

COMPANY COMPLIANCE MANUAL

L.FRAUMANO TRANSPORT P/L

(ABN: 57 640 868 954)

Version 01/2017



L.Fraumano Transport P/L is committed to health and safety and this manual outlines the organisations code of behaviour for all staff and Contractors. This manual may be amended from time to time at the company's discretion.

The manual sets out the company's rules, regulations, and standards of behaviour and procedural issues.

It has been designed to help you understand your responsibilities and obligations as a company employee or contractor.

It is also a reference manual of the company's policies and procedures and training and induction guidelines.

All company staff and contractors are expected to abide by this manual (as amended from time to time). Accordingly, it is expected that you will read, understand and work in accordance with the documented requirements. It is the responsibility of all contractors to ensure that any person engaged by them reads, understands and abides by this manual. Failure to comply with this requirement may result in disciplinary proceedings or, in some instances, legal proceedings being commenced against you.

If after reading through this manual and being involved in the induction training you are unsure on any issue, please contact Luke Fraumano (or a person nominated by him) immediately.

A signed copy of this manual will be kept in your personal file.

Note: No manual can provide all the answers. If you do not know, or are unsure, ask your supervisor. Do not guess.

Also, it is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

INTRODUCTORY STATEMENT

This company compliance manual has been compiled to assist contractors in learning about many important issues and aspects of the workplace. The issues and aspects discussed are broad and have direct impact on safety, environment, property, public liability, security, emergency management, human resources and quality performance.

As a contractor to L.Fraumano Transport you will be expected to take responsibility for and comply with these issues and aspects.

COMPANY PROFILE

Company: L.Fraumano Transport P/L
ABN# 57 640 868 954

Address: 18 Tambo Circuit
Whittlesea VIC 3757

Director: Mr Luke Fraumano

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OCCUPATIONAL HEALTH & SAFETY PROCEDURES

EMPLOYERS RESPONSIBILITIES

L.Fraumano Transport places the highest emphasis on Health & Safety in conducting its daily business. The company is committed to the risk management process and ensuring as far as reasonably practicable, all employees, contractors, visitors and the public are adequately informed and trained, and shall work in an environment that is free of hazards that may cause personal injury.

The Company believes this key objective will benefit all people involved in Group activities and it will only be achieved through the constant promotion and improvement of safe working practices, control of hazards, safety awareness and commitment to safety on the part of each and every person involved including that of our contractors.

To achieve these objectives, L.Fraumano Transport shall:

1. Maintain as far as reasonably practicable a safe environment at all L.Fraumano Transport locations.
2. Ensure safety practices and procedures are implemented and maintained throughout the Company that are relevant to the operational activity, comply with statutory requirements and promote the involvement of all personnel in the maintenance of a safe working environment.
3. Ensure appropriate emergency procedures exist in all work locations and that all personnel understand the procedures relevant to their location.
4. Provide the training, instruction and supervision, dissemination of information and necessary resources to support Occupational Health & Safety in the various areas of Company activity.
5. Ensure appropriate procedures are maintained for the reporting and review of all safety incidents and situations likely to be hazardous to a safe working environment.

All employees & contractors have a responsibility to follow all OH&S policies and procedures and to report any hazards.

This OH&S Policy will be reviewed every two years (or such other period as may be decided by the company) as part of L.Fraumano Transport's Occupational Health and Safety Management System Review.

EMPLOYEES & SUB CONTRACTOR RESPONSIBILITIES

All contractors conducting work for L.Fraumano Transport must comply with the following requirements:

- To know all the requirements of all the relevant Acts, Regulations, Standards, Codes of Practice etc relating to the Contractor's provision of services;
- To comply with all relevant risk management systems ie ISO 14001, AS4801, Safety MAP, etc:
- To ensure all necessary approvals, permits, licenses and insurances are obtained and evidence of such is provided to L.Fraumano Transport prior to commencing any work:
- To assess all risks the intended work poses to the health and safety of themselves, others, to property and the environment prior to commencing all such work:
- To notify L.Fraumano Transport and the appropriate site supervisors immediately if any hazard or job safety issue is identified so it can be fixed and documented..
- To induct all contractor's employees;

- Adhere to all site specific rules, procedures and requirements at all times. For example, safe work procedures, JSEA's, safety plans, environmental management plans(on road map):
- Advise L.Fraumano Transport if any breach or contravention of rules and requirements occurs:
- Apply the environmental principles REDUCE, REUSE and RECYCLE when working for L.Fraumano Transport.

CHAIN OF RESPONSIBILITY

The Chain of Responsibility means that anybody, not just the driver who has control in a transport operation can be held responsible for breaches of road rules and may be legally liable.

In another words if you use road transport as part of your business, you share responsibility for ensuring breaches of road rules do not occur. So if a breach of road transport law occurs due to your action, inaction or demands you maybe legally accountable.

WHO IS COVERED BY THE CHAIN OF RESPONSIBILITY

If you are involved in any of the following road transport activities (or such other activities as may be applicable) you may be held responsible for breaches of road laws.

Consigning, - commissioning the carrying of goods
 Packing - Placing goods in packages, containers or on pallets
 Loading - Placing or restraining the load on a vehicle
 Driving - The physical act of driving a commercial vehicle.
 Operating - Operating a business which controls the use of a commercial vehicle
 Receiving - Paying for goods/taking possession of loads.

CORPORATE AND MANAGEMENT LIABILITY

ENFORCEMENT POWERS

On the 1st July, 2003, new inspection and search powers where introduced in Victoria to support the enforcement of the Chain of Responsibility.

TRANSPORT COMPANY – DRIVER

As a truck driver your responsibilities include ensuring that:

Driving Hour regulations are adhered to
 Required rest breaks are taken
 Records of your driving hours are kept
 Your vehicle does not exceed mass limits or dimension limits
 Your load is appropriately restrained
 You do no exceed the speed limit
 You do not tamper with any equipment required to be fitted to the vehicle.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

As a driver you need to make sure that your conduct does not compromise road safety or involve breaking the law.

TRANSPORT COMPANY – SCHEDULER

As a scheduler responsibilities include ensuring that any demands you make do not require a truck driver to;

Exceed permitted driving hours
 Fail to have minimum rest periods
 Exceed the speed limit.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

VEHICLE LOAD/DISPATCH

Under new legislation, loaders will have a responsibility to ensure that vehicle loads do not exceed dimension limits, do not cause vehicle mass limits to be exceeded, and are placed so they do not move or fall off the vehicle.

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

SUPERVISORS/MANAGERS

The responsibilities of an operator/Manager of a business involved in road transport include:

- Rosters and schedules
- Vehicles do not exceed mass or dimension limits
- Restraint equipment is provided
- Records of driver's activities are recorded

These responsibilities may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

ENVIRONMENTAL POLICY

L.Fraumano Transport is committed to being an environmentally responsible company. Legal compliance is regarded as a minimum standard and actions beyond statutory regulations, which conserve or protect the environment and support business goals are encouraged.

L.Fraumano Transport is particularly mindful of the effect of heavy vehicles on the environment, hence promoting a policy of regular maintenance and monitoring of emissions for company vehicles.

EMERGENCIES

Employees & Contractors must ensure they familiarize themselves with all emergency procedures at all customer & supplier premises. Both Contractors & employees are required to be familiar with the location of emergency spill containment, fire extinguishing equipment, their use and methods of operation, and fire escape routes for all customer & supplier premises that are visited frequently.

DRIVER LICENCE

Your engagement is conditional on you holding a current and valid Drivers Licence of the appropriate class. Should your licence be withdrawn for speeding, accumulated demerit points, or any other reason, you must notify L.Fraumano Transport immediately.

You must hold a valid driving licence for the class of vehicle that you operate. You must carry your current, relevant and valid National licence with you while on duty.

It is an offence to drive a vehicle in a category for which you are not licensed. It is also an offence to employ, or allow someone who does not hold the right category of licence to drive that vehicle.

You must notify L.Fraumano Transport immediately if there is any change in your eligibility to drive or operate a vehicle. This includes loss of licence or any restrictions placed on your licence.

MANUAL HANDLING & LIFTING

Manual handling covers a wide range of activities including lifting, pushing, pulling, grasping, throwing and carrying. Inappropriate manual handling may lead to injury. Contractors should have in place procedures for identifying and assessing hazardous manual handling and control measures to minimize the risk of injury to contractors and contractors' employees.

All manual handling tasks carried out while undertaking work for L.Fraumano Transport, must be done in accordance with safe lifting guidelines including using mechanical aids where available, and seeking assistance from colleagues if required.

A good guide for manual lifting is:

- a) Plan the lift. If the load is too heavy get help
- b) Place your feet apart, one foot beside the load, one foot behind it.
- c) Bend your knees
- d) Hold the load firmly with both hands
- e) Raise your head and keep your chin in to help keep your back straight.
- f) Lift load to the waist, by straightening your legs, keeping elbows close to the body.
- g) To put the load down, bend your knees and keep your back straight.
- h) Wear protective clothing if necessary.

FATIGUE

WHAT IS FATIGUE

Fatigue can be determined as loss of alertness, which eventually results in sleep with sleep being the end point in a steady and predictable drop off in brain function.

The loss of alertness is accompanied by poor judgement, slower reactions to events and decrease skill, such as vehicle control. Fatigue also affects efficiency and productivity.

FATIGUE MANAGEMENT

You should be adequately rested before commencing any work on behalf of the Company. Never drive while fatigued. If you feel the onset of fatigue take a 'power nap' at the next safe location.

Driver shifts will be designed so that you will be able to have adequate rest breaks to minimize the chance of Fatigue and to comply with regulations.

Schedules will permit drivers to have the opportunity for at least 6 hours of continuous sleep in any 24 hour period and preferably between 10pm and 8am.

Unfamiliar rosters and working hours will be minimized.

DRUGS & ALCOHOL

Possession of, or being under the influence of, alcohol or illegal drugs or drugs which will affect your ability to perform your job is prohibited.

You are not permitted to carry drugs (other than prescription medications) in a company vehicle.

Where taking prescribed medication, advice should be sought from the doctor or pharmacist to ensure that the medication will not affect your ability to perform your work duties. You should also advise L.Fraumano Transport when taking any medication.

As alcohol remains in the body for several hours, as a guide it is suggested that you do not consume alcohol for at least eight hours before commencing work. Remember that the law requires drivers of vehicles above 16 tonnes to have a zero blood alcohol level.

Where a supervisor suspects that an employee or contractor is under the influence of alcohol or drugs, the supervisor may request that the employee or contractor undergo testing by an approved doctor.

Disciplinary action may be taken against employees & contractors failing to abide by this policy.

SMOKING

L.Fraumano Transport encourages a 'smoke free' work environment. Contractors must ensure all laws and regulations regarding smoking in the work environment are adhered to.

PERSONAL APPEARANCE AND DRESS

Please ensure you maintain a neat appearance at all times and that any uniform if supplied is worn appropriately.

EQUAL OPPORTUNITY

L.Fraumano Transport is committed to providing a workplace that is free from all forms of harassment and discrimination.

All individuals are to be treated with respect, regardless of their sex, race, color, religious beliefs or position in the organization.

The company encourages reporting of behavior of this nature. If you feel you (or someone else) is being harassed or discriminated against, you should contact Luke Fraumano (or a person nominated by him) immediately. The company's procedure for dealing with complaints of this nature may include counseling, disciplinary action or a termination of our arrangement with the guilty party.

BULLYING

Workplace bullying is defined as repeated, unreasonable behavior directed to an employee or group of employees, that creates a risk to worker health, safety and well being.

The company encourages reporting of behavior of this nature. If you feel you (or someone else) is being bullied, you should contact Luke Fraumano (or a person nominated by him) immediately. The company's procedure for dealing with complaints of this nature may include counseling, disciplinary action or a termination of our arrangement with the guilty party.

HEALTH AND MEDICAL

There is a wide range of medical, hearing and eyesight conditions which may impact on your ability to work safely.

If you have a medical condition, it is in your own interest to ensure that it is appropriate for you to operate machinery or drive a vehicle.

If you are concerned that you may have a medical condition which may affect your ability to work safely, you should speak to your doctor and inform L.Fraumano Transport immediately of your change in circumstances.

Note: There is a legal obligation for all drivers to notify VicRoads if they have or develop a medical condition that may impact on their ability to drive safely.

ACCIDENTS

If your vehicle is involved in an accident you must try to get to the side of the road to prevent another accident from happening. You must also protect the area by using hazard warning lights, or your portable warning triangles.

All accidents must be reported to the appropriate authorities immediately as well as L.Fraumano Transport. Accidents include but are not limited to injuries, spills, near misses, damage to equipment, environmental incidents and loss of containment both in the operation, on the road and at customer premises.

The L.Fraumano Transport accident damage report form can be found on our website www.lftransport.com.au and must be completed and submitted within 24hrs of the incident occurring.

BREAKDOWNS AND MECHANICAL PROBLEMS

Your vehicle becomes a road hazard when it is on the road broken down – use your three portable warning signs if this happens. These must be placed at the side of, and between 50-150 meters to the front and rear of the vehicle. You must report any breakdowns to L.Fraumano Transport immediately.

PASSENGERS

It is the company's policy that no passengers should be carried in a contractor's vehicle while carrying out work for L.Fraumano Transport P/L, unless cleared by L.Fraumano Transport first.

MASS AND DIMENSION LIMITS

Drivers must be aware of the GVM of the vehicle they are driving to make sure the vehicle is appropriate for the load. Both owner and driver are guilty of an offence if dimension limits are exceeded.

DRIVER REQUIREMENTS – SAFETY CHECKS

Before starting off on the first journey of your shift you must carry out a vehicle inspection, in accordance with the 'Daily Vehicle Inspection Checklist as prompted on the LFT app, prior to commencing any work for the day.

LOAD RESTRAINT PRACTICES

All vehicles carrying out work for L.Fraumano Transport must be secure and safely loaded.

Any vehicles operating on behalf of L.Fraumano Transport, must comply with load restraint requirements ensuring that the vehicles load:

- Does not exceed dimension limits
- Does not cause vehicle mass limits to be exceeded
- Is placed in a way so that it does not become unstable, move or fall off the vehicle.

Loads are to be checked to ensure they are properly restrained. The adequacy and condition of restraining equipment should be regularly checked to ensure it is capable of restraining loads.

You should ensure that loads are restrained as per the current national Load Restraint Guide.

Drivers should ensure that all restraint equipment is in a serviceable condition prior to commencing a trip. Loads should be checked frequently on the journey to ensure adequate restraint. Never leave loose restraint equipment or dunnage on the trailers.

Please ensure at every pick up, all questions on the LFT app are signed off by the Loader and the Driver to ensure checks have been completed.

You should also undertake regular vehicle safety checks during your shift. The checks should include, tyres, wheel nuts, temperature and pressures, oil, coupling and load restraint. Never drive a vehicle you believe to be unsafe.

DRIVING HOURS

The following requirements may vary. It is your responsibility to ensure that you are aware of and comply with all relevant laws, regulations, standards of practice etc or reasonable direction of the company as in existence or given from time to time.

The following table outlines the regulated driving hours for vehicles in excess of 12 tonne GVM:working working on

STANDARD HOURS

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks* and 2 x night rest breaks taken on consecutive days

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*

You should familiarize yourself with the above legal requirements. If you have any concerns, please contact your supervisor.

Your LFT sign on will record your driving hours & breaks however, if you are required to travel beyond a 100km radius, you will also be required to maintain a work diary. Where you are required to complete a work diary, the duplicate page or, in the case of a contractor, a copy of the duplicate page should be provided to L.Fraumano Transport.

A work diary (or electronic work diary) is require to be carried and completed by drivers of heavy trucks greater than 12 tonne Gross Vehicle Mass, or truck and trailer combinations with a combined Gross Combination Mass greater than 12 tonne.

DRIVING HOURS –BREECHES

If any driver causes a breach by exceeding the Standard Driving hours, be it by taking breaks to late or for not stopping long enough, then they will be sent written notification of the details of the breach and a reminder of how important it is to take these breaks.

A driver causing a breach in driving hours for a 3rd time within any 12 month period will be given a driving suspension notification, effective immediately from the detection of the 3rd breach. This suspension will remain in place until the driver completes the online Fatigue Management course (TLIF2010 - Apply Fatigue Management Strategies) which is available through the Australian Fatigue Management website. www.australianfatiguemanagment.com The driver will be responsible for the cost involved with completing the course and once completed will need to submit a copy of the certificate, before any further work is allocated.

CONTRACTOR MAINTENANCE

You are required to supply completed copies of your maintenance records which details repairs and maintenance carried out in the previous month to L.Fraumano Transport. These can be emailed through to admin@lftransport.com.au and uploaded against your vehicles records.

You are required to report details of vehicle defects which have the potential to affect your ability to work, or the roadworthiness of the vehicle to L.Fraumano Transport immediately they occur.

WORKING AT CUSTOMER OR SUPPLIER LOCATIONS

All contractors must ensure they adhere to all site specific rules, procedures and requirements at all times. Please ensure all Customer site inductions are uploaded and kept up to date via the LFT App.

TRUCKS, CARS & FORKLIFTS

There are important things to remember when you are driving on supplier sites. You may come across forklifts. Remember they always have right of way. You must be careful to look for forklifts when you are driving at night. This is because forklifts are often moving in reverse and their lights can be difficult to see.

PEOPLE WALKING AROUND

You must always watch for people walking around supplier sites. When you are walking do not take short cuts through buildings because this can be dangerous. Always use the marked walkways on the ground. You need to take special care when driving inside a building as there may be people walking around.

CUSTOMER / SUPPLIER RELATIONS AND COURTESY

Be courteous at all times – our customers and the general public judge us by your actions. Drivers and contractors are expected to comply with all appropriate legal requirements and acceptable community standards while on company business.

Please ensure you:

- Be courteous and helpful to customers
- Be a team player
- Wear your uniform(if applicable) with pride and ensure it is clean and presentable at all times
- Always maintain a professional appearance
- Ensure your vehicle is clean and presentable
- Always think safety for yourself, others and your equipment

DRIVER SAFETY CONTINUED

DISTRACTION

There is a high risk associated with drivers being distracted when driving. This Policy which removes or limits the risk of driver distraction from devices such as mobile phones, two-way radios, GPS navigation, transponders and other devices must be adhered to at all times.

- L.Fraumano Transport will endeavor to only communicate with drivers when it is known the vehicle is stopped at delivery points or alternatively by using message bank so a driver may receive the message once safely parked.
- Drivers are required to be safely parked prior to using any GPS navigation, transponders, two-way radios and mobile phones etc.
- The use of mobile phones and other communication devices is banned when using any machinery or even around an area with machinery, forklifts and vehicles. These are no phone zones.
- L.Fraumano Transport is happy to provide journey plans to give good advice on how to get to a destination upon request. This will reduce the risk of the driver being distracted looking for a street name etc.
- Drivers must be safely parked before reading maps, directions and journey plans.
- L.Fraumano Transport will ensure that all of its vehicles have easy to reach controls and legible instruments or the appropriate training will be given prior to any driver operating the vehicle.

SPEED

You should always drive at a speed appropriate to the conditions. You must also observe speed restrictions relevant to your vehicle configuration.

When traveling on unfamiliar roads, you should adjust the speed of the vehicle such that you are able to stop suddenly in the case of deviations, culverts and other hazards.

You should always follow posted signs that provide a guide to the condition and characteristics of the road. Always reduce your speed in wet conditions – drive slowly, even if this results in delays to delivery and pick up schedules. You should descend hills at sign posted truck speed and gear instructions, or in the gear you climbed the hill in. Always observe the road work speed limits. You should take corners at or below the speed indicated on the advisory sign. Plan your trip well ahead to give you more reaction time and plenty of time to arrive safely. Always observe the speed limit in depots, parking lots, rest areas, customer's premises and work sites. If you have been found traveling in excess of the applicable speed you will face disciplinary action.

SPEED LIMITERS

All vehicles above 15 tonne GVM built after December 1990 and above 12 tonne GVM built after January 1991 have been fitted with a speed limiter to ensure that the vehicle does not exceed the maximum permitted speed of 100km/h. Anybody found tampering with a speed limiting device will face disciplinary action.

SEAT BELTS

The law requires all drivers and any occupants to wear a seatbelt. You must ensure that you and any passengers are wearing seat belts whilst driving. If you are concerned about the working of your seat belt, advise L.Fraumano Transport immediately.

MOBILE PHONES

Please ensure your vehicle is fitted with the appropriate mobile phone cradle and a working hands free speaker connecting system. It is illegal to use a mobile phone in a vehicle without these devices. Texting or using the LFT App while driving is not allowed under any circumstances.

Please follow site rules in regards to mobile phones. As a general rule you should not be talking on your phone in the dispatch areas as this may cause a safety issue. Safety zones are the best place to talk on phones.

VEHICLE CLEANLINESS

Rubbish must be removed from your truck cabin at the end of each shift. Your vehicle and cabin must be kept clean at all times.

BRIDGES AND OVERHEAD OBSTRUCTIONS

Bridges are marked with weight load limits and overhead obstructions with clearance heights. To observe these posted limits, you must know the weight of your loaded vehicle, the load on each axle and the height of your vehicle.

DESIGNATED ROUTES

You must know the laden height of your vehicle and plan your route to avoid any low bridges, telephone, or electricity wires along the way.

MASS MANAGEMENT

Drivers must ensure that they are informed of all load masses prior to any loads being placed on their vehicle. Loads must not exceed the vehicle's weight capacity.

REVERSING

Get out and check behind the vehicle, check clearance at sides, tops and bottom, and keep the trailer doors closed until you are in close proximity to the loading dock.

Commence reversing at a slow and steady pace, whilst constantly monitoring your mirrors for pedestrians and other traffic. If in doubt stop, get out of the vehicle and recheck location and distance clearances.

If you use someone to guide you be mindful of the position of that person, make sure that you can see them at all times.

BRAKING

Always brake with care, remember that the truck will react differently depending on the size and weight of the load, the distribution of the load, the road surface and weather conditions.

You should never drive a vehicle with faulty or suspect brakes. Braking faults should be reported immediately to L.Fraumano Transport.

Engine brakes are auxiliary to the main service brakes. Never use your engine brakes on slippery or wet surfaces, as a jack-knife may occur from which you may be unable to recover. Unless emergency braking is required, do not use engine brakes in or near residential and built up areas as they can be extremely noisy.

Ensure that the exhaust system is not defective and that the muffler is free of holes and rust at routine intervals to help reduce noise emissions. It is recommended that cheap ineffective mufflers or non standard components are not used on vehicles for this same reason.

HIGHWAY COURTESY

The road is there for all road users, you should always show courtesy and patience to other road users. Make allowance for errors and inappropriate actions by other road users. Your heavy vehicle will obscure the view of drivers behind you. They may not even see a red traffic light ahead. Give drivers behind you as much warning as possible of your intention to slow down or stop.

As a professional driver you should always give right of way. Remember fire trucks, police vehicles and ambulances all have right of way when sirens or lights are flashing. Pull over to the left or stop to enable them to pass.

In the event of a Road Rage incident, please ensure you remain calm and never leave your vehicle unless there is a safety concern to stay. Please report the incident immediately to L.Fraumano Transport and if necessary the appropriate authorities.

OVERTAKING/PASSING

Do not overtake a vehicle unless you have sufficient speed to enable you to overtake quickly and regain your correct side of the road.

You should never overtake in the following circumstances:

- Over continuous lane separation lines;
- On narrow roads;
- Near or on a curve or crest of hill;
- Near or on a bridge;
- At railway crossings or tunnels;
- When clear vision is restricted; and
- Through road work areas

Never indicate or flash your lights to influence overtaking by other road users. Never use the CB radio or mobile phone to direct other vehicles to overtake.

PARKING

When parking a vehicle for any length of time, park away from houses, shops and schools, and as far away from the moving traffic as possible. Always park your vehicle in a safe position where it can be seen by other vehicles and traffic is not forced to divert around the vehicle. You must be careful and try to park as far away from the stream of traffic as possible.

You must use your portable signals when you have stopped and your vehicle cannot be seen at any time for a distance of 200 meters in all directions. You must also use warning signals if any part of your load falls off. Signals must be placed between 50 and 150 metres in front, and to the rear of the vehicle or fallen load. The third signal must be placed at the side of the vehicle to give sufficient warning to other road users.

When parking or stopping your vehicle at night you must leave its parking lights on, if your vehicle is over 2.2 metres wide all clearance and side-marker lights must be on, unless you can be seen by street lighting for 200 metres in all directions.

Special rules apply for parking vehicle carrying dangerous goods. Check these rules with the Victorian WorkCover Authority.

RAILWAY CROSSINGS

Always look both ways before attempting to drive through a railway crossing, especially when there is more than one rail line to cross. Never drive through a railway crossing when the red lights are flashing. Always stop and wait until the red light stops flashing and the train has passed through the crossing. Be sure you can cross safely before attempting to drive through the crossing.

Always stop at unlit or unsupervised railway crossings before proceeding.

Special rules apply for vehicle transporting dangerous goods and at railway crossings. Check these rules with the Victorian WorkCover Authority.

ROAD HAZARDS

You should always adjust your driving to suit the following conditions;

- Rough and slippery surfaces
- Narrow or winding roads
- Low wires, roofs or awnings
- Low bridges, runnels, underpasses and trees
- Livestock on or beside the road

Your vehicle can become a road hazard when it is broken down on the road, use the portable warning signs. The triangles should be placed at the side of the vehicle and at between 50-150 metres to the front of the vehicle and 50-150 meters to the rear of the vehicle.

You should never pass under a bridge without checking its clearance. Never travel under a bridge that is sign posted at, or below the height of your vehicle.

TAILGATING

Always maintain a gap between yourself and the vehicle directly in front of you, to allow adequate stopping distances. The gap you must maintain is dependent on road and weather conditions, the vehicle size and weight, traffic conditions and speed. You should double the gap between you and other vehicles in adverse conditions.

The legal following distance in areas without streetlights is 60 metres (100 metres if following a vehicle carrying a long load) or 200 metres for a B-double.

A gap of 60 metres is:

- About the length of four semi-trailer combinations,
- About 12 car lengths, or
- Approximately four seconds

You should never travel closely behind another vehicle, particularly cars, as it can be intimidating and viewed as aggressive driving behavior.

RISK MANAGEMENT

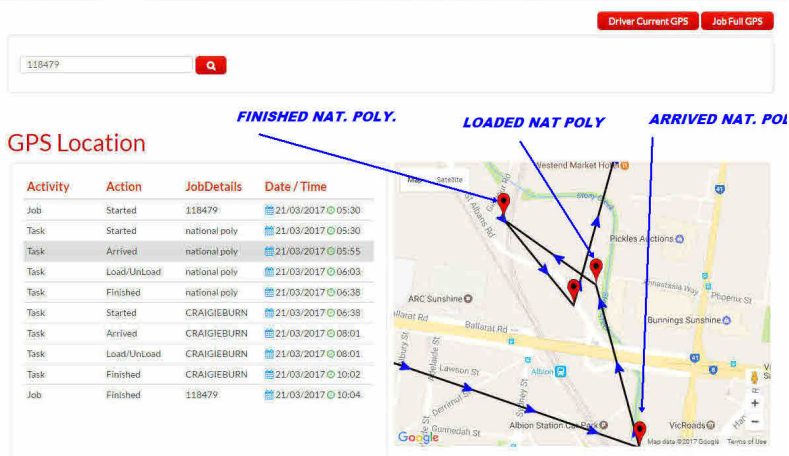
L.Fraumano Transport will continue to ensure its contractors and drivers adhere to all safety procedures. Upon the notification of any hazard or risk L.Fraumano Transport will take immediate steps to ensure the safety of everyone involved. The hazard or proposed risk will be documented and assessed so the appropriate control measures can be put in place to manage potential risks.

DRIVER GPS TRACKING

The LFT app tracks and records a drivers GPS location every time that a driver actually uses the app(HITS A BUTTON). This allows us to monitor and get updates on driver locations without having to continually Call the driver. The recorded location co-ordinates also show proof of time and delivery points for Customers especially when there is loading concerns or arrival time discrepancies.

Clients have access to this information and can look back at records at any point in time, it is imperative that this information is correct and accurate at all times.

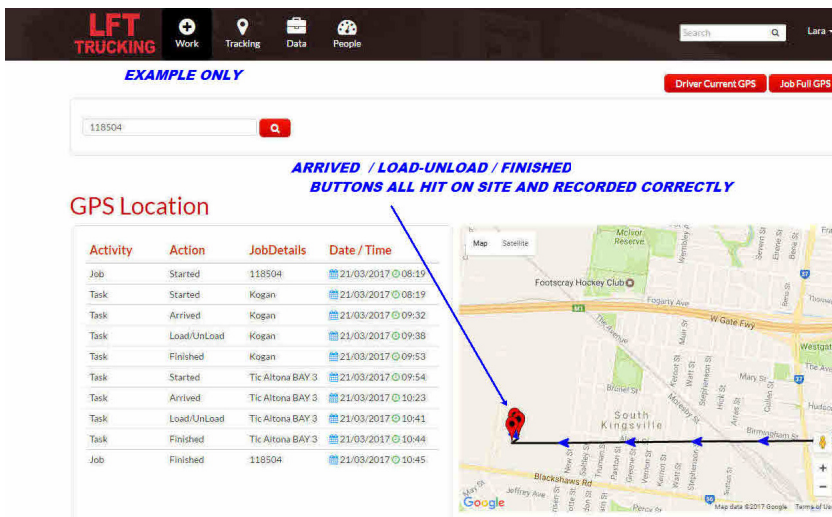
A clear example of inaccurate and FALSE use of the app is shown below. In this example it is very clear that the driver on this occasion has hit the buttons while not ONSITE at the customers premises. The GPS Co-ordinates show different locations have been recorded for site ARRIVED compared to site LOADED and again a different location for siteFINISHED.



Hitting the site FINISH button after leaving the site will mean the driver will not be able to get the Client to sign the screen on the APP.

Inaccurate use of the LFT App is not acceptable and may be enough to implement immediate dismissal for any driver that has a repeat offense.

A example of a driver using the app correctly is also below and very evident in the system as the ARRIVED/LOAD-UNLOAD/FINISHED co-ordinates are all at the same site.



Please ensure you and your drivers are well informed on how the LFT App is to be used. Every ARRIVED/ LOAD-UNLOAD/FINISH TASK button should ALWAYS be hit ONSITE at each clients location with no exceptions.

LFT will randomly performing SPOT CHECKS on GPS Tracking so please ensure all drivers are aware on how the app works.

NON COMPLIANCE

L.Fraumano Transport may review or audit compliance at any time. If it is deemed that any rule or requirement has been contravened, they may:

- Immediately suspend all or part of the works until the contractor demonstrates compliance:
- Order the Contractor to remove all non-compliant Contractor's Employees from Company Premises; and
- Suspend all payments for the period of non-compliance.