



# Hanson Quarries

Calga

## Drivers Code of Conduct

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## 1. General Requirements

Heavy vehicle drivers hauling from Calga Sand Quarry must:

- 1) 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;
- 2) Hold a valid driver's licence for the class of vehicle that they operate;
- 3) Operate the vehicle in a safe manner within and external to the quarry site;
- 4) Comply with the direction of authorised site personnel when within the site;

## 2. Heavy Vehicle Speed

Increased speed means not only an increased risk of crashing but also increased 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. (Source Roads and Maritime Services (RMS) previously known as Roads and Traffic Authority (RTA)).

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. (Source RMS).

Drivers and truck operators are to be aware of the "Three Strikes Scheme" introduced by the Roads and Maritime Services 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 Roads and Maritime Services will record a strike against that vehicle. If three strikes are recorded within a three year period, the Roads and Maritime Services will act to suspend the registration of that vehicle (up to three months). More information is available from the Roads and Maritime Services website. Vehicle speed on public roads is enforced by the NSW Police Service.

The speed limit within the quarry site is **20 km/h** which is to be strictly maintained.

***All heavy vehicle drivers operating out of the Calga Sand 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. The vehicle speed must be appropriate 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 accidents for heavy vehicle drivers. The Heavy Vehicle Driver Fatigue Reform was therefore developed by the National Transport Commission (NTC) and approved by Ministers from all States and Territories in February 2007.

The Heavy Vehicle Driver Fatigue Law commenced in NSW on 28 September 2008 and applies to trucks and truck combinations over 12 tonne GVM (however there are Ministerial Exemption Notices that can apply). Under the law, industry has the choice of operating under three fatigue management schemes:

- 1) Standard Hours of Operation
- 2) Basic Fatigue Management (BFM)
- 3) Advanced Fatigue Management (AFM)

***All heavy vehicle drivers operating out of the Calga Sand Quarry are to be aware of their adopted Fatigue Management Scheme and operate within its requirements.***

### 4. Heavy Vehicle Compression Braking

Compression braking by heavy vehicles is a source of irritation to the community generating many complaints especially at night when residents are especially sensitive to noise. In some instances compression braking is required for safety reasons however when passing through or adjacent to residential areas or isolated farmsteads a reduction in the speed of the vehicle is recommended to reduce the instances and severity of compression braking. Due to the relative proximity to homes along Peats Ridge Road drivers are requested to limit the noise created in this area as much as possible.

***All heavy vehicle drivers operating out of the Calga Sand 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 along Peats Ridge Road should only to be used for deaccelerating when entering the quarry.***

## 5. Heavy Vehicle Noise

Table 2: Operating Hours

Activity	Day	Time
Extraction and processing	Monday – Friday	7:00am to 6:00pm
	Saturday	7:00am to 4:00pm
	Sunday and Public Holidays	Nil
Delivery and distribution	Monday – Friday	5:00am to 10:00pm
	Saturday	5:00am to 4:00pm
	Sunday and Public Holidays	Nil
Maintenance (if inaudible at neighbouring residences)	Any day	Anytime

The following activities may be carried out on the premises outside these hours specified in Table 2;

a) delivery of materials as requested by Police or other authorities for safety reasons; and  
 b) emergency work to avoid the loss of lives, property and/or to prevent environmental harm.  
 In such circumstances Calga Sand Quarry must notify EPA and affected residents prior to undertaking the works, or within a reasonable period in the case of an emergency.

(Conditions of Consent: Schedule3\_Part 6\_ "Operating Hours")

## 6. Covering Loads

Loose material on the road surface has the potential to cause road crashes and vehicle damage.

**All trucks arriving at or departing from the Calga Sand 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. Heavy 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 Calga Sand Quarry should try to be separated by a minimum, 2 minute interval.***

## **8. 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. 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.

If there is a product spill while loading/unloading or en-route the driver must:

- 1) Immediately warn persons in the area who may be at risk;
- 2) Inform their shift supervisor/owner. If this occurs on Peats Ridge Road or the vehicle is owned or contracted by Hanson Construction Materials Pty Ltd the Calga Sand 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.

## **9. Complaints and 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 satisfactory closure of the issue.

**The incident register is to be made available, upon request, to an authorised State government 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.

All entries of the **Driver's Code of Conduct Disciplinary Action Register** are summarised in the *Annual Review*, which is made publicly available via the Hanson website.

## **10. Emergency Contact Numbers**

- 1) RMS Transport Management Centre – 131700**
- 2) Central Coast Council – (02) 4324 7891**
- 3) Quarry Management – (02) 4375 1151**
- 4) Complaints Line – 1800 882 478**
- 5) NSW Police Service (Gosford) – (02) 4323 5599**
- 6) Transport Shift Supervisor – (02) 4376 3000**



## 11. Code of Conduct Induction

### Drivers Code of Conduct Induction and Visitors

#### When entering site

- Read and agree to **Drivers Code of Conduct**
- **20 km/h** speed limit, except where marked, off the bridge around to tip off area
- Minimise the use of compression brakes on site
- UHF Channel 19
- Traffic management plan, location of tarping, un- tarping, tip off and where to adjust their load
- Emergency evacuation muster point – remain calm and wait for instructions from Emergency Wardens
- **All loads must be covered before leaving site**
- It is preferable you do not exit your vehicle whilst being loaded, if you are required to do so you must notify an operator if you intend of getting out of your vehicle
- Do not climb on the tyres or any part of the truck where there are no stairs
- Amenities
- Truck parking area
- PPE to be worn on site
- Hard Hats to be worn everywhere on site when out of your vehicle, except when parked up and going to amenities
- Children and pets are not permitted on site unless authorised
- Mobile phones are not to be used unless they are hands free
- Location of policies and directives and outline Hanson has a drug & alcohol policy and you may be required to undertake random drug and alcohol testing while on site
- First aid kits, fire extinguisher and spill kits

#### When leaving site

- **All loads must be covered before leaving site**
- When leaving site, minimise the use of compression brakes through the Calga area
- Trucks leaving site shall be separated by 2 minute intervals

#### **Only relevant to Visitors in addition to above**

- Visitors are to be accompanied by an employee
- Pedestrians are not permitted in areas while machinery is operating, remain in designated walkways
- All visitors are to sign in at the weighbridge
- Report all incidents and hazards immediately to the site supervisor/manager

## 12. Declaration

### 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 Calga Sand Quarry, Peats Ridge Rd, Calga, 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: \_\_\_\_\_

#### HANSON CONSTRUCTION MATERIALS PTY LTD

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

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

# 13. Complaints Register



Calga Quarry Complaints Register

December 2017



No.	Date	Time	Mode of Complaint	Nature of Complaint	Complaint Comments	Action Taken

To lodge a complaint, contact the Calga office on (02) 4375 1151