Code of Conduct - Martins Creek Quarry

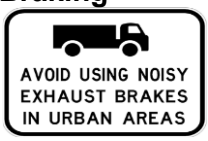
(Truck & Dog, Ex-Bin & Sub-Contractors)

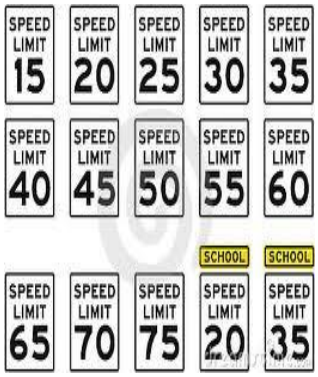
The Code of Conduct has been established to minimise the impact of our operations on the local environment, members of the public and to provide our customers with consistent, reliable and safe services.

All trucks travelling to and from Martins Creek Quarry must adhere to the rules detailed in this document.

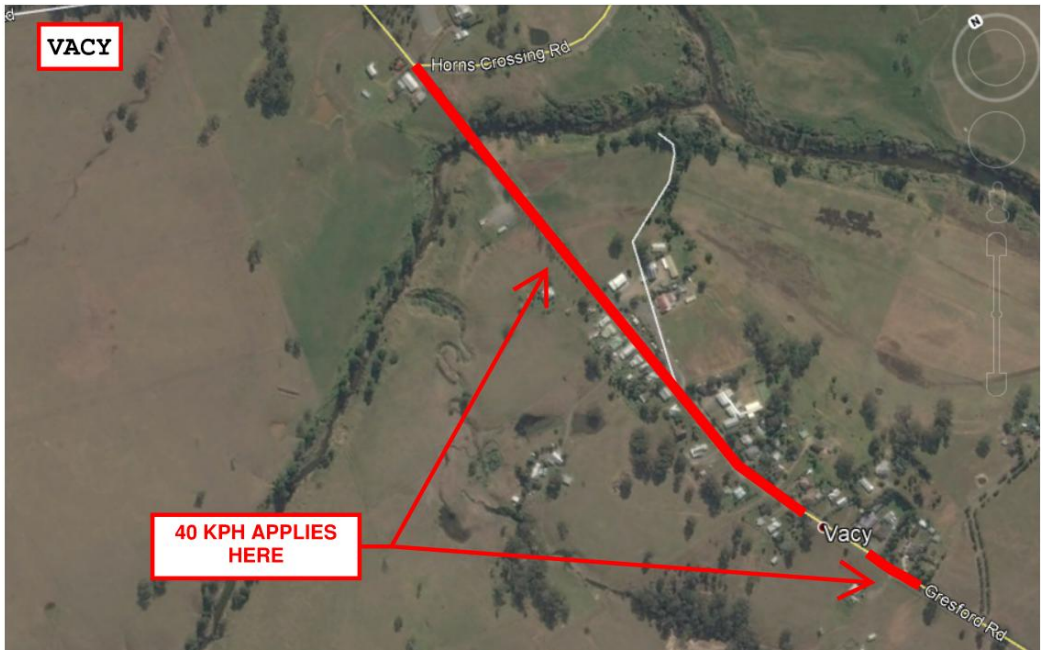
Please ensure all persons attending Martins Creek Quarry read understand and sign this form and return it to the Weighbridge or Daracon Transport Supervisor.

Access and egress SITE ACCESS	Daracon Group has limited the timing of truck movements through the following areas as below: ▪ No trucks to travel through Paterson prior to **6.45am**; ▪ No trucks to travel through Martins Creek prior to **7:00am**; ▪ No trucks are permitted to use Martins Creek Road and Cory Street *(empty or loaded)* to gain access to the Quarry even if the load limits are met (apart from local deliveries that may exist along Martins Creek Road and Cory Street); Drivers need to consider the residents of Bolwarra, Gresford & Brandy Hill when travelling to and from Martins Creek Quarry. All trucks travelling to and from the quarry **MUST NOT** travel in convoy. All drivers must therefore ensure there is always a reasonable distance between themselves and the truck in front to minimise the effect on the local communities and towns. It is compulsory for all trucks leaving the Martins Creek Quarry site to drive through the wheel wash before departing site. All trucks must be regularly inspected to ensure they are road worthy with all faults reported and repaired promptly. **Any truck deemed unsafe or not roadworthy will not be loaded at the quarry.**

Times 	Opening time of Martins Creek Quarry is as follows: **<u>Processing Area Site Hours:</u>** ▪ Note – No trucks will be loaded before 7am on any day; ▪ Monday to Friday **6:00am** to **6:00pm;** ▪ Saturdays **Closed;** **<u>Quarry Pit Area Site Hours:</u>** ▪ Monday to Friday **7:00am** to **5:00pm;** ▪ Saturdays **Closed;**
Illegal and Unsafe Truck Parking 	Trucks parking up prior to Quarry opening time on Grace Avenue (near sub-station) and on road shoulder is **not** permitted!! This is an illegal practice which includes the following unsafe actions: ▪ Encroachment onto the roadway; ▪ Crossing of Double Barrier Lines to Park; ▪ Parking facing the opposite direction to travel; Additionally, trucks must not park in any areas along the approach to the quarry that create a safety issue or cause concern to local residents.
Heavy Vehicle Compression Braking 	Compression braking by heavy vehicles is a source of irritation to the community which can lead to complaints. Brakes must be applied so as not to create excessive noise that could disturb local residents where possible. Compression braking within East Maitland, Brandy Hill, Bolwarra, Paterson & Martins Creek or any other residential areas / isolated residences should **<u>ONLY</u>** be used if required for safety reasons!
Load covering and Restraint (as per NHVL and CoR Regulations) 	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 may be removed upon arrival at the delivery site and immediately prior to loading at the quarry. 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. 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. **Drivers must exit their Truck to inspect the above every time they are loaded at the quarry and following delivery of material** 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). The security of your load, your life and the life of others relies on proper load restraint practices.

Mass and Dimension (As per NHVL and CoR Regulations)	All drivers should be aware of the following: ▪ 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 strictly complied with;
Fatigue and licence requirements (As per NHVL and CoR Regulations)	All drivers should be aware of the following: ▪ Drivers must adhere to the relevant "work and rest" restrictions applicable (standard, BFM or otherwise) whilst operating out of Martins Creek quarry. ▪ Drivers must record the relevant information regarding "work and rest" times in accordance with the specific requirements; ▪ Drivers should 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 your supervisor immediately;
Speed Limits  **(As well as per NHVL and CoR Regulations)**	Drivers are to observe the posted speed limits, with speed adjusted appropriately to suit the road environment, prevailing weather conditions and to comply with the TfNSW road rules. The vehicle speed must be appropriate to ensure the safe movements of the vehicle based on the vehicle configuration. **PLEASE ALSO NOTE THAT** specific speed limits also apply to the following areas: **Within Quarry:** **20 Kph** unless signposted otherwise; **Station St Martins Creek:** **Strictly 20Kph** As shown below, with two speed advisory signs installed to assist; **Vacy intersections and town:** **40 Kph Horns** Crossing Rd / Dungog Rd intersection; **40 kph** Mowbray Lane North/ Horns Crossing Rd intersection;

40 kph As shown below, Horns Crossing Rd / Gresford Rd intersection through to the 50 Kph zone through the village of Vacy;



Paterson:

40 Kph As shown below, William Street until you have passed Church Street (just over the Railway Line), Also, do not cut the “Corner” at Gresford Road & Duke Street when exiting Paterson. Two speed advisory signs installed here;

Bolwarra:

40 Kph As shown below, approximately 500 metre stretch of road between the fork in the road at Paterson Road and Tocal Road (near Service Station) to the Radar sign on Tocal Road;

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".***
Loaded trucks **MUST** "Give way" to empty trucks leaving the Quarry and crossing the "Gostwyck Bridge".

Please pay particular attention when leaving:-

- From the Back Gate *(around the Aggregate Stockpile area)* – Before you enter Vogeles Road, stop at the Gate! When clear, proceed with caution!
- At the end of Station Street, Martins Creek – before entering Grace Avenue, **STOP** at the Stop sign. When clear, proceed with caution!
- 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 the severity of 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 (ANS 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;
- Respiratory protection for areas sign posted as such;

This is a requirement under our sun protection policy / procedure.

Daracon advises that safety eyewear should 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.

Note:

- 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!

Caution!

Beware of:

- Access limits and overhead hazards around gantries on site!
- Left hand drive haul trucks & heavy traffic on main roads – 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 can potentially lead to unsafe behaviour;
- 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 along the haul route;
- Drivers need to be aware that pedestrian activity occurs through the townships along the haul routes to and from the quarry. All drivers need to be courteous, vigilant and comply with the speed limits noted above for those areas with pedestrian activity;

No Access

Trucks & Light vehicles must:

- Be in road worthy condition and inspected daily for such.
- Have an operating orange flashing light.
- A working UHF Radio.
  (If vehicle is not fitted with UHF radio, or flashing light then they will not be permitted on site).
- 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!
- To access the quarry pit area (beyond the “small ramp”), a site specific induction must be completed;

Park Procedure 	▪ Maintain positive communication via UHF channel 9 with loader drivers at all times; ▪ Always park so you are "Visible" to the loader drivers and **NEVER** park or stand behind a heavy vehicle. ▪ **NEVER** approach the loaders until they are 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 should always be forward;
First Aid 	▪ A "First Aid Kit" is located in the weighbridge; ▪ 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 as soon as possible;
Prohibited Items 	▪ No Children! ▪ No Pets! ▪ No Drugs! ▪ No Alcohol! ▪ No Firearms!
Communication 	**UHF Channel utilised at Martins Creek Quarry is Channel 9.** ▪ All trucks must have a functioning UHF radio to access this site; ▪ No radio "Chit Chat" – conversations must be strictly work related, short and precise; ▪ All vehicles **MUST** announce their location at all designated "call up points" as shown below: o Up/down the "Haul Road"; o Up/down the "Ramp"; o In/out "Bench 1,2 or 3 etc..."; o In/out the "Back Gate"; o Up /down the "Small Ramp"; o Positive communication with all heavy equipment on site (loaders etc); ***Note:*** Internal information must not be broadcast on the UHF and CB radios, this practice is absolutely unacceptable and those engaging in such activity **SHOULD REFRAIN** from doing so immediately. Examples of company information include (but is not limited to): ▪ Operational information including Workload and Quarry activities; ▪ Internal Procedures; ▪ Notifications sent from Management via Navman; ▪ Toolbox Information;

	UHF / CB channels **ARE NOT PRIVATE** and the general public have access to the same channels. Failure to comply with this request may result in disciplinary action that could end in termination of employment or contract. Consideration should also be given to the topics and manner that information is discussed; it is possible for a member of the public to take action against you personally if they are offended by the discussion or comments made.
Mobile Phone Usage 	▪ 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; ▪ 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 complex or technical or requires notes to be taken 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 which may include termination of Employment/Contractor contract; ▪ The use of a phone to take photographs on site is also strictly forbidden unless specifically authorised by the Site Supervisor;
Alcohol and Drug Testing 	Daracon needs to ensure all employees and drivers attending site are fit for work as below: ▪ Daracon reserves the right to conduct Alcohol and other Drug testing involving all persons working for the company or on the premises (including truck drivers carting material from the quarry); ▪ Daracon requires all persons to be in a "fit for work" state. This means persons **must not be** affected by alcohol or other drugs and that all persons **must not be** impaired by fatigue when attending site; ▪ 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 with the random drug and alcohol selection and testing process when required; ▪ Disciplinary action will be taken against individuals (and their Company, in the case of subcontractors) in the case of positive and/or repeat positive tests or refusing to participate in the drug and alcohol testing process;
Emergency	▪ In the event of an emergency, 3 Horn Blasts will be sounded and/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 bottom of Quarry pit;

Contacts

- Quarry Manager: Paul Walker 0427 334 596
- Daracon Main Office (Beresfield): (02) 4974 9200
- Weighbridge: (02) 4938 5261
- Transport Supervisor (Truck & Dog): Andy Wilcox 0498 872 153
- Quarry Sales Manager: Amy Mackay 0477 042 660
- Daracon feedback: 1300 663 151 OR via the Daracon website https://daracon.com.au/
- NSW Police Service (Maitland Station): (02) 4934 0200
- 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;
- Please remember that a few minutes saved driving in a manner that may be considered unsafe can distress local residents, potentially leading to complaints followed by disciplinary action for the driver and/or subcontractor;
- Residents, motorists, cyclists and pedestrians are encouraged to telephone 1300 663 151 or via the website https://daracon.com.au/ to lodge a complaint or provide feedback;
- All complaints will be investigated with the outcome provided to the complainant in a timely manner;
- 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) if 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, agree to abide by Daracon Group Truck Driver Code of Conduct (this document) for the transportation of quarry products from Martins Creek Quarry to their final destination(s) in a safe manner. I have read and understand the requirements outlined in this document and will strictly comply with all aspects of the Code of Conduct.

The commitment to which this declaration relates is included as part of the overall Code of Conduct document. Signing 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 purposes only)