Speed Management Procedure

Purpose

The purpose of this procedure is to ensure the effective, systematic and consistent management of all risks associated with speeding and the continuous improvement of our Speed Risk Management Framework.

Scope

This procedure applies to any worker with control over or that might influence the speed of a heavy vehicle (including but not limited to the roles listed below).

Procedure detail

Overview of speed management

The purpose of speed management is to identify and assess potential speed-related risks before they occur so that risk treatment measures can be implemented which either eliminate the risk entirely (where practicable), or reduce the likelihood that the risk will occur or reduce the potential adverse consequences of the risk.

Speed Risk Management Framework

Our Speed Risk Management Framework contains the same set of stages included in the Risk Management Procedure. Refer to the Risk Management Procedure for further guidance on each of the following stages.

Establish the context

This stage defines the basic parameters for speed risk management and sets the scope for the rest of the risk management process. The context is established as part of our general Risk Management Framework and is then applied throughout the organisation.

Identify risks

This stage can either take place at initialisation or during maintenance.

During initialisation, this stage identifies the individual risks to be managed in our workplace by systematically identifying what can happen, when, where, how, why and to who. The aim is to generate a comprehensive list of speed-related risks which will be added to the Risk Register.

During maintenance, this stage works in conjunction with the Monitor and Review stage to identify whether:

● implemented control measures result in new risks

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- reported hazards, near-misses or incidents highlight new risks

- new activities, processes, equipment etc. result in new risks

This stage will incorporate recommendations from the:

- Hazard Observation Form (where a hazard has been observed)

- Incident Report Form (where an incident has been reported)

- Other Risk Management Framework processes (e.g. review of policies, procedures and data)

- Industry bodies, specialists and representatives

This stage will focus on those tasks and roles that have a potential impact on driver speeding, such as consignors, consignees, schedulers, drivers, loaders, packers, driver/scheduler managers, loading managers and the transport operator itself. These will be similar tasks and roles as the Fatigue Risk Management Framework, as the pressures and delays that can cause driver fatigue can also cause the driver to speed, for example, consignors demanding unachievable delivery times.

Common speed-related risks include:

- schedulers over-scheduling a driver where they are unable to complete all scheduled runs without exceeding the speed limit

- schedulers allocating timeslots that cannot be met without a driver exceeding the speed limit

- loaders experiencing delays in vehicle loading which puts pressure on the driver to speed in order to recover lost time

- consignors demanding unachievable delivery times

- transport company payment schemes that incentivise drivers to exceed the speed limit

Speed-related risks can be identified in a range of ways, such as:

- making informed opinions based on experience and industry trends

- consulting with drivers, schedulers and other appropriate workers

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- inspecting rosters, schedules, driver work diaries
- analysing hazard observations, incident reports and other documentation
- observing scheduling, loading and driving-preparation activities
- auditing the Speed Risk Management Framework annually

Assess risks

This stage involves analysing and then evaluating the identified speed-related risks.

Analysing involves considering the sources of speed-related risk and combining their potential consequences and the likelihood that they will occur in order to allocate their risk level. It is important to evaluate the effectiveness of existing controls that have already been implemented from previous risk management activities.

Evaluating is about using the outcomes of the risk analysis to decide which of the speed-related risks need risk treatment and their priority for implementation.
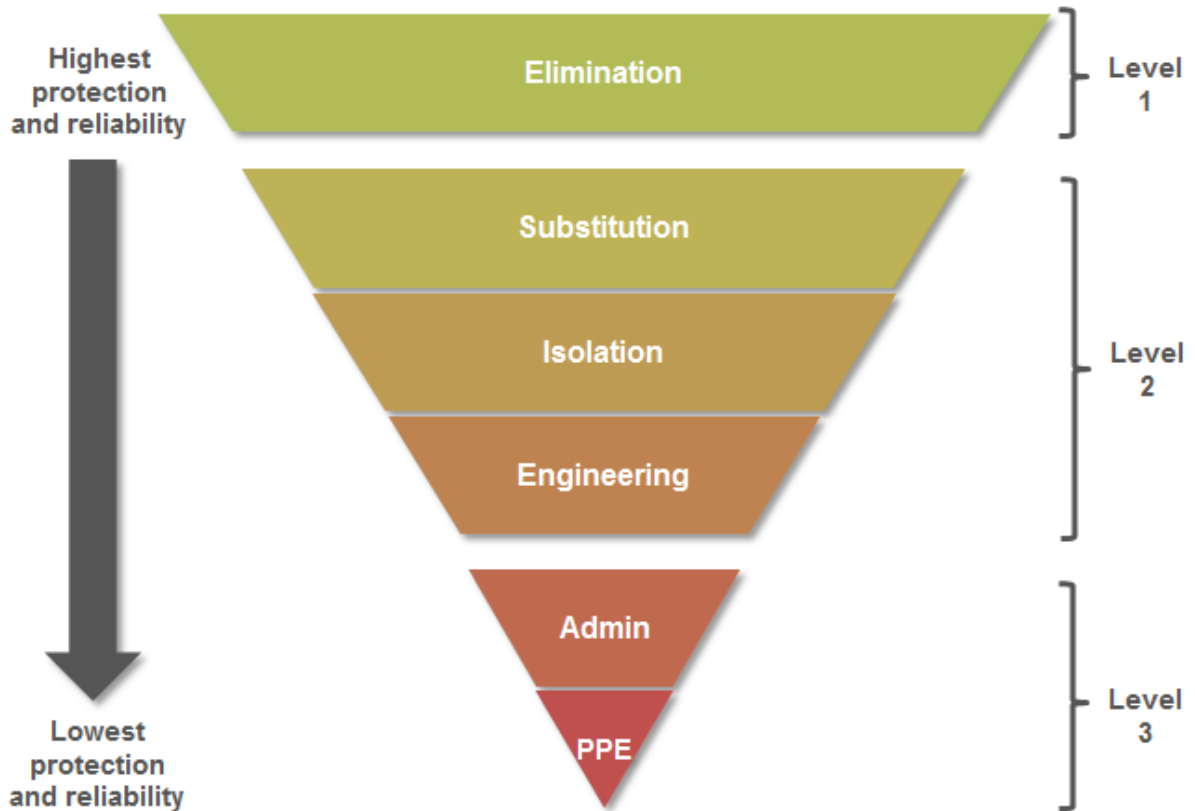
Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Treat risks

This stage involves identifying, assessing, selecting, documenting and implementing the risk treatment options that will eliminate the speed-related risks that will not be tolerated or minimise them if elimination is not reasonably practicable.

Risk treatment options	
Eliminate the risk	By removing the risk altogether (uses Elimination from the Hierarchy of Controls below)
If you can't eliminate the risk, then consider:	
Reduce or control the risk consequences	By implementing one or a combination of control measures from Substitution, Isolation, Engineering, Administration and PPE from the Hierarchy of Controls below
Reduce or control the risk likelihood	By implementing one or a combination of control measures from Substitution, Isolation, Engineering, Administration and PPE from the Hierarchy of Controls below
Share the risk	By sharing or transferring ownership and liability for the risk to another party (e.g. partnership/joint venture or insurance)
Tolerate the risk	By making an informed decision to accept the risk at its current risk level

The Hierarchy of Controls is used to rank each treatment option (risk control) from the highest level of protection and reliability to the lowest. You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

Highest protection and reliability → Lowest protection and reliability

Elimination	Level 1
Substitution	
Isolation	Level 2
Engineering	
Admin	
PPE	Level 3

Hierarchy of Controls	
Level 1: Always aim to eliminate the risk	
Elimination	Involves removing the risk altogether, for example, prevent the vehicle exceeding the speed limit by combining a number of controls such as, installing speed limiters in vehicles, performing random and planned inspections, performing regular maintenance, monitoring records, following up non-conformances and implementing corrective actions
Level 2: If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches	
Substitution	Involves substituting the hazard with a hazard that has a lower risk
Isolation	Involves separating the hazard from the person at risk, for example. to prevent a consignor/consignee pressuring the driver, ensure all changes to consignments are directed to the scheduler

Engineering	Involves applying mechanical devices or processes, for example, installing in-vehicle monitoring systems to monitor vehicle speed
Level 3: Should only be used as a last resort, an interim measure or to support a higher-level control measure	
Administration	Involves minimising the risk by administrative means, such as procedures and training, for example, providing training in safe driving behaviour. It is not recommended to use this control on its own as it relies on human behaviour and supervision.
Personal Protective Equipment (PPE)	Involves using PPE, for example, ensuring vehicle seatbelts and airbags are maintained and in good condition. While this option can provide added protection, it is considered the least effective control method.

Common speed-related risk treatment options (controls) include:

- scheduling:
  - implement rosters and schedules that do not require drivers to exceed the speed limit
  - assess new rosters or schedules and alterations to existing rosters and schedules to identify any speed-related risks prior to implementation
  - ensure delayed drivers can contact schedulers to re-schedule timeslots and/or notify of updated availability
- employment contracts:
  - build speed compliance into employment contracts
  - ensure payment schemes do not incentivise drivers to speed
- monitoring and supervision:
  - monitor rosters, schedules, trip plans and driver work diaries for speed-related risks or non-conformance
  - monitor the speed of vehicles to verify speed compliance
  - install speed limiters in vehicles to limit their maximum speed
  - regularly verify that speed limiters comply with the vehicle standards

- o perform regular maintenance of vehicle components that impact speed compliance

- policies, procedures and tools that:

  - o communicate the roles, responsibilities and requirements of the Speed Risk Management Framework

  - o enable those roles with control or influence over driver speeding to eliminate or minimise speed-related risks (e.g. Safe Driving Plans, Scheduler Checklist)

- information and training on:

  - o roles, responsibilities and requirements of the Speed Risk Management Framework

  - o safe driving behaviour

  - o safe scheduling practices

- consignor/consignee:

  - o inform consignors/consignees of the effect of unreasonable scheduling demands

  - o obtain consignor/consignee commitment to safe scheduling practices

All risks, risk treatment options (controls), implementation plans, responsible persons and due dates must be recorded in our Risk Register and implemented into any relevant documentation such as Safe Work Procedures.

Monitor and review

This stage involves the ongoing monitoring and review of the speed-related risks and their controls.

The monitoring and review process can take place on a:

- day-to-day basis as part of daily operations

- ad-hoc basis, for example, after an incident has been reported

- scheduled basis as part of annual audit processes

This stage checks that the controls:

- have been implemented

- continue to be effective in eliminating or minimising the risks

- do not result in new risks

If non-conformances or new risks are identified, then the risk management process will need to be repeated to make further decisions about risk treatment.

Our Risk Register will specify who is responsible for implementing the risk controls and by which date. It will also set out the date of the next review of the risk and controls.

Communicate and consult

It is important to communicate and consult with all relevant stakeholders (the parties impacted by the risks and/or controls) at each stage of the speed risk management process.

Responsibilities

Romann Logistics has identified the following roles within our organisation with obligations for speed management, as:

- employer of the driver of the vehicle/prime contractor of the driver/operator of the vehicle/person conducting a business or undertaking (PCBU) referred to as 'the Transport Company'

- driver/scheduler manager

- loading manager of goods for transport by the vehicle

- driver of the vehicle

- Vehicle Maintenance manager

- scheduler of goods for transport by the vehicle and/or the vehicle driver

- packer of goods to be loaded on to the vehicle

- loader of goods on to the vehicle

- unloader of goods from the vehicle

- consignor/consignee of goods for transport by the vehicle

A summary of the key responsibilities for each role are listed below.

Transport Company Responsibilities
The 'transport company' includes the employer, prime contractor, operator and/or PCBU. In our organisation this responsibility is accepted by the Director(s).

The transport company must ensure that:

- the Speed Risk Management Framework is developed and implemented

- all roles with responsibilities for the Speed Risk Management Framework are clearly defined, documented and communicated

- all workers with control or influence over driver speed are appropriately trained in their responsibilities

- they take all reasonable steps to ensure a driver complies with speed requirements

- rewards, incentives or payment schemes that encourage speeding are removed

- schedules, rosters and trip plans do not require drivers to exceed the speed limit

- time slots and delivery times do not put pressure on drivers to exceed the speed limit

- consignors and consignees do not put pressure on drivers to exceed the speed limit

- contingency plans are developed to deal with scheduling issues and problems with meeting deadlines

- drivers are able to report delays or other problems

- vehicle speed limiters are functioning

- parking, queuing and loading/unloading practices are streamlined to minimise delays

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- all elements of the Speed Risk Management Framework are monitored on an ongoing basis and reviewed on an annual basis (at a minimum) to ensure continued compliance

Driver/Scheduler Manager Responsibilities

The river/scheduler manager a worker who supervises the activities of drivers and/or schedulers. In our organisation this responsibility is accepted by the National Operations Manager and Agent.

The driver/scheduler manager must:

- ensure the Speed Management Policy, Procedure and Framework are effectively implemented within their area of control
- accept accountability for ensuring that the workplace under their control is safe and free from speed-related risks
- accept accountability for ensuring that the behaviour of workers under their control is safe and free from speed -related risks
- monitor and review the elements of the Speed Risk Management Framework within their area of control (e.g. review of rosters and inspection of speed limiters)
- consult with their team when implementing new systems of work (e.g. new scheduling practices)
- resolve or appropriately escalate speed-related issues promptly
- attend appropriate training specified by the transport company (e.g. TLIF0002: Administer chain of responsibility policies and procedures)

Loading Manager Responsibilities

The loading manager is a worker who supervises the activities of loaders or unloaders. In our organisation this responsibility is accepted by the Consignor.

The loading manager must:

- ensure loading and unloading delays do not put pressure on drivers to speed to recover lost time
- ensure loading and unloading times and delays are regularly reviewed
- identify and promptly resolve loading and unloading bottlenecks
- notify the driver and/or scheduler immediately of any loading delays or potential missed timeslots

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- contact the transport company if the truck does not arrive on time and advise them of the next available timeslot or the delay time

- attend appropriate training specified by the transport company (e.g. TLIF0002: Administer chain of responsibility policies and procedures)

Driver Responsibilities
The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. In our organisation this responsibility is accepted by the Driver.

The driver must:

- observe speed limits at all times

- demonstrate safe and responsible driving behaviour at all times

- understand whether they can complete the journey in time without exceeding the speed limit

- understand whether they can make the timeslot (and communicate any issues or delays to the transport company)

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Vehicle Maintenance Manager Responsibilities
This role is the person who has direct supervision of all vehicle maintenance within the organisation. In our organisation this responsibility is accepted by the Agent and Driver.

The vehicle maintenance manager must ensure that:

- all vehicles are maintained in accordance with all vehicle maintenance schedules, such that vehicle are in a fit state to respond to all driver controls to avoid exceeding maximum speed limits

- reported maintenance issues that may compromise safety are rectified as soon as reasonably practically possible, and the vehicle must not be released for road usage until the fault is rectified

- speed limiter devices are fitted and serviceable at all times to all relevant vehicles

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Scheduler Responsibilities
The scheduler is a worker who has influence or control over the delivery time (often the person who schedules the transport of goods by road). In our organisation this responsibility is accepted by the National Operations Manager and Agent.

The scheduler must ensure that:

- schedules do not require drivers to exceed the speed limit

- delivery times do not put pressure on drivers to exceed the speed limit

- contingency plans are developed to deal with scheduling issues and problems with meeting deadlines

- drivers are able to report delays or other problems

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Packer Responsibilities
The packer is a worker who packs and prepares the goods prior to loading. In our organisation this responsibility is accepted by the Consignor.

The packer must ensure that the load is:

- packed in a timely manner, without unnecessary delays

- packed and ready to be loaded at the agreed loading time

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Loader Responsibilities
The loader is a worker who is responsible for loading the goods into or onto the vehicle. In our organisation this responsibility is accepted by the Consignor.

The loader must ensure that the load is:

- loaded in a timely manner, without unnecessary delays

- ready to be loaded at the agreed loading time

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Unloader Responsibilities
The unloader is a worker who is responsible for unloading the goods from the vehicle. In our organisation this responsibility is accepted by the Consignee.

The unloader must ensure that the load is:

- unloaded in a timely manner, without unnecessary delays

- attend appropriate training specified by the transport company (e.g. TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures)

Consignor/Consignee Responsibilities
The Consignor is the person or company who dispatches the goods for delivery. The Consignee is the person or company who orders and/or receives the goods.

The consignor/consignee must ensure that:

- the delivery request does not require (or incentivise) the driver to exceed the speed limit

- orders are placed in a timely manner to allow for dispatch that can meet delivery requirements

- appropriate time is factored for the job to be completed without requiring the driver to speed

- contingency plans are developed to deal with scheduling issues and problems with meeting deadlines

- contracts with transport operators include speed compliance and monitoring

Supporting records

The following records are created, maintained and reviewed as part of the requirements of this procedure:

- Speed Management Checklist

- BFM/AFM Requirements Summary

- Driver Work Diary

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- Time Slot Reschedule Checklist

- Driving Distance Matrix

- Driver Time on Site Tool

- Safe Driving Plan

- Scheduler Checklist

Supporting policies and procedures

This procedure operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure, Work Health and Safety Policy, CoR Policy and Speed Management Policy.

This procedure should be read and followed in conjunction with:

- Fatigue Management Policy and Procedure

- Load Management Policy and Procedure

- Consultation and Communication Policy

- Hazard Observation Procedure

- Incident Management Procedure

Implementation and evaluation

Romann Logistics will ensure this Procedure is reviewed and evaluated for its effectiveness in delivering objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

External documents

To download a copy of the Model Code of Practice – How to Manage Work Health and Safety Risks, go to http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/manage-whs-risks-cop

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To purchase a copy of the Australian Standard for Risk Management – Principles and Guidelines AS/NZS ISO 31000:2009, go to www.saiglobal.com

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Signature: GM, digitally signed 05.04.2022

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I have read and agree with the policy above.

Name:

Signature:

Date:

Authorised Officer: