



# Contractor Checklist

## PMG Chain of Responsibility & Road Safety Checklist



Pacific Marine Group Marine Facility  
Ross River - Townsville Qld

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PACIFIC MARINE GROUP PTY LTD  
AUSTRALIA

The checklist has been designed to assist Contractors improve road safety outcomes and meet their obligations under the National Chain of Responsibility Laws. However, it is important to remember that it is a guide only, your company needs to review this document in line with your company policies and procedures.

Definitions:	Comments
Driver	The person engaged in the physical act of driving a commercial vehicle
Prime Contractor/ Operator	The person responsible for operating a business which controls or directs the use of a commercial vehicle or vehicles.
Sub-Contractor	An individual who is not an employee of the company but who works under contract for services.
Customer	A person, company or other entity that orders, supplies, stores or consumes the product required to be moved from one location to another.

Note:

1. This checklist applies to all commercial vehicle operations.
2. Driving Hours Regulations regarding the recording of driving, work, and rest apply to all commercial vehicle operations regardless of local or long distance operations.

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### 1. IMPROVING ROAD SAFETY OUTCOMES

Section 1, is to

1. Assist contractors to demonstrate a commitment to improving road safety outcomes.
2. Identify areas where they may need improvements in written procedures and training.

A. Driver Behaviour		
> Does your company have a driving code of conduct?		
> Does the code of conduct cover:		
· Fatigue management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
· Driving hours, work and rest	Yes <input type="checkbox"/>	No <input type="checkbox"/>
· Drug and alcohol usage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
· Seat belt wearing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
· Engine brake usage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
· On road behaviour – speed control and tailgating	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have your drivers and contractors been provided with documentation detailing the code of conduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have your drivers and contractors been briefed and trained on the code of conduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are procedures in place to monitor compliance with the code of conduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



B. Vehicle Safety		
> Does your company have vehicle maintenance schedules in place to ensure prime movers and trailers are maintained in a roadworthy condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have a daily vehicle inspection checklist in place to enable the driver to check for vehicle defects prior to commencing work each day?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place to monitor vehicle maintenance schedules and vehicle defects identified by drivers and contractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place to ensure your vehicles are currently registered, at the correct rate, and category for the work required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. Vehicle Safety		
> Can you (is asked) provide provided proof of current vehicle:		
• Registration	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• A roadworthy certificate (within the last six months of the date when initially engaged)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copies of vehicle maintenance and repair schedules	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place to ensure the vehicles being used are appropriate for the job i.e. height, carrying capacity, and vehicle configuration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are your vehicle safety features considered in the criteria selection for contractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 2. COMPLIANCE WITH CHAIN OF RESPONSIBILITY

Section 2, is intended to provide you with a guide to identifying risks in your transport operators business processes that may leave you exposed under the National Chain of Responsibility Laws.

Any industry or individual business that operates a commercial vehicle or uses the services of an operator of a commercial to transport goods by road is required under the chain of responsibility provisions to take reasonable steps to prevent breaches of the commercial vehicle mass, dimension, and load restraint requirements. This includes those involved in consigning, loading, and packing goods that are transported in commercial vehicles, and those responsible for offering freight containers for road transport, in addition to drivers and commercial vehicle operators.

A. Driving Hours and Fatigue Management		
Have your drivers and sub-contractors been informed of their responsibility in:		
• Regulated Driving Hours*; and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Fatigue Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Does you ensure there is an auditable system for rostering and scheduling, designed to ensure drivers are provided with adequate opportunity for rest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Does you keep records of their driver's activities including driving, working and rest breaks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are procedures placed to monitor driver compliance with the requirements for driving, working and rest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are procedures in place to address driver non-conformances with the requirements for driving and, working?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Does you address non conformances in regulated driving hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have you submitted a plan to address non-conformances in regulated driving hours to the transport operator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. Vehicle Mass and Dimension		
> Are procedures in place to ensure the appropriate vehicle is selected for each task?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have you been informed regarding mass and dimension requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have you been provided with information on appropriate route selection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Where applicable, have you been provided with container weight declarations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Company Drivers and Contractors</b>		
> Do you have systems in place to assess the mass of the vehicle for each trip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have systems in place to assess the dimensions of the vehicle for e.g. height, and width each trip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place for monitoring compliance and addressing non-conformance in relation to mass and dimension?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Load Restraint</b>		
> Does you have have procedures and guidelines in place to ensure loads are appropriately restrained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have your operators/drivers been informed about the company's load restraint procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place to monitor driver and contractor compliance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Drivers/Contractor Equipment</b>		
> Do you have appropriate load restraint equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have procedures in place to check load restraint equipment is maintained in a serviceable condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Do you have a system in place to regularly maintain load restraint equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Note:**

For detailed information on the appropriate load restraint for your vehicle, refer to the current edition of the "Load Restraint Guide."

<b>Speed Management</b>		
> Have all drivers been informed on company policies and procedures relating to vehicle speed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are your rosters and work schedules designed to ensure drivers are provided with adequate time to reach their destination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Company Drivers/Vehicles</b>		
> Are maintenance schedules in place to ensure vehicle speed limiters, where fitted, are maintained and functioning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Are procedures in place to manage non-conformances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Sub-Contractors</b>		
> Have sub-contractors been provided a plan to monitor vehicle compliance with speed limits and address non-conformances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Have sub-contractors provided a maintenance schedule to ensure the vehicle speed limiters are functioning and operating?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

