



**Archerfield** Airport Corporation

# ARCHERFIELD AIRPORT

## Safety Induction

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# Introduction

As the Airport operator, Archerfield Airport Corporation Pty Ltd (AAC) has a responsibility to provide a safe work environment for contractors, sub-contractors, licensees, airport users and visitors.

Airports operate within a highly regulated environment and there are special conditions that apply to airport users which may not apply at other sites.

This 'Safety Induction Guide', which applies airside and landside, has been prepared to advise you of the policies and requirements that exist at Archerfield Airport. If you are a contractor, employee or subcontractor who undertakes work at the Airport, you must read and understand these rules before engaging in work/activities.

# Laws, Rules & Regulations

You must comply with all relevant Commonwealth, State and local laws, rules and regulations, and any direction given by a competent authority arising from such laws, rules and regulations.

Archerfield Airport is situated on Commonwealth Government land under a long term lease arrangement, and all building and works activities must comply with the Airports Act 1996 and associated Regulations (see Building & Works Approval below).

# Personal Safety - Work Health & Safety (WH&S)

You must comply with the Work Health and Safety Act 2011, applicable regulations and codes of practice, and your employer's WH&S policies and procedures.

Any WH&S issues identified or experienced while working at the Airport must be immediately reported to your supervisor or AAC.

# Personal Safety – PPE

Safe and appropriate clothing and other Personal Protective Equipment (PPE) must be worn and used properly while performing work tasks and activities.

High visibility vests and/or clothing is mandatory while working in **public access areas** (e.g. along roads) and while **Airside**.

Noise protection should be worn, particularly when operating or near aircraft/machinery.

# Personal Safety -Asbestos

Asbestos is present in many buildings, infrastructure and other places on Airport;

Prior to carrying out any works, you must familiarise yourself with the **Asbestos Register** as it relates to your work site. The Register is kept at AAC reception.

You are required to sign the Asbestos Register which confirms you have read it.

# Personal Safety – Fire Ants

The Airport has Fire Ants – usually nests are sealed and can be 10m wide underground. If the seal is broken and the nest is disturbed please do not approach the nest area.

Please ensure you wear the appropriate PPE and do not touch fire ants.

Mark the nest with a cone.

Please report any Fire Ant nests to AAC ASAP.



# Personal Safety – DAMP

All AAC staff and contractors are required to comply with AAC's Drug & Alcohol Management Plan (DAMP). A copy of the DAMP is available from the AAC DAMP Contact Officer on request. Contractors may also apply their own DAMP-like program approved in writing by CASA.

The aim of the DAMP is to minimise the risk of alcohol and other drug use that may affect the health and safety of personnel in the workplace and to prevent anyone adversely affected by drugs or alcohol from undertaking work.

Anyone performing a safety-sensitive aviation activity (SSAA) must not perform such activity if they are adversely affected by a testable drug or by alcohol.

**Legal or prescription drugs can also have an adverse effect on your competence at work. Check warning labels and speak to a health professional if you are unsure.**

SSAA employees may be subject to **random drug & alcohol testing** by the Civil Aviation Safety Authority (CASA).

# Public Safety

Take all necessary steps to minimise disruption and nuisance to airport users including tenants, employees, other contractors and visitors to the Airport.

Ensure that all work is performed in such a manner that minimal hazard or risk of injury or damage exists to any property or person.

Take all precautions to secure and prevent the theft of vehicles, machinery, equipment, materials and tools.

Work sites should be cordoned off, clearly signed, marked and/or secured to prevent access by the general public.

Remove rubbish, leftover materials and any other obstructions immediately after work is completed.

# Emergency Response

Contact 000 for medical, fire or police emergencies.

In the event that you discover fire or smoke at the Airport, immediately contact 000 before advising AAC.

Once you have raised the alarm you should leave the area, inform others around you, assist the evacuation of less able people in the immediate vicinity and close any doors behind you if applicable.

Do not attempt to put the fire out unless you are trained and it is safe to do so.

**If you are inside the terminal building during an emergency, follow the directions of the Fire Wardens.**

# Accident/Incident/Hazard Reporting

It is important to report any hazards to AAC to protect yourself and others working at Archerfield Airport, and to report any incident or accident as soon as possible to the Operations & Technical Officer on 3275 8000/0414 233 903.

Report major incidents immediately and follow up with a written report within 24 hours.

Accident/Incident/Hazard reporting forms are available on AAC's website ([www.archerfieldairport.com.au](http://www.archerfieldairport.com.au)) or from AAC reception.

# Working on Airport

You must not carry out any works unless you have first obtained the relevant approvals and permits (see Buildings & Works Approval section).

You must obtain written permission from AAC for any activity that will cause an interruption to AAC and/or Airport operations.

You must immediately notify AAC if you are injured or you damage any property, observe any safety or WH&S hazards or incidents.

# Working on Airport – Height Limitation

Obstacles that infringe the Airport's Obstacle Limitation Surface (OLS) are a hazard to aircraft.

To protect the safety of aircraft operations, there are limitations on the heights of objects permitted around an airport, such as buildings, cranes, work platforms. Limitations vary depending on the location of the structure/crane at the airport. All crane operations which may intrude the Airport's protected airspace require AAC approval prior to conducting the proposed activity. The application form is available on AAC's website ([www.archerfieldairport.com.au](http://www.archerfieldairport.com.au)) or from AAC reception.



# Working on Airport – Equipment

All vehicles are to be registered, insured and road worthy.

It is your responsibility to ensure that all equipment and machinery complies with all relevant statutory requirements, Advisory Standards and Australian Standards and that you are trained to operate such equipment/machinery.

The use of vehicles Airside is restricted and may be subject to a Vehicle Escort by AAC or a person authorised to drive Airside.

# Working on Airport – Insurance

As a contractor, you, or your company, must have –

- ▶ Current Public Liability Insurance, Contract Works Insurance, Workers Compensation Insurance, Work Cover certificates, and
- ▶ Relevant certificates and licences that are required for any specialised equipment being used.
- ▶ Vehicle insurance must confirm that Archerfield Airport Corporation is named as an Additional Insured and the policy does not exclude airside or on-airport activities.



# Working Airside

Additional controls and procedures must be followed when working Airside i.e. the aprons, runways and all other areas inside the security fence.

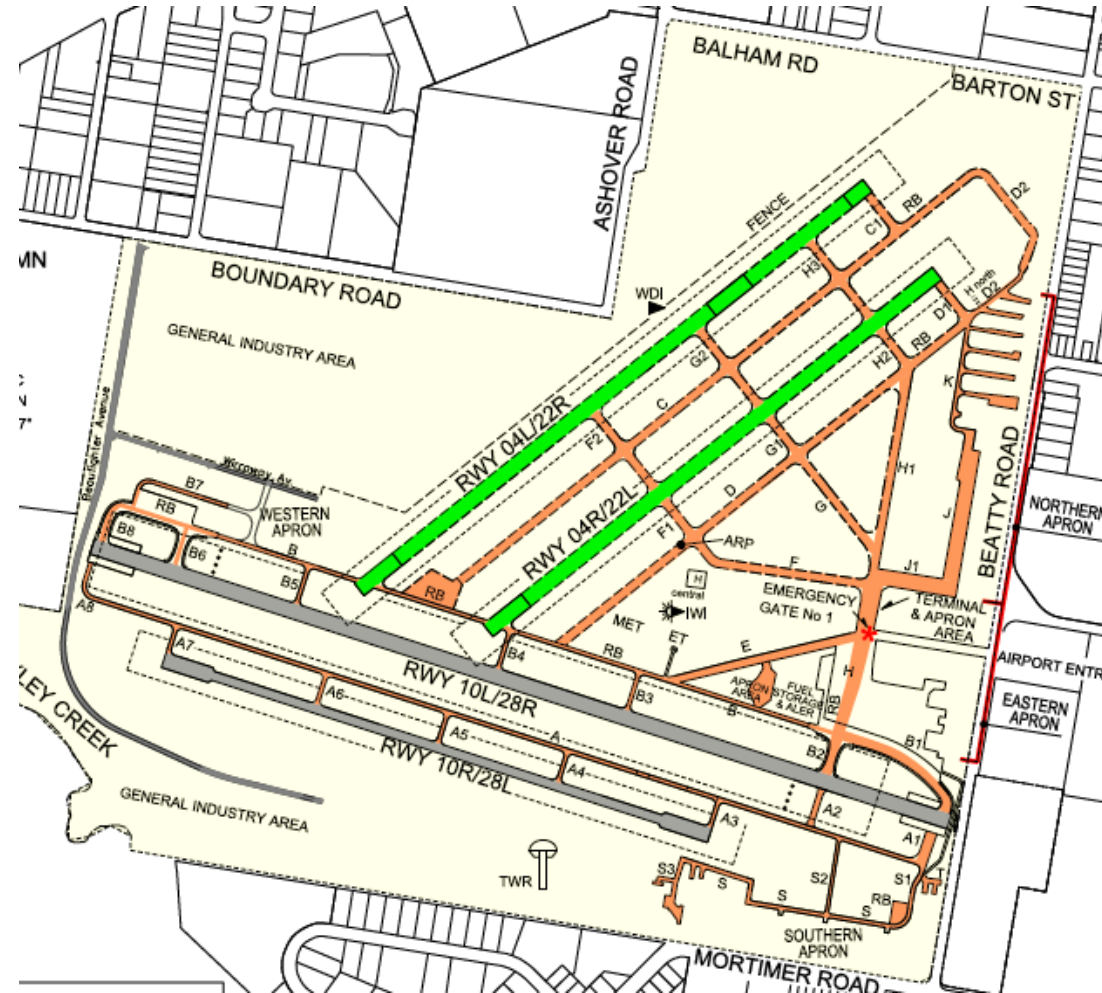
- ❖ Make sure you are aware of all Airside security, safety and reporting requirements, including compliance with the Manual of Standards (MOS).
- ❖ You may only enter the Airside area if you have a valid reason for doing so.
- ❖ Vehicles may not be driven Airside without a permit or the approval of AAC.
- ❖ All airside work is to be supervised by an **AAC Works Safety Officer**.
- ❖ **You must follow all directions from the Works Safety Officer.**
- ❖ Smoking is strictly prohibited Airside.
- ❖ Prescribed unserviceability cones must be used airside.
- ❖ In an emergency, you will be directed to leave the airside area immediately.

# Working Airside – Runway/Taxiway Layout





# Working Airside – Runway/Taxiway Layout



# Working Airside – Manual of Standards Part 139 (MOS)

The Manual of Standards (MOS) is made under Part 139 of the *Civil Aviation Safety Regulations 1998 (CASRs)*.

Together with Part 139 of CASR 1998, the MOS sets out certain standards for aerodromes.

The CASRs establish the regulatory framework (*Regulations*) within which all service providers must operate.

The **MOS** comprises specifications (*Standards*) prescribed by CASA which are determined to be necessary for the safety of air navigation.

## Working Airside – Manual of Standards Part 139 (MOS)

The MOS contains information on the physical characteristics of the airport's facilities (runways, taxiways, aprons etc.), Obstacle Limitation Surfaces (OLS), visual aids, aerodrome lighting, radio communication facilities, etc.

Aerodrome safety is a vital link in aviation safety and **the applicable provisions of the MOS must be complied with** to ensure aviation safety.

All aerodrome work carried out by the contractors is to comply with the requirements of the MOS.

# Working Airside – Safety Around Aircraft

Safety is a very important issue in relation to aircraft movement. Take special precautions.

Aircraft have right of way **at all times**.

Be aware of propellers and remain clear of Aircraft with engines running.

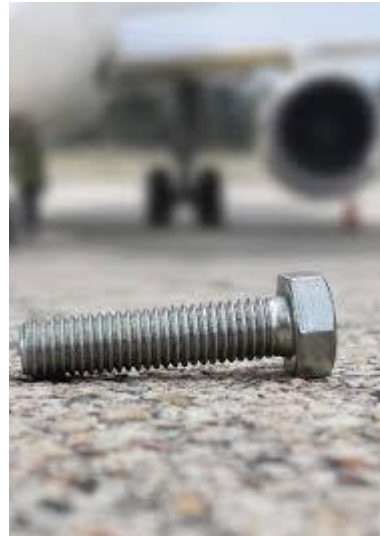
Moving propellers may be hard to see and hear.

## Working Airside – Foreign Object Debris (FOD)

Foreign Object Debris (FOD) is a hazard to aircraft.

Before vacating the area, remove anything considered to be FOD, such as rubbish, cardboard packing, oil cans, tools, bolts, screws, rubble or loose items that can be blown around.

Check that your items are secure on your vehicle also.



# Working Airside – Lights

Bright lights may present a hazard to pilots.

To avoid this - Do not shine headlights / spotlights at any aircraft especially while they are taxiing, landing or taking off.

If driving Airside, an amber rotating or flashing beacon is required.

If in doubt, ask AAC personnel or Operations Technical Officer.



# Airside Driving

Do not drive Airside without an escort.

Do not drive Airside unescorted without an Authority to Drive Airside (ADA)  
AND an Authority to Use Airside (AUA).



# Airside Driving

To prevent an accident when driving airside -

- ▶ Beware of propeller/jet blast danger areas;
- ▶ Do NOT enter the runway strip at any time;
- ▶ Do NOT park vehicles outside of designated parking areas;
- ▶ Do NOT park vehicles in front of access gates which may obstruct the entry of emergency vehicles in an emergency.

# Aviation Security

Under Aviation Transport Security Act/Regulations:

- ▶ Security fencing must be kept clear of any object, such as trees, parked vehicles, airport equipment, pallets or baggage containers, which may provide assistance to breach the security barrier. A good rule of thumb is that such items are to be kept clear within 3 metres inside and outside of the Airside security fence. This is to ensure that Airside security is not compromised by people using these objects to climb over the fence. All infringements must be reported to AAC immediately.
- ▶ Only authorised people are permitted airside.

# Security: Reporting

Security breaches/incidents/suspicious behaviour are to be reported to AAC operations staff or Operations and Technical Officer **immediately**.

The Official contact numbers for reporting anything suspicious are:

- ▶ National Security Hotline: 1800 123 400
- ▶ Crime Stoppers – 1800 333 000

# Building Control – Building & Works Approval

All building works and civil works at Archerfield Airport are controlled by the Federal Government under the Airports Act 1996 and the Airports (Building Control) Regulations 1996.

AAC and the Airport Building Controller (ABC) must be notified of any works, construction and building activities. Formal approval from AAC and ABC is required by way of a Building or Works Permit before works commence.

Works will require a Permit to Commence Works (PERCOW) and/or a Method of Work Plan (MOWP).

# Building Control – Services

AAC provides and maintains a comprehensive network of electrical, water, sewerage, gas and telecommunication services. Any works that can potentially impact these services must be approved by the AAC.

The installation or replacement of plant and equipment that requires connection to electrical, sewerage, gas, water or telecommunication services must be approved by both AAC and the ABC.

## Building Control- Smoke

Prior to undertaking any work in buildings that may produce smoke, fumes, dust or heat, you must ensure that any installed smoke detection system and fire alarm systems are isolated.

Where works involve interruptions or changes to aircraft operations, a Method of Working Plan (MOWP) may need to be developed to set out the arrangements for carrying out the works. The MOWP aims to ensure the works do not create a hazard to aircraft and to minimise interruptions to aircraft operations. AAC will advise if a MOWP is required.

# Environment Protection

Ensure that no contaminated fill material or weeds are transported to and around the Airport. No PFAS-contaminated fill (e.g. soil, crushed concrete, rubble and other building materials) is to be brought onto the airport.

Clean up any spillage of oil, chemical or other substance which may cause environmental harm as soon as practicable. Under no circumstances should chemicals, oils, or other substances pollute water courses, sewers and drains, and in the event of an accidental occurrence, the matter must be reported immediately to the AAC Environmental Manager.

For any works that have the potential to cause environmental harm, plans must be in place to include the prevention, clean up and good environmental practices with regard to spills. In some cases, you may be required to submit an Environment Management Plan as part of the preliminaries for the works.



# Environment Protection

Under Commonwealth legislation, an Airport Environment Officer (AEO) is appointed to monitor activities that may have an environmental impact at Archerfield Airport.

All works must comply with environmental regulations.

All environmental incidents, accidents or hazards must be reported to AAC.

Take all necessary steps to minimise and control dust, noise and pollution associated with the works, particularly when working close to Airside.

Maintain a clean and tidy work area to avoid attracting birds, pests and vermin.

Include environmental considerations for waste management and chemical storage in work practices.

# Car Parks, Vehicles & Road Use

Vehicles must be parked in designated parking bays/areas only. Parking on verges is not permitted.

All road rules, including speed limits, must be observed at all times.

Should your work/activity affect the use of any airport road, you may be required to provide a Transport Management Plan.

Approval is required to drive Airside.

# Media

If contacted by the media, you may not make any comment regarding the Airport. This includes questions relating to the work you have been contracted to do, activities of Archerfield Airport, and incidents and emergencies at the Airport. All media inquiries must be referred to AAC.

# Key Contact Details

- ▶ Emergencies – Police, Fire & Ambulance - 000
- ▶ AAC General Manager - (07) 3275 8011/ 0414 233 901
- ▶ AAC Reception - (07) 3275 8000
- ▶ AAC Operations & Technical Officer - (07) 3275 8012/ 0414 233 903
- ▶ AAC Aerodrome Reporting Officer (Airside emergencies only) - 0438 020 171
- ▶ AAC Building & Environment - (07) 3275 8026/ 0423 231 434
- ▶ Airport Building Controller (ABC) - (07) 3216 3040

# ARCHERFIELD AIRPORT VISITOR/CONTRACTOR SAFETY INDUCTION

## ACKNOWLEDGMENT:

Please proceed to the Contractor Induction & Insurance Register Declaration Form to submit your application.

Contractor Induction & Insurance Register Form link: <https://forms.office.com/r/VndtJEbJsY>



Please scan the QR Code to complete this form via tablet or phone

## Office Use Only:

Date of Induction: \_\_\_\_\_

AAC Inductor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Project Description: \_\_\_\_\_