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Document Title	Driving Heavy Vehicles Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring heavy vehicle operations are conducted safely, legally and efficiently to protect workers, road users, property and the environment.

This procedure establishes the requirements for the safe operation of heavy vehicles and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), the Heavy Vehicle National Law (HVNL), National Heavy Vehicle Accreditation Scheme (NHVAS) requirements and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel who operate heavy vehicles on behalf of Brendan McKenna Earthmoving.

This includes vehicles with a Gross Vehicle Mass (GVM) exceeding 4.5 tonnes and applies to both on-road and worksite vehicle operations.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources, vehicles and systems are available to support safe heavy vehicle operations.
Operations Manager	Verify licence requirements, monitor vehicle compliance, maintain driver records and oversee NHVAS obligations where applicable.
Supervisors	Ensure drivers comply with company requirements, fatigue controls, vehicle inspection requirements and journey planning procedures.
Drivers	Operate vehicles safely, maintain compliance with legislative requirements and report defects, incidents and hazards immediately.

Procedure

Brendan McKenna Earthmoving shall ensure heavy vehicle operations are planned and undertaken in a manner that minimises risks to workers, the public and the environment while complying with all applicable legislative and company requirements.

1. Verify Driver Competency and Vehicle Readiness

Drivers and vehicles shall be verified as suitable before commencing operations.

This shall include:

- Holding the appropriate licence class for the vehicle being operated.
- Maintaining current licence records within the company Licence Register.
- Completing a Personal Risk Assessment (Take 5) prior to commencing work.
- Completing vehicle pre-start inspections using the MCK Group App or approved paper forms.
- Reporting defects and removing unsafe vehicles from service in accordance with the OP-PR-017 Plant Isolation Procedure.
- Confirming all mandatory vehicle documentation is current and available where required.

2. Plan and Prepare for the Journey

Heavy vehicle journeys shall be planned before travel commences.

This shall include:

- Identifying travel routes and delivery requirements.
- Assessing weather, road and traffic conditions.
- Confirming bridge, height, width and weight restrictions have been considered when selecting the travel route.
- Considering fatigue risks and work schedules.
- Confirming communication arrangements where remote travel is involved.
- Confirming the vehicle is loaded, restrained and within legal mass limits prior to departure.
- Allowing sufficient time to complete journeys safely.

3. Operate Heavy Vehicles Safely

Heavy vehicles shall be operated in accordance with legislative requirements and company procedures.

This shall include:

- Complying with road rules and Heavy Vehicle National Law requirements.
- Wearing seatbelts at all times when operating vehicles.
- Complying with posted speed limits and vehicle restrictions.
- Operating vehicles within manufacturer specifications.
- Maintaining safe following distances and applying defensive driving techniques.
- Adjusting driving techniques to suit changing weather, road, traffic and worksite conditions.
- Maintaining safe clearance from overhead powerlines, bridges, structures and other height restrictions when operating heavy vehicles or transporting plant and equipment.
- Maintaining awareness of pedestrians, mobile plant, public traffic and changing worksite conditions throughout vehicle operations.

4. Manage NHVAS Compliance and Fatigue

Drivers shall manage fatigue and comply with applicable NHVAS and fatigue management requirements.

This shall include:

- Complying with Standard Hours requirements unless operating under an approved NHVAS module.
- Taking mandatory rest breaks in accordance with legislative requirements.
- Completing work diaries and logbooks where required.
- Reporting fatigue concerns immediately and ceasing driving where a driver is no longer fit to continue safely.
- Immediately notifying the Supervisor or Operations Manager where fatigue may impact safe operations.

5. Manage Loads, Incidents and Compliance

Heavy vehicle loads and operational incidents shall be managed appropriately.

This shall include:

- Ensuring loads are restrained and transported in accordance with legislative requirements.
- Verifying vehicle mass and loading limits are not exceeded.
- Securing the scene where safe following a vehicle incident.
- Contacting emergency services where required.
- Reporting vehicle incidents, infringements and hazards immediately.
- Investigating significant vehicle incidents in accordance with company procedures.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to heavy vehicle operations.

Record	Responsibility	Retention Location
Driver Licence Records	Operations Manager	Training & Competency Register
Vehicle Pre-Start Inspections	Drivers	Plant Maintenance Register
Vehicle Defect Reports	Drivers	Plant Maintenance Register
Take 5 Risk Assessments	Drivers	Project / Site Records
Work Diaries / Logbooks	Drivers	NHVAS / Driver Records
Incident Reports	Drivers / Supervisors	Incident Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- OP-PR-006 Company Vehicle Accident Procedure
- OP-PR-017 Plant Isolation Procedure
- HS-PR-002 Daily Plant Inspection Procedure
- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- HS-PR-011 Fatigue Management Procedure
- HS-SWMS-006 Operating Mobile Plant
- Training & Competency Register
- Plant Maintenance Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Heavy Vehicle National Law (HVNL)
- National Heavy Vehicle Accreditation Scheme (NHVAS)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.