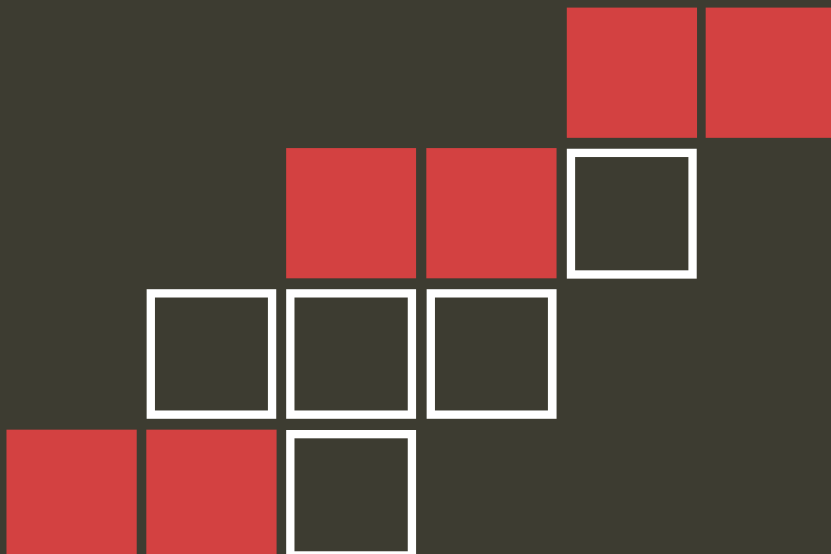




04 March 2024

# Company Policies 2024

Senior Management



|  |    |
|--|----|
| S01-42-P-VALUES                                    | 2  |
| S01-31-P-MISSION-VISION                            | 3  |
| S01-38-P-WHS-POLICY                                | 4  |
| S01-67-P-HEALTH-SURVEILLANCE-POLICY                | 5  |
| S01-34-P-ENVIRONMENT-SUSTAINABILITY-POLICY         | 8  |
| S01-37-P-QUALITY-POLICY                            | 9  |
| S01-33-P-EEO-APIC-POLICY                           | 10 |
| S01-35-P-ETHICAL-SOURCING-CONFLICT-INTEREST-POLICY | 11 |
| S01-36-P-INDUSTRIAL-RELATIONS-POLICY               | 12 |
| S01-66-P-ENGINEERING-MANAGEMENT-POLICY             | 14 |
| S01-68-P-WEBSITE-PRIVACY-POLICY                    | 16 |
| S01-62-P-HVNL-COR-POLICY                           | 18 |
| S01-63-P-HVNL-LOAD-MANAGEMENT-POLICY               | 23 |
| S01-64-P-HVNL-SPEED-MANAGEMENT-POLICY              | 27 |

## S01 – 42 - P



## Our Values

## STRATEGIC

As Senior Management, we fully support Rapid's Statement of Values, which govern all company and personnel actions and behaviours.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

## Values Statement:

We do what we truly know to be right, to the very best of our ability, every day.

- **Honesty**
  - We are truthful, straightforward in conduct and dealings, trustworthy, loyal, fair and sincere
- **Integrity**
  - We are reliable, dependable, consistent, flexible, accountable for our actions, accurate, ethical and authentic
- **Excellence**
  - We are passionate, dedicated, innovative, hard-working and focused

We commit to:

- Engaging with all stakeholders to consult, listen and act, in common best interest for all
- Supporting local economies and ANZ-SMEs through procurement, employment, and training
- Empowering our personnel with the right skills to engage local communities and become involved in local projects
- Treating all stakeholders with equal fairness
- Encouraging our supply chain partners to implement their own ethical business practices
- Supporting and encouraging career growth and progression for all personnel
- Ensuring zero harm to our people, our clients, the community, and the environment
- Respecting the traditional owners of the lands and waters where we live and work
- The preservation and restoration of Heritage assets and infrastructure

|              |                    |                           |                 |             |              |
|--------------|--------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 42 – P       | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Our Values         |                           |                 |             |              |
| Version #    | 5                  | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:05 AM | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 1  |

**S01 – 31 - P****Mission & Vision****STRATEGIC**

As Managing Director, I fully support Rapid's mission statement.

**Purpose:**

This statement describes our mission – why we exist, and our vision – what we want to achieve.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

**Mission:**

To be a preferred provider of Design, Engineering, Construction & Facilities Maintenance services, in the following sectors:

- **Commercial**
- **Industrial**
- **Civil**
- **Transport infrastructure & rail**
- **Heritage**
- **Social & community housing**

In the following areas:

- **Greater Sydney Metropolitan**
- **Regionally across NSW**

For projects:

- **Up to \$10m in value**

**Vision:**

To deliver controlled growth, and profits, by:

- **Ensuring safe, sustainable projects and working environments**
- **Retaining, and expanding, our customer base**
- **Delivering quality projects, on time, and within budget**
- **Maintaining our core values of honesty, integrity, and excellence**

|              |                    |                           |                 |             |              |
|--------------|--------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 31 – P       | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Mission & Vision   |                           |                 |             |              |
| Version #    | 6                  | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:02 AM | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 1  |

**S01 – 38 - P**

## Work Health & Safety Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Work Health & Safety Policy. The safety of all workers, our clients, and the public, is our first priority. We maintain safe, productive, and rewarding workplaces which uphold a 'work safe – home safe' culture.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

To demonstrate our commitment and ensure effective implementation of this policy, we will:

- Document, communicate, maintain, review, and continually improve our Work Health and Safety Management System conforming to ISO45001:2018
- Establish measurable objectives and targets to ensure that continual improvement of our system is targeted and appropriate
- Continually strive to prevent work-related injury and illness for all personnel involved in company activities at every level
- Maintain injury management, suitable alternative duties, and return-to-work programs
- Comply with all relevant health and safety legislation and regulatory requirements
- Identify, assess, eliminate, or minimize hazards and risks to continually monitor and maintain procedural compliance for hazard-free workplaces, ensuring no unsafe work is undertaken at any level
- Ensure incidents are thoroughly investigated and that all recommendations are taken seriously to prevent recurrence
- Implement ongoing inspections and audits to monitor worker awareness of, and compliance with, safety obligations
- Provide skills, training, and technological, financial, and human resources to implement, maintain, and continually improve our work health and safety management system.
- Provide forums for all workers, worker representatives and other interested parties to report and consult on, and participate in the development and maintenance of, our work health and safety management system
- Ensure that all personnel on all sites, including suppliers, subcontractors, consultants, and visitors, have undertaken and/or receive adequate work health & safety training and instruction

|              |                             |                           |                 |             |              |
|--------------|-----------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 38 – P                | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Work Health & Safety Policy |                           |                 |             |              |
| Version #    | 7                           | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:05 AM          | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 1  |

**S01 – 67 - P**

## Health Surveillance Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Health Surveillance Policy. The health of all workers, our clients, and the public is our first priority.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

#### Objective

To reduce the risk to workers from adverse exposure to physical hazards and hazardous chemicals, by providing a framework to conduct and monitor health surveillance in the workplace.

#### Scope

This policy covers workers carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals, fumes, dust, gases and pathogens, and/or carrying out ongoing work at a workplace where they are required to use personal protective equipment (including but not limited to aural, ocular, dermal and facial protective measures) and where there is a significant risk to the worker's health because of the exposure.

#### Policy

Rapid acknowledges its obligations under current WHS Legislation to undertake health surveillance if exposing workers to hazardous chemicals and processes with the potential to result in disease or adverse health effects. The organisation also accepts that health monitoring is not an alternative to implementing control measures.

Health surveillance will be carried out if:

- a worker is carrying out on-going work using, handling or storing hazardous materials and there is a significant risk to the worker's health because of exposure to a designated hazardous chemical, as described in the relevant state or territory WHS regulations;
- a worker is carrying out on-going work involving the use of, or exposure to, powered plant and equipment generating levels of noise that exceeds the exposure standard and means the worker is required to frequently use personal hearing protectors as a control measure;
- a worker is carrying out on-going work involving the management, treatment or removal of existing painted surfaces containing any amount of Lead (Pb);
- it is uncertain, on reasonable grounds, whether the exposure to a hazardous chemical has resulted in exceeding the biological exposure standard.

The following tasks will form the framework to identify the need to conduct health surveillance and the process involved in the conduct and monitoring of health surveillance:

- identification of situations where a worker may have on-going exposure to hazardous chemical or hazardous operations that may negatively impact health;
- assessment of the extent of the risk associated with the work;
- establishment of control measures using the hierarchy of controls;

|              |                            |                           |                 |             |              |
|--------------|----------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 67 – P               | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Health Surveillance Policy |                           |                 |             |              |
| Version #    | 3                          | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:07 AM         | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 3  |

**S01 – 67 - P**

## Health Surveillance Policy

- creation of a process for monitoring the health of workers, as per the relevant current WHS Legislation and AS/NZS standards;
- regular consultation with workers who are required to participate in health surveillance, or who work in situations where their health may be negatively affected by on-going work with hazardous materials or processes; and
- documented systems to monitor and evaluate the effectiveness of the risk control measures.

### Responsibilities

**Project Managers, the QWHSE Manager, and the Managing Director have a responsibility to:**

- identify all regulated hazardous material a worker may be exposed to (hazardous chemicals/ dangerous goods register);
- determine if and when health surveillance and monitoring is required (see 'Identifying hazardous chemicals' section below);
- consult with workers during all phases of health surveillance;
- maintain accurate records including the Health Surveillance Record;
- ensure familiarity and understanding of this and any other procedures associated with health surveillance;
- liaise and coordinate with registered medical practitioners engaged by Rapid to perform health monitoring services;
- provide information and training to workers as required.

### Workers have a responsibility to:

- cooperate with reasonable directions in respect of health surveillance and monitoring processes;
- wear, use correctly, and maintain in good condition all designated PPE as required as per the relevant workplace procedures, SWMS and site rules/instructions;
- be familiar with, understand and follow this procedure.

### Health Surveillance Procedure

If there is a significant risk to the worker's health because of exposure to a health hazard, Rapid will:

- take all steps to implement controls reducing the risk of exposure
- inform workers and prospective workers about health surveillance requirements;
- ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring;
- consult workers regarding the selection of the registered medical practitioner as required;
- pay all expenses relating to health monitoring of workers;
- provide information about a worker to the registered medical practitioner;
- take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the health monitoring is carried out;

|              |                            |                           |                 |             |              |
|--------------|----------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 67 – P               | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Health Surveillance Policy |                           |                 |             |              |
| Version #    | 3                          | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:07 AM         | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 3  |

**S01 – 67 - P**

## Health Surveillance Policy

- provide a copy of the report to the worker and regulatory authority, accompanied by a written explanation of the meaning and implications, if the report contains adverse test result or recommendations to take remedial measures;
- provide the report to all other organisations who must provide health monitoring for the worker;
- retain reports as confidential records for at least thirty (30) years after the creation of the record;
- complete and maintain the Health Surveillance Record;
- not disclose the report to anyone without the worker's written consent unless required under the current WHS Legislation.

The personal information of individual workers, including medical reports and health surveillance, will remain confidential at all times between the relevant senior manager and the worker.

|              |                            |                           |                 |             |              |
|--------------|----------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 67 – P               | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Health Surveillance Policy |                           |                 |             |              |
| Version #    | 3                          | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:07 AM         | UNCONTROLLED WHEN PRINTED |                 |             | Page 3 of 3  |



**S01 – 34 - P**

## Environment & Sustainability Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Environment and Sustainability Policy. We believe that by becoming more sustainable and resource efficient, we can deliver better value for our clients and reduce the impact of our work on the environment.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

Our Integrated Management System incorporates an Environmental Management System, which drives continual improvement in environmental compliance across the company. We maintain compliance with all applicable legal and other requirements, and we are committed to the prevention of pollution. We work with clients, workers, regulatory authorities, and other stakeholders to ensure environmentally safe, sustainable, and compliant project delivery.

We:

- Conserve natural and cultural environments, and treat natural resources with care
- Work towards ecologically sustainable development, considering the impact of the use of raw materials over the life cycle of a project
- Adopt a 'reduce, re-use, recycle' approach
- Continually review and improve our Integrated Management System to maintain ISO14001 certification, and maintain and enhance compliance
- Comply with all applicable legal and regulatory requirements in managing environmental aspects and impacts
- Establish, monitor, and measure environmental objectives and targets
- Ensure environmental awareness and compliance for all workers through education, training, and consultation
- Commit to protection of the environment, including preventing pollution, and promoting waste minimisation and recycling

|              |                                     |                           |              |             |             |
|--------------|-------------------------------------|---------------------------|--------------|-------------|-------------|
| Document #   | S01 – 34 – P                        | Issue Date                | 04/03/2024   | Review Date | 04/03/2025  |
| Title        | Environment & Sustainability Policy |                           |              |             |             |
| Version #    | 6                                   | Author                    | Ian Holswich | Owner       | MD          |
| Last Printed | 4/03/2024 10:03 AM                  | UNCONTROLLED WHEN PRINTED |              |             | Page 1 of 1 |

**S01 – 37 - P**

## Quality Policy

### STRATEGIC

As Senior Management, we fully support our Quality Policy. We believe that by delivering quality products and services, we can deliver better value for our clients and enhance the life cycle of the built environment.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

We are committed to continually meeting, and exceeding, the needs and expectations of our clients, and other stakeholders. We achieve this by:

- Implementing, maintaining, monitoring, reviewing, auditing, and continually improving our Quality Management System to meet and/or exceed the requirements of ISO9001
- Continually reviewing and improving our performance
- Complying with regulatory and statutory requirements, obligations, standards, Codes of Practice and other industry and stakeholder quality requirements
- Creating and maintaining working environments that facilitate active worker participation in delivery of quality work
- Meeting and/or exceeding client expectations related to time, cost, and quality
- Consistently delivering quality products and services
- Engaging, retaining, training, educating, and rewarding suitably qualified, skilled, and experienced personnel and supply chain partners
- Training and educating workers to continually improve skills and raise levels of awareness and knowledge of quality theory and practice
- Identifying, reporting, isolating, investigating, and resolving non-conformances, and taking action to prevent recurrence
- Establishing, reviewing, and communicating performance measures, objectives, and targets, and taking action to continually raise standards
- Monitoring and evaluating the performance of supply chain partners and communicating with them on quality expectations
- Maintaining effective communication and consultation mechanisms internally and externally to ensure best practice quality delivery is a key objective for all

|              |                    |                           |                 |             |              |
|--------------|--------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 37 – P       | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Quality Policy     |                           |                 |             |              |
| Version #    | 6                  | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:04 AM | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 1  |

S01 – 33 – P



## Equal Employment Opportunity & Aboriginal Participation in Construction

### STRATEGIC

As Senior Management, we fully support Rapid's EEO & APP Policies. Our workplaces reflect and uphold our company values of honesty, integrity, excellence and, specifically related to this policy, a fair go for all. We believe that we have a moral and ethical obligation to extend equal and long-term employment opportunities to all Australians including those who identify as First Nations People, Aboriginal People and Torres Strait Islander People.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

We strive to implement conscious efforts to eliminate all forms of direct and indirect discrimination in hiring, promotion, and remuneration. To demonstrate our commitment and ensure effective implementation of this policy, we reject all inappropriate distinctions on the grounds of an individual's perceived or actual:

- Race - including but not limited to skin colour, ethnicity, national origin, nationality or descent
- Gender, gender identity or gender history
- Pregnancy status
- Marital status
- Age
- Educational background or level of achievement
- Sexual orientation or preference
- HIV status
- Family responsibility, family status or carer status
- Political beliefs, affiliations, or convictions
- Religious beliefs, affiliations, or convictions
- Union membership, beliefs, affiliations, or convictions
- Physical attributes, differences, ability, or medical condition

### We will:

- Recruit employees based on merit
- Be consistent in the application of all human resources policies
- Comply with the Fair Work Act 2009 and any associated legislation
- Assist all personnel to achieve a practical balance between paid work and any family/carer responsibilities, including coordination with partners
- Offer modified, flexible working arrangements
- Improve the nature and scope of workplace opportunities for anyone traditionally under-represented in the construction industry including women, young people, people with disabilities, and other minorities
- Create and extend employment opportunities for First Nations, Aboriginal, and Torres Strait Islander Peoples, and encourage our supply chain partners to do the same
- Provide real economic, social, and educational opportunities and benefits
- Implement participation plans
- Respect and acknowledge the Traditional Custodians of the land and waters of Australia and pay respect to all Elders – past, present and emerging
- Prevent and eliminate:
  - workplace sexual harassment, sex discrimination and sex-based harassment
  - conduct that amounts to subjecting a person to a hostile workplace environment on the ground of sex
  - victimisation from occurring in the workplace or in connection to work

|              |   |                           |                 |             |              |
|--------------|---|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 33 – P  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | Equal Employment Opportunity & Aboriginal Participation in Construction |                           |                 |             |              |
| Version #    | 7   | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:02 AM  | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 1  |

S01 – 35 - P



## Ethical Sourcing & Conflict of Interest Policy

### STRATEGIC

As Senior management, we fully support our Ethical Sourcing Policy & Conflict of Interest policy. We believe that we have a moral responsibility to source all labour, materials and supplies with primary regard for the mental and physical health, safety and wellbeing of everyone involved in the supply chain and for the protection of the environment in Australia and beyond.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

To demonstrate our commitment and ensure effective implementation of this policy, we will:

- Source our materials and components in a morally and ethically responsible manner
- Maintain a reputation within the community as a responsible operator in accordance with the expectations of our clients, the community and in compliance with applicable legislation
- Liaise with local suppliers and subcontractors to ensure they understand and adhere to our requirements and policies; work with them to help them improve labour, sourcing and environmental compliance
- Not engage in acts of collusion, bribery (including the offering of incentives or gifts), corruption, nor the falsification of documents or records
- Declare perceived and actual conflicts of interest as soon as we become aware of them and ensure that no material conflict of interest exists between an employee's personal interests and those relating to their professional obligations and conduct under our delivery of project works
- Maintain confidentiality, copyright and intellectual property inherent in all client-supplied documentation, information and records
- Not discuss our clients, our business with them, their information, nor our contractual arrangements with them, in any form of media or with any person not directly involved in the process, without express official written permission to do so
- Report all instances of serious wrongdoing related to a client as soon as we become aware of the event
- Provide client information for the purposes of audit and investigation only when required to do so under State or Commonwealth law
- Comply, so far as we are able, with the Modern Slavery Act 2018 and not permit nor support forced, bonded or involuntary labour, nor the lodgement of deposits or identity papers
- Support ILO Convention 138 with regard to the appropriate age of workers; not work with suppliers or subcontractors who use child labour, apart from work experience, when agreed in writing
- Ensure workers hold the legal right to work in Australia

|              |  |                           |              |             |             |
|--------------|--|---------------------------|--------------|-------------|-------------|
| Document #   | S01 – 35 – P                                   | Issue Date                | 04/03/2024   | Review Date | 04/03/2025  |
| Title        | Ethical Sourcing & Conflict of Interest Policy |                           |              |             |             |
| Version #    | 6  | Author                    | Ian Holswich | Owner       | MD          |
| Last Printed | 4/03/2024 10:03 AM                             | UNCONTROLLED WHEN PRINTED |              |             | Page 1 of 1 |

**S01 – 36 - P**

## Industrial Relations Policy

### STRATEGIC

As Senior Management, we fully support this Policy. We maintain the highest standards of professional ethics, conduct and accountability.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Policy Statement:

To demonstrate our commitment and ensure effective implementation of this policy, we:

- Will not enter into, participate in, or facilitate, any arrangement or practice which seeks to undermine our legal obligations, nor those of others
- neither encourage, nor discourage, union membership, nor permit practices with similar aims
- will not provide the names of current or prospective employees, contractors, or subcontractors to unions, except where we are required to do so by law
- will not permit union representatives, shop stewards and other union officials to conduct or administer any aspect of site induction
- will not require any worker to identify their union status, whether verbally or in writing, nor ask any subcontractor or consultant to identify the union status of their workers
- never refuse to employ a person based on union status; nor will we terminate or retrench a person on a similar basis
- permit reasonable requests from workplace delegates to represent employees in relation to grievances, disputes, and discussions
- ensure that no worker is coerced into representation or discussion against their will
- never allow an employer on site to engage a non-working shop steward or delegate, nor to hire any individual expressly nominated by a union
- prevent all requirements for the display of union or related logos, names and insignia on company property, equipment, or clothing
- commit to managing union right of entry in accordance with the Fair Work Act 2009, the WHS Act 2011 & Regulations 2017
- allow union officials holding valid entry permits to enter workplaces during normal working hours under the conditions specified in the related Acts
- require union officials to comply with all reasonable WHS requests
- advise the Client representative of all entry by union officials
- permit the convening of union meetings in safe, convenient locations at times not interfering with work progress
- never enter into understandings relating to work practices or conditions which may give rise to claims by employees of other contractors for similar conditions or be detrimental to the management of industrial relations on site
- ensure that industrial action does not occur while dispute settlement procedures are being followed
- take all reasonable and necessary steps to ensure that industrial action is resolved quickly and efficiently

|              |                             |                           |                 |             |             |
|--------------|-----------------------------|---------------------------|-----------------|-------------|-------------|
| Document #   | S01 – 36 – P                | Issue Date                | 04/03/2024      | Review Date | 04/02/2025  |
| Title        | Industrial Relations Policy |                           |                 |             |             |
| Version #    | 6                           | Author                    | Peter McFarlane | Owner       | MD          |
| Last Printed | 4/03/2024 10:04 AM          | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 2 |

**S01 – 36 - P**

## Industrial Relations Policy

- report (where required by the contract) any threatened or actual industrial action that might impact the project, costs, contracts, and timelines to the client representative and the Construction Compliance Unit within 24 hours
- take all reasonable steps available to us to identify and prevent, or end, unprotected or unlawful action occurring on the project and affecting the project
- ensure that losses associated with unlawful action are recorded and recoverable, and that workers are not paid strike pay during a period of unlawful industrial action
- conduct our business with honesty, integrity, impartiality and transparency
- never make, and ensure our subcontractors never make, “all-in” or “cash-in-hand” payments
- Select and engage suppliers, subcontractors and consultants with similar values to our own, who are capable of continually demonstrating that they satisfy their obligations to industrial agreements and to the law
- Maintain industrial instruments and agreements in compliance with current employment law
- Provide all workers on site with a minimum of three levels of induction training in compliance with applicable legislation
- make all required superannuation contributions in accordance with the Superannuation Guarantee (Administration) Act 1992, on behalf of our employees
- conduct warning, grievance, discipline, and termination activities in compliance with the Fair Work Act 2009

|              |                             |                           |                 |             |             |
|--------------|-----------------------------|---------------------------|-----------------|-------------|-------------|
| Document #   | S01 – 36 – P                | Issue Date                | 04/03/2024      | Review Date | 04/02/2025  |
| Title        | Industrial Relations Policy |                           |                 |             |             |
| Version #    | 6                           | Author                    | Peter McFarlane | Owner       | MD          |
| Last Printed | 4/03/2024 10:04 AM          | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 2 |

**S01 – 66 - P**

## Engineering Management Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Engineering Management Policy, for the provision of robust systems of delivery and assurance of engineering services that are correct, integrated and delivered in a manner compliant with relevant standards, including TAO requirements pursuant to TfNSW.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Engineering Management Policy Statement:

We will:

- Maintain engineering management processes and methodologies appropriate to our engineering services, and aligned with our ISO9001 QMS
- Define an Engineering Management Plan which is tailored and applied to each project
- Ensure provision of resources, systems and processes to provide design support during procurement, manufacturing, construction, integration, testing, commissioning and handover
- Maintain tools to manage all stakeholder requirements
- Identify, capture and manage all interface requirements under our control
- Have suitable management arrangements to plan and carry out integration of declared products and systems
- Incorporate sustainability in design principles into the scope of our engineering services
- Have Reliability, Accessibility and Maintainability arrangements in place and implement them on our engineering services
- Manage all Human Factors relevant to our engineering scope
- Ensure, through our Integrated Management System, that our management of engineering services is verifiable and validated
- Demonstrate assurance of our engineering service offering through progressive gateway reviews
- Apply a risk-based approach to engineering assurance
- Assess the significance of proposed engineering changes which may arise during our delivery
- Ensure that all operational safety risks associated with our engineering services are identified, managed and reduced so far as is reasonably practicable
- Provide progressive assurance of safety throughout project lifecycles
- Ensure safety so far as is reasonably practical, and manage and/or eliminate safety risks to tolerable levels
- Manage the competence of staff, contractors, sub-contractors and other suppliers
- Consider external qualification standards when bench-marking skills to be assessed for engineering competencies
- Analyze and interpret our engineering services against TfNSW and other stakeholder standards
- Train, develop and regularly assess competence of staff using established methods
- Enhance knowledge and skills of staff through continuing professional development
- Be dynamic and innovative in the design of our engineering services, and maintain and continually enhance our offering through the development and preservation of best practice design methodologies

|              |                               |                           |                 |             |             |
|--------------|-------------------------------|---------------------------|-----------------|-------------|-------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025  |
| Title        | Engineering Management Policy |                           |                 |             |             |
| Version #    | 3                             | Author                    | Peter McFarlane | Owner       | MD          |
| Last Printed | 4/03/2024 10:07 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 2 |

S01 – 66 - P



Engineering Management Policy

|              |                               |                           |                 |             |             |
|--------------|-------------------------------|---------------------------|-----------------|-------------|-------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025  |
| Title        | Engineering Management Policy |                           |                 |             |             |
| Version #    | 3                             | Author                    | Peter McFarlane | Owner       | MD          |
| Last Printed | 4/03/2024 10:07 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 2 |



**S01-68-P**

## Website Privacy Policy

This web site is owned and operated by RAPID CONSTRUCTION PTY LIMITED and will be referred to as "We", "our" and "us" in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this web site ("the web site"), which is set out on this web site page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the web site.

We reserve the right, at our discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the web site. We do not make any representations about third party web sites that may be linked to the web site.

We recognise the importance of protecting the privacy of information collected about visitors to our web site, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Internet Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

### Personal Information

1. Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

### Use of Information

2. Personal information that visitors submit to our site is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

### Disclosure

3. Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

4. We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

### Security

5. We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

6. However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.

7. As part of our business operations your information is stored on servers located in AUSTRALIA.

|              |                        |                           |                 |             |            |
|--------------|------------------------|---------------------------|-----------------|-------------|------------|
| Document #   | S01-68-P               | Issue Date                | 04/03/2024      | Review Date | 04/03/2025 |
| Title        | Website Privacy Policy |                           |                 |             |            |
| Version #    | 3                      | Author                    | Peter McFarlane | Owner       | MD         |
| Last Printed | 4/03/2024 10:08 AM     | UNCONTROLLED WHEN PRINTED |                 | Page 1 of 2 |            |

**S01-68-P**

## Website Privacy Policy

8. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

### Collecting Information from Users

#### 9. Cookies and Applets

We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID and are a way of monitoring single user access.

This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

### General Data Protection Regulation

10. We ensure we manage any data we collect from you in accordance with the GDPR where applicable.

### Access to Information

11. We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you wish to obtain a copy of, modify, or delete any information held about you, you may contact us via email to [PRIVACY@RAPIDCONSTRUCTION.COM.AU](mailto:PRIVACY@RAPIDCONSTRUCTION.COM.AU) to have this done.

12. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

### Links to other sites

13. We provide links to Web sites outside of our web sites, as well as to third party Web sites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web site and its privacy statement.

### Problems or questions

14. If we become aware of any ongoing concerns or problems with our web sites, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us, our contact details can be found via the Contact Us page on our Website.

15. For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site; <http://www.privacy.gov.au/>.

|              |                        |                           |                 |             |             |
|--------------|------------------------|---------------------------|-----------------|-------------|-------------|
| Document #   | S01-68-P               | Issue Date                | 04/03/2024      | Review Date | 04/03/2025  |
| Title        | Website Privacy Policy |                           |                 |             |             |
| Version #    | 3                      | Author                    | Peter McFarlane | Owner       | MD          |
| Last Printed | 4/03/2024 10:08 AM     | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 2 |

S01 – 62 - P



## HVNL: Chain of Responsibility Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Heavy Vehicle National Law policies. The safety of all workers, our clients, and the public is our first priority.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Chain of Responsibility (CoR) Policy Statement:

Rapid is committed to achieving Chain of Responsibility compliance under the National Heavy Vehicle Laws and all supporting regulations. The law imposes legal liability on all those in the supply chain who have responsibility for tasks where their actions, inactions or demands put drivers' lives and other lives at risk. Under the legislation, an party who has control in the supply chain can be held responsible and may be legally liable.

Our objective is to eliminate, where reasonably practicable, all CoR-related risks throughout our organisation.

To this end, we have implemented a risk management based CoR Framework throughout the organisation that addresses the CoR target areas of mass, dimension, load restraint, fatigue and speed, along with other supporting areas.

### Scope

This policy and supporting procedures apply to any worker who is part of the Chain of Responsibility (including but not limited to the roles listed below).

- 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 of the vehicle
- scheduler of goods for transport by the vehicle and/or the vehicle driver
- consignor/consignee of goods for transport by the vehicle
- loading manager
- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle
- unloader of goods from the vehicle

### Transport Company Responsibilities

The transport company includes the employer, prime contractor, operator and/or PCBU. At Rapid this responsibility is accepted by Ian Holswich, Managing Director.

- Load restraint: the transport company must ensure the driver
  - Has sufficient and appropriate load restraint equipment
  - Is provided with sufficient training to use the equipment correctly
- Mass & dimension: The transport company must ensure that:
  - Vehicles do not exceed legal mass limits
  - drivers have accurate documents of the tare weight (or empty weight) of the combination
  - load plans for vehicle combinations do not exceed maximum weight limits and if load planning by pallet space, that legal axle limits are not exceeded

|              |                                      |                           |                 |             |              |
|--------------|--------------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 62 – P                         | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Chain of Responsibility Policy |                           |                 |             |              |
| Version #    | 6                                    | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM                   | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 5  |

**S01 – 62 - P****HVNL: Chain of Responsibility Policy**

- proof of accreditation is available if operating under Higher Mass Limits
- legally permitted and registered vehicles are supplied that meet the legal dimension requirements
- Fatigue: the transport company must ensure that
  - driver rosters and schedules do not require drivers to exceed driving hours regulations
  - drivers are able to take their required rest breaks
  - the timeslot at the destination is able to be met within the legal driving hours, allowing for required rest breaks
  - drivers adhere to contingency procedures that are in place to cope with unexpected circumstances like road works
  - prior notification is given to the receiving/dispatching site if a timeslot cannot be made due to delays
  - drivers are fit for work
  - records are kept of the drivers' activities, including driving and rest times
- Speed: The transport company 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
  - vehicle speed limiters (if installed) are functioning and maintained

**Driver Responsibilities**

The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. At Rapid this responsibility is accepted by all employees who drive a heavy vehicle in the course of their employment.

- Load restraint: The driver must
  - ensure the load is correctly restrained so that the load cannot move during transit
  - have access to the loading area or dock to supervise and/or participate in the load restraint process
- Mass & dimension: the driver must
  - ensure the vehicle does not exceed maximum limits
  - load according to the load plan (or to legal axle limits if there is no load plan)
  - consult with the loader to load to the best weight distribution
  - assess any changes between the order and loading
  - be given the opportunity to check load plans and freight prior to loading, flag any concerns with the supervisor and refuse the load if unsatisfied
  - ensure they are driving a legally permitted and registered vehicle with relevant documentation
- Fatigue: the driver must ensure they understand
  - when they can start driving
  - when they should stop driving
  - how long their breaks should be
  - whether they can complete the journey/make the timeslot in time allowing for delays and rests
  - how to communicate any issues or delays to the transport company
  - how to record their driving hours
  - how to identify when they are showing signs of fatigue and take appropriate action
- Speed: the driver must ensure that
  - speed limits are observed at all times
  - safe and responsible driving behaviour is demonstrated at all times

|              |                                      |                           |                 |             |              |
|--------------|--------------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 62 – P                         | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Chain of Responsibility Policy |                           |                 |             |              |
| Version #    | 6                                    | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM                   | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 5  |

**S01 – 62 - P****HVNL: Chain of Responsibility Policy****Scheduler Responsibilities**

The scheduler is a worker who has influence or control over the delivery time. At Rapid this responsibility is accepted by all personnel who order a delivery and specify a delivery time.

- **Fatigue:** the scheduler must ensure that
  - driver rosters and schedules do not require drivers to exceed driving hours regulations
  - drivers are able to take their required rest breaks
  - the timeslot at the destination is able to be met within the legal driving hours, allowing for required rest breaks
  - drivers adhere to contingency procedures that are in place to cope with unexpected circumstances like road works
  - prior notification is given to the receiving/dispatching site if a timeslot cannot be made due to delays
- **Speed:** 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

**Loading Manager Responsibilities**

The Loading Manager is a worker who supervises the activities of loaders/unloaders and/or who loads/unloads a vehicle. At Rapid this responsibility is accepted by various personnel.

- **Load restraint:** the loading manager must
  - ensure correct procedures are used to so that the load is securely restrained
  - check when the truck arrives to ensure the load has not shifted or become unstable due to lack of load restraint
  - allow drivers access to the loading area to supervise and/or participate in the load restraint process
- **Mass & dimension:** the loading manager must ensure that
  - any changes between order and loading (such as extra pallets or extra weight), is conveyed to the driver, transport company and consignee
  - loads are loaded and placed on trailers according to customer and/or transport company load plans
  - the National Heavy Vehicle Accreditation Scheme (or NHVAS) label is checked for Higher Mass Limit compliance (if applicable)
- **Fatigue:** the loading manager must
  - stop loading and contact the transport company or site manager if a driver appears fatigued
  - minimise queues and have a call-up system available (on arrival, the driver checks in with the appropriate office)
  - notify the driver and/or scheduler immediately of any loading delays or potential missed timeslots
  - take reasonable steps to ensure the driver is able to take rest while waiting for the vehicle to be loaded/unloaded
  - contact the transport company if the truck does not arrive on time and advise them of the next available timeslot or the delay time
  - ensure a truck parking area and facilities are provided
- **Speed:** the loading manager must ensure that loading and unloading
  - arrangements do not require drivers to speed
  - times and delays are regularly reviewed

|              |                                      |                           |                 |             |              |
|--------------|--------------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 62 – P                         | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Chain of Responsibility Policy |                           |                 |             |              |
| Version #    | 6                                    | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM                   | UNCONTROLLED WHEN PRINTED |                 |             | Page 3 of 5  |

**S01 – 62 - P**

## HVNL: Chain of Responsibility Policy

- bottlenecks are identified and resolved promptly

### Packer Responsibilities

The packer is a worker who packs and prepares items prior to loading. At Rapid this responsibility is accepted by any person who packs goods in preparation for transport.

- Load restraint: the packer must use methods to ensure safe packing, such as
  - stacking goods in a safe manner
  - ensuring goods are secured to the pallet
  - ensuring goods are stretch wrapped where necessary
- Mass and dimension: the packer must ensure that
  - individual pallet weights are correct
  - load documentation and labels are accurate
  - goods packed in freight containers do not exceed the container's cargo capacity
- Fatigue: 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

### Loader Responsibilities

The loader is a worker who is responsible for loading the goods into or onto the vehicle. At Rapid this responsibility is accepted by any person who loads goods in preparation for transport.

- Load restraint: the loader must use methods and load restraint equipment to ensure loads do not
  - Become unstable
  - Move around inside the vehicle, container or other containment equipment
- Mass and dimension: the loader must ensure that
  - Pressure is not put on the driver to load more than is legally allowable
  - The vehicle load does not cause the vehicle mass or dimension limits to be exceeded
  - for palletised loads, the driver is advised of the actual/indicative weight of each pallet and consulted to ensure that goods are loaded to the best weight distribution
- Fatigue: 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

### Unloader Responsibilities

The unloader is a worker who is responsible for unloading the goods from the vehicle. At Rapid this responsibility is accepted by any person who unloads goods after transport.

- Fatigue: the unloader must ensure that the load is
  - Unloaded in a timely manner, without unnecessary delays
- Load restraint: the unloader must ensure that the load is
  - Checked on arrival to ensure the load has not shifted or become unstable due to lack of load restraint

|              |                                      |                           |                 |             |              |
|--------------|--------------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 62 – P                         | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Chain of Responsibility Policy |                           |                 |             |              |
| Version #    | 6                                    | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM                   | UNCONTROLLED WHEN PRINTED |                 |             | Page 4 of 5  |

**S01 – 62 - P**

## HVNL: Chain of Responsibility Policy

### 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.

- Load restraint: the consignor and consignee must ensure that
  - the transport company is given correct and appropriate information so they can supply suitable vehicles and adequate load restraint equipment for the load
  - product packaging can withstand stacking and restraint forces without damage or breakage
- Mass and dimension: the consignor and consignee must ensure that
  - booked or ordered loads do not exceed maximum legal weight/dimension limits
  - the transport company is legally registered and permitted to undertake the job they are contracted to complete
- Fatigue: the consignor and consignee must ensure that
  - orders are placed in a timely manner to allow for dispatch that can meet delivery requirements
  - the timeslot for dispatch or receipt factors in appropriate time for the job to be completed within the legal driving hours, including required rest breaks
  - the delivery request does not require (or incentivise) the driver to exceed driving hours and/or forego minimum rest periods
  - if the agreed time is not met, alternative agreements are in place to ensure they do not breach CoR legislation
- Speed: the consignor and consignee must ensure that
  - no pressure is put on the driver to exceed the speed limit
  - 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 include speed compliance and monitoring

|              |                                      |                           |                 |             |              |
|--------------|--------------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 62 – P                         | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Chain of Responsibility Policy |                           |                 |             |              |
| Version #    | 6                                    | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM                   | UNCONTROLLED WHEN PRINTED |                 |             | Page 5 of 5  |



**S01 – 63 - P**

## HVNL: Load Management Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Heavy Vehicle National Law policies. The safety of all workers, our clients, and the public is our first priority.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Load Management Policy Statement:

Rapid is committed to providing a workplace that is free from risks arising from inappropriately loaded vehicles and unsafe loading or unloading practices. Inappropriately loaded vehicles (including overloaded vehicles and inadequately restrained loads) create a work health and safety risk as they lead to an increased risk of injury to the loader, driver, other workers exposed to the load and other road users during transport. Unsafe loading or unloading practices create risks to the loader and other workers exposed to the loading or unloading activity.

The Work Health and Safety Act 2011 (and the supporting mass, loading, heavy vehicle standards, dangerous goods and chain of responsibility laws) set out a range of requirements and responsibilities for safe load management in the workplace.

Our objectives are to:

- establish safe systems of work that eliminate (where practicable) or minimise risks caused by inappropriately loaded vehicles and unsafe loading or unloading practices
- provide a safe and healthy work environment free from load-related incidents
- safely manage incidents where vehicles have been overloaded or unsafe loading behaviours exhibited

To this end, we adopt a risk management based approach to support compliance with the legislative requirements and our objectives. We have established a Load Risk Management Framework that contains the risk management stages that the organisation will use to identify, assess, eliminate (where practicable) or minimise and monitor load-related risks.

### Scope

This policy and supporting procedures apply to any worker with control or influence over vehicle loading practices (including but not limited to the roles listed below).

- 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 of the vehicle
- loading manager
- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle
- unloader of goods from the vehicle
- consignee/consignor of goods for transport by the vehicle

|              |                              |                           |                 |             |              |
|--------------|------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 63 – P                 | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Load Management Policy |                           |                 |             |              |
| Version #    | 6                            | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM           | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 4  |



**S01 – 63 - P**

## HVNL: Load Management Policy

### Transport Company Responsibilities

The transport company includes the employer, prime contractor, operator and/or PCBU. At Rapid this responsibility is accepted by Ian Holswich, Chairman, and Alex McHugh, Managing Director.

The transport company must ensure that:

- they take all reasonable steps to ensure a vehicle is not inappropriately loaded
- all workers with control or influence over loading practices are appropriately trained
- legally permitted and registered vehicles are supplied that meet the legal mass and dimension requirements
- safe systems of work and loading environments are provided
- drivers have accurate documents of the tare weight (or empty weight) of the combination
- proof of accreditation is available if operating under Higher Mass Limits
- load plans for vehicles do not exceed maximum weight limits and if load planning by pallet space, that legal axle limits are not exceeded
- loaded vehicles do not exceed legal mass and dimension limits
- loads are appropriately restrained on vehicles in line with the Load Restraint Guidelines and regulations
- the driver/loader has sufficient and appropriate loading and load restraint equipment and is provided with sufficient training to use it correctly
- the driver/loader is trained in safe loading and unloading behaviours
- the Loading and Unloading Exclusion Zone (LUEZ) Guidelines are implemented and followed in the workplace
- parking, queuing and loading/unloading practices are streamlined to minimise delays
- all elements of the Load Risk Management Framework are monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance

### Driver Responsibilities

The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. At Rapid this responsibility is accepted by all employees who drive a heavy vehicle in the course of their employment.

The driver must:

- use safe loading and unloading practices at all times
- comply with the LUEZ Guidelines
- ensure the vehicle does not exceed maximum limits
- load according to the load plan (or to legal axle limits if there is no load plan)
- consult with the loader to load to the best weight distribution
- assess any changes between the order and loading
- be given the opportunity to check load plans and freight prior to loading, flag any concerns with the loading manager/supervisor and refuse the load if unsatisfied
- ensure they are driving a legally permitted and registered vehicle with relevant documentation
- ensure the load is correctly restrained (in line with the Load Restraint Guide) so the load cannot move during transit
- have access to the loading area or dock to supervise and/or participate in the load restraint process
- ensure all dangerous goods are loaded, segregated and placarded and relevant documentation provided in line with the relevant regulations and codes

|              |                              |                           |                 |             |              |
|--------------|------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 63 – P                 | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Load Management Policy |                           |                 |             |              |
| Version #    | 6                            | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM           | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 4  |

**S01 – 63 - P****HVNL: Load Management Policy****Loading Manager Responsibilities**

The Loading Manager is a worker who supervises the activities of loaders/unloaders and/or who loads/unloads a vehicle. At Rapid this responsibility is accepted by various personnel.

The loading manager must:

- ensure this Load Management Policy and the Load Risk Management Framework are effectively implemented within their area of control
- accept accountability for ensuring that the workplace under their control is safe and free from load-related risks
- accept accountability for ensuring that the behaviour of workers under their control is safe and free from load-related risks
- monitor and review the elements of the Load Risk Management Framework within their area of control (e.g. review of load plans and loading times)
- consult with their team when implementing new systems of work (e.g. new load plans)
- resolve or appropriately escalate load-related issues promptly (e.g. overloaded vehicle, unrestrained load or loading bottleneck)
- ensure that any changes between order and loading (such as extra pallets or extra weight) is conveyed to the driver, transport company and consignee
- ensure that loads are loaded and placed on trailers according to customer and/or transport company load plans
- ensure that the National Heavy Vehicle Accreditation Scheme (or NHVAS) label is checked for Higher Mass Limit compliance
- ensure correct procedures are used to so the load is securely restrained in line with the Load Restraint Guide
- check when the vehicle arrives to ensure the load has not shifted or become unstable due to lack of load restraint
- allow drivers access to the loading area to supervise and/or participate in the load restraint process
- ensure any oversize or overmass vehicles meet the requirements of the Oversize and Overmass Regulations 2006 (e.g. operate under a notice or permit)
- ensure the LUEZ Guidelines are implemented and followed by all impacted workers

**Packer Responsibilities**

The packer is a worker who packs and prepares items prior to loading. At Rapid this responsibility is accepted by any person who packs goods in preparation for transport.

The packer must ensure that:

- the recorded mass and dimension of individual items and the totals on load documentation are accurate and legal
- loads are packed and prepared safely
- loads packed in freight containers do not exceed the container's cargo capacity
- prepare and pack all dangerous goods in line with the relevant regulations and codes

**Loader Responsibilities**

The loader is a worker who is responsible for loading the goods into or onto the vehicle. At Rapid this responsibility is accepted by any person who loads goods in preparation for transport.

The loader must:

- use safe loading practices at all times
- comply with the LUEZ Guidelines

|              |                              |                           |                 |             |              |
|--------------|------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 63 – P                 | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Load Management Policy |                           |                 |             |              |
| Version #    | 6                            | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM           | UNCONTROLLED WHEN PRINTED |                 |             | Page 3 of 4  |

**S01 – 63 - P**

## HVNL: Load Management Policy

- ensure loads meet all legal mass and dimension requirements
- ensure the driver is advised of the actual/indicative weight of each pallet and consulted to ensure that goods are loaded to the best weight distribution
- ensure pressure is not put on the driver to load more than is legally allowable
- use methods and load restraint equipment to ensure that loads are safely restrained and protected
- load, segregate and placard all dangerous goods and provide relevant documentation in line with the relevant regulations and codes

### Unloader Responsibilities

The unloader is a worker who is responsible for unloading the goods from the vehicle. At Rapid this responsibility is accepted by any person who unloads goods after transport.

The unloader must:

- use safe unloading practices at all times
- comply with the LUEZ Guidelines

### 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:

- provide accurate load information to the transport company so they can supply suitable vehicles and adequate equipment for the load
- ensure product packaging can withstand stacking and restraint forces without damage or breakage
- ensure booked loads do not exceed maximum legal weight or dimension limits
- ensure the transport company is legally registered and permitted to undertake the job they are contracted to complete

|              |                              |                           |                 |             |              |
|--------------|------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 63 – P                 | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Load Management Policy |                           |                 |             |              |
| Version #    | 6                            | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM           | UNCONTROLLED WHEN PRINTED |                 |             | Page 4 of 4  |

**S01 – 64 - P**

## HVNL: Speed Management Policy

### STRATEGIC

As Senior Management, we fully support Rapid's Heavy Vehicle National Law policies. The safety of all workers, our clients, and the public is our first priority.

**Ian Holswich**  
Chairman

**F. Alex McHugh**  
Managing Director

**Adam Saleh**  
Director

### Speed Management Policy Statement:

Rapid is committed to providing a workplace that does not require, encourage or reward speeding by heavy vehicle drivers. Heavy vehicle driver speeding creates a work health and safety risk as it leads to an increased risk of death, injury or illness to the driver and other road users.

The Work Health and Safety Act 2011 (and the supporting heavy vehicle speeding and chain of responsibility laws) set out a range of requirements and responsibilities for the management of heavy vehicle driver speeding in the workplace.

Our objectives are to:

- establish safe systems of work that eliminate (where practicable) or minimise risks caused by heavy vehicles
- provide a safe and healthy work environment that does not require, encourage or reward speeding

To this end, we adopt a risk management based approach to support compliance with the legislative requirements and our objectives. We have established a Speed Risk Management Framework that contains the risk management stages that the organisation will use to identify, assess, eliminate (where practicable) or minimise and monitor speed-related risks.

### Scope

This policy and supporting procedures apply to any worker with control over or who might influence the speed of a heavy vehicle (including but not limited to the roles listed below).

- 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's/scheduler's manager
- driver of the vehicle
- loading manager
- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle
- unloader of goods from the vehicle
- consignee/consignor of goods for transport by the vehicle

|              |                               |                           |                 |             |              |
|--------------|-------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Speed Management Policy |                           |                 |             |              |
| Version #    | 6                             | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 1 of 4  |

**S01 – 64 - P**

## **HVNL: Speed Management Policy**

### **Transport Company Responsibilities**

The transport company includes the employer, prime contractor, operator and/or PCBU. At Rapid this responsibility is accepted by Ian Holswich, Chairman, and Alex McHugh, Managing Director.

The Transport Company must ensure that:

- they take all reasonable steps to ensure a driver complies with speed requirements
- all workers with control or influence over driver speed are appropriately trained
- rewards, incentives or payment schemes that encourage speeding are removed
- schedules, rosters and trip plans do not require drivers to exceed speed limits
- timeslots and delivery times do not put pressure on drivers to exceed speed limits
- consignors and consignees do not put pressure on drivers to exceed speed limits
- 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 (if installed) are functioning and maintained
- parking, queuing and loading/unloading practices are streamlined to minimise delays
- all elements of the Speed Risk Management Framework are monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance

### **Driver's/Scheduler's Manager Responsibilities**

The driver's/scheduler's manager is a worker who supervises the activities of drivers and/or schedulers. At Rapid this responsibility is accepted by supervisors, foremen and project managers.

The Driver/Scheduler Manager must:

- ensure this Speed Management Policy and the Speed Risk Management 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

### **Loading Manager Responsibilities**

The Loading Manager is a worker who supervises the activities of loaders/unloaders and/or who loads/unloads a vehicle. At Rapid this responsibility is accepted by various personnel.

The Loading Manager must:

- ensure loading and unloading arrangements do not require drivers to speed
- 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

|              |                               |                           |                 |             |              |
|--------------|-------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Speed Management Policy |                           |                 |             |              |
| Version #    | 6                             | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 2 of 4  |

**S01 – 64 - P**

## HVNL: Speed Management Policy

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

### Driver Responsibilities

The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. At Rapid this responsibility is accepted by all workers who drive a heavy vehicle in the course of their employment.

The driver must ensure they:

- observe speed limits at all times
- demonstrate safe and responsible driving behaviour at all times
- understand whether they can complete the journey/make the timeslot in time without exceeding the speed limit
- communicate any concerns about the scheduling or journey or any other potential or actual issues or delays to the Transport Company promptly

### Packer Responsibilities

The packer is a worker who packs and prepares items prior to loading. At Rapid this responsibility is accepted by any person who packs goods in preparation for transport.

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

### Loader Responsibilities

The loader is a worker who is responsible for loading the goods into or onto the vehicle. At Rapid this responsibility is accepted by any person who loads goods in preparation for transport.

The loader must ensure that the load is:

- ready to be loaded at the agreed loading time
- loaded in a timely manner, without unnecessary delays

### Unloader Responsibilities

The unloader is a worker who is responsible for unloading the goods from the vehicle. At Rapid this responsibility is accepted by any person who unloads goods after transport.

The unloader must ensure that the load is:

- unloaded in a timely manner, without unnecessary delays

### 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

|              |                               |                           |                 |             |              |
|--------------|-------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Speed Management Policy |                           |                 |             |              |
| Version #    | 6                             | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 3 of 4  |

**S01 – 64 - P**

## HVNL: Speed Management Policy

- appropriate time is factored for the job to be completed without requiring the driver to speed
- accurate information is provided to the scheduler to enable them to comply with the Chain of Responsibility laws
- contingency plans are developed to deal with scheduling issues and problems with meeting deadlines
- contracts include speed compliance and monitoring

|              |                               |                           |                 |             |              |
|--------------|-------------------------------|---------------------------|-----------------|-------------|--------------|
| Document #   | S01 – 64 – P                  | Issue Date                | 04/03/2024      | Review Date | 04/03/2025   |
| Title        | HVNL: Speed Management Policy |                           |                 |             |              |
| Version #    | 6                             | Author                    | Peter McFarlane | Owner       | Ian Holswich |
| Last Printed | 4/03/2024 10:06 AM            | UNCONTROLLED WHEN PRINTED |                 |             | Page 4 of 4  |