



L.FRAUMANO TRANSPORT PTY LTD

ABN#57 640 868 954

18 Tambo Circuit Whittlesea VIC 3757

Mobile: 0401 671 563 Email: admin@lftransport.com.au

www.lftransport.com.au

COMPANY COMPLIANCE MANUAL

L.FRAUMANO TRANSPORT P/L - EXTRACT 15/5/2018

DRIVER INDUCTION & TRAINING:

All new permanent drivers to LFT must first be inducted into the LFT fleet using the LFT Driver Induction Guidelines.

This includes:

- Submission of all formal documents
 - Completion of Driver application & Training form
 - Passport or citizenship photo ID
 - Drivers License Front/ Back
 - Police Check (< 2 years old)
 - Vic Roads Driving History report(include demerit points) < 6months old
 - Medical certificate < 3 years old(<1yr old if driver >50)
 - NTC Load Restraint Induction signed off

- Attend a formal interview and training session at LFT office
 - Company Compliance Manual Overview including COR Legislation
 - Incident reporting
 - TLIP2010 – Apply Fatigue Management Strategies course
 - Mobile App (The Chain App) Training and overview
 - LFT Website and information resource

Drivers will also be trained on the importance of site inductions and given direction on how to complete these.

LFT EMPLOYEE TRAINING

All LFT employees that have a direct role in the COR must have completed an approved course in COR training prior to managing schedules for LFT drivers. This course will be at the expense of LFT and employees will obtain an approved certificate upon completion.

Employees will be instructed on the importance of the COR Register and keeping up to date on a daily basis.

ON GOING TRAINING

LFT will share all training and industry awareness resources monthly with their employees and contractors and it is expected that these resources are read and passed onto appropriate personnel. If anyone is unsure of the content within the documents, then it is expected that they will contact LFT Management to obtain further information or clarity on the information provided.

Employees, contractors and Drivers may be required to attend future training courses as deemed necessary by LFT and must make every effort to make themselves available for extended training and learning opportunities.

Special Needs Training

Whenever a compliance performance is identified as being deficient or repeated serious issues arise, then LFT will arrange special responsive training. Responsible parties will be required to attend and complete further training on the Specific issue and may also be liable for the cost of this extra training due to non compliance.



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LFT AUDITING & REPORTING

LFT employees will all be trained on the importance of keeping the COR Incident report and related, fatigue and Speed Management reports up to date on a daily basis.

Employees will be required to follow up on any COR incidents within 24 hours(business) of the breach and as outlined in this compliance manual with any third party concerned/involved eg supplier, subcontractor or customer.

LFT will conduct onsite audits of drivers and regular intervals to ensure compliance in all areas of the safety system. Any failures in compliance will be addressed and followed up to ensure they are rectified.

A summary of the COR incident reports will be sent to the Director of LFT at the end of each month for review. It is the Directors responsibility to identify if any compliance practices have fallen behind and how they can be improved and rectified.

The Director will need to identify if the breaches are caused due to individual circumstances or whether there needs to be a change or improvement made to the LFT Compliance system itself.

The LFT Compliance Manager no less than annually, will oversee the LFT COR system and ensure that it remains up to date with any new legislations and that the system as a whole is being used correctly by staff and all issues are being address and rectified as necessary.

The system should show an ongoing improvement in compliance to COR regulations and if this is not the case then the LFT COR system may need to be improved and changed to better promote improvement in compliance issues.