Purpose

The purpose of this procedure is to ensure the effective, systematic and consistent management of all risks associated with Heavy Vehicle speeding.

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 in E-G-8-0542a CoR Responsibilities Guide).

Responsibilities

For guidance on the responsibilities for each role on the Chain of responsibility, refer to E-G-8-0542a CoR Responsibilities Guide.

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.

Risk Management Process

Our Speed Risk Management process follows the same risk management process as detailed in the Laing O’Rourke Safety Management System. Refer to System Requirement 01 Risk Assessment and SiD for further details.

Identify risks

The identification of risks can either take place at initialisation (project or operational start-up) or during the course of the operation or project.

During initialisation, the individual risks to be managed by the project or operation should be highlighted by 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 or Project Risk Assessment.

During the course of the operation or project, it should be identified whether:

- implemented control measures result in new risks
- reported hazards, near-misses or incidents highlight new risks
- new activities, processes, equipment etc. result in new risks

Common Speed-related Risks

Job tasks and roles that have a potential impact on driver speeding include 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
- 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

Treat risks

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

Common speed-related risk treatment 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
Heavy Vehicle Speed Management Procedure

- install speed limiters in vehicles to limit their maximum speed
- regularly verify that speed limiters comply with the vehicle standards
- perform regular maintenance of vehicle components that impact speed compliance

 Policies, procedures and tools that:
- communicate the roles, responsibilities and requirements of the speed risk management framework
- enable those roles with control or influence over driver speeding to eliminate or minimise speed-related risks (e.g. Journey Management Plans)

 Information and training on:
- roles, responsibilities and requirements of the speed risk management framework
- safe driving behaviour
- safe scheduling practices

All risks, risk treatment controls and responsible persons must be recorded in the Risk Register or Project Risk Assessment and implemented into any relevant documentation such as SWMS.

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

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.

Supporting records

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

<table>
<thead>
<tr>
<th>Document</th>
<th>When to use</th>
<th>Accountable / Responsible</th>
<th>Record storage location</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-C-0542q Speed Management Checklist</td>
<td>Monthly</td>
<td>A, R – Transport Manager</td>
<td>Risks to be transferred to Corrective Action Register, Risk Register or Project Risk Assessment</td>
</tr>
<tr>
<td>Driver Work Diary</td>
<td>For all driving and driving related activities</td>
<td>A – Supervisor R – Driver</td>
<td></td>
</tr>
</tbody>
</table>
# Heavy Vehicle Speed Management Procedure

<table>
<thead>
<tr>
<th>Enabling Process</th>
<th>Document owner</th>
<th>Step</th>
<th>Gateways</th>
<th>Document type</th>
</tr>
</thead>
</table>
| E-G-8-0542b Work & Rest Hours Planner Guide | As required to check the correct work and rest hours are being followed | A – Supervisor  
R – Supervisor, Driver | Guidance only |
| E-G-8-0533c Vehicle Loading and Unloading Times Guidance | When planning driver schedules and re-scheduling timeslots | A, R - Scheduler | Guidance only |
| E-T-8-0960 Journey Management Plan | For each Heavy Vehicle journey of 100km or further | A – Supervisor  
R – Driver, Supervisor | |
| E-C-8-0542c Scheduler Checklist | As required to review schedules, rosters and plans | A, R - Scheduler | |

**Supporting policies and procedures**

This procedure should be read and followed in conjunction with:

- Fatigue Management Procedure
- Load Management Procedure
- SR17 Hazard and Near Miss Reporting
- SR12 Incident Investigation and Reporting
- SR01 Risk Assessment and SiD
- PS15 Fatigue Management
- PS35 Journey Management