WORKS MANUAL

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LAUNCESTON
AIRPORT



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WORKING AT LAUNCESTON AIRPORT

Launceston Airport (referred to in this Manual as “the Airport”), is approximately 16 kilometres from the Launceston CBD and is Tasmania’s major northern gateway for passengers and freight, annually handling over 22,000 aircraft movements and over 1.4 million passengers. The Airport operates 24 hours a day, 7 days per week.

Privatised in May 1998, the Airport is now operated by Australia Pacific Airports (Launceston) Pty Ltd.

Any Works are subject to both State and Federal Legislation, Codes of Practices and any other regulatory requirements.

WORKS MANUAL PURPOSE

This Manual outlines the minimum requirements for carrying out Works at Launceston Airport. This manual does not contain all the information required to perform Works at the Airport and it will be necessary for anyone wishing to undertake Works to be familiar with and make use of all available information relevant to the nature of work being performed.

The manual is a reference document for all Contractors, Service Providers, Tenants and Asset Management Facility Companies.



1. DEFINITIONS & INTERPRETATION

Term	Definition
ABC	Airport Building Controller as defined in the *Airports (Building Control) Regulations 1996 (Cth)* who is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards.
ADA	Airside Drivers Authority which is required to allow a driver unescorted vehicle access to Airside areas.
Aerodrome	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.
AEO	Airport Environmental Officer as defined under and appointed to assist with the administration of the *Airports (Environment Protection) Regulations 1997 (Cth).*
Airport Operations	Part of the Airport's function that is directly connected with aircraft and passenger or freight handling and movement.
Airport or the Airport	Launceston Airport, located at 201 Evandale Main Road in Western Junction, Tasmania, or Australia Pacific Airports (Launceston) Pty Ltd, where the context permits.
Airside	The secure operational area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.
Apron	Defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.
Arrivals	Area receiving incoming passengers from aircraft and includes the passenger baggage reclaim area and baggage carousels.
Asbestos Register	Airport's register of all known locations and types of asbestos at the Airport.
ASIC	Aviation Security Identification Card as defined by the Department of Home Affairs
Authority	Governmental, semi-governmental, local, Airport or other official that exercises jurisdiction over the Airport, including Works conducted at the Airport.
ARFFS	Aviation Rescue Fire Fighting Service
Baggage Make-Up Area	Security controlled part of the Airport where baggage is moved from conveyors to carts and passenger baggage containers for transport to aircraft.
Building Approval	Permission that must be obtained from the ABC prior to commencing building Works at the Airport.
CBS	Checked Baggage Screening; the process used for examining passenger checked baggage for prohibited items under Transport Security Legislation.

Certificate for Occupancy	Certificate of Compliance issued by the ABC upon completion of a building, pursuant to Part 3 of the *Airports (Building Control) Regulations 1996 (Cth).*
Certificate for Use	Certificate of Use issued by the ABC upon completion of Works, pursuant to Part 3 of the *Airports (Building Control) Regulations 1996 (Cth).*
Certificate of Competency	A document which certifies that the holder is duly qualified to operate a particular item of plant or equipment.
Certificate of Compliance	Certificate issued by the ABC upon completion of the Works and maybe either a Certificate for Use or a Certificate for Occupancy.
Concealed Service	Any asset or service, including pipes, conduits or cables, whether in or out of service, that is concealed (e.g., underground or behind walls, floors or ceilings) that could be in or near an area of excavation or penetration. A Concealed Services Authority is required to perform Works that may affect a Concealed Service.
Concealed Services Authority	An Authority issued by the Airport which authorises its holder to perform Works which may affect a Concealed Service. It does not detail the safe method of performing the Works.
Confined Space	A 'confined space' means an enclosed or partially enclosed space that: - Is not designed or intended to be occupied by a person - Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and - Is or is likely to be a risk to health and safety from: o An atmosphere that does not have a safe oxygen level, or o Contaminants, including airborne gases, vapors and dusts, that may cause injury from fire or explosion, or o Harmful concentrations of any airborne contaminants, or engulfment. A confined space does not include a mine shaft or the workings of a mine. A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space. Entry into a confined space means a person's head or upper body is in the confined space or within the boundary of the confined space. Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS regulations. A Confined Space Entry Authority is required to enter a Confined Space.
Confined Space Entry Authority	An Authority issued under Regulation 67 of the *Work Health and Safety Regulations 2012 (Tas)* which authorises its holder to enter a Confined Space.
Confined Space Register	The Airport's register of all known Confined Spaces at the Airport.
Contaminated Areas Register	The Airport's register of all known Contaminated Areas at the Airport and control measures.
Contractor	An external person or entity undertaking Works and includes its employees, sub-contractors and agents.

Contractor Management Procedure	The Airport's document entitled *APAL-CMP-001 Contractor Management Procedure,* a copy of which can be obtained from the Project Manager.
Crane/Boom Authority	An Authority issued by the Airport which is required to operate certain plant or equipment that has the potential to impact the OLS.
DAMP	The Airport's Drug and Alcohol Management Plan used to manage the risks associated with drugs and alcohol when performing Safety Sensitive Aviation Activities.
Departures	The area associated with the transfer of outgoing passengers to the aircraft and includes the check-in and baggage drop areas.
Electrical Works	Include any new electrical installation, any modification or extension of an existing installation, and removal of equipment. All electrical work must be performed by a licensed Electrical Contractor. All electrical works require an Electrical Works Authority to be issued by APAL prior to commencement.
Electrical Works Authority	An Authority issued by the Airport which is required to undertake Electrical Work.
Airport Emergency Plan (AEP)	The Airport's Emergency Plan, a copy of which can be obtained from the Project Manager.
Environment and Sustainability Policy	The Airport's Environment Policy, a copy of which can be obtained from the Project Manager.
Environmental Management System	The Airport's structured system of responsibilities, policies, practices, procedures, processes and resources for protecting the environment and managing environmental issues.
Forecourt	The area between the Terminal and the short-term car park used for drop-off and pick-up of passengers and commercial operations and deliveries.
FOD	"Foreign Object Debris", an object that if run over, ingested or hit by an aircraft may cause damage to the aircraft, nearby people or equipment and includes rubbish, debris, stones and other items.
Hoarding	Temporary fencing or barricades used to contain Sites and to separate the Works from operational activities at the Airport.
Hot Work	Welding, grinding, thermal or oxygen cutting, heating, and other heat-producing or spark-producing activities that may increase the risk of fire or explosion. An Authority is required for Hot Works.
Card	An ASIC or a VIC.
Isolation	The process designed to protect people from unexpected energization, start-up or release of energy while working on plant or equipment, or the placing or fire detection or other life safety detection into a controlled, non-operative state.
Landside	Parts of the Airport that are not designated as Airside.
Legal Requirement(s)	Any statute, ordinance, code or regulation.
Low Visibility Procedures (LVPs)	Procedures applied at an aerodrome for protecting aircraft operations during conditions of reduced visibility or low cloud.
Major Works	Significant Works, including the construction of new facilities, redevelopment of existing spaces, or refurbishments.

Minor Works	Works relating to maintenance, minor construction, remodelling and renovation of existing spaces.
Movement Area	Part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).
MOS	Manual of Standards for Aerodromes and refers to the Civil Aviation Safety Authority's *Part 139 (Aerodromes) Manual of Standards 2019,* made pursuant to *Civil Aviation Safety Regulations (CASR) Part 139 (Cth).*
OLS	Obstacle Limitation Surface; a series of planes associated with each runway at an aerodrome that defines the desirable limits to which objects may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely.
Operations Officer(s)	Airport personnel that perform the operational compliance, operational serviceability and safety security function Airside and Landside, involved with aircraft and airfield movement, but not directly with aircraft handling. They are on duty at the Airport 24 hours a day, 7 days a week. The Airport Operations Officer can be contacted by phoning **6391 6208** or **0407 305 595.**
Permit to Work (PTW)	The official document issued by the Airport, which authorises its holder to perform safe Works at the Airport.
PPE	Personal Protective Equipment and refers to specialised clothing or equipment worn for protection against health and safety hazards.
Project Manager/Officer	The person appointed by the Airport to oversee the progress, performance and inspection of the Works and who, in most circumstances, is to be the Contractor's first point of contact for matters related to the Works. The Project Manager's prior consent or approval is required for certain activities, permits or authorisations.
Project Management Plan	The Contractor's detailed plan to project manage the Works.
Risk Assessment	The process of identifying the likelihood and consequences of a hazard, identifying existing controls and, where necessary, adding controls to ensure the risk is as low as is reasonably practicable. In accordance with Regulation 66 of the *Work Health and Safety Regulations 2012 (Tas)*, a Risk Assessment must be recorded in writing.
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
Safe Work Permit Authority	The official safe work document issued by the Airport, which authorises its holder to perform specific hazardous activities at the Airport, including electrical, working with Concealed Services, Confined Spaces, Crane/Booms and Hot Work.
Safety in Design (SID)	Applies to the design of 'structures' defined under the WHS Act 2012. Safe design means the integration of control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the structure being designed (Source: SWA Code of Practice – Safe Design of Structures (SDoS)).

Safety Management System (SMS)	The Airport structured system of responsibilities, policies, practices, procedures, processes and resources for managing work, health and safety and aviation safety issues, a copy of which can be obtained from the Project Manager.
Safety Data Sheet (SDS)	A document referring to a hazardous substance and containing its product name, the chemical and generic name of certain ingredients, the chemical and physical properties of the hazardous substance, health hazard information, precautions for safe use and handling, and the manufacturer's or importer's name, Australian address and telephone number.
Security Screening	The process used to clear persons, baggage, tools and other items prior to entry into a Sterile Area.
Site	The dedicated area where the Works take place.
SRA	Security Restricted Area, an area designated within Airside where screened aircraft operate. Only screened passengers and authorised personnel wearing ASICs are permitted. SRAs are signposted.
SSAA	Safety Sensitive Aviation Activity, as defined by the *Civil Aviation Safety Regulations 1998 (Cth).*
Sterile Area	Areas of a security-controlled airport were persons, goods and vehicles receive clearance and remain cleared. Access is only through Security Screening.
Taxiway	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome from another. A taxiway is a designated movement area.
Terminal	The building at the Airport where passengers transfer between ground transportation and the facilities that allow them to board and disembark from aircraft, including purchasing tickets, transferring luggage, and going through security screening, and includes the Arrivals, Departures, baggage reclaim and CBS areas.
Terminal Evacuation Plan	The Airport's Terminal Evacuation Plan, a copy of which can be obtained from the Project Manager.
Traffic Management Plan	The Contractor's plan to direct and control traffic disruptions in the event Works impact upon traffic flow at the Airport.
Transport Security Legislation	As the context permits, either the Aviation Transport Security Act 2004 (Cth) or Aviation Transport Security Regulations 2005 (Cth).
VIC	Visitor Identification Card – required for non-ASIC holders to access Airport Security Zones, the wearer must be accompanied by an ASIC holder when in secure areas of a Security Controlled airport. Two types of VIC are available: standard VIC for up to 72 hours issue or photo VIC for more than three consecutive days. You cannot be issued a VIC for more than 28 days in a 12-month period unless you are awaiting processing of an ASIC application.
Walkways	Designated thoroughfares for both the Landside and Airside for the safe passage of pedestrians.

WH&S Legislation	As the context permits, either Work Health and Safety Act 2012 (Tas) or Work Health and Safety Regulations 2022 (Tas).
Work Health and Safety Policy	The APAC Airport's Work Health and Safety Policy, a copy of which can be obtained from the Project Manager.
Works or **The Works**	Activities including maintenance, construction, alteration, extension, restoration, repair, demolition and dismantling and includes Minor Works and Major Works.
Work Method Statement	A description of how the work will be carried out, including the specific work activities that present safety risks, the risks associated with those activities, and the control measures that will be applied. It must also identify the equipment to be used, the standards or codes to be followed, and the qualifications and training required for personnel undertaking the work.
Work Safety Officer	The person appointed by the Airport to ensure that Aerodrome Works remain compliant as defined under the MOS.

2. CONTRACTOR ENGAGEMENT

Being engaged as a Contractor by Launceston Airport (APAL) brings with it several obligations. The obligations apply to all members of the contracted company, and all sub-contractors and consultants. Below is a summary, followed by detailed explanations.

1. All companies must be registered, and insurance details provided. Without this, workers cannot undertake inductions. Allow two business days for approval.
2. All persons attending site must have completed the Launceston Airport Worker Induction before attending site. An induction link for desktop computers is on the website, or for mobile download the Induction app by Work Metrics Pty. Ltd. from your app store.
3. A Permit to Work and specialist Works Authorities are required for all works at Launceston Airport. These permits and authorities must be submitted to APAL for assessment at a minimum of five (5) business days in advance of the commencement of works.
4. All persons working **airside** must have registered a myCASA account and must have undertaken the *Drug and Alcohol Management Plan (DAMP)awareness for SSAA employees* training before attending site.
5. All persons working **airside** must have undergone drug and alcohol testing in accordance with *Damp Testing Requirements*, below and provided the results to APAL a minimum of two (2) business days before entering **airside**. The below table outlines the testing regimen.

Work area	VIC pass or ASIC	Duration of work	DAMP training required	DAMP testing required	DAMP testing schedule
Landside	No requirement	-	-	-	-
Airside	VIC pass	Max. 28 days in any 12-month period.	Yes	Yes	Every 90 days, while work is being conducted.
Airside	ASIC	No limit.	Yes	Yes	Every two years, upon ASIC renewal.
Sterile Area	ASIC	No limit	-	-	-

6. All persons working **airside** must have an Aviation Security Identification Card (ASIC), or have obtained a Visitor Identification Card (VIC) and be accompanied by an ASIC holder at all times. An original (not a copy or photograph) valid Australian/State Government photo ID including signature must be presented before a VIC pass can be issued. This ID must be held on the person at all times, for VIC pass and ASIC holders. It is the preference of APAL that all persons conducting airside work at Launceston Airport obtain an ASIC. ASIC's can be obtained through Veritas: https://www.veritasgroup.com.au/asic.

Given the federal legislation, there cannot be no exceptions or leniency to the above requirements. All of the above requirements are subject to random spot-checks, from APAL, CISC and CASA. All health and safety, environmental, permit and induction links and requirements can be found on the Launceston Airport web site: https://launcestonairport.com.au/corporate-section/corporate/contractors. All Contractor site offices must display a printed copy of the APAC Minimum Public Safety Requirements, and APAC Safety Essentials (refer to pages 30 & 31).These are available on the Launceston Airport web site.

2.1 myCASA account & DAMP training

Launceston Airport uses the CASA AviationWorx training module for our compulsory DAMP training. To complete this training, you will need a myCASA account. If you do not have an account already you can create one at https://my.casa.gov.au/. Once your account has been created you will need to apply for an ARN using the link provided on the page, this will require one of the following forms of identification:

- Australian passport
- Australian birth certificate
- Australian citizenship certificate
- Foreign passport
- ImmiCard

If you already have an ARN you can skip this section.

Once your myCASA account is ready, use the Training and Learning AviationWorx link on the *Welcome* page to access the system. In the search bar at the top of the screen type in "DAMP" and two training modules will appear. Select - *DAMP awareness for SSAA employees*. Once you have completed the training you will be issued a certificate. You must save this as a PDF and upload through the induction app (mobile) and sign the APAL DAMP statement.

2.2 DAMP Testing Requirements

Required DAMP testing includes:

- Breath testing for alcohol using a device that meets either:
  - AS 3547, breath alcohol testing devices for personal use, or
  - NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.
- Drug testing using either of the following methods:
  - Oral fluid testing for drugs in accordance with *AS/NZS 4760 - Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*, or
  - Urine testing for drugs in accordance with *AS/NZS 4308 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.*

Instant tests satisfy the testing requirements, however a non-negative test result will demand a laboratory check test. Local testing providers include:

Provider	Address	Phone Number	Action
Sonic HealthPlus	247 Wellington Street, Launceston TAS 7250	1300 763 822	Send test results to damp@lst.com.au
The Drug Detection Agency	Mobile Service	0498 988 994	Send test results to damp@lst.com.au

2.3 Additional Documents

Contractors must familiarise themselves of the following Launceston Airport Documents:

- Drug and Alcohol Management Plan (DAMP) (2025)
- General Aviation Standard Terms & Conditions (2018)



3. GENERAL CONDITIONS

3.1 Emergency Procedures & Reporting Requirements

Item	Requirement
Report risks or faults	Immediately report any safety, environmental or operational risks or faults to the Airport Operations Officer on **6391 6208** or **0407 305 595**.
Notify Project or Works Manager	The Project or Works Manager must be notified as soon as possible after the initial incident report has been made to Airport Operations.
Online incident reporting	Incidents can also be reported online through the Launceston Airport website using the Safety Hazard or Incident report.
SIMS review	Submitted reports are sent to the APAC Safety Incident Management System (SIMS) and reviewed by the Safety and Compliance Team.
Emergency plans	Contractors are responsible for understanding and following the Airport's Emergency Plans.
Terminal alarm	During a Terminal emergency, the occupancy warning alarm will sound with beeps, whoops and an audible evacuation message.
Evacuation actions	Contractors and personnel under their control must follow evacuation messages and fire warden directions, move to the designated assembly point shown in the Emergency Plan or evacuation diagrams, and wait for further fire warden instructions.

3.2 Terminal Fire Safety Management Plan

When works are undertaken within the Terminal, the Contractor must prepare and display an evacuation plan reflecting the relevant location and orientation of the worksite. The plan is to be displayed in each site office and works site. When developing the plan, it must also consider the Launceston Airport Terminal Evacuation Plan.

Fire Safety Focus: Terminal works areas must have clear evacuation arrangements, visible emergency information and unobstructed escape paths.

3.3 Fire, Life and Safety

Smoke and fire detection (suppression system only fitted in Communications Room #1) systems are installed in all Airport buildings. A dedicated aviation rescue and firefighting service (ARFFS) is located at the Airport and can attend to Airport buildings and other areas within minutes of receiving an alarm. Fire Wardens (and Tas Fire, out-of-hours) carry out regular inspections of their zones.

Keep Clear: Emergency exits, escape routes, fire systems and firefighting access must always remain available unless approved controls are in place.

The Contractor may not commence any activity which may result in the impairment or isolation of any fire protection system without prior approval from the Project Manager and/or an APAL

representative. Activation of an alarm incurs a cost recoverable from the Contractor responsible. Designated Emergency exits and escape routes must always be kept clear.

Spillages: Spillage of flammable substances must be cleaned up immediately, disposed of appropriately, and reported to the Duty Operations officer.

Fire Alarm Activation: Any ARFFS call out fees are to be reimbursed by the Contractor.

The Contractor is responsible for the provision of fire extinguishing equipment when identified in the written Job Safety Assessment (JSA) or Safe Work Risk Assessment.

3.4 Airport Security

Launceston Airport is a security-controlled airport with clearly defined airside and landside security zones. For any contractors and consultants undertaking works, a valid Aviation Security Identification Card (ASICs) is at all times required to be displayed in aviation security areas. A Visitor Identification Card (VIC) is also an acceptable form of identification, all persons displaying a VIC pass must be accompanied by an ASIC holder.

Access to the sterile area must be through the airport's dedicated security screening point. Any tools of trade, required to perform Works, must be logged at the screening point upon entry. Post completion of the works, the tools of trade are to be logged out at the screening point. When tools of trade are required to be utilised within the sterile area or security restricted areas, this will be managed in accordance with Australian Transport Security Regulations. Further restrictions may be imposed by APAL based on operational or airport management requirements. The designated ASIC holder is fully responsible and accountable for maintaining the security of their tools of trade whilst in use in the sterile area.

The Project Manager can provide clarification of specific security requirements and limitations on Work.

Access Compliance: Contractors must always comply with airport security controls, ensure personnel hold the correct ASIC or VIC access permissions, remain escorted where required, protect secure areas from unauthorised access, and immediately report any suspicious activity, security breach or concern to Airport Operations. NEVER allow anyone access to an area unless you have express permission from Launceston Airport Management.

3.5 Worksite Security

Item	Contractor responsibility
Secure the Site	Ensure the Site is secured and controlled at all times.
Prevent unauthorised access	Prevent theft, vandalism and unauthorised access to the Site.
Control people, vehicles and equipment	Keep all persons, vehicles and equipment under the Contractor's control within the Site unless access or egress is permitted, or prior approval is obtained from the Project Manager. Access to the Airport may be denied for non-compliance.

Provide site controls	Provide barricades, guards, fencing, temporary roads, footpaths, warning signs and lighting as directed by the Project Manager.
Ensure inductions are completed	Ensure the Contractor and those under its control have attended an Airport-approved safety induction or are directly supervised by someone who has.
Provide site-specific inductions	Provide Site-specific safety inductions for any person requiring access to the Site.
Secure temporary controls	Ensure fences, barricades and signage cannot become dislodged or blown over in strong winds.

3.6 Contractor Onboarding

In addition to the requirements of this Works Manual, Contractors are required to follow the Contractor onboarding process.

3.7 Hours of Work

Works are generally to be performed during the hours of 0600 and 1800, Monday to Friday. The Project or Works Manager may authorise Works outside of these hours.

3.8 Signage

The Contractor shall not display any non-regulatory/safety signage visible to the public without the prior written approval of the Project Manager. Any proposed signage must comply with the Airport's requirements regarding design, layout, and construction. Any signage displayed without the Project Manager's prior approval will be removed unless required by regulation.

Important: All signage must be securely fastened to withstand strong winds and consider public safety.

3.9 Communication Equipment

The Contractor, and others, are not permitted to not use two-way radios, wireless network system or any other such communications system at the Airport, without the prior written consent of the Project or Works Manager. Access to the Airport may be denied to any person who fails to comply with this requirement.

3.10 Contractor Management Onboarding

Anyone who will undertake Works at the Airport must complete Airport inductions Provide a Safe Workplace for all Users - Launceston Airport and a Work Site specific induction. The application is the Work metric online induction application.

3.11 Airport Inductions

Item	Requirement / Summary
Launceston Airport Worker Induction	Required for all work at the airport in non-security and security restricted areas.

Company registration	The company must first be set up in Work Metrics as a supplier and approved by APAL before individuals can register or complete inductions.
Individual registration	Once the company is approved, individuals can register under their company, complete the WHSE induction and, if required, complete the Restricted Access induction.
Validity period	All inductions are valid for 12 months.
Proof of induction	An induction card can be downloaded as evidence and should be held at all times when attending Launceston Airport, along with any other documents requested by APAL, such as DAMP certification.

3.12 Work Site Specific Induction

All personnel who will be entering a Work Site must receive a site-specific induction by the lead contractor to ensure awareness of the hazards and appropriate control measures applicable to that site. It is the responsibility of the Contractor to prepare and manage Work Site specific Inductions for their respective sites. Records must be kept by the Contractor of all site inducted persons and be made available to the Project or Works Manager, or APAL representative on request.

Site Specific Inductions: Inductions are key to understand the site hazards, required control measures, and for the Contractor to maintain auditable records demonstrating compliance.

3.13 Signing In – Signing Out

Item	Requirement / Summary
Register presence on Site	Each Contractor must register its presence on Site using the approved sign-in/sign-out process.
Available sign-in locations	Sign-in may be completed at the Airport administration office on the first floor of the terminal, using the contractor site office QR code, the APAL front desk QR code, or a physical site register.
Daily sign-in	Contractors must sign in before commencing work each day on Site.
Daily sign-out	Contractors must sign out at the end of each workday.
Alternative arrangements	The Airport may authorise alternative arrangements depending on the work location and type of Works, including site-specific sign-in/sign-out registers.
Record availability	Sign-in/sign-out records must be made available to the Airport on request.

3.14 Media

The Contractor, and others, must not make any comment to the media regarding matters related to the Airport, including inquiries related to the Works. The airport recommends the following statement to be made to the media to avoid being drawn into further conversation:

Response : "I am not the person to speak to on this matter. You may speak to The Launceston Airport Management on (03) 6391 6222".

3.15 Use of Vehicle & Parking Arrangements

Item	Requirement / Summary
Site access	Use only APAL-approved routes and access points nominated by the Project or Works Manager. Access within security zones is limited to authorised work areas and transit routes; all other areas are prohibited.
Deliveries and parking	Deliveries must not disrupt Airport operations. Arrange airside deliveries with the Project Manager at least 24 hours in advance. Do not park or unload on the Terminal Forecourt without APAL approval. Individuals are responsible for penalties and infringements, and breaches may result in towing or loss of parking access.
Road and footpath closures	Do not obstruct roads or footpaths without the Project Manager's prior consent. Works affecting traffic or pedestrians require an approved Traffic and Pedestrian Management Plan compliant with current Australian Standards and State requirements. Provide illuminated AS 1742.3-2019 signage, advance warning and detour information, and suitable barricades to separate motorists from the Works.

3.16 Working In & Around the Terminal

When working in and around the terminal, Contractors are reminded that it is an operational facility and that you may be interacting with the public.

- Contractors and other must always consider the safety of the public and anyone using the terminal when undertaking work
- When establishing worksites, contractors and others must ensure there they will not be adversely impact the flow of people through the terminal; and
- Do not block thoroughfares, exit routes or create any hazards.

3.17 Floor Loading Restrictions

Loading restrictions apply to all floors within the terminal. Prior to performing any work within the terminal, the Contractor must ensure that any plant, equipment or materials will not exceed the floor loading limit. Approval must be gained from the Facilities Manager prior to any plant or equipment being brought into the building. The floor loading limit drawings can be provided upon request through the Project or Works Manager.

3.18 Mobile Equipment

Any mobile equipment, such as Elevated Work Platforms, that are to be used within the Terminal on tiled surfaces must be fitted with tyres that will not leave marks or damage the tiled surface.

4. AIRPORT SAFETY REQUIREMENTS



The Safety Requirements outlined in this Works Manual are not exhaustive and must be read in conjunction with the Work Health and Safety Policy and other Airport safety requirements as defined under the Safety Management System.

4.1 High Visibility Clothing

High visibility clothing **MUST** always be worn when working at the Airport. Clothing must meet Class D/N (Day/Night) use according to AS/NZS 4602.1:2011, with high visibility fabric on the front and back torso compliant to AS/NZS 1904.4:2010 Class F material standards. Additional PPE (i.e. safety boots, eye protection, gloves etc.) may be required depending upon the location and type of Works being performed. When working Airside, hearing protection must be used as well as long sleeve shirts and pants.

4.2 Drug & Alcohol Management

Alcohol and drug misuse can contribute to performance impairment and unsafe operating practices. Persons working whilst affected by drug and/or alcohol create an increased risk of injury to themselves and others. No persons working at the Airport shall present themselves for work under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered practitioner to treat a medical condition. Where a prescribed medication may affect a person's judgement or performance, they must inform the Head Contractor and may be judged not fit for work.

Any person working Airside or performing a SSAA activity is subject to the provisions of the Airport's DAMP.

Item	Requirement / Summary
Who is subject to testing	The Contractor and all persons under its control may be subject to drug and alcohol testing.
Testing circumstances	Testing may occur pre-deployment, change in SSAA role, after an incident, where drug or alcohol influence is suspected, or as part of random CASA or CASA-contractor testing.
Pre-deployment result	A negative pre-deployment drug and alcohol test result is required before a person may work Airside or perform an SSAA activity.
Evidence submission	A copy of each pre-deployment test result must be provided to the Airport for CASA auditing purposes and submitted to DAMP@lst.com.au.
Awareness training	Before commencing Airside Works, each Contractor must complete the drug and alcohol awareness training module provided by Launceston Airport.

4.3 Smoking in Designated Areas Only

Smoking/Vaping is prohibited in the Terminal, and all other landside buildings inclusive of Airside and facilities. Smoking/Vaping are only permitted in the designated smoking areas on Landside areas of the terminal.

Important : Smoking must only occur in designated areas, as smoke or vapour near airport facilities can trigger fire detection systems, create unnecessary emergency responses, and compromise safety for passengers, staff and operations.

4.4 Plant Operations

Before Works commence, the Contractor must provide written risk assessments for all plant and equipment. Plant must be separated from personnel, traffic and the public using suitable barriers, delineation or supervision, and a Traffic/Pedestrian Management Plan may be required. EWPs must always operate with a spotter. Where a Certificate of Competency is required, operators must provide evidence on request; anyone operating without the required certification will be removed from the Airport immediately.

4.5 Metal-Tracked Equipment

The Contractor must only use rubber-tracked plant on paved surfaces unless written approval is provided by the Project Manager for the use of metal-tracked equipment. Metal tracked equipment may be allowed under special operating restrictions.

4.6 Noise

Requirement	Contractor responsibility
Comply with noise requirements	Comply with all statutory requirements relating to noise from plant or equipment.
Notify Project Manager	Provide at least 48 hours' notice before using equipment that may generate noise.
Control noise impacts	Take all practicable measures to control noise associated with the Works, especially within terminal buildings.

Noisy Works outside standard hours	Only carry out noisy Works outside 0800 to 1800 where directed by the Project Manager.
Entertainment systems	Ensure entertainment systems are not used on site.

4.7 Electrical Safety

Any Electrical Work undertaken on APAL owned or managed assets, facilities and infrastructure requires a Permit to Work and Electrical Works Authority (EWA).

NO LIVE WORK Permitted

Working on or near energised electrical equipment (live work) is an unsafe practice which can result in burns, serious accidents and fatalities to workers. The Electricity (Licensing) Amendment Regulations (No.2), published in November 2017, does not permit electrical work to be performed on or near an exposed energised part of an electrical installation that can be de-energised.

License & Insurance

All Electrical Personnel working at the Airport must have a valid Tasmanian Electrical Practitioner License or (if held interstate Electrical License) registered for Automatic Mutual Recognition with CBOS. Electrical Contractors must hold public liability insurance. Personnel working on HVAC units shall have at the minimum a restricted Electrical License that enables the license holder to disconnect a particular item of equipment, work on it, and then reconnect it.

Certification

A Certificate of Electrical Compliance (CEC) is required for all Electrical Works at the Airport. All electrical work must be notified to Tech Safe Australia. A Certificate of Electrical Compliance (CEC) is the usual notification method. Electrical Contractors have 3 days to provide notification of electrical work that is left either energised or capable of being energised. APAL may also request a copy of the CEC for electrical work.

Important : All electrical work at the Airport must be authorised, de-energised wherever possible, performed by appropriately licensed and insured personnel with the required compliance certification to protect workers from serious injury or fatality.

Portable Tools/Appliances

Any portable electrical tool or appliance must have a current compliance tag attached to it and be inspected prior to use. Damaged or faulty equipment must be tagged out of service. The use of LOTO lockout tag out procedures is required to govern any electrical work at the airport.

All power supplies, including generators, must be fitted with earth leakage protection (e.g. a residual current device or similar). Power Leads shall:

- Be tagged and tested (in date)
- Never pose a trip hazard in walkways
- Never be in damp areas or exposed to damage to doorways

- Not exceed 32 metres in length or be piggy backed; and
- If suspended, be on insulated hooks or stands.

Note: Battery operated tools are recommended for site.

5. PERMIT TO WORK PROCESS

A Permit to Work and/or Authority is required to perform certain Works. Please refer to Contractor Permits | Launceston Airport for more information on how to apply.

Permit / Authority	Requirement / Summary
Isolation Process	The Safe Works Permit Procedure defines the Airport's isolation and lock-out, tag-out requirements for electrical works.
Concealed Services	A Concealed Services Authority is required for excavation, coring, drilling or other work where concealed services may be damaged.
Confined Spaces	The Confined Space Register must be checked before work starts, alternatives to entry considered, and a Confined Space Entry Authority obtained where entry is required.
Crane/Boom Operation	Mast or boom equipment that may affect protected airspace requires a Crane/Boom Authority, with controls determined by Airport Operations; CASA approval may be required and can take up to 60 days.
Electrical Work	Electrical work requires an Electrical Works Authority and must be completed by licensed workers.
Plumbing Work	Plumbing work requires a Plumbing Works Authority and must be completed by licensed personnel, with isolations or cut-ins authorised and programmed to minimise operational impacts.
Hot Work	Hot work requires a Hot Work Authority, authorised personnel, welding screens, and Facilities Manager or delegate sign-off for airside and terminal works; alternatives must be considered first.
Working at Heights/Roof Access	A Working at Heights Authority is generally used for service provider, vendor and contractor works where the permit assessment identifies the need for APAL authority. An additional access request is required for the roof area.
Fire Panel Isolation	Fire isolation works require an Authority for any isolation or modification to fire panels or accessories, submitted at least five working days before the activity.
Hazardous Materials and Chemicals	Hazardous substances, chemicals and prescribed goods require prior written approval and must be stored, used and handled in accordance with WH&S legislation, with current SDS information available on site.
Asbestos	The Asbestos Register and Management Plan must be reviewed before work, unidentified materials must be assumed to contain asbestos, and asbestos may only be removed by licensed and approved personnel.

6. WORKS INSPECTION & HANDOVER

6.1 Inspections

The Airport Building Controller (ABC) may periodically inspect the Works for compliance. The Contractor must allow unhindered site access to the ABC and designated Airport representatives engaged in the compliance inspection. In addition, designated Airport representatives and the Project Manager may periodically inspect the Site at any time to ensure the Works are being performed in accordance with the specified conditions under the Project Management Plan, Construction Environmental Management Plan, Permit to Work or any other Permit. Where applicable, a complete set of current drawings, approved by the Project Manager for construction, must be always available on site, and must be produced if requested during inspections.

Note: A dilapidation report is required to be completed before the commencement of Works onsite.

6.2 Completion of Works

The Contractor must return the Site and any other areas impacted by the Works to the same or better condition as found prior to the Works. This includes removing **ALL** rubbish, materials and/or construction plant from the Airport, including from the under croft area, and making good any damage caused by the Works, including any pavement or grass damage. The Project or Works Manager will inspect all areas and approve the Site pursuant to the specific contract for the Works (including obtaining sign-off from the ABC and Facilities Manager or delegate) before the Works will are deemed complete.

Note: Final payment will only be made when the Contractor has returned the Site and any other areas impacted by the Works to the same or better condition as found prior to the Works. The dilapidation report will be reviewed.

6.3 Certificate of Compliance & Completion

Upon completion of the Works, in accordance with the *Airports (Building Control) Regulations 1996 (Cth)* the Project Manager (where appropriate) shall seek a Certificate of Compliance (either a Certificate for Occupancy or a Certificate for Use) from the ABC, evidencing that Permits have been complied with and the Works have been completed to the relevant standard.

7. ENVIRONMENTAL REQUIREMENTS

The environmental requirements outlined in this Works Manual are not exhaustive and must be read in conjunction all related APAC documentation which can be found on the Launceston Airport website: Environmental Management - Launceston Airport. These include but are not limited to:

- APAL Airport Environmental Strategy (2020)
- APAL Environmental Management Plan (2022)
- APAL Environment & Sustainability Policy (2026)
- APAL Aboriginal Cultural Heritage Management Plan (2026)

- APAL Green & Gold Frog Management Plan (2026)

7.1 Environmental Reporting

Several key documents are required to be submitted by the Airport Environmental & Sustainability Team. These documents enable the airport to demonstrate to the Department of Infrastructure (DITRDCSA) how the airport meets its obligations under the regulations when submitting the mandatory Annual Environment Report.

Reporting item	Requirement / Summary
Waste reporting	Submit monthly construction waste data through the APAL Waste Reporting Portal. The link is available from the Project Manager or the Contractor Monthly Reporting page.
Fill import	Submit a Fill Import Application before imported fill arrives onsite to confirm it is free from contamination, weeds and pathogens.
Soil tracking	Submit a Soil Tracking Form whenever spoil is removed, reused or temporarily stored at the Eastern Precinct Stockpile Facility. Tracking supports contamination records, reuse, remediation evidence and reduces future sampling costs.
Vegetation removal and landscaping	Submit a Vegetation Removal Application for removal of trees, shrubs or native grasses. A qualified assessment must identify species and quantities and inform replanting. Avoid clearing where possible; otherwise replanting or offsets are required. Submit landscaping plans to the Environment & Sustainability Team and rectify all landscaping damaged by the Works before project completion.

7.2 Environmental Responsibilities

Contractors have the responsibility to comply with the Environment & Sustainability Policy, Environment Strategy, and all relevant legislation, including:

- *the Airports Act 1996 (Cth)*
- the *Airports Environment Protection Regulations 2026 (Cth)*,
- the *Aboriginal Heritage Act 1975 (Cth)*,
- the *Aboriginal and Torress Strait Islander Heritage Protection Act 1984 (Cwth),*
- the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)* and,
- the *Industrial Chemicals Environmental Management Standard 2022 (Cwth).*

Both the Airport, and the DITRDCSA appointed regulator, referred to as the Airport Environment Officer (AEO), are required to monitor and record environmental activities and incidents.

7.3 Managing Spills

Contractors must ensure that controls are in place to prevent spills from occurring but also have appropriate training and equipment at the Site to respond to and contain a spill. Immediate action must be taken to prevent further material from spilling if it is safe to do so and prevent it from entering the stormwater system or contaminating soil.

The Airport Operations Team must be notified of any spill as soon as practicable after it occurs by phoning **0407 305 595** or by **logging in the SIMS via the QR code** for reporting. Any spill of any volume that enters a stormwater drain or swale, or is 5L or more in total volume, must also be reported to the Airport Environment Team for notification to the AEO. An incident report must be submitted by the party responsible for the spill to the Airport Environmental Advisor within 48-hours of the incident occurring. As per Launceston Airport's spill process, the contractor or tenant is responsible for cleaning up their own spills, or if APAL cleans up on their behalf, a spill cleanup fee will be charged to recover cleanup costs associated with spill incidents occurring.

Scan the QR code below to report an incident:

An event that caused injury impact or damage to people, the environment, plant or infrastructure, or resulted in a breach of safety, security or environmental legislation.

7.4 Flora, Fauna, and Heritage

There are several areas across the airport which contain threatened species or species of significance (the Green & Gold Frog (Cwth) and the Silky Bush Pea (State)). Contractors must not remove any vegetation without prior approval by the Airport Environment & Sustainability Team.

Area / species	Requirement / Summary
Green and Gold Frog **All works**	Comply with the Green and Gold Frog Management Plan and all directions from the Airport Environment Team. Stop work and notify Airport Operations and the Environment Team immediately if a frog is encountered.
Green and Gold Frog **Moderate-quality habitat**	Read the Management Plan, complete the frog induction, obtain approvals and inspections, install required buffers, protect waterways and habitat from sediment, pollutants, equipment and stockpiles, follow hygiene and biosecurity controls, and use only approved chemicals and application methods. Stop-work protocols apply where controls fail.
Green and Gold Frog **Low-quality habitat and general works**	Obtain approvals and inspections before working in habitat buffer zones; protect waterways and habitat; follow hygiene and biosecurity controls; use only approved chemicals and methods; and avoid mowing or slashing within 50 m of waterways (notwithstanding the mowing requirements of the Wildlife Management Plan) during the frog active season from late August to early April.
Silky Bush Pea	Protect the State-listed vegetation patch near the runway and ensure works do not enter its physical buffer zone.
Heritage areas	The Airport contains identified First Nations and European heritage areas. Project Managers will provide additional requirements where works are proposed nearby.

7.5 Minor Works Environmental Assessment (MWEA)

For Minor Works (i.e., works that do not require ground disturbance), the Contractor must provide a detailed scope of works to the Airport Environment & Sustainability Team so that an environmental assessment can be conducted. The Airport Environment & Sustainability Team may issue an RFI to obtain any additional details relevant to environmental considerations. Once approved, the MWEA is considered sufficient, and a CEMP is not required.

7.6 Construction Environmental Management Plan (CEMP)

For Major Works, the Contractor is required to prepare a CEMP and submit it to the Project Manager, the Airport Environment & Sustainability Team and the AEO for review and approval before any activities may commence. The Project Manager will provide a CEMP template to the Contractor along with required supporting documentation to assist with developing the CEMP. The CEMP is a condition of the Building Permit and must be submitted to the Airport Building Controller as part of the permitting process. As this document is a condition of Permitting, it is critical that Project Managers, Contractors and Site Personnel are familiar with this document. Both the Airport Environment & Sustainability Team and the AEO (DITRDCSA) will conduct regular site compliance inspections against this document and the Regulations.

8. AIRPORT RESTRICTED (AIRSIDE) & STERILE AREAS

8.1 General Security Requirements

Transport Security Legislation *(Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005)* requires Launceston Airport to establish, enforce and monitor security measures across designated aviation security zones. The following table summarises the key regulated areas and the types of security controls that may apply.

Security area / control type	What it covers	Typical security measures
Security Screening Points	Locations where persons, goods and vehicles are cleared before entry to sterile or aircraft.	Aviation Protection Officers, screening procedures, audits and inspections of security identification, CCTV and management of prohibited items.
Airside Area	Controlled areas used for aircraft operations, aircraft movement and activities supporting aviation operations.	Physical barriers, controlled gates and doors, signage, electronic access control, Airport Operations Officers and CCTV.
Terminal Sterile Area	Areas within the terminal accessible only after security screening has been completed.	Access control, signage, screening controls, CCTV and exclusion of prohibited items.
Northern Apron and Southern Apron	Apron areas used for screened air transport operations, freight operations and general aviation activities.	Physical barriers, exclusion zones, controlled vehicle and personnel access, Airport Operations Officers, Works Safety Officers and CCTV.

Security Restricted Areas (SRA)	Designated secure areas where access is restricted to screened passengers, air transport services and authorised personnel with an operational need.	ASIC/VIC checks, audits and inspections, electronic access control, signage, monitoring for unauthorised access and CCTV.
Checked Baggage Screening Area (CBS)	Areas where checked baggage is cleared for prohibited items before aircraft loading.	Restricted access, screening controls, CCTV, management of prohibited items and ASIC & VIC checks.
Baggage Make-Up Area	Area where cleared baggage is sorted, handled and prepared for transport to aircraft. All cleared baggage is the responsibility of the airline.	Controlled access, barriers or hoardings where required, CCTV, identification checks, and procedures for managing tools and other prohibited items.
General worksite security controls	Controls applied to worksites that interface with aviation security areas.	Fencing, gates, doors, hoardings, solid barriers, exclusion zones, signage, electronic access controls, Airport Operations Officers, Aviation Protection Officers and Works Safety Officers and CCTV.

8.2 Suspicious Activity

Suspicious or unlawful activity must be immediately reported to the duty Operations Officer by phoning and if Duty Operations are uncontactable TASPOL is to be called on 000.

Important: Any suspicious activity must be immediately reported to the Airport Operations Officer by phoning **0407 305 595**.

8.3 Airside/Landside Boundaries

The Landslide/Airside boundary is comprised of fences, gates and doors, with other control measures such as access control and CCTV. Regulated signage is provided on airport security zones for access points and boundaries which are clearly marked at regular intervals.

Important: Parked vehicles, machinery, equipment, and materials must not be placed within 3 metres of a security barrier while Landside, or within 2 metres of a security barrier while Airside.

An Airside/Landside barrier must be always maintained. If works interfere with existing security barriers of fencing, temporary barriers must be installed to maintain integrity of the Airside/Landside barrier. All temporary barriers will require the approval of the airport Security Contact Officer.

9. SPECIFIC AIRSIDE REQUIREMENTS

9.1 Airside Security and Safety

Unauthorised Airside access is prohibited and may result in prosecution. Before commencing Airside work, Contractors and all personnel under their control must be authorised, understand and comply with applicable CASA and CISC requirements, Airport policies and procedures, and controls for

hazards including aircraft and vehicle movements, adverse weather and refuelling. Depending on the worksite location, the full perimeter may require barricading or fencing.

9.2 Works Safety Officer

Where required, a Works Safety Officer (WSO) coordinates with the Contractor, Project Manager and Airport personnel to prevent Airside Works from interfering with the safe operation of aircraft.

Important: The WSO must be booked through the APAL PM or delegate at least **5 days** before the shift. The Contractor must complete and submit LST WSO day sheet at least **24 hours** beforehand.

All WSO directions must be followed immediately; incidents, hazards, near misses and breaches must be reported and entered into SIMS. At the end of each workday, the Contractor and WSO must jointly inspect the site and rectify all safety or security issues before leaving.

9.3 Other Airside Requirements

Item	Requirement / Summary
Site markings	Works affecting the movement area must be marked before work begins using approved water-filled barriers in alternating red and white. Sites restricting aircraft operations must also use unserviceability cones and lights in accordance with the *Part 139 Manual of Standards (Aerodromes) 2019*. Coordinate all site-marking requirements with the Airport Authority.
Vehicle access and use Airside	Use the gate nominated by the Project Manager and endorsed by Airport Operations. Drivers without an appropriate ADA and approval must be escorted by a WSO or other qualified person. Vehicles must be serviceable and clean and may be inspected or searched; drivers are subject to DAMP testing. Aircraft, Airport vehicles and ground-handling equipment have priority, and vehicles must remain clear of manoeuvring aircraft displaying flashing red anti-collision beacons. Airside access is prohibited during operational restrictions such as LVP. Except for approved access and egress, vehicles, plant and equipment must remain within the site without obstructing access; only lightweight vehicles are permitted in runway-end safety areas.
All excavation approvals	All excavations require a Concealed Services Permit and any additional approvals, including written Airservices Australia approval where its assets may be affected.
Excavation protection	Trenches adjoining operational runway shoulders must be covered by stabilised 20 mm steel plates supported by sandbags. Other excavations must be backfilled or steel-plated whenever unattended or not immediately required. Small excavations may be temporarily enclosed with intact, flat sandbags that leave no gaps.
Airside pit covers	Obtain prior approval from the Airport Facilities Manager before opening a pit. Install protective barriers around open pits and red lighting where they remain open at night. Runway and taxiway pit covers must support aircraft loads.
Foreign Object Debris (FOD)	Control all materials to prevent FOD. Keep waste and construction materials within the site, remove them from Airside by the end of each day, and keep pavements clean. Contractor vehicles must have clean tyres and be washed where necessary before entering or leaving the site.

Low Visibility Procedures (LVPs)	Air Traffic Control initiates and cancels Low Visibility Procedures when visibility is 800 m or less, the cloud ceiling is 200 ft or less, or visual surveillance is insufficient to control aerodrome traffic. APAL Operations will notify the Project Manager, who must advise the Contractor. When LVP is active, non-essential vehicles and personnel must remain clear until cancellation. Apron movements are limited to approved operations, and the Airside perimeter road may only be used with ATC and Airport Operations permission. Please refer to APAL's SOP Low Visibility Procedures for more information.
Lighting	Select, install and operate site lighting in accordance with MOS 139 requirements. Immediately extinguish any light when directed by an authorised Airport representative.

10. SITE FACILITES

10.1 Site Office

The Contractor shall provide a designated temporary site office and amenities suitable to the scale and type of Works, and its location will be determined in consultation with the Project Manager. Any services that are required to be connected to the site office and amenities must be identified prior to placement and approved by the Project Manager. Upon completion of the Works, the site office and any temporary buildings and services shall be removed and the affected area made good.

10.2 Toilets

The Contractor **must provide**, install and keep in good condition all amenities and sanitary facilities for the use of persons on site. Upon completion of the Works, the toilet facilities and any temporary services shall be removed and any affected area made good.

10.3 First Aid

It is the Contractor's responsibility to provide first aid facilities and a qualified first aider at the Site. The Airport has **6** defibrillators on site (5 in the terminal and 1 in Building 89) to those carried by ARFFS. Contractors are to confirm the locations with Airport Operations on **0407 305 595.**

10.4 Security, Hoarding and Safety Barrier Information

During Works, the Contractor must supply, install and maintain appropriate barriers, such as fencing, hoarding and retractable tensa barriers, to separate construction activities from other Airport areas and comply with any Project Manager directions. Refer to APAL's Security Hoarding & Safety Barrier Information document for barrier categories and risk levels.

MELBOURNE AIRPORT | AUSTRALIA PACIFIC AIRPORTS CORPORATION | LAUNCESTON AIRPORT

APAC SAFETY ESSENTIALS

The APAC Safety Essentials are the fundamental safety principles that underpin the key safety management system at Melbourne and Launceston airports. These Safety Essentials act as "Golden Rules" and are non-negotiable. They apply to all people working at Melbourne and Launceston airports.

Breaches of any of the eight Safety Essentials can result in further discussions around safe practices and working to acceptable safety expectations. Details of the APAC program are attached to these Safety Essentials.

1. Risk Management: Always identify, assess and eliminate risks. Where elimination is not possible, apply the Hierarchy of Control to reduce the risk to as low as reasonably practicable.
2. Training and Competency: Only perform tasks or activities that you are trained, qualified or competent to undertake.
3. Public Safety: Always apply the APAC Minimum Public Safety Requirements wherever there is potential for interaction with the public.
4. Interaction with Vehicular Traffic: Wherever possible, isolate people from vehicular traffic (road vehicles, airside vehicles and mobile plant) via physical separation means (E.g.: bollards, jersey barriers, water-filled barriers, hard barricading or railing, fencing).
5. Working with Utility Services: Positively identify underground and overhead utility services, and those concealed in pavements, walls or ceiling spaces, prior to commencing work.
6. Working at Heights: Always assess, control and make attempts to eliminate a risk of fall before commencing work at height. Where elimination is not possible, apply the Hierarchy of Control to reduce the risk of fall to as low as reasonably practicable. Note: When a ladder is identified as the safest method, platform ladders must be selected above A-frame and other ladder types unless not reasonably practicable to do so.
7. Excavation: Always protect people from open excavations and ensure that excavations have been assessed as 'safe' by a competent person before entering them.
8. Energy Isolation: Never work on plant or equipment without first verifying the energy source is isolated.

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MELBOURNE AIRPORT | AUSTRALIA PACIFIC AIRPORTS CORPORATION | LAUNCESTON AIRPORT

MINIMUM PUBLIC SAFETY REQUIREMENTS

FOR EVERY PROJECT, TASK OR JOB

1. Assess the potential for interface with the public and conduct a risk assessment if potential public interface is identified.
2. Where possible schedule works during off-peak periods to minimise public interface.
3. Establish exclusion zones using physical means where possible (e.g., hoardings, fencing, hard barricading, water filled barriers) and ensure above, adjacent, and below levels are risk assessed. AS 4687—2007 Temporary fencing and hoardings.
4. Check temporary site structures are erected and secured correctly (e.g., hoardings, fencing, barricading and other fixings). Ensure water barriers are filled and capped.
5. Traffic Management Plan (and relevant permits) for work conducted on or near a road when the work involves taking full or partial control of the traffic, or when it involves the diversion of pedestrians. All personnel responsible for preparing and implementing worksite traffic management plans must be appropriately qualified and only approved traffic control devices consistent with AS1442 (1-15) & AS1743.
6. Provide designated pedestrian walkways with clear passageway with adequate signage and accessibility. Vehicles and pedestrians must have physically separate access/entry points.
7. Display and maintain signage appropriate for building, office, project site or work site. Signage must be clearly visible from the access point for safe entry by persons or vehicle. Project sites must also include caution signage and principal contractor signage.
8. Operating mobile plant/machinery, vehicles or moving large loads (on trolleys or in bins) as spotter must be used where work cannot be conducted within an exclusion zone (e.g., for short term works in the terminal, forecourt or building structure).
9. Maintain good general housekeeping to ensure loose items are secured to prevent them from becoming airborne in high winds. (Consider waste disposal).
10. Maintain good housekeeping in and around the work site or work area. Consider water disposal, waste disposal, electrical compliance (test and tag), spill control, security and storage of equipment, hazardous substances and dangerous goods.
11. Never leave plant or equipment unattended with keys in them.
12. Maintain vigilance during work breaks (e.g. appoint a spotter or controller during breaks if required).
13. Ensure all occupational exposure risks have been identified and PPE selected prior to task being undertaken. Impact to workers and the public to be assessed (e.g. noise, dust and fumes) prior to task being undertaken and appropriate controls are in place.
14. Respiratory Protective Equipment (RPE), welding screens are to be used when performing welding tasks. Ensure permit for high risk activity has been approved.
15. Secure the work area, site, building or retail space including stock, plant and equipment, from public access when not occupied. Ensure walkways are kept clear.
16. Conduct daily safety inspections, pre-works and post-works safety inspections to ensure the above items are addressed.

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