SITE RULES FOR WORKING ON AIRPORT

Safety – Environment – Security

NQA Airports

Reference No: 8024 AST

Version 7 – 10 September 2020

Document Control

Reference No	Version	Status	Sponsor	Author
8024 AST	4	Approved	GM Assets	Assets System Coordinator
	5	Approved	Manager Engineering	Health & Safety Advisor
	6	Approved	Head of Infrastructure	Project Administrator
	7	Approved	Head of Infrastructure	Project Administrator

Amendments	Date	By whom
Version 1 – Complete Manual	10/03/2015	Assets
Version 2 – Update to Managing our Airports Responsibly and Airport Environmental Policy	20/07/2015	Assets
Version 3 – Update section 6.6 to align with new smoking laws. Section 6.12, 10.4, 12.10 have been included.	25/02/2016 / 18/03/2016	Assets
Version 4 – Updated copy of Managing of Airports Responsibly added.	23/02/2017	Assets
Version 5 – Update Manager responsible and Health Safety Environment Secuity Policy	24/06/2019	Health & Safety Advisor
Version 6 – Update to include guidelines of Whos On Location Compliance	14/07/2020	Project Administrator
Version 7 – Updated contractor requirements, electrical guidelines, Environmental legislation, ASIC & VIC requirements & security	10/09/2020	Project Administrator
Summary		
All contractors, consultants, etc. working at NQA operated airports and any NQA-owned land or buildings must be familiar with the guidelines issued in this procedure and comply with them. The aim is to ensure correct, safe practices and procedures are carried out on NQA-owned property.		

FOREWORD

All contractors, consultants, etc. working at NQA operated airports and any NQA-owned land or buildings must be familiar with the guidelines issued in this procedure and comply with them. The aim is to ensure correct safe practices and procedures are carried out on NQA-owned property.

If work is undertaken without the correct authority (e.g., approval on one or more of the form/permits referred to in this document, etc.) then work can be brought to a halt with due regard to safety. The relevant forms, etc. should accompany any construction work order.

Alan Dugan
Head of Infrastructure
North Queensland Airports
Date: 24 June 2019

Health, Safety, Security & Environment Policy

NQA will operate in a safe, secure and environmentally responsible way.

We will:

- Foster and maintain a culture of safe, secure and environmentally responsible practices that demonstrate "safety leadership at work" and nurture a "work safe, home safe" ethos;
- Manage our aerodromes safely and securely;
- Eliminate or minimise hazards and risks to health and safety, aviation safety, security and the environment as far as is reasonably practicable;
- Structure financial delegations to ensure our people are provided with resources, ongoing training and support so that they have the equipment, knowledge, skills and competency to work safely, securely and environmentally responsibly, and appropriate supervision to ensure that they do;
- Consult with and involve our people on matters relating to health and safety, aviation safety, security and the environment;
- Respond to and investigate incidents and emergencies in an appropriate and timely manner, and document and use finding to reduce hazards and risks;
- Set and review measureable objectives and targets;
- Meet and, where practicable, exceed the requirements of legislative obligations and industry standards;
- Conduct internal and external audits to identify improvements in health and safety, aviation safety, security and environmental management;
- Promote a just culture relating to incident reporting and investigations where the focus is on continuous improvement not blame.

Our people will contribute to a safe, secure, sustainable and incident-free work environment by:

- Taking care of the health and safety of themselves and others, of security and of the environment;
- Participating in training and other activities to ensure they have the knowledge, skills and competency to work safely, securely and environmentally responsibly;
- Following safe work procedures, instructions and rules;
- Reporting hazards, near misses, incidents and injuries in a timely manner;
- Actively participating in risk assessments, audits, investigations and other activities to reduce hazards and risks.

Norris Carter
Chief Executive Officer

Contents

1. OVERVIEW 7

2. WORK HEALTH AND SAFETY 7

3. TERMS AND ABBREVIATIONS 7

4. QUICK GUIDE TO CONTRACTOR CATEGORIES AND REQUIREMENTS 9

5. GENERAL 10

5.1 General Airport Working Requirements 10
5.2 Personal Conduct and Behaviour 10
5.3 Workplace Harassment 10
5.4 Workplace Sexual Harassment 11
5.5 Alcohol and Other Drugs 11
5.5.1 Licensed bar facilities 11
5.6 Smoking 11
5.7 Dress Standards 11
5.7.1 Uniform 11
5.7.2 Wearing of high visibility clothing / vests 11
5.8 Weapons 12
5.9 Animals 12
5.10 Mobile Phones 12
5.11 Lighting and Visual Aids 12
5.12 Amenities. 12
5.13 Wildlife 12
5.14 Media 12
5.15 Privacy Policy 12
5.16 Insurances 12
5.17 Indemnity 13

6. TRAINING, LICENCES AND COMPETENCIES 13

6.1 Induction training 13
6.2 Who On Location 13
6.3 High Risk Work Licences 13
6.4 Competency to Conduct Work 13

7. INCIDENTS 13

7.1 Incident Reporting 13
7.1.1 Scene not to be interfered with 13
7.2 Fault Reporting 13

8. EMERGENCY PROCEDURES 13

8.1 First Aid 13
8.2 Serious Injury 14
8.3 Electrical Shocks 14
8.4 Fire Safety and Evacuation 14

9. WHS - HAZARD IDENTIFICATION AND CONTROL OF RISKS 14

9.1 Risk Control Hierarchy 15
9.2 Standard Work Method Statements (SWMS) 15
9.3 PERCOW (Permit to Commence Work) 16
9.4 High Risk Permits 16

10. SECURITY, ACCESS AND VEHICLE MOVEMENT 16

10.1 Site Security 16
10.2 Public and Other Persons Protection and Safety 16
10.3 Working Hours 16
10.4 Contractor Parking 16
10.5 Site Access 17
10.6 Keys 17
10.7 Vehicle Access and Movements 17
10.8 Vehicle Failure 17

10.9 Communication Loss 17
10.10 Site Deliveries 17
10.11 Roads and Road Closures 18
10.12 Use of Lights 18
11. WHS - SPECIFIC HAZARDS AND CONTROLS 18
11.1 Jet Blast 18
11.2 Trenching and Excavations 18
11.3 Work Affecting Structural Integrity of Buildings 18
11.3.1 Chasing, drilling and coring of airport slabs 18
11.4 Working at Heights 18
11.4.1 Work over 2 metres 18
11.4.2 Roof access 18
11.4.3 Ladders 19
11.4.4 Falling objects 19
11.5 Tools Plant and Equipment 19
11.6 Mobile plant and Equipment 19
11.6.1 Equipment/Machinery 19
11.6.2 Access equipment use 19
11.6.3 Crane operation 19
11.7 Electrical and Services 19
11.7.1 Electrical services 20
11.7.2 Power isolations 20
11.7.3 Fire protection system 20
11.8 Hazardous Chemicals and Dangerous Goods 21
11.9 Noise and Dust 21
11.10 Confined Space 21
11.11 Fire Precaution – HOT WORKS PERMIT REQUIRED 21
11.12 High Winds 21
11.12.1 Unfinished works and movable items 21
11.12.2 Cyclone watch 22
11.13 Housekeeping 22
11.14 Ground Surface 22
12. ENVIRONMENTAL MANAGEMENT AND PROTECTION 22
13. WORKING AIRSIDE SPECIFIC REQUIREMENTS 22
13.1 Security Screening Requirements 22
13.2 ASIC & VIC Requirements 22
13.3 Trade Tools 22
13.4 Removing Object that may be Dangerous to Aircraft 23
13.5 Perimeter Fence Clearances 23
13.6 Searching of Vehicles 23
13.7 Australian Customs and Border Protection Service 23
13.8 Aircraft Movement 23
13.9 Vehicles 23
13.10 Airside Driving Permits 23
13.11 Doors and Gates 23
14. CAIRNS AIRPORT HAZARD IDENTIFICATION 24
15. MACKAY AIRPORT HAZARD IDENTIFICATION 25

1. Overview

Work Health and Safety Legislation in Queensland requires employers to provide for the health and safety of their employees.

This procedure provides conditions which NQA operated airport managers, supervisors, contractors and subcontractors must meet and follow when the company engages any contractor for any work

NQA operated airports places a high priority on ensuring that these risks are minimised when contractors and subcontractors are engaged, by setting and maintaining high health and safety standards and placing a requirement on the contractor to abide by these standards.

This document establishes workplace health and safety guidelines which managers and supervisors must follow when engaging contractors and subcontractors.

NOTE: Failure to comply with these requirements by the contractor or subcontractor may result in termination of the contract.

2. Work Health and Safety

NQA is committed to maintaining a safe and healthy environment. Poor practice, substandard work and poor equipment will not be tolerated.

Contractors will comply with:

- Civil Aviation Regulations CASR139 – Aerodromes
- Queensland the Work Health and Safety Act & Regulation 2011 and the Electrical Safety Act 2002 and Regulation 2013, plus all relevant Codes of Practice.
- NQA Safety Management System

3. Terms and Abbreviations

Airport Awareness Induction

An induction which provides the inductee with basic knowledge of the hazards and risks on airport and its operations.

ASIC

Aviation Security Identification Card.

Contractor

A person or company, including all subcontractors, consultants, servicemen, technicians and other persons who are engaged by the company to perform work or carry out a service.

The term contractor in this document includes the contractor, the contractors' workers and any subcontractors who are engaged by the contractor.

Contractor Safety Induction

A detailed induction for contractors and their workers who will be undertaking construction work.

Hazard

Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm, and "hazardous" has a corresponding meaning.

PERCOW (Permit to Commence Works)

The PERCOW is a written document which authorises certain people to carry out specific works at a certain time and place, and which set out the main provisions needed to complete the job safely. It is a means of communication between NQA management (including the various departments), contractors, lessees and concessionaires.

Risk

Chance/likelihood of harm occurring from exposure to a hazard, i.e.:

Risk to public and people.
Impact to NQA operated airport property.
Harm to equipment.
Harm to materials.
Harms to environment.

Site

For the purpose of this document, the term “site” means any place of work and the immediate surrounding environment.

NQA Contact Officer

The NQA operated airport site representative is the NQA employee who is nominated as the official point-of-contact for the task or projects.

Tenant

Shall be deemed to include all lessees, concessionaires and other authorised occupants of space within the airport.

Contractors retained by any lessees or retailer (referred to as “tenants”) to modify the tenant’s premises inside an NQA-owned building, while not parties to the lease/license agreement with NQA, must nevertheless comply with all NQA operated airports Procedures and Permits.

Plant

Any machinery, equipment, appliance, container, implement or tool.

4. Quick Guide to Contractor Categories and Requirements

There are several situations in which contractors and subcontractors are engaged at NQA operated airports.

Quick Guide to Contractor Categories and Requirements						
	Category A	**Category B**	**Category C**	**Category D**	**Category E**	**Category F**
Description /Example	Deliveries	Airport workers	Contractors, Estimators, Consultants	Minor Works – Contractor OHSMS	Minor Works NQA - OHSMS	Major Works
Common applications	Mail, Couriers, Deliveries, Rubbish Collection	Labour-hire, long term periodic contracts for cleaning and maintenance, security personnel. Auditors, volunteers. Gardeners, work experience personnel, Tenant staff.	Contractors Quoting performing inspections and Tender Assessment walk around.	Building maintenance. Repairs, various trade or technical work and minor modifications Contractor has own OHSMS	Building maintenance. Repairs, various trade or technical work and minor modifications Contractor to operate under NQA or Lessee OHSMS	Construction works over $250 000 principal contractor appointed. New buildings, major grounds works, major modifications
Induction	No	Airport Awareness Induction	Contractor Safety Induction	Contractor Safety Induction	Contractor Safety Induction	Site Specific Induction Contractor Safety Induction
Whos On Location App	No	No	Must be signed into WOL either on personal phone or public kiosk	Must be signed into WOL either on personal phone or public kiosk	Must be signed into WOL either on personal phone or public kiosk	Must be signed into WOL either on personal phone or public kiosk
Identifications	Uniform and/or company ID	Uniform and/or company ID may include ASIC	Uniform and/or company ID Must wear either an ASIC card or visitors pass	Must wear either an ASIC card or visitors pass	Must wear either an ASIC card or visitors pass	Must wear company ID or be readily identifiable when outside the construction area
PERCOW required	No	No	No	Where a work activity is applicable section, 2a NQA Permit to Commence Work	Where a work activity is applicable section, 2a NQA Permit to Commence Work	When work impacts on airport activities or services

Direct Contractors:

Contractors directly engaged by Cairns or Mackay Airports are required to submit a monthly WHS Performance declaration in the approved format **4011_CMP Monthly Works WHS Performance Report** to the authorised company representative overseeing the contract unless otherwise directed by the relevant Airport representative.

5. General

5.1 General Airport Working Requirements

All contractors whilst performing their duties will be familiar with NQA operated airports requirements relevant to the nature of the works they are performing.

Various departments from within NQA operated airports have Standard Works Conditions that are applied to all works permits. These must be adhered to for the safety and security of contractors, members of the public and airport staff and to ensure that the assets of NQA operated airports and other utility owners are maintained.

The airport is subject to a range of legal requirements and as a result, some restrictions will be placed on contractors and projects that are specific to an aviation environment.

5.2 Personal Conduct and Behaviour

The contractor's personal conduct should be fully consistent with this document and the values and culture of NQA.

All contact with others should be handled professionally and courteously. Contractors are not to use inappropriate or offensive language at any time either in verbal or written form. Inappropriate or offensive language includes, but is not limited to, any language or content that is sexually oriented or suggestive, abusive, harassing, defamatory, vulgar, obscene, profane or hateful.

The contractor shall refrain from committing any act of trespass, nuisance or negligence or from any conduct which may be offensive or constitute a danger to persons or property within the airport

5.3 Workplace Harassment

NQA is committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Examples of behaviours that may be regarded as workplace harassment, if the behaviour is repeated or occurs as part of a pattern of behaviour include, but would not be limited to:

- Abusing a person loudly, usually when others are present.
- Repeated threats of dismissal or other severe punishment for no reason.
- Constant ridicule and being put down.
- Leaving offensive messages on email or the telephone.
- Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways.
- Maliciously excluding and isolating a person from workplace activities.
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters.
- humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers.
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.

5.4 Workplace Sexual Harassment

Sexual harassment against any person in this workplace is against NQA standards and will not be tolerated.

Under the Queensland Anti-Discrimination Act and Federal Sex Discrimination Act sexual harassment is against the law.

Sexual harassment is any form of sexual attention that is unwelcome. It may be uninvited touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for favours, leering or the display of offensive material.

Sexual harassment has nothing to do with mutual attractions. Such friendships are a private matter.

5.5 Alcohol and Other Drugs

NQA maintains a policy of ZERO tolerance to substance abuse (both drugs and alcohol) whilst working on NQA sites.

It is for this reason that NQA enforces strict guidelines in relation to alcohol and drug use in the workplace and these are expressed as follows. Contractors:

- are prohibited from consuming, possessing and/or selling illicit drugs and alcohol at any time whilst at work;
- must not be impaired by drugs, alcohol or other substances whilst at work;
- will comply fully with all drug and alcohol policy requirements, procedures and work standards of NQA.

NQA reserves the right to administer random drug and alcohol testing of all contractors and their workers;

Non-compliance with the drug and alcohol testing and the drug and alcohol policy will be viewed as a serious matter and will be subject to disciplinary action.

Contractors shall comply with CASA requirement for a Drug and Alcohol Management Plan (DAMP) when working airside. Contractors shall either have a compliant DAMP or adopt the NQA DAMP.

5.5.1 Licensed bar facilities

The licensed bar facilities in the terminals must not be used by contractors during construction works at the airport.

5.6 Smoking

Smoking including the use of E-Cigarettes is expressly prohibited in the following areas:

- Airside
- Inside all the terminal buildings
- Inside all NQA buildings
- Within 5 meters to all NQA buildings and vehicles

5.7 Dress Standards

5.7.1 Uniform

The contractor and employees shall be neatly dressed at all times in an identifiable company uniform and be of neat and tidy appearance. Minimum dress of shorts, shirt and footwear (thongs/sandals unacceptable) shall be worn at all times whilst working on the NQA premises.

5.7.2 Wearing of high visibility clothing / vests

NQA has a mandatory requirement for the wearing of high visibility garments & closed-in footwear in any airside area and in hazardous working situations in landside areas including roadways, terminals and other buildings.

Construction sites will have specific PPE requirements which signposted and communicated through individual site inductions.

NQA requires all workers to comply with the mandatory wearing of hearing protection equipment when and where designated, and reflective high visibility clothing is required for night works.

Cairns and Mackay Airport have the ability to withdraw contracts if compliance with the WHS Act 2011 is not adhered to.

5.8 Weapons

Firearms or weapons of any description are not to be taken onto airside areas or into sterile areas. Tradesmen's tools requiring an explosive charge as a part of their operation must be approved before commencement of any work and prior to the screening process.

5.9 Animals

Other than assistance animals and law enforcement dogs, uncaged animals are not permitted on the airside of Cairns Airport, including inside vehicles, unless authorised by NQA.

5.10 Mobile Phones

Mobile phones are not permitted to be used whilst driving any vehicle airside. Mobile phones and other non-intrinsically safe equipment must not be operated within 5m of any refuelling equipment, fuel point or vent point on an aircraft.

5.11 Lighting and Visual Aids

All airport lighting and visual aids, internal and external must not be tampered with, altered or moved. The contractor must ensure that all sight lighting is designed, erected and operated to comply with the Manual of Operating Standard Aerodromes ("MOS") and must extinguish any light which the airport considers may constitute any hazard to aircraft.

5.12 Amenities.

Drinking water, toilets and other general amenities are available for use while working at NQA. Any specific requirements and provisions will need to be taken into consideration during the project scoping stage.

5.13 Wildlife

Wildlife, and in particular birds, can present a hazard to airport operations because of the risk of collisions occurring between aircraft and animals. Therefore all contractors are expected to ensure that their activities do not attract wildlife.

If animals are aggregated and considered to be hazardous to airport operations and the contractor, the contractor will immediately make contact and notify their airport works.

5.14 Media

The contractor cannot make any public statement or comment on behalf of NQA, unless specifically authorised to do so by the Chief Executive Officer or Corporate Communications Manager.

5.15 Privacy Policy

All persons or business undertaking works with Cairns and/or Mackay Airports must adhere to the NQA Privacy Policy.

5.16 Insurances

The contractor shall ensure that all motor vehicles (and plant which is to be driven on public roads) are roadworthy, fully registered for working at airports including third party personal insurance and comprehensively insured. Evidence of insurance cover will be required to be provided to the Principal prior to the commencement of work on site.

5.17 Indemnity

NQA operated airports are to be indemnified against injury to persons and damage to property during maintenance and construction works.

6. Training, Licences and Competencies

6.1 Induction training

All contractors must the Contractor Induction prior to carrying out any works or maintenance activities on the airport site.

6.2 Who On Location

All contractors must be signed into the Whos On Location system when conducting any works on site.

6.3 High Risk Work Licences

No contractor is to undertake high risk work (dogger, rigger, scaffolder or plant operator) unless they have the relevant licence and proof. Evidence of licences shall be available for inspection by NQA.

6.4 Competency to Conduct Work

All other work and operation of plant shall only be performed by persons who are trained and competent in the activity of the use of the type of plant. Evidence of competency shall be made available for inspection by NQA.

7. Incidents

7.1 Incident Reporting

All accidents and incidents involving people, plant or NQA operated airport assets, no matter how minor, must be reported immediately by the contractor or sub-contractor to NQA operated airports contact officer.

The contractor may have their own accident/incident recording and reporting system and upon request submit to the NQA operated airports for review or utilise NQA whilst on site.

7.1.1 Scene not to be interfered with

The WHS legislation requires that in certain circumstances the incident scene is not to be disturbed. Where a death, serious injury or illness of a person or a dangerous incident, serious electrical incident; dangerous electrical event occurs, the contractor on the scene shall ensure that the incident scene, any plant or other item involved in the incident shall not be moved or interfered with, until permission to do so is obtained from a WH&S QLD Inspector (or Electrical Inspector for an electrical incident).

This does not apply where such movement or interference is necessary to save life, to relieve suffering, prevent further injury or prevent damage to plant.

7.2 Fault Reporting

All property-related damage, faults or incidents are to be reported to NQA operated airports contact officer.

8. Emergency Procedures

8.1 First Aid

Contractors are to have as a minimum a first aid kit, which is suitable for the type of work being carried out and the number of employees.

8.2 Serious Injury

If there is a serious injury:

- Stay calm.
- Call for assistance.
- All serious injuries dial 000.
- Notify NQA operated airports.
- Do not attempt to move the injured person unless to prevent further injury.
- Do not disturb the accident scene in any way until investigations have taken place.

8.3 Electrical Shocks

Any person who receives an electric shock will:

- Report the incident to their supervisor immediately.
- Ensure a doctor examines the person as soon as possible.
- Ensure the source of the shock is isolated immediately.

8.4 Fire Safety and Evacuation

In case of fire – alert the Fire Service by either:

- Using one of the red break glass fire alarms;
- Calling Aviation Rescue Fire Fighting
- Calling the Airport Emergency number
- Using a Warden Intercommunication Point (WIP) Phone

Terminal Evacuation plans are posted throughout the terminal and buildings as well as directional signage. Additional evacuation plans are available on request to the Airport Duty Manager.

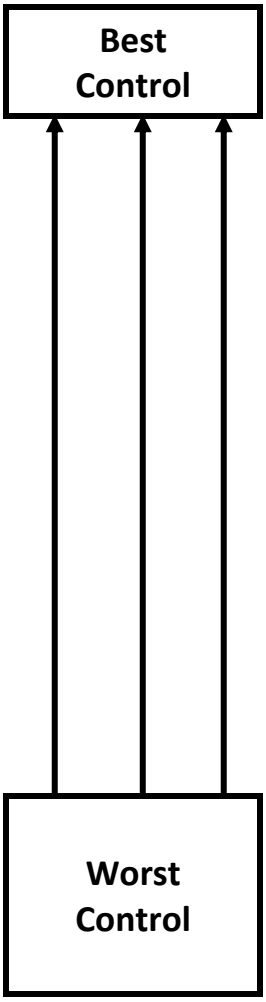
9. WHS - Hazard Identification and Control of Risks

Before commencing any job, all foreseeable hazards and risks (for example, falling and suffering a serious injury) should be identified and appropriate safety measures put in place.

Control measures are selected by working through the risk control hierarchy as explained below.

9.1 Risk Control Hierarchy

The risk control options should then be evaluated and the decision recorded, using the hierarchy of controls as shown below,



1. Remove the hazard completely

e.g. remove risk of electrocution by using compressed air tools

2. Substitute the hazard for one with less risk

e.g. use water based glue rather than solvent based glue

e.g. use battery drill rather than 240v drill

3. Use an engineered control

e.g. use a machine to lift heavy objects

e.g. use scaffolding rather than ladders to reduce risks of falls

e.g. replacing a machine with better guarding

e.g. extraction fans to remove hazardous fumes

e.g. Install screens or barriers around hazardous areas

4. Change work practices

e.g. train persons in lifting techniques or hazardous substances

e.g. place warning signs

e.g. rotating workers performing work in hazardous area

5. Personal Protective Equipment (PPE)

e.g. hearing protection, eye protection, respiratory protection

Note PPE should be the last barrier to protect people when all else fails.

9.2 Standard Work Method Statements (SWMS)

All contractors will not commence on the site until the contractor prepares a safe work method statement for any of the following high-risk construction work activities, or as required by NQA. The safe work method statements must be supplied to NQA for review, before work starts.

- Worker must comply with the requirements of all SWMS.
- High Risk Works listing requiring SWMS before works can commence
- Work at Heights >2 metres
- Work on telecommunications tower
- Demolition works
- Work on or near asbestos (including removal)
- Structural alterations requiring temporary support
- Work on or near confined spaces
- Working in a trench or shaft 1.5 metres or a tunnel
- Work involving explosives
- Work or on near pressurised gas distribution mains or piping
- Work on or near chemical, fuel or refrigerant lines
- Work on or near energised electrical installations
- Work on or near contaminated or flammable atmospheres
- Work involving tilt-up or pre-cast concrete
- Work on, in or adjacent to a road or other traffic corridor used by any non-pedestrian traffic

- Work involving movement of powered mobile plant
- Work in areas where there are artificial extremes of temperature
- Work carried out on or near water (or other liquid) that involves risk of drowning
- Diving work

9.3 PERCOW (Permit to Commence Work)

A PERCOW is to be obtained for the conduct of minor and major works as described in Section 5 Quick Guide to Contractor Categories and Requirements.

9.4 High Risk Permits

In addition to PERCOW some high risk activities will require further permit approvals before works can commence. Additional permits include:

- Hot Work Permit
- Confined Space Permit
- Excavation Permit (PERMEX)
- Fire Impairment Notification Form.
- Application for height approval for temporary structure (cranes)

10. Security, Access and Vehicle Movement

10.1 Site Security

A Contractor must take all practicable steps to secure the site, and to secure any equipment and materials stored at the Site or off-site from unauthorised access, theft and vandalism.

Worksite may be subject to Aviation Transport Security Regulations. Requirements to be discussed with NQA in early scoping stages.

All tools utilised in worksites within the sterile areas can only be transported by ASIC holders and are subject to Tools of Trade requirements.

10.2 Public and Other Persons Protection and Safety

Where the works take place where public, staff or operators may be present, the works need to be managed to eliminate or reduce any interactions to an absolute minimum.
We all have a duty of care to people who visit the airport.

- Leads or hoses **MUST NOT** run across access pathway or public floor spaces unless properly protected.
- The work site **MUST** be delineated by appropriate warning signs/barricades.
- Works inside any terminal or building **MUST** have floor to waist height barriers.
- Contain possessions and equipment in the work site.
- Fire egress must be kept clear at all times.

10.3 Working Hours

Working Hours will be agreed with the NQA operated airports and are not to impact the day to day operation of the airport.

10.4 Contractor Parking

The contractors must observe parking and loading zone rules and regulations.

10.5 Site Access

Movement of all contractor personnel shall be restricted to the site and designated access routes. The contractor must, at its cost, ensure that its employees, subcontractors and agents comply with -

- all Airside Operational Policies;
- Aviation Transport Security Regulations, including requirements for Aviation Security Identification Cards (ASICs), and Visitor Identification Cards (VICs), and all associated regulations;
- any other NQA instructions in relation to site access.

Access to worksites located within the sterile area is only permitted via the screening point. Access by contractors with tools and materials are restricted to outside peak passenger periods by prior arrangement.

No access to the sterile areas (Departure Lounges) is permitted via boarding gates.

Access to worksites located airside is via the vehicle access Gate V23. Contractors accessing the Security Restricted Areas (SRA) from General Aviation Gate V13, are subject to screening into the SRA at the V23 hold point. Further details provided in airside driver training.

10.6 Keys

In order to service the contract the contractor may require access keys to NQA operated airport buildings and rooms. Keys may be drawn and signed for in the NQA operated airports Key Register and are required to follow NQA policy.

10.7 Vehicle Access and Movements

All other vehicles operating airside must be approved and be identifiable by a company logo on either side of the vehicle and a flashing orange beacon. All employees required to drive airside must obtain an airside driver's permit from NQA.

Contractor must abide by all Safety Officers' and Security Officers' directions – All vehicular/truck movements are to be under Airport Safety Officer (ASO) escort who can be contacted on Cairns Ph. No: 0412 773 065 or 0402 027 732. Mackay Ph. No: 0418 570 233. For site access contact the ASO.

10.8 Vehicle Failure

If you are driving a vehicle which becomes immobilised on an Apron area, you must immediately notify the Airport Safety Officer, and/or your company, or other Apron personnel in the immediate vicinity so that it can be removed as soon as possible.

If you are the driver of a vehicle which becomes immobilised, you must provide whatever assistance is required by the Airport Safety Officers to move the vehicle to a safe area.

10.9 Communication Loss

In the event of a communication loss while working in a security controlled area the contractor must remain at their current location until assistance arrives.

10.10 Site Deliveries

The contractor must, at its own cost:

- Comply with restrictions applicable to it by the Airport Contact Officer in relation the location and time for deliveries to the site;
- Ensure that the wheels, tracks and body of all vehicles and plant accessing or leaving the site are mud free, ensure that any mud or other materials which is discharged from the contractors vehicles and plants removed and the area cleaned immediately; and not permit a vehicle to leave or enter the airport laden with any materials unless the vehicle is loaded or covered in a manner that will prevent the discharge or dropping of materials; and

- Ensure the persons delivering materials for construction purposes to the site use authorised vehicles and approved access route;
- Ensure compliance with Airside Operation policy.

10.11 Roads and Road Closures

All road closures and part road closures must be approved by the Landside Infrastructure Manager (Landside) and Aerodrome Operations & Emergency Manager (Airside). All closures must be accompanied by a certified traffic management plan.

10.12 Use of Lights

Use of lights for night work shall be shielded so that direct light will not shine above the horizontal.

11. WHS - Specific Hazards and Controls

11.1 Jet Blast

Stay well clear of aircraft when red-coloured anti-collision beacons are operating or engines running, and give way to all moving aircraft including aircraft under tow.

11.2 Trenching and Excavations

No excavations over >300 millimetres may be initiated without a PERMEX (Permit to Excavate).

If the subcontractor or worker is in doubt in relation to existing services contact NQA operated airports contact officer for information.

All excavations near or around existing services shall be by hand only. Prior to excavation, records must be sought from NQA and Dial Before You Dig. Utilisation of ground penetration radar at a minimum.

High Pressure Water Jetting (Hydrovac) is also permitted for pothole locations. The maximum operating pressure to be 138bars (2000psi) with rotary nozzle head as recommended by Telstra 3-4-2013 ref No. APLOM002.

11.3 Work Affecting Structural Integrity of Buildings

11.3.1 Chasing, drilling and coring of airport slabs

Before any NQA concrete floor slab is chased, cored or drilled it is the contractor's responsibility to ensure that the slab has been x-rayed and documentation supplied to NQA operated airports from an independent structural engineer confirming the chasing, coring or drilling works will not affect the structural integrity of the floor slab and associated slab in question.

Under no circumstance is any coring, chasing or drilling of an NQA operated airports slab to take place without the written approval from NQA operated airports. If the contractor undertakes coring, chasing or drilling of the slab without the approval of NQA operated airports, then the works will be stopped immediately (at no cost to NQA operated airports) until the contractor has x-rayed the entire slab being chased, cored or drilled and a full structural inspection of the entire slab (at the cost of the contractor) has taken place by an independent structural engineer.

11.4 Working at Heights

11.4.1 Work over 2 metres

Where a person can fall more than 2 metres then a SWMS must be completed.

11.4.2 Roof access

Only areas directly related to the activity or task are to be accessed or used upon approval from NQA.

11.4.3Ladders

All contractors, subcontractors or workers intending to use a ladder i.e. stepladder, single ladder or extension ladder must ensure, so far as is reasonably practicable, that any work that involves the risk of a fall, that the contractor must provide adequate protection and demonstrate a safe system of work.

11.4.4Falling objects

All subcontractors or workers working at height shall prevent the fall of materials or plant onto workers, other people, the public, or into adjacent properties. This may be achieved by installing containment sheeting or a catch platform, creating an exclusion zone, closing a footpath way or road or adjoining area.

11.5 Tools Plant and Equipment

All contractors and workers must ensure that:

- unauthorised alterations or interference with tools, plant or equipment used or stored at the workplace is prohibited.
- tools, plant or equipment shall be secured to ensure that unauthorised alterations or interference is prevented and unattended plant does not create a risk to workers or others.
- persons operating the tool plant or equipment are competent to do so.
- if any tool, plant or equipment is damaged it must be made inoperable or removed from site.
- tools, plant, or equipment brought to the workplace must be in good condition and maintained.
- all guards are fitted and working effectively before tools and equipment are used.

11.6 Mobile plant and Equipment

11.6.1Equipment/Machinery

No person is to operate earthmoving equipment unless they have the relevant training and competency to operate the equipment. Evidence of competency i.e. ticket, statement of attainment, assessment report, and shall be recorded by their employer(s) and NQA operated airports.

11.6.2 Access equipment use

Contractors may request the use of NQA operated airport access equipment, scissor lift and elevated work platform/boom lift. All requests for use need to be made by completing an Access Equipment Authorisation form and submitting a minimum 48 hours before use.

All contractors operating the scissor lift must provide a copy of a “Yellow card” obtained from a nationally recognised training organisation before authorisation will be approved.

Use of NQA operated airports owned platform/boom lift also requires the operator to provide a copy of their “Licence to perform High Risk Work”.

11.6.3Crane operation

Crane works require a “Working at Height” permit from NQA operated airports Operations (Ph: 40806743) and shall comply with relevant regulations.

11.7 Electrical and Services

All subcontractors and workers must ensure that:

- Portable electrical equipment and power leads are maintained in a safe working condition.
- Electrical leads and plugs are a minimum of 10 amp.
- Electrical leads are located to minimise the risk of damage.
- All electrical equipment is tested and tagged every 3 months and a current tag is fitted showing the person or company who performed the test and the date of test and or retest date.
- A portable safety switch must be tripped each day before use and tested 3 monthly by an electrician.

- Double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not to be used for construction work purposes.
- Any person, plant or equipment is kept a minimum 3-metre clearance from overhead power lines on all sides, top and bottom.

Electrical contractors please note:

Electrical contractors must ensure that all electrical work is carried out in accordance with the QLD Electrical Safety Regulations 2013, and AS3000-2018 (Australian Wiring Rules).

All incomplete circuits must be terminated to ensure the installation is electrically safe. Where there is likelihood of those circuits being inadvertently energised, the installation must be isolated using lock-out/ tag-out procedures.

11.7.1Electrical services

No work or excavation is to be carried out that would interfere with the operation of existing electrical services until prior arrangements have been approved by the NQA Project Controller.

11.7.2Power isolations

NQA staff members only can implement power isolations. Under no circumstance is a lessee or lessee's team contractor to isolate NQA's power systems. All power isolations require a minimum of 48 hours notice and in some circumstances 240 hours notice (10 working days).

Notice Period	Stakeholder	Service Disruption Type	Notes
10 working days	Airlines	Any service interruption	Major Carriers
5 working days	Airlines	Any service interruption	Minor Carriers
5 working days	Lessor	Any service interruption, especially ICT services and CCTV	NQA
5 working days	Security	Any power or data interruption	Any interruption that may affect the screening equipment
5 working days	Customs	Any service interruption	Federal Police – Customs - Immigration
5 working days	SITA	Any power or ICT interruption	Anything effecting communications rooms or equipment
3 working days	Ground Transport Operators	Interruption to Car park equipment / FIDS	Taxi – Bus – Rental Cars
3 working days	Commercial and Retail Tenancies	Any service interruption	Host Services – Newslink - etc

Before the lessee's project commences it is recommended that possible power isolations be discussed and identified with the lessor.

11.7.3Fire protection system

No work is to be undertaken without prior approval by NQA Technical Services.

Works associated with fire protection systems is NOT permitted unless a Fire Protection Isolation Request Form to conduct such works is approved by NQA Technical Services.

11.8 Hazardous Chemicals and Dangerous Goods

Approved chemicals stored on site -

- Approved chemicals stored on site are to be kept in an appropriate area or storage cabinet suitable for the product.
- Chemicals stored on site are to be recorded in a site Chemical Register.
- Safety Data Sheet (SDS) to be available and complied with.

11.9 Noise and Dust

The contractor must ensure that the levels and nature of the noise generated in the course of the building works does not interfere with normal NQA operations.

Handheld tools will be tolerated but power tools such as impact drilling, circular saws, planes etc. cannot be operated during peak hours in NQA terminals.

The contractor is to liaise with NQA operated airports to confirm suitable times for power tools to be used. The lessee must put into place all precautions to avoid contamination of other terminal areas.

11.10 Confined Space

For any works being conducted with in a confined space a Confined Space Entry Permit must be issued first. To determine if the space is classified as confined the following criteria needs to be met:

- Is the space intended to be, or is likely to be entered by any persons for any reason (e.g. maintenance, production or inspection)?
- Does the space have a limited or restricted means of entry and exit for personnel?
- Is the space intended to be at normal atmosphere pressure while any person is in the space?
- Is the space likely to contain or once contained:
    a) an atmosphere that has a harmful level of any contaminant (e.g. fumes, vapour, gas, steam, mist or explosive gas)? Or
    b) an atmosphere that does not have a safe oxygen level (e.g. too low or too high)? Or
    c) any stored substance that could cause engulfment (e.g. sand, garnet, grit, blast, water/sewage)?

If yes was answered to **all** the above dot points then the space is classified as confined and permit is required.

11.11 Fire Precaution – HOT WORKS PERMIT REQUIRED

The contractor must take all necessary precautions to ensure that no fire hazard is created.

Hot work is NOT permitted unless an NQA operated airports application to conduct Hot Work – Airport is approved by the NQA operated airports contact officer.

11.12 High Winds

11.12.1 Unfinished works and movable items

Unfinished work, equipment, materials and other moveable items on site are to be secured in the event of strong winds so there is no danger to persons, property or aviation operations. Any temporary construction buildings on site must be secured and tied down to comply with Category 2 Wind Load Conditions. A Structural Engineer's Certificate of Approval for the method of securing to prevent building uplift is to be supplied.

11.12.2 Cyclone watch

In the event of a cyclone watch, it will be the contractor's responsibility to ensure all work in progress is secure. All scaffolding, hoardings, materials and rubbish must be removed from site immediately and equipment and the contractor's compound secured.

11.13 Housekeeping

Subcontractors and workers are to ensure:

- the means of access onto and around the site are safe and clear
- All work areas are to be kept in a clean and tidy condition

11.14 Ground Surface

Geography of airport land can be ever changing. Contractors must take all reasonable precautions for working over water including, eroded banks, barnacles or marine growth. Contractors must be mindful that whilst working in open drains or waterways, surfaces may be slippery. Always exercise caution.

12. Environmental Management and Protection

The majority of works at NQA airports will have some level of environmental impact. All works on NQA airports must adhere to all relevant environmental legislation, including the Environmental Protection Act 1994, as well as NQA's environmental policies, processes and guidelines. Activities must be managed on a case-by-case basis and will take into account the nature of the activity, as well as its location and proximity to sensitive receptors.

Please refer to the **Construction EMP Guidelines** for more details.

13. Working Airside Specific Requirements

13.1 Security Screening Requirements

Contractors entering both the 'Sterile Area' and 'Airside Area' are subject to the normal regulated security screening and inspection processes. Exemptions exist within the regulations for contractors who are required to take tools and materials (which would otherwise be considered prohibited items or weapons) into these areas. The screening staff maintain a Tools of Trade Register at each screening point to record those tools that are taken into the 'Sterile Area'. Tools entering the 'Sterile Area' must be accounted for when contractors exit the area.

13.2 ASIC & VIC Requirements

An ASIC or visitors pass is required to conduct any works airside. ASIC applications can be found on the CA website and must be submitted at the ID & Access Office in the AAC building. Visitors passes can also be obtained from this office.

13.3 Trade Tools

Trade tools have the potential to become weapons. Aviation security requires trade tools to be closely monitored while within the site. Tools will be subject to security screening on the way into Airside or Sterile areas in NQA airports.

It is the contractor's responsibility to account for all tools while working at NQA operated airports, and to take all necessary precautions to prevent access to them by any unauthorised persons.

Should any actions by the contractor force the clearing and re-screening of a terminal sterile hall or aircraft, the contractor will be liable for any costs that impact the airport, airports tenants, airlines, security, customs and immigration.

13.4 Removing Object that may be Dangerous to Aircraft

Foreign Object Debris (F.O.D.) consists of objects lying about on aprons, taxiways, and runways that present a hazard to aircraft operations. These objects include nuts, bolts, screwdrivers, bag tags, etc. They are a danger to aircraft engines and tyres.

13.5 Perimeter Fence Clearances

Objects of any description may not be placed closer than 3 metres to a perimeter fence from any landside area or closer than 2 metres to a perimeter fence from any airside area.

13.6 Searching of Vehicles

All vehicles in an airside area are liable to a search at any time without notice by an Authorised Officer.

13.7 Australian Customs and Border Protection Service

The Australian Customs and Border Protection Service have an overriding authority under the Customs Act to detain, search or arrest any person reasonably suspected of carrying prohibited goods or committing any offence against the Customs Act irrespective of that person holding an ASIC or being approved by NQA to work on the airport.

Additional restrictions are imposed by Customs and Border Protection on movement through these areas during international flight times. NQA operated airports works contact will advise any restrictions which may apply for works in these areas.

13.8 Aircraft Movement

Aircraft shall have the absolute right of way. Emergency equipment and vehicles responding to an emergency and operating their emergency lighting shall have right-of-way over all other ground vehicles. Contractors, when operating around stationary aircraft, keep a 4 metre exclusion zone measured from the wing span. Do not drive within 15 metres of an aircraft, except when required for the servicing of that aircraft.

13.9 Vehicles

Each vehicle requiring airside access must have approval from NQA operated airports and must display a clearly identifiable company sign or logo on each side of the vehicle.

13.10 Airside Driving Permits

To operate a vehicle airside, you must hold and carry Authority to Drive Airside license.

13.11 Doors and Gates

External doors and gates must be kept closed and locked at all times other than when access or egress is being effected. The contractor is to ensure employees or persons otherwise engaged by the contractor understand that they must ensure a door or gate opened by them closes and locks behind them before moving.

14. CAIRNS AIRPORT HAZARD IDENTIFICATION

X - Hazard

BD34 - Building 34 Only

INT - Internal Plant & Generator Rooms

HAZARDS	GA Landside	GA Airside	Terminals Internal	Non Terminal Buildings (Landside)	RAMP Areas (Airside)	Non Ramp (Airside)	Carparks, Paths, Forecourts & Roads	Perminter Fencing	HIAL Fenced Area	HIAL Bridge
Adverse Weather Conditions	X	X		X	X	X	X			
Aircraft Movement		X			X	X				
Asbestos	X	X		BD34						
Chemical Storage Area	X	X	X	X	X	X				
Communication Loss	X	X	X	X	X	X	X			
Dust	X		X	X	X	X	X		X	
Electricity & Equipment	X	X	X	X	X	X	X	X	X	X
Equipment & Plant Movement	X	X		X	X	X	X		X	
Fuel Lines		X		X	X		X	X		
Ground Surface	X	X	X	X	X	X	X	X	X	
High Voltage Area	X	X			X	X				
Jet Blast		X			X	X			X	X
Lighting & Visual Aids	X	X	X	X	X	X	X			
Noise		X	INT	X	X	X	INT		X	X
Pedestrians	X	X	X	X	X	X	X			
Slip/ Trip	X	X	X	X	X	X	X	X	X	X
Stairways & Ramps	X	X	X	X	X	X	X			X
Tools & Equipment	X	X	X	X	X	X	X			
Traffic & Roadways	X	X	X	X	X	X	X	X	X	
Underground Cables	X	X	X	X	X	X	X		X	
Vehicle Failure	X	X			X	X	X			
Wild Life (Inc snakes, spiders)	X	X		X		X	X	X	X	X
Non ramp = Grassed Area										

15. MACKAY AIRPORT HAZARD IDENTIFICATION

X - Hazard

BD11 - Building 11 Only

PLA - Plant Decks

HAZARDS	GA Landside	GA Airside	Terminals Internal	Non Terminal Buildings (Landside)	RAMP Areas (Airside)	Non Ramp (Airside)**	Carparks, Paths, Forecourts & Roads	Perminter Fencing
Adverse Weather Conditions	X	X		X	X	X	X	
Aircraft Movement		X			X	X		
Asbestos	X	X		BD11				
Chemical Storage Area	X	X	X	X	X			
Communication Loss	X	X	X	X	X	X	X	
Dust	X	X	X	X	X	X	X	
Electricity & Equipment	X	X	X	X	X	X	X	X
Equipment & Plant Movement	X	X	X	X	X	X	X	
Fuel Storage Facility Major	X	X						
Fuel Storage Minor	X	X			X			
Ground Surface	X	X	X	X	X	X	X	
High Voltage Area	X	X		X	X		X	
Jet Blast/ Prop Wash	X	X			X	X		X
Lighting & Visual Aids	X	X	X	X	X	X	X	
Noise		X	PLA	X	X	X		
Pedestrians	X	X	X	X	X	X	X	
Slip/ Trip	X	X	X	X	X	X	X	X
Stairways & Ramps	X	X	X	X	X	X	X	
Tools & Equipment	X	X	X	X	X	X	X	
Traffic & Roadways	X	X	X	X	X	X	X	X
Underground Cables	X	X	X	X	X	X	X	
Vehicle/ Plant Failure	X	X			X	X		X
Wild Life/ Bird Management	X	X	X	X	X	X	X	X
Must contact ASO prior to commencement of works								