



# **Hanson Quarries**

## **Brandy Hill Quarry**

**Issue E**

# **Drivers Code of Conduct**

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**Figure 1: Transport routes and locations of bus stops along Clarence Town Road and Brandy Hill Drive.**-----8

## Document Control

Issue	Date	Description	By
A	07/09/18	Draft	BP (Hanson)
B	10/09/19	Edit	BP (Hanson)
C	26/09/19	Figure update	BP (Hanson)
D	13/01/2021	Life Saving Rules	NS (Hanson)
E	07/06/2021	10, 20, 30 Rule, Valid License	NS (Hanson)

# 1. General Requirements

Heavy vehicle drivers hauling from Brandy Hill Quarry must:

- Have undertaken a site induction carried out by an approved member of the Quarry staff or suitably qualified person under the direction of the Quarry management;
- Hold a valid driver's licence for the class of vehicle that is operated;
- Operate the vehicle in a safe manner within and external to the Quarry site;
- Comply with the direction of authorised site personnel when within the site;
- Comply with the Road Transport Act 2013 and its associated regulations in regard to drug use and alcohol consumption;
- Comply with the Australian Road Rules external to the site;
- Participate in regular toolbox meetings with appropriate supervisor/manager; and
- Sign the Drivers Code of Conduct on the first visit to site.

## 2. Heavy Vehicle Speed

Increased speed means an increase in the risk of a crash and as well as an increase in severity if an accident occurs. A study undertaken for the Australian Transport Safety Bureau found that travelling 10 km/h faster than the average traffic speed can more than double the risk of involvement in a casualty accident (Kloeden, Ponte, & McLean, 2001).

There are two types of speeding:

1. Where a heavy vehicle travels faster than the posted speed limit; and
2. Where a driver travels within the speed limit but because of road conditions (e.g. fog or rain) this speed is inappropriate.

Drivers and truck operators are to be aware of the "Three Strikes Scheme" introduced by the RMS which applies to all vehicles over 4.5 tonnes. When a heavy vehicle is detected travelling at 15 km/h or more over the posted or relevant heavy vehicle speed limit by a mobile Police unit or fixed speed camera, the RMS will record a strike against that vehicle. If three strikes are recorded within a three year period, the RMS will act to suspend the registration of that vehicle (up to three months). More information is available from the RMS website.

All posted speed limits within the Quarry site are to be strictly adhered to at all times. The speed limits are:

- Quarry Driveway – 60km/hr
- Haul Road – 45km/hr
- within the Quarry (plant/sales yard) – 25km/hr

Vehicle speed on public roads is enforced by the NSW Police Service. The speed limits – which are accordingly signposted – are to be strictly maintained.

All vehicle drivers are to adhere to the posted speed limits on-site. Vehicle drivers who do not adhere will receive a strike against their name, following the **Driver's Code of Conduct Disciplinary Action Register** (Section 11).

***Drivers are to observe the posted speed limits, with speed adjusted to suit the road environment and prevailing weather conditions, to comply with the Australian Road Rules. The vehicle speed must be suitable to ensure the safe movements of the vehicle based on the vehicle configuration.***

### 3. Heavy Vehicle Driver Fatigue

Fatigue is one of the biggest causes of crashes for heavy vehicle drivers. Fatigue can impact on driving ability, similar to the effect of drink-driving and result in slower reaction times, lack of concentration, reduced vigilance / poor judgement and nodding off. Symptoms of fatigue include:

- yawning,
- sore or heavy eyes,
- slower reaction times,
- daydreaming / not concentrating on driving
- driving speeds creeping
- impatience
- impaired driving performance
- stiffness and cramps
- loss of motivation

The Heavy Vehicle Driver Fatigue Reform was developed by the National Transport Commission (NTC) and approved by Ministers from all States and Territories in February 2007. These reforms have been carried over into the Heavy Vehicle National Law (HVNL) in February 2013. Fatigue legal obligations have four major sections under the HVNL:

- chain of responsibility
- work and rest hours
- work diaries
- fatigue management accreditation schemes – BFM and AFM

The heavy vehicle driver fatigue law commenced in NSW on 28 September 2008 and applies to trucks and truck combinations over 12 tonne Gross Vehicle Mass (GVM) (however there are Ministerial Exemption Notices that can apply).

The HVNL specifies that:

- a person must not drive a heavy vehicle on a road while impaired by fatigue
- managing driver fatigue is a shared responsibility by all parties in the chain

- parties must take all reasonable steps to ensure a person does not drive a heavy vehicle on a road while impaired by fatigue.

Under the law, industry has the choice of operating under three fatigue management schemes:

- i. Standard Hours of Operation
- ii. Basic Fatigue Management (BFM)
- iii. Advanced Fatigue Management (AFM)

Heavy vehicle drivers should manage their fatigue by undertaking fatigue breaks at appropriate times as per the RMS guidelines. Fatigue breaks must be recorded by the heavy vehicle drivers and checked by management via their work diary to review if the correct procedure has been undertaken.

If a heavy vehicle driver has not confirmed within the rules they will be placed on the **Driver's Code of Conduct Disciplinary Action Register** (Section 11).

***All heavy vehicle drivers operating out of the Brandy Hill Quarry are to be aware of their adopted Fatigue Management Scheme and operate within its requirements. By law, all drivers have a duty to not drive a fatigue-regulated heavy vehicle on a road while impaired by fatigue.***

## 4. Heavy Vehicle Compression Braking

Compression braking by heavy vehicles is a source of irritation to the community and can generate numerous complaints from residents, especially at night when residents are sensitive to noise. There are instances compression braking is required for safety reasons, however when passing through or adjacent to residential areas, a reduction in the speed of the vehicle is recommended. This will allow the avoidance of compression breaking at all times.

***All heavy vehicle drivers operating out of the Brandy Hill Quarry are to minimise the use of compression brakes, so as not to create excessive noise that could disturb local residents, where possible. Compression braking within or adjacent to residential areas should only be used if required for safety reasons.***

## 5. Heavy Vehicle Noise

Hanson trucks normal hours of transport are 6:30am to 4:30pm, subject to customer demands and operational requirements. Due to truck maintenance, driver training and truck type selection, Hanson trucks are permitted to enter and leave outside of stated hours, as may be required to meet project requirements.

Weighbridge operation for all contractors is 6.30am to 4.30pm, subject to customer demands and operational requirements. No contracted trucks will be ticketed outside these hours. In the unusual circumstance that a contractor requires entry into the Quarry site outside of these hours, Hanson

will assess that the contractor truck is designed and maintained to no less standard than trucks within the Hanson fleet and is operated in line with the principles of noise mitigation to local residents.

## 6. Load Covering

Loose material on the road surface has the potential to cause road crashes and vehicle damage. Uncovered loads represent the greatest risk to loose material on the road and an increase in dust impacts on neighbouring residents along haul routes. To prevent these issues all heavy vehicles should be covered, whether loaded with material or not.

***All trucks arriving at or departing from the Brandy Hill Quarry, whether loaded with material or not, are required to have an effective cover over their load for the duration of the trip. The load cover may be removed upon arrival at the delivery site.***

***All care is to be taken to ensure that all loose debris from the vehicle body and wheels are removed prior to leaving the site. Drivers must ensure that following tipping that the tailgate is locked before leaving the site.***

***Quarry Management is to monitor loose material on the side of the haulage route from Quarry operations and take appropriate action (removal or suppression) regularly.***

## 7. Vehicle Departure and Arrival

Heavy vehicles travelling in close proximity on dual lane public roads can be of concern to light vehicle drivers as well as increasing noise through or adjacent to residential areas. To alleviate public concern and increase road safety, heavy vehicles leaving the Quarry should try to be separated by a minimum, 2 minute interval.

It is difficult to schedule arrivals to the Quarry (except at the commencement of work for the day) due to the different directions of approach from external jobs and the varying job completion times, however, when a driver becomes aware, through visual contact or two-way contact between trucks, that they will arrive at approximately the same time then they are to ensure that there is a suitable gap between vehicles.

***To alleviate public concern and increase road safety, heavy vehicles leaving the Brandy Hill Quarry should try to be separated by a minimum, 2 minute interval.***

## 8. Safety Initiatives for Residential Areas and School Zones

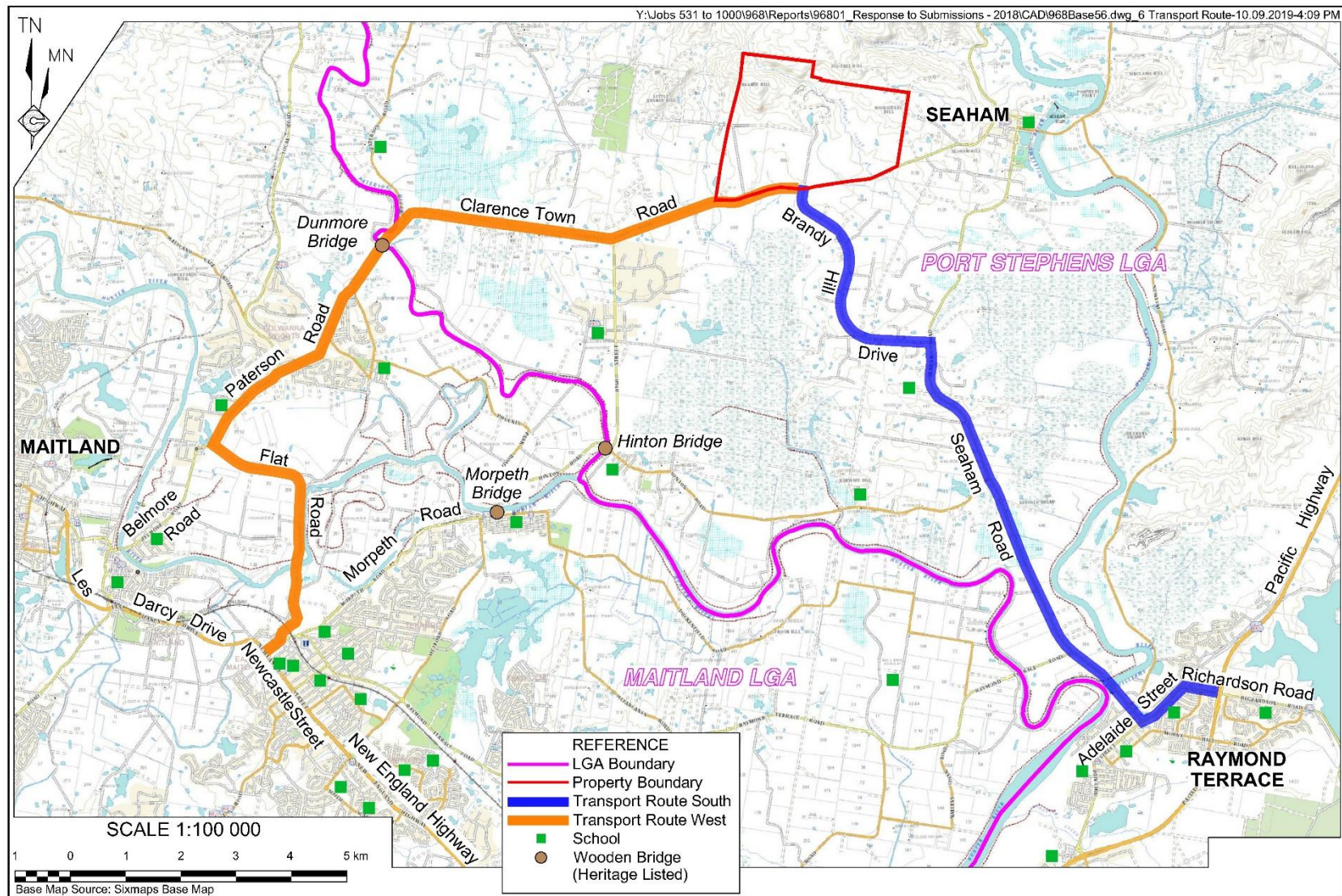
All drivers are to show respect for our neighbours in the Seaham and Brandy Hill areas. Care is to be taken around school bus stops in the morning (6:45am to 8:30am) and afternoon (2:45pm to 4:30pm) periods (see **Figure 1**). Drivers are to be mindful of children being dropped off and/or

picked up in and around Seaham and Brandy Hill areas during these hours. Drivers are to comply with 40km/h speed limit for traffic passing a school bus as well as within school zones.

Brandy Hill Drive is an 80km speed zone. Please give pedestrians using Brandy Hill Drive a wide berth and be aware of the pedestrians' safety, road users' safety and their own safety at all times.

Drivers are to ensure that when passing pedestrians / cyclists a safe separation distance exists between trucks and pedestrian / cyclists as well as a reduction in speed if appropriate. In regard to cyclists, all drivers must abide by the Minimum Passing Distance Rule, whereby a minimum separation distance of 1 metre is required when the speed limit is 60 km/h or less, and a minimum separation distance of 1.5 metres is required when the speed limit is more than 60 km/h.





**Figure 1: Transport routes and locations of bus stops along Clarence Town Road and Brandy Hill Drive.**



## 9. Primary Haulage Routes

The primary haulage routes are shown on **Figure 1**, with critical locations highlighted.

Quarry Management and heavy vehicle drivers are to be mindful of restrictions allocated to local bridges, specifically Hinton, Woodville and Morpeth bridges. Heavy Vehicles loaded to PBS weights are required by law to use PBS routes and have the correct permits to transport PBS loads. Heavy vehicle drivers using the Hinton, Woodville and Morpeth bridges must obey the give way traffic rules and be mindful of height and weight restrictions.

***Heavy vehicle drivers are to carefully plan their routes so that State and regional roads are given priority for route selection. Local roads should only be used if there is no other option or in an emergency situation. To be considerate of our neighbours, short cuts and deviations should not be used when delivering Quarry products. Heavy vehicle drivers are to be aware of PBS weight restrictions and requirements when using roads and bridges.***

## 10. Heavy Vehicle Breakdown and Incidents

In the case of a breakdown the vehicle must be towed to the nearest breakdown point as soon as possible. All breakdowns must be reported to the RMS TMC (Transport Management Centre) on 131 700 and the vehicle protected in accordance with the Heavy Vehicle Drivers handbook.

If there is a product spill while loading/unloading or en-route to and from the Quarry, the driver must:

1. Immediately warn persons in the area who may be at risk;
2. Inform their shift supervisor/owner. If the vehicle is owned or contracted by Hanson Construction Materials Pty Ltd, the Brandy Hill Quarry Manager must be immediately informed so that emergency services can be contacted and a clean-up initiated;
3. All spills must be adequately cleaned up and waste disposed of in an acceptable and environmental manner;
4. Put out warning triangles where it is safe to do so;
5. Contact the NSW Police Service.

To ensure that traffic impacts are minimised in the event of an incident, rapid response from the haulage company is required. In order to ensure rapid response to incidents, drivers are encouraged to contact the RMS TMC on 131700, as soon as the stranded vehicle and load is safely secured.

## 11. Compliance Measures and Monitoring

The document is to be signed by individual drivers and a Hanson Construction Materials Pty Ltd authorised representative at the time when heavy vehicle haulage drivers attend their site induction or shortly thereafter.

To assist in the orderly resolution of complaints, Quarry management will keep a register itemising all reported incidents relating to complaints in regard to heavy vehicle driver conduct external to the Quarry site.

The incident register is to include (where possible):

1. Date of the complaint.
2. Time of the complaint.
3. Name of the complainant (if available).
4. How the complaint was received.
5. Detailed description of the complaint (including location, driver/heavy vehicle details).
6. What / when actions were taken to resolve the issue; and
7. The reply to the person / organisation that made the complaint.

Once the Quarry Manager is satisfied that the complaint is substantiated, an investigation of the location and causes of the complaint will be undertaken. Following investigation of the issue, the Quarry Manager will provide feedback to the complainant that details the investigations undertaken, the result of the investigation and measures implemented to ensure that operations remain compliant. A description of any follow-up investigations and the response provided to the complainant will also be recorded in the *Complaints Register* upon closure of the issue.

***The incident register is to be made available, upon request, to an authorised State Government officer or Council officer.***

In addition to the register, any breach of the Code of Conduct will result in the offending driver being placed on a **Driver's Code of Conduct Disciplinary Action Register**.

There are 3 stages to the process:

**1<sup>st</sup> Warning** – Driver will be warned for the breach, entered into the register and re-inducted.

**2<sup>nd</sup> Warning** – Driver will be warned for the breach, entered into the register, re-inducted and the company of the driver will be notified that a second breach of the site rules has occurred by the offending driver. The result of this second breach will result in the driver being banned from the site for a period to be determined by management, depending on the severity of their actions.

**3<sup>rd</sup> Warning** – The driver will be banned and the company of the driver will be notified of the ban period imposed on the driver.

## **12. Emergency Contact Numbers**

- RMS Transport Management Centre – **131 700**
- Port Stephens Council – **(02) 4988 0255**
- Quarry Management – **(02) 4988 6166**

- Complaints Line – **1800 882 478**
- NSW Police Service (Northern Region) – **(02) 4934 0200**
- Transport Shift Manager – **(02) 9660 0441**

## 13. Code of Conduct Induction

### To all Truck Drivers Entering Brandy Hill Quarry

- ❑ Weighbridge operating hours for all contractors is 6.30am to 4.30pm, unless otherwise notified by Management. Hanson fleet trucks are permitted at earlier times as required. Non-Hanson trucks to this site are not permitted on Brandy Hill Drive prior to 6:30 am, unless otherwise advised.
- ❑ All heavy vehicle drivers operating out of the Brandy Hill Quarry are to observe the posted speed limits, with speed adjusted appropriately to suit the road environment and prevailing weather conditions, to comply with the NSW Road Rules & Heavy Vehicle National Law. The vehicle speed must be appropriate to ensure the safe movements of the vehicle based on the vehicle configuration.
- ❑ The speed limit along the Haul Road is 45km/hr. The speed limit along the Quarry Driveway is 60km/hr. The speed limit in and around the plant and sales yard is 25 km/hr. When exiting at Clarence Town Road intersection, all trucks must come to a complete stop.
- ❑ On entering the Quarry, trucks must communicate via UHF 10 to the Weighbridge Operator or Sales Loader, what products they want. Conversations MUST be kept to a minimum. Change to UHF9 at stop sign when entering Floors 1 & 2. Call up on UHF to let Pit Operators know your movements. Watch out for Heavy Machinery working.
- ❑ Drivers are expected to give way to all oncoming vehicles, paying particular attention to Quarry sales loaders and equipment. Trucks must give way to loaders and dump trucks at all times.
- ❑ Truck Drivers loading at the stockpiles should remain in their cabins. No children are permitted on site without prior permission from the Operations Manager per Hanson Directive.
- ❑ Whilst waiting to be loaded, if drivers exit their cabin they must be cautious of other vehicles moving between and behind stockpiles. Drivers must be wearing adequate PPE such as high visibility clothing, long sleeve shirt and long pants, safety boots and a safety helmet, as per Hanson Directive.
- ❑ If undertaking a U-turn or reversing into the appropriate stockpile area, trucks must use all appropriate means of communicating their movements.
- ❑ Due to space limitations around loading areas, trucks are expected to slow down to a speed which will ensure they are able to stop quickly if required. Visibility may be reduced around stockpiles, take extra care in these areas.
- ❑ To alleviate public concern and increase road safety, heavy vehicles leaving the Brandy Hill Quarry should try to be separated by a minimum, 1.5 minute interval.

- ❑ All trucks arriving at or departing from the Brandy Hill Quarry, whether loaded with material or not, are required to have an effective cover over their load for the duration of the trip. The load cover may be removed upon arrival at the delivery site. Tarp in designated area, NOT on weighbridge. Tarping, load and vehicle inspections to be done at work platforms after the weighbridge. No driver is to climb into or onto the back of truck bodies or trailers.
- ❑ All care is to be taken to ensure that all loose debris from the vehicle body and wheels are removed prior to leaving the site. Drivers must ensure that following tipping that the tailgate is locked before leaving the site. Never drive with the body in a raised position.
- ❑ All drivers are to show respect for our neighbours in the Seaham and Brandy Hill areas. Take care around bus stops in the mornings and afternoons. Brandy Hill Drive is an 80km speed zone. Please give pedestrians using Brandy Hill Drive a wide berth, be aware of their safety and other road users.
- ❑ All heavy vehicle drivers operating out of the Brandy Hill Quarry are to minimise the use of compression brakes, so as not to create excessive noise that could disturb local residents, where possible. Compression braking within or adjacent to residential areas should only be used if required for safety reasons.
- ❑ Heavy vehicle drivers are to carefully plan their routes so that State and regional roads are given priority for route selection. Local roads should only be used if there is no other option or in an emergency situation. To be considerate of our neighbours, short cuts and deviations should not be used when delivering Quarry products. Heavy vehicle drivers are to be aware of PBS approved routes, specifically in relation to local bridge access in Hinton, Woodville and Morpeth.
- ❑ All heavy vehicle drivers operating out of the Brandy Hill Quarry are to be aware of their adopted Fatigue Management Scheme and operate within its requirements. By law, all drivers have a duty to not drive a fatigue-regulated heavy vehicle on a road while impaired by fatigue.
- ❑ Be conscious of **Hanson's 10 lifesaving rules**:
  1. You must be inducted and competent and working under a current risk assessment in line with the Safe Systems of Work process to operate on our sites.
  2. Always use positive isolation, lockout & tag before working on plant & equipment.
  3. Driving Behaviours. Always Drive and operate equipment in a safe and controlled manner in line with local state laws, site rules and to the conditions present.
  4. Guarding must be in place at all times and replaced immediately following any work on plant and equipment.
  5. Exclusion Zones. Whether you are a pedestrian or operating a vehicle, you must not enter an exclusion zone without first receiving positive communication and gaining permission from the zone owner. NO RESPONSE – NO GO!
  6. Report all injuries, incidents and hazards to your supervisor/ manager.
  7. When working at heights, protect yourself and others below you.
  8. Seat Belts - Wear your seat belt at all times unless there is an approved exemption
  9. Edge Projection must be in place and capable of preventing vehicles from leaving a ramp or roadway.
  10. Confined spaces. Entry to a CS is only allowed by a competent person working under an authorised permit.

- ❑ Comply with the 10, 20, 30 Rule

## The 10,20,30 Rule

Light vehicle rules of engagement with heavy earthmoving equipment



The diagram shows a yellow dump truck in the center of a large orange oval. Six orange arrows point outwards from the truck, each with a label in an orange box. The arrows pointing up, down, left, and right are labeled '30m'. The arrows pointing up-left and down-left are labeled '10m'. The arrows pointing up-right and down-right are labeled '20m'.

### Rules

Light vehicles are vehicles under a GVM of 4.5 tonnes

These zones are to be viewed as a minimum safe distance and can increase due to the site conditions

Prior to travelling through these zones you must receive permission from the operators involved

Roof mounted flashing amber lights and vehicle flags are required at all times

For your safety, where possible use a designated parking area

PNQ Hymix Hanson

- ❑ Failure to comply with the above will result in immediate removal from site.

## 14. Declaration

I, the undersigned, hereby agree to abide by Hanson Construction Materials Pty Ltd Driver Code of Conduct for the transportation of Quarry products from the Brandy Hill Quarry, Clarence Town Rd, Seaham NSW to their final destination/s in a safe manner. I have read and understand the requirements outlined in the attached document and will, to the best of my ability, comply and assist with their implementation, requirements and ongoing administration.

*The subject document to which this declaration relates is attached as part of the overall document and signing of this declaration confirms that signee has read and understood the entire document:*

### TRUCK DRIVER

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

Organisation: \_\_\_\_\_

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

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

License Class: \_\_\_\_\_ Expiry: \_\_\_\_\_

### HANSON CONSTRUCTION MATERIALS PTY LTD

Company Witness: \_\_\_\_\_

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

Issue: \_\_\_\_\_



## 11. Complaints Register

### Brandy Hill Quarry Complaints Register



### DATE to DATE

[illegible]

**Last Updated by PS -16/04/2018**

## 12. References

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