

1. Context

Loads that affect heavy vehicle stability or are not properly secured pose an increased road safety risk, including through an increased risk of rollover or from the consequences of a load or part of a load becoming dislodged.

2. Scope

This procedure applies to all Clenton's Transport's operations, transport activities and associated persons and contractors, including:

- Employees involved in the Chain of Responsibility (CoR);
- Contractors and supply chain partners whose activities are directed by, or may impact upon Clenton's Transport's operations and employees; and
- Contracted drivers of heavy vehicles driving for, or on behalf of Clenton's Transport.

3. Primary Duty

Parties in the CoR have an obligation to ensure all loads are legally secured so as not to adversely affect the heavy vehicle's stability or weight distribution and to prevent the load or part thereof falling, spilling, or leaking from the heavy vehicle.

4. Specific HVNL CoR Duties

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

Any method of restraint used must comply (at a minimum) with the *National Transport Commission's Load Restraint Guide 2018*, specifically, the load must be secured to withstand the on-road forces stipulated in the Performance Standards set out in the *Load Restraint Guide*.

5. Acronyms, Definitions and References

Contractor - as referred to in this procedure is any person not directly employed by Clenton's Transport undertaking transport activities on behalf of Clenton's Transport.

CoR: Chain of Responsibility.

CoR Parties are described in the Transport Safety Policy of our Safety Management System and include Registered Operator, Prime Contractor, Transport Operator, Consignor/Consignee, Loading Manager, Loader and Unloader, Scheduler, Packer, and responsible persons.

Executive Officer of a corporation means a director of the corporation or any person, by whatever name called, (director or not), who is concerned, or takes part, in the management of the corporation. This includes for example owners, directors, managers, and operators.

Heavy Vehicle – a vehicle with a Gross Vehicle Mass over 4.5 tonnes.

HVNL: Heavy Vehicle National Law.

References for this procedure include:

[Heavy Vehicle National Law \(NSW\) No 42a](#)

[Heavy Vehicle \(Mass, Dimension and Loading\) National Regulation \(NSW\)](#)

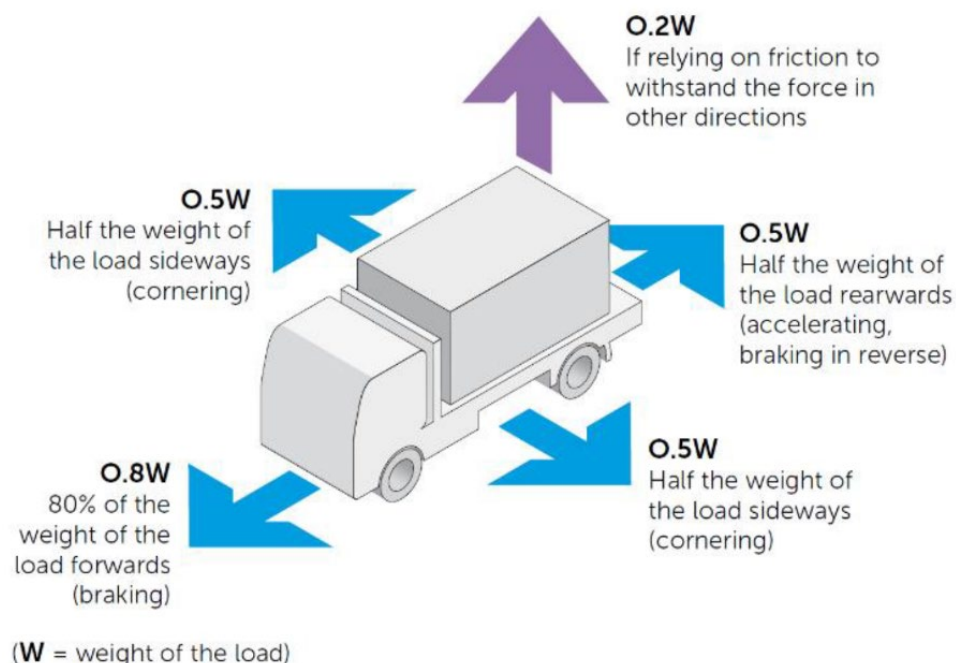
[Load Restraint Guide Third Edition \(2018\)](#)

6. Procedure

Clenton's Transport and its contractors, as required under HVNL, will ensure the following measures are implemented throughout the supply chain relating to the management of load restraint compliance.

Note: Guidance on load restraint can be found in the *National Transport Commission's Load Restraint Guide 2018* (available at <https://www.ntc.gov.au/codes-and-guidelines/load-restraint-guide>) which is incorporated into this procedure.

- 6.1 Any load restraint system employed will meet or exceed the minimum regulatory Performance Standards contained in the Load Restraint Guide (2018), so that any load movement is limited, such that any shift does not contribute to instability of the heavy vehicle or cause the load to become dislodged from the heavy vehicle when exposed to the forces shown in the following diagram.



(Source: Load Restraint Guide (2018), National Transport Commission)

- 6.2 If the planned load cannot be loaded onto the heavy vehicle presented in compliance with the Load Restraint Guide, the planned load will not be loaded, or only be loaded to the extent in compliance with the Load Restraint Guide.
- 6.3 The driver and any person responsible for loading and restraining the load will be provided with a copy of the Load Restraint Guide or any approved load restraint method and given instruction in its application.
- 6.4 Prior to departure the method of load restraint applied to any load on every heavy vehicle will be checked for conformance to the requirements of the Load Restraint Guide (2018) before entering the road.
- 6.5 Verification inspections of load restraint will be made:
- during any break in a journey;

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- at any other time where road or journey conditions might reasonably be expected to have resulted in a risk of load shift or compromise of any load restraint system or equipment; and/or
 - where any other observation reasonably suggests that it would be prudent to conduct a verification inspection.
- 6.6 Random or risk-targeted inspections of a reasonable sample of loads will be conducted to ensure compliance with applicable load restraint requirements. Records will be retained of such inspections which may include:
- Visual inspection that a load does not appear to have shifted during transport (e.g., observations of collapsed load stacks/pallets; signs of scraping on heavy vehicle decks, trays or container floors; loose, broken, deformed or deflated restraints or seals);
 - Visual inspection of the manner of application, capacity and condition of any restraint equipment required as part of any approved load restraint method and verification of compliance with the applicable approved load restraint method;
 - Inspecting and verifying load planning and restraint documentation for the load.
- 6.7 Where the inspection process identifies any load restraint discrepancy, or where any load restraint discrepancy is otherwise notified or becomes known to Clenton's Transport or our contractor's, this must and will be reported in our and our Contractor's CoR incident reporting system.

7. General Responsibilities

Owner/Employer/Prime Contractor

The Owner, Employer or Prime Contractor is responsible for exercising 'due diligence' by providing the information, resources and expertise necessary for implementing, undertaking, monitoring and maintaining risk management activities associated with load restraint requirements under the HVNL.

In meeting 'due diligence' requirements, they are required to familiarise themselves with the hazards and risks associated with the business and its activities, the selected controls and monitor the effectiveness of the process.

Managers and Supervisors

Managers and supervisors are responsible for implementing this procedure in the areas and operations over which they have control. Managers are required to ensure the organisation's risk assessments are conducted, record keeping requirements are met, verification inspections are completed, and the information obtained is reviewed and acted upon. Managers are also required to monitor the effectiveness of the processes in place.

Employees

All persons and contractors operating for or engaged in Clenton's Transport's transport activities are required to adhere to this procedure.

Contractors

Contractors, as well as complying with their HVNL duties, are also responsible for undertaking their own risk management activities. They are to comply with load restraint requirements and duties, in accordance with legislative requirements of the HVNL. How they will achieve this is to be described in their Transport Safety Management Plan, Safe Work Method Statements or equivalent.

Compliance reporting and relevant information is to be provided to Clenton's Transport as part of their contractual arrangements.

All load restraint management issues identified by the management system and assessment process, are to be provided to Clenton's Transport's contact point. Contractors must also comply with Clenton's Transport's procedures. Any concerns are to be reported to Clenton's Transport's contact at the earliest opportunity for review.

8. CoR Role Responsibilities – Load Restraint

Loading/Unloading Manager Responsibilities

The loading/unloading manager must ensure that:

- Procedures are followed so the load is appropriately and securely restrained;
- Only appropriate, serviceable and well-maintained loading and restraining equipment is used;
- When the truck arrives or departs the load is checked to ensure it has not shifted or become unstable due to inadequate load restraint and, if so, raise a non-conformance with the loading site (if possible).

Packer Responsibilities

The packer must use methods to ensure safe packing, such as:

- Stacking goods into a container or onto a pallet in a safe manner;
- Ensuring goods are properly secured in the container or to the pallet.

Loader/Unloader Responsibilities

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The loader must:

- Ensure procedures are followed so the load is appropriately and securely restrained;
- Ensure appropriate, serviceable and well-maintained loading and restraining equipment is used;

The unloader must:

- Check the load on arrival to ensure the load has not shifted or become unstable due to inadequate load restraint and if it has, report it to the loading manager before unloading.

Consignor/Consignee Responsibilities

The consignor/consignee must ensure that:

- The any person responsible for loading and restraining a load is given adequate, correct and appropriate information, so they can supply suitable vehicles and apply adequate load restraint equipment for the type of load;
- They provide any specific loading requirements and load plans to the operator and/or driver; and
- The product packaging can withstand stacking, handling and restraint forces without damage or breakage which would cause the load to become unsafe.

Driver Responsibilities

The Driver must:

- Ensure suitable load restraint has been applied so the load cannot move during transit;
- Inform the Loading Manager if they do not believe the load is appropriately restrained; and
- Not drive a heavy vehicle with an inadequately secured load.

9. Related Policies

This procedure has been developed in conjunction Clenton's Transport's Load Management Policy and overarching Transport Safety Policy. It is consistent with the requirements of HVNL legislation.

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10. Supporting Forms/Record Keeping

Forms generated by this procedure and other related records are listed below.

Title or group of documents	Location	Responsible Party or Role	Minimum Retention Period
Load Inspection – Driver Checklist			
Load Plan Template			
Load Restraint Register			
Load Restraint Guide 2018			
Load Restraint risk assessment			3 years
Hazard Reports			Ongoing
Load Restraint Non-conformance Notification, Reporting and Intervention			

11. Procedure Quality Control

Policy:	Policy 04 Load Management Policy
Compiled By:	
Groups Consulted:	
Approved By:	
Date:	MM/YY
Review:	MM/YY
Filename:	TSMS Procedure 03 Load Restraint Management Operator.docx