

Registered Codes of Practice Guidelines

Heavy vehicle safety is everyone's business

What are the Registered Industry Code of Practice Guidelines?

The *Guidelines for Preparing and Registering Industry Codes of Practice* is a document prepared through a process of comprehensive consultation with industry. These Guidelines provide instruction and direction for Registered Industry Code of Practice (RICP) developers, including what an RICP must contain, how it must be prepared and how it is registered.

What is a Registered Code of Practice?

Primarily, an RICP establishes standards for parties in the chain of responsibility to identify, analyse, evaluate, and treat risks associated with meeting Heavy Vehicle National Law (HVNL) obligations. RICPs require adopters to use *ISO 31000 Risk Management Process* methodology. An RICP is an instrument for treating the specific risks of each party in the chain of responsibility.

How will an RICP help my business?

An RICP identifies, analyses, evaluates and treats the general risks relevant to whole sectors of the heavy vehicle industry. Variable operational factors dictate that the outcome of a Risk Management Process for one operator, or party in the chain of responsibility may differ from another. Businesses that adopt RICPs will better meet their HVNL obligations, and enhance their safety by addressing risks in the context of their specific operating environment.

Importantly, in a proceeding for an offence against a provision of the HVNL a court may accept proof that the person charged has complied with all relevant RICP standards and procedures as evidence that they took all reasonable steps. In this way an RICP may act as a defence shielding adopters from litigation.

What is the value of an RICP?

An RICP is principally designed to proactively risk manage HVNL obligations. The primary focus of an RICP is to propose system controls for addressing safety.

In this way, RICP adopters who comply with all relevant RICP standards significantly reduce the risk of damaging property, harming people or breaching the HVNL by installing proactive, preventative safety systems and controls.

The RICP Risk Management Process also benefits individuals who do not have direct HVNL obligations by identifying ways they can contribute to the overall safety of industry. For example, tangible safety dividends are generated when witnesses report safety issues such as unsafe loading or unloading practices, or load-restraint methods.

Pragmatically, adopting an RICP assures the community and NHVR that parties are managing their unique risks autonomously.

What is included in an RICP?

The *Guidelines for Preparing and Registering Industry Codes of Practice* describe how RICPs must be prepared, and what they must contain. To assist, support and lead developers, the NHVR has designed templates and checklists and is committed to partnering with developers throughout the development of RICPs. In addition, the NHVR will dedicate a team member to support developers and to administer an RICP throughout its life.

An RICP must link HVNL obligations to roles, and responsibilities within the chain of responsibility. In addition, it must consist of standards and procedures for each party in the chain of responsibility to identify, analyse, evaluate and treat the risks related to safety, productivity, and HVNL obligations (*ISO 31000 Risk Management Process*).

Do adopters need to document their Risk Management Process?

Technically, the HVNL does not require adopters to document the presence of a Risk Management Process when they adopt an RICP. However, establishing compliance with all relevant standards and procedures of an RICP may prove challenging if the process was not documented. Importantly, a documented process will reduce some unnecessary productivity delays should an investigation arise.

Does an RICP need to be maintained and reviewed?

Yes, the very nature of an RICP necessitates that a Risk Management Process is embedded in all aspects of business, which requires that RICP adopters proactively and regularly scan the environment for risk, not just annually, or when incidents and near misses arise.

Do risks need to be linked to HVNL obligations?

Yes, RICPs require adopters to link all HVNL obligations with the roles and responsibilities within an organisation, with contextually relevant risks.

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