

# CHECKLIST:

## 10 STEPS TO COMPLY WITH THE REASONABLE STEPS DEFENCE AND YOUR OBLIGATIONS UNDER HEALTH AND SAFETY LEGISLATION

1	Conduct regular audits of timesheets and work diaries.	
2	Implement processes to be used in response to unexpected delays or issues.	
3	Review business activities, processes and policies on a regular basis to see how best to manage any outcomes and prevent offences from occurring.	
4	Ensure time is allocated for driver rest breaks.	
5	Allow some leeway for unexpected traffic delays.	
6	Ensure that container weights and loads will not exceed vehicle mass or dimension limits.	
7	Put systems in place to ensure that loads are secure and remain stable for the entire journey.	
8	Establish processes that address relevant codes of practice.	
9	Provide training and instruct workers on relevant policies and procedures, for example fatigue management, speed limit compliance, and loading and unloading goods.	
10	Implement effective incident investigation processes so that if a breach does occur, it can be prevented from happening again.	