



# Vehicle operators' handbook

## 1. Introduction

### 1.1. Purpose

This Handbook has been developed to provide contractors and their vehicle operators with an understanding of Bunge's requirements pertaining to:

- Bunge sites
- Health & safety
- Vehicles and vehicle hygiene

### 1.2. Interpretation

Those terms not specifically defined in clause 7 of this Vehicle operators handbook (**Handbook**) have the same meanings as specified in any associated agreement.

### 1.3. Relationship

Nothing contained in this Handbook detracts from any obligations under any associated agreement.

## 2. Vehicles

2.1. All vehicles used by the contractor in the supply of the services must:

- 2.1.1. be registered and roadworthy, fitted with an audible reversing device and maintained in good operating condition and, generally, to a standard which is consistent with the good corporate image of Bunge;
- 2.1.2. be fit for purpose;
- 2.1.3. be available for inspection by Bunge at all reasonable times; and
- 2.1.4. have a registered Bunge carrier card which matches the vehicle registration number.

2.2. The contractor must ensure that the construction, axle configuration, condition and mass of all vehicles used by it in supplying the services do not in any way contravene any applicable law.

2.3. Convertible tipper trailers are excluded from all Bunge sites as of 1<sup>st</sup> Oct 2013.

2.4. Nothing in the preceding provisions of this clause 2 limits the application of clause 3.

## 3. Road vehicle hygiene requirements

Preface

### 3.1. Bunge requirements

At Bunge, food safety and quality is important and we are committed to providing a high standard of consistent, quality products and services to meet our customer and regulatory requirements. These high standards are in line with the Food Standards Australia New Zealand (FSANZ), Standard 3.2.3.

The purpose of this clause 3 is to advise relevant external stakeholders of Bunge's road vehicle hygiene requirements which are in place to support food safety and quality during transport.

These requirements apply to all road vehicles intended to be used for the transportation of products, including imports, which are or may be, intended either for human consumption after processing or which are intended to enter the food chain either for direct feeding to livestock or for incorporation into animal feed products.

### 3.2. Statutory requirements

Bunge's requirements set out in this document apply in addition to any other statutory or legal obligations and requirements which are applicable to you. In particular, all external stakeholders are always obliged to comply with any applicable laws and regulations relating to food standards, the environment and environmental pollution, health and safety and road transport.

### 3.3. *Hygiene requirements*

All vehicles presenting at a Bunge site to load or deliver product are required to comply with the hygiene requirements, as follows:

- 3.3.1. Vehicles, their tarpaulins and load-carrying areas must at all times be kept in a clean, dry and fit state to avoid harm to the product being carried. Vehicles must be in a clean condition free of any material, insect or contaminant that could adversely affect the quality of the pay load.
- 3.3.2. Upon arrival at a Bunge site, vehicle operators will be required to provide information on last loads carried. This information will be recorded in the computer systems in use for commodity stock control referencing the Prior loads matrix
- 3.3.3. Vehicles must be operated in line with the Prior load matrix. This defines those materials that cannot be carried in vehicles used for the transportation of products or after cartage of which, there needs to be adequate cleaning and sanitising.
  - 3.3.3.1. The Class 2 and Class 3 of the Prior load matrix – Haulage contamination sensitive lists define a list of materials, after cartage of which, the vehicle operator must declare adequate cleaning and any sanitising of the vehicle and its tarpaulin has taken place in accordance with the Prior load matrix.
  - 3.3.3.2. The Class 1 of the Prior load matrix – Haulage exclusion list defines a list of materials, after cartage of which, the vehicles or trailers cannot be used for the transportation of bulk grain or grain products and will be declined.
- 3.3.4. In addition to clauses 3.3.3.1 and 3.3.3.2, vehicles will be subject to onsite inspection by responsible site personnel. Vehicles which do not pass such inspections may be rejected or instructed to take action in accordance with the Prior load matrix.
- 3.3.5. Only food grade sanitisers should be used in order to avoid smell or taint of subsequent loads.
- 3.3.6. Use of fogging sanitisers in or on vehicles, is not an acceptable substitute for the cleaning methods stipulated by the Prior load matrix.
- 3.3.7. Strong smelling materials should be carried in dedicated vehicles/trailers which are not used for transporting other products. Tainting of subsequent loads can lead to rejection and substantial claims for which the carrier may be held liable.
- 3.3.8. Adding treatments such as Phostoxin or Carbon Disulphide to loads for the purpose of killing insect infestation in transit from farm collection to delivery site is specifically prohibited. Use of such treatments constitutes a breach of agreement.

Where a vehicle (rather than the load) requires treatment, Cislin 25 or a Pyrethrum based spray may be used at the label rates. Cleaning method B or C (refer Prior load matrix) should be used after treatment.

Vehicles which are deemed to have not complied with the hygiene requirements outlined in clause 3.3 may be rejected by Bunge site personnel at their absolute discretion. Bunge accepts no responsibility for any costs associated with such rejections.

### 3.4 *Records*

Carriers, or a delegated party, are required to record the details (i.e. cart notes, weighbridge tickets, etc. showing the relevant times and dates) of up to the last three (3) prior loads carted by each trailer. Such records must be retained for a period of three (3) years and may be requested by Bunge at any time. Failure to provide such records upon request by Bunge may result in rejection of the load. The fraudulent declaration of prior loads by a Vehicle Operator constitutes a breach of agreement and gives Bunge the right to ban the relevant vehicle operator from Bunge sites for a period of up to six (6) months.

Carriers, or a delegated party, are required to record cleansing and sanitising operations for each individual trailer. Such records must be retained for a period of two (2) years and may be requested by Bunge at any time. Failure to provide such proof may result in rejection of the load.

#### **4. Site hygiene**

- 4.1. Cleaning of vehicles and the associated disposal of sweepings, washings and similar residues from vehicle bodies must not occur at collection or delivery premises except with express consent from an authorised person.
- 4.2. Where consent is given, disposal must be made in the appropriate place for that purpose. In any case, any cleanings and residues occurring from any journey in connection with the movement of product must be disposed of in any suitable receptacle provided or in some other environmentally acceptable and ecologically safe manner.
- 4.3. Where consent is not given, the vehicle operator must clean the vehicle and dispose of sweepings, washings and similar residues at an alternative, appropriate location.
- 4.4. Bunge is under no obligation to provide cleaning facilities for consignors, carriers or vehicle operators.
- 4.5. Clean up costs resulting from the unauthorised cleaning down of vehicles at Bunge sites will be charged to the relevant consignor, or where the consignor is Bunge, the carrier.

#### **5. Road safety requirements**

In supplying the services, the contractor must at all times:

- 5.1. comply with all applicable laws and all lawful directions of any police or other law enforcement officer or agency, and ensure that its personnel do the same;
- 5.2. declare the legal mass of their vehicle at all Bunge sites through the application of a mass limit code ("**Mass limit code**") selected on Bunge's mass limits chart. These codes are linked to the legal mass of specific vehicle type configurations including accredited vehicles;
- 5.3. display the relevant NHVAS accreditation label on any vehicle claiming Higher Mass Limit (HML) ;
- 5.4. provide Bunge with the relevant permit number or NHVAS accreditation label number for vehicles claiming mass limits higher than general mass, e.g. either Concessional or Higher Mass Limits (mass codes starting with the letters H or GH) or permit based mass limits (mass codes starting with P);
- 5.5. work with Bunge to ensure each party's obligations prescribed in the transport compliance and enforcement legislation (also referred to as the "chain of responsibility") including but not limited to management of vehicle mass, dimension, load restraint, speeding, maintenance and driver fatigue, are met;
- 5.6. observe posted speed limit restrictions at all Bunge sites, and reduce on site speed based on road and weather conditions or in accordance with Bunge staff instructions;
- 5.7. comply with the traffic management plans at each Bunge site. Bunge may amend these traffic management plans from time to time;

- 5.8. implement appropriate and prudent management systems and protocols designed, to the extent reasonably practical and within the existing capacity and state of repair of the contractor's plant and equipment, to ensure that gross loads do not exceed the prescribed limits of Vehicles;
- 5.9. without limiting the preceding provisions of this clause 5, the contractor must ensure that it complies with any applicable law regulating the safe loading, storage, packing, unloading, handling and carriage of product in performing the services, including (without limitation)
  - 5.9.1. the *Road Traffic Act 1961* (SA), the *Motor Vehicles Act 1959* (SA) and the *Summary Offences Act 1953* (SA) as amended or replaced from time to time and all regulations and statutory requirements pursuant to such legislation; or
  - 5.9.2. the equivalent legislation in any other state or territory of Australia or other jurisdictions where the services are to be undertaken or carried out.

The contractor and Bunge shall liaise and cooperate with each other to the extent reasonably necessary to ensure that each party does not impede or hinder the other party in the observance and performance of its obligations under the regulatory requirements specified in this clause 5.9.

## **6. Safety, health and environment (SHE) requirements**

- 6.1. Each party will take all reasonable precautions in accordance with applicable laws and industry standards to implement work systems for the protection of a party's personnel who may be involved in the provision of the services or any other services (including without limitation, the loading and unloading of product) incidental to the services.
- 6.2. Where the contractor is performing services, in performing the services the contractor must:
  - 6.2.1. provide and maintain, a working environment for contractor personnel, Bunge personnel and members of the public, that is safe and without risk to health;
  - 6.2.2. provide and maintain a working environment that prevents environmental damage or pollution;
  - 6.2.3. ensure all Personnel have a valid registration in Bunge MyRapid before entering a Bunge site;
  - 6.2.4. advise personnel that a valid registration in Bunge MyRapid and must be presented upon arrival at a Bunge site;
  - 6.2.5. comply with all safety, health and environmental (SHE) policies, procedures or measures implemented or adopted by Bunge, as relevant to the services, including but not limited to those covered by the Bunge MyRapid induction and training. If any inconsistency arises, the contractor must comply with such procedures or measures as they produce the highest level of safety, health and environmental performance. This includes, but is not limited to:
    - 6.2.5.1. utilising ground operated tarping systems or approved platforms to enable three points of contact to be maintained;
    - 6.2.5.2. ensuring drivers are medically fit for work and comply with fatigue, drug and alcohol requirements under National Heavy Vehicle legislation;
  - 6.2.6. inform itself of and comply with all SHE policies, procedures or measures implemented or adopted by the occupiers of any premises (other than Bunge) at or within which the contractor will perform the services. If any inconsistency arises, the contractor must comply with such procedures or measures as they produce the highest level of SHE performance;
  - 6.2.7. comply with and ensure that its personnel comply with the SHE policies and procedures referred to in clauses 6.2.5 and 6.2.6 which are in any way applicable to the Contractor's applicable agreement or the performance of the services;

- 6.2.8. upon the request of Bunge, but no later than the commencement of the services, submit a complete copy of its SHE management system documentation which must include as a minimum requirement:
  - 6.2.8.1. SHE policy and objectives;
  - 6.2.8.2. organisational structure and responsibilities;
  - 6.2.8.3. risk assessment methodology;
  - 6.2.8.4. safe work practices and procedures;
  - 6.2.8.5. SHE training and induction;
  - 6.2.8.6. SHE auditing and inspection procedures;
  - 6.2.8.7. SHE consultation procedures; and
  - 6.2.8.8. SHE performance monitoring;
- 6.2.9. prepare and submit a risk assessment prior to commencing the services. A risk assessment form shall be used to record the risk assessment and risk control methods to be employed by the contractor. The completed risk assessment and any associated safe work procedures and/or permits shall be submitted to Bunge for review and approval prior to commencement of services.
- 6.2.10. upon the request of Bunge, and within five (5) business days, provide reports on SHE inspections, audits or assessments undertaken during the term of the associated agreement; and
- 6.2.11. without in anyway limiting the contractor's obligations at law, notify Bunge:
  - 6.2.11.1. immediately, in respect of incidents resulting in regulatory reporting and lost time; and
  - 6.2.11.2. otherwise within 24 hours, of any accident, injury, property or environmental damage that occurs during the term of the associated agreement, and provide a report of any such incident within three (3) business days, giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future.

### 6.3. **Safety, health and environmental (SHE) plan**

A safety, health and environmental plan should contain, at a minimum, the following elements:

- 6.3.1. a description of the associated agreement and a summary of major activities and types of work to be performed;
- 6.3.2. the SHE structure and system for the work to be performed under the associated agreement, including names and/or positions of those with specific SHE responsibilities and a summary of their responsibilities;
- 6.3.3. the position and/or name of a senior person who will liaise with the agency on SHE matters;
- 6.3.4. induction, safety and environmental training procedures for the contractor's personnel;
- 6.3.5. details of employee SHE training relevant to the associated agreement requirements;
- 6.3.6. certificates and licenses for persons required to supervise or undertake specialist work activity, this includes specialised licences or permits held by the contractor and its subcontractors for environmental activities;
- 6.3.7. a register of names and/or positions of contract employees with authorisations, permits, competency;

- 6.3.8. safe work practices and procedures for the work to be performed under the associated agreement;
- 6.3.9. a list of tasks or specialist procedures requiring detailed SHE work procedures and training;
- 6.3.10. a list of areas of the associated agreement requiring special consideration from a SHE perspective, for example:
  - 6.3.10.1. where members of the public may be present;
  - 6.3.10.2. traffic management;
  - 6.3.10.3. work restrictions, such as times of work or confined spaces; or
  - 6.3.10.4. exposure to hazards, such as noise, dust or elevated heights;
- 6.3.11. a risk assessment for the work to be performed under the associated agreement;
- 6.3.12. disposal methods for any wastes generated under the associated agreement;
- 6.3.13. a workplace inspection and audit schedule for the duration of the associated agreement;
- 6.3.14. OHS consultative processes to be followed for the duration of the associated agreement;
- 6.3.15. emergency procedures to be followed during the term of the associated agreement;
- 6.3.16. incident recording and investigation procedures to be in place during the term of the associated agreement; and
- 6.3.17. SHE performance monitoring arrangements to be implemented during the associated agreement.

## 7. Definitions

In this document, unless the contrary intention appears, the following words have the following meanings:-

**Associated agreement** means Bunge transport and supporting services agreement, Bunge spot agreement, or any other agreement between Bunge and a party which is contracted to carry product on behalf of Bunge;

**Authorised person** means Bunge personnel at Bunge sites, or a supervisor at an alternate bulk handler site or Bunge customer's site;

**Carrier** means the company engaged to transport product on behalf of Bunge;

**Consignor** means the party for whom the vehicle operator is transporting the product on behalf of;

**Convertible tippers** means tip over axle trailers 36 feet and over, built as flat top units with sides added constructed as gates with timber, steel or tarp lining;

**Prior load matrix** means the Prior load matrix in Appendix A;

**Bunge MyRapid** means the card issued by Bunge to individuals who have successfully completed the Bunge MyRapid induction and training; and

**Vehicle operator** means the driver of a vehicle on behalf of the contractor.

## Appendix A: Prior load matrix

This Matrix covers vehicles carting commodities and products handled by Bunge .

Vehicles must be fit for purpose and presented clean on arrival. Vehicles and tarpaulins that are not clean or free of contaminants **will not be loaded**.

If site employees have concerns with any declared prior load, i.e. residue in the vehicle does not match any of the loads declared; they can request proof of the 3 prior loads.

**Permission must be obtained before loading any product that does not fit into any of the Classes below.**

### Class 1 - Haulage exclusion list

If Class 1 material has been carried in any prior load/s, the vehicle or trailers cannot be used for the transportation of bulk grain or grain products and will be declined.

| Code | Name                         | Description                                                                                                                                                | Cleaning method |
|------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| ANW  | Animal waste                 | Any animal waste or litter, including poultry. Any soil containing animal manure (peat). Unprocessed animal matter, wet offal, animal manure or dead stock | None approved   |
| ASH  | Asphalt                      | Asphalt – fresh and rubble                                                                                                                                 | None approved   |
| BIO  | Bio waste                    | Sludge from sewerage plants treating waste or grey water                                                                                                   | None approved   |
| COR  | Corrosive materials          | Any material including packaging                                                                                                                           | None approved   |
| GLS  | Glass                        | Any glass products                                                                                                                                         | None approved   |
| HMC  | Heavy mineral                | Iluka heavy mineral concentrate from the Jacinth Ambrosia mine site radioactive material                                                                   | None approved   |
| MCD  | Mineral clays detoxification | Mineral clays that have been used for detoxification purposes                                                                                              | None approved   |
| MIL  | Mill scale                   | A slag by product                                                                                                                                          | None approved   |
| MMP  | Mammalian proteins           | Meat, bone meal, meat meal, cull cake, milk and milk products, gelatin, amino acids, dicalcium phosphate, dried plasma and any other blood products        | None approved   |
| RAD  | Radioactive materials        | Micro films, radioactive dirt/sand, ex-ray waste, uranium                                                                                                  | None approved   |
| SCM  | Scrap metal                  | Scrap metal includes metal flakes and metal products                                                                                                       | None approved   |
| SPP  | Salmonella positive products | Materials contaminated with salmonella or other pathogens                                                                                                  | None approved   |
| SSM  | Strong smelling materials    | Any smell that could be absorbed into grain products                                                                                                       | None approved   |
| SUW  | Solid urban waste            | Household waste                                                                                                                                            | None approved   |
| TOX  | Toxic materials              | Any material including packaging                                                                                                                           | None approved   |
| TPW  | Tanning products or waste    | Hides treated with tanning substances and associated waste                                                                                                 | None approved   |
| UFW  | Untreated food waste         | Untreated food waste, except vegetable foodstuffs considered unsuitable for human consumption for freshness reasons                                        | None approved   |

### Class 2 - Haulage contamination sensitive list



(Select the appropriate cleaning method)

| Code | Name                      | Description                                                                                       | Cleaning method |
|------|---------------------------|---------------------------------------------------------------------------------------------------|-----------------|
| AGP  | Agriculture packaging     | Packaging and parts of packaging from products used in the agriculture or food industry           | B,C             |
| DBC  | Dressed bulk cereal grain | Seed treated with toxic dressing (excluding bagged or packaged seed) (e.g. pickle)                | B,C             |
| DBF  | Dressed bulk fertiliser   | Granulated fertiliser treated with chemicals such as fungicides (e.g. intake)                     | B,C             |
| FAV  | Fruit and vegetables      | Bulk fruit and vegetables                                                                         | B,C             |
| GAP  | Gardening products        | Mulch, composts, potting mix                                                                      | B,C             |
| INA  | Industrial aggregates     | Fine/granular limestone/coal/fly ash/coal by products                                             | B,C             |
| INF  | Infested products         | Any product that is infested with any insect or animal life                                       | B,C             |
| MFP  | Medicated feed products   | Dry medicated feed products                                                                       | B,C             |
| SEA  | Seaweed                   | Seaweed or any product of seaweed                                                                 | B,C             |
| SUL  | Sulphur                   | Sulphur                                                                                           | B,C             |
| TAL  | Tallow                    | Rendered form of beef or mutton fat processed from suet                                           | B,C             |
| TWP  | Treated wood products     | Wood, sawdust or materials derived from wood. Anything that has been treated with wood protection | B,C             |

### Class 3 – Haulage contamination sensitive list

(Select the appropriate cleaning method)

| Code | Name                        | Description                                                                                                                                                                 | Cleaning method |
|------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| AFS  | Animal feed supplements     | Meals - copra, canola, soya and palm kernel expeller, stocklime                                                                                                             | A,B,C,F,G,H     |
| AGG  | Aggregates                  | Sand, gravel and soil used for gardening or building purposes, ie road base, sand lime                                                                                      | A,B,C,F,H       |
| FDG  | Fertiliser dry granulated   | Any dry granulated fertiliser that can be easily swept out                                                                                                                  | A,B,C,F,H       |
| GCU  | Grains chemically untreated | All untreated (chemical) cereal grains, pulses, oilseeds, other plant seeds etc                                                                                             | A,B,C,F,G,H     |
| NTP  | Nut products                | Nuts, nut products and sesame seed. Hauliers to check individual company's policies which are influenced by the allergic reaction to these products suffered by some people | A,B,C,F,H       |
| NWP  | Natural wood products       | Bark chips, wood chips, saw dust not chemically treated                                                                                                                     | A,B,C,F,H       |
| SAL  | Salt                        | Dry granulated salt                                                                                                                                                         | A,B,C,F,H       |

| Method of cleaning codes |                                                                                                                      |   |                                                                                                                                             |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------|
| A                        | Entire vehicle sweep including underside of tarp                                                                     | F | Air gun over internal and external contact areas                                                                                            |
| B                        | Pressure cleaned with 1% hot (70°-80°C) Solution of any combined detergent or sanitiser, including underside of tarp | G | No cleaning required – empty and free of residues                                                                                           |
| C                        | Steam clean including underside of tarp                                                                              | H | Washed - this could include complete vehicle wash down (inside and out) including the underside of the truck, wheels and underside of tarps |

If at any stage the transport company is not sure which category a product that is going to be carted or that has been carted fits, it is their responsibility to contact the consignor prior to loading the product so that the correct cleaning method can be used.