

Code of Conduct - Ardglen Quarry




(Truck & Dog, Ex-Bin & Sub-Contractors)



The Code of Conduct has been established to minimise the impact of our operations on the environment and the local community whilst also providing our customers with a high quality, reliable and safe service.

All persons travelling to and from Ardglen Quarry must adhere to the rules detailed in this document.

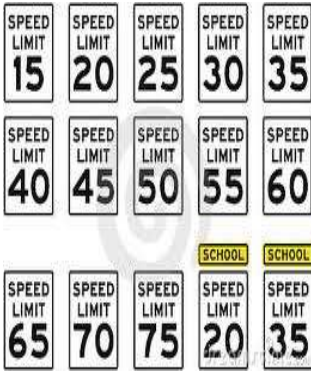
Please ensure all persons attending Ardglen Quarry read understand and sign this form and return it to the Daracon representative – or email: feedback@daraconquarries.com.au



<p>Times</p> 	<p>Opening time of Ardglen Quarry is as follows:</p> <ul style="list-style-type: none"> ▪ Monday to Friday 6:30am to 5:30pm. ▪ Saturdays 6:30am to 5:30pm (as required)
<p>Access</p> 	<p>Daracon Group has Voluntarily limited our truck movements through the following areas:-</p> <ul style="list-style-type: none"> ▪ No quarry trucks to travel through the township of Ardglen prior to 6:30am; ▪ No quarry trucks are permitted to park in the township of Ardglen; <p>It is compulsory for all trucks leaving the Ardglen Quarry site to drive through the wheel wash before departing site.</p>
<p>Illegal and Unsafe Truck Parking</p> 	<p>Trucks parking up prior to Quarry opening time within the township of Ardglen is STRICTLY FORBIDDEN!</p> <p>Trucks heading North bound from the Murrurundi side of the quarry are permitted to wait within the parking bays located at the top of the range before 6:30am.</p> <p>Trucks heading South bound from the Willow Tree side of the quarry will need to find alternate parking arrangements prior to 6:30am.</p>

<p>Heavy Vehicle Compression Braking</p> 	<p>Compression braking by heavy vehicles is a source of irritation to the community generating many complaints. Brakes must be applied so as not to create excessive noise that could disturb local residents. Compression braking within the township of Ardglen or any residential areas / isolated residences will <u>ONLY</u> be used if required for safety reasons!</p>
<p>Load covering and Restraint (as per NHVL and CoR Regulations)</p> 	<p>All trucks arriving to or departing from the site (whether loaded with <u>material or not</u>) are required to have an effective cover over their load for the duration of the trip. The load cover can be removed upon arrival at the delivery site and immediately prior to loading at the quarry.</p> <p>The driver must ensure that all loose debris from the vehicle body, drawbars and wheels (including dual tyres) is removed prior to leaving the quarry site and again after unloading. Drivers must ensure that following loading and tipping that the tailgate is locked before leaving the site.</p> <p>Drivers needs to ensure that their loads are secured as per the NTC Load Restraint Guide 2018 and checks are completed on restraint equipment such as tailgates, chains, straps, ratchet dogs, tarps etc on a regular basis to ensure they are functioning correctly.</p> <p><i>“Drivers must exit their Truck to inspect the above every time they are loaded at the quarry and following delivery of material”</i></p> <p>Plant and Equipment being transported to and from the quarry must be thoroughly washed and cleaned before being transported (for example all rocks and material removed from crushers and other equipment).</p> <p>The security of your load, your life and the life of others, relies on proper load restraint practices.</p>
<p>Mass and Dimension (As per NHVL and CoR Regulations)</p>	<p>All drivers need be aware of the following:</p> <ul style="list-style-type: none"> ▪ That adhering to legal axle and gross weight limits are their responsibility and these need to be confirmed before proceeding with the load (via weighbridge or alternate means). ▪ All trucks attending the quarry must adhere to the various weight and dimension limit / restrictions that apply to the various approach routes. These include load limits applicable to roads and bridges that must be complied with.
<p>Fatigue and licence requirements (As per NHVL and CoR Regulations)</p>	<p>All drivers need be aware of the following:</p> <ul style="list-style-type: none"> ▪ Drivers must adhere to the relevant “work and rest” restrictions applicable (standard, BFM or otherwise) whilst operating out of the quarry. ▪ Drivers must record the relevant information regarding “work and rest” times in accordance with the specific requirements. ▪ Drivers will be adequately rested before commencing work. Never drive while fatigued. Safe driving rosters must be designed so that you can have adequate rest breaks to minimise fatigue and to comply with relevant regulations. ▪ If your driver’s licence is suspended or cancelled for any reason, you must advise management immediately.

Speed Limit



Drivers are to observe the posted speed limits, with speed adjusted appropriately to suit the road environment and prevailing weather conditions, to comply with the Australian Road Rules. The vehicle speed must be appropriate to ensure the safe movements of the vehicle based on the vehicle configuration. Specific speed limits also apply to the following areas:-

- Within Quarry: **20 Kph** unless signposted otherwise.
- Township of Ardglen: **40 Kph** between the New England Highway and the quarry entrance (both inbound empty and outbound loaded).

Signs



Drivers are to obey signage within the Quarry and comply with the Australian Road Rules and **REMAIN** on Vehicle routes (per Vehicle Management Plans)

- Heavy Quarry Traffic **ALWAYS** has **“Right – Of – Way”**.
- Empty trucks **MUST** “Give way” to Loaded trucks leaving the Quarry.

Please pay particular attention when leaving:-

- The wheelwash and past the weighbridge as loaded trucks will always have priority through this area;
- Through the township of Ardglen as there are areas with restricted vision;
- Vehicle movement plans show the preferred travel routes, signage and speed limits;

Personal Protective Equipment (PPE)



The wearing of Hi-Vis “Long Long” Clothing is **COMPULSORY!**

“Long Longs” is an Industry Standard and many of our Clients have this Policy in place and expect us and our contractors to comply with their Policy requirements at all times! Long Longs allows Daracon Group to meet their ‘Duty of Care’ in providing suitable protective clothing with respect to working outdoors (sun protection). Long Longs provides for physical protection (e.g. Protection against Chemical exposure, Sharp and Hot objects and Insect / Vermin / Snakes / Spiders) and may assist in reducing minor injuries.




Approved “High Visibility” clothing or “High Visibility” vests are to be worn at all times by All workers and Visitors on site! Vests are to be worn in the correct fashion and securely fastened at all times to ensure legislative compliance.




The **“Mandatory Protective Clothing”** requirement on this site is:





- Hard Hat (AUS Standard).
- Hi-Vis vest or Hi-Vis Shirt.
- Long Sleeves and Collared shirt.
- Long Pants (Cotton Drill or Denim).
- Safety Boots (Steel Cap).
- Safety Glasses.



This is a requirement under our sun Protection Policy / Procedure.

	<p>Daracon advises that safety eyewear will be used to protect against dust and airborne particles whilst working on site. "Tinted" safety glasses (not fashion sun glasses) are appropriate for outdoor work and "Clear or Amber" for indoor work.</p> <p>Note:</p> <ul style="list-style-type: none"> Gloves are to be worn for "Manual" tasks unless risk assessment indicates they will create a hazard. Any PPE specified in an SWMS/RA that is required to be worn when carrying out a particular task MUST be worn!
<p>Caution!</p> 	<p>Beware of:</p> <ul style="list-style-type: none"> When turning off the New England Highway, all drivers need to indicate and start slowing early for the turn into the township of Ardglen. Access restrictions and visibility into the quarry site. HEAVY VEHICLES ALWAYS HAVE RIGHT OF WAY, NO EXCEPTIONS. Give way to the Water Cart and other operational vehicles. All vehicles to maintain positive contact with all operating plant and machinery via UHF 9 when on site. Seat belts are to be worn at ALL TIMES in plant and vehicles. Truck drivers MUST stay inside their vehicle whilst being loaded. Fighting and other forms of "Violence or Intimidation" are forbidden! Practical Jokes and Horseplay are NOT PERMITTED as they are potentially unsafe. Drivers need to be aware of the fact that school buses collect children from Main St Ardglen at the following times: <ul style="list-style-type: none"> Between 8.10am and 8.15am on school days; Between 4.10pm and 4.15pm on school days; Drivers need to be vigilant at these times due to the increased presence of pedestrians and vehicles associated with the school bus drop offs and collections; Although pedestrian activity through the township of Ardglen is irregular and limited, drivers also need to be vigilant as pedestrians may intermittently utilise the rail over pass bridge;
<p>No Access</p> 	<p>Trucks & Light vehicles must:</p> <ul style="list-style-type: none"> Be in road worthy condition. Have an operating orange flashing light. A working UHF Radio. <i>(If vehicle is not fitted with UHF radio, or flashing light then they will not be permitted on site).</i> Safety barricades, fencing and signs are NOT to be removed. When entry is required into "Protected Area" permission must be obtained from the Supervisor on site. Truck Drivers are NOT authorised to operate any Quarry equipment! Any environmentally sensitive areas will be delineated and must not be accessed unless permission has been obtained from the Supervisor on site.
<p>Park Procedure</p> 	<ul style="list-style-type: none"> Maintain Positive Communication with Loader Drivers at all times! Always Park so you are "Visible" to the Loader Driver and NEVER park or stand behind a Heavy Vehicle. NEVER approach the Loader until it is Stationary and the driver has signalled to you. There are "Blind Spots" for Operators of Mobile Plant - you must NEVER assume that an operator can see you, or that a machine will not move suddenly! When "Parked up", first movement is Forward.

<p>First Aid</p> 	<ul style="list-style-type: none"> ▪ A “First Aid Kit” is located in the Weighbridge office. ▪ Daracon has ‘First Aiders’ onsite. ▪ Daracon Vehicles also carry a First Aid Kit. ▪ Notify Daracon Supervisor of any 1st Aid Treatments/Incidents. ▪ Incident Report and Register of Injuries to be completed when applying first aid. ▪ Map to Hospital is located in the Weighbridge. ▪ All Incidents must be reported to Supervisor/Management/HSEQ Dept.
<p>Prohibited Items</p> 	<ul style="list-style-type: none"> ▪ No Children! ▪ No Pets! ▪ No Drugs! ▪ No Alcohol! ▪ No Firearms!
<p>Communication</p> 	<p>UHF Channel utilised @ Ardglen Quarry is 9.</p> <ul style="list-style-type: none"> ▪ All trucks must have a functioning UHF radio to access this site. ▪ No radio “Chit Chat” - conversations kept work related, short and precise. ▪ All vehicles <u>MUST</u> announce their location at all designated “call up points” <p>Other various call up points are:</p> <ul style="list-style-type: none"> ▪ As trucks are approach site and are driving over the bridge over the rail line (High St), they musty announce “Truck into site over rail bridge”; ▪ As trucks leave the weighbridge they must announce “Truck leaving weighbridge”; <p><u>Note:</u> Internal information has been getting broadcast on the UHF and CB radios, this practice is absolutely unacceptable and those engaging in such activity <u>MUST REFRAIN</u> from doing so immediately. Examples of company information include (but is not limited to):</p> <ul style="list-style-type: none"> ▪ Operational information including Workload and Quarry activities. ▪ Internal Procedures. ▪ Notifications sent from Management via Navman. ▪ Toolbox Information. <p>UHF / CB channels <u>ARE NOT PRIVATE</u> and the general public have access to the same channels. Failure to comply with this request will result in disciplinary action that could result in Termination of Employment or Contract.</p> <p>Consideration will also be given to the topics and manner that information is discussed; it is conceivable that a member of the public can take action against you personally if they are offended by the discussion or comments made.</p> <p style="text-align: center;">No inappropriate or offensive language to be broadcast on the UHF – EVER.</p>

<p>Mobile Phone Usage</p> 	<ul style="list-style-type: none"> • The use of a mobile phone while operating machinery or undertaking site activities is STRICTLY PROHIBITED. Driving, operating or undertaking high risk activities must be temporarily ceased to take the call. • Persons authorised to use a mobile phone and who are required to make or receive a call near any type of work activity or mobile plant must walk to a safe area to take the call. • Mobile phones are not to be used via any mechanism when in high risk areas such as the stockpiles, heavy vehicle haul roads, quarry pit etc). • Persons authorised to use a mobile phone on site who are working in a potentially hazardous area (e.g. confined space, high traffic area) or carrying out a potentially hazardous task (e.g. acting as a spotter, traffic control) MUST TURN OFF their mobile telephones while carrying out these duties. • When a call or text message is received while driving and a hands-free kit is not available or the hands free kit is not voice activated, the driver MUST pull to the side of the road when safe to do so prior to taking the call or checking the text message. • Where a conversation is <u>complex or technical or requires notes to be taken</u> it is mandatory to pullover when safe to do so to continue the conversation. • Any person contravening this Policy will be subject to the Company's disciplinary procedure. • The use of a phone to take photographs on site is also strictly forbidden unless specifically authorised by the Site Supervisor.
<p>Alcohol and Drug Testing</p> 	<ul style="list-style-type: none"> • Daracon has the right to conduct Alcohol and other Drug testing involving all persons working for the company or on premises. • Daracon requires all persons to be in a "fit for work" state. This means persons must not be affected by alcohol or other drugs whilst at work. • It is prohibited for any person to possess, use, sell or work under the influence of Alcohol or other Drugs. If you are working on a Daracon site, you are required to co-operate in the random selection and testing process. • Disciplinary action will be taken against individuals (and their Company, in the case of subcontractors) in the case of positive and repeat positive tests or refusing to undertake tests.
<p>Emergency</p> 	<ul style="list-style-type: none"> ▪ In the event of an emergency, 3 Horn Blasts will be sounded; or ▪ Personnel will be alerted via UHF radio (Channel 9) saying 'Emergency, Emergency, Emergency'. ▪ Inform Site Daracon Representative of Emergency Immediately!!! ▪ Do not put yourself in danger attending to an Emergency. ▪ Follow the directions of the Daracon Site Representative. ▪ If directed, move to Emergency Muster Area at Weighbridge! ▪ No persons are permitted to Enter/Leave site until All-Clear is given. ▪ In case of Bush Fire, move to the weighbridge!
<p>Contacts</p> 	<ul style="list-style-type: none"> ▪ Site Supervisor: Scott Brown 0437 092 342 ▪ Transport Supervisor (Truck & Dog): Scott Brown 0437 092 342 ▪ Quarry Sales Manager: Amy Mackay 0477 042 660 ▪ Beresfield Quarry Office: (02) 4974 9200 ▪ Emergency: 000

Performance and Complaints Handling



- All drivers need to be aware that the future of the quarry and to a certain extent, their livelihood, depend heavily on responsible and courteous driving by all. Please consider this at all times when driving to and from the quarry;
- Residents, Motorists, Cyclist and Pedestrians are encouraged to telephone (02) 4974 9200 or email: feedback@daraconquarries.com.au to lodge a complaint or provide positive feedback;
- All Complaints will be investigated and response provided to the complainant within a reasonable timeframe;
- All personnel are **REQUIRED** to report incidents to Weighbridge by any means. These will be collated and provided to the NSW Police (Maitland Local Area Command) when required;
- If a driver is found to breach this Code of Conduct (CoC), they will receive disciplinary action which will include one or more of the following:
 - The driver will be provided with a warning and will be re-introduced into the CoC;
 - The driver being precluded from site;
 - De-registration from the Daracon system entirely in the case of a subcontractor;

DECLARATION

I, the undersigned, hereby agree to abide by Daracon Group Truck Driver Code of Conduct for the transportation of Quarry products from Ardglen Quarry, to their final destination/s in a safe manner. I have read and understand the requirements outlined in the attached document and will, to the best of my ability, comply and assist with their implementation, requirements and ongoing administration.

The commitment to which this declaration relates is attached as part of the overall document and signing of this declaration confirms that the signatory has read and understood the entire document:

Contracting Company Name:	
Employee Name:	
Employee Signature:	
Date:	

Disciplinary action will be taken against drivers who do not adhere to this Code of Conduct!

(images used for illustrative purpose only)