



## Protocol for Overloaded Vehicles for Liquid Wastes

Prepared for the Members of the Waste Contractors & Recyclers Association of NSW

**This Protocol does not constitute legal advice and should be supported by your own site specific policies and procedures.**

<b><u>PURPOSE:</u></b>	<p>All Waste Management Facilities have responsibilities under the road transport legislation to ensure that they do not encourage, reward or ignore the overloading of any liquid waste transport vehicle that is loaded beyond its allowable Gross Vehicle Mass (<b>GVM</b>).</p> <p>An overloaded vehicle is a <b>hazard</b>.</p> <p>It may become unstable, difficult to steer, less able to brake effectively and will pose a higher risk when emptying its load.</p> <p>This Protocol should apply to <b>ALL</b> liquid waste transport vehicles entering / exiting the Facility and should be supported by management.</p>
<b><u>IMPLICATIONS:</u></b>	<p>If you ignore the law and this Protocol, you may risk:</p> <ul style="list-style-type: none"> <li>• Damaging the vehicle; and/or</li> <li>• Injury or death to workers and/or members of the public; and/or</li> <li>• Vehicle incident e.g. rollover; and/or</li> <li>• Breaching the law.</li> </ul>
<b><u>IDENTIFYING THE RISK &amp; WHAT TO DO NEXT:</u></b>	<p>All incoming vehicle details should be recorded in the weighbridge computer system. If you then identify that a vehicle is loaded beyond its GVM, then you should:</p> <ol style="list-style-type: none"> <li>1. Stamp or notate the weighbridge docket as '<u>Overloaded</u>';</li> <li>2. Verbally inform the driver that the vehicle is overloaded and by how much (if possible);</li> <li>3. You should then prepare and hand a formal notification letter to the driver on the day. It is very important that you also send a copy of this letter to a responsible officer (generally the driver's depot manager) and that you also retain a copy in your files;</li> <li>4. Record the vehicle's weight, registration details, driver and organisation's</li> </ol>

	<p>details in your '<u>Overloaded Register</u>';</p> <ol style="list-style-type: none"> <li>5. In accordance with your site procedures, direct the overloaded vehicle to a designated onsite parking area until further notice and request that the driver turns the engine off; and</li> <li>6. Review your procedures to then determine a course of action.</li> </ol>
<p><b><u>MANAGING THE OVERLOADED VEHICLE:</u></b></p>	<ol style="list-style-type: none"> <li>1. An overloaded vehicle at your Facility may have to be accepted in circumstances where the vehicle cannot be safely pumped out off site and it poses a further safety risk to the public if the vehicle is turned away;</li> <li>2. The overloaded vehicle must be directed to a safe, designated on-site parking area where the vehicle must remain parked, until further instructions are provided to the Driver;</li> <li>3. If the overloaded vehicle is to be emptied out, ensure that safe operating procedures and a risk assessment are carried out first;</li> <li>4. Quarantine the area to ensure no worker is at risk and adopt all other safety measures;</li> <li>5. Only an amount that is large enough to bring the liquid waste transport vehicle under its allowable GVM is to be pumped from the vehicle (<b><i>the excess amount</i></b>);</li> <li>6. The excess amount is to be pumped from the vehicle into an approved centralised, banded and clearly identifiable container or tank. The customer's details, date, amount of excess litres and the driver's details (including vehicle registration), must be recorded in the overloaded register; and</li> <li>7. Once the excess amount has been pumped from the liquid waste transport vehicle, the vehicle may safely proceed via the usual process undertaken at the Facility under the direction of the Site Manager.</li> </ol>
<p><b><u>KEEPING RECORDS:</u></b></p>	<p>Authorised RMS officers may request information about overloaded liquid waste transport vehicles accepted at your Facility <u>at any time</u>.</p> <p>As a minimum, the Facility should be keeping copies of the following:</p> <ol style="list-style-type: none"> <li>1. Stamped weighbridge dockets;</li> <li>2. 'Overloaded Vehicles Notices' handed to drivers (with a copy retained together with details of the driver / company it was issued to);</li> <li>3. Letters sent to the customer advising them of the breach;</li> <li>4. Overloaded Register (separate from the Rejected Loads Register); and</li> </ol>

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	<ol style="list-style-type: none"> <li>5. Reports to the relevant manager at the Facility of weekly overloaded vehicles, on a weekly basis.</li> </ol>
<p><b><u>IMPORTANCE OF TRAINING:</u></b></p>	<ol style="list-style-type: none"> <li>1. Staff at the weighbridge must induct new staff of this Protocol;</li> <li>2. Operators should conduct regular staff training and review records every quarter; and</li> <li>3. A comprehensive review should also take place if there is a material failure of these procedures and/or if there is a serious incident involving an overloaded vehicle.</li> </ol>
<p><b><u>OPTIONS FOR LIQUID WASTE TRANSPORTERS TO WEIGH LOADS:</u></b></p>	<ol style="list-style-type: none"> <li>1. Ideally, liquid waste transport vehicles should be fitted with an onboard vehicle weighing system so that drivers do not break the law or risk the injury to themselves or the public by driving overloaded vehicles; and</li> <li>2. Alternatively, liquid waste transport vehicles may be able to utilise public weighbridge facilities to identify whether their loads are greater than the allowable GVM.</li> </ol>
<p><b><u>HOW TO ENCOURAGE COMPLIANCE:</u></b></p>	<ol style="list-style-type: none"> <li>1. Agreements with your customers should clearly reference the requirements for all in-coming vehicles to comply with the law;</li> <li>2. Suitable signage should be in place at the entry to your facility referencing the requirements for all in-coming vehicles to comply with the law;</li> <li>3. Suitable procedures should be in place that includes warning mechanisms to notify liquid waste customers in relation to over-loaded vehicles. These procedures should provide for an additional handling fee to be passed on to the customers so that the customer is sent a strong financial signal that overloaded vehicles are not accepted at your Facility. The procedure should provide for the eventual banning (and notification to RMS) of such over-loaded vehicles and/or the banning of a driver of an over-loaded vehicle that could be best described as a regular, repeat offender; and</li> <li>4. Staff to be suitably trained to identify, record and deal with over-loaded vehicles.</li> </ol>

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