

LAUNCESTON

AIRPORT

Works Manual



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Change Summary

Version number	Date	Change Description
2	24 August 2023	Include review of purpose, complete review, headings adding new document dates, amendments to definitions, Title name changes, worksite security changes, Electrical Safety, permit to work changes, Security Restricted Zones, Specific Airside requirements, Airside Drivers Authority updates, Appendix A and Appendix B.
3	31 st July 2024	New cover image Amend statistics related to movements and passengers Include new preface Contractor Engagement Environmental reporting Electrical safety Inductions Working in sterile areas images Airside/landside overhead Images Safety essentials and minimum public safety requirements
4	March 2025addition of Major Permit to Work M-PTW definition.

e.g. 2 22 April 2020 Include a description of changes to this version of the document.

Contractor Engagement

Being a Contractor engaged 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 WHSE Induction before attending site. An induction link for computer is on the web site, or for mobile download the Induction app by Work Metrics Pty Ltd from your app store. We do not have facilities on site for people to undertake inductions.
3. Permits to Work and Work Authorities are required for all works at Launceston Airport. These must be submitted at least 5 business days in advance for assessment.
4. All persons working **airside** must have also completed the Launceston Airport Worker Induction before being issued an authority to work or VIC Pass. . An induction link for the computer is on the web site, or for mobile download the Induction app by Work Metrics Pty Ltd from your app store. We do have facilities at the APAL office for people to undertake inductions.
5. All persons working **airside** must have registered a myCASA account and must have undertaken the *DAMP awareness for SSAA employees* training before attending site.
6. All persons working **airside** must have undergone drug and alcohol testing in accordance with AS / NZS 4308:2008 – *Urinary drug screening* and provided the results to APAL at least two 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	–	–	–	–
			Yes	Yes	Every 90 days, while work is being conducted.
Airside	ASIC	No limit.	Yes	Yes	Every two years, upon ASIC renewal.

7. 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 your 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.

There will be no exceptions or leniency to the above requirements. All the above will are subject to random spot-checks around the airport, from APAL team members, and CASA as the regulator.

Full health, 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. These are available on the Launceston Airport web site.

myCASA account and DAMP training

Launceston Airport uses the CASA Aviation Works 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 AviationWorks 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 should 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 app (mobile) or email to damp@lst.com.au (computer).

DAMP testing

Contractors are free to choose their own testing provider. Launceston Airport has appointed Sonic HealthPlus as their testing partner for AS / NZS 4308:2008 – *Urinary drug screening*.

Sonic HealthPlus
247 Wellington Street, Launceston TAS 7250
Phone: 1300 763 822

Email the test results to: damp@lst.com.au

Visitor Identification Card (VIC) and Aviation Security Identification Card (ASIC)

Contractors are limited to 28 days of site access per annum under a VIC pass. VIC passes are available from the APAL terminal office, 0800-1630 business days.

ASIC (Airport Security Identification Card) holders have no limit to the amount of work days.

After applying for an ASIC, Contractors can continue to work under a VIC pass beyond the 28 day limit, until their ASIC is received or their ASIC application is rejected.

Where an ASIC application is rejected APAL will be notified , the contractor will have their VIC cancelled and will not be able to work in airport security zones with immediate affect.

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>

We will be notified during the checking process, where we will endorse your application. This process can take up to 6 weeks.

Valid Australian/State Government photo ID options are:

- Australian passport.
- Australian driver licence.
- Australian proof of age card issued by an Australian Commonwealth, State or Territory government.
- Australian security licence or Australian crowd controller licence.
- Australian working with children/vulnerable people card, if it includes a signature (Tasmania does not).
-

Any option must be an original, not a copy, and must not be expired.

The ID must be held on your person at all times, for VIC pass and ASIC holders.

1.1 Working at Launceston Airport

Launceston Airport (referred to in this Manual as “the Airport”), is approximately 16 kilometers 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 (ACN 081 578 903).

Works are subject to both State and Federal Legislation, codes of practices and any other regulatory requirements

1.2 Works Manual Purpose

This Manual outlines the minimum requirements for carrying out Works at the 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.

1.3 *The manual is a reference document for all Contractors, Service providers, tenants and Asset management facility companies.*

Additional Documents

The Contractor must make themselves aware of the following Launceston Airport Safety Documentation.

- APAC Safety Management Standard (2023)
- SMS Manual – Launceston Group Level Safety Document (2024)
- Drug and Alcohol Management Plan (DAMP) (2024)
- APAL-SW-001 Safe Work Permits Procedure (2025)
- APAL Environmental Management Plan (2022)
- APAL Aboriginal Heritage Management Plan 2020

These documents can be made available by the Project Manager to the Contractor on request.

Also, it can be found at the below Links: Launceston Airport Webpage

[Provide a Safe Workplace for all Users - Launceston Airport](#)

[Environmental Management - Launceston Airport](#)

2. Definitions and Interpretation

In this Manual, the following definitions are used:

ABC means the 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 means Airside Drivers Authority which is required to allow a driver access to certain Airside areas.

Aerodrome means 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 means the Airport Environment Officer as defined under and appointed to assist with the administration of the *Airports (Environment Protection) Regulations 1997* (Cth).

Aircraft Operations means the part of the Airport's function that is directly connected with aircraft and passenger or freight handling and movement.

Airport or the Airport means the Launceston Airport, located at 201 Evandale Main Road in Western Junction, Tasmania, or Australia Pacific Airports (Launceston) Pty Ltd, where the context permits.

Airside means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.

Apron means a 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 means the area receiving incoming passengers from aircraft and includes the passenger baggage reclaim area and baggage carousels.

Asbestos Register means the Airport's register of all known locations and types of asbestos at the Airport.

ASIC means Aviation Security Identification Card.

Authority means a governmental, semi-governmental, local, Airport or other official that exercises jurisdiction over the Airport, including Works conducted at the Airport.

Baggage Make-Up Area means that part of the Airport where baggage is moved from conveyors to carts and passenger baggage containers for transport to aircraft.

Building Approval means the permission that must be obtained from the ABC prior to commencing building Works at the Airport.

CBS means Checked Baggage Screening, the process used for examining passenger baggage for prohibited items under Transport Security Legislation.

Certificate for Occupancy means the 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 means the certificate of compliance issued by the ABC upon completion of Works, pursuant to Part 3 of the *Airports (Building Control) Regulations 1996* (Cth).

Certificate of Competency means a document which certifies that the holder is duly qualified to operate a particular item of plant or equipment.

Certificate of Compliance means the certificate issued by the ABC upon completion of the Works and may be either a Certificate for Use or a Certificate for Occupancy.

Concealed Service means 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 means an Authority issued by the Airport which authorizes 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:
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapors and dusts, that may cause injury from fire or explosion, or
 - 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 means an Authority issued under regulation 67 of the *Work Health and Safety Regulations 2012* (Tas) which authorizes its holder to enter a Confined Space.

Confined Space Register means the Airport's register of all known Confined Spaces at the Airport.

Contaminated Areas Register means the Airport's register of all known Contaminated Areas at the Airport and control measures.

Contractor means an external person or entity undertaking Works and includes its employees, sub-contractors and agents.

Contractor Management Procedure means 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 refers to an Authority issued by the Airport which is required to operate certain plant or equipment that has the potential to impact the OLS.

DAMP means the Airport's Drug and Alcohol Management Plan used to manage the risks associated with drugs and alcohol in the workplace.

Departures means the area associated with the transfer of outgoing passengers to the aircraft and includes the check-in and baggage hand-over areas.

Electrical Works includes 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 requires an Electrical Works Authority to be issued by APAL prior to commencement/.

Electrical Works Authority refers to an Authority issued by the Airport which is required to undertake Electrical Work.

Emergency Plan means the Airport's Emergency Plan, a copy of which can be obtained from the Project Manager.

Environment and Sustainability Policy means the Airport's Environment Policy, a copy of which can be obtained from the Project Manager.

Environmental Management System means the Airport's structured system of responsibilities, policies, practices, procedures, processes and resources for protecting the environment and managing environmental issues.

Forecourt means the area between the Terminal and the short-term car park used for drop-off and pick-up of passengers.

FOD means “foreign object debris” and is 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 means temporary fencing or barricades used to contain Sites and to separate the Works from operational activities at the Airport.

Hot Work means 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.

Identification Card means an ASIC or a VIC.

Isolation means the process designed to protect people from unexpected energisation, start-up or release of energy while working on plant or equipment, or the placing of fire detection or other life safety detection into a controlled non-operative state.

Landside means those parts of the Airport that are not designated Airside.

Legal Requirement(s) means any statute, ordinance, code or regulation.

Low Visibility Procedures means procedures applied at an aerodrome for protecting aircraft operations during conditions of reduced visibility or low cloud.

Major Works means significant Works, including the construction of new facilities, redevelopment of existing spaces, or refurbishments.

Major Permit to work M-PTW - Designed for major works of a certain complexity.

1. Projects have gone through a design process which has resulted in APAL approved design documentation
2. Projects have Safety In Design process in place
3. Projects have a governance and consultation structure; PWG, PCG, Design workshops etc
4. Contractors have been procured via a process that involves checking Safety systems and LST onboarding status.
5. The contractor has a QA system and an ITP process will be implemented for the works.

Minor Works means Works relating to maintenance, minor construction, remodeling and renovation of existing spaces.

Movement Area means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

MOS means Manual of Operating 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 means 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) means 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 means the official document issued by the Airport, which authorises its holder to perform safe Works at the Airport.

PPE means Personal Protective Equipment and refers to specialized clothing or equipment worn for protection against health and safety hazards.

Project Management Plan means the Contractor's detailed plan to project manage the Works.

Risk Assessment means 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 means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Safe Work Permit Authority means 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.

Safe Works Permit Procedure means the Airport's document entitled *APAL-SWP-001 Safe Work Permits Procedure*, a copy of which can be obtained from the Project Manager.

Safety In design (SID) – This framework applies to the design of ‘structures’ defined under the WHS Act 2012 to mean anything that is constructed, whether fixed or moveable, temporary or permanent. 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)) See Appendix A.

Safety Management System (SMS) means the Airport’s structured system of responsibilities, policies, practices, procedures, processes and resources for managing work, health and 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 manufacturers or importer’s name, Australian address and telephone number.

Security Screening means the process used to check persons, baggage and other items prior to entry into a Sterile Area.

Site means the dedicated area where the Works take place.

SRA means Security Restricted Area, an area designated within Airside where only authorised personnel wearing ASICs are permitted. SRAs are signposted.

SSAA means Safety Sensitive Aviation Activity, as defined by the *Civil Aviation Safety Regulations 1998* (Cth).

Sterile means that a person or area has been cleared of prohibited items.

Sterile Area is a location isolated from the general public, and entry requires each person, baggage or other item to undergo Security Screening. Sterile Areas are signposted.

Taxiway means 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.

Terminal means 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, and includes the Arrivals, Departures, baggage reclaim and CBS areas.

Terminal Evacuation Plan means the Airport's Terminal Evacuation Plan, a copy of which can be obtained from the Project Manager.

Traffic Management Plan means the Contractor's plan to direct and control traffic disruptions in the event Works impact upon traffic flow at the Airport.

Transport Security Legislation means, as the context permits:

- the *Aviation Transport Security Act 2004* (Cth); or
- the *Aviation Transport Security Regulations 2005* (Cth).

VIC means Visitor Identification Card. 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 means the designated thoroughfares both Landside and Airside for the safe passage of pedestrians.

WH&S Legislation means, as the context permits:

- the *Work Health and Safety Act 2012* (Tas); or
- the *Work Health and Safety Regulations 2022* (Tas).

Work Health and Safety Policy means the APAC Airport's Work Health and Safety Policy, a copy of which can be obtained from the Project Manager.

Works or the Works means activities including maintenance, construction, alteration, extension, restoration, repair, demolition and dismantling and includes Minor Works and Major Works.

Project Manager /Officer means 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.

Work Method Statement means a document that identifies:

- how work is to be carried out.
- the work activities assessed as having safety risks.
- the safety risks.
- the control measures that will be applied to the work activities.
- the equipment to be used in the work.
- the standards or codes to be complied with.
- the qualifications of the personnel doing the work; and
- the training required to do the work.

Works Safety Officer means the person appointed by the Airport to ensure that Aerodrome Works remain compliant as defined under the MOS.

3. General Conditions

3.1 *Construction Industry Training Levee*

APAL supports the Tasmanian Construction Industry Training Levee. Contractors for all Building and civil construction works must pay 0.2% of the contract sum for all contracts over \$20,000.00 to Key Stone Tasmania – Training Board”. Evidence must be provided by contractors to APAL of this payment.

3.2 *Emergency Procedures and Reporting Requirements*

Potential safety, environmental or operational risks or faults shall be immediately reported to the Airport Operations Officer on **6391 6208** or **0407 305 595**. The Project Manager shall be notified as soon as possible thereafter.

Alternatively incident reporting can be completed online at the Launceston Airport website

[Provide a Safe Workplace for all Users – Launceston Airport](#)

Under the incident/hazard public form linked to the APAC Safety incident Management System SIMS.

This report will be sent to SIMS which will be reviewed by a member of the Safety and Compliance team.

It is the Contractor’s responsibility to understand and follow the Airport’s Emergency Plans.

In the event of an emergency, within the Terminal, the occupancy warning alarm will sound. This is a series of “beeps” and “whoops” followed by an audible evacuation message. The Contractor, and others under its control, must:

- follow any direction given in the evacuation message and/or from the fire warden.

- move to the designated emergency assembly point as provided in the Emergency Plan; and Evacuation diagrams posted on walls at various locations in the airport.
- wait for further direction from the fire warden.

3.2.1 Terminal Fire Safety Management Plan

When works are undertaken within the Terminal, the Contractor must prepare and display, in each site office, an evacuation plan reflecting relevant location and orientation of the worksite and considering the Terminal Evacuation Plan. Templates are available from the Project Manager and /or APAL representative.

3.2.2 Fire, Life and Safety

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

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 APAL representative.

Designated Emergency exits and escape routes must be always kept clear.

Spillage of flammable substances must be cleaned up immediately, disposed of appropriately, and reported to the duty Operations Officer.

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

3.3 Airport Security

Launceston Airport is a security-controlled airport with clearly defined airside and landside security zones. Valid Aviation Security Identity Cards (ASICs) are

required to be displayed at all times 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 into restricted access and sterile areas requires prior security screening of people and things, including contractor's tools of trade.

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

3.4 Worksite Security

It is the Contractor's responsibility to:

- Secure the Site.
- Prevent theft, vandalism or unauthorised access.
- Apart from permitted access and egress, ensure that all persons, vehicles and equipment under its control remain within the Site, unless prior approval from the Project Manager is obtained (access to the Airport may be denied to any person who fails to comply with this requirement).
- Provide Site barricades, guards, fencing, temporary roads, footpaths, warning signs and lighting, as directed by the Project Manager.
- Ensure that it, and others under its control, have either attended a safety induction program approved by the Airport or are under the direct supervision of someone who has received the induction.
- Provide Site specific safety inductions for any person requiring access to the Site; and
- Ensure that any fences, barricades or signage cannot become dislodged or blown over in strong winds.

3.5 Contractor Management Onboarding

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

3.6 Hours of Work

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

3.7 Signage

The Contractor shall not display, or cause to be displayed, 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.

All signage must be securely fastened to withstand strong winds.

3.8 Communication Equipment

The Contractor, or others under its control, shall not use a two-way radio, wireless network system or any other such communications system at the Airport, without the prior written consent of the Project Manager. Consent is also required from either the HOAOA or their delegate the Operations Manager. Access to the Airport may be denied to any person who fails to comply with this requirement.

3.9 Inductions

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 Workmetrics online induction application.

3.9.1 Airport Inductions

Pursuant to APAL requirements, a WHSE and Restricted Access induction are undertaken by all personnel prior to commencement of the Works, dependent upon work location WHSE induction covers all non-security restricted areas (Landside). The Restricted Access induction allows work to be performed in Security Restricted Areas (Airside and beyond security screening points). All inductions are valid for 12 months.

Your company must be set up within work metrics as a supplier first prior to completing inductions. This Company will need to be approved by a member of the APAL team prior to completing any individual registrations.

Once the company has been approved all individuals can register under their company and complete then WHSE induction and then proceed if required to the Restricted access Induction.

Inductions are valid for 12 months. Induction card is available for downloading as evidence when attending at the Launceston Airport with all other documents requested by the APAL employee such as Damp certifications as an example. Individuals should hold this card at all times as proof of induction.

3.9.2 Work Site Specific Induction

All personnel who will be entering a Work Site must receive a site-specific induction by the main contractor to ensure awareness of the hazards and appropriate control measures applicable to that site. It is the responsibility of Contractors 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 Manager or representative of APAL on request.

3.10 Signing In – Signing Out

Each Contractor must register its presence on Site at the following location/s.

- the Airport administration office located on the first floor of the terminal building.
- Either sign in/ sign out QR at the contractor site office and/ or QR code available at the APAL front desk
- Physical site sign-in/ sign out registers.

Each Contractor must sign in prior to commencing work each day on site and must sign out at the end of each day.

Alternative arrangements may be authorised by the Airport depending upon the location and type of the Works. This may include site specific sign in/out registers. These records must be made available to the Airport on request.

3.11 Media

The Contractor, and others under its control, 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 be made to media to avoid being drawn into further conversation: **"I am not the person to speak to on this matter. You may speak to The Launceston Airport Management on (03) 6391 6222"**.

3.12 Use of Vehicles and Parking Arrangements

3.12.1 Site Access

It is the Contractor's responsibility to ensure that any person or vehicle under its control, uses only APAL authorised and approved designated routes and access points when transiting to the work site.

Authorised routes may include Landside roads, gates and airside roads as indicated by the APAL Project Manager.

Access within Airport Security Zones is restricted to those areas directly associated with the completion of works. Any areas outside of the authorised works area or transit routes is strictly prohibited.

Site Deliveries and Staff Parking

Site deliveries must not interfere with normal Airport operations. Airside deliveries must be arranged with the Project Manager at least 24 hours in advance.

The Forecourt must not be used for parking or unloading unless approved by APAL.

Unauthorised vehicles parking in this area may be towed without warning.

It is the Contractor's responsibility to ensure that it, and others under its control, observe the Airport's parking and loading zone rules and regulations.

Payment of penalties and settlement of parking infringement notices are the responsibility of the individual incurring such penalty or infringement. Persons in breach of parking rules or regulations may be denied access to the parking facilities.

3.12.2 Roads and Footpath Management and Closures

The Contractor, and others under its control, must not obstruct any road or footpath without the prior consent of the Project Manager.

A Traffic and Pedestrian Management Plan must be prepared for any Works that impact upon traffic and/or Pedestrian movements. The Plan must be prepared in line with current Australian Standards and State Government requirements and be approved by the Project Manager.

Provided consent is given to close or obstruct a road for the purpose of performing the Works, it is the Contractor's responsibility to:

- 3.12.3 provide signage (compliant to AS1742.3-2019) that is illuminated from sunset to sunrise, including clearly marked warning and/or detour signs and advance notice to motorists of the upcoming dates and times of traffic restrictions; and
- 3.12.4 provide appropriate barricades to isolate motorists from the Works.

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 PPE Requirements

High visibility vests **MUST** always be worn when working at the Airport. The recommended High visibility color is **yellow green** with reflective shoulder and waist bands. This coloring is non-negotiable for any Airside Works.

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 and 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 person 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 medical practitioner to treat a medical condition.

Where a prescribed medication may affect a person's judgment 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.

The Contractor, and others under its control are subject to drug and alcohol testing under the following circumstances.

- Pre-deployment drug and alcohol test.
- After being involved in an incident.
- If reported as suspected of being under the influence of drugs or alcohol; or
- As part of random testing by Civil Aviation Safety Authority (CASA).

The Contractor, and others under its control, is required to submit to a pre-deployment drug and alcohol test and return a negative result before being

permitted to work on an Airside or SSAA activity. A copy of each pre-deployment drug and alcohol test result must be provided to the Airport for CASA auditing purposes. Drug and Alcohol screening results are be submitted to DAMP@lst.com.au

Before being permitted to commence Airside Works at the Airport, each Contractor must complete a drug and alcohol awareness training 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.

4.4 Plant Operations

Prior to commencement of Works, the Contractor shall provide the Airport with written Risk Assessments for all plant and equipment.

Where there is a risk of interaction with personnel, traffic or public, barriers or delineators must be erected to positively separate the plant i.e., Hoardings, bunting, barricades, signposting, active safety officer supervision, or another mutually agreed method of separation. A Traffic / Pedestrian Management Plan may also be required. EWPs shall have a spotter at all times while in operation.

If a Certificate of Competency is required to operate any plant or equipment, any personnel intending to use such plant or equipment must produce to the Contractor, or to the Project Manager upon request, a relevant Certificate of Competency. Persons operating plant or equipment without the required Certificate of Competency will be removed from the Airport immediately.

4.4.1 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.

4.5 Noise

It is the Contractor's responsibility to:

- comply with any statutory requirement in relation to noise from plant or equipment.
- provide the Project Manager at least 48 hours' notice if it intends to use equipment;
- take all practicable measures to control noise associated with the Works (especially in terminal buildings).
- carry out noisy Works outside of the hours of 0800 to 1800 only if directed to, by the Project Manager;
- ensure that entertainment systems are not used onsite.

4.6 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, shocks, serious accidents and fatalities to workers.

The Electricity (Licensing) Amendment Regulations (No. 2), published in November 2017, do 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 on Airport, must have a valid Tasmanian Electrical practitioner Licence or (if held interstate Electrical Licence) have 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 Licence that enables the licence 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 Airport.

All electrical work must be notified to TechSafe 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 works.

Portable 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 are required to govern any electrical works 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 in doorways.
- not exceed 32m in length or be piggy backed; and
- if suspended, be on insulated hooks or stands.

Note: Battery Operated tools are recommended for site

4.7 Permit/Authority

The Safe Work Permits Procedure (APAL-SWP-001) indicates whether a Permit to Work/ a Major Permit to Work and/or Authority is required to perform certain Works.

4.7.1 Isolation Process

The Safe Works Permit Procedure defines the isolation process and LOTO procedure used at the Airport.

4.7.2 Concealed Services

A Concealed Services Authority is required for any work including excavation, coring or drilling, where there is a risk of damaging concealed services.

4.7.3 Confined Spaces

The Confined Space Register should be consulted prior to commencing Works.

Access to a Confined Space requires a Confined Space Entry Authority.

Alternatives to accessing Confined Space should be investigated prior to commencing Works.

4.7.4 Crane/Boom Operation

The use of mast or boom equipment, such as concrete pumps, cranes, excavators, EWP's etc., has the potential to impact on the OLS and requires an Authority. If crane/boom equipment is to be used at the Airport, the Project Manager will first refer the operation to the Airport Operations Manager or delegate to determine and document any necessary controls in the Crane/Boom Authority.

Applications for crane / boom operations that will penetrate the protected airspace must be referred to CASA for approval and that approval can take up to 60 days to be processed and authorised.

4.7.5 Electrical Work

Electrical Work requires an Electrical Works Authority and must be completed by licensed workers.

4.7.6 Plumbing Work

Plumbing Work requires a Plumbing Works Authority and must be completed by licensed personnel.

Any isolation or cut ins must be authorised and programmed to have the least possible impact on airport operations.

4.7.7 Hot Work

Hot Work to be done at the Airport:

- requires a Hot Work Authority.
- may only be performed by authorised personnel; and
- requires that welding screens be used.
- All Airside and terminal hot works requires sign-off by the Facilities Manager prior to commencement.

Alternatives to Hot Work should be investigated prior to commencing Works.

4.7.8 Working at heights

The working at heights authority has been designed to be used mostly for service providers and vendors contractor works.

This permit is used by the projects team if the need for an APAL authority is risk assessed from the original permit to work assessment application.

4.7.9 Fire panel Isolation.

A Fire isolation works Authority is issued to contractors for any works which require isolation and/or modification to the existing Fire Indicator panel and/or all fire accessories.

The contractor is required to submit all authorities five (5) working days prior to the activity, to allow adequate time to review, consult and sign.

Applicants should not expect signed Authorisation for works planned within 5 working days of the Authority application.

4.8 Hazardous Materials and chemicals

The Contractor must seek written approval from the Project Manager/and or Facilities Manager prior to bringing any hazardous substances, chemicals or prescribed goods to the Airport.

Approved hazardous substances, chemicals and prescribed goods must be stored, handled and used appropriately; all in accordance with WH&S Legislation.

For any prescribed goods, a current SDS must be available on site and current SDS register and be always readily accessible for review by APAL team members upon request.

4.9 Asbestos

The Launceston Airport Asbestos Register and Management Plan should be consulted prior to commencing Works. Where it cannot be established that the material to be worked on or removed contains asbestos, it shall be assumed that it does.

Asbestos may only be removed by licensed and approved personnel and must be disposed of as regulated. Prior to commencing Works, consideration should be given to avoiding the need to work with asbestos as far as is reasonably practicable.

4.10 Contaminated Areas

The Launceston Airport contains known Contaminated Areas. Spoil and waste generated from demolition and earthworks activities must not be removed from site unless authorised by the APAL Environment representative. This includes concrete slabs, existing asphalt surfacing, existing stormwater pipes/pits, crushed rock, subgrade materials and soils.

Only materials that have been sampled by an accredited Environmental Consultant and analysed by a NATA accredited testing laboratory may be removed from site to a location permitted to take these materials, in accordance with all regulatory requirements

5. Works Inspection and Handover

5.1 Inspections

The Airport Building Controller 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.

5.2 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 any rubbish, materials and/or construction plant from the Airport, and making good any damage caused by the Works, including any pavement or grass damage. The Project Manager must inspect and approve the Site pursuant to the specific contract for the Works (including obtaining sign-off from the ABC where applicable) before the Works will be deemed complete.

5.3 Certificate of Compliance and 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.

This also concludes code of compliance documentation such as Fire engineering reports.

6. Environmental Requirements

The environmental requirements outlined in this Works Manual are not exhaustive and must be read in conjunction with the Environment Policy, Environment Strategy, Environmental Management Plan and other Airport environmental requirements as defined under the Environmental Management System.

All related APAC documentation can be found on the Launceston Airport [Environmental Management – Launceston Airport](#)

6.1 Environmental Reporting

A construction Waste and resource reporting template is available from APAL project Managers for monthly reporting.

It can also be obtained on the current Launceston Website under the heading Contractor Monthly Safety Report link and can be completed and uploaded through this website link to the APAC Safety Incident Management System (SIMS) for review by an APAL Safety and Compliance representative.

[Provide a Safe Workplace for all Users – Launceston Airport](#)

6.2 Environmental Responsibilities

Contractors have the responsibility to comply with the Environment Policy, Environment Strategy, and all relevant legislation, including the *Airports Act 1996* (Cth) and the *Airports Environment Protection Regulations 1997* (Cth).

The Airport and the Airport Environment Officer (AEO) are required to monitor and record environmental activities and incidents.

6.3 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 **6391 6208** or **0407 305 595**. Any spill 5L or more, or that enters a stormwater drain or swale must also be reported to the Airport Environmental Advisor to escalate to the AEO. An incident report must be submitted by the responsible party of 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 will be charged a spill cleanup fee to recover cleanup costs associated with spill incidents occurring.

6.4 Flora, Fauna, and Heritage

There are several areas located Airside which contain threatened species or species of significance (the Green & Gold frog, the Silky Bush Pea and native grassland). The Contractor must not remove any tree or shrub without the Airport Environment Teams prior approval.

There are identified areas of both First Nations and European heritage at the Airport.

The Project Manager will provide additional information should Works be undertaken near these areas.

6.5 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 Environmental Advisor so that an environmental assessment can be conducted. The Airport Environmental Advisor 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.

6.6 Construction Environmental Management Plan (CEMP)

For Major Works, the Contractor is required to prepare a CEMP and submit it to the Airport Environmental Advisor and Project Manager for approval before any activities may commence on Site. The Project Manager will provide a CEMP template to the Contractor on request. The CEMP must also be approved by the AEO before any activities commence on site.

7. Airport Restricted (airside) and sterile areas

7.1 General

Transport Security Legislation (*Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005*) requires that security measures be established and enforced in the following areas:

- Airside Area
- Security Screening points
- Terminal Sterile Area
- RPT Apron
- GA Apron
- Security Restricted Areas (SRA)
- Checked Baggage Screening area (CBS)
- Baggage Make-

Up Area Security measures

include:

- Physical barriers such as fencing, Gates, doors, Hoardings, or other solid barriers
- Exclusion zones
- Signage
- Electronic Access control system
- Airport Operations Officers
- Aviation Protection Officers
- Audits and inspections of security identification
- Management of prohibited items such as tools
- Works Safety Officers
- Camera surveillance

7.1.1 ASICs

ASICs are issued by authorised issuing bodies. For more information contact your APAL contact.

7.1.2 Visitor Identification Card – (VIC)

A VIC may be issued to approved individuals who have an operational requirement to enter a secure area and do not hold an ASIC. This could include works such as short notice work, delivering equipment and materials

to, or through, Airside. A VIC is not intended for continuous or ongoing site access.

All VIC holders must be supervised by a valid ASIC holder at all times and the ASIC holder must be present when applying for the VIC pass. VIC holders must be escorted and under the direct supervision of a valid ASIC holder at all times. The Government issued photo ID used for the VIC application must be carried by the VIC holder at all times. When Airside or in another security zones, VIC holders must comply with all lawful directions given by an authorised person.

A VIC may be issued from 1 day to a maximum of 28 days. A photo is required for any VIC exceeding three days.

All VICs are to be returned to the APAL reception office by the end of the day of expiry or on completion of works to avoid penalties. If the operational need for your VIC pass changes you must notify APAL reception office.

An individual may be issued with a VIC for maximum of 28 days in any consecutive 12-month period. An application fee applies for each VIC issued. Where a VIC is used for more than 2 consecutive days in a 90-day period a negative drug and alcohol test must be provided. The drug and alcohol test should be arranged through the Project Manager and authorised drug and alcohol testing location.

Working in Sterile Areas

The Sterile Area at the Airport begins at the screening point through to the departure gates at the Apron level. Sterile areas undergo regular checks to ensure they remain secure and sterile. All persons, including ASICs holders, must pass through the screening point to gain admittance to or to conduct Works.

All tools and equipment to be used within Sterile Areas must be logged at the screening point with a security screening officer and screened before entering. Tools and equipment must always be under the control of an ASIC holder and must be signed out at the passenger screening point on completion of works.

Prior arrangements may be made to permit certain Works during Aircraft Operations by isolating small portions of a Sterile Area. Hoarding or airport

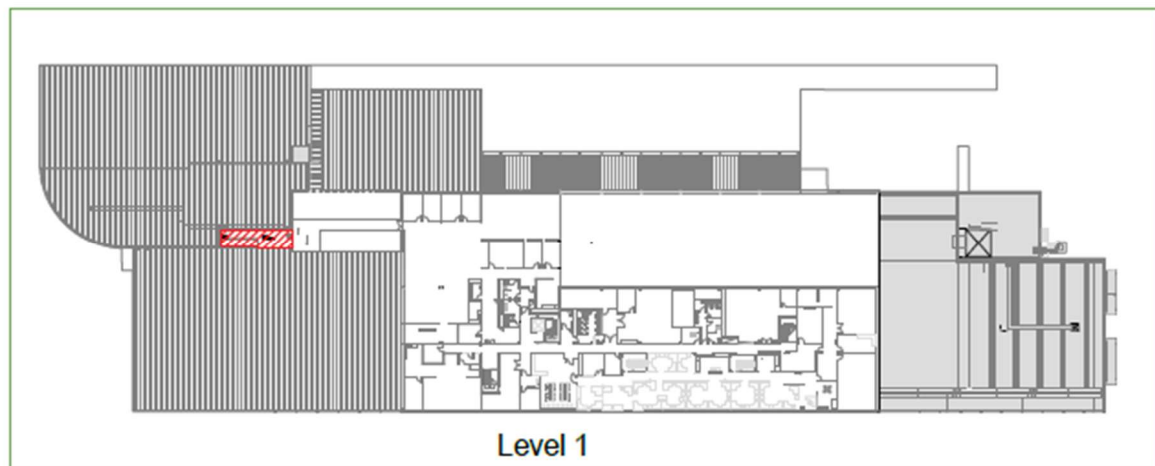
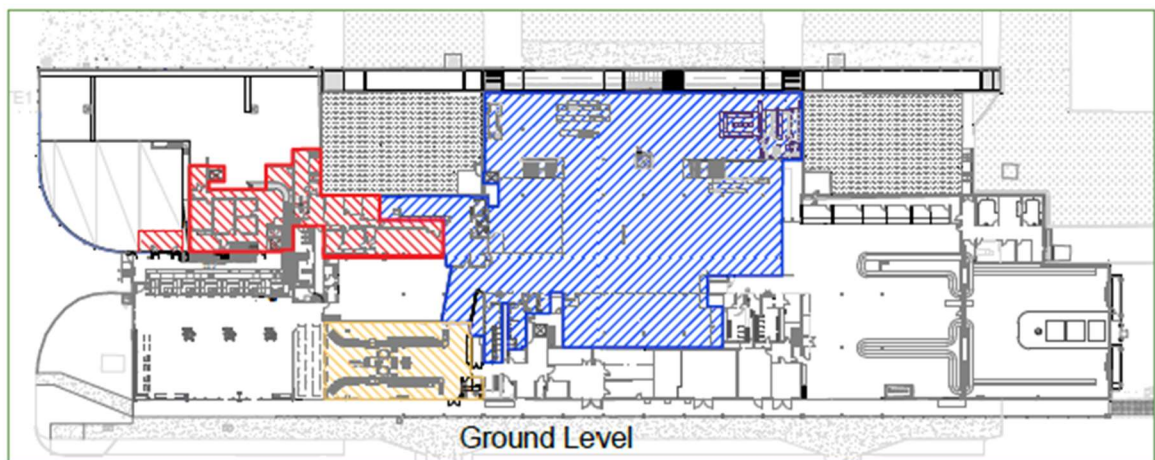
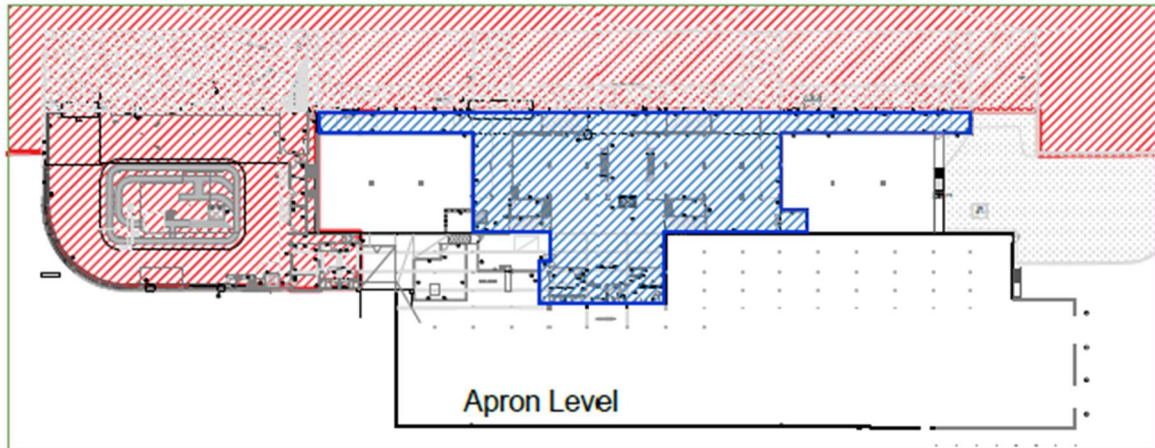
security management approved barriers must be used to segregate the Works from operational areas of the Airport, especially in the vicinity of passengers or baggage.¹

While in Sterile Areas, the Contractor, and others under its control, shall not have any contact with persons unrelated to the Works or allow access to tools of trade and other prohibited items under the control of the Contractor by Unauthorised persons.




Missing equipment, tools or personal items must be immediately reported to the Airport Operations Officer by phoning **0407 305 595**.

In the event an Unauthorised person enters the sterile area the Contractor must immediately notify the Airport Operations Officer on 0407305595. All persons working in the secure area have a responsibility to ensure security of the area is maintained.

Launceston Airport Terminal Security Controlled Access Zones



Legend:

-  STERILE AREA
-  AIRSIDE AREA
-  SECURITY SCREENING AREA

7.2 Suspicious Activity

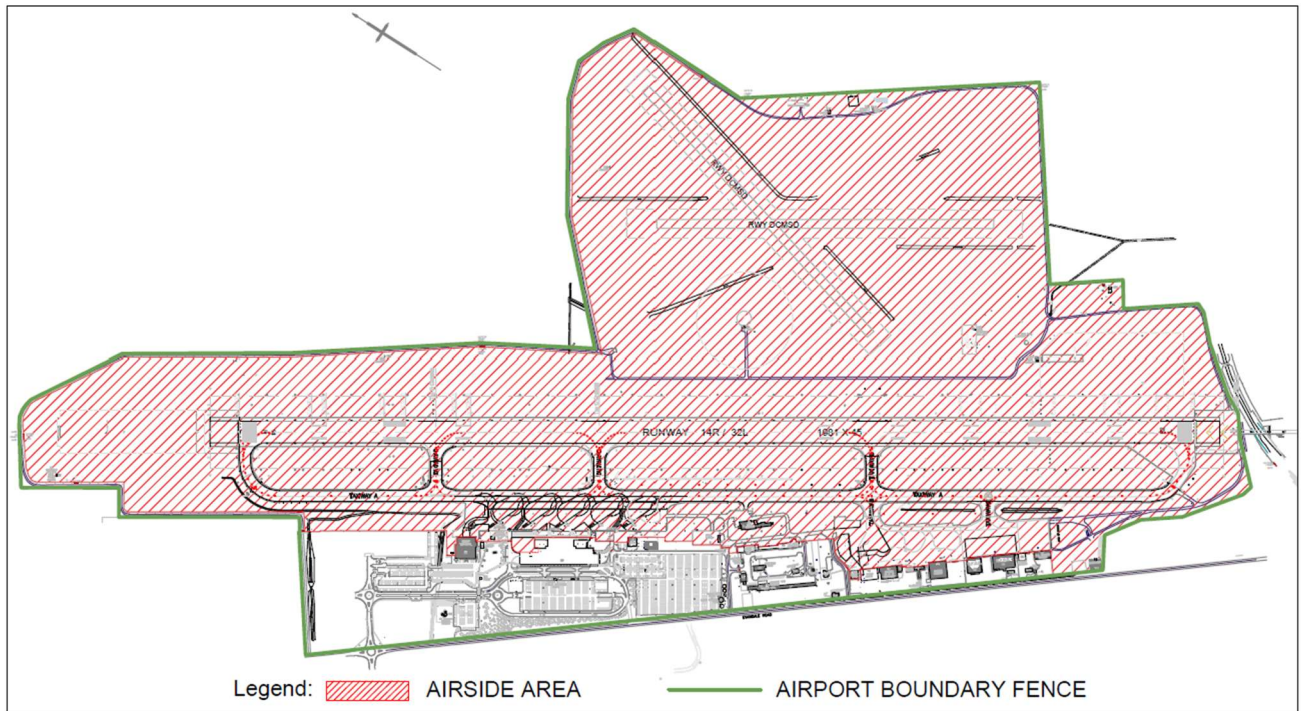
Suspicious or unlawful activity must be immediately reported to the duty Operations Officer by phoning and if Duty Operations are uncontactable TASPOL is to be called on 000.

Duty Operations – 0407 305 595.

7.3 Airside/Landside Boundaries

The Landside/Airside boundary is comprised of fences, gates and doors, with other controls measures such as access control and CCTV. Signage is provided on airport security area access points and boundaries which are clearly marked at regular intervals. Parked vehicles, machinery, equipment, and materials must not be placed within 3m of a security barrier while Landside, or within 3m of a security barrier while Airside.

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



9.4 Working in and 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. You must always consider the safety of the public and anyone using the terminal when undertaking work.

When establishing your worksite, ensure that you will not be adversely impacting upon the flow of people through the terminal. Do not block thoroughfares, Exit routes or create any hazards.

Please be polite and courteous when interacting with the public and refer to the APAC Safety essentials and APAC minimum Public Safety Requirements. See Appendix for Safe Working operations.

9.5 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.

See appendice C for load restrictive areas

Path of travel and location of works to be inspected See appendix B.

9.6 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.

10 Specific Airside Requirements

10.5 Airside Security and Safety

Unauthorised access to Airside is prohibited, and any unauthorised person who enters may be subject to criminal prosecution. Persons authorised to enter Airside areas must be aware of and obey all CASA and CISC regulations.

Working at an airport presents a variety of unique hazards. These hazards can include aircraft operations, airside vehicle movements, adverse weather conditions and refueling operations. .

Prior to being allowed to work Airside, the Contractor and all others under their control, understand and comply with all applicable Airport policies and procedures and legal requirements.

Depending upon the location of the Site, the Contractor may need to barricade or fence the full perimeter of the Site.

10.6 Works Safety Officer (WSO)

A Works Safety Officer ensures the safe operation of aircraft and other aviation activities. If your works require a WSO they shall work closely with the Contractor, Project Manager and other relevant Airport personnel to ensure that Airside Works do not interfere with Aircraft Operations.

The WSO is required to be booked 5 days prior to shift commencing. It is required to be booked through the APAL project Manager or delegate.

The WSO shall report all incidents, hazards, near miss and breaches to the Project Manager and enter those into the Safety Incident Management System as required

A LST WSO day sheet is required to be completed 24 hours prior to shift commencement. The Contractor must fill in the Blue sections and issued to the Project Manager or APAL delegate.

The Contractor must ensure that any direction from the Works Safety Officer is complied with immediately.

Immediately prior to the end of each day's work, the Contractor and the Works Safety Officer must conduct a joint inspection of the Site. Any security or safety issue raised at the time of the inspection must be addressed and remedied before the Contractor may vacate the site for the day.

10.7 Site Markings

The perimeter of any works site that affects the movement area must be marked with approved filled water barriers, in alternating red and white colours in addition, any work sites that impact and restrict aircraft operations are to be clearly marked with unserviceability cones and unserviceability lights as per the requirements of the Part 139 manual of standards (Aerodromes) 2019.

The contractor must liaise with the Airport Authority to ensure the requirement of site markings is implemented prior to any works commencing.

10.8 Vehicle Access and Usage Airside

Vehicle access to an Airside Works Site will only be available through the access gate nominated by the Project Manager and endorsed by airport operations management. Unless the driver holds an appropriate Airside Drivers Authority (ADA) and approval has been given, vehicles must be escorted by the Works Safety Officer or other qualified person.

All vehicles entering airside will be subject to an inspection to ensure serviceability and cleanliness before access can be granted. If the vehicle does not meet the standards required access will not be granted.

Every vehicle and driver entering Airside is subject to random searches. In addition, any driver entering airside is subject to drug and alcohol testing as outlined in the DAMP. This may affect your ability to enter airside areas if you return a non-negative result.

Aircraft and all Airport vehicles, including ground handling equipment, have priority over any other vehicle. Travelling across the Apron in the vicinity of a maneuvering aircraft (signaled by its flashing red anti-collision beacons located on its roof and undercarriage area) is not permitted.

No Works vehicles or personnel will be permitted Airside when operational restrictions are in place, for example Low Visibility Procedures in force during inclement weather.

Apart from permitted access and egress, all vehicles, plant, and equipment must remain within the Site. Access to or from the site must not be obstructed at any time, including by vehicles or equipment.

Only lightweight vehicles are permitted on Runway-end safety areas.

10.8.1 Airside Drivers Authority (ADA)

To enable un-escorted vehicle access to Airside, a Level 2 or Level 3 ADA may be obtained by the Contractor if required. A Level 2 ADA restricts access to Aprons and the perimeter road. A Level 3 ADA allows access to the Runway and Taxiways. To be eligible for an ADA, the driver must hold an ASIC and a current State or Territory drivers' license.

An application for a Level 2 ADA must be made to the Airport in advance. An assessment will be performed. A Level 3 ADA requires the completion of additional training including an Airband Radio Operator License (AROC),

10.8.2 Vehicle Identification

Contractor's vehicles must:

- 10.8.2.1 be clearly marked with identifying signs of at least 296mm x 210mm (A4 size) on both front doors; and
- 10.8.2.2 display an amber rotating beacon on top of the cabin, which must be always operating whilst the vehicle is Airside.

If the vehicle is not escorted an Airside Vehicle Authority Permit is required for any vehicle which will be used Airside; the Permit must be displayed in the front right-hand-side of the windscreen while Airside.

10.8.3 Speed Limits

Speed limits are in accordance with the Airside vehicle control handbook and must be obeyed and are strictly enforced. The speed limit is 10km/h within 15m of an aircraft, 15km/h on the Aprons and link roads and 40km/h on the perimeter road. Different speed limits apply to Runways and Taxiways depending upon the circumstances.

10.9 Excavation in Airside Areas

There are requirements specific to Airside excavations in addition to the need for a Concealed Services Permit. This includes written approval by Air Services (ASA) for work affecting their assets.

Trenches adjoining operational Runway shoulders must be covered with 20mm steel plates that are supported by sandbags and stabilized to minimize disturbance in the event that aircraft may rotate on take-off in the vicinity of the Site.

Normal excavations must be back filled or covered with steel plates at all times when the Site is vacant or the excavation pit is not immediately required.

For short periods of time, small excavations may be enclosed with fully intact sandbags positioned to fill all gaps and remain flat.

10.10 Airside Pit Covers

Prior approval from the responsible Airport Facilities Manager is required to open any Airside pit cover.

Protective barriers must be placed around any open pit cover and must be illuminated with red lights if the pit is to remain open at night.

Pit covers on a Runway or Taxiway must be able to support the weight of an aircraft.

10.11 Foreign Object Debris (FOD)

FOD anywhere on the Airport could impact an aircraft and pose a threat to safe Aircraft Operations. Even small items, such as food wrappers or small rocks have the capability to disable or cause catastrophic failure of an aircraft.

The importance of managing and controlling all materials to limit the opportunity of FOD Airside is paramount when planning and undertaking any Airside activity.

All Works-related FOD and Site waste, including construction materials, wrapping and containers, must be confined to the Site and removed from Airside, by the end of each day's work.

Airside pavement must be kept clean and always remain free from FOD.

All vehicles used by the Contractor, or others under its control, must always maintain clean tyres to prevent introduction of FOD. The Contractor must ensure that where required vehicles are washed before entering or leaving the Site.

10.12 Low Visibility Procedures (LVP)

10.12.1 Trigger

Air Traffic Control (ATC) will notify APAL when LVP are to commence. These procedures must be in place when the:

- visibility reduces to 800 m or less or
- cloud ceiling is 200 FT or less or
- visibility on any part of the aerodrome is insufficient for ATC to exercise control over all traffic based on visual surveillance.

Notification will go to the Project Manager to advise contractor

10.12.2 Vehicle and pedestrian access

From the time that the LVP commences, all non-essential vehicles and personnel will be required to remain clear of that area until ATC have cancelled the LVP.

Vehicle and pedestrian movements on the apron areas shall be minimized to approved operations only.

Vehicles shall not be permitted on the airside perimeter road without the permission of ATC and Airport Operations.

10.13 Lighting

Lighting may pose a hazard to Aircraft and its use is strictly regulated.

The Contractor must ensure that all Site lighting is chosen, erected and operated to comply with the MOS 139 requirements (details of which will be supplied by the Project Manager upon the Contractor's request). The Contractor must immediately extinguish any light if requested to do so by an authorised Airport representative.

11 Site Facilities

11.5 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.

11.6 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.

11.7 First Aid

It is the Contractor's responsibility to provide first aid facilities and a qualified first aider at the Site.

The Airport has Five defibrillators on site in addition to those carried by the Aviation Rescue Fire Fighting Service. Contractors to confirm the locations with Airport Operations – 0407 305 595.

Appendix A – Security, Hoarding and Safety Barrier Information

While Works are in progress, barriers, including fencing, Hoarding and retractable tensa barriers are required to separate construction Works from other areas of the Airport. The Contractor must ensure that any direction issued by the Project Manager about Works-related barriers is strictly complied with.

The Contractor is responsible for supplying, installing and maintaining all Works-related barriers. Barriers used are divided into three categories based on risk:

1. High security fencing (Level 1)
2. Construction Hoarding (Level 2)
3. Public separation barriers (Level 3)

Security Fencing – Level 1:

- Is required to separate construction Works from Airside, Sterile Areas and other secure sections of the Airport.
- Must be installed to separate construction Works from Landside areas where the public has access.
- Except in Airside areas, must be installed and maintained by the Contractor (for safety reasons, the Airport will install and manage fencing in Airside areas); and
- Must comply with the Transport Security Legislation and AS 1725.1 – 2010, *Chain link Fabric Security Fencing and gates*.

Construction Hoarding – Level 2:

- Is required to separate Works within the Terminal from areas that are still being used for ongoing Airport activities.
- If made of solid materials (e.g., timber or steel frame with 12mm plywood or MDF facing), cannot exceed the maximum height of 2.70 metres from the floor;
- In areas where the ceiling exceeds 2.70 metres, may be partially comprised of “soft” Hoarding (e.g., shade cloth) to extend the Hoarding to the ceiling, to limit the movement of dust or construction debris into operating sections of the Airport; and

- Must comply with AS 4687-2007, Temporary Fences and Hoardings.

Public Separation Barriers – Level 3

- Is used to alert the general public that specific areas are temporarily inaccessible.
- When used to isolate Works from public pedestrians, Para web or similar web netting should be installed in accordance with the manufacturer's standard requirements; and
- When used to isolate Works from public vehicles, water-filled vehicle barriers or similar vehicle barriers should be installed.

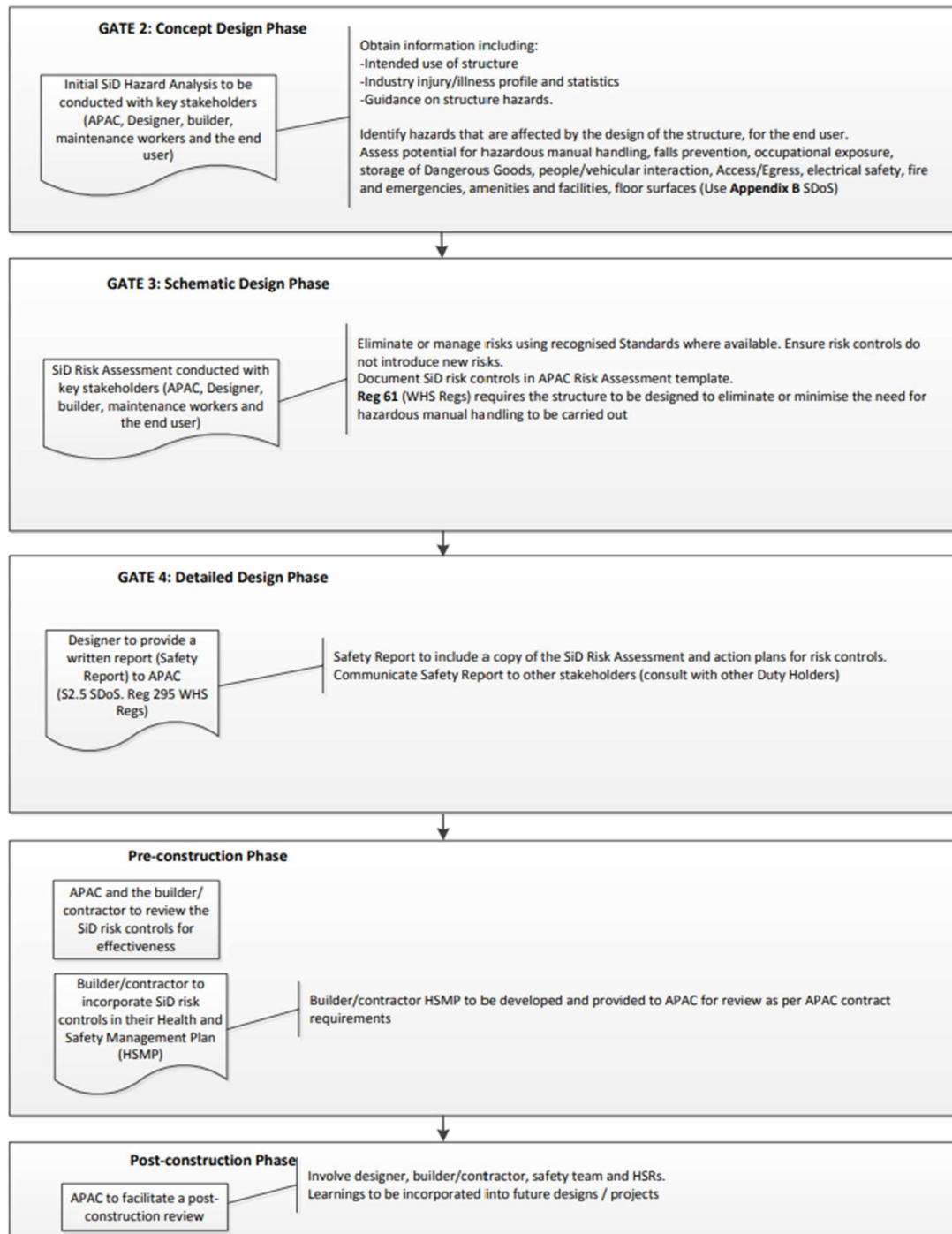
Appendix B – APAC safety in Design Framework

APAC SAFETY IN DESIGN FRAMEWORK

The APAC Safety in Design (SiD) framework applies to all APAC developments and provides practical guidance to anyone making decisions that influence the design outcome, including APAC Development Managers, designers, architects and construction contractors or builders. APAC safety to be involved in all SiD processes.

This framework applies to the design of 'structures' defined under the WHS Act 2012 to mean anything that is constructed, whether fixed or moveable, temporary or permanent.

Safe design means the integration of control measures early in the design process to eliminate or, if this is not reasonable 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)*).



Appendix D – APAC Safety Essentials



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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Appendix E APAC Minimum Public Safety requirements



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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Appendix F -