

# Maintenance Policy

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## PURPOSE

This Speed and Fatigue Policy articulates Green Earth Logistics commitment to ensuring compliance with chain of responsibility laws and the health and safety of all employees, the community, and the environment.

## BACKGROUND

CoR aims to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the Heavy Vehicle National Law do not occur. Under CoR laws, if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the Heavy Vehicle National Law is complied with.

Any person with an influence and/or control in the transport chain is a 'party' and includes, but is not limited to:

- Corporations, partnerships, unincorporated associations or other bodies corporate;
- Employers and company directors;
- Prime contractors of drivers;
- An operator of a vehicle;
- Schedulers of goods or passengers for transport in or on a vehicle, and the Scheduler of its Driver;
- Consignors/consignees/receivers of the goods for transport;
- Loaders/unloaders of goods; or
- Loading manager's (the person who supervises loading/unloading or manages the premises where this occurs).

## SCOPE

The company Maintenance Management System Policy applies to all managers, employees, and contractors of that have responsibility for or involvement in activities that fall within the scope of Heavy Vehicle National Law or Workplace Health & Safety. This includes roles within the planned maintenance cycle, registration process, defect reporting and roadworthiness of Green Earth Logistics Heavy vehicles.

This Policy outlines Green Earth Logistics expectations and requirements in relation to managing the maintenance risks of our fleet of vehicles. As an operator, Green Earth Logistics will.

- Ensure workers who manage the fleet maintenance are given clear expectations;
- Ensure the vehicles are serviced systematically, meeting the OEM guidelines;
- Ensure OEM maintenance practices on vehicle chassis, body, and components;
- Ensure that speed limiters are maintained to the OEM standard;
- Ensure that all vehicle servicing meets NHVAS standards;
- Ensure all repairs are diligently carried out at all times;
- Ensure that workers report all defects that are found; and
- Ensure all maintenance is carried out by those licensed to do so

## OBJECTIVES

The Policy aims to ensure Green Earth Logistics vehicles are roadworthy, inspected and maintained at all times by:

- Ensure that every heavy vehicle owned by Green Earth Logistics is speed limited to a maximum of 100km/h;
- Ensuring daily checks are carried out by all workers prior to using a company-owned vehicle which;
  - Meet OEM requirements;
  - Meet NHVAS standards; and
  - Report and escalate all defects that are found;
- Ensuring that preventative and scheduled maintenance is carried out by;
  - A licensed mechanic;
  - At a licensed venue that is approved by company management; and
  - Each service or repair is documented and recorded at all times;
- Ensuring that all service & maintenance requirements supersede operational requirements;

## POLICY

Green Earth Logistics has obligations under both Road Transport law and Work Health and Safety legislation to as far as is reasonably practicable, minimise the potential for injury to the general public and public infrastructure. Green Earth Logistics will take all necessary steps to ensure that it meets its obligations to employees and sub-contractors and conducts its operations in a safe and responsible manner.

## ROUTINE MAINTENANCE

Doc No.	Issue Date:	Version	Revision Date:	Writer:	Authorised by:	Page
MAP-a-07	1/02/2023	V1	3/02/2023	Compliance Team	GM	1 of 3
Reason for Revision:						

## Maintenance Policy

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It shall be the responsibility of the Driver of any Green Earth Logistics vehicle to undertake appropriate routine maintenance inspections of engine oil, water, tyre pressures, battery, brakes, hydraulic fluids, windscreen cleaning. Any worker unable to perform these checks should ensure Green Earth Logistics appointed Mechanic carries out this maintenance.

Routine maintenance checks shall include, but not be limited to, the following:

- All lights and indicators should be working and have no cracks in the lenses;
- Look for any fresh oil or water leaks;
- Check tyres, including the spare for wear, inflation level or damage;
- Check Mirrors and ensure no cracks are present;
- Check steering comfort;
- Check oil, coolant, brake fluid and screen washer levels; and
- Check bodywork for scratches and dents, windscreen cracks.

### PERIODIC SERVICING

Periodic servicing includes initial, minor and major services of equipment. The allocated vehicle Scheduler is responsible for ensuring the vehicle is serviced in accordance with the manufacturer's recommended schedules in the vehicle manual. Servicing is to be carried out by the relevant manufacturer or appointed Mechanic.

All Vehicle servicing is to be recorded. The initial, minor, and major servicing are to be carried out on new or reconditioned equipment and all trailers at their scheduled interval.

Failure to undertake servicing according to the manufacturer's requirements may void the vehicle warranty, and the vehicle may also become unsafe to drive. Failure to comply may also lead to withdrawal of entitlements or accreditations attached to the use of the vehicle.

### REPAIRS & DAMAGE

Any worker of Green Earth Logistics Vehicle who discovers a fault not repairable by the Driver must ensure the required maintenance or a possible incident of non-fair wear report to the Fleet Scheduler. All damage/defects should be reported to the relevant State Warehouse Manager and Fleet Scheduler as soon as possible.

If the fault renders the vehicle unsafe, it is the responsibility of the Fleet Scheduler to ensure the vehicle is not used for operational purposes until the fault has been rectified.

### SEATBELTS

When seatbelts are fitted, Drivers and passengers must wear a seatbelt. The Driver is responsible for ensuring that all passengers wear a seatbelt. Seatbelts must be worn in accordance with the design specifications.

### SMOKING IN VEHICLES

Smoking in Green Earth Logistics Vehicles is strictly forbidden at all times.

### FIRST AID KITS

First aid kits are issued for each vehicle and must be left in the vehicle at all times. These are to be transferred to the replacement vehicle on a changeover.

Personnel who use a first aid kit should ensure the Fleet Scheduler is advised so as to enable replenishment.

Allocated drivers must report any lost, stolen or misplaced First Aid Kits to the Fleet Scheduler.

### FUEL PURCHASING

All Green Earth Logistics vehicles will be issued with a fuel card, authorised for fuel, top-up oils and hydraulic fluids only. No other unauthorised products may be purchased using the fuel card, and fuel must not be purchased for other vehicles. Drivers will ensure the correct odometer reading is given to the fuel outlet attendant at the time of purchase.

Doc No.	Issue Date:	Version	Revision Date:	Writer:	Authorised by:	Page
MAP-a-07	1/02/2023	V1	3/02/2023	Compliance Team	GM	2 of 3
Reason for Revision:						

## Maintenance Policy

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In the event that fuel has been purchased using personal cash or credit card, a Tax Invoice is required to substantiate a reimbursement claim. Reimbursement will be made by forwarding a completed claim form and a tax invoice to the Finance Department, authorised by the appropriate Supervisor/Manager.

### RESPONSIBILITIES

#### *Senior Management:*

For the purpose of this Policy, Senior Management have the responsibility to ensure:

- The allocation of responsibilities and funding to facilitate this Policy.

#### *Compliance Personnel:*

For the purpose of this Policy, Compliance Personnel have the responsibility to:

- Establish processes to monitor vehicle maintenance;
- Oversee the implementation of a comprehensive and regular risk assessment process;

#### *Managers, Supervisors & Schedulers:*

For the purpose of this Policy, Managers, Supervisors & Schedulers are responsible to:

- Forwarding any advice received in regard to maintenance required or damage of vehicles to the compliance team;
- Ensure daily completion of vehicle checks, by each Driver, prior to driving an allocated vehicle;
- Ensure that all speed limiters are serviced or checked by a licensed mechanic annually,
- Ensure turn tables are checked for safe operation by a licensed mechanic twice annually;
- All maintenance carried out is recorded in a timely fashion;
- Drivers do not smoke in vehicles;
- Seat belts are worn if fitted at all times; and
- Fuel cards are used and kept in a safe and secure environment at all times;

#### *Employees & Contractors:*

For the purpose of this Policy, all Drivers & Employees are responsible for:

- The safe mechanical use of the vehicle they are in control of at all times;
- Each vehicle is checked for any damage, leaks or maintenance required before use;
- That any damage or mechanical fault is communicated to the Scheduler immediately;
- That the no smoking policy is acknowledged at all times;
- Seat belts if fitted are used at all times; and
- Fuel cards are used for the purposes of refuelling Green Earth Logistics Vehicles only

Doc No.	Issue Date:	Version	Revision Date:	Writer:	Authorised by:	Page
MAP-a-07	1/02/2023	V1	3/02/2023	Compliance Team	GM	3 of 3
Reason for Revision:						