



DUST MANAGEMENT PLAN
PROJECT: COURTNEY DRIVE, UPPER COOMERA, STAGE 3

DMP SUB PLAN AUTHORISATION AND CONTROL

The Dust Management Plan (DMP) is authorised internally by the Project Manager or delegate and accepted by the Client.

REVISION

This document shall be reviewed at least six (6) monthly and approved by the Project Manager, with all updates communicated to all Workers. The Project Manager shall ensure the document remains controlled and up-to-date.

PROJECT DOCUMENT REVISION HISTORY

Rev No.	Rev. Date	Sections Revised	Revision Description	Prepared by	Checked by	Approved by
0	20/09/2024		Document preparation	M Jabbour	M Williams	
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GLOSSARY / ABBREVIATIONS

AQ	Air Quality
AS	Australian Standards
DMP	Dust Management Plan
CEMP	Construction Environmental Management Plan
ERSED	Erosion and sedimentation
ESCP	Erosion and Sediment Control Plan
EWMS	Environmental Work Method Statements
NEPC	National Environment Protection Council
NEPM	National Environment Protection Measures
Project, the	Courtney Drive, Upper Coomera, Stage 3

1 INTRODUCTION

1.1 CONTEXT

This Dust Management Plan (DMP or the Plan) forms part of the Construction Environmental Management Plan (CEMP) for the Urban Development on Courtney Drive, Upper Coomera Stage 3 (the Project) to be constructed by Winslow.

This plan has been developed to comply with the Development Approval conditions and to provide strategies for dust control during activities on site to ensure dust levels are maintained to an acceptable level that meets legislative requirements.

1.2 SCOPE

This plan addresses the management of emissions to the atmosphere that may be caused by Project activities and that have the potential to adversely affect the environment or community by affecting air quality. It describes how Winslow proposes to manage and protect air quality and address requirements of Courtney Drive Stage 3 Estates Planning Approval Conditions and requirements and applicable legislation.

Activities conducted on the project that have the potential to impact air quality are provided below.

Table 1: Air Quality Hazards and Risks

Project Activity	Environmental Hazard	Environmental Risk
Vehicle movements	Generation of dust	Nuisance to community ¹
Vegetation clearing	Generation of dust and pollens	Nuisance to community ¹
Wind erosion of exposed areas	Generation of dust	Nuisance to community ¹
Stockpiling of material	Generation of dust	Nuisance to community ¹
Temporary access tracks	Generation of dust	Nuisance to community ¹
Bulk earthworks (cut and fill)	Generation of dust	Nuisance to community ¹
Air emissions, other than dust including exhaust fumes, odours/gases from construction activities	Generation of fumes and/or odours	Nuisance to community ¹

1. The generation of dust can have nuisance effects on the community which may include (but not limited to) aesthetic effects from visible airborne dust plumes, residences requiring additional cleaning, increased maintenance of air filters, potential health risks, impacts on water quality or vegetation health, residential living areas such as pools, air conditioning living etc.
2. Affecting flora with dust on leaves etc.

This plan does not address workplace respiratory dust which is covered through implementation of the Project's Health and Safety Management Plan.

During construction the following activities would potentially result in air quality impacts:

- vegetation clearing
- stripping and stockpiling topsoil
- windblown dust from exposed surfaces e.g. stockpiles, roads etc.
- earthworks

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- road construction
- transport and handling of soils and materials
- vehicular dust from traffic movements on unpaved roads
- use of construction vehicles, generating exhaust fumes.

2 LEGISLATION

The Australian Standard (ISO 14001:2015, 6.1.3) requires the Company to:

- determine and have access to the compliance obligations related to its environmental aspects.
- determine how these compliance obligations apply to the organisation.
- take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system."

The constructing contractor understands the importance of meeting, and where practicable, exceeding, its regulatory obligations. All required compliance obligations are available electronically at site and displayed on the site noticeboard when required.

Winslow has developed a site-specific CEMP and relevant environmental procedure to comply with legislation outlined in the CEMP.

2.1 SPECIFIC CONDITIONS OF LOCAL, STATE AND COMMONWEALTH LEGISLATION

Conditions of local, state and Commonwealth laws, regulations and protection policies that apply specific criteria to emissions to the atmosphere relevant to the Project include:

Table 2: Air Quality Legislation

Legislation Title
<i>Environmental Protection Act 1994</i>
<i>Environmental Protection (Air) Policy 2019</i>

3 PROJECT TARGETS

The Project's risk management processes and the potential impacts to the community, the following air quality targets have been set for the Project. Any deviance from the targets will result in Project management immediately implementing corrective actions.

Table 3: Air Quality Project Targets

Key Performance Indicator	Target	Time Frame	Accountability
Number of non-compliant monitoring results	Zero	At all times	Project Manager
Number of actions taken by regulators and/or client	Zero	At all times	Project Manager

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4 CONTROLS USED TO MANAGE AIR QUALITY

Controls that are adequate to ensure compliance and reduce risk to as low as reasonably practical (ALARP) are implemented before any relevant work commences. Elimination of a hazard is the preferred method of control, followed by engineering and then administrative controls. Controls used on the Project include:

Table 4: Air Quality Controls

Control	Accountability
Minimising the areas in which vegetation has been removed or disturbed	Site Engineer/Supervisor
Progressively rehabilitating or grassing areas as soon as they become available	Project Engineer
During high winds (i.e. greater than 25 km/hr) a visual inspection of the site will take place and the dust situation will be assessed (i.e. dust risks to residents/road traffic). Possible controls are water cart or alter operating procedures.	Environment Manager / Superintendent
Applying dust suppressant (water) to areas that present a high risk for dust generation at a frequency sufficient to ensure contractual and compliance requirements are achieved and the community is not adversely affected	Site Engineer/ Supervisor
Establishing properly constructed rumble pads (as required) at all gates, for the ingress and egress of all vehicles	Project Engineer
Establishing traffic speeds in order to minimise dust generation and/or implement dust suppression measures in active construction areas	Superintendent
Assessing exhaust emissions as part of plant inspections, with excessive emissions resulting in the plant being removed from use	Plant Manager/Supervisor
Ensuring that burning-off does not occur on the Project	Superintendent
Plant and machinery will be switched off when not in use. Plant will be fitted with emission control devices complying with Australian Design Standards. Construction plant, vehicles and equipment will be maintained in good working condition to limit impacts on air quality	Supervisor
The use of alternative fuels and power sources for construction plant and equipment will be investigated and implemented, where appropriate.	Environment Manager

5 ENVIRONMENTAL ASPECTS AND IMPACTS

5.1 CONSTRUCTION ACTIVITIES

Emissions to the atmosphere during construction that could result in adverse impacts to air quality are typically divided into two categories:

- Dust and particulates.
- Gaseous.

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Key aspects of the Project that could result in dust emissions include:

- General earthworks particularly during site establishment.
- Vegetation clearing.
- Bulk earthworks.
- Drilling and blasting.
- Operating, crushing and screening.
- Topsoil / material handling including stockpiling, material loading and material haulage.
- Vehicular movements over unpaved surface (including unsealed access roads).
- Wind erosion of exposed areas and temporary stockpiles.
- Tracking of dirt onto roads.
- Liming operations.
- Mulching/chipping.
- Concrete cutting.

Air emissions, other than dust, which may be generated by construction activities include:

- Vehicle and plant exhaust emissions, which may be excessive if vehicles and plant are poorly maintained.
- Herbicide and pesticide spraying.
- Odours/gases released during:
 - Excavations of organic or contaminated materials
 - During sealing works
 - Waste storage.

5.2 FACTORS LIKELY TO AFFECT DUST GENERATION AND IMPACTS

In addition to the inherent risks of specific construction activities creating the potential to generate dust, a number of other environment factors also affect the likelihood of dust emissions. These include:

- Wind direction – determines whether dust and suspended particles are transported in the direction of the sensitive receivers.
- Wind speed – governs the potential suspension and drift resistance of particles.
- Soil type – more erodible soil types have an increased soil or dust erosion potential.
- Soil moisture – increased soil moisture reduces soil or dust erosion potential.
- Rainfall or dew – rainfall or heavy dew that wets the surface of the soil and reduces the risk of dust generation.
- Extent of vegetation cover – vegetation assists in stabilising soils and reduces the ability for dust erosion to occur.

5.3 IMPACTS

The potential for impacts on air quality will depend on a number of factors. Primarily impacts will be dependent on the nature, extent and magnitude of construction activities and their interaction with the natural environment. Potential impacts attributable to construction might include:

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- Deposition of dust on surfaces where it may cause damage and/or lead to a need for increased cleaning or repair.
- Aesthetic effects that arise from visible airborne dust plumes and from deposits of dust on surfaces.
- Need for increased maintenance of air filtering systems (eg air conditioners etc).
- Potential adverse health effects including eye, nose and throat irritation from excessive inhalation of fine particles.
- Impacts on water quality and/or vegetation health from dust deposition.
- Impacts on residential sensitive receivers, including impacts on living areas, swimming pools and general amenities.
- Complaints from the public relating to dust or odours.
- Dust deposition impacts on threatened flora species or habitat for threatened fauna species.
- Dust deposition impacts on sensitive agricultural receivers, including sugar cane and horticulture farms.
- Dust contamination of water tanks.

Section 5 provides a suite of mitigation measures that will be implemented to avoid or minimise dust impacts.

6 ENVIRONMENTAL CONTROL MEASURES

A range of environmental requirements and control measures will be identified in the various environmental documents, Assessments and Conditions of Approval. These specific measures and requirements to address impacts on air quality are incorporated into Table 5.

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Table 5 Air quality management and mitigation measures

ID	Measure / Requirement	Resources needed	When to implement	Responsibility	Reference
GENERAL					
AQ1	Training will be provided to all project personnel, including relevant sub-contractors on sound air quality control practices and the requirements from this plan through inductions, toolboxes and targeted training.		Pre-construction Construction	Environmental Site Representative	Good practice
AQ2	Air quality control measures from this plan will be included in relevant Environmental Work Method Statements (EWMS) and/or Erosion and Sediment Control Plans (ESCP).		Pre-construction / Construction	Environmental Site Representative	Good practice
AQ3	Vegetation clearing will be staged where possible to minimise the area and time that surfaces are exposed.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ4	Exposed surfaces with no scheduled work for two weeks will be treated to minimise dust generation. Exposed surfaces will be stabilised progressively using the most practical site specific methods, such as watering and geo-fabrics for short term exposure and emulsion spray, spray grass, soil compaction and revegetation for longer term exposed areas or final finishes.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ5	Construction activities will be modified, reduced or controlled during high or unfavourable wind conditions if they have a potential to increase off-site dust generation.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ6	Control measures including water carts, sprinklers, sprays, dust screens or the application of geo-binding agents will be utilised where applicable to control dust emissions. The frequency of use will be modified accommodate prevailing conditions. Dust		Construction	Supervisor Project Engineer Foreman Environmental Site Representative	Good practice

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ID	Measure / Requirement	Resources needed	When to implement	Responsibility	Reference
	control equipment will be maintained to ensure its operability.				
AQ7	Erosion control structures will be checked regularly for build-up of silt and other materials to ensure deposits do not become a dust source.		Construction	Supervisor Foreman Environmental Site Representative	Good practice
AQ8	Waste will be segregated and collected on a regular basis to ensure odours associated with waste do not become an issue.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ9	The application of pesticides and herbicides will be modified, reduced or controlled during high or unfavourable wind conditions where wind can carry pesticides outside of the defined treatment area.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ10	Stockpiles will be located in accordance with the ESCP. Control measures including water carts, sprinklers, sprays, dust screens or the application of geo-binding agents will be utilised where applicable to control dust emissions. A suitable cover crop or provision of other covering over topsoil stockpiles will be established where stockpiles are in place for longer than 4 weeks.		Construction	Supervisor Project Engineer Foreman Environmental Site Representative	Good practice
AQ11	If required shade cloths will be installed around low growing threatened species, in situ populations and threatened invertebrate habitat to provide dust protection and maintain microclimate.		Construction	Supervisor Project Engineer Foreman Environmental Site Representative	Good practice
AQ12	There will be no burning off of waste.		Construction	Foreman	Good practice
AQ13	Stormwater, recycled water or other water sources shall be used, where feasible and reasonable, in preference to potable water for construction activities, including concrete mixing and dust control.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ14	Disturbed areas will be progressively rehabilitated as soon as practical.		Construction/ Post-construction	Supervisor Project Engineer Foreman	Good practice

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ID	Measure / Requirement	Resources needed	When to implement	Responsibility	Reference
VEHICLE MOVEMENT AND MATERIAL STORAGE					
AQ15	Compounds, ancillary facilities, administration access roads and standing areas will be hard surfaced as soon as possible.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ16	Measures implemented to minimise dust, soil or mud from being deposited from vehicles on public roads. This will be achieved by implementing mitigation measures such as rumble grids and large aggregate at entry/exit points. In the event of any spillage or tracking, the spilt material will be removed within 24 hours. Management measures should include: - Watering of unsealed haul roads, as required - Visual checks of exhaust emissions. Vehicle movements on unsealed roads is to be minimised i.e. taking alternate routes, car-pooling, avoiding un-necessary trips. Unsealed roads will be avoided following rain events (where possible).		Construction	Supervisor Foreman Environmental Site Representative	Good practice
AQ17	Hardstand areas and surrounding public roads will be cleaned, as required, using methods including brooms, bobcat attachments or street sweepers.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ18	Vehicle movement will be confined to designated haul roads and areas. These roads will have speed limits of 40km/h in order to reduce dust generation. Reduced speed limit may be implemented where dust generation persists		Construction	Supervisor Project Engineer Foreman	Good practice
AQ19	All loaded haulage trucks will be covered where there is a risk of release of dust or other materials and at all times on public roads.		Construction	Foreman	Good practice

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ID	Measure / Requirement	Resources needed	When to implement	Responsibility	Reference
PLANT AND EQUIPMENT					
AQ20	Haul trucks and plant equipment will be switched off when not in operation for periods of more than 30 minutes. No Idling policy will be implemented (where possible)		Construction	Foreman Operators	Good practice
AQ21	Engines of plant parked next to residents will be switched off when not in operation. In the event that stationary equipment (i.e. generators, etc) is required, the location and orientation for this equipment must be considered in relation to any surrounding sensitive receptors.		Construction	Foreman Operators	Good practice
AQ22	Exhaust systems of construction plant, vehicles and machinery will be maintained in accordance with manufacturer's specifications to ensure that emissions do not exceed regulations. Periodic visual checks will be undertaken to ensure ongoing compliance, typically weekly.		Construction	Supervisor Project Engineer Foreman Operators	Good practice
AQ23	Any plant, equipment or machinery will be immediately switched off should there be visible signs of smoke emissions emitting from equipment/machinery.		Construction	Foreman Operators	Good practice
AQ26	Dust suppression systems will be installed and used on crushing and screening plants and mulching equipment to minimise generation of dust from these activities.		Construction	Supervisor Project Engineer Foreman	Good practice
INSPECTION, MONITORING AND RECORDS					
AQ27	Public roads will be inspected each day at main entry and exit points to and from areas where construction activities are taking place and compound. Material tracked onto the road pavement will be removed in accordance with AQ16.		Construction	Supervisor Project Engineer Foreman	Good practice
AQ28	Weather forecast will be reviewed on a daily basis and appropriate measures implemented where		Construction	Supervisor Project Engineer Foreman	Good practice
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ID	Measure / Requirement	Resources needed	When to implement	Responsibility	Reference
	unfavourable weather conditions (dry weather, wind speed>10m/s) are anticipated. Measures to be implemented during unfavourable weather conditions are outlined in AQ5 and AQ9.			Environmental Site Representative	
AQ29	Dust control and operational procedures will be reviewed and modified if results exceed the air quality criteria and are attributable to construction activities.		Construction	Supervisor Project Engineer Environmental Site Representative	Good practice
AQ30	Water captured in excavations will be used for construction or dust suppression.		Construction	Supervisor Project Engineer Foreman	Good practice

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7 COMPLIANCE MANAGEMENT

Winslow will manage the environmental performance and compliance of the Courtney Drive Urban Estate, Stage 2 by ensuring ongoing awareness training is delivered to project personnel and through independent inspections and audits. Winslow will be required to complete their own environmental inspections (including any sub-contractors works) and report outcomes, to provide evidence of the works compliance with legislative requirements, conditions of approval and standards and guidelines.

7.1 ROLES AND RESPONSIBILITIES

The organisational structure and overall roles and responsibilities for Winslow are outlined in the project CEMP. Specific responsibilities for the implementation of environmental controls are detailed in Section 5 of this Plan.

7.2 TRAINING

All employees, contractors and subcontractors working on site will undergo site induction training relating to air quality management issues. The induction training will address elements related to air quality management including:

- ☐ Existence and requirements of this sub-plan.
- ☐ Relevant legislation.
- ☐ DA conditions (e.g. specifically dust management competency and maintenance of plant and equipment conditions)
- ☐ Roles and responsibilities for air quality management.
- ☐ Air quality mitigation and management measures.
- ☐ Procedure to be implemented in the event of an incident (eg release of dust or gaseous emissions from site).

Targeted training in the form of toolbox talks and ongoing awareness training will also be provided to personnel with a key role in air quality management. Examples of training topics include:

- ☐ ERSED control installation methodology.
- ☐ Planning and preparedness for high wind events / dust risk periods.
- ☐ Lessons learnt from dusty periods, incidents and other event e.g. low rainfall/high wind.

Further details regarding staff induction and training are outlined in the project CEMP.

8 MONITORING

Air quality monitoring is performed that complies with legal and contractual requirements and which is sufficient to identify potential non-compliances before they occur. Where monitoring determines non-compliance to be a risk, work practices are altered and/or additional controls are implemented immediately.

Monitoring and analysis of data will be carried out by competent personnel. Training records will be maintained.

Visual impacts during construction would generally be associated with:

- ☐ Road embankment construction
- ☐ Plant and equipment along the alignment
- ☐ Vegetation removal
- ☐ Establishing the site compound and stockpile sites.

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Monitoring for the Courtney Drive Urban Estate, Stage 2 is to be conducted through:

- Daily visual monitoring for dust

8.1.1 METEOROLOGICAL MONITORING

The weekly weather will be distributed to the project team and the predicted wind speed will be accessed in the weekly weather reports. The project team will be advised if winds of greater than 25 km /hour are predicted, high dust generating operations may be rescheduled if required.

Adequate meteorological measurements are to be made to enable correct interpretation of monitoring data for the assessment of compliance and to identify potential non-compliances. The sources of these data are:

Table 6: Air Quality Meteorological Monitoring

Location	Air Quality Parameter	Equipment Type	Frequency
Bureau of Meteorology weather forecasts for Coomera 7 day forecast	Monitor for wind expected speeds greater than 25 km/hr	Bureau of Meteorology weather forecasts	Weekly

8.2 INSPECTION

Regular inspections will be undertaken during construction. Inspections will include, but not be limited to:

- Winslow supervisory inspections on a daily basis and environmental site representative weekly inspections.
- Observations to be recorded by the Winslow Site Supervisor will include:
 - Time, date and general direction of any event when significant dust is observed leaving the project area with the potential to impact nearby sensitive receivers (including residents and traffic) will be logged in the daily diary
 - Time, date and general direction of any external dust sources will be logged in the daily diary

Appropriate mitigation measures will be implemented to facilitate a proactive approach to the management of dust on site. These mitigation measures include water carts continuously providing dust suppression across the site.

8.2.1 INCIDENT RESPONSE AND CONTINGENCY MEASURES

Response to incidents will be undertaken as described Winslow CEMP.

If visual monitoring undertaken by Winslow indicates that mitigation measures are not fully effective or if dust complaints are received during the construction activities. Winslow will notify their client and halt works to implement additional measures to mitigate the dust issues. Winslow will determine if additional air / dust mitigation measures (e.g. additional water carts or site stabilisation such as soil binder or temporary cover crops) are needed and amend this DMP accordingly.

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8.3 AUDITING

Audits will be undertaken to assess the effectiveness of environmental controls, compliance with this plan and other relevant approvals, licenses and guidelines.

9 REVIEW AND IMPROVEMENT

9.1 CONTINUOUS IMPROVEMENT

Continuous improvement of this Plan will be achieved by the ongoing evaluation of environmental management performance against environmental policies, objectives and targets for the purpose of identifying opportunities for improvement.

The continuous improvement process will be designed to:

- ☐ Identify areas of opportunity for improvement of environmental management and performance.
- ☐ Determine the cause or causes of non-conformances and deficiencies.
- ☐ Develop and implement a plan of corrective and preventative action to address any non-conformances and deficiencies.
- ☐ Verify the effectiveness of the corrective and preventative actions.
- ☐ Document any changes in procedures resulting from process improvement.
- ☐ Make comparisons with objectives and targets.

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CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

APPENDIX I

HVNL & HAULAGE MANAGEMENT PLAN

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HVNL & HAULAGE MANAGEMENT PLAN

Project Name: Stage 3, Courtney Drive, Upper
Coomera

Contract Number: 41901-03

Initial Date: 20th September 2024

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8		Temporary Vehicular Access Points and Frequency of Use (Haulage Plan)
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HVNL & HAULAGE MANAGEMENT PLAN

Introduction

1.1 Scope

This Plan Applies for Heavy Vehicle National Law (NVNL) CoR compliance.

Applicable companies are:

WINSLOW CONSTRUCTORS PTY TD. ABN: 73 006 581 764

1.2 General

This document outlines the requirements to manage the risks and legal obligations, or chain of responsibility, outlined in the Heavy Vehicle National Law (HVNL) and Regulations.

The Chain of Responsibility requires all parties involved in the supply chain, even if they have no direct role in loading or operating a heavy vehicle, to share the responsibility for complying with this legislation.

Any party who has control in a transport operation can be held responsible and may be made legally liable for a breach of the HVNL. This includes corporate entities, directors, partners and managers who are accountable for the persons under their control.

The HVNL is overseen by the National Heavy Vehicle Regulator (NHVR). State or Territory Police Officers as well as authorised officers, are appointed to enforce offences under the HVNL.

The HVNL is supported by four (4), Heavy Vehicle National Regulations (HVNRs):

- Heavy Vehicle (Fatigue Management) National Regulation.
- Heavy Vehicle (General) National Regulation.
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation.
- Heavy Vehicle (Vehicle Standards) National Regulation.

The heavy vehicle laws apply to heavy vehicles over 4.5 tonnes gross vehicle mass (GVM) and fatigue-regulated heavy vehicles. It does not apply to heavy vehicle activities on private roads or work areas that are not accessible to the public, however hours of work in these areas remain applicable to the calculation of working hours for the management of fatigue.

1.3 Aim

Ensuring compliance with the Heavy Vehicle National Laws (HVNLS). Staff should ensure that they become familiar with this document and all Procedures and Work Instructions relating to Chain of Responsibility and the HVNL.

1.4 Target Audience

This Knowledge document is aimed at all persons with a duty under the HVNLS – i.e. those who plan, schedule, manage or supervise work activities associated with heavy vehicle loading, unloading and transportation.

1.5 Key Hazardous Events

Work activities associated with heavy vehicle loading, unloading and transportation has the potential for the following hazardous events:

- Heavy vehicle accident due to driver fatigue or speed.
- Vehicle overload (mass, dimension, stability), causing accident on public road/s.
- Poor vehicle maintenance causing accident on public road/s.

2. Common Activities Associated with Chain of responsibility for Winslow

- Transportation of plant and equipment to and from site.
- Loading/Unloading of Heavy Vehicles.
- Scheduling operation. and
- Vehicle Maintenance.

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3. Roles and Responsibilities

Under compliance and enforcement provisions, everyone in the supply chain has a duty to ensure breaches of road transport laws do not occur. All parties in the supply chain need to ensure that their actions or inactions do not contribute to or encourage breaches of road transport laws. In addition to the above there is also a duty of care to ensure the safety of the supply chain and road user personnel who can influence or control transport-related activities, whether through planning, ordering, scheduling, managing, or supervising work activities associated with heavy vehicle loading, unloading, and transportation, are a party to the Chain of Responsibility.

These personnel include.

- Area Managers and Supervisors
- Team Leaders
- Schedulers
- Persons loading/unloading heavy vehicles
- Drivers directly employed by Winslow
- Plant operators
- Subcontractors
- Suppliers

The responsible personnel in the supply chain are those who undertake the following roles in their work.

Employer – A person who engages someone to drive a heavy vehicle

Prime Contractor – A person who engages a driver to drive the vehicle under a contract for services (e.g. A business engaging a subcontractor to transport goods)

Operator – A person who operates or manages the business that is dispatching goods by a heavy vehicle (Haulage Contractors)

Scheduler – A person who schedules transportation by heavy vehicle.

Loading Manager/Supervisor – A person who supervises/manages or controls the loading or unloading of goods into heavy vehicles.

Loader/Unloader – A person who loads/unloads goods to/from the heavy vehicle

Packer – The person who packs goods into a heavy vehicle

Dispatcher – The person who dispatches goods for deliver by heavy vehicle

Driver – A driver of a heavy vehicle

Receiver – The person who is responsible for ordering or accepting the delivery by heavy vehicle

Consignor – The person engages an operator of the vehicle, either directly or indirectly or through an agent or other intermediary to transport the goods by road

Consignee – a person who has consented to or identified to receive the goods being transported and receives goods

3.1 Area Managers

A duty to ensure as far as reasonably practicable, the safety of the party's transport activities relating to the vehicle (Primary Duty)

- Exercise due diligence
- Ensuring that everything reasonably practicable is done to ensure that drivers do not work while impaired by fatigue or drive in breach of their work or rest options.
- Ensuring that rosters will not contribute to fatigue breaches.
- Ensuring that drivers are effectively trained and competent.
- Ensure that drivers are aware of the mass and dimension limits of their trucks.
- Ensure that plant is compliant with the Heavy Vehicle Standards and has a maintenance schedule.

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- Ensure Management of non-conformances in accordance with company policies. and
- Ensure regular executive reporting on all HVNL issues to enable due diligence is exercised.

3.2 Maintenance Supervisor

- Ensure Heavy Vehicles are fitted with speed limiters where applicable.
- Ensure Plant complies with Heavy Vehicle Standards.
- Ensure that plant reflects prestart conditions
- Ensure Plant is regularly serviced. and
- Ensure that Plant has no unauthorised modifications
- Ensure vehicles and plant are kept in good condition
- Manage vehicle registers and maintenance requirements
- Ensure that Heavy Vehicles and Plant are registered.
- Ensure that all insurances are current

3.3 Operations Managers, Supervisors and Coordinators

- Set realistic timelines.
- Ensuring that everything reasonably practicable is done to ensure that drivers do not work while impaired by fatigue or drive in breach of their work or rest options.
- Ensuring that rosters and demands will not contribute to fatigue, Mass, Dimension, Speed, load restraint breaches.
- Ensure that delays are communicated to drivers.
- Manage day to day operations. and
- Communicate with clients in relation to daily requirements
- Ensure that employees are competent
- Ensure that employees are onboarded

3.4 Safety & Compliance Team

- Assess Heavy Vehicle activities
- Conduct Risk Reviews
- Review / conduct HVNL audits with branches and drivers
- Provide employees with necessary information, training and supervision to allow them to comply with the law.
- Conduct audits on parties in the supply chain that are under company control. and
- Manage non-conformances in accordance with company policies.

3.5 Supervisors

- Supervision of staff and operations
- Ensures that rosters will not contribute to fatigue breaches.
- Ensuring that everything reasonably practicable is done to ensure that drivers do not work while impaired by fatigue or drive in breach of their work or rest options.
- Engages with sub-contractors.
- Notify drivers and Scheduler if operations will be delayed by 30 minutes or more.
- Ensure operators are compliant with HVNL, mass, dimension, load restraint, speed and fatigue through observation.
- Conducts compliance checks and inspections.
- Facilitates toolbox meetings

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- Reporting any HVNL CoR issues and Non-Conformances.
- Identify, assess, evaluate and control risks.
- Manage compliance with Speed, fatigue, mass, dimension, loading and vehicle standards.
- Document and record actions taken to manage HVNL.
- Intervene if you notice a party in the supply chain breaching HVNL and stop the breach.
- Notify the site/area manager immediately of any non-conformances.
- Supervise loading of vehicles so that they comply with the vehicles mass and dimension limits and ensure that the load is secured using a method that complies with the legal requirements.
- Do not encourage or incentivize breaches of fatigue, speed or loading requirements with employees. and
- Do not provide incorrect or incomplete information to the driver of a heavy vehicle regarding the load to be transported.

3.6 Operators (Drivers)

- Working with due care, consideration and safeguard of their own and others health and safety.
- Ensuring fitness for duty.
- Not driving a vehicle if fatigued.
- Disclosing any matter that may affect you or other workers fitness for duty
- Verifying the start time does not place you in breach of the HVNL.
- Taking the required statutory rest breaks as per HVNL.
- Monitoring their own performance and taking regular periods of rest to avoid fatigue.
- Inspecting their vehicle prior to start, at end of the working day and reporting any mechanical faults or repairs required as soon as possible.
- Completing prestart form that accurately reflects the vehicle condition.
- Ensure all loads are properly secured.
- Ensuring that their vehicle does not exceed dimension, mass or load limits.
- Ensuring that any equipment is appropriately restrained.
- Driving in a safe and responsible manner to comply with all road rules and laws.
- Responding to changes in circumstances such as delays and communicating those delays or changes to Management.
- To ensure a high standard of housekeeping. and
- Complying with all company and site policies and procedures.

4. Speed Management

Winslow will issue agreements to operators which do not influence drivers to exceed the speed limit. Winslow will issue regular alerts to operators reinforcing compliance with road rules and posted speed limits and additionally, will hold toolbox meetings with topics associated with HVNL.

5. Fatigue Management

Winslow will carry out reviews of dockets/timesheet data and compare to GPS tracking. Any discrepancies will be treated as a serious safety breach. In addition, regular safety alerts to operators reinforcing fatigue management.

Most operators employed by Winslow work under the Standard Hour Fatigue requirements listed in the table below, Operators are aware that if they are over 100kms from their base they are required to complete a National Drivers Fatigue Diary.

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Standard Hours

Time	Work	Rest
In any period of...	A driver must not work for more than a MAXIMUM of...	And must have the rest of that period off work with at least a MINIMUM rest break of...
5 1/2 hours	5 1/4 hours work time	15 continuous minutes rest time
8 hours	7 1/2 hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time

6. Mass Management

All Winslow vehicles are monitored for mass management where required.

- Truck Mounted Attenuators do not change in weight as they do not carry additional goods
- Non-Destructive Digging & Drain Cleaning units are calibrated every 6 months which includes the review of the truck mass.
- All other vehicles are reviewed against their GVM when/if required.

Drivers are instructed under no circumstances to operate an overloaded vehicle and to always comply with vehicle load plans and SWMS. In addition, regular safety alerts to operators reinforcing Mass Management.

7. Load Restraint

A load on a heavy vehicle must not be placed in a way that makes the vehicle unstable or unsafe and must be secured so that it is unlikely to fall or dislodge.

With regards to Winslow's types of vehicles utilize containment as the main load restraint method however auxiliary equipment are provided with adequate restraint equipment. Furthermore, items in the cab are required to be stowed so that they do not present a safety hazard that includes small items on dash boards' seats and on the floor of the cab.

All loads being delivered to and from site must be load restrained (for soils & quarry products tarps must be used on all trucks entering and leaving). Trucks transporting soil and materials (tippers & articulated dump trucks) within the boundaries of the site are exempt from using tarps to cover their loads.

8. Temporary Vehicular Access Points and Frequency of Use (Haulage Plan);

A sketch of the proposed temporary vehicle access point to the Site Compound and Material Laydown Areas is shown below, which is located at the entry to the Development Site at Stage 1, Courtney Drive, Upper Coomera. The frequency of use will be guided by the works onsite. Accesses through the identified haul routes shall be via all weather gravel access tracks with appropriate shake down/rumble grids at the points of entry/exit.

1. **Light Vehicles**, (1), are to use 79 Courtney Drive as the designated access and exit points.
2. **Heavy vehicles**, (2), are to use 97 Cortney Drive as the designated access and exit points.

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3. **Mackellar Dr**, (3), is not to be used when construction of the civil component of works commences. This access point will be used for the import materials used in the construction on the project. These materials can range from concrete, roadbase material, gravel, stormwater, water, sewer materials etc. The materials will change depending on the life cycle of the project.
4. **Rangeview Rd**, (4), is to be used when construction of the civil component of works commences. This access point will be used for the import materials used in the construction on the project. These materials can range from concrete, roadbase material, gravel, stormwater, water, sewer materials etc. The materials will change depending on the life cycle of the project.

*Access for via Rangeview Rd and Courtney Dr will change depending on the where the project is in its lifecycle.

On average there will be 20-30 vehicles using 79 & 97 Courtney Drive as the access points for the duration of the 20 week (scheduled) project. During the road base import operation, its estimated that 6-8 truckloads per hour will be delivered to the work area through Rangeview and Courtney Dr. During the concrete items i.e. stormwater structures, sewer structures, footpaths, kerb and so on the requirements for concrete deliveries may range from 1 delivery per day (minor works) up to 3 loads per hour during kerb construction.



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9. Dimension Compliance

Winslow advises operators that all auxiliary equipment is stored as instructed by the manufacturer when not in operation on site.

10. Maintenance / Roadworthiness

Winslow shall monitor their heavy vehicles through inspection at service intervals in addition drivers are required to complete a pre-start. Where a fault is identified it is to be communicated directly to the Operations Manager or supervisor and the Fleet department. All Winslow Plant is serviced and repaired by a qualified Heavy Vehicle Mechanic.

11. Audits

Winslow will conduct random audits to ensure drivers are compliant with this document and HVNL any non-conformances will be dealt with by way of a Non-Conformances Report (NCR).

12. Training

Winslow will conduct a combination of toolbox and awareness training utilizing material supplied by the National Heavy Vehicle Regulator to ensure that drivers are aware of any changes to the HVNL in addition drivers will be supplied a copy of the Master Code to further assist them in compliance.

Training will be considered on an individual need's basis.

13. Heavy Vehicle Drivers Code of Conduct

Purpose and Objectives

This Driver Code of Conduct aims to minimise the impacts of construction traffic on transport networks and adjoining properties. The purpose of this Code is to clearly define and detail acceptable behavior for all heavy vehicle drivers operating for Ultimate Site Services.

Responsibilities of Drivers

- Drivers are to follow ALL rules and regulations required by law including:
 - Hold a current and appropriate license for the vehicle they are operating
 - Comply with speed limits on all roads
 - Obeying posted (road) load limits
 - Comply with all road works speed limits
 - Obey construction traffic signs and devices
 - NOT overload or allow vehicles to be overloaded
- Drivers are to practice safe driving behavior which includes, but is not limited to:
 - Driving in a manner that is appropriate with road and weather conditions
 - Not operating any machines whilst suffering from fatigue or under the influence of drugs and/or alcohol.
- Drivers must always behave in a professional manner.
- Drivers must adhere to routes nominated for any specific construction activity and consistent with the Traffic and Access Management Plans (TAMP) or Vehicle Movement Plans (VMP) for that activity.
- When not on site, drivers should only park where they are legally able to do so.
- Drivers must comply with allowable work hours for project sites.

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- Drivers parking is to engage the park brake and leave the vehicle in gear. Never leave the vehicle with the engine running. Drivers leaving their vehicle must wear appropriate PPE (site / company standard).
- Vehicles must not transfer dirt or debris onto public roads.
- If approached by individuals with enquiries about the Works, drivers are not to engage with the individual beyond providing them with a company or client phone contact number.
- As a courtesy to individuals who may be impacted by driver behavior, drivers will:
 - Not use compression braking unless it is an emergency or if deemed necessary
 - Minimise idling
 - Ensure that there is no littering
 - Remain calm and courteous when in contact with other members of the public Maintain trucks in good working order and a clean and tidy condition.

14. Safety and Compliance Rules

Winslow management systems are designed to direct management, employees and subcontractor/s to the process and procedures that will assist in providing a workplace where they can fulfil their task-based activities without work-related health effects or harm to the environment and the community. Winslow recognizes that these goals will only be attained through learning from own experiences and developing our employees to understand the risks and apply the relevant procedures and controls.

Foundation Rules

If a task can't be carried out safely – we will always **STOP** until it can be done without harming anyone. We will:

- Take responsibility for our own safety and the safety of our work mates.
- Assess the risks associated with each task and plan accordingly.
- Make sure we are competent to perform the task.
- Ensure we stop work if it is unsafe.
- Report all hazards, incidents, injuries, and near misses. and
- Wear and use appropriate personal protective equipment.

Winslow believes that:

- No objective will come before health, safety and the environment.
- All injuries are preventable.
- All individuals involved in work activities must have the appropriate knowledge, skills and equipment to assess and manage hazards and work safety. and
- Through the application of hazard identification and effective risk management we can achieve incident and injury free workplaces.

Winslow commits to focusing on a safety management system that includes but is not limited to HVNL and the key areas of:

- Fatigue.
- Mass.
- Dimension.
- Load restraint.
- Speed. and
- Vehicle standards.

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The HVMP promotes the following understanding:

- That through the application of the HVNL CoR Plan, effective supervision, the development of our employees and open communication we can implement practical solutions for the management of HVNL.

That through the risk management process of hazard identification, risk assessment and the appropriate controls, risk can be lowered to reasonable and acceptable levels.

15. HVNL CoR Risk Register

Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review.
Identify anything that could potentially cause harm or loss	Consider how the hazard or risk could cause harm or loss	Look at your existing controls to eliminate or minimise the risk so far as reasonably practicable	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable	Regularly monitor and review the controls you've put in place to make sure they're working as planned
Speed				
Drivers exceeding safe speed limits	A driver could have an accident resulting in serious injury or death for the driver and other road users.	- Schedules all time for delays and don't encourage drivers to speed. - Drivers are trained in maintaining safe speeds and informed of changes to speed limits on route.	Drivers are required to report any breaches for speeding.	- Check a sample of trip records every month to make sure they provide enough time for the journey to be completed safely. - Check annually to make sure all driver inductions and training are up to date.
Fatigue				
	- A driver could have an accident resulting in serious injury or death for the driver and other road users. - A driver could forget to do something properly, like restrain a load or do a pre-start check.	- Drivers MUST BE fit for duty and are assessed for signs of fatigue before leaving the yard. - Random drug and alcohol testing is conducted in line with the Drug and Alcohol Policy. - Drivers can stop and rest whenever they need to without fear of getting into trouble.	Drivers and schedulers are trained – at induction and at regular toolbox talks – in identifying and managing fatigue, work and rest limits, and recordkeeping.	Review a sample of trip records every month to check whether they are consistent with the scheduling and rostering procedure and compliant with work and rest hour limits.
Dimension				

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Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review.
Identify anything that could potentially cause harm or loss	Consider how the hazard or risk could cause harm or loss	Look at your existing controls to eliminate or minimise the risk so far as reasonably practicable	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable	Regularly monitor and review the controls you've put in place to make sure they're working as planned
Vehicle load is over dimension.	➤ The load could hit another road user, pedestrian, or piece of infrastructure (e.g., bridge, street sign or building).	➤ Loads are carried on appropriate vehicles with necessary permits. ➤ Load dimensions is inspected before journey departure.	➤ Drivers and loader are trained in dimension limits.	➤ Check annually that all driver and loader inductions and training are up to date. ➤ Investigate any instances where a vehicle or load is over dimension.
Mass				
A vehicle could be overloaded, or a load not positioned properly	➤ This could increase mechanical component wear, impact vehicle performance and damage infrastructure.	➤ Vehicle mass limits are identified before loading and actual mass are determined before each journey. ➤ Drivers and loaders are trained in calculating and recording 'gross' and 'axle' weights. ➤ Drivers and clients are advised that company policy is to not pick up over-mass loads.	➤ It is a requirement that all new equipment purchased will be fitted with weight-measuring devices.	➤ Review a sample of weighbridge dockets to verify mass calculations are accurate. ➤ Check annually that driver and loader induction and training are up to date.
Loading				

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Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review.
Identify anything that could potentially cause harm or loss	Consider how the hazard or risk could cause harm or loss	Look at your existing controls to eliminate or minimise the risk so far as reasonably practicable	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable	Regularly monitor and review the controls you've put in place to make sure they're working as planned
Incorrect load restraint	➤ The load could fall from the vehicle and hit another road user or pedestrian or fall on the driver or person unloading.	➤ Drivers and loaders are trained in correct load restraint procedure at induction and at regular toolbox talks.	➤ Load restraint is checked prior to departure and during the journey.	➤ Check annually that driver and loader induction and training are up to date. ➤ Check a sample of loads once a fortnight to make sure they are properly restrained.
Drivers' distraction				
Driver distracted by mobile device	➤ A driver could cause an accident while being distracted by a mobile device.	➤ Company policy is aligned with law relating to mobile phone usage. ➤ Regular rest breaks allow drivers to make and return calls and texts.	➤ All employees are given training regarding the hazards of using a mobile device while driving and familiarisation with the company mobile device policy.	➤ Perform spot checks on mobile device usage. Take disciplinary action for breaches in line with mobile device policy.
Vehicle standards				
Operating an unroadworthy vehicle	➤ The vehicle could cause an accident or be unable to avoid an accident.	➤ Vehicles are serviced and components replaced within manufacturers specifications, or sooner if a fault is found.	➤ Drivers complete a daily check on their vehicle before starting a journey. ➤ Drivers report identified faults on their vehicle before starting or during a journey.	➤ Check records every week to make sure all daily checks are being completed. ➤ Check vehicle maintenance records every quarter to make sure all vehicle servicing is up to date.
Third party interactions				
A third-party provider doesn't	➤ The third-party provider	➤ Thirds party providers are given CoR	➤ Third party providers must	➤ Check engagement checklist

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Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review.
Identify anything that could potentially cause harm or loss	Consider how the hazard or risk could cause harm or loss	Look at your existing controls to eliminate or minimise the risk so far as reasonably practicable	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable	Regularly monitor and review the controls you've put in place to make sure they're working as planned
believe they are a party in the Chain of Responsibility (CoR) and therefore the safety duties in the legislation don't apply to them.	could impact on the transport operation and cause a breach of the law	reference material and shown how their services or requests can impact on the operation. ➤ The third-party provider is directed to the NHVR website for more information and encouraged to develop an SMS to manage the risks.	complete contractor engagement checklist.	responses and SMS documents and records prior to entering into a contract. ➤ Check records to make sure there have been no contraventions of the safety duties legislation/HVNL.
Other hazards				
Employees and machines are operating together in close proximity	➤ An employee could be hit by a vehicle or piece of plant.	➤ All personnel are to wear hi-vis clothing. ➤ Exclusion zone (Red Zone) to be adhered to. ➤ UHF/Mobile Communications to be utilised at all times.	➤ All personnel to be made familiar with the site requirements and adhere to Red Zone protocols. ➤ UHF/Mobile communication to be applied.	➤ Perform spot checks on site to see whether employees are observing rules associated with red zone and wearing hi-vis clothing.

16. Legislative Changes to HVNL

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Legislative changes to Heavy Vehicle National Law commenced 1 October 2018

From its inception in 2012, the Heavy Vehicle National Law (HVNL) has aimed to regulate drivers and the off-road parties who influence the supply chain and logistics—the so-called “Chain of Responsibility” or CoR provisions.

The HVNL commenced as a national law in February 2014 and operated on a deemed liability basis. That is, when an on-road offence was detected, other “parties in the chain of responsibility” were deemed to be liable. Parties in the CoR include employers, prime contractors, operators, consignors, consignees, schedulers, loaders and others. As first enacted, the HVNL generally only contemplated offences against fatigue, speed, mass, dimension and loading of a heavy vehicle.

It was then incumbent on those parties in the CoR to prove they had taken all reasonable steps to prevent a breach from occurring.

Amendments commencing in October 2018 reformulate the CoR obligations on a party as an overarching and positive duty of care, consistent with the duty of care approach adopted in other safety laws.

Introduction of a primary duty

The new legislative regime abolishes deemed liability for parties in the CoR and replaces it with a duty to ensure, so far as is reasonably practicable, the safety of the party’s transport activities relating to the vehicle.

Introduction of Executive officer liability

An executive of a legal entity that has a safety duty must also exercise due diligence to ensure the legal entity complies with the duty. Executives who knowingly authorise or permit conduct that constitutes an offence also commit the offence

Jurisdictional Limits

The amended HVNL will allow indictable offences to be brought either on indictment or in a summary way. Sentencing options now include custodial sentencing and maximum penalties of \$300 000 for an individual and \$3 000 000 for a corporation.

Vehicle Standards

Introduction of Vehicle Standards into HVNL

On 1 October 2018, the Heavy Vehicle National Law (HVNL) was amended to provide that every party in the heavy vehicle transport supply chain has a duty to ensure the safety of their transport activities. In practical terms, this primary duty represents an obligation to eliminate or minimise potential harm or loss (risk) by doing all that is reasonably practicable to ensure safety. As a party in the supply chain, the best way to do this is to have safety management systems and controls in place, such as business practices, training, procedures and review processes that:

- Identify, assess, evaluate, and control risk
- Manage compliance with speed, fatigue, mass, dimension, loading and vehicle standards requirements through identified best practice
- Involve regular reporting, including to executive officers.
- Document or record actions taken to manage safety.

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Chain of Responsibility Policy

The purpose of this policy is to ensure provision of guidance on chain of responsibility to all relevant staff within the Winslow Group.

This policy is designed to form part of Winslow compliance strategy and applies to all employees, sub-contractors, suppliers, and visitors within the Winslow group of companies that have responsibility for or involvement in activities that fall within the scope of the road transport legislations.

This may include (but not be limited to) roles within logistics, supply chain and support roles. This includes, full time, part time and casual employees as well as contractors or subcontractors working for or on the behalf of Winslow.

At Winslow we incorporate the ideals of safer work environment for all our employees and our transport and logistics partners through our commitment and compliance to our chain of responsibility policy.

We recognise our various roles within the chain of responsibility and have developed systems and procedures to facilitate compliance within our networks. Winslow conducts training on systems and procedures and also audit them to ensure compliance is achieved.

Policy, Systems and Procedures

In order to achieve compliance, Winslow is committed to the following actions and practices:

- **Driver fatigue and speeding:** Management of transport scheduling, monitoring of work and driving hours, timeslot management, training, and awareness sessions for relevant personnel.
- **Mass management:** Management of vehicle specification, vehicle load plans, container weight declarations, procedures, and training for relevant personnel.
- **Load restraint:** Management of equipment application procedures and training for relevant personnel.
- **Drug and Alcohol:** Management of drug and alcohol for road transport drivers (refer: Drug and Alcohol Policy for Road Transport Drivers)
- **Asset management:** Management of Winslow owned vehicles in accordance with the National Heavy Vehicle Regulator (NHVR) maintenance guidelines.

Training

Chain of responsibility is incorporated within induction and refresher training for all relevant personnel in addition to their employment contracts inserted with chain of responsibility requirements.

Audit and Compliance

Winslow schedules and conducts its internal audits and external third-party audits are carried out annually on its management systems. Compliance audits on sub-contractors engaged by Winslow are performed where appropriate to achieve its chain of responsibility compliance.

Achieving safe transport operations is critical to the success of Winslow as an organisation. This policy sets out to ensure efforts are made towards that end.

Related Policies include as follow:

- Health & Safety Policy
- Drug & Alcohol Policy

References: Winslow CoR Procedure. WINBMS-OP-18 Chain of Responsibility HVNL