



Protocol for overloaded vehicles travelling to and from a solid waste & recycling depot

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.

PURPOSE:	<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 vehicle that is loaded beyond its allowable Gross Vehicle Mass (GVM).</p> <p>An overloaded vehicle is a hazard.</p> <p>It may become unstable, difficult to steer, less able to brake effectively and will pose a higher risk when tipping off its load.</p> <p>This Protocol should apply to ALL vehicles entering / existing the Facility and should be supported by your own internal procedures, systems & training programs.</p>
IMPLICATIONS:	<p>If you ignore the law and this Protocol, you may risk:</p> <ul style="list-style-type: none"> • Damaging the vehicle; and/or • Injury or death to workers and/or members of the public; and/or • Vehicle incident e.g. rollover, brake failure, and/or • Breaching the law.
IDENTIFYING THE RISK & WHAT TO DO NEXT:	<p>All incoming vehicle details should be recorded in the weighbridge computer system.</p> <p>If you then identify that a vehicle is loaded beyond its GVM, then you should:-</p> <ol style="list-style-type: none"> 1. Stamp or notate the weighbridge docket as '<u>Overloaded</u>'; 2. Verbally inform the driver that the vehicle is overloaded and by how much; 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

	<p>retain a copy in your files);</p> <ol style="list-style-type: none"> 4. Record the vehicle's weight, registration details, driver and organisation's details in your '<u>Overloaded Register</u>'; 5. Take photographs of the overloaded vehicle; 6. 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 7. Review your procedures to then determine a course of action.
<p>MANAGING THE OVERLOADED VEHICLE:</p>	<ol style="list-style-type: none"> 1. An overloaded vehicle at your Facility may have to be accepted in circumstances where the vehicle cannot be safely unloaded off site and it poses a further safety risk to the public if the vehicle is turned away. 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. 3. The weighbridge staff must contact the customer (responsible for the overloaded vehicle) immediately to make arrangements for the waste to be safely transferred from the vehicle. 4. This may involve the use of your equipment and assistance from your site's workers. 5. If the overloaded vehicle is to be tipped out, ensure that safe operating procedures and a risk assessment are carried out first. 6. Quarantine the area to ensure no worker is at risk when the vehicle is unloaded and adopt all other safety measures.
<p>KEEPING RECORDS:</p>	<p>Authorised RMS officers may request information about overloaded 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"> 1. Stamped weighbridge dockets; 2. 'Overloaded Vehicles Notices' handed to drivers (with a copy retained together with details of the driver / organisation it was issued to); 3. Photographs of overloaded vehicles; 4. Letters sent to the customer advising them of the breach; 5. Overloaded Register (separate from the Rejected Loads Register); 6. Reports to the relevant manager at the Facility of weekly overloaded

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	<p>vehicles, on a weekly basis;</p> <p>7. Immediate reporting to relevant manager of significantly overloaded vehicles in excess of 250kg above the allowable GVM.</p>
IMPORTANCE OF TRAINING:	<ol style="list-style-type: none"> 1. Staff at the weighbridge must induct new staff of this Protocol. 2. Operators should conduct regular staff training and review records every quarter. 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.
HOW TO ENCOURAGE COMPLIANCE:	<ol style="list-style-type: none"> 1. Agreements with your customers should clearly reference the requirements for all in-coming vehicles to comply with the law; 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; 3. Suitable procedures should be in place that includes warning mechanisms to notify customers in relation to over-loaded vehicles. These procedures should provide for costs to be passed on to 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 possible 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; 4. Staff to be suitably trained to identify, record and deal with over-loaded vehicles

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