



STEF'S TRANSPORT PTY LTD

Subcontractor Compliance Statement

Revision History			
Document Ref:		Revision	1
Approval Date	26 November 2018	Approved By	Managing Director
Review Date	26 November 2018		

If you have any questions regarding the content of this document, please contact Stef's Transport Pty Ltd at 0418 258 895 or via email at accounts@stefstransport.net.au

COMPANY INFORMATION	
Company Name	
Services Provided	
Site address(es)	
Number of Employees	
Compliance Statement Completed By	
Contact Phone Number	

What is the purpose of this compliance statement?

Stef's Transport Pty Ltd recognises its duty of care under National, State and Territory Chain of Responsibility, Transport Industry and OH&S legislation for the management of Subcontractor Road Transport Operators. Legislation places several obligations on prime contractors to manage Subcontractor activities. This compliance statement checklist has been designed to provide Road Transport Subcontractors with a guideline for meeting the minimum standards expected for an approved Stef's Transport Pty Ltd Road Transport Subcontractor.

This checklist has also been used to assist transport operators in understanding and fulfilling their obligations under the *Heavy Vehicle National Law 2012* and general WH&S / OH&S laws. Stef's Transport Pty Ltd Road Transport Subcontractors need to review this document in line with their own company policies and procedure, provide responses to each applicable section, and where instructed, provide documented evidence of compliance.

SAFETY AND COMPLIANCE

1	Policy System			
1.1	Does your company have an OHS&E Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.2	Does your company have a Safety System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.3	The company keeps up to date with legislative changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.4	Resources are allocated to keep up to date with the changes (Manually)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.5	Are changes to legislation, OH&S etc. communicated to all staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>



1.6	Personal Protective Equipment (PPE)			
1.61	Is appropriate PPE issued to your employees and contractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.6.2	Are your personnel trained in the use of PPE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
1.7	Is the company Accredited within any formal programs? I.e. Mass, Fatigue, maintenance, TruckSafe	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, provide details:				
1.8	Does your company conduct internal audits of its own operations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, how often and by whom are these audits conducted?				

TRAINING AND LICENCES

2	Training / Qualifications & Licences			
2.1	Do you induct your employees to the company and job they are performing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.2	Do all employees hold current qualifications, licences and work permits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.3	Do you conduct driver licence checks? If so, how often?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.4	Have all drivers undergone OH&S Induction Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
What areas are covered under the OH&S induction Training:				

INCIDENT MANAGEMENT

3	Incident Reporting and Investigation Procedure			
3.1	Do you and / or your company have a procedure / process in place to ensure all incidents are reported and investigated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.1.2	Have you and / or your company been issued any improvement or prohibition notices or have been prosecuted during the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, please provide details:				

VEHICLE & EQUIPMENT SAFETY

4	Vehicles			
4.1	Are you accredited within the NHVAS Maintenance System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If no – please attach copies of roadworthy assessments within the previous 12 months for all vehicles which will be used within this agreement.				
<i>If you are accredited to Maintenance please provide a copy of the accreditation certificate for Stef's Transport Pty Ltd.'s records.</i>				
4.1.1	If you are not accredited with the NHVAS Maintenance program does your company have a documented maintenance program in place for all vehicles	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>What are the maintenance schedules for prime movers and trailers? I.e. A service @ 10,000 km, B service @ 20,000 km etc.</i>				
4.1.2	Are vehicle maintenance schedules in place to ensure prime movers, trailers and ancillary equipment are maintained in a safe and roadworthy condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.1.3	Is there a daily vehicle inspection checklist in place to enable the driver to check for vehicle defects prior to commencing work each day? (Please provide evidence)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.1.4	Are procedures in place to monitor maintenance schedules and vehicle defects identified by the driver?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.1.5	Are all vehicles used for Stef's Transport Pty Ltd Subcontractor road transport activities registered, covered by adequate Insurance cover, completed a roadworthy certificate (within the last 6 months of the date when initially engaged) and covered by a vehicle maintenance and repair schedule plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

**TRANSPORT SAFETY**

5.1	Driver Training			
5.1.1	Do you have a company Driver Manual?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.2	Does induction training for drivers include training on vehicle mass?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.3	Does induction training for drivers include training on vehicle dimensions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.4	Does induction training for drivers include training on load restraint?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.5	Does induction training for drivers include training on fatigue?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.6	Does induction training for drivers include training on dangerous goods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.1.7	Do you keep details of driver training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.2	Driver Health			
5.2.1	Do you have procedures requiring drivers to assess their fitness to work on all days they operate a heavy vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.2.2	Are drivers required to take a full medical check-up	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.2.3	Do drivers undergo drug testing and if so, how often?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.2.4	If drug testing is Random, when was the last random testing?			
5.2.5	How often are medical checks required?			
5.3	Toolbox Meetings			
5.3.1	Do you conduct toolbox meetings on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.3.2	What is the most recent toolbox subject and when was it conducted?			

HEAVY VEHICLE & DRIVER COMPLIANCE

6.1	Fatigue Management			
6.1.1	Do you have a Fatigue Management Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.2	Have drivers and subcontractors been informed of their responsibility in: <ul style="list-style-type: none"> • Regulated driving hours • Fatigue management • Fitness for duty – medicals • National heavy vehicle laws • CoR obligations and responsibilities 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.3	Are drivers and staff trained in recognising the signs and symptoms of driver fatigue and how to reduce it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.4	Are rosters and work schedules designed to ensure compliance with the regulated driving hours, and provide adequate opportunity for rest and sleep?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.5	Are procedures in place to monitor driver compliance with the requirements for working and rest hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.5	Are procedures in place to address driver non-compliances with the requirements for working and rest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.1.6	Please indicate which hours option you are operating under:	Standard hours <input type="checkbox"/>	Basic Fatigue Management <input type="checkbox"/>	
<i>If you are accredited to BFM please provide a copy of the accreditation certificate for Stef's Transport Pty Ltd's records.</i>				
6.2	Speed			
6.2.1	Do you have a system for ensuring vehicles do not speed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.2	Does your driver manual include a section on speed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.3	Do you review work diary pages in relation to vehicle speed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.4	Are your vehicles fitted with GPS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.5	Do vehicles for Stef's Transport Pty Ltd road transport activities comply with Australian Design Rule 65/00 – Maximum Road Speed Limiting for heavy goods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.6	Are all vehicles used for Stef's Transport Pty Ltd road transport activities monitored for vehicle over-speeds with live tracking (Satellite tracking – IVMS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

6.2.7	Do you have a management system to record vehicle over-speed, traffic camera infringements or breaches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.2.8	Please explain your system for ensuring vehicles do not / cannot speed			
Please attach a copy of your latest Speed Limiter Check/s for Stef's Transport Pty Ltd's records.				
6.3	Mass, Dimension and Load Restraint			
6.3.1	Are procedures in place to ensure the appropriate vehicle is selected for each task?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.2	Are subcontractors informed regarding vehicle mass, dimension and load restraint requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.3	Are systems in place to assist subcontractor drivers to assess the mass of the vehicle for each trip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.4	Are systems in place to assist subcontractor drivers to assess the dimensions of the vehicle for each trip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.5	Are procedures in place for monitoring compliance and addressing non-conformance in relation to mass and dimension?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.4	Is your vehicle accredited for Mass Management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.5	Are all your vehicles included in the mass management system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.6	If above answer is no, how do you ensure that all vehicles are loaded within legislated limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.3.7	Are subcontractors up to date with the new Load Restraint Guide 2018?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If you are accredited to Mass please provide a copy of the accreditation certificate for Stef's Transport Pty Ltd.'s records.				

DANGEROUS GOOD TRANSPORT AND STORAGE

7	Dangerous Goods Transport and Storage			
7.1	Do you have policies/procedures relating to Dangerous Goods, Transport and storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.2	Do Drivers have current Dangerous Goods Licenses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.3	Are all vehicles appropriately licensed for dangerous goods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.4	Are all vehicles fitted with appropriate equipment? I.e. placarding, fire extinguishers etc. as per transport of dangerous goods legislation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.5	Do you have an approved clean up service provider in the case of spillage/accidents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

SUBCONTRACTORS

8	Subcontractors			
8.1	Do you / will you use subcontractors for Stef's Transport Pty Ltd's allocated work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If Yes,				
8.2	Do you have a formal selection process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.3	Do you have evidence the formal selection process is used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.4	Please explain how you select your subcontractors.			
8.5	Please explain how you monitor the activities of subcontractors in relation to CoR and OH&S.			

DOCUMENTS REQUIRED

Where applicable, please supply copies of the relevant documentation pertaining to your organisation and management systems as requested in the below table:

Please attached	YES	NO	N/A
a copy of your organisations company code of conduct			
a copy of accreditations (NHVAS, Heavy Vehicle, TruckSafe)			
a copy of your organisation's fatigue management policy			
a copy of your most recent internal OH&S Audit			
a copy of your most recent internal CoR audit			
evidence of OH&S training for all drivers			
a copy of your Speed Management policy			
a copy of your Load Restraint policy			
a copy of your Drug and Alcohol policy			
a copy of your Chain of Responsibility policy			
a copy of your most recent NHVAS audit / review			

SUBCONTRACTOR SIGN-OFF:

I / We the undersign, representing _____ have provided in this questionnaire, truthful and accurate information to the applicable questions in this statement. I / We have also provided current copies of documents as requested in this compliance statement to enable verification of the requirements of the organisation under the Chain of Responsibility legislation, HVNL and WH&S legislation.

The company representative signing below also acknowledges the contents of this statement and will endeavour to undertake all subcontracted work in accordance with the Code of Conduct and Subcontractor Service Requirements as outlined in this compliance statement.

Name: _____

Title: _____

Signature: _____ Date: _____

Thank you for your assistance in completing this compliance statement.

Please sign and return the questionnaire and all relevant documents via email to:

accounts@stefstransport.net.au