



## Plant Policy

QRS is committed to meeting all legal, statutory, and regulatory obligations relevant to its plant use. QRS will take all reasonably practical steps to remain compliant.

In accordance with this commitment, QRS will undertake the following:

- Only authorised employees who hold the relevant driver's license, endorsement and are deemed competent may operate vehicles and machinery.
- Only authorised people are permitted to travel in company vehicles.
- Any operational faults must be reported to the workshop.
- Any changes or variations to plant away from their standard configuration must be approved first by the workshop manager and then by the QRS chief executive.
- Accessories on any QRS plant must be approved first by the workshop manager and then the QRS chief executive, approved accessories will be the property of QRS.
- Vehicle cameras must always remain active when vehicle is in use.
- Any non-conformances in relation to warrant of fitness, registration, road user charges and certificates of fitness must be appropriately reported to the workshop.
- All staff must comply with QRS safe driving requirements. This includes:
  - Seatbelts where fitted must always be worn by all occupants of the vehicle.
  - Mobile phones must not be used while driving or operating plant. The only exception is for vehicles with Bluetooth capability.
  - Drivers must drive to the conditions.
  - Long distance driving must be shared to reduce the risk of driver fatigue.
  - Drivers must complete a daily logbook if they are driving a vehicle requiring a class 2 and above license or if it has a hubometer fitted.
  - Smoking is prohibited in all plant for the health of all QRS employees.
- Plant is not to be leased, hired, rented, loaned, or borrowed by QRS staff. The exception is for small plant and is at the discretion of the divisional managers. The staff member must have this permission in writing from the divisional manager.
- QRS sub-contractors are not permitted to operate QRS plant unless approved by the QRS chief executive and deemed competent by a QRS approved competency assessor.
- Employees are to ensure vehicles and machinery are always kept secure.
- All traffic offence notices must be reported to the manager as soon as possible.
- Employees and sub-contractors will be responsible for any traffic infringements and penalties incurred while operating company vehicles or plant involved in any breach of transport and traffic legislation.
- Employees are to comply with QRS plant procedures SOM SP08.

Jeremy Harker  
Chief Executive Officer  
September 2024