Transport Industry Guide

Road Freight

to meeting the Occupational Health and Safety Duty of Care
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While every effort has been made to ensure the accuracy of information provided in this booklet, it is a summary of the intent of the Occupational Health, Safety and Welfare Act, 1986 and Regulations, and should not be seen as a substitute.

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WorkCover Corporation’s Internet site
www.workcover.sa.gov.au
Foreword

The Road Freight Transport Industry Occupational Health and Safety (OHS) Committee has produced this guide to provide information on occupational health and safety matters for employers, employees, prime contractors, sub-contractors, customers, consignees, consignors and others involved in the transport industry.

In November 1998, the Committee developed an OHS plan for the Road Freight Transport Industry as part of WorkCover Corporation's SAfer Industries strategy.

During the strategic planning process, operators and employees in the industry identified a lack of information about how to comply with OHS legislation. As a result, the committee’s OHS plan for the industry included the development of simple information products to assist employers in the prevention of work related accidents, injuries and illnesses. If all the employers in the industry improved their OHS it would help to lower the industry’s levy rate.

This guide is the first of the information products. Future information products will include comprehensive OHS and injury management manuals that operators can adapt to suit their own operations.

This guide will assist employers and employees in meeting their duties under Section 19 and Section 21 of the Occupational Health, Safety and Welfare (OHSW) Act, 1986.

The body of the guide explains the basic legal requirements and you may refer to the appendices for additional sources of advice and support. Employers may identify relevant sections of the guide that can then be photocopied and used as part of OHS training and induction for employees and managers.

Mr Richard Staniford
Chairperson
Road Freight Transport Industry OHS Committee

April 1999
Introduction


• The Road Freight Transport Industry is unique because the workplace may include trucks, depots, warehousing facilities and any place where an employee goes while at work, such as the location of a client who may be in another State.

• The law places responsibilities on both employers and employees. Emphasis is placed on consultation between all parties to achieve a safe and healthy work environment.

• Employers (including contractors) are required to “ensure so far as is reasonably practicable that the employee is, while at work, safe from injury and risks to health.”

Dealing with occupational health and safety (OHS)

It has been proven by good performers in the industry that you will gain the following benefits and competitive advantages:

• fewer injuries and less down time for vehicles and drivers
• lower workers compensation costs
• improved employee morale and productivity
• losses caused by down time and the need for replacement drivers are reduced, leading to increased profits
• legal requirements are satisfied and prosecution avoided
• greater reliability for your customers.
Employer responsibilities

Employers (Section 19 of the Act and Regs. Div. 1.2)

If you employ other people, you are responsible for the following:

• providing a safe working environment
• providing a safe system of work
• providing safe equipment and chemicals
• providing training, supervision and information
• providing welfare facilities for employees
• monitoring working conditions and employees’ health
• keeping and maintaining work injury records.

The OHS responsibilities of others

Employees (Section 21 of the Act and Regs. Div. 1.2)

All employees who are paid wages, regardless of their status in the workplace, are responsible for the following:

• protecting their own health and safety
• avoiding adversely affecting the health and safety of others
• using equipment provided for health and safety
• obeying instructions from the employer regarding health and safety
• complying with published or approved occupational health and safety policies
• ensuring that alcohol or drug consumption does not endanger the health and safety of others at work.

Self-employed persons (Section 22 of the Act and Regs. Div. 1.2)

Owner drivers who work for themselves, or contract to deliver freight on behalf of another company, are self-employed.

They are responsible for their own and other people’s health and safety.

People other than employers or employees (Section 25 of the Act)

As a driver, you will enter other workplaces to collect and deliver freight. In these situations, you have responsibilities as a person other than an employer or employee, including:

• following the health and safety directions at that workplace
• ensuring that you do not put people at that workplace at risk by your actions.
Subbies and tow drivers

Contractor control

If you contract to any other individual, as the employer, you must take all practicable steps to ensure the contractor, subcontractor and their employees are not harmed while at work.

Naturally, you are responsible only for the hazards or activities that you directly control. Generally, this would mean informing contractors and subcontractors of the risks specific to your business.

A contractor or subcontractor who employs others to work on your contract, shares your duty as an employer. They also are responsible for carrying out work in a manner that will not endanger themselves, their employees, or others at work.

The OHSW Act also requires that any person in control of a workplace (owner, occupier, contractor, or subcontractor) must ensure that people carrying out work in that workplace, are safe from hazards caused by that work or workplace.

In order to exercise practical control over a contractor you have employed, you should:

• ask the contractor for their OHS policy and safe operating procedures for the particular task you are paying them to do
• ensure that the contractor is made aware of the company’s OHS standards and procedures before commencing work
• clearly define responsibilities, roles and lines of communication and reporting between company personnel and the contractor, subcontractors and other people
• ensure that personnel who liaise with a contractor receive appropriate instruction in managing and controlling contractors
• clearly define operational and other job requirements
• provide information (and, if necessary, instruction and training) on working with specific hazards as they may affect or involve contract workers.
Establishing effective OHS systems

First, you need to have commitment, to believe that it is possible to prevent injuries and illness.

**Management commitment** *(Section 19 of the Act and Regs. Div. 1.2/1.3)*

In demonstrating a company’s OHS “Duty of Care” commitment towards staff and contractors, you should:

- **Demonstrate your commitment.** Simple and clear company policies must be developed and explained to all employees and managers.

- **Identify roles and responsibilities.** Responsibilities of line managers and site supervisors should be clearly identified. This includes their responsibility for supervising contractors and contractors’ employees working under their direction.

- **Manage your risks.** Risk management involves identifying hazards, and assessing and controlling the associated risks, so they are eliminated or reduced.

A hazard is anything with the potential to cause injury or disease. A risk is the likelihood of a hazard resulting in an injury or disease. For example, driving a truck is a hazard, however the risk of injury may be reduced if the truck is inspected and correctly maintained.

The outcomes, decisions or action plans that result from the risk management process should be documented and made available to health and safety representatives and committee members, and employers and employees. Documentation may range from a handbook for a large trucking company, to a diary entry for an owner-driver.

As an employer, you should assess the conditions likely to affect the health and safety of people you employ. This assessment should include the condition of vehicles, weather conditions, materials and equipment to be used.

**Hazard identification**

Examine all potential health and safety hazards relating to:

- people
- mobile equipment and machinery
- materials and freight
- work environment.
Several methods can be used to identify hazards in the Road Freight Transport Industry. The type of work you do will determine which methods give the best results. Methods for identifying hazards include:

- **talking with your employees** about safety problems. This is one of the most effective means of identifying hazards. Employees are usually well aware of what can go wrong and why, based on their experience in the industry or with a particular job.

- **walk-through inspections** of the work site using, for example, a hazard checklist. These can assist in identifying potentially hazardous situations. Examples of checklists will be provided in future information products.

- **“near miss”, incident, accident and injury data** relating to road freight transport. This data should be reviewed to help identify problem areas.

- **material safety data sheets, emergency product guides and product information sheets and labels**. These are a useful source of information regarding road freight transport hazards.

- **specialist practitioners and representatives** of industry associations, unions and government bodies. These people may be of assistance in gathering health and safety information about road freight transport risks or injuries.

Most hazards can be measured against established standards, for example:

- does access to a truck cabin have provision for three point contact (of your two hands and feet, any three in contact) at all times?

- are the access components in good condition?

- is the load correctly labelled?

- are windscreen washers and wipers operational?

- does the trip plan include rest periods?

**Risk assessment**

As an employer, you should assess the risks to employees and any person who may be affected by your operations and activities, in relation to:

- potential sources of injury and illness

- the number of people involved

- the skill and experience of the people involved

- the general condition of the workplace

- the type of work to be performed
- work practices in use
- the type of plant, machinery and equipment used.

This assessment will show the potential injuries and diseases that may result from hazards, enabling you to list the issues you need to deal with. The risk assessment requires sound judgement and awareness of the potential risks of a work process. Therefore, it is essential that the person undertaking the risk assessment understands and has experience in the work process. Employees often are the best people to be involved in conducting a risk assessment. Examples of risk assessments will be provided in future information products.

**Risk control measures**

There are a range of measures available for managing risks. Control measures should be chosen and implemented to eliminate or reduce risks where practical.

**Review**

As an employer, you should continuously review all control measures to ensure that they have not caused any unforeseen problems and that the measures continue to work effectively. This will lead to the ongoing prevention of injuries and increased profitability for the company. These employer duties and responsibilities also apply to a principal contractor.

For more information about how to identify hazards, assess and control risks, refer to WorkCover Corporation’s *Workplace Health and Safety Handbook* (see Appendix).
Clear and simple policies

**OHS policies** *(Sections 19 and 20 of the Act and Regs. Div. 1.2/1.3)*

An OHS policy demonstrates the commitment of management and the industry to prevent injuries in the workplace.

The policy should indicate, in clear and simple terms, what it is you, as the employer, plan to achieve. It should outline how you will achieve safety, including the responsibilities of all employers, managers and employees. All employees must be made aware of the OHS policy statement, together with the plans and special programs for putting the policy into action.

Policy statements should be signed off by management and employee representatives. Upon agreement, the document should be widely distributed, explained to all existing and new personnel and be posted on all notice boards within the workplace.

The policy should be reviewed every year.

For an example of an OHS policy, refer to page 23-28 of WorkCover Corporation’s *Workplace Health and Safety Handbook* (see Appendix).

**Fleet and depot inspections**

**Safety inspections and self auditing program** *(Section 19 of the Act and Regs Div. 1.3)*

- Self auditing, through the regular and periodic inspections of workplaces and your fleet, is essential to ensure the maintenance of occupational health and safety standards.

- Reference also should be made to the WorkCover Corporation audit performance standards for the Safety Achiever Bonus Scheme and for Self Insurers.

Contact WorkCover Corporation for copies of the standards (which can also be downloaded from WorkCover Corporation’s internet site) and the Transport Training Centre for assistance and advice on auditing.
First aid

**First aid (Division 2.11 of the Regs)**

An employer is responsible for providing adequate and appropriate first aid facilities and trained personnel.

Employees should always have access to first aid. This means that at least one person trained in first aid should be available to treat injured employees such as office staff and yard hands. It also is recommended that you provide a small portable first aid kit in your trucks.

An employer is responsible for the:

- selection and training of first aid personnel
- selection, location and maintenance of first aid facilities
- policies, procedures and processes associated with the use of first aid facilities and services.

To ensure adequate first aid facilities for any workplace, the employer also should consider the nature of the work performed, the likely injuries or illnesses requiring treatment, the location, layout and size of the work area, and the work location of employees.

Further guidance is contained in the Approved Code of Practice for Occupational Health and First Aid in the Workplace.

Accident investigation

**Injury reporting and investigation (Section 19 of the Act and Regs. Div. 6.6.1)**

- All injuries and incidents must be reported and investigated to identify causes and put corrective actions in place to prevent a reoccurrence.
- Details of these incidents should be documented and recorded, regardless of whether they involve personal injury.
- A manager and the elected health and safety representative, where practicable should be involved in all investigations, including property damage accidents and “near misses” (or “near hits”). In any event, records of investigations should be kept and used in the consultative processes appropriate to the business, to prevent future incidents.
- You should advise Workplace Services, South Australian Department for Administrative and Information Services (refer to *Who can provide assistance?*) of “immediately notifiable work-related injuries or a dangerous occurrence”. These include deaths, fire, explosions or an injury that requires immediate inpatient treatment at a hospital.
Injury

Rehabilitation and return to work *(Workers Rehabilitation and Compensation Act, 1986)*

When an employee is off work with a work-related injury or illness, the aim of rehabilitation is to help the person’s recovery and ensure a rapid and safe return to work.

Good rehabilitation is cost effective for employers because it can reduce the amount of time that an employee is away from work.

Rehabilitation works best when:

- the company has a rehabilitation policy and procedures manual
- rehabilitation starts immediately or as soon as possible after the injury has occurred
- there is close contact with the injured person and with the claims agent handling the claim
- there is a written return-to-work plan for employees who need a graduated return to work
- alternative tasks are available for employees until they can return to their normal work.

There also should be procedures in place for helping drivers involved in serious accidents. These procedures could include on-site accident assistance, vehicle and product recovery and professional trauma counselling, as well as assistance to find suitable long term employment that matches the employee’s current and future medical needs. This is particularly important if the injured employee is not able to return to their pre-injury duties and may have to face the prospect of leaving the industry.

Refer to your claims agent for help with injury management and rehabilitation policies and procedures.
Consultation

Health and safety representatives and committees (Section 20 and Part 4 of the Act, Regs. Div. 1.3)

• The South Australian Occupational Health, Safety and Welfare Act, 1986, stresses the value of consulting with employees and their representatives.

• Consultation involves exchanging views and discussing safety and welfare issues openly with staff, allowing staff to have input about your safety program and solving problems in the workplace before people are injured.

• It is the combination of your truck and driver that represents your business in the community. Therefore, it makes good business sense to consult with your drivers and other employees to improve health, safety and customer service.

• You could establish health and safety committees and arrange for the election of health and safety representatives.

• Committees are an excellent means of encouraging consultation and co-operation throughout the organisation.

• The benefits of a health and safety committee in establishing policies and developing systems and procedures should not be underestimated.

Guidance on the arrangements for health and safety representatives and committees can be found in the WorkCover Corporation Workplace Health and Safety Handbook or contact the WorkCover Corporation Workplace Liaison Officer in OHS Services for more information.
But isn’t all of this just common sense?

Training (Section 19 of the Act and Regs. Div. 1.3)

If safety was only about common sense there would be fewer “accidents” in the industry.

Training helps employees and self-employed people to minimise health and safety risks by being more informed and aware.

Employers have a duty to provide training, as well as information, instruction and supervision, to ensure the health and safety of their employees.

As an employer, you should ensure all workers are:

- trained in required techniques and safe work practices
- familiar with the vehicles and equipment to be used and tasks to be performed.

Training should cover all aspects of a job, including:

- operation and care of equipment and machinery including truck maintenance
- task specific training, such as defensive driving
- work practices, such as manual handling techniques
- noise exposure and noise induced hearing loss
- maintaining healthy lifestyle habits that eliminate the use of drugs and alcohol and encourage the management of fatigue and stress
- managing hazards and risks at your workplace
- injury prevention, such as good driving postures
- accident prevention and emergency procedures
- training specific to the type of cargo transported, including dangerous goods
- return-from-injury program.

Driver training should be planned as a long term investment in quality drivers. Different forms of training may be beneficial at different stages in a driver’s career. Such training should improve performance, driving habits and maintain good attitudes and a sense of pride.

When a new employee starts work, the employer must provide adequate training in safe work procedures and the safety policies of the business.
Occupational health

Occupational health (Section 19 of the Act and Regs. Div. 2.11)

Healthy drivers are more alert and have fewer “accidents”. Issues which need to be addressed include:

- fatigue
- getting back to work (rehabilitation) if an accident and injury has occurred.

Fatigue

- Fatigue is a common problem in both short and long distance truck driving.
- It affects driver performance and concentration.
- Drivers often work long hours, work at night, work irregular hours, and have early starting times. These work practices contribute to a build-up of fatigue.

### Reasons for fatigue while driving

<table>
<thead>
<tr>
<th>Driver's recent work history</th>
<th>Personal factors</th>
<th>Trip characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>hours worked</td>
<td>age</td>
<td>trip length</td>
</tr>
<tr>
<td>number of shifts</td>
<td>experience</td>
<td>number/timing of breaks</td>
</tr>
<tr>
<td>hours of sleep</td>
<td>health</td>
<td>time of day</td>
</tr>
<tr>
<td>hours of rest</td>
<td>lifestyle</td>
<td>driving conditions</td>
</tr>
</tbody>
</table>

### Dealing with fatigue

**Flexible work schedules**

- organised as far as possible in advance
- opportunities for drivers to swap shifts
- regular rest breaks
- adequate rest breaks.

Work scheduling should not be the sole responsibility of managers and occupational health experts. Drivers also should be involved in developing their own rosters.

The use of drugs to combat fatigue is very dangerous and contributes to accidents.
As a part of the National Truck Driving Hours Regulations package, Transport SA has introduced the Transitional Fatigue Management Scheme (TFMS). The TFMS has been developed to improve road safety within the heavy vehicle transport industry and to reduce the number of accidents where driver fatigue is a factor.

The aim of the scheme is to increase the industry’s awareness of the causes of driver fatigue; encourage those involved to take greater responsibility for driver health and safe driving practices; and adopt principles and practices of fatigue management.

The scheme provides for greater flexibility and productivity within the framework of regulated hours. It allows registered heavy truck drivers to drive for up to 14 hours in a 24 hour period. It also enables their driving, working and rest times to be rostered over a 14 day period.

The TFMS is not available to bus drivers.

To participate in the scheme operators and drivers must be registered with Transport SA.

Under the scheme:

- operators and drivers must keep records of rosters, driving hours and rest times
- relevant company staff and drivers must complete an approved course in how to recognise and manage fatigue
- drivers must undertake a health check
- companies must manage the fatigue of their drivers.

Note: The above information on the TFMS is accurate as at 4 January 1999.

Further information about the TFMS is available from your local

Transport SA Customer Service Centre
Telephone 13 10 84; or

Transport SA’s Exemption and Approvals Unit
Telephone (08) 8348 9599 or facsimile (08) 8348 9533; or

Transport Training Centre
Telephone (08) 8268 6066 or facsimile (08) 8347 2388.
Driving hours - SA legislation

The South Australian Commercial Motor Vehicles (Hours of Driving) Act, 1973, prescribes hours of driving for drivers of commercial motor vehicles. Drivers must not drive a commercial motor vehicle, where:

- they have driven a commercial motor vehicle for a continuous period of more than five hours immediately prior to that time,

- they have driven a commercial motor vehicle for periods amounting in the aggregate to more than 12 hours within the 24 hours immediately preceding that time

- they have not had at least five consecutive hours of rest from driving in the period of 24 hours immediately preceding that time,

- they have not had at least one period of 24 consecutive hours of rest from driving during the seven days immediately preceding that time

- at least two such periods of rest, each of not less than 24 consecutive hours during the 14 days immediately preceding that time.

Note: Any two or more periods of driving shall be deemed to be a continuous period of driving unless separated by intervals of not less than 30 minutes in which the driver has a reasonable opportunity to obtain rest and refreshment.
Carrying Dangerous Goods

Dangerous goods and hazardous substances (Section 19 of the Act and Regs. Part 4)

Dangerous goods are substances that are an immediate risk to safety. They are easily recognised by the coloured diamond on the label.

Hazardous substances may cause ill health from skin contact, breathing vapour or dust, or swallowing.

Some substances, for example petrol, are both dangerous and hazardous. That is, petrol can explode and it can also cause central nervous system damage if there is too much exposure.

Written procedures and appropriate training must be provided before employees are allowed to work with chemicals. This is most important if the chemical is dangerous or hazardous.

Suppliers of hazardous chemicals provide material safety data sheets (MSDS). These sheets contain information on the nature of the substance and how to store, handle and use the substances safely.

For storage, consignment and transportation of dangerous goods, you must fulfill the requirements of the:

- ADG Code 6 of 1/1/98
- Road Transport Reform (Dangerous Goods) 1997 No 241

For further information contact Workplace Services, Administrative and Information Services, or the Transport Training Centre.

Radioactive substances


While a license is not required to transport radioactive substances in South Australia, there are license requirements for transportation within New South Wales and Victoria.

For more information contact the Radiation Protection Branch of the SA Health Commission.
If the wheels fall off, you need to be prepared

Fire prevention and emergency evacuation procedures (Section 19 of the Act and Regs. Divs. 2.6 and 2.7)

Emergency planning

Employers should develop procedures to ensure that they can deal with accidents and emergencies in their workplace. These procedures should include:

- ensuring that cases of serious traumatic injury receive the earliest possible access to medical treatment
- ensuring that during an emergency all your employees can be accounted for and evacuated
- identifying the appropriate trained staff responsible for emergency tasks
- the availability of suitable emergency equipment and materials to minimise the potential severity of an accident/emergency
- appropriate involvement of relevant authorities, for example police, emergency services, local authority and fire services
- systems for evacuation, for example in the event of a fire or bomb threat
- a system of communication to all employees and other people
- appropriate training of employees in accident/emergency procedures
- an annual review of emergency planning procedures, in line with the review of other operational procedures.

The accident/emergency procedures should be fully documented. The employer should ensure that all employees are aware of these procedures.
Safe work practices - staying safe at work

Safe work practices and plant regulations *(Section 19 of the Act and Regs. Part 3)*

Safe work practices and procedures should be developed based on the kind of operation, type of fleet, equipment and systems in the depot, and the routes travelled. Regular checks of existing work practices and procedures should be conducted. These checks or assessments should be documented. Legal requirements associated with general and specified items of plant are prescribed in Part 3 of the South Australian OHSW Regulations, 1995.

Safe work practices should, where appropriate, address each of the following areas:

- the design of transport vehicles with regard to OHS considerations, such as entry and exit for drivers, ergonomic layout, ride and noise level
- the safe operation of plant and machinery (eg forklifts, cranes, hand trucks etc)
- the safe handling of materials, including consideration of the weight bearing tasks, the size and shape of loads etc
- adequate supply, use and maintenance of all personal protective equipment (eg gloves, goggles, sunglasses, respirators, boots etc)
- hazards or unsafe work practices at all workplaces (on-site and off-site) should be reported to the driver’s supervisor and the location’s supervisor
- effective emergency procedures.

Compliance - doing the right thing

Demonstrating compliance *(Section 19 of the Act and Regs. Div. 1.3)*

To ensure that a company can demonstrate compliance with all legal requirements, a system of induction, information and recording is required. Position descriptions should be prepared, taking into account the qualifications, training, competencies and licences required for each position.

All employees should receive a standard induction training program as required by Reg. 1.3.5 of the South Australian OHSW Regulations, 1995, to cover company procedures and policies, including occupational health and safety matters.

You should periodically check that your documentation is up to date and reflects what is happening.

Documentation may range from a handbook or manual for a large trucking company, to a diary entry for an owner driver.
Summary

The principal risks for employees of enterprises within the transport industries are traffic management issues, transport and storage of hazardous materials, emergency situations and materials handling.

Employers must be able to demonstrate that they have in place, as far as is practicable, the necessary systems, policies, procedures and safe work practices to safely manage these risks.

The systems required for effective management of occupational health and safety don’t have to be mysterious or complicated. They should be simple with clear objectives, involving strategies and procedures that relate to all levels in the workplace. They should include the following as a minimum:

• involved and committed team management
• clear accountability of line managers, supervisors, employees and contractors
• effective methods for consultation with employees
• a health and safety policy and supporting procedures available to all staff
• training programs that enable management, employees and contractors to carry out their respective roles and meet their OHS duties and responsibilities.

All areas of operations should be systematically assessed and investigated to determine the levels of risk to which employees are exposed. The input of employees and contractors in devising and implementing risk control measures is essential.
Key pieces of legislation

Current legislation including OHS, Road Traffic Act and Regulations and Codes of Practice, information and training resources:

Legislation

South Australian Road Traffic Act, 1961
South Australian Commercial Motor Vehicles (Hours of Driving) Act, 1973
South Australian Commercial Motor Vehicles (Hours of Driving) Regulations, 1988
South Australian Occupational Health, Safety and Welfare Act, 1986
South Australian Occupational Health, Safety and Welfare Regulations, 1995
South Australian Dangerous Goods Act, 1979
South Australian Workers Rehabilitation and Compensation Act, 1987

Codes of Practice

Manual Handling
Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code)
Australian Code for the Transport of Explosives by Road or Rail (Australian Explosives Code)
Control of Workplace Hazardous Substances
Occupational Health and First Aid in the Workplace

WorkCover Corporation publications

Performance Standards for the Safety Achiever Bonus Scheme
Performance Standards for Self Insurers
Guidelines for Control of Workplace Noise
Guidelines for Drugs, Alcohol at the Workplace
Guidelines for Electrical Hazards
Guidelines for the Management of Occupational Stress
Confidentiality of Occupational Health Records
Workplace Health and Safety Handbook

WorkCover Corporation training resources

Workplace Health and Safety Training Resource Kit
Hazard Management Trainers Guide
Plant Safety Trainers Guide
Manual Handling Trainers Kit
Assessing Health Risks Arising from the Use of Workplace Hazardous Substances
WorkCover Corporation information sheets

Hazardous Substances Series (IS008 - ISO26)
Plant Series (ISO22 - ISO25)
Noise Series (ISO19 - ISO21)
Reporting Injuries and Notification of certain occurrences (IS006)

Workplace Services, Department for Administrative and Information Services Safeguard Sheets

Dangerous Substances Series (DS2 - DS10)
Petroleum Products Regulations Series (PPR1 - PPR2)

General Safety Series

Hand Tool Safety (GS1)
Fork-Lift Safety (GS4)
Degreasing Equipment (GS6)
Heat Stress (GS29)
Vehicle Service Pits (GS44)
Safe Handling of Tyre and Rim Assemblies (GS45)
Preventing Carbon Monoxide Poisoning (GS46)
Forklift Platforms (GS9)
Who can provide assistance?

The following departments and organisations have been listed in alphabetical order as contact points for providing helpful information to those working in the Road Freight Transport Industry.

If you have a problem dealing with an aspect of your work, please contact the most appropriate department and talk with them.

Government

Workplace Services, Department for Administrative and Information Services (DAIS)

The Retail, Wholesale, Storage and Transport Team is concerned with safety in the transport of dangerous goods. This project includes a three pronged approach to increase compliance, including an advisory program to improve awareness, initiatives to improve understanding and compliance with packaging and labelling dangerous goods and a strategic plan for compliance monitoring of dangerous goods transport by road. This team also assist the Road Freight Transport Industry with the development of strategies for dealing with driver fatigue and employer responsibilities.

Mr Barry Carter, Manager
Retail, Wholesale, Storage and Transport Team
Level 3, 1 Richmond Road, Keswick SA 5035
Telephone (08) 8303 0400 Facsimile (08) 8303 0419
Website http://www.eric.sa.gov.au

South Australian Department of Human Services

Radiation Protection Branch

The Radiation Protection Branch advises workers in the Road Freight Transport Industry on the legislation and safety requirements for carrying radioactive material. This branch is part of the South Australian Department of Human Services and deals specifically with issues involving radiation.

If you have any concerns or queries, the Radiation Protection Branch can send you information on the transport of radioactive material.

Emergency contact numbers
2nd Floor, 61 Hindmarsh Square, Adelaide SA 5000
During office hours: Telephone (08) 8226 6520 Facsimile (08) 8226 6255
After hours: Telephone 000
South Australian Metropolitan Fire Service *(SAMFS)*

Committed to protecting life, property and the environment from the effects of fire and other dangers.

In particular, the SAMFS assist in extinguishing fires caused by transport accidents and in cleaning up spills of dangerous goods and hazardous substances.

**General Business**

99 Wakefield Street, Adelaide SA 5000

Telephone (08) 8204 3600 Facsimile (08) 8204 3838

Emergency Telephone 000


**South Australian WorkCover Corporation**

WorkCover Corporation is committed to assisting employers and employees work together to achieve the best results in health, safety, rehabilitation and compensation. Using prevention methods and the benefits available under the legislation, the Corporation strives to achieve the best possible outcomes for workers who are injured or develop an injury or illness at or from the workplace. In addition, the Corporation aims to ensure a low cost system, that allows South Australian businesses to be competitive.

WorkCover Corporation also offers the SAfer Industries program, which is aimed at assisting employers in high risk industries to reduce the incidence of injury and illness, which in turn will reduce industry levy rates. The OHS Services Department has Consultants assigned the State’s highest risk industries, who work with industry committees and representatives and relevant unions. The approach is industry driven, addressing those issues identified as important by the industry.

WorkCover Corporation produces a range of occupational health and safety, rehabilitation and workers compensation publications available from the Customer Information Centre or via downloading from its web site.

Included in this range of publications is the Workplace Health and Safety Handbook. This Handbook is a guiding tool for everyone who has a role to play in workplace health and safety. It provides general information on all aspects of workplace health and safety, including hazard management, legislation, policies, consultation, training and reporting procedures. The Handbook is available from the Customer Information Centre for $3.00.
The Corporation also produces a free quarterly publication, the Health and Safety Bulletin. The Bulletin is available to general readers and to health and safety representatives. It provides information on specific workplace health and safety issues, examples of best practice, information on prosecutions and fatalities and new resources. To join the mailing list for this publication please contact the Information Development Officer in OHS Services on (08) 8233 2371.

Customer Information Centre
Waymouth Street, Adelaide SA 5000
General Enquiries Telephone 13 18 55 Switchboard (08) 8233 2222
Interstate callers 1800 18 8000
TTY number: (08) 8233 2574
(for people who are deaf or have hearing/speech impairments)
Interpreting and Translating Centre: (08) 8226 1990
Facsimile (08) 8233 2466
Website http://www.workcover.sa.gov.au

Transport SA
Manages the road system in partnership with other transport agencies, local government and the South Australia Police. Their functions include vehicle regulation, driver licencing and road user information.

Customer Service Centres 13 10 84 - addresses listed in telephone book
General Enquiries 1300 360 067
Road Hazards and Signal Faults 1800 018 313
Business Charter Enquiries 1300 654 422
Website http://www.transportsa.gov.au
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WorkCover Corporation’s Internet site
www.workcover.sa.gov.au

While every effort has been made to ensure the accuracy of information provided in this booklet, it is a summary of the intent of the Occupational Health, Safety and Welfare Act, 1986 and Regulations, and should not be seen as a substitute.