North Queensland Airports Pty Ltd
Policy

Seat Belt Policy

Reference No: 3040 AO
Version 5 – 1st October 2016

Any alterations to this Policy must be approved by the:
GM Operations Cairns & GM Mackay

The current copy of this Policy is held on Sharepoint

Document Control

Reference No	Version	Status	Sponsor	Author
3040 AO	5	Approved	Chief Executive Officer	GM Operations Cairns GM Mackay

Amendments	Date	By whom
Version 5 – No changes required during annual review	01/10/2016	GM Operations Cairns GM Mackay
Version 4 – Annual Review	01/10/2015	GM Operations Cairns GM Mackay
Version 3 – Annual review inclusive of new document identifier and number in footer as per Document Control procedure	01/10/2014	GM Operations Cairns GM Mackay
Version 2 – Annual Review	01/10/2013	GM Operations Cairns GM Mackay
Version 1 – Annual Review	01/10/2012	GM Operations Cairns GM Mackay
Summary		
Document created to capture the NQA Seat Belt Policy that applies to both airside and landside operations.		

POLICY:

NQA has undertaken a periodic review of the airports mandatory requirement for the wearing of seat belts whilst operating any vehicle airside or an NQA vehicle landside. The policy includes exemptions for special vehicles not fitted with seat belts and other low speed stop/start operating circumstances.

DEFINITIONS:

Seat belts are those items fitted to vehicles to restrain the driver and passengers in accidents or heavy braking/avoidance situations.

Airside is defined as any area within the boundary fences/barriers of the airport for the movement of aircraft.

APPLICABILITY:

This policy applies to **any person** who has a requirement to travel **airside** in a vehicle fitted with seat belts.

This policy applies to all NQA personnel who have a requirement to travel landside in an NQA vehicle.

Airside and landside requirements apply to both the driver and any passengers within a vehicle.

PROCEDURES/ GUIDELINES:

Any person travelling in a vehicle fitted with seat belts must wear the seat belt fastened in accordance with the manufacturers operating procedures at all times that the vehicle is being operated.

A “No Seat No Ride “requirement also forms part of this Policy.

Exemptions to this policy will be considered on a case by case basis, consistent with state seat belt laws. The Transport Operations (Road Use Management) Act 1995 QLD section 267 (3A) details specific exemptions from wearing seatbelts.

EXEMPTIONS:

All requests for exemptions must demonstrate a medical and/or safety case that shows that not wearing a seat belt does not jeopardise the safety of the operator or any passenger. Inconvenience will not be considered sufficient justification.

APPROVED BY:	Chief Executive Officer	***DATE:***	01/10/2016
CUSTODIAN:	GM Mackay and GM Operations Cairns		
COMMENTS:	Airside driving penalties may apply in accordance with the provisions detailed in the Airside Vehicle Driving Manual. Landside driving penalties are issued in accordance with state law and any costs incurred are the responsibility of the individual.		
REVIEW DATE:	01/10/2017		