when around the vehicle
- Wear your PPE always

**Situation Appraisal**

- Inbound Loads
  - Conduct “Random CoR Check” if due
  - Observe the vehicle and look for things that may indicate mass issue:
    - Tyres look flat
    - Tyres scraping on mudguards
    - Engine laboring to move vehicle
  - Check documentation/manifest for overall mass
    - Check if manifested GVM/GCM is legal for that vehicle type
    - Check NHVR Mass chart
    - Check certification of vehicle GML, CML, HML
  - Check GVM/GCM if concerned:
    - Ask for weighbridge ticket.
    - Or
    - Get Vehicle Weight Declaration
  - Photograph any failed loads.
  - Discuss failure with driver.
  - Commence Corrective Action Procedure

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Issue "CAR/NCR Infringement notice" to Driver.
- Unload vehicle
- Outbound Loads
  - Check documentation/manifest for overall mass
    - Check if manifested GVM/GCM is legal for that vehicle type
    - Check NHVR Mass chart
    - Check certification of vehicle GML, CML, HML
  - Check GVM/GCM if concerned:
    - Get weighbridge ticket.
    - Or
    - Get Vehicle Weight Declaration
  - Load vehicle to correct axle weights.
    - Ask driver of their preferred position for assorted items.
    - Document driver's requests.
  - Photograph any failed loads.
  - Discuss failure with driver, loader, or planner.
  - Commence Corrective Action Procedure
  - Issue "CAR Infringement notice" to Driver, loader, or planner.
  - Once rectified load vehicle
  - Retrain driver / Loader/planner.

#### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringe
  - Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR/NCR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Escalation to executive level
- Party notified of formal actions
  - Internal party = disciplinary cation
  - External party = banned for site for set period

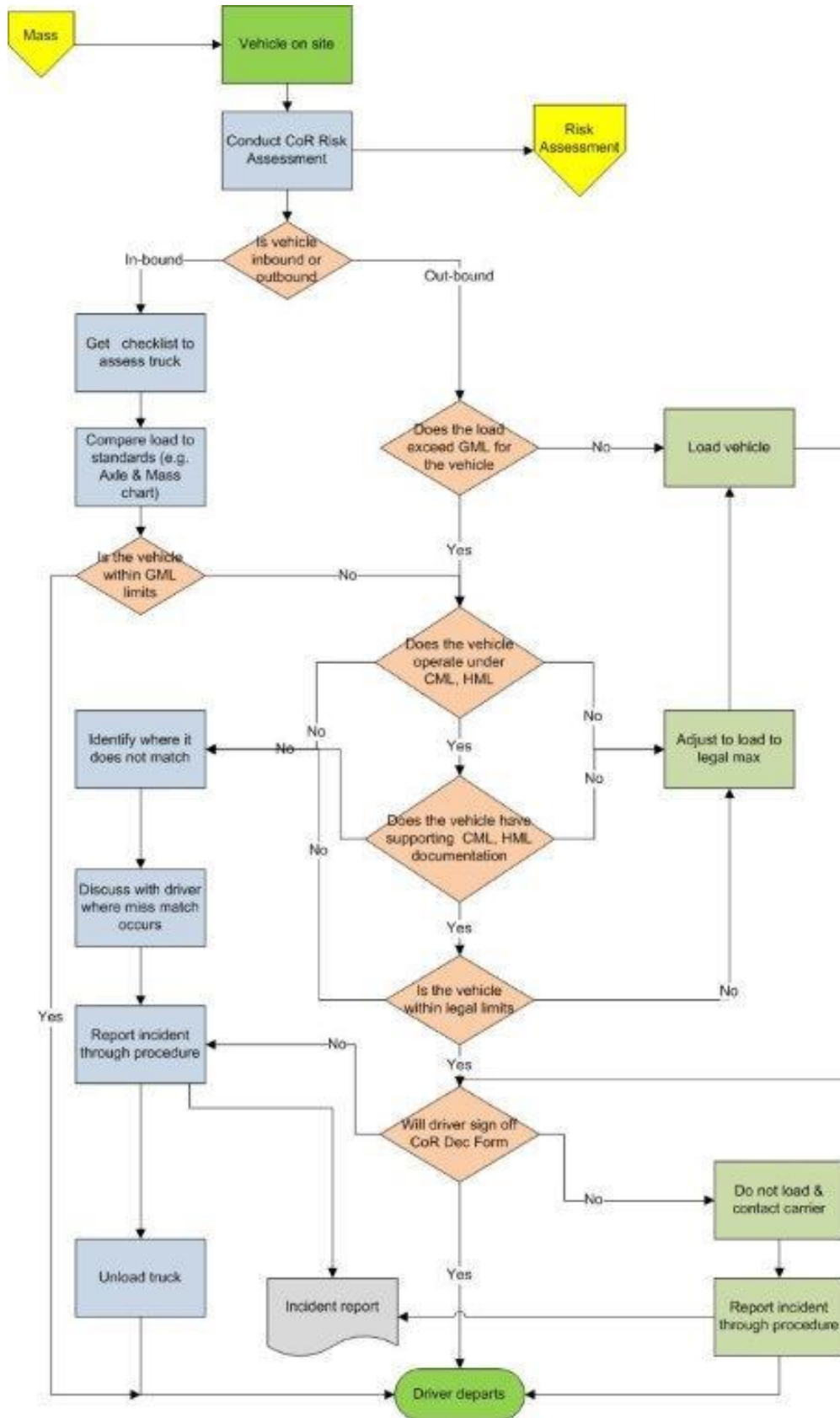
**DO**

- DO make sure vehicle can legally carry the load allocated
- DO make sure if permits are stated (CML/HML) the permits are viewed and recorded
- DO check NHVR Load Mass chart for legal capacities of various vehicles
- DO get a weighbridge docket wherever possible
- DO ensure loads are positioned so that axle weights are not breached

**DO NOT**

- DON'T accept the mass limits stated by the driver without documentary back up
- DON'T overload a vehicle by any amount
- DON'T assume all trucks can carry the same load.
-

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## SAFE WORK INSTRUCTIONS #3

### WI DESCRIPTION: DIMENSIONS

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves and eye protection

**LICENCES/TRAINING:** Dimensions ADR, VSB, and NHVR Regulations (NHVAS LAW)

#### Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the risk, driver/worker condition, and identify:

#### DIMENSION LIMITS

- The prescribed dimension requirements for heavy vehicles are set out under the Heavy Vehicle (Mass, Dimension and Loading) National Regulation 2013 (the Regulation).
  - The Width limit for vehicles is 2.5m.
  - The height limit is 4.3m.
  - The length limit varies depending upon the vehicle type as listed:
    - for a combination other than a B-double, road train or a car carrier—19 metres
    - for a B-double—25 metres or 26mtr for FUPS
    - for a road train—53.5 metres
    - for a car carrier —25 metres
    - for an articulated bus—18 metres
    - for a bus other than an articulated bus—14.5 metres
    - for any other vehicle—12.5 metres
  - The objectives of this Vehicle Standards and Maintenance FOLEY LOGISTICS procedure are to ensure all team members understand what is required when checking vehicles, ancillary equipment and completing documentation checks.
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

		RISK LEVEL				
		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

#### General

- Limits apply to both the vehicle itself and the loaded vehicle.
- A loaded vehicle which exceeds these limits is classed as an oversized load.
- A vehicle or vehicle combination which exceeds these limits requires a permit to operate under a Performance Based Standard (PBS).

#### Situation Appraisal

- **Inbound Loads**
  - Inbound vehicles may be checked for dimension.

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- All road vehicles and Trailing Equipment shall be compliant NHVR Dimension standards.
- Check vehicle is within limits of standard.
- Where a vehicle is to carry an oversized load, oversized permits are to be produced to check the veracity of the loaded vehicle.
- If no permit is produced, the vehicle will be advised to enter site but unloading will be delayed.
- Photograph any failed loads.
- Discuss failure with driver.
- Commence Corrective Action Procedure
- Issue "CAR Infringement notice" to Driver.
- Unload vehicle

#### ● **Outbound Loads**

- All outbound vehicles will be checked.
- Check vehicle that is to carry an oversized load, oversized permits are to be produced before the load is loaded onto the vehicle.
- If no permit is produced, the vehicle shall not be loaded
- Do not allow vehicle to leave site if loaded.
- Photograph any failed loads.
- Discuss failure with driver and loader.
- Commence Corrective Action Procedure
- Re-load vehicle
- Retrain driver / Loader.
- Non-Compliant, Commence Corrective Action Procedure
- Issue "CAR Infringement notice" to Driver.
- Escalate to immediate manager any grievances.

#### **Corrective Action -**

- **Issue #1 detected**
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- **Issue #2 detected**
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level
  - Party notified of formal actions
    - Internal party = disciplinary cation
    - External party = banned for site for set period

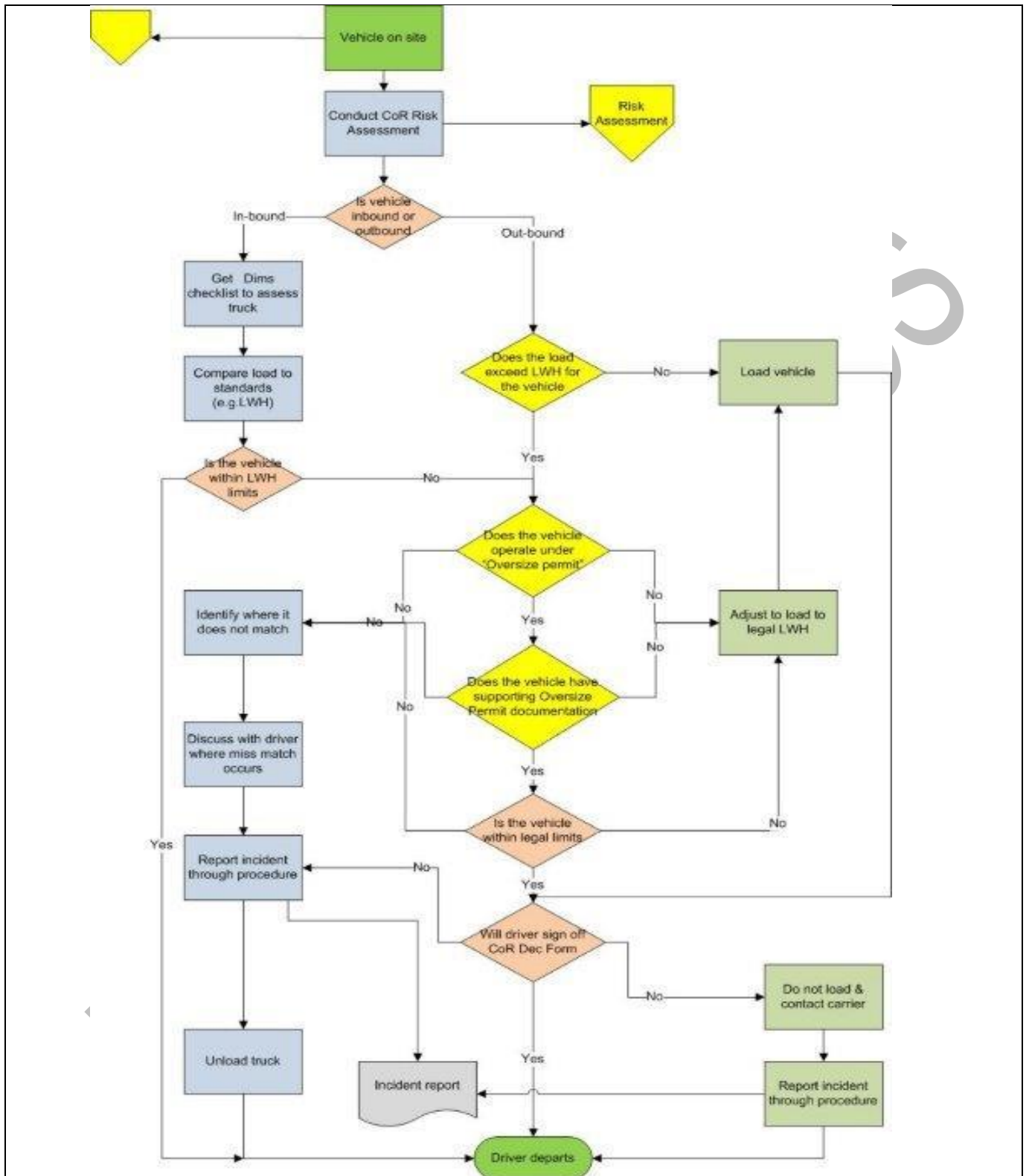
**DO**

- DO Check vehicle complies with NHVR Dimension Standards and FOLEY LOGISTICS policy.
- DO complete documentation checks.
- DO follow procedures.
- DO ensure all team members understand what is required when checking vehicles, ancillary equipment.
- DO check manifest/delivery/docket/paperwork against actual.
- DO view permit and within prescribed dates
- DO Initiate investigation where there is an incident or observed non-conformance.
- DO Notify immediate manager or supervisor if there are any discrepancies
- DO Seek advice from a supervisor and or manager (responsible person) as to severity of
  - Breach
- DO Act in a safe manner always and take appropriate action to prevent any risk to the health and safety of other employees or themselves and to the environment

**DO NOT**

- DON'T let non-compliant Vehicle leave site
- DON'T argue with driver, escalate up to immediate manager any grievance.
- DON'T let vehicle/driver leave if in doubt
- DON'T load non-compliant vehicles, oversize vehicles, if in doubt seek assistance from immediate manager
- DON'T let equipment hang outside the vehicle ensure all is secure and inside the scope i.e. width, height and length

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### SAFE WORK INSTRUCTION #4

**WI DESCRIPTION:** Fatigue Management

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

**LICENCES/TRAINING: Fatigue management – Driver**

Fatigue management – Planner Scheduler

**Risk Assessment (Pre-cursor)**

- Conduct a Risk Assessment of the driver and the planned trip and identify:
  - Driver
    - Does the driver look impaired in any way?
      - Fatigue
      - Drugs/Alcohol
      - General health
    - Do the drivers’ hours exceed the maximum legal hours?
    - Do the drivers rest breaks meet minimum standards?
  - Trip plan
    - Does the planned trip exceed legal hours?
    - Does the planned trip allow for legal rest breaks?
    - Does the trip plan have a contingency for en-route issues?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

**General**

- Ensure fatigue planning meets legal requirements
- Ensure all “work” activities are included in fatigue planning
- Ensure drivers are not excessively delayed at any site
- Wear your PPE always
- “WORK” definition - Work is any activity including:
  - loading and unloading the vehicle
  - inspecting, servicing or repair work
  - cleaning or refueling the vehicle
  - Recording information or completing documentation (e.g. your work diary).
  - Moving up in a queue
  - Attending Toolbox talks
  - Participating in meetings or business discussions
  - attending to the road or to passengers (on a bus)
  - Instructing, training or supervising another person including learning to drive a heavy vehicle, learning a new route, making deliveries etc.
  - moving things on site
  - operating other equipment on site
  - participating in training or inductions i.e. Even On-Line training

*NOTE: Rest bands must be in 15-minute blocks as REST is rounded down and WORK is rounded up. Therefore 29 minutes of REST are deemed as 15 minutes of REST and 16 minutes of WORK is deemed as 30 minutes of WORK.*

**Situation Appraisal**

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- **Inbound Loads**
  - Observe the driver and look for signs of impairment
  - Check documentation of driver run, for exceeding legal hours
  - Check for fatigue management accreditation
    - Standard hour – 12 hours
    - Basic Fatigue Management (BFM) – 14 hours
    - Advanced Fatigue Management (AFM) – 16 hours
  - Discuss variation with driver.
  - Commence Corrective Action Procedure
  - Issue “CAR Infringement notice” to Driver.
  - Unload vehicle
- **Outbound Loads**
  - Check documentation and ensure legal work hours are not exceeded
  - Check for fatigue management accreditation
    - Standard hour – 12 hours
    - Basic Fatigue Management (BFM) – 14 hours
    - Advanced Fatigue Management (AFM) – 16 hours
  - Discuss failure with driver, loader, or planner.
  - Commence Corrective Action Procedure
  - Issue “CAR Infringement notice” to Driver, loader, or planner.
  - Once rectified load vehicle
  - Retrain driver / Loader/planner.
- **Site delays Inbound or Outbound – more than 1 hour above standard.**
  - Determine the length of delay
    - All time must be in bands 15 minutes in eastern states and 20 minutes in WA
  - Discuss expected delays with drivers and provide options:
    - Depart site and re-book
    - Issue “Fatigue Stand Down” to cover work hours
  - “Fatigue Stand Down”
    - Complete form and specify times and reasons for stand down.
    - Complete driver’s details including vehicle registration details.
    - Complete your details.
    - Both to sign form
    - Copy to driver, copy to file.
  - Direct driver to tearoom/rest area away from vehicle

#### **Corrective Action -**

- **Issue #1 detected**
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- **Issue #2 detected**
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Details of CoR breach on CAR infringement notice
      - Infringement noted in record book
      - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
      - Escalation to more senior level
  - Issue #3 detected
    - Issue discussed with relevant party
    - Issue CAR Infringement Notice #3
      - Details of CoR breach on CAR infringement notice
        - Infringement noted in record book
        - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
        - Escalation to executive level
        - Party notified of formal actions
          - Internal party = disciplinary cation
          - External party = banned for site for set period

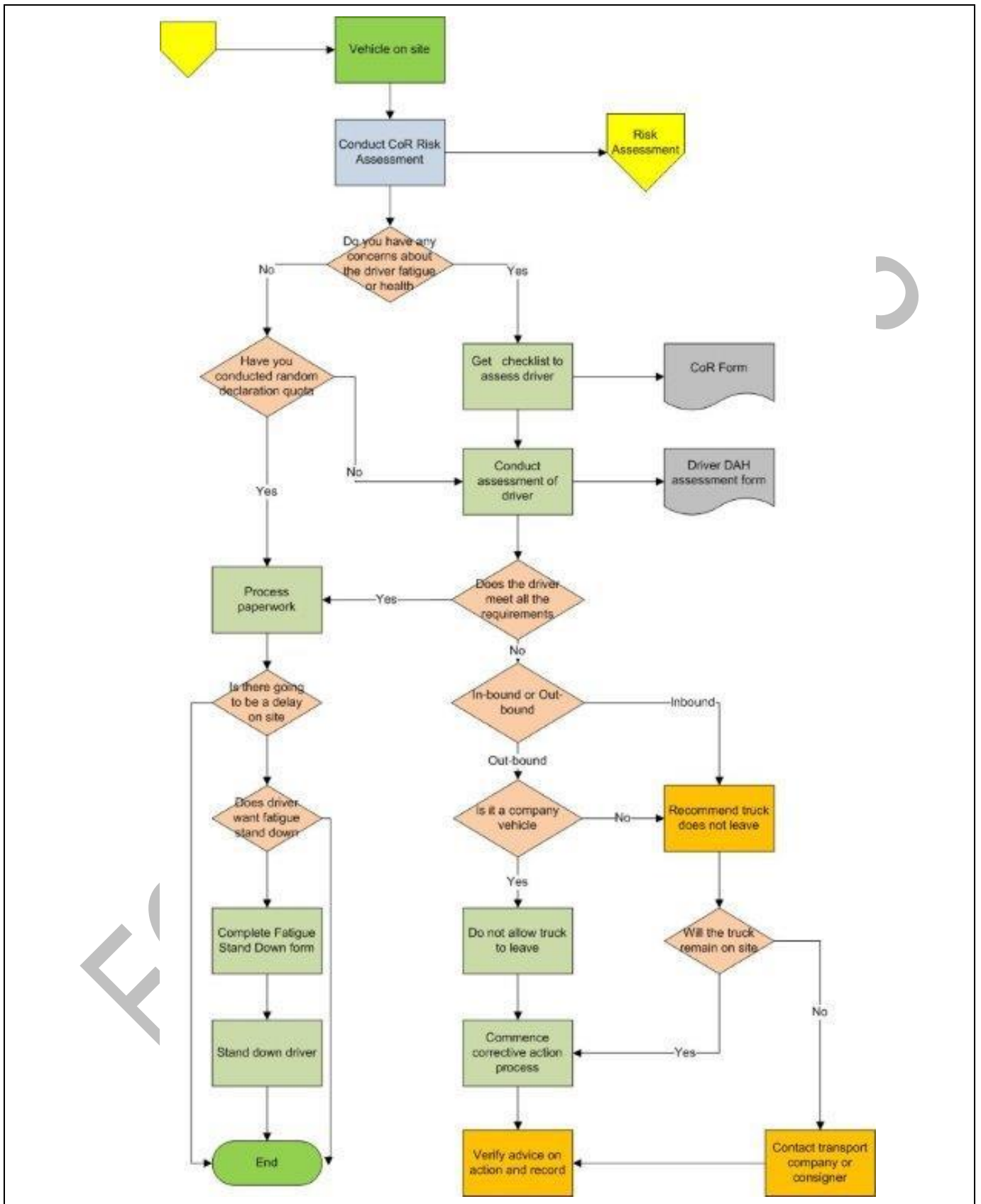
**DO**

- DO make sure legal work hours
- DO check drivers run sheets for hours worked
- DO make sure rest breaks are recorded even on local work
- DO verify certification of Fatigue Management e.g. BFM AFM
- DO use Fatigue Stand Down form where applicable
- DO make sure driver “rests” when on break

**DO NOT**

- DON'T assume only driving hours are “work”

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## SAFE WORK INSTRUCTION #5

**WI DESCRIPTION:** Speed Management

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves

**LICENCES/TRAINING:** Scheduling and planning training

### Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the trip:
  - Is the time allocated to loading accurate?
  - Are there any expected delays on site?
  - Is the calculated transit time achievable for the vehicle type without speeding?
  - Has the route been planned and documented?
  - Are there any delays en-route?
    - Road works
    - Traffic
    - Etc.
  - Has provision been made to allow for adjustments if required?
  - Has the driver been consulted about the route plan?
  - Is the driver aware the route plan can be adjusted?
  - Is the time allocated for unloading accurate?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using "CoR Safety Declaration Form" on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

### General

- Plan the route using the most accurate tools available
- Consult the driver and ensure the driver is comfortable with the plan
- Use route data and information from previous trips to assist in planning this trip
- Generate a rough trip plan when ordering goods and advise supplier/carrier of expected delivery date
  - NOTE: use planning & scheduling guides to ensure trip is viable and legal
  - Allow a 20% safety buffer of time.
- If the trip is repetitive a master trip plan can be used.
- Do not assume that a regular trip will be the same for ever
- Check actual trip details against planned trip at least every 90 days

### Situation Appraisal

- Inbound Loads
  - Observe manifest and trip plan and determine if transit times meet trip plan.
    - Compare to internal FOLEY LOGISTICS generated plan.
    - Or

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- Compare to trip as generated by supplier/carrier.
  - If delivery has arrived ahead of scheduled time by more than 2 hours commence investigation
  - Discuss time variation with driver and determine which of the following was the contributing factor.
    - Did the driver set off early?
    - Did the driver have all allocated rest breaks?
    - Did the driver speed?
  - Commence Corrective Action Procedure
  - Issue "CAR Infringement notice" to Driver.
  - Unload vehicle
- Outbound Loads
  - Check the trip plan is feasible and legal.
    - Compare to internal FOLEY LOGISTICS generated plan.
    - Or
    - Compare to trip as generated by supplier/carrier.
  - If the trip plan appears unachievable discuss failure with driver and planner
  - Commence Corrective Action Procedure
  - 
  - Re-train driver/planner

#### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on CAR infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on CAR infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on CAR infringement notice
  - Infringement noted in record book

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Escalation to executive level
- Party notified of formal actions
  - Internal party = disciplinary cation
  - External party = banned for site for set period

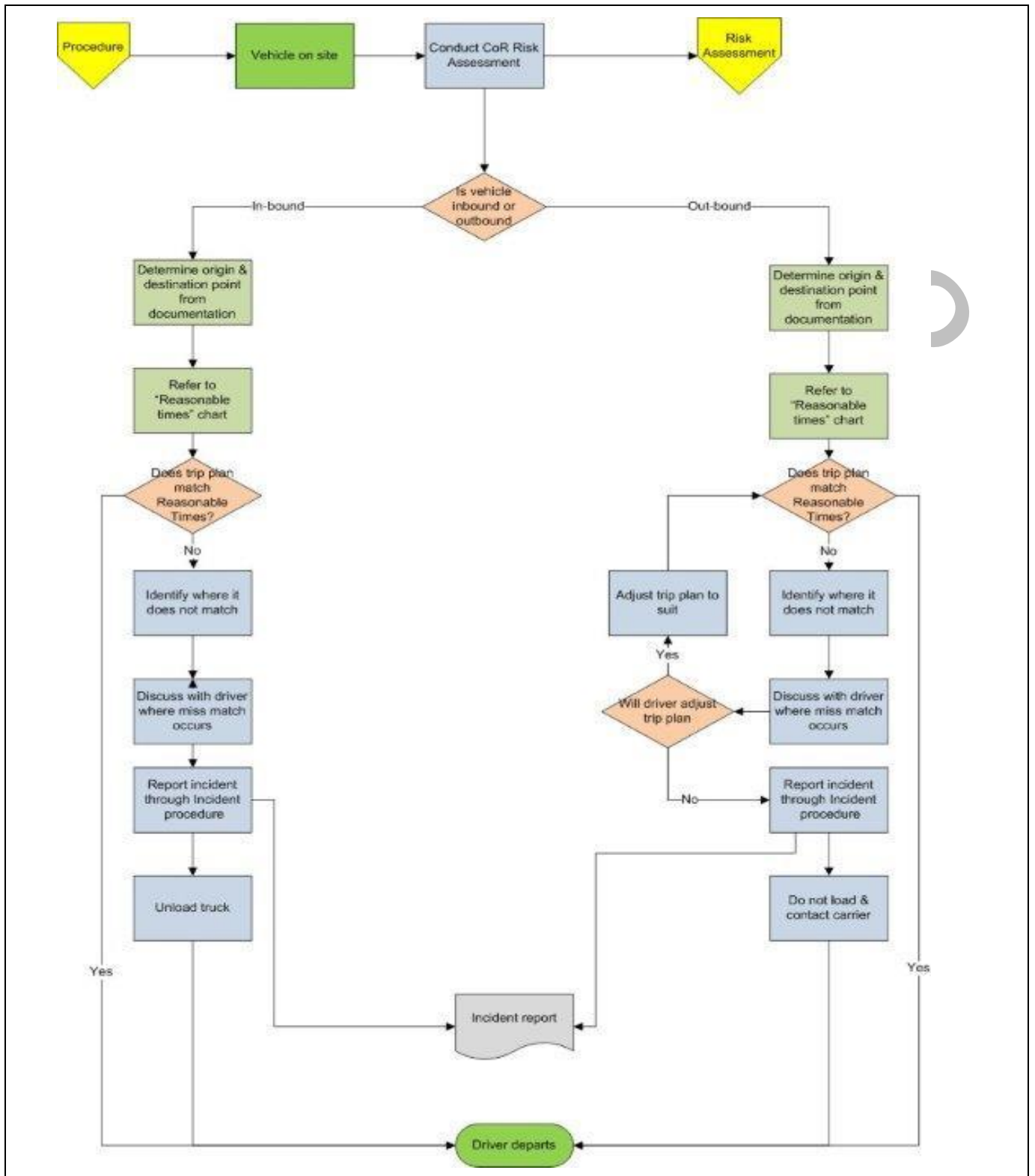
**DO**

- DO complete a Trip Plan for all deliveries.
- DO ensure Trip Plans a legal and feasible
- DO discuss trip plans with the driver
- DO check pre-set Trip Plans every 90 days
- Do use actual delivery data to verify a trip plan
- DO report any variations quickly
- DO treat a premature delivery as problematic as a late delivery

**DO NOT**

- Don't fail to have a trip plan for a trip
- DON'T always assume the trip plan is correct

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## SAFE WORK INSTRUCTIONS #6

WI DESCRIPTION: Drugs and Alcohol

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves and eye protection

**LICENCES/TRAINING:** FOLEY LOGISTICS Drugs and Alcohol Policy and Procedures

**Risk Assessment (Pre-cursor)**

- Conduct a Risk Assessment of the risk, driver/worker condition, and identify:
- Foley Logistics will implement an onsite random testing program. This program will be at the direction of the management and will be conducted:
  - Employees will be assured consistency in the application of the Drugs & Alcohol procedure,
  - The wellbeing of employees cannot be jeopardised by the misuse of drugs and alcohol by others,
  - Employees must be informed of this policy and Drugs & Alcohol procedure and provided opportunity to modify their behaviour.
  - Confidentiality of drug and alcohol testing results and associated activities will be maintained always.
  - Ensure all team members understand what is required.
  - Aid through preventative initiatives to help overcome employees’ alcohol and other drugs problems,
  - Ensure employees who are unfit for work are dealt with reasonably, consistently, and fairly.
  - Initiate testing where there is an incident or observed behaviour within their team.
  - Ensure the effective operation of this procedure.
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

**General**

- The effects of drugs and alcohol at work significantly increase the risk of an accident that can result in personal injury.
- All employees and contractors engaged by the Company, and visitors are expected to behave in a responsible manner and present in a condition that would not impair their ability to work safely or pose a risk to any other person
- This policy also applies to our employees who work on any of our customer sites.
- The FOLEY LOGISTICS Drug & Alcohol policy requires:
  - 0.00 level for alcohol
  - Negative result for all drugs
- Only the Executive Members, General Managers and Managers (excluding Supervisors and Team Leaders) who have responsibility of managing people can authorise the supply and consumption of alcohol on site.
- The Drugs & Alcohol Policy will be communicated to all employees to ensure everyone has had reasonable opportunity to remain informed of FOLEY LOGISTICS requirements.

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- All employees on site and visitors/contractors will be tested.

### Situation Appraisal

- **Inbound Loads**

- Testing for Cause/Reasonable Suspicion process involves three steps:
  - identification
  - gathering evidence
  - testing
- Each site will display the Drugs & Alcohol Policy at their main entrance.
- All employees will be required to acknowledge the Drugs & Alcohol Policy during their site delivery.
- The Drugs & Alcohol Policy is available to all employees/contractors via the intranet and site noticeboards.
- Onsite testing will be conducted using:
  - Oral fluid testing conducted by a qualified tester,
  - Breath analysis for alcohol by a qualified external tester
- Compliance with the Drugs and Alcohol Policy is mandatory check driver for any alcohol on breath or suspicious drug related behaviours.
  - Unstable on Feet
  - Incoherent
  - Slurred speech
  - Dilated pupils
  - Irrational behaviour
  - The identification phase includes the observation of work performance, behaviours, or appearance - e.g. the employee may have aggressive behaviour, has difficulty walking or is now unable to perform job duties that were properly handled in the past.
  - Commence Corrective Action Procedure
  - Issue "CAR Infringement notice" to Driver.
  - Unload vehicle
- **Outbound Loads**
  - All outbound workers/driver's vehicles will be checked for drugs and alcohol
  - Post-incident or testing for cause testing will be conducted using both a Urine analysis for drugs and breath analysis for alcohol by an authorised medical facility.
  - These tests will be conducted in accordance with the relevant standard and provide for discretion in dealing with mixed gender testing and other medical factors.
  - Employee may elect to seek self-testing via qualified tester.
  - Report to manager.
  - Commence Corrective Action Procedure
  - Park vehicle up in safe are.
  - Advise not to leave site and remove load.

### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.

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- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level
  - Party notified of formal actions
    - Internal party = disciplinary cation
    - External party = banned for site for set period

## DO

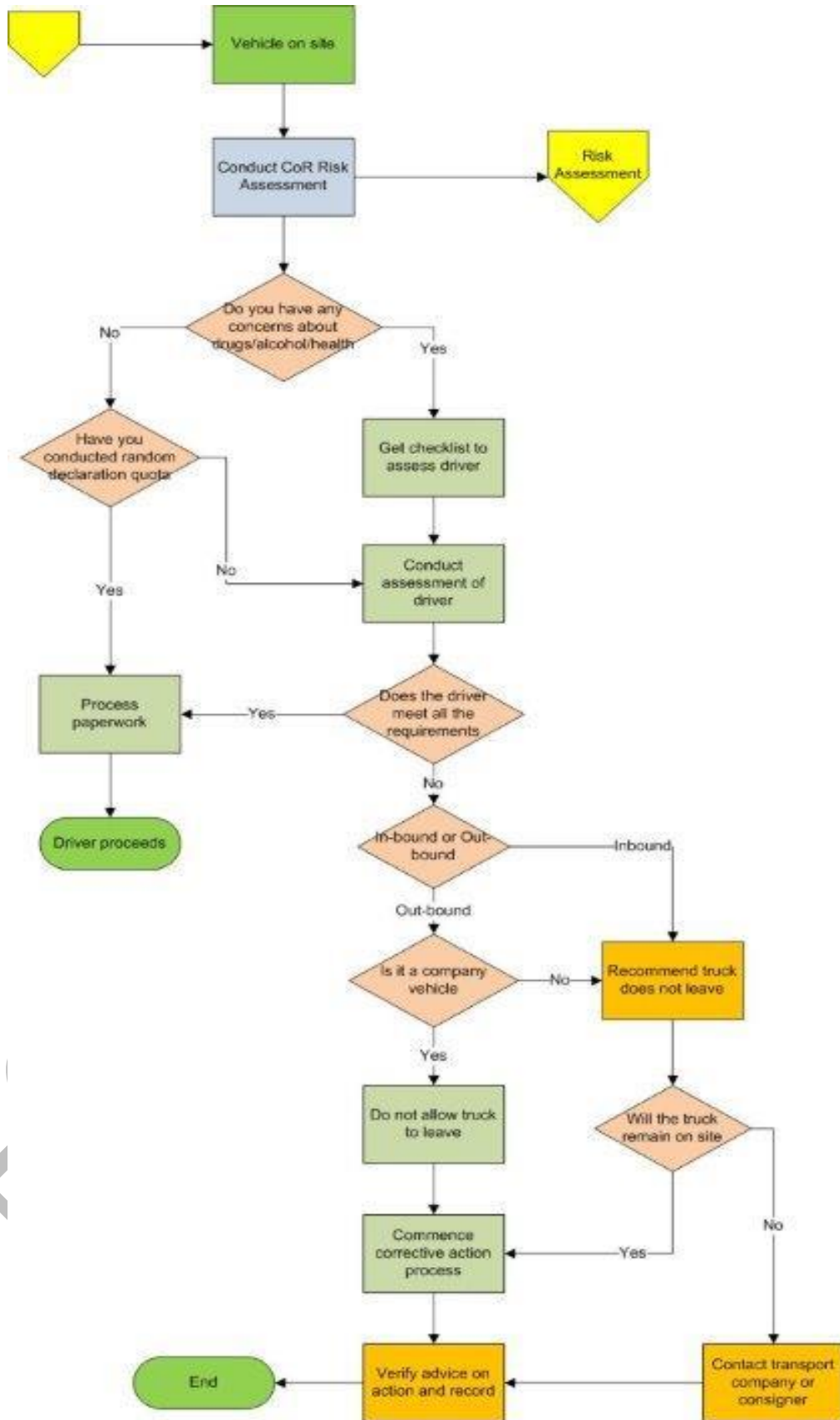
- DO Act in a responsible manner and present for work in a fit and healthy state
- DO Notify their manager or supervisor if they experience any condition, such as fatigue or other illness, which may affect judgement of performance!
- DO Notify their manager or supervisor if taking prescription medications which have been identified as having the capacity to affect judgement of performance prior to the start of their shift.
- DO Seek advice from a doctor about compatibility of all prescribed medicines with work.
- DO Report instances of suspected unauthorised drug or alcohol use to their immediate manager or supervisor.
- DO Act in a safe manner always and take appropriate action to prevent any risk to the health and safety of other employees or themselves and to the environment.
- DO Undergo testing as and when required under the Drugs & Alcohol procedure.
- DO Co-operate with and enable "random" testing as required
- DO Initiate investigation where there is an incident, or observed non-conformance within their team
- DO Aid through preventative initiatives to help overcome employees' alcohol and other drugs problems,
- Do: The evidence must then be documented.
- The documentation is a written record that explains what was witnessed and/or the patterns of behavior that indicates someone is impaired.
- FOLEY LOGISTICS reserves the right to immediately terminate the contractual arrangements with non-employees for serious breaches

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**DO NOT**

- DON'T use Drugs or Alcohol
- DON'T carry out testing by yourself Have any other witnesses or supporting statements recorded.
- DON'T be the conduct to contractor management notice, escalate up to Responsible Manager will notify the visitor/contractor's employer that the visitor/contractor has breached
- DON'T let worker continue It will be a breach of the Drugs & Alcohol Policy where an individual:
  - Fails the Confirmatory Tests, or
  - Fails to comply with testing, or
  - Tamper with or otherwise acts to interfere with testing, or
  - Assists another to tamper with or interfere with testing, or
  - Fails to follow a legal and lawful direction from management, or
  - Being the Responsible Manager fails to act on and or enforce the Drugs & Alcohol Policy.
- DON'T let vehicle/driver leave if in doubt, Random testing and test for cause apply to all visitors/contractors on site. Refusal to testing will be deemed to have failed Stage 2 and will be banned from site.

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## SAFE WORK INSTRUCTION #7

**WI DESCRIPTION:** Management of Dangerous Goods, Chemicals and Explosives'

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves and eye protection

**LICENCES/TRAINING:** FOLEY LOGISTICS Dangerous Goods

### Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the risk, vehicle condition, and identify:
  - Is the area clear of hazards?
  - Use systematic method for identifying and controlling potential hazards to minimise the risk of adverse health.
  - Is there a dangerous goods and or explosives manifest?
  - Check the manifest against actual.
  - Check storage and handling of hazardous substances and explosives to minimise the risk of potential or actual environmental impacts to land or waterways by chemicals, fuels, or lubricants.
  - Observe the receipt of a hazardous product, material or substance shall conduct a visual inspection to ensure the product, material or substance is not damaged and the information labels are readable and correct.
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using "CoR Safety Declaration Form" on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

### General

- Wear your PPE always
- A register of chemical products required when undertaking activities and the associated SDSs are provided
- All spills or hazardous substances incidents shall be reported to the Environment Manager / Safety Manager and / or QSE Coordinator following a spill/incident
- Carry out Regular visual inspections
- General visual inspections shall also be undertaken on plant, machinery and work practices, which may cause contamination of runoff with fuels, oils, greases or other chemicals
- Ensure the transport and handling of hazardous products, materials and substances are in accordance with the governing legislative and site-specific SWMS that will define guidelines

### Situation Appraisal

- Inbound Loads

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- Observe load and determine if load meet NTC and/or FOLEY LOGISTICS standards.
- Observe if vehicle is fit for purpose.
- Check manifest for detail against actual load.
- Check driver for fatigue (Observation)
- Commence Corrective Action Procedure
- Issue "CAR Infringement notice" to Driver.
- Do not Unload vehicle seek advice.
- Outbound Loads
  - Observe load and determine if load, loading, and load meets NTC and/or FOLEY LOGISTICS standards.
  - Ensure correct vehicle is being used fit for purpose.
  - Check Manifest against load.
  - Commence Corrective Action Procedure if required.

#### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level
  - Party notified of formal actions
    - Internal party = disciplinary cation
    - External party = banned for site for set period

DO

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- DO In the event of a breach of this ECP, an improvement opportunity or non-conformance can be raised by anyone in the organisation in line with the Non-Conformance Procedure
- DO Report all spillages
- DO observe driver for fatigue
- DO Initiate investigation where there is an incident, or observed non-conformance within their team
- DO check all people dispatching dangerous goods by road have undertaken accredited training course.
- DO Check Observe Lifting devices include manual handling
- Do Check Observe Correct Storage locations include types of storage
- Do Observe that Personal protective equipment is being used
- . Do observe Consultation.
- DO Check observe Mobilization and Traffic controls of heavy equipment
- DO Observe Access and Egress points
- DO Observe Speed limits for vehicles, plant and equipment

#### DO NOT

- DON'T let anyone use faulty equipment
- DON'T allow excessive storage for extended periods. Storage quantities should be kept to a minimum to cater for demand
- DON'T be complacent observe and check that the system for regularly inspecting the workplace to ensure that procedures are being followed, and a high standard of housekeeping is being maintained
- DON'T allow an unsafe vehicle, overloaded or unsecure load to leave the site

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## SAFE WORK INSTRUCTIONS #8

### WI DESCRIPTION: Maintenance and Vehicle Standards

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves and eye protection

**LICENCES/TRAINING:** FOLEY LOGISTICS Maintenance and Vehicle Standards

#### Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the risk, vehicle condition, and identify:
  - Is the area clear of hazards?
  - Ensure all vehicles entering or leaving a FOLEY LOGISTICS site meet all legal roadworthy and suitability guidelines.
  - Ensure that systems, processes, and procedures are in place to enable our business to comply with the requirements of the Heavy Vehicle National Law Act 2012 and its associated Regulations,
  - Ensure all team members understand what is required when checking vehicles, ancillary equipment and completing documentation checks.
  - Is the vehicle within service?
  - Is the equipment in good order?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

#### General

- All vehicles are roadworthy and fit for purpose, within service and maintained to the National Heavy Regulators Maintenance Inspection Manual
- Review the Maintenance daily check for each vehicle when it is in use.
- Acknowledge the vehicle to be safe to the limits of the inspection
- FOLEY LOGISTICS team members/workers shall check the vehicle suitability and compare the supplied vehicle to the requested vehicle requirements.
- Wear your PPE always
- The Vehicle Standards and Maintenance Policy will be communicated to all employees to ensure everyone has had reasonable opportunity to remain informed of FOLEY LOGISTICS requirements.

#### Situation Appraisal

- Inbound Loads
  - All inbound vehicles will be checked on arrival on site.

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- Vehicles will be checked against the FOLEY LOGISTICS CoR Pre-Start Checklist for Vehicle roadworthiness & suitability
- Officers will follow the Checklist to determine if the vehicles meet the requirements; officers are not expected to perform a full mechanical check of the vehicle but to look for glaringly obvious items such as flat tyres, broken lights, and general obvious shoddiness.
- Commence Corrective Action Procedure
- Issue “CAR Infringement notice” to Driver.
- Unload vehicle

- **Outbound Loads**

- All outbound vehicles will be checked in the same way as inbound vehicles regardless of the owner of the vehicle.
- Photograph any issues.
- Discuss failure with driver.
- Report to senior management escalate the issue up.
- Commence Corrective Action Procedure
- Park vehicle up in safe are.
- Advise not to leave site and remove load.

#### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level

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- Party notified of formal actions
  - Internal party = disciplinary cation
  - External party = banned for site for set period

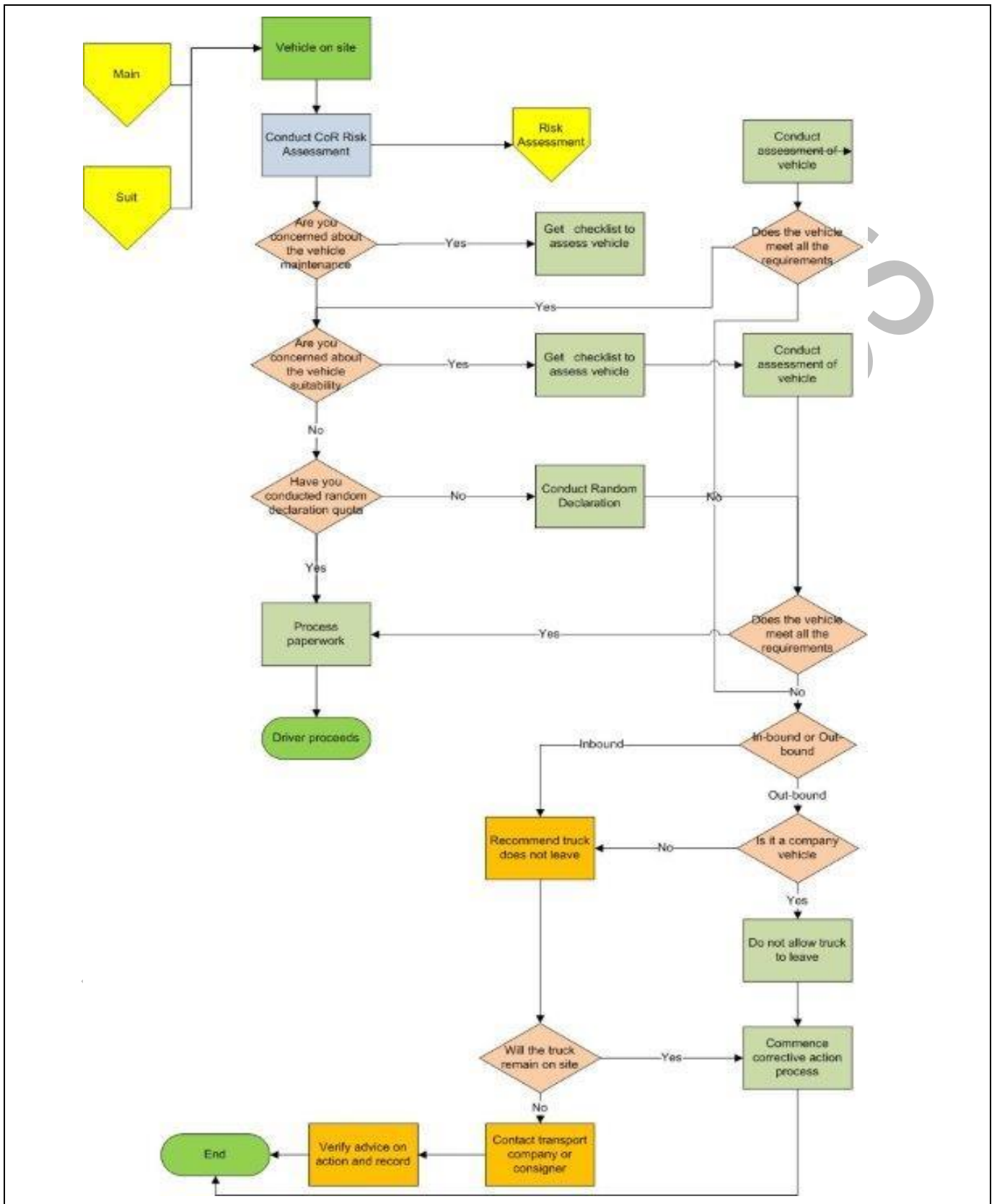
**DO**

- DO Check the Maintenance Management System **must** include a daily check for each vehicle when it is in use
- DO review the pre-Start check
- DO Co-operate with and enable “random” auditing as required
- DO Initiate investigation where there is an incident, or observed non-conformance within their team
- DO Act in a responsible manner ensure a robust quality pre-Start inspection of vehicle/s
- DO Notify their manager or supervisor if they find any faults
- DO Notify their manager or supervisor if any faults are recorded in the Daily Vehicle Check List (DVR) are not rectified prior to the start of their shift
- DO Seek advice from a supervisor and or mechanic (responsible person) as to severity of fault prior to departing
- DO Act in a safe manner always and take appropriate action to prevent any risk to the health and safety of other employees or themselves and to the environment

**DO NOT**

- DON'T use faulty equipment
- DON'T allow an unsafe vehicle to leave the site do not let vehicle leave if unroadworthy
- DON'T load unroadworthy vehicle

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## SAFE WORK INSTRUCTION #9

**WI DESCRIPTION:** Management of CoR onsite from an observer perspective

**PPE:** High Visibility Vest/coat, safety footwear, safety gloves and eye protection

**LICENCES/TRAINING:** Foley Logistics Observer training

### Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the risk, vehicle condition, and identify:
  - Is the area clear of hazards?
  - Is the vehicle safe?
  - Are the vehicle and driver well presented?
  - Is the load secure?
  - Is the vehicle fit for purpose?
  - Is the company /Contractor CoR compliant?
  - Is the vehicle from a pre-selected supplier?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS.
- Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks.

**RISK LEVEL**

		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

### General

- Ensure the supplier/ delivery is CoR compliant, provide/present induction letter
- Observe overall condition of vehicle and report any failure/s
- Ensure drivers are not fatigued
- Wear your PPE always

### Situation Appraisal

- Inbound Loads
  - Observe vehicle and determine if vehicle, meet FOLEY LOGISTICS standard.
  - Photograph any non-roadworthy items.
  - Site load and ensure secure.
  - Check Manifest as to load and labelled correctly.
  - Check vehicle fit for purpose.
  - Discuss failure with driver.
  - Commence Corrective Action Procedure
  - Issue “CAR Infringement notice” to Driver.
  - Unload vehicles observe while unload check against manifest and Labels.
  - View Signature of POD
- Outbound Loads
  - Observe vehicle and determine if vehicle, meets FOLEY LOGISTICS standards.
  - Observe driver fatigue.
  - Check Manifest

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- Clears all inspections and review then proceed with departure.
- Photograph any failures.
- Discuss failure with driver and loader.
- Commence Corrective Action Procedure
- Escalate upwards to immediate report of any failures.
- Remove load.
- Park vehicle

#### Corrective Action -

- Issue #1 detected
  - Issue discussed with relevant party (Driver, loader etc.)
  - Issue CAR Infringement Notice #1
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
- Issue #2 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #2
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to more senior level
- Issue #3 detected
  - Issue discussed with relevant party
  - Issue CAR Infringement Notice #3
    - Details of CoR breach on infringement notice
  - Infringement noted in record book
  - Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention.
  - Escalation to executive level
  - Party notified of formal actions
    - Internal party = disciplinary cation
    - External party = banned for site for set period

#### DO

- DO check vehicle on entry for roadworthiness
- DO check vehicle suitability/Mass and Dimension
- DO check for driver fatigue
- DO review load and manifest
- Doing observe unloading check labelling is correct

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- DO observe packaging not damaged
- DO observe POD and signed
- DO use a vehicle that is built strong enough for the job
- Do check NHVR certified i.e. label and written proof of certification i.e. letter of induction for heavy vehicles mass management/extra weight gml, cml, hml.
- If scales are fitted, then check if they are not overloaded

#### DO NOT

- DON'T use faulty equipment
- DON'T let driver continue if out of hours and fatigued
- DON'T allow loaders to load unsafe vehicles
- DON'T unload damaged goods escalate to immediate report
- DON'T allow an unsafe vehicle or load to leave the site

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## Guidance Note #1

### GN - DESCRIPTION: What is CoR

#### Narrative:

Under the Heavy Vehicle National Law, each party in the supply chain is obliged to ensure breaches of road transport laws do not occur.

A party may include any person who can influence or control the transport chain, such as:

- corporations, partnerships, unincorporated associations or other corporate bodies
- employers and company directors
- consignors/senders and consignees/receivers of the goods for transport
- exporters and importers
- primary producers
- drivers (including a bus driver or an owner driver)
- prime contractors of drivers
- operators of a transport company
- schedulers of goods or passengers for transport, and the schedulers or allocators of drivers
- loaders and unloaders of goods
- loading managers (loading/unloading supervisors) or managers of the premises where this occurs

While it is recognized that non-transport supply chain parties may not be able to control heavy vehicles, it is acknowledged that they can influence the use of vehicles on the road.

In this sense, the role of supply chain parties is one of observation, report and record. If a supply chain partner sees a potentially dangerous situation, then contact ought to be made with the transport company responsible to report on the issue.

Detailed examinations or inspections of vehicles or drivers by supply chain parties are not necessary, vigilance and a preparedness to report observations are a reasonable response.

Documenting or keeping a record of the observations made, the interaction with the company and the action taken are essential to ensure that supply chain parties are complying with their duties under the law

### What does this mean to you?

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

An organisation within a supply chain is expected to have a Safety Management System (SMS) in place that is appropriate for the level of influence and control they have in the supply chain.

An SMS must be designed, implemented and monitored within business to ensure it can identify and record incidents within the supply chain (especially at interface points, DC's, warehouses etc.) and set about a corrective action process to rectify.

#### **Actions:**

- Design/Develop an SMS for your business.
- Set standards for compliance, based on your level within the supply chain.
- Set up corrective action processes to alert/rectify identified issues.
- Implement the SMS and train staff.
- Report and record all incidents.
- Take a "Risk" approach to CoR

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<b>Produced By</b>	Alan Guest	<b>Approved by:</b>	Hayden Foley
<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

## Guidance Note #2

### GN - DESCRIPTION: Why you need to comply

#### Narrative:

The transport industry has one of the highest death rates of any industry in the country, account for 25% of all industrial deaths. You are 16 times more likely to die in the transport industry than any other.

The National Transport Commission (NTC) and National Heavy Vehicle Regulator (NHVR) have set about increasing safety within industry. The initiative is very similar to that of Work Safe, OH&S etc. As such, all ancillary activities relating to driving a truck are now covered.

Although you may have no direct control of the activities of a truck, all sections of the supply chain have influence on the movement of a vehicle. Whether or not you direct a driver to do something or allow a driver to do something, you are still an influence in the supply chain and ultimately accountable.

Fines, jail terms and other penalties are now in force for all sectors of the supply chain to ensure all parties take responsibility and accountability for truck driver activities.

You can be prosecuted as an individual or as a corporate manager or both. Fines and penalties are not the ultimate intent of the legislation; however, fines and penalties are an effective tool to change behavior within the industry. Unmistakable evidence of this can be demonstrated by the dramatic improvement in workplace health and safety over the last 30 years.

Bear in mind that truck drivers may do the wrong thing, thinking they are doing the right thing by you or business, whereas in fact they cause more problems.

#### What does this mean to you?

Your role is to ensure that your actions or failure to act do not contribute to a road breach, which is a precursor to an incident or accident.

Every single person has a part to play in the supply chain, including such roles as:

- Transport planner
- Scheduler
- Forklift driver
- Loader
- Truck driver
- Transport company
- Subcontractors

Importantly do not forget

- Senior management
- Salespeople

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

- Purchasing people

**Actions:**

- Know and understand the legislation.
- Know and understand FOLEY LOGISTICS policies, procedures and WIs within the business.
- Know and understand your role in the supply chain.
- Attend nominated training and briefing sessions.
- Be proactive in preventing incidents

FOLEY LOGISTICS

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## Guidance Note #3

### GN - DESCRIPTION: What does CoR cover

#### Narrative:

Chain of Responsibility covers all areas of a supply chain where vehicles travel on public roads. Any vehicle more than 4.5tonnes GGVM/GCM and any vehicle used in a commercial manner in WA falls under C & E

CoR also covers specific issues around vehicle use being:

#### PHYSICAL ASPECTS

- Load restraint
- Mass & Dimensions
- Fatigue
- Speeding
- Drugs & Alcohol & Health (DAH)
- Equipment suitability
- Equipment maintenance

#### PROCEDURAL ASPECTS

- Systems & Control
- Documentation
- Corrective actions
- Training
- Subcontractor Assessment & Control

Although officers within a business may not know all the detail and protocols around the above list, every officer need to take Reasonably Practicable steps to identify, reduce or eliminate risks.

Under the legislation “In-action is as culpable as action” therefore failing to do something and turning a blind eye is not acceptable. As such, if you see or hear something that “doesn’t sit right” report it to those that know what to do.

#### Actions:

- Know and understand your part in the legislation.
- Know and understand FOLEY LOGISTICS policies, procedures and WIs within the business.
- Know and understand your role in the supply chain.
- If you see/hear something do not ignore it, report it.
- If you are concerned about anything – ASK SOMEONE

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## Guidance Note #4

### GN - DESCRIPTION: Who does CoR cover

#### Narrative:

As with OH&S, with CoR there is almost no escape if you have a part to play, regardless of how small, in the supply chain. If you have any influence whatsoever on the movement of goods in or out on public roads, then you are part of the chain of responsibility.

Every person will need to be able to demonstrate that they have been duly diligent in their handling and transport.

Every single person has a part to play in the supply chain, including such roles as:

- Transport planner
- Scheduler
- Forklift driver
- Loader
- Truck driver
- Transport company
- Subcontractors

*Importantly do not forget*

- Executives
- Senior management
- Salespeople
- Purchasing people

#### Actions:

- Ensure you know your role within the CoR supply chain.
- Ensure requests made on suppliers are legal.
- Ensure demands made by customers are legal before agreeing to them.
- If you see/hear something – act!
-

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## Guidance Note #5

### GN - DESCRIPTION: What you need to do to comply

#### Narrative:

There are many actions to be taken under CoR legislation, but one major component of any action is to record what you have done or not done. Basically, the law says, "if it's not documented, you can't prove what you have done"

Within the FOLEY LOGISTICS CoR Safety Management System, there are policies, Procedures, Work Instruction, Forms, Guides and Reports. Use all these where appropriate to ensure your personal compliance and that of FOLEY LOGISTICS

#### Actions:

Below is a list of the primary actions under CoR, each is followed by notes on what to look out for.

- Risk Assessment
  - Conduct a Risk Assessment on anything that causes you concern
  - If in doubt, conduct or get the appropriate person to conduct a CoR Safety Declaration Form
  - Escalate through Corrective Action System
- Load restraint
  - Make sure all loads have load restraint (in and out)
  - Look for correct number of straps
    - Roughly 1 strap for every 2.5 tons of load
  - Look for correct number of chains
    - Roughly 1 chain for every 42.5 tons of load
  - Look for loose straps and chains
  - Look for frayed straps
- Mass & Dimensions
  - Check the charts to determine if the vehicle is overloaded for its type
  - Check for anything protruding from the vehicle (front, sides, rear, top)
- Fatigue
  - Check the driver and if they look tired assume its fatigue
  - Look for red eyes
  - Lack of concentration

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- Impaired speech
- Lack of eye focus
- Make sure they have not “worked” more than 12 hours in 24
- Check they have had breaks at no greater than 5<sup>1/4</sup> intervals
- Speeding, did the driver turn up earlier than expected?
  - Check if they set off early
  - Check if they had their breaks
  - If they did not set off early, and had their breaks assume they were speeding
- Drugs & Alcohol & Health (DAH)
  - Check the driver and if they look tired assume its fatigue
  - Look for red eyes
  - Lack of concentration
  - Impaired speech
  - Lack of eye focus
  - Dilated pupils
  - Rapid speech
  - Lack of logic
  - Assumed affected by D&A
- Equipment suitability
  - Basic check – does the equipment used look appropriate
- Equipment maintenance - Look for obvious issues
  - Bald/worn tyres
  - Cracked windscreens
  - Broken lights
  - Body parts loose or hanging off
- Documentation - Ensure all required documents are completed
  - Forms to be completed are:
    - Container/Cabin/site hut weigh declaration
    - Vehicle Weight Declaration
    - Notification for infringement
    - Notification of Fatigue Stand down
    - CoR Safety Declaration Form

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- CoR Safe Driving Plan
- Corrective Action form
- Training
  - Ensure that you are trained and understand CoR
  - Ensure that staff are trained in the areas that are relevant to their position
  - Identify where skill and training shortfalls occur and use the corrective action system to escalate
- Subcontractor Assessment & Control
  - Check all subcontractors and general carriers have been inducted to the site(s)
  - Check all subcontractors are on the approved Sub-contractor list
  - Observe contractors and carriers in the same way you would observe FOLEY LOGISTICS equipment and drivers
- Corrective actions
  - If there is any event from above that causes concern commence the corrective action procedure
  - Escalate by taking your concerns to a senior person with Foley Logistics

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## FOLEY LOGISTICS SPRE-START CHECK

### Pre-Start Check sheet: Modify to suit Foley Hayden? Mallorie

All equipment must be checked as fit for purpose prior to entering the public road network

Fleet No.	Rego.	
		Prime Mover
		Trailer 1
		Dolly
		Trailer 2

\*\*\*Driver must check for security, levels and suitability of use\*\*\*

Tick	PRIME MOVER CHECKS
	Assigned Tablet
	Registration Current
	Coolant Level
	Oil Level
	Fuel & Ad Blue Levels
	Leaks
	Wheels & Tyres
	Wheel Nuts
	Guards
	Lights
	Indicators
	Visual Damage
	Air & Elect Suzi Coils
	Turntable (Incl. grease)
	Windscreen
	Wipers
	Mirrors
	First Aid Kit
	Fire Extinguisher
	2 Way Radio
	DG Signage
	DG Kit (if applicable)
	Emergency Triangles
	Brakes
	Permits (if applicable)
	Door Buckle Strap

Tick	TRAILER CHECKS
	Trailer Number/s to be recorded
	Registration current
	Lights
	Indicators
	Landing Legs
	Visual Damage
	Wheels and Tyres
	Wheel Nuts
	Guards
	Twist locks

Tick	TAUTLINER
	Curtains
	Gates
	Straps

Tick	***Driver is to top up all fluid levels when required***
	SIDELoader
	Hydraulic Oil level / leaks
	Chains / Joiners
	Controls / Emergency Stop
	Fuel & Coolant Level
	Spill Kit
	Traffic Cones (Exclusion Zone Markers)

\*\*\*If a fault is identified on any equipment, ensure "Defect Book" is completed and handed to Fleet Control for sign off\*\*\*

**RECCoR-001**

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## NOTIFICATION OF INFRINGEMENT

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Operators Name: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Drivers Signature \_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_ Trailer #1: \_\_\_\_\_ Trailer #2: \_\_\_\_\_

**Mass**

**Legal Gross weight of vehicle set:**

**Actual Gross weight of vehicle set:**

GML: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

RFS: \_\_\_\_\_ NHVAS #: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

CML: \_\_\_\_\_ NHVAS #: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

HML: \_\_\_\_\_ NHVAS #: \_\_\_\_\_ Actual Weight \_\_\_\_\_ Overload: \_\_\_\_\_ Kgs

**Load Restraint**

The vehicle presented on site today failed to meet Load Restraint requirements for the following reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other** *(specify)* \_\_\_\_\_

The vehicle presented on site today failed to meet JD's CoR requirements for the following reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action reference #: \_\_\_\_\_

**Compliance Policy Notification**

You are advised that Foley do not condone and/or encourage non-compliant vehicles or drivers anywhere in their system. Failure to comply with legal CoR provisions may lead to temporary or permanent access to any Foley Site.

Foley Logistics will contact the carrier of the infringement and any potential action. Drivers are responsible to advise their transport company of the infringement.

**RECCoR-002**

## CoR- Vehicle Weight Declaration (VWD)

Operators Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Drivers Name: \_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_ Trailer #1: \_\_\_\_\_ Trailer #2: \_\_\_\_\_

**Tare weight of vehicle set:**

Total Tare of vehicle set (including existing Load): \_\_\_\_\_ Kgs

- Weighbridge Docket #: \_\_\_\_\_

If no weighbridge docket, complete this section: **Declared tare weight - I**

\_\_\_\_\_ (name) declare that the tare weight stated above is accurate, not misleading and omission free

Signature: \_\_\_\_\_

**Gross weight of vehicle set (GVM/GCM):**

General Mass Limit (GML) : \_\_\_\_\_

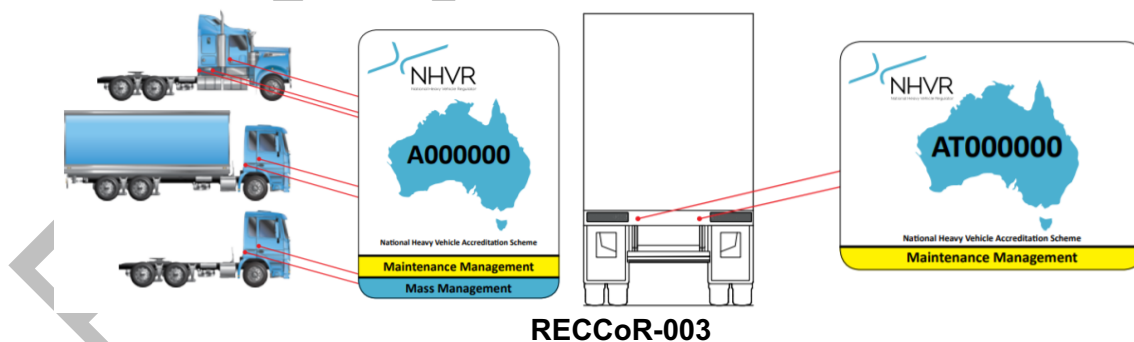
Concessional Mass Limit (CML) : \_\_\_\_\_ NHVAS \_\_\_\_\_

Higher Mass Limit (HML) : \_\_\_\_\_ NHVAS #: \_\_\_\_\_

I declare that the GVM/GCM weight stated above is accurate, not misleading

And omission free (drivers Signature): \_\_\_\_\_

**NOTE: This is a statutory declaration of tare weight, and loads will be made up of the difference between declared tare weight and legal GVM if weights are incorrectly declared, the carrier driver will be responsible for any ensuing fines or costs.**



**Container Weight Declaration (CWD)**

Container Number:

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Australian  
 Exporter/Packer or  
 Australian  
 Consignee: (Responsible  
 Entity in Australia making  
 declaration)

<u>Name of Responsible Entity:</u>
<u>Address of Responsible Entity:</u>

20ft	40ft	40HC	Other Please specify:
------	------	------	--------------------------

Container Size:

Container Tare Weight:	Cargo & Packaging Weight:	Container & Cargo Gross Weight:
Kgs	Kgs	Kgs

Weight:

Indicate if uneven  
 load Distribution:  
 (Mark X for Centre of Mass)

	oor s this side
--	--------------------------

Responsible Entity  
 Full Name & Signature of Person Making Declaration:

Full Name: Signature: \_\_\_\_\_

Date:  / /

**Notes:**

- The "Responsible entity" is responsible for providing an accurate Container Weight Declaration (CWD).
- This is usually the person in Australia who engages the road carrier or offers the container for transport by road in Australia.
- Separating the weight of the container and its contents ensures there is no confusion as to whether the declared weight is a net weight or a gross weight. This enables the person who is relying on the CWD to determine its accuracy.
- The contents of the CWD must be readily available to an authorized officer or police officer who seeks to ascertain its contents, there and then in the presence of the container (whether by examining documents located on or in the vehicle or by obtaining the information by radio or mobile or other means).
- Information contained in the Container Weight Declaration is provided to FOLEY LOGISTICS Pty Ltd by the responsible entity. FOLEY LOGISTICS Pty Ltd accepts no liability for any losses arising from any inaccuracy of information provided to FOLEY LOGISTICS LOGISITCS by the responsible entity.

**The Container Weight Declaration (CWD) is a statutory requirement for all container movements and should be sent no later than the day prior to the scheduled movement.**

**RECCoR-004**

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

## NOTIFICATION OF FATIGUE STAND-DOWN

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Operators Name: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Drivers Signature \_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_ Trailer #1: \_\_\_\_\_ Trailer #2: \_\_\_\_\_

FOLEY LOGISTICS Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_

**Notification**

FOLEY LOGISTICS Pty Ltd advice that due to \_\_\_\_\_ (reason) the driver nominated above can stand down or nominate an extended rest break on their Time sheet or work diary:

From: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

*NOTE: Rest bands must be in 15-minute blocks as REST is rounded down and WORK is rounded up. Therefore 29 minutes of REST is deemed as 15 minutes of REST and 16 minutes of WORK is deemed as 30 minutes of WORK.*

**Reasons for Stand down Form**

If a driver is delayed on site for an extended period and the driver is NOT required to contribute to any activity of any type other than just waiting, then the driver can request this “Stand down Form” be completed by the person in charge on the site. A worker is NOT stood down, or deemed to be at “rest” with time not attributable to work if him ‘she is’:  
 Only Standing/sitting doing nothing, reading the paper, perhaps drinking coffee/tea/water is deemed “rest”.

**RECCoR-005**

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

## CAR : Non-Conformance/Corrective Action Report

<b>NON-CONFORMANCE CAR</b>	<b>SEE FLOW CHART/STEP OUT</b>
Completed by NAME:	Date:
<b>Details of the incident or Noncompliance: (What happened?)</b>	
<b>Incident or non-compliance review: (What was the cause?)</b>	
<b>Corrective action: What will be done to rectify the situation?)</b>	
Signature:	

Company Operator:					Book Report No		
Type of NC Tick	Scheduling Rostering	Fitness for Duty	Fatigue Knowledge	Responsibilities	Internal Review	Records & Documents	Other
<b>PROBLEM/DETAILS OF NON-CONFORMANCE:</b>							
Include all necessary details, e.g., names							
NAME:		SIGNATURE			DATE		
<b>SHORT TERM FIX-REMEDIAL ACTION:</b>							
What can be done short term to limit or fix problem							
NAME:		SIGNATURE:			DATE:		
<b>CAUSE OF PROBLEM – PREVENTATIVE ACTION</b>							
What was the cause of the non-conformance							
NAME:		SIGNATURE:			DATE:		
<b>LONG TERM FIX – PREVENTATIVE ACTION</b>							
What long term measures can be taken to ensure the cause does not occur again							
NAME:		SIGNATURE:			DATE		
<b>FINALISATION/REVIEW OF LONG-TERM FIX</b>							
Long term fix to be reviewed at Quarterly/Annual Review							
By signing below, you are verifying that the problem has been fixed and that no further action is required.							
<b>CLOSE OFF BY- NAME:</b>					POSITION:		
SIGNATURE					DATE:		
<b>RECCoR-006</b>							

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<b>Reason for Update:</b>	CoR System Safety Management System (SMS)		

## Mass Charts

NHVR National Heavy Vehicle Regulator Common Heavy Freight Vehicle Configurations		Disclaimer: This diagram shows some of the common heavy vehicle combinations used in Australia. Other heavy vehicle configurations may not be represented. The mass and length limits shown are from the Heavy Vehicle Mass, Dimension and Loading National Regulation (the MDL Regulation) and are intended for general guidance only. These limits are available only to vehicles that comply with all other regulatory requirements (eg, width and height limits, tyre width, vehicle standards, load restraint, suspension type etc). In some circumstances, other mass concessions and length limits may also be available. The NHVR website provides links to the MDL Regulation and to national and state Notices which may apply, depending on individual circumstances. For further information, contact the NHVR at 1300 671474 (1300 667 467) or nhvr@nhvr.gov.au or visit their gov.asiacontactus.			
	Description	Maximum Length (metres)	Maximum Regulatory Mass under CML (tonnes)	Maximum Regulatory Mass under CML (tonnes)	Maximum Regulatory Mass under HML (tonnes)
<b>COMMON RIGID TRUCKS - GENERAL ACCESS</b>					
1	2 Axle Rigid Truck	≤ 12.5	15.0	CML does not apply	-
2	3 Axle Rigid Truck	≤ 12.5	22.5	23.0	-
3	4 Axle Rigid Truck	≤ 12.5	26.0	27.0	-
4	4 Axle Twinsteer Rigid Truck	≤ 12.5	26.5	27.0	-
5	5 Axle Twinsteer Rigid Truck	≤ 12.5	30.0	31.0	-
<b>COMMON SEMITRAILER COMBINATIONS - GENERAL ACCESS</b>					
6	3 Axle Semitrailer	≤ 19.0	24.0	-	-
7	4 Axle Semitrailer	≤ 19.0	31.5	32.0	32.0
8	5 Axle Semitrailer	≤ 19.0	35.0	36.0	37.5
9	5 Axle Semitrailer	≤ 19.0	39.0	40.0	40.0
10	6 Axle Semitrailer	≤ 19.0	42.5	43.5	45.5
<b>COMMON RIGID TRUCK AND TRAILER COMBINATIONS (General access when complying with prescribed mass and dimension requirements)</b>					
11	2 Axle Truck and 2 Axle Dog Trailer	≤ 19.0	30.0	-	-
12	2 Axle Truck and 2 Axle Pig Trailer	≤ 19.0	30.0	CML does not apply	-
13	3 Axle Truck and 2 Axle Dog Trailer	≤ 19.0	40.5	41.0	-
14	3 Axle Truck and 2 Axle Pig Trailer	≤ 19.0	37.5	CML does not apply	-
15	3 Axle Truck and 3 Axle Dog Trailer	≤ 19.0	42.5	43.5	-
16	3 Axle Truck and 3 Axle Pig Trailer	≤ 19.0	40.5	CML does not apply	-
17	3 Axle Truck and 4 Axle Dog Trailer	≤ 19.0	42.5	43.5	-
18	4 Axle Truck and 3 Axle Dog Trailer	≤ 19.0	42.5	43.5	-
19	4 Axle Truck and 4 Axle Dog Trailer	≤ 19.0	42.5	43.5	-
<b>COMMON B-DOUBLE COMBINATIONS - CLASS 2</b>					
20	7 Axle B-double	≤ 19.0	55.5	57.0	57.0
21	8 Axle B-double	≤ 26.0	59.0	61.0	62.5
22	8 Axle B-double	≤ 26.0	59.0	61.0	62.5
23	9 Axle B-double	≤ 26.0	62.5	64.5	68.0
<b>COMMON TYPE 1 ROAD TRAINS - CLASS 2</b>					
24	9 Axle A-double	≤ 36.5	72.0	74.0	74.0
25	11 Axle A-double	≤ 36.5	79.0	81.0	85.0
26	12 Axle A-double	≤ 36.5	82.5	84.5	90.5
27	12 Axle Modular B-triple	≤ 35.0	82.5	84.5	90.5
28	12 Axle B-triple	≤ 36.5	82.5	84.5	90.5
29	14 Axle AB-triple	≤ 36.5	99.0	101.0	107.5
30	15 Axle AB-triple	≤ 36.5	102.5	104.5	113.0
31	11 Axle Rigid Truck and 2 Dog Trailers	≤ 36.5	88.5	90.5	91.0
<b>COMMON TYPE 2 ROAD TRAINS - CLASS 2</b>					
32	16 Axle A-triple	≤ 53.5	115.5	117.5	124.5
33	18 Axle A-triple	≤ 53.5	122.5	124.5	135.5
34	15 Axle AB-triple	≤ 44.0 - Classified by the NHVR as Type 1 when L ≤ 36.5m	102.5	104.5	113.0
35	13 Axle Rigid Truck and 2 Dog Trailers	≤ 47.5 - Classified by the NHVR as Type 1 when L ≤ 36.5m	95.5	97.5	102.0
36	17 Axle BAB-Quad	≤ 53.5	119.0	121.0	130.0
37	18 Axle BAB-Quad	≤ 53.5	122.5	124.5	135.5
38	17 Axle ABB-Quad	≤ 53.5	119.0	121.0	130.0
39	18 Axle ABB-Quad	≤ 53.5	122.5	124.5	135.5

REC CoR 007

## CoR Safe Driving Plan

### Section 1 – Company Details

<b>Company:</b>	FOLEY LOGISTICS Pty Ltd	<b>Last Updated:</b>	08/05/2026
<b>Division:</b>	All divisions	<b>Updated by:</b>	Alan Guest
<b>Produced By</b>	Alan Guest	<b>Approved by:</b>	Hayden Foley
<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

Name	Address	Role
[Transport Company Name – if FOLEY LOGISTICS own vehicle just enter fleet #]		Transport Operator
		Freight Customer

**Section 2 – Driver/Vehicle Details**

Date:	Driver Name:
Person completing form:	
Rego. Number/s:	
Tick vehicle type:	Truck / Trailer: <input type="checkbox"/> A/B-Double: <input type="checkbox"/> Refridge-Pantech: <input type="checkbox"/>

**Section 3 – Proposed Trip Plan**

From	To	Estimated Start Time	Working Time	Rest Time	Total Time

**NOTE:** The driver is to use discretion and rest where or when required provided that regulated driving hours are not exceeded.

**Section 4 – General Risk Assessment**

**Are there any other risks associated with this trip?**

1. Vehicle issues:	Yes / No
2. Speed issues or restrictions:	Yes / No
3. Communication or remoteness:	Yes / No
4. Fauna or vegetation:	Yes / No
5. Weather or visibility:	Yes / No
6. Other (Specify):	Yes / No

**Section 5 - Declarations**

**Driver acknowledgement**

I understand, and I agree with the work and rest times allowed for this trip and agree to advise the Scheduler of any changes to this trip plan. I have inspected the named vehicle/s and have rectified any defects likely to affect its safe operation.

Driver’s Signature: \_\_\_\_\_

**Scheduler acknowledgement**

I certify that this plan has been discussed with the driver and customer.

Scheduler’s Signature: \_\_\_\_\_

**REC CoR 008**

**CoR Safety Declaration Form (for vehicles >= 4.5Tonnes)**

Transport Company:		Vehicle Rego:	
Drivers Name:		Arrival time:	
Time Booked:		Departure time:	
Site name:		Site Code:	
Team Members Name:		Signature	
Team Leaders Name:		Signature	

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**CHECKED  Yes**

(For completion by Site Supervisor for all >=4.5Tonne vehicles entering or leaving site)

Has the person(s) been inducted to the site in the previous 12 months?								
DRIVER	Yes	<input type="checkbox"/>	Cert #.	<input type="checkbox"/>	N	<input type="checkbox"/>	Signature	<input type="text"/>
Is the vehicle & driver registered on TG Systems Subcontractor system?								
DRIVER	Yes	<input type="checkbox"/>	S/C Sys	<input type="checkbox"/>	N	<input type="checkbox"/>	Signature	<input type="text"/>
Are all lights, windows & windscreens intact i.e. no broken								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Signature	<input type="text"/>
Is the load Restraint correct and in line with guide.								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Signature	<input type="text"/>
Is the vehicle carrying any chemicals/hazardous substances? If yes, are the chemical Safety data sheets (MSDS)								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
Are all the tyres on the vehicle in good condition?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
If the vehicle is a company vehicle has the driver completed the pre-Start checklist?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
Is the driving plan within legal requirements and will not necessitate the driver to speed?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Signature	<input type="text"/>
Is the load/vehicle within legal mass limits?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
LOADER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
NHVAS Mass	RFS	<input type="checkbox"/>	CM	<input type="checkbox"/>	HM	<input type="checkbox"/>	Signature	<input type="text"/>
Is the vehicle in roadworthy condition as per TG Systems vehicle checklist?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
LOADER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
Does the driver have sufficient legal hours to complete the delivery task?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
LOADER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
Fatigue Mgt.	Std	<input type="checkbox"/>	BF	<input type="checkbox"/>	AF	<input type="checkbox"/>	Signature	<input type="text"/>
Legal hours left			Hrs	<input type="text"/>			Signature	<input type="text"/>
Is the d.								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
LOADER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
Is the load/vehicle within legal dimensions?								
DRIVER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>
LOADER	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/	<input type="checkbox"/>	Signature	<input type="text"/>

REC CoR 009

**APPENDIX 1**

**Policy Statement COMPLIANCE UNDER COR LEGISLATION**

Sub-Contractor Letter, Date:

Dear **Sir/Madam**

From September 28<sup>th</sup>, 2008, mainland Australian states implemented reforms in line with the National Transport Commission (NTC) model fatigue legislation. These reforms (Chain of Responsibility, Reasonable Steps Defense, Speed Compliance Reform and Mass Management Reform) place responsibilities on all parties in the supply chain, including:

- Employer

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- Prime contractor
- Operator
- Scheduler of goods, passengers, or driver's
- Consignor of goods for transport
- Consignee of goods for transport
- Loading manager of goods for transport
- Loader of goods (Not for speed compliance)
- Unloader of goods (Not for speed compliance)

Note: *It is performing any of these functions – rather than a job title or contractual description – that determines whether a person falls within any of these definitions.* This place demands on customers who use road transport, to ensure they do not place undue commercial pressure on companies or, encourage drivers to drive outside the legislated limits.

FOLEY LOGISTICS is a responsible transport company, and we take the safety of our employees, contractors, customers, and the public very seriously. We have implemented formal COR policies and procedures, to educate managers, supervisors, drivers, and contractors in their responsibilities to all these parties.

## POLICY STATEMENT

FOLEY LOGISTICS takes full responsibility and shall monitor all heavy vehicle Mass Loads, schedules, and rosters to ensure they are carried out within the legislated operating limits of the relevant State authorities. In compliance with this legislation FOLEY LOGISTICS collects all driver "work diary" sheets and keeps a record of all heavy vehicle driving hours.

FOLEY LOGISTICSTRANSPORT, as part of our CoR compliance, will submit to regular independent audits of all CoR related documents by independent Heavy Vehicle Auditors and, when required, by State authorities.

To maintain our accreditation, FOLEY LOGISTICS will raise non-conformance reports (NCR) and corrective action required, for any person or company responsible for noncompliance within its chain of responsibility.

For any further information please contact the undersigned.

Regards

HAYDEN FOLEY: 0436019958

## Appendix 2 Subcontractor Policy COMPLIANCE Under CoR LEGISLATION

Date: -----

FOLEY LOGISTICS Pty Ltd

Attention: \_\_\_\_\_

Dear **Sir/Madam**

**SUBCONTRACTOR COMPANY NAME** contracts to FOLEY LOGISTICS and other companies as a provider of transport services. We undertake to allocate, schedule, and monitor all our heavy vehicle drivers within applicable legislated limits.

We collect and review all driver work diary pages for our employees in accordance with legislation and or applicable exemptions. All driver records are filed for inspection for a period of not less than three years. We are aware that, from September 28<sup>th</sup>, 2008, mainland Australian states implemented reforms in line with

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<b>Reason for Update:</b>	COR System Safety Management System (SMS)		

the National Heavy Regulator (NHVR) model CoR legislation. These reforms (Chain of Responsibility, Reasonable Steps Defense, Speed Compliance Reform and Mass Management Reform) place responsibilities on all parties in the supply chain, including:

- Employer
- Prime contractor
- Operator
- Scheduler of goods, passengers, or driver's
- Consignor of goods for transport
- Consignee of goods for transport
- Loading manager of goods for transport
- Loader of goods (Not for speed compliance)
- Unloader of goods (Not for speed compliance)

Note: *It is performing any of these functions – rather than a job title or contractual description – that determines whether a person falls within any of these definitions.*

## POLICY STATEMENT

**SUBCONTRACTOR COMPANY NAME** takes full responsibility and shall monitor all heavy vehicle Loads, schedules and rosters to ensure they are carried out within the legislated operating limits of the relevant State authorities. In compliance with CoR legislation **SUBCONTRACTOR COMPANY NAME** collects all driver "work diary" sheets and keeps a record of all heavy vehicle work in compliance with Mass & dimensions, Fatigue management, Maintenance, and all CoR compliance.

For any further information please contact the undersigned.  
Regards

**Contractor name**

## Appendix 3 NCR/CAR

<b>MASS NON-CONFORMANCE CAR REVIEW</b>	<b>REPORT NO:</b> <i>(From Report Book)</i>
Reviewed by:	Date reviewed:

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Have you reviewed the suggested corrective action: (Is it appropriate or is there an alternative?)

Preventative action: (What action will be taken to prevent the same thing happening again?)

Has the agreed preventative action been implemented? Yes/No

Signature:	Close out date: / /
QUARTERLY <input type="checkbox"/> WEEKLY <input type="checkbox"/>	ANNUALLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>

**Appendix 4**

**Non-conformance register table.**

NCR No.	Details of NCR	Request by	Request Date	Response Due Date	Action Completed Date	Recurrence Prevention Action Completion Date	Proposed Follow Up Date	Date NCR Closed
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Activity Description:								
Conducted by:						Date:		

All CAR's must be closed by month end.

## Appendix 5 Driver Hazard Assessment Template

Use this template to document your risk assessment to manage compliance and safety hazards and risks.

Disclaimer: The hazards included in this template are not an exhaustive list. Your risk assessment should reflect all potential hazards to meet your statutory requirements.

<b>Critical Incident – resulting in:</b>		
<input type="checkbox"/> Accident	<input type="checkbox"/> Loss of control	<input type="checkbox"/> Customer complaint
Other/Details:		
<b>Fatigue Management – Fatigue Impairment</b>		
<input type="checkbox"/> Driver impaired by fatigue	<input type="checkbox"/> Drivers fail to report fatigue impairment	<input type="checkbox"/> Failure to identify driver is unfit
Other/Details:		
<b>Fatigue Management – Work and Rest Hours</b>		
<input type="checkbox"/> Driver exceeded work limits	<input type="checkbox"/> Driver has insufficient rest	<input type="checkbox"/> Driver delayed

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Other/Details:

**Fatigue Management – Work Diaries and Record Keeping**

Daily sheet incomplete/non-compliant       Daily sheet not submitted       Employee records lost/destroyed

Other/Details:

**Mass and Dimensions** (non-compliance with mass or dimensional requirement e.g., bulk load shifting to one axle group)

Exceeds Mass (combination)       Exceeds Mass (components)       Exceeds Dimensions

Other/Details:

**Vehicle Standards**

Defect issued against vehicle       Vehicle malfunction detected       Vehicle check omitted

Other/Details:

**Load Restraints**

Fixed load insecure       Bulk load insecure       Load restraint failure

Other/Details:

**Speed Compliance**

Speed offence committed       Driver exceeded speed limit       Speed limiter tampered with

Other/Details:

**Other Hazards / Details**

Appendix 6

# Training' Hierarchy Matrix

NATIONAL COMPLIANCE\NHVAS\NHVAS Mass - Folder 1\Section 4 - NHVAS

## Register of Employees and Training: ADD FOLEY REGISTER

11-04-2019								Chai					
Position	Drivers Handbook Questions	Surname	Given Names	Expiry Date	MISC Card	Expiry Date	Chain Of Responsibility	ACFS Induction	WHS Induction	NHVAS Mass	Heavy Veh Op Assess	Trailer Hitching and Unhitching	Re
Casual	Yes		John					04-12-2017		04-12-2017	04-12-2017	04-12-2017	0
Truck Driver	Yes	Adamec	John	N/A	OSC104499	31-03-2016		25-09-2015		17-04-2018	17-04-2018	27-05-2016	2
Truck Driver	Yes	Adamec	Dwayne					05-03-2018		06-03-2018	06-03-2018	06-03-2018	0
Truck Driver	Yes	Allen	Kirsty	15-06-2020				07-08-2018		07-08-2018	07-08-2018	07-08-2018	0
Truck Driver	Yes	Anderson	Nicholas	N/A				14-01-2016		18-01-2018	18-01-2018	26-07-2017	2
Truck Driver	Yes	Anthony	Aaron					24-09-2018		02-10-2018	02-10-2018	02-10-2018	0
Truck Driver	Yes	Arpan	Ajay					15-01-2019		16-01-2019	16-01-2019	16-01-2019	1
Truck Driver	Yes	Babapoor	Hamid					12-01-2018		05-07-2018	05-07-2018	10-04-2018	0
Truck Driver	Yes	Batty	Steven	N/A	LF 3298980	03-10-2019		03-05-2017		04-05-2017	04-05-2017	04-05-2017	0
Truck Driver	Yes	Beazley	Adrian	N/A			27-10-2014	27-10-2014		04-07-2018	21-11-2014	04-07-2018	0
Truck Driver	Yes	Bell	Stanley	N/A				01-11-2015		31-05-2018	31-05-2018	06-05-2017	0
Truck Driver	Yes	Bignell	Andrew	03-10-2021				16-07-2018		26-07-2018	26-07-2018	26-07-2018	2
Truck Driver	Yes	Bowland	Allan	N/A				13-08-2012		*****	19-10-2016	04-06-2018	0
Truck Driver	Yes	Brady	Christopher	N/A	OCS135827	04-08-2018		19-10-2016		18-01-2018	19-10-2016	19-10-2016	1
Truck Driver	Yes	Breakspear	Anthony	N/A	OSC008379	21-11-2014		10-09-2013	10-09-2013	18-01-2018	15-02-2016	18-03-2019	2
Truck Driver	Yes	Cahill	Brian	N/A			9-11-2011	09-11-2011	09-11-2011	17-04-2018	04-09-2012	12-05-2014	1
Truck Driver	Yes	Carpenter	Westley	N/A	OSC0138778			22-06-2017		22-06-2017	22-06-2017	22-06-2017	2
Truck Driver	Yes	Chaoman	Ernest	N/A			10-11-2014	05-11-2012	05-11-2012	15-06-2018	15-06-2018	15-06-2018	1

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### Appendix 7

## Toolbox Template: REPLACE WITH FOLEY'S

<b>Tool Box Group (Location and work group): Qld Workshop</b>			
<b>Conducted By: John Dyson</b>		<b>Date: 08.02.2019</b>	
<b>ATTENDEES:</b>			
<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>

### Appendix 8

## SUBCONTRACTOR CRITERIA/PRE-REQUISITE for Engagement (CoR) CHAIN OF RESPONSIBILITY

Under CoR, you have a greater responsibility for the conduct of other parties within the Chain and a greater responsibility for the conduct of people off-site. Under CoR, you can be held responsible for the conduct of any party in the Chain, and those people won't necessarily be your workers or visitors/contractors. So, CoR responsibility is not site-based, it is supply chain-based.

For FOLEY LOGISTICS to meet their compliance with the Chain of Responsibility Act, all Subcontractors MUST meet the Subcontractor criteria to be accepted into FOLEY LOGISTICS business. No Subcontractors are to be engaged if they do not meet the criteria and Subcontractors are not permitted to sublet any contract to another party unless they have secured permission from FOLEY LOGISTICS and written evidence of CoR compliance prior to any engagement.

FOLEY LOGISTICS have embarked on a program to ensure that systems, processes and procedures are in place to enable our business to comply with the requirements of the Heavy Vehicle National Law Act 2012 and its associated Regulations, which are collectively referred to in this document as the Chain of Responsibility Legislation (CoR Legislation').

Under the requirements of the CoR Legislation, FOLEY LOGISTICS is to assure itself that internally all those directly or indirectly engaged or otherwise involved in the transport of goods or the provision of transport services using heavy vehicles (defined as being 4.5 ton or above), are assessed to identify what systems, processes and procedures they have in place for complying with this legislation.

To this end, the Assessment criteria has been prepared to provide FOLEY LOGISTICS with information relating to the practices and procedures of all subcontractors:

Complying with the key requirements of the Chain of Responsibility Legislation, including:

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- That all goods in/ on a heavy vehicle are secured in accordance with load restraint guidelines and/or regulations (Load Restraint).
- That a heavy vehicle's maximum axle and/ or gross weight limitations are not exceeded when loaded, and, that the goods which are loaded and carried do not exceed the heavy vehicle's dimension limits (Mass Management and Dimensions).
- That drivers are not fatigued when working on and/ or driving heavy vehicles (Fatigue Management).
- That drivers do not exceed stated speed limits (Speed Control & Management).
- That the common health conditions which affect heavy vehicles driver's fitness to drive (such as diabetes, heart disease, sleep disorders etc.) are monitored and managed, to ensure that remedial actions, should this be deemed necessary, can be taken in a timely manner (Driver Health).
- That drivers are 'fit for duty,' and not under the influence of any drugs or alcohol when working on and/ or driving heavy vehicles (Drugs & Alcohol).
- That all the equipment and heavy vehicles used in the loading, transporting, and unloading of goods are 'fit for purpose' for their intended use (Equipment Suitability).
- That all the equipment and heavy vehicles used in the loading, transporting, and unloading of goods are subject to regular inspection, review, and maintenance, in line with manufacturer specifications, to ensure that they remain in effective working order (Equipment Maintenance).
- That CoR legislation related Policies, Procedures and other supporting documents have been developed and appropriately communicated to relevant Personnel (Documentation).
- That relevant Personnel with CoR related roles and responsibilities have received appropriate training and instruction (Training); (ongoing thru 2019)
- Where relevant, that FOLEY LOGISTICS have taken steps to satisfy themselves that direct or third-party transport companies used in relation to work conducted for Foley Logistics, have appropriate systems and controls in place to comply with the requirements of the CoR Legislation (Subcontractor/Supplier Control & Assessment); and
- That appropriate facilities and infrastructure are in place to support operational compliance with the requirements of the CoR Legislation (Operational Facilities).

Please note that the completion of the Criteria Questionnaire does not eliminate the possibility of FOLEY LOGISTICS conducting a formal audit of your Chain of Responsibility-related practices and procedures. Such audits of your operations may still be conducted to:

- Validate the accuracy of the responses provided in the Criteria Questionnaire; and/ or
- Confirm that actions taken to address any identified issues of concern or non-conformances were undertaken as agreed.

FOLEY LOGISTICS also reserves the right to conduct a formal audit of your Chain of Responsibility related practices and procedures if no response to this Criteria Questionnaire is received. Should this be deemed necessary, however, the timing of such reviews will be arranged in consultation with you.

Please note, that while the Criteria Questionnaire can be used as a guide by FOLEY LOGISTICS to help identify whether a basic CoR related compliance framework is in place, it does not replace your own responsibility to undertake a more comprehensive review of your organization's CoR related policies, procedures and practices, to assess your current level of

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compliance against the requirements of the Legislation. All that is required is a completed Criteria Questionnaire that, given the importance of ensuring that your practices and procedures comply with the requirements of the CoR Legislation, is signed under a Statutory Declaration. The information provided in the Criteria Questionnaire can enable further questions, lines of inquiry or escalation concerning issues concerning which are made by Foley Logistics, if necessary, in a timely and effective manner.

If the responses provided indicate potential issues of concern and/ or non-conformances with your operations against the requirements of the CoR Legislation, further information will be sought to clarify those matters. Where it is subsequently deemed necessary, FOLEY LOGISTICS will then:

- Seek to identify what steps will be taken by FOLEY LOGISTICS to address any actual issues of concern and/ or non-conformances; and thereafter.
- Seek supporting evidence to confirm that those actions were completed within agreed times.

Apart from helping to ensure compliance with the requirements of the CoR Legislation, addressing any such issues or concerns (should any be identified) can also help improve the overall level of safety on our roads.

In the event that your responses indicate that appropriate CoR related controls are in place and that no related fines, penalties or infringement notices have been received, the expectation is that should any significant variations to those responses subsequently occur (particularly where this results in issues of concern and/ or non-conformances with the CoR Legislation) that this will be communicated to FOLEY three months of the variation occurring, including advice regarding what actions are to be taken to address those matters, so that these can be subsequently monitored and followed up

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### APPENDIX 9 SUB-CONTRACTOR CRITERIA

Name of Subcontractor \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Criteria	Compliant YES	Compliant NO	Audit Date	Review Date
CoR Compliant Current SMS System				
Letter of CoR confirmation signed				
Vehicles are Roadworthy				
Registration Current				
Insurance cover Current				
Vehicles are ADR compliant				
Vehicles are VSB Compliant				
Pre-Start Checks Evident				
Vehicles are within Service				
Maintain Maintenance Standards				
Maintain Mass Compliance				
Maintain Dimension Compliance				
Maintain Loading Compliance				
Maintain Speed Compliance				
Maintain Fatigue Compliance				
Subcontractor Audited for SMS				
Copy of Load Restraint guide 2018				
Penalties or Infringements				
NCR non-conformance controls				
Drugs & Alcohol Policy				
Vehicles fit for purpose				
CoR training implemented				
Training Competency				
Key Responsibilities Matrix/Org Chart				
Procurement meets CoR requirements				
Certified Scheduler/s TLIF				
Audit procedures				
Key personnel positions/qualifications				
Communications Protocol				
Registered GVM or GCM of vehicles				
Manufacturers GVM/GCM				
Logbook/Work Diary				
Vehicle Daily run sheets				
Defect report forms				
Vehicle fault reports				
Records of vehicle journeys				
Management of defects and Repairs				
CWD policy and procedures				
Appropriate restraints				

## Appendix 10 CHAIN OF RESPONSIBILITY POLICY ACKNOWLEDGEMENT FORM

<b>Company:</b>	FOLEY LOGISTICS Pty Ltd	<b>Last Updated:</b>	08/05/2026
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I acknowledge that I have received and read the latest FOLEY LOGISTICS Chain of Responsibility policy and procedures, and I agree to act in accordance with responsibilities and accountabilities as described in the document.

I have had the opportunity to raise any queries in relation to the document, and I understand the policy, procedures and its effect.

If any other matters arise, I will contact my manager for further advice.

Page (145 of 145) CHAIN OF RESPONSIBILITY POLICY & PROCEDURES (Version 1.001)

Name: \_\_\_\_\_

Date: \_ / \_ / \_ / \_ \_ \_ \_

Signature: \_\_\_\_\_

Location of CoR SMS: Google Drive

Please return this completed page to acknowledgment advice to your manager  
Open for discussion we should add a page to the driver induction process.

