

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



Bringelly Brickworks Drivers Code of Conduct

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



GLOSSARY AND ABBREVIATIONS

CoA	Conditions of Approval for SSD_5684, including Modification 1
DCOC	Drivers Code of Conduct
DP&E	Department of Planning & Environment
EMS	Environmental Management Strategy
EP&A Act	<i>Environmental Planning and Assessment Act 1979</i>
PGH	<i>PGH Bricks and Pavers</i>
RMS	NSW Roads & Maritime Services
SSD	State Significant Development
TMP	Transport Management Plan

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



CONTENTS

GLOSSARY AND ABBREVIATIONS	2
1 INTRODUCTION	4
1.1 Requirement for Drivers Code of Conduct	4
1.1.1 Report Scope	4
2 LEGAL REQUIREMENTS	5
2.1 Environmental Planning and Assessment Act 1979	5
3 CODE OF CONDUCT	6
3.1 Legal Compliance	6
3.2 Driver Inductions	6
3.3 Vehicle Safety and Maintenance	6
3.4 Fitness for Work and Driving Practices	6
3.5 Congestion	7
3.6 Designated Haulage Routes	8
3.7 Noise Monitoring Program	8
3.8 Diesel Exhaust Emissions	9
3.9 Operating Conditions	9
4 DCOC COMPLIANCE MONITORING	10
4.1 Driver Register and Complaints Management	10
5 INCIDENT INVESTIGATION	11
5.1 Scope of Investigation	11
6 ROLES AND RESPONSIBILITIES	12
7 REVIEW	13
7.1 Continuous Improvement	13
7.2 DCOC Update and Amendment	13
8 APPENDIX A – DRIVERS CODE OF CONDUCT SIGN-OFF SHEET	14

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



1 INTRODUCTION

1.1 Requirement for Drivers Code of Conduct

This Driver's Code of Conduct (DCOC) provides PGH Bricks and Pavers with guidance on how heavy vehicle drivers should operate when exiting the Bringelly Brickworks and entering the public road network. This plan must be read in conjunction with the Transport Management Plan (TMP) and forms part of the Environmental Management Strategy (EMS) for the Bringelly Brickworks.

The DCOC has been prepared following the approval of the Bringelly Brickworks Extension Project (SSD_5684) on 3 March 2015 and a Section 96(1A) modification application (MOD1), which was determined on 31 October 2016.

This document has been prepared in Accordance with the Department of Planning and Environment (DP&E) requirement for the compilation of a Driver's Code of Conduct (**Section 2.1**).

1.1.1 Report Scope

To meet the objectives prescribed by DP&E in **Table 1** above, the DCOC will focus on achieving the following:

- Legal requirements;
- Traffic management measures to be implemented during the project lifespan;
- Incident investigation;
- Roles and responsibilities;
- Competence training and awareness; and
- Document review.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



2 LEGAL REQUIREMENTS

2.1 Environmental Planning and Assessment Act 1979

The Bringelly Brickworks was authorised by DP&E with the issuance of the Development Consent (SSD_5684) in 2015 and modified in October 2016. Condition of Authorisation (COA) 15 of the Development Consent requires that the TMP must:

Table 1 Development Consent – Applicable Conditions of Authorisation

Condition		Description
15	C	<p>Include a Code of Conduct for heavy vehicle drivers that addresses:</p> <ul style="list-style-type: none"> • Travelling speeds; • Procedures to minimise noise including a regular Truck Noise Auditing Program; • Procedures to minimise diesel exhaust emissions; • Instructions to avoid grouping or convoying of trucks; • Procedures to ensure that drivers adhere to the designated haulage routes and the haulage hours permitted under this consent; • Instructions to drivers not to overtake each other on the haulage route, as far as practicable, and to maintain appropriate distances between vehicles; and • Instruction to drivers to be properly safety conscious and to strictly obey all traffic regulations, particularly in relation to school zones along Greendale Road; and
	D	<p>Describe the measures that would be put in place to ensure compliance with the drivers' Code of Conduct and include a program to monitor the effectiveness of the implementation of these measures.</p>

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



3 CODE OF CONDUCT

The DCOC provides detail of controls implemented to minimise impacts on road users and the surrounding community. Where feasible, clauses will be entered in conditions of employment, or in contracts, that drivers' must adhere to the Drivers' Code of Conduct as new contracts are drafted or renewed.

3.1 Legal Compliance

- Obey all the statutory laws and regulations;
- Ensure their vehicle complies with relevant State legislation in relation to roadworthiness and modifications;
- Not drive whilst under the influence of alcohol, drugs, nor any medication which may affect their ability to drive;

3.2 Driver Inductions

- All heavy vehicle drivers operating vehicles on site at Bringelly Brickworks will be inducted before being authorised to provide services for PGH Bricks and Pavers.
- All drivers must hold current licenses appropriate to the State they are operating the heavy vehicle in. Appointed transport operators will be required to maintain current registers that will be reviewed by PGH during scheduled audits.

3.3 Vehicle Safety and Maintenance

Appointed transport operators must maintain a Maintenance Management Systems that includes as a minimum:

- A Daily Check for each vehicle when it is in use.
- Provision to record and report vehicle faults on both the hauling and trailing equipment.
- Provide for the identification, assessment and action on reported faults.
- Include Periodic Maintenance Schedules with identified service periods that describe the tasks to be completed.
- Maintain documented evidence to demonstrate the effective operation of the Maintenance Management Standards.
- The authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of the Maintenance Management System.
- Annual internal review schedule to verify that all results and activities comply with the systems policies, procedures and instructions.
- Identifies training needs of those that hold positions of responsibility under the Maintenance Management System and details the training plan to ensure responsible persons are trained in and familiar with the specific policy procedure and instruction they are to carry out.

3.4 Fitness for Work and Driving Practices

- Drivers must be assessed as medically fit to operate heavy vehicles, driver's fitness for work will be validated through the application of a Fitness for Work Declaration signed by the Director of the

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



Transport company. If a medical condition is encountered, which may affect a driver's ability to operate the heavy vehicle safely the Transport Operator must advise PGH.;

- Drivers must operate vehicles in a considerate manner and respect the rights of others to use and share roads.
- Drivers must comply with Road and Maritime Services (RMS) and/or sites speed limits, load limits, driving hours, signage and any communication protocols;
- Drivers are responsible for the identification and adherence to changes in speed limits on approaching public roads (e.g. Greendale Road in proximity of Bringelly Public School);
- Within the confines of fatigue management and scheduling, dispatch and arrivals during peak pickup/drop off times at Bringelly Public School will be avoided.
- Drivers must report all vehicle accidents resulting in injury/or damage to property to the police and their employer, where these incidents have the potential to impact PGH Bricks and Pavers incident notification and investigation outcome must be provided to PGH Transport or Raw Materials Manager.
- All hazards and near miss incidents that occur on site must be reported to the site Operations Manager;
- Drivers must ensure all loads are securely fastened and covered as appropriate. To assist drivers PGH has a certified load restraint system available. If you are using a PGH certified system, ensure you have copies of the system and have received training.
- Observations of drivers' behaviour and compliance with this code of conduct will be assessed randomly during safety walks and observations undertaken by the plant manager or delegate.
- Any complaints regarding drivers or truck noise will be dealt with through the PGH Complaints Management Procedure;
- Drivers will avoid grouping or convoying of trucks;
- Drivers will adhere to designated haulage route and the haulage hours permitted under the consent;
- Drivers will be instructed to not overtake each other on the haulage route and to maintain appropriate distances between vehicles;
- Drivers will adhere to the NSW RMS Chain of Responsibility (CoR);
- All heavy vehicles exiting the Site are to travel east from the Site along Greendale Road to The Northern Road and/or Bringelly Road; and
- Drivers are to keep the vehicle clean and clear tail gates of debris after exiting the extraction or stockpile area.

3.5 Congestion

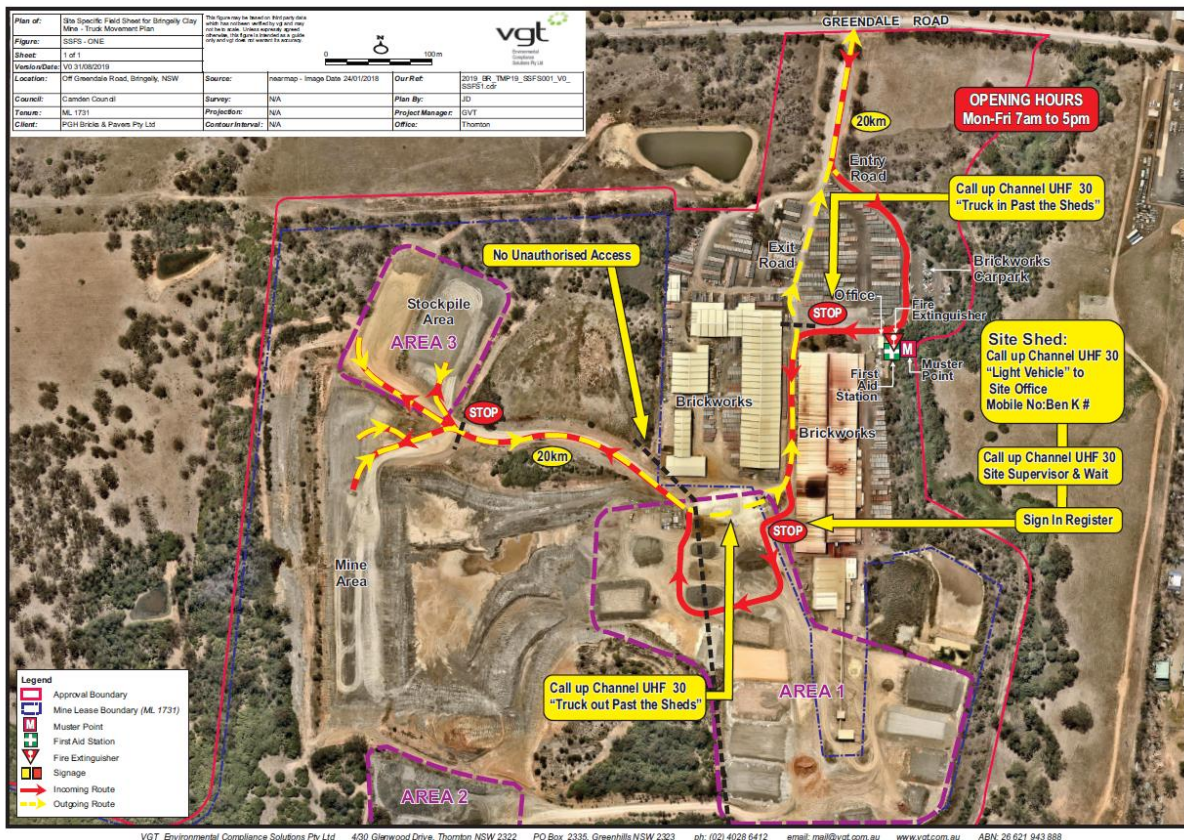
- Heavy vehicles are not permitted to queue at the Site access (Greendale Road) before 6:00AM;
- Heavy vehicles must not overtake each other on the public road network, as far as practically possible.
- Vehicles accessing and departing the Site will be staged and staggered to ensure that congestion is not experienced on the roads near the Site.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



3.6 Designated Haulage Routes

- Entry to site is always in the forward direction. Finished Goods brick trucks are to remain in the brick yard.
- Raw Materials trucks must use radio communication and ensure wheels are clean before leaving site. There is a high pressure washer available for assisting in this task.



3.7 Noise Monitoring Program

- Horns will not be used unless it forms part of an anti-theft device or is necessary to warn other road users or animals of the vehicles approach.
- Heavy vehicles should limit the use of engine breaks (as far as practically possible) to reduce noise levels. This system will be avoided near schools and hospitals.
- Modifications to the vehicle or exhaust systems, that increase noise levels, will not be permitted.
- Vehicle sound systems will be operated sensitively to ensure that noise impacts are not imparted to the community.
- Mufflers will be installed to reduce engine break noise.
- Unnecessary, engine revving, acceleration and breaking will be avoided.
- The inspection of vehicle exhaust systems will be included in the service schedule, to ensure that it is in good condition.
- Noisy engine breaks will be disengaged / turned off in built up areas.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



- Vehicles should be serviced regularly to ensure that optimal operation is achieved. Vehicle service documentation will be verified through pre-qualification and scheduled audits.
- Vehicles that are found to operate noisily (old or in poor condition), but cannot be fixed with the mitigation measures above, will be removed from site and replaced with newer and/or more efficient vehicles.

3.8 Diesel Exhaust Emissions

- Vehicles will be serviced regularly, by suitably accredited personnel, to ensure that they operate as cleanly and efficiently as practically possible.
- Where vehicles are found to be operating inefficiently and emitting pollutants, a diesel emission reducing device (retrofit) can be adopted. Emissions passing through the oxidation catalyst will help further reduce harmful emission levels.

3.9 Operating Conditions

The key regulated operating conditions that drivers must be aware of at the Bringelly site are listed below:

- All development related heavy vehicles enter and exit the site in a forward direction;
- All laden vehicles entering or exiting the site have their loads covered (with the exception of vehicles carrying bricks);
- All laden vehicles that have accessed the extraction and/or stockpile areas are cleaned of sand and other material that may fall on the road, before leaving the site;
- All heavy vehicles exiting the site travel east of the site along Greendale Road to The Northern Road and/or Bringelly Road;
- The dispatch of laden trucks is avoided during the peak drop-off and pick-up times at the Bringelly Public School to the greatest extent practicable, particularly prior to the upgrade of Greendale Road/Bringelly Road intersection by the RMS; and
- No trucks queue at the entrance before 6am.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook

4 DCOC COMPLIANCE MONITORING

4.1 Driver Register and Complaints Management

PGH Bricks and Pavers will maintain a register of all staff and sub-contractors who have been inducted and understand the requirements of the Drivers Code of Conduct.

The following procedure will be implemented to effectively administer this document:

- Transport Operators will read, agree to, communicate the requirements of this document with their drivers and sign the Drivers Code of Conduct Sign off Sheet (**Appendix A**);
- A copy of the DCOC will be made available on the company website.
- A procedure for members of the public to report alleged unsafe driving practices or breaches of the DCOC will be published on the company website.
- If a complaint is received, PGH will initiate an investigation into this matter. Appropriate actions, for matters pertaining to complaints established against this project, may include:

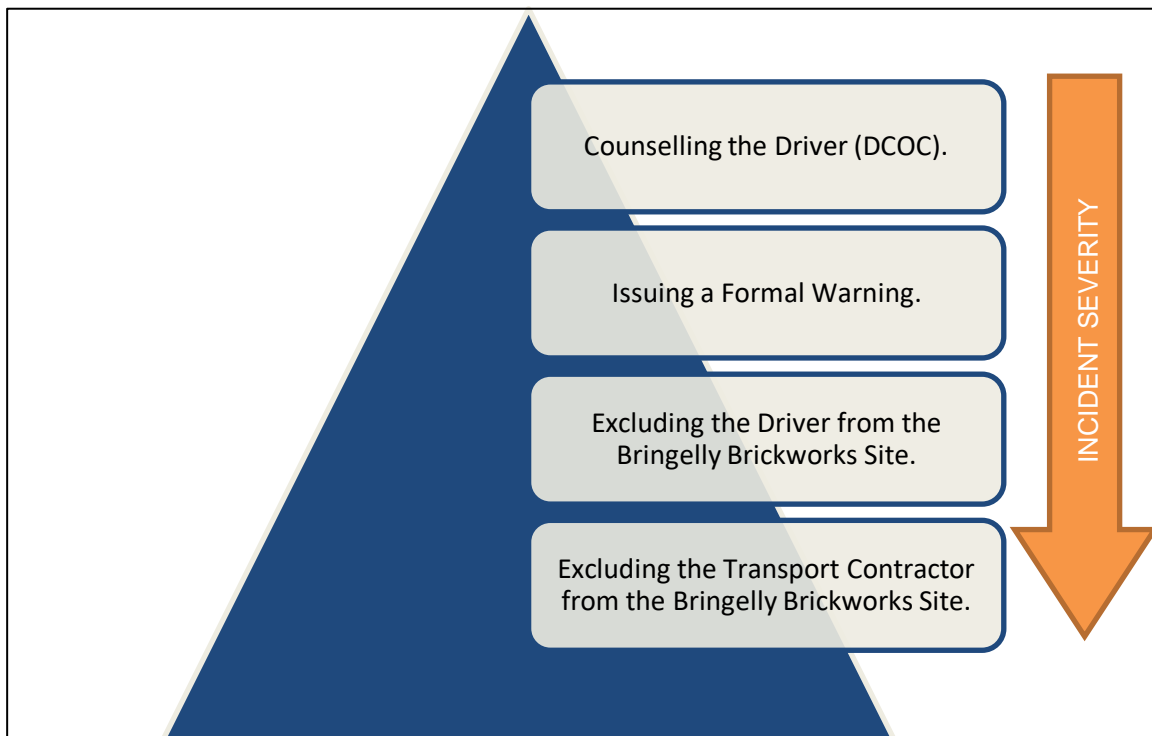


Figure 1 Hierarchy of Disciplinary Actions to be taken by PGH

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



5 INCIDENT INVESTIGATION

5.1 Scope of Investigation

There is the potential for traffic accidents and incidents when heavy vehicles, transporting PGH materials to and from site, interact with other vehicles on public road networks. Additionally, there are similar risks internally, within the Site, during the operation and movement of vehicles, plant and machinery.

In the event of a traffic accident, incident, or near miss reported by PGH staff, contractors or the public, PGH will commission an investigation to identify the root cause of the incident and establish whether the DCOC has been breached. The scope of the investigation will be to:

- Determine what occurred at the time of the incident;
- Establish the root cause of the incident;
- Clarify factors leading to the incident; and
- Determine whether appropriate controls were in place and/or implemented to prevent the incident.

The investigation will collate corrective and/or preventative actions to be assigned to appropriate PGH personnel for implementation. Actions will be communicated through relevant planning meetings and toolbox talks.

If required, the DCOC will be amended to reflect the outcome and requirements of the investigation, and all drivers will be briefed on the amendment(s) and will sign an updated register to confirm attendance and understanding of the code. Ongoing monitoring will be conducted to establish and report on the effectiveness of the corrective and/or preventative actions.

The DCOC will be maintained, managed and stored in terms of Environmental Management Strategy (EMS) requirements.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



6 ROLES AND RESPONSIBILITIES

Table 2 Roles and Responsibilities

Role	Responsibility
Executive General Manager.	<ul style="list-style-type: none"> Ensure that adequate resources are available to implement the DCOC effectively.
Transport and Raw Materials Manager	<ul style="list-style-type: none"> Ensure the implementation of the DCOC. Ensure that employees are competent by incorporating the DCOC into Drivers Induction.
All signatories of the DCOC.	<ul style="list-style-type: none"> Adhere to the DCOC when operating on behalf of PGH.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



7 REVIEW

7.1 Continuous Improvement

Continuous improvement of the DCOC will be achieved in accordance with Section 10 of the EMS, through the ongoing evaluation of driver performance against the policies, objectives and targets of this document.

The continuous improvement process is designed to:

- Identify areas of opportunity for improvement of driver performance;
- Determine the cause(s) of non-conformances and deficiencies;
- Ensure that the DCOC remains a dynamic document that is updated and amended to reflect and implement changes in legislation, including corrective and preventative action determined through investigative processes;

7.2 DCOC Update and Amendment

The processes described in Sections 9 and 10 of the EMS may result in the need to update or revise this DCOC.

The approval of updates or revisions to the DCOC will need to be considered in accordance with Section 11.2 of the EMS.

DOCUMENT CONTROL	
Doc No. BRK-BG-3.10.7-P05	Version: V1
Reason for Revision: Minor change – added section 3.9 & haulage map	
Issue Date: Jan 2021	Review Date: Jan 2024
Writer: M Travers	Authorised by: D Cook



8 APPENDIX A – DRIVERS CODE OF CONDUCT SIGN-OFF SHEET

Bringelly Brickworks Drivers Code of Conduct Sign-off Sheet	
Name:	
Mobile Number:	
Transport Company:	
Address:	
Company Contact Number:	
Declaration:	
<ul style="list-style-type: none"> I have been provided with a copy of the Driver's Code of Conduct for the Bringelly Brickworks. I have read and understood this document, and when operating vehicles on behalf of PGH, agree to abide by the conditions contained within. 	
Signature:	
Date:	
*Please note that a copy of this form must be returned to PGH to confirm compliance.	