

Small Truck CTO Requirements (Competent to Operate)

CAMs-498664

SUMMARY

Drivers of all trucks weighing more than 3.5tn (trucks that require a COF) will be required to complete a CTO assessment before the end of 2026. This includes drivers on class 1 licences.

1. Relevant To

This alert is important for all:

- Operators of trucks with a GVM greater than 3.5 tonne.
- Managers who have these trucks in their fleet.

2. Critical Risk – Moving Plant

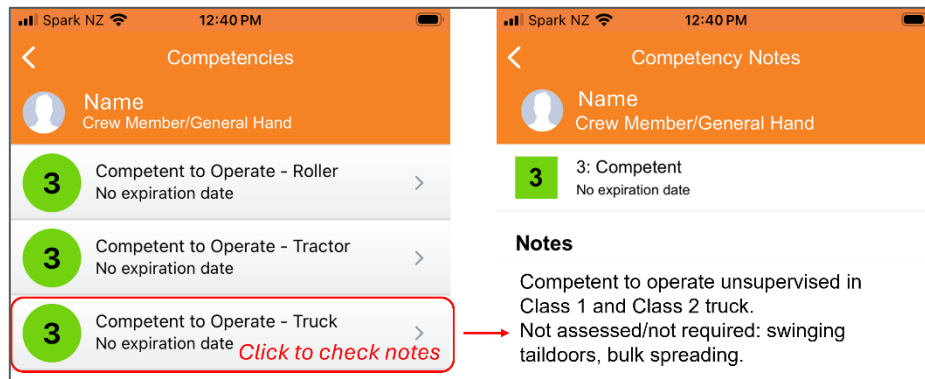
At the moment, CTO assessment is only required for trucks requiring a class 2 licence (or higher). But trucks up to 6tn GVM, which can be driven on a class 1 licence, come with risks not covered in general driver training. For example:

- load security
- tipping decks
- cardan shaft braking systems – which are one of the biggest risks for NZ's transport and construction industries.

To ensure our workers have the skills and training for the work they do, we're extending the CTO programme to include all trucks with GVM greater than 3.5tn. These are easily identified by needing a COF.

3. Implementation

- If your truck has a COF (not a WOF) you'll need to have a CTO assessment.
 - Staff with a current class 2 CTO (and above) do not need to complete a class 1 CTO.
 - New CTO assessments for existing staff must be completed before 30 December 2026.
 - New staff must complete CTO assessments before they operate small trucks, after 15th February 2026
- All CTO assessments are completed in SafetyCulture and can be viewed in SkillsView.
 - Select the applicable classes in the assessment form.
 - Record in PDP under the competency: Competent to Operate – Truck (code CTOTR)
 - Record the classes in the notes field in PDP.
 - Always check the notes in SkillsView.
- Requirements for **labour hire** staff are unchanged. The responsible manager, supervisor, or senior foreman can supervise these casual workers until comfortable they are safe performing the tasks, effectively signing them to a level 2. This can be recorded on the RCP for short term workers.
- **Subcontractors** are not included in our CTO programme. The subbie's employer is responsible for their training. Our job is to check that the subbie company has a competency system in place.



SkillsView: click on the competency to see extra information

4. Mandatory Requirements

Please complete the following mandatory requirements before **15th January 2027**

1. Discuss this RED Alert with all Fulton Hogan drivers of class 1 trucks and those managers who have class 1 vehicles in their fleet. (Regional Managers/Project Directors, before 28 February 2026)
2. Update truck CTO assessment in SafetyCulture to include class 1 trucks. (Andy Allen, before 30 January 2026)
3. Ensure all drivers of trucks with a GVM greater than 3.5tn have completed a class 1 CTO (or above) before the end of 2026. (Regional Managers, Project Directors).

5. Revision History

Date	Author	Brief Description of Change
08/01/2026	A Allen	First draft
22/01/2026	T Talbot, S Shore, J Curtis	Final version

6. Closeout Requirements

Please discuss this Red Alert with your teams, complete the items below and return to your Safety Manager. They will collate all responses for the business unit and send a single confirmation to the HSQES Analyst at nzincident@fultonhogan.com before 15 January 2027.

6.1. What date was this Red Alert communicated to the workplace: ____/____/2026

6.2. Could this incident occur in your Region/Project? (Circle your answer below)

YES If Yes, please answer questions 6.3 & 6.4

NO If No, please answer question 6.5

6.3. Have all the actions and recommendations been implemented? (Circle your answer below)

YES If Yes, please answer question 6.4

NO If No, please answer question 6.5

6.4. Are these measures sufficient to eliminate or reduce the risk of an incident (or similar) described in the alert from happening again? (Circle your answer below)

YES or **NO**

If No, please raise a CAM's case listing the required actions and accountabilities to be taken in order to eliminate or reduce the risk. Record the CAM's number below:

CAMs Case Number: CAMs- _____

6.5. Please explain why this incident could not occur within your region / project.

In signing this document, I confirm that the actions above have been completed in this region/project.

Region / Project: _____

Region / Project Manager Name: _____

Signature: _____ Date: _____