

# Drivers Code of Conduct

## Howlong Sand and Gravel Quarry





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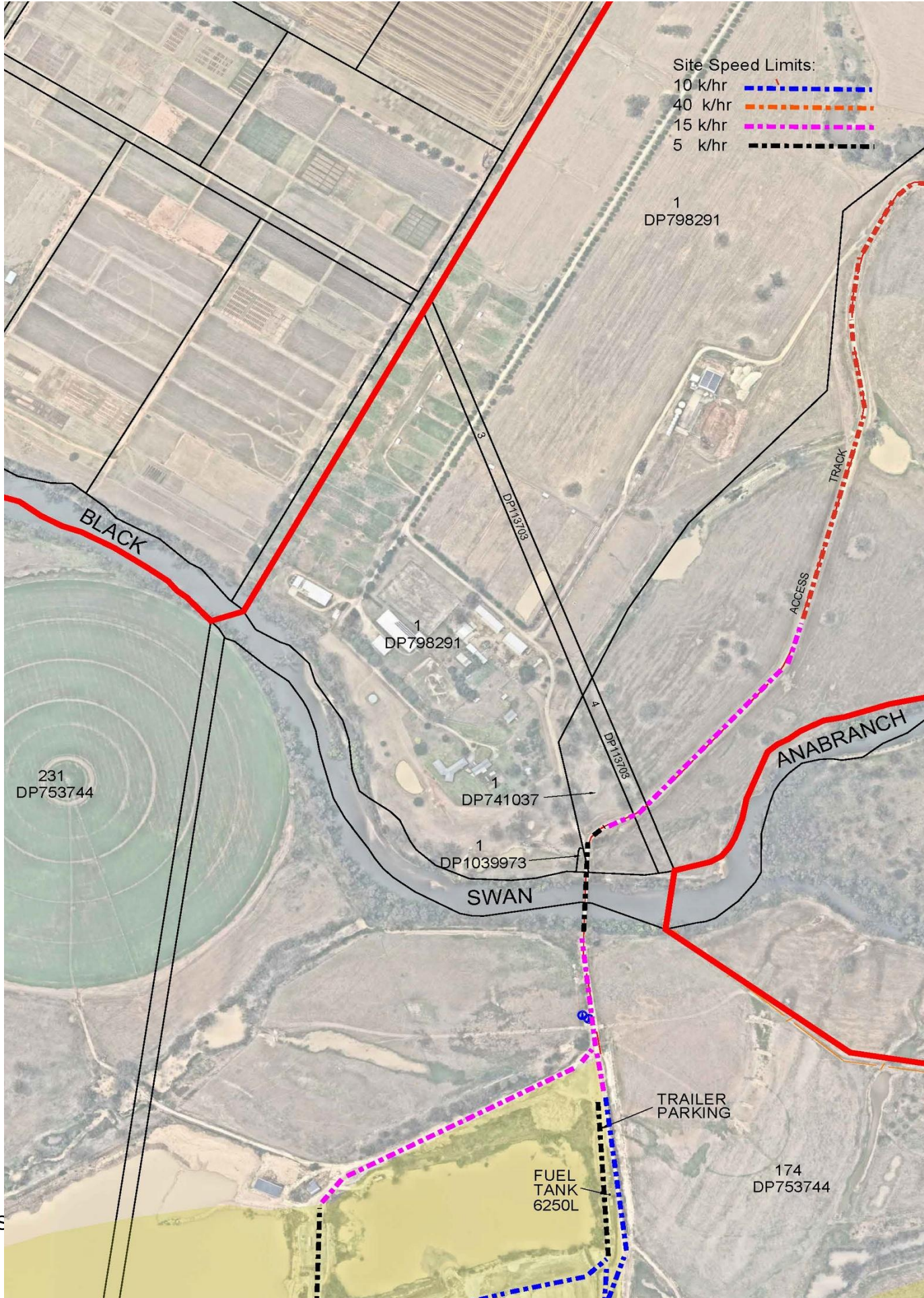
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20. Appendix A Site Speed Limits





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## 2. Reference Documents

- Work Health and Safety (Mines and Petroleum Sites) Regulation 2022
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Road Transport Act 2013
- Heavy Vehicle National Law (HVNL)
- Heavy Vehicle (General) National Regulation
- Heavy Vehicle (Fatigue Management) National Regulation
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation
- [LSQMS-595106899-81](#) EIS Section 6 Assessment of Environmental Impacts
- [LSQMS-595106899-100](#) SSD Final Conditions of Consent
- [LSQMS-595106899-61](#) Traffic Management Plan

## 3. Conditions of Entry

Heavy vehicle drivers and heavy vehicles hauling from Howlong Sand and Gravel 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.
- All heavy vehicles used for the purpose of transporting Quarry Materials are to have signage displaying company details.
- All heavy vehicles used for the purpose of transporting Quarry Materials are to have effective and operational automatic load covering devices controlled from the cabin or manual devices operated on the driver's side of the truck.
- Truck Drivers are required to sign in on entry and out when exiting the Quarry.
- 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 regarding drug use and alcohol consumption.
- Comply with all site rules/posted speed signs and give way to agriculture vehicles.
- Comply with the Australian Road Rules external to the site.
- Participate in regular toolbox meetings with appropriate supervisor/manager.
- Sign the Drivers Code of Conduct prior to the first visit to site. This code of conduct is to be tool boxed every twelve months as a minimum or as updates are required.
- A time delay has been installed on the weighbridge to prevent truck operators obtaining a weighbridge docket within 6 minutes of the prior truck.
- Once a weighbridge docket has been produced Drivers are to leave the Quarry immediately with no stopping between the weighbridge and Howlong main street.
- Drivers are not permitted to exit the cab of their vehicle at any location in the Quarry other than the weighbridge and ablution blocks.

## 4. Transport Operating Hours

All Vehicles removing materials from the Howlong Sand and Gravel Quarry Site are required to operate under the conditions of State Significant Development Consent (SSD-8804).

Operating hours for this consent are:

- Monday to Friday – 7:00am to 10:00pm
- Saturday – 7:00am to 12:00pm
- No transport operations on Sundays or public holidays.

Trucks are not to arrive at the Quarry prior to 7 am.

Weighbridge Operations are only carried out during these prescribed hours.

## 5. Heavy Vehicle Speed

Increased speed means an increase in the risk of an accident 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:

- Where a heavy vehicle travels faster than the posted speed limit; and
- 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 Transport for NSW (TfNSW) 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 TfNSW will record a strike against that vehicle. If three strikes are recorded within a three-year period, the TfNSW will act to suspend the registration of that vehicle (up to three months). More information is available from the TfNSW website.

The following speed limits will apply with the Quarry Site.

1. Main Access Road between Riverina Highway and Access Control Gate 10 k/hr,
2. Main Road between the Control Gate and E 469989 N 6015622 40 k/hr,
3. Main Road between E 469989 N 6015622 and Bridge 15k/hr,
4. Bridge 5 k/hr,
5. Bridge to E 469709 N 6015288 15k/hr,
6. Weighbridge 5 k/hr,
7. Haul Roads between pits and processing areas 30 k/hr, and
8. Pits and processing areas 10 k/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.

Site Speed Limits displayed at Appendix “A”

All vehicle drivers are to adhere to the posted speed limits on-site. Vehicle drivers who do not adhere will receive disciplinary action; this information will be entered into the **Driver's Code of Conduct Disciplinary Action Register** within SafetyCulture.

*On Victorian and New South Wales roads and highways 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.*

## 6. Heavy Vehicle Driver Fatigue

Fatigue is one of the biggest causes of crashes for heavy vehicle drivers. Fatigue can impact on driving ability, like 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:

- a) Standard Hours of Operation
- b) Basic Fatigue Management (BFM)
- c) Advanced Fatigue Management (AFM)

Heavy vehicle drivers should manage their fatigue by undertaking fatigue breaks at appropriate times as per the TfNSW 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 breaks within the rules, they will be placed on the **Driver's Code of Conduct Disciplinary Action Register** within SafetyCulture

*All heavy vehicle drivers operating out of the Howlong Sand & Gravel 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.*

## 7. 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 always allow the avoidance of compression breaking.

*All heavy vehicle drivers operating out of the Howlong Sand and Gravel Quarry are to minimise the use of compression brakes, (especially along Hawkins Street Howlong) so as not to create excessive noise that could disturb residents, where possible. Compression braking within or adjacent to residential areas should only be used if required for safety reasons.*

## 8. Heavy Vehicle Noise

All drivers are to be aware of vehicle noise generation, particularly when travelling through urban areas where there are residences adjacent to the road. Traffic noise is a particular concern for the community of Howlong and drivers should take all precautions to limit amenity-related impacts.

The principal controls for vehicle noise are the following.

- Maintaining vehicles to a suitable standard so that excessive noise is not being generated.
- Maintaining speeds consistent with the limits described in Section 5.
- Restricting operations to the approved operating hours described in Section 4.

## 9. 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 deposit 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 Howlong Sand and Gravel Quarry for the purpose of transporting quarry materials 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 is to be an automated system controlled from the cabin of the truck or manually operated from the driver's side of the truck. The load cover is to be in place prior to exiting the weighbridge and only 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 entering the weighbridge area. 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 internal haulage route from Quarry operations and take appropriate action (removal or suppression) regularly.*

## 10. Quarry Entrance

### 10.1 Sight Lines and Stopping Distances

When exiting the Quarry to ensure safety for all users, a yellow reflective marker has been positioned 300 metres to the right. Heavy Vehicles are not permitted to exit the Quarry while a vehicle is between them and this marker. This also applies to Heavy Vehicles entering the Quarry from the turning lane.

### 10.2 Times of Poor Visibility

When exiting the Quarry during any time of poor visibility a yellow reflective marker has been positioned 300 metres to the right. If this marker cannot be seen from the cabin of the Heavy Vehicle, the Vehicle is not permitted to exit the Quarry and must wait until the sign is visible.

### 10.3 Penalties

Under SSD8804 NSW Police and TfNSW can prosecute drivers not abiding by these conditions. During normal internal auditing personnel not adhering to these conditions will be reported through the Driver's Code of Conduct register and disciplinary action will be taken.

### 10.4 Timing

At completion and TfNSW sign off for the construction of the Intersection all Heavy Vehicle operators will be required to comply. This will become enforceable by NSW Police or TfNSW under SSD8804 on completion of the intersection.

## 11. Vehicle Departure and Arrival

Heavy vehicles travelling in 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 be separated by a minimum, 6-minute intervals.

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.

At no stage are vehicles permitted to park on or adjacent to the Riverina Highway between the Quarry and Howlong. If arriving early at the Quarry, trucks are to wait in Howlong prior to proceeding to the Quarry at 0700 hours.

When loaded and a weighbridge docket has been received drivers are to exit the Quarry immediately. Any paperwork to be completed is to be carried out prior to entering the weighbridge area or trucks have reached Howlong.

Weighbridge records are being used to report transport departure times. These records including weight and heavy vehicles prevented from leaving site due to cleanliness or weight issues are being reported to both Federation Council and Transport NSW.

It is a condition of the approved State Significant Development Application that total heavy vehicle movements at the site (i.e. arrivals and dispatches) must not exceed:

- a) 4 movements per hour between 8:30 am and 9:30 am, and 3 pm and 4 pm during school days.
- b) at all other times between 7:00 am and 10:00 pm 10 movements per hour; and
- c) 80 movements per day.

Heavy Vehicles are only permitted to enter the Quarry Site from the direction of Howlong, making a right hand turn. When exiting the Quarry Site only a left hand turn is permitted.

On entry to the Quarry from the Riverina Highway, Drivers are required on UHF Channel 31 to transmit that they are entering the Quarry from Call Point 1, drivers are required to again report that they are crossing the bridge from Call Point 2. The reverse is to occur when exiting the Quarry.

### **E.g. Communication**

Truck 357 Entering main gate at Call Point One

Truck 357 Entering bridge at Call Point Two

Truck 357 Exiting Quarry at Call Point Two

Truck 357 Exiting the Quarry at Call Point One.

Heavy Vehicles are only permitted to exit the Quarry by turning left towards Howlong.

*All Heavy Vehicles removing materials from the Howlong Sand and Gravel Quarry are required by Federation Shire Council and Roads and Maritime Services to maintain a six minute interval between departure times.*

## **12. Driving in Adverse Conditions**

Howlong and surrounding areas are subject to occasion climatic events that may influence driving conditions. Road safety is the highest priority for Lima South Quarry, especially in the vicinity of Howlong. While it is responsibility of the driver to be aware of driving conditions and to modify driving to suit, the following is important to be aware of when transporting material from the Howlong Sand and Gravel Quarry.

1. Direct sunlight and glare – the Riverina Highway follows an east-west direction in the vicinity of the Quarry and during the early morning and late afternoon drivers may be subject to glare.
2. Fog – The local area is subject to fog during cooler periods of the year, and drivers need to take due care during fog-affected mornings.
3. Heavy rainfall – Occasional storms and heavy showers may influence driving conditions. During these periods extra care should be taken to ensure visibility and safety is maintained.
4. Flood – The Howlong Sand and Gravel Quarry is located on the floodplain of the Murray River. During periods of sustained heavy rainfall flooding may occur. During these times access to the Quarry may be limited or totally restricted.
5. Visibility – When exiting the Quarry during any time of poor visibility a yellow reflective marker has been positioned 300 metres to the right. If this sign cannot be seen from the cabin of the truck, heavy vehicles are not permitted to exit the quarry onto the highway. All transport is to stop until the sign is visible.

Drivers are not to approach the Quarry if access requires driving through flooded areas of the locality and should contact Quarry management to establish access protocols during these periods.

*It is expected that drivers will adjust their behaviour to suit local conditions and always maintain safe driving practices.*

### **13. Safety Initiatives for Residential Areas and School Zones**

All drivers are to show respect for our neighbours in the Howlong area. Care is to be taken around school bus stops in the morning (6:45am to 9:30am) 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 the Howlong 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.

All Drivers are to be reminded that Riverina Highway (Hawkins St) Howlong is an 50kl/hr speed zone.

The Riverina Highway (Hawkins St) between Hovell St and Sturt St, following community consultation and feedback, the speed limit for Trucks operating from Howlong Sand and Gravel has been reduced to 40 kl/hr. In this precinct drivers are required to show consideration to all other people accessing the main street and shopping precinct by giving pedestrians and vehicles reversing a wide berth and be aware of pedestrians' safety, road users' safety and their own safety at all times.

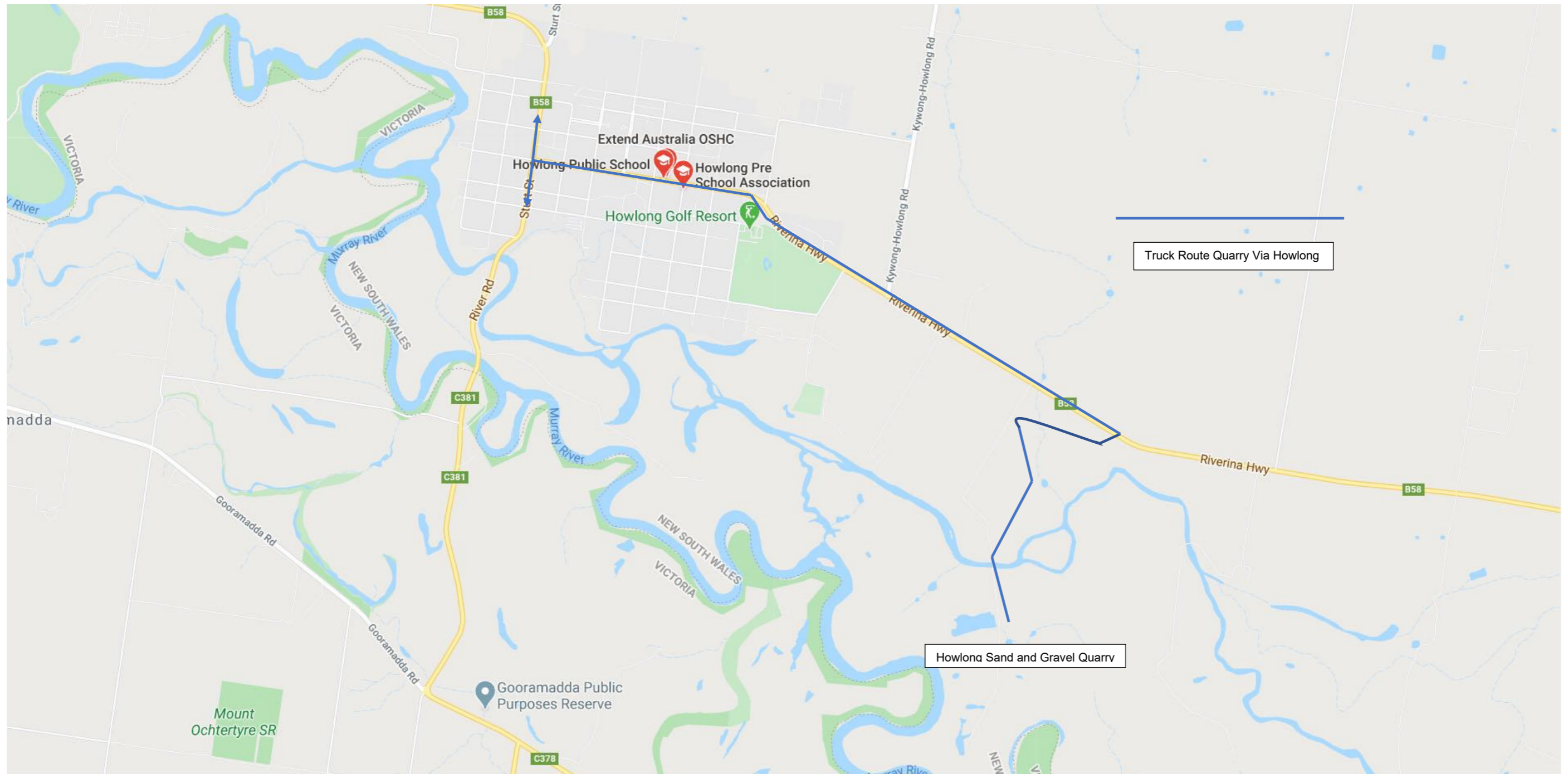
Drivers are to ensure that when passing pedestrians / cyclists a safe separation distance exists between trucks and pedestrian / cyclists as well as a reduction in speed if appropriate. Regarding cyclists, all drivers must abide by the Minimum Passing Distance Rule, whereby a



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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.

14. Figure 1 Truck Route, Howlong



## 15. Primary Haulage Routes

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

Were possible transport routes through Chiltern should be avoided. If used, the intersection of Main and Conness Streets provides little room for movement and visibility is very poor, all roads approaching this intersection are narrow restricting movement and visibility.

*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. 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.*

## 16. 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 TfNSW 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 in-route to and from the Quarry, the driver must:

- a) Immediately warn persons in the area who may be at risk. Heavy Vehicle Drivers are encouraged to use UHF to communicate with other Heavy Vehicle Drivers on public roads in the event of a traffic incident.
- b) Inform their shift supervisor/owner. The Howlong Sand and Gravel Quarry Manager must be immediately informed so that emergency services can be contacted, and a clean-up initiated.
- c) All spills must be adequately cleaned up and waste disposed of in an acceptable and environmental manner.
- d) Put out warning triangles where it is safe to do so, and
- e) Contact the NSW Police Service if on an external road. When within the Quarry the Quarry Manager is to be notified.

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

## 17. Compliance Measures and Monitoring

This document is to be signed by all individual drivers removing materials from the Quarry prior to being loaded.

To assist in the orderly resolution of complaints, Quarry Management will maintain a register in SafetyCulture itemising all reported incidents relating to complaints regarding heavy vehicle driver conduct external to the Quarry site and Driver Code of Conduct breaches.

The incident register is to include (where possible):

- a) Date of the complaint.
- b) Time of the complaint.
- c) Name of the complainant (if available).
- d) How the complaint was received.
- e) Detailed description of the complaint (including location, driver/heavy vehicle details).
- f) What / when actions were taken to resolve the issue; and
- g) 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 officers or Council officers.

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:

**1st Stage** – No driver will have their vehicle loaded prior to being re-inducted. During the induction process all drivers will be made aware of their responsibilities while they are in the control of haulage trucks operating from the Howlong Sand and Gravel Quarry.

During the induction process drivers will be required to sign documentation to demonstrate their understanding, these documents will include but not limited to.

- Quarry Induction,
- Driver's Code of Conduct,
- Quarry Safety Management Systems, and
- Driver's will be required to participate in Primary Risk assessments and activities.



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**2nd Stage** – Driver will be warned of the breach, entered into the register, re-inducted and the company of the driver will be notified that a breach of the site rules has occurred by the offending driver. The result of this breach will result in disciplinary action that as a minimum will include being re-inducted but may involve being banned from site for a period determined by management.

**3rd Stage** – The driver will be banned from the Quarry Site entirely and the company of the driver will be notified of the ban period imposed on the driver. Were relevant, the incident and information will be provided to the local Howlong Police.

Records pertaining to the Driver's Code of Conduct are made available to Planning Secretary NSW Federation Council and Transport NSW.



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## 18. Emergency Contact Numbers

- TfNSW Transport Management Centre – 131 700
- Quarry Manager – 0427 875 273
- Howlong Police – 02 6026 5507
- Howlong Medical – 02 6026 5307



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## 19. Signature

I, the inductee, am aware of and agree to comply with the above-mentioned statements and safety requirements of the Driver Code of Conduct for Howlong Sand and Gravel.

Company:	
Signed:	Authorisation by Quarry Manager or delegate Signed:
Name (Print):	Name (Print):
Date:	Date:

## 20. Appendix A Site Speed Limits

