

Northern Territory Airports

SITE RULES

for

CONTRACTORS

at

ALICE SPRINGS AIRPORT

AND

TENNANT CREEK AIRPORT



Date Approved:
Approved by:
Date Issued:
Date for Review:

**ALL CONTRACTORS SHALL SIGN THE CONTRACTOR LOG BOOK
PRIOR TO ANY WORKS TAKING PLACE.**

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1.0 PURPOSE

The purpose of these Site Rules For Contractors is to protect the employees ,visitors and members of the public, and the assets of Northern Territory Airports Pty Ltd, Alice Springs Airport Pty Ltd and Tennant Creek Airport Pty Ltd (collectively referred to in this document as "NTAPL") from potential hazards created by external contractors on NTAPL owned property during the course of carrying out their contractual obligations. It provides a set of rules for contractors engaged by NTAPL to carry out both maintenance and contracted works. It may also be used as a guide by tenants of NTAPL when undertaking NTAPL approved works within their tenancies.

2.0 SCOPE

NTAPL is the parent company of Alice Springs Airport Pty Ltd (ASA) and Tennant Creek Airport Pty Ltd (TCA). ASA and TCA has been granted a lease of the airport site declared in the Airports Regulations 1997 (Cth) to be Alice Springs Airport and Tennant Creek Airport (Airport).

These Rules apply to all contractors appointed by NTAPL and their on-site activities at the Airport.

3.0 REFERENCES

NTAPL references the Northern Territory Work Safe and Commonwealth Acts and Regulations in relation to the way works are carried out on NTAPL property. The following Acts, Regulations and Codes of Practice apply:

- *Work Health and Safety (National Uniform Legislation) Act 2011* and Regulations (NT)
- Workplace Codes of Practice (NT)
- National Standard for Construction Work (NOHSC:1016(2005))
- National Standard for Occupational Noise (NOHSC: 1007(2000))
- *Dangerous Goods Act 1998 (NT)*
- Dangerous Goods Regulations 1985 (NT)
- *Electricity Reform Act 2000 (NT)*
- Electricity Reform (Safety and Technical) Regulation 2000 (NT)

In addition NTAPL operates its airports under the additional legislation which applies at Commonwealth leased airports. This includes:

- *Airports Act 1996 (Cth)*
- Airports Regulations 1997 (Cth)
- Control of (On Airport) Activities Regulations 1996 (Cth)
- Airports (Environment Protection) Regulations 1997 (Cth)
- *Civil Aviation Act 1998 (Cth)*
- Civil Aviation Safety Regulations 1998 (Cth)
- *Aviation Transport Security Act 2004 (Cth)*
- Aviation Transport Security Regulations 2005 (Cth)

NTAPL Policies apply to works and include:

- NTAPL Works Environment Management Policy
- NTAPL Job Safety Analysis

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- NTAPL Risk Assessment Handbook
- NTAPL Health and Safety Policy
- NTAPL Accident, Incident, Near Miss Reporting
- NTAPL Spill Response
- NTAPL Drug and Alcohol Management Plan

Should any legislation, Act, Regulation, or NTAPL Policies be amended, the most recent amendment shall apply

4.0 RESPONSIBILITIES

4.1 Contractors

It is the contractor's responsibility to conform to Commonwealth and Territory Laws as a minimum, however, NTAPL may insist on additional safe practices that affect (or may affect) its employees, the general public, its 'property' and NTAPL operations.

The NTAPL Project Manager will ensure that the contractor is fully acquainted with all relevant health and safety policies, procedures, these Site Rules and Contractor Controls, and standard work procedures pertaining to the work to be performed.

Where the contractor supplies equipment, machinery, vehicles or tools in the course of performing the work, it is the responsibility of the contractor to ensure that all such equipment complies fully with all relevant statutory requirements, Advisory Standards and Australian Standards. The contractor must also maintain all such equipment to the appropriate standard for the duration of the contract period, and may be required by the NTAPL Project Manager to provide service records of equipment.

The contractor and his/her employees shall obey all reasonable workplace safety, environmental and operational directions given by the responsible NTAPL Project Manager. The contractor and his or her employee(s) shall perform all works for which he/she is engaged in such a manner to ensure that no hazard or risk of injury or damage exists to NTAPL employees, visitors or members of the public.

4.2 NTAPL Project Managers

NTAPL Project Managers are responsible for ensuring that the contractors appointed to carry out works in their area of responsibility are appropriately qualified and experienced.

NTAPL Project Managers are responsible for ensuring that contractors, whether engaged to carry out agreed maintenance works, or on a contractual basis, are aware of and comply with the requirements of NTAPL's Safety Management System, and that appropriate penalties will be imposed on those contractors who fail to meet those requirements.

The NTAPL Project Manager's workplace health and safety responsibilities encompass (but may not be limited to) ensuring that no employee or asset of NTAPL is placed at risk by a contractor's actions or inaction and that NTAPL's Safety Management System is not compromised by the actions or inactions of a contractor.

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4.3 NTAPL Health and Safety Advisor, and NTAPL Environment Manager

The NTAPL Health and Safety Advisor and the NTAPL Environment Manager may provide limited assistance to contractors in relation to the provision of advice on matters pertaining to the NTAPL Safety Management System and Environment Management System.

They may also conduct inspections of the contractors works, from both a workplace safety and an environmental perspective (unless specifically excluded in the contract specification).

The NTAPL Health and Safety Advisor is empowered to give directions relating to safety to any contractor, employee or member of the public as considered necessary to maintain safety on site. Failure to obey such directions constitutes an offence under the *Workplace Health and Safety (National Uniform Legislation) Act 2011* (NT).

5.0 NTAPL SPECIAL CONDITIONS

5.1 Contractors Inductions and Cards

Airports operate within a highly regulated environment and special conditions apply to contractors which may not apply at other sites. Contractors should ensure that they read and understand these Site Rules for Contractors before engaging in work at the airport.

NTAPL operates its airports to the highest possible standards and expects its contractors to understand and operate within the applicable requirements that apply. If a contractor is in doubt as to what special conditions apply to the works they intend to undertake they should contact their relevant NTAPL Project Manager to obtain further information.

All contractors (including subcontractors) and their employees and agents **must** undergo a Contractor Induction prior to commencing any work for NTAPL on airport. Upon successful completion of the Contractor Induction the contractor will be issued with a Contractor Card which must be displayed at all times during the works. Contractor Inductions are undertaken in the Airport Management Centre (see Section 5.5.1). Contact the NTAPL Project Manager to arrange a Contractor Induction.

5.2 Aviation Security Requirements

NTAPL airports operate under a Commonwealth government approved Transport Security Program (TSP) which is a "Security In Confidence" document. This Program provides specific advice on identification requirements for contractors, and access control arrangements at the airport. The TSP provisions include:

5.2.1 Aviation Security Identification Cards and Visitor Passes

To work in Secure Areas of the airport you will need to obtain an Aviation Security Identification Card (ASIC), or alternatively, obtain a Visitor Identification Card (VIC) and be accompanied by an ASIC holder. It is expected that the contractor's regular employees who work in a Secure Area of the airport will obtain an ASIC. VIC passes should be viewed as an exception rather than the rule for working in Secure Areas.

5.2.2 Public Areas

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If your work is in a public area of the airport (excluding the Sterile Area) then you will not require an ASIC or a VIC.

5.2.3 Secure Areas -Sterile Areas

Parts of the Terminal Building are called Sterile Areas. To enter this area a contractor will need to undergo the security screening process the same as a member of the public entering the Sterile Area.

Additionally a contractor's "tools of trade" will need to be inspected and recorded at the entrance to the Sterile Area, and inspected and signed off upon exiting the sterile area. There may be limitations on the type and quantity of contractor "tools of trade" that can be taken into the Sterile Area.

Contractors who are engaged to work in the Sterile Area will also need to either hold an ASIC, or alternatively be escorted by an ASIC holder and obtain a VIC.

5.2.4 Secure Areas - Airside Security Zones

Those areas of the airport within the security fence line of the airport, and those areas of the Terminal building that are not available to the public are called the Airside Security Zone. Contractors who are engaged to work in the Airside Security Zone will also need to either hold an ASIC, or alternatively be escorted by an ASIC holder and obtain a VIC.

5.2.5 How to obtain an ASIC or VIC

ASIC application forms are available from the Airport Management Centre – note that ASIC applications can take on average 4-6 weeks from the application date, and cost around \$220 each.

VIC can be obtained by contacting the Airport Management Centre during its opening hours (ASA hours 8am to 5pm Monday to Friday) or the Safety Officer. See ATTACHMENT A for Airport Contacts.

Where a contractor conducting regular work in a secure area has not obtained an ASIC and requires an escort from an NTAPL employee to meet security obligations, NTAPL may charge a fee for such a service.

5.2.7 Security Inductions

Contractors who require access to secure areas will need to sit the NTAPL Safety and Security Induction. Safety and Security Inductions are undertaken at the Airport Management Centre. Contact the NTAPL Project Manager to arrange a Safety and Security Induction.

5.3 Role of the Airport Environment Officer

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Under Commonwealth legislation an Airport Environment Officer (AEO) is appointed to monitor activities on NTAPL airports. The AEO has powers under the Airports (Environment Protection) Regulations 1997 (Cth) to monitor and take steps in relation to an act by an NTAPL contractor which may cause environmental harm. The AEO can impose financial penalties and enforce directions.

5.4 Role of the Airport Building Controller

Under Commonwealth legislation an Airport Building Controller (ABC) is appointed to approve and monitor building works on NTAPL airports. The ABC will ensure that building works are correctly carried out and has the authority to give directions on those activities.

5.5 Working in the Airport Terminal

5.5.1 Management Centre

The Management Centre is located in the Terminal building next to the baggage claim. The Management Centre is open from 8.30am to 5.00pm Monday to Friday. Outside of these hours a wall phone is located at the Management Centre entrance which can be used to contact the NTAPL Airport Safety Officer, who may be able to assist with enquiries (ASA only).

5.5.2 Hours of Operation/ Hours of Work

The ASA Terminal is open from 7.20am to 6.00pm (subject to change) , however the majority of works (unless arranged with the NTAPL Project Manager) shall be carried out in the period 7am to 5pm, Monday to Friday, subject to work times being approved by and access being arranged with the NTAPL Project Manager.

5.5.3 Noise/Dust/Fumes

Work carried out in the Terminal may require additional controls for noise, dust and fumes. Contractors need to be mindful of carrying out their works to cause minimal disruption at all times. Prior planning of the works with the NTAPL Project Manager will minimize disruptions.

5.5.3 Acceptable Standards

The Terminal building is the public face of NTAPL. Contractors must ensure that high standards of employee behavior and presentation are maintained at all times.

5.6 Animals on Airport

Contractors are not permitted to bring animals (other than assistance animals) to the Airport.

5.7 Method Of Working Plan

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In cases where works involve interruptions or changes to aircraft activities, a Method of Working Plan (MOWP) may need to be developed to plan works to minimize interruptions to aircraft activities. Usually these types of works are specialist works that require extensive pre-planning and contractual arrangements. The NTAPL Project Manager will advise if an MOWP is required.

5.8 High Noise Areas

The main aircraft apron and general aviation aprons are declared high occupational noise areas, and when aircraft activity is taking place personal protective equipment is required to reduce levels to appropriate exposures. It is recommended that the contractor's employees wear Class 5 protection in high noise areas.

5.9 Drug and Alcohol Management Plan

NTAPL has a strict policy on the use of alcohol and other drugs in the workplace. NTAPL's Drug and Alcohol Management Plan (DAMP) is required to meet the requirements of the Civil Aviation Safety Regulations 1998 (Cth) (CASR).

The Plan includes:

- Contractors shall not take alcoholic drinks or prohibited drugs onto NTAPL property.
- Any of the contractor's employees found under the influence of or in possession of alcohol or drugs on the site will be removed from the site and may be refused future access.
- Certain parts of the airport (effectively the entire Airside Security Zone) are declared as a safety sensitive area under the CASR and the DAMP applies.
- Contractors who work in safety sensitive areas may need to undergo drug and alcohol testing in accordance with the CASR and the DAMP and be briefed on the requirements of the DAMP.
- Contractors working in safety sensitive areas may be subject to random testing by Civil Aviation Safety Authority testers. Undergoing this testing is **compulsory**.

Further detail on the DAMP and its requirements can be obtained from the DAMP Coordinator. See ATTACHMENT A for Airport Contacts.

5.10 Airport Emergency Plan

In the event of the activation of the NTAPL Airport Emergency Plan, the contractor may be requested to cease work and to vacate their work site by the NTAPL Project Manager. Contractors will be allowed to return to site as soon as possible after the "All Clear" is given by the NTAPL Project Manager.

6.0 INSURANCES

The contractor shall produce written verification to the satisfaction of the NTAPL Project Manager of the following particulars, where appropriate, before being allowed to enter NTAPL property to undertake work under the contract:

- Current Work Cover certificate for all employees of the contractor.
- Unless otherwise specified, proof of Public & Products Liability Insurance, of a minimum of \$20,000,000 for each occurrence (there are NO exclusions in the case of working airside).
- Where required by a Contract, Contractors All Risk Insurance.
- Any other insurance as may be specified in a Contract.

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For vehicles and construction plant, owned, leased or hired by contractors that will be used in the performance of the works:

- A current Certificate of Registration
- Compulsory Third Party Insurance
- Evidence of Comprehensive and/or Property Damage Insurance
- Any relevant certificates as required by NT Work Safe.

7.0 WORKS SAFETY

7.1 General Safety Requirements for Carrying out Works

NTAPL is committed to workplace safety. Contractors must ensure the highest standards of safety when carrying out their works. Contractors whose safety arrangements do not meet or exceed the requirements of Territory legislative requirements will have their works stopped pending resolution of the safety issues.

- The contractor shall comply with all relevant Commonwealth, Territory and local laws, rules and regulations and any direction given by a competent authority arising from such laws, rules and regulations.
- The contractor shall apply for and pay any fees for any permits required and shall only engage qualified staff in any restricted occupation.
- The contractor and his agents and employees shall ensure that all work is performed in such a manner that no hazard or risk of injury or damage exists to the public, NTAPL's employees, agents and other engaged contractors or property.
- Contractors shall obey any reasonable safety direction of the NTAPL Project Manager, and the NTAPL Health and Safety Advisor, and shall, where applicable, comply with all of NTAPL's safety rules and policies.
- Contractor's staff entering any airport operational area shall obey all of NTAPL's safety rules for that area and any direction given by NTAPL staff.
- The Contractor shall ensure that no interruption occurs to NTAPL's operations without first obtaining the written permission of the NTAPL Project Manager.
- The behavior and safety of the contractor's employees remains the responsibility of the contractor. This cannot be passed on to a third party.
- The exercise of the relevant duty of care is expected of each contractor as a minimum requirement. Contractors therefore need to ensure that they have access, at their own costs, to a copy of relevant Acts, Regulations and all relevant Codes of Practice.
- Contractors shall ensure that their employees are correctly inducted into the workplace and are familiar with these Site Rules for Contractors.

7.1.1 Welfare and First Aid

Responsibility for providing first aid and welfare facilities rests primarily on the contractor.

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7.1.2 Fencing of the Site

Wherever practical the contractor shall safely and securely fence the works area and limit access to the worksite to the public. Only authorized NTAPL staff and persons authorized by the contractor are to be permitted onto the site.

7.1.3 Protective Clothing and Equipment

Where any protective clothing or equipment is required to ensure the safety of employees on site, the provision of such equipment and training in the use thereof remains the responsibility of the contractor.

7.2 Safe Work Method Statements and Job Safety Analyses

It is the contractor's responsibility to provide appropriate Safe Work Method Statements and Job Safety Analyses for their works in accordance with Northern Territory legislative requirements. Documentation must be maintained at the work site, kept current, and be available for inspection by the NTAPL Project Manager.

In some cases a contractor may be required to submit a Construction Safety Plan as part of the preliminaries for their works.

7.3 Site Specific Inductions

The NTAPL Project Manager is responsible for providing a Site Specific Induction to the contractor. This Site Specific Induction is intended to confirm the location of the works, to ensure that the contractor is aware of the requirements of the work, and to ensure that the appropriate arrangements are in place to allow commencement of the works.

As part of the induction process, contractors will be given a tour of the site by the NTAPL Project Manager and prohibited areas will be pointed out at that time. No contractor, nor their employees, may enter an area for which they are not authorised.

No contractor or his employees will be permitted on site unless correctly inducted. Varying conditions prevent a listing of all safety factors, which should be included in the induction process however, as a guide, the NTAPL Project Manager and the contractor should cover those main fields of danger likely to be encountered, including:-

- Safe Work Method Statement and Job Safety Analysis review
- Safe operating methods for plant and equipment
- Special safety systems, such as the use of danger and lockout tags.
- MSDS for all materials such as flammable liquids, corrosive substances etc
- Underground, hidden or overhead services
- Ear and eye protection areas and necessary personal protective equipment.
- Hazards to or from others working above, below or close by.
- Caution about mobile equipment, including apron equipment and aerobridges, and other site machinery.
- Fire precautions and emergency evacuation procedures.
- Requirements for earthworks (no Mexican Poppy, only approved sands/soils to be transported on site)

7.4 The Need for a Special Driving Licence

Where the contractor is required to operate vehicles or machinery within the Airside Security Zone, the contractor may be required to gain licences and permits to operate that equipment. The NTAPL Project Manager will provide advice on the need for the licences and permits. The details of how to obtain an Authority to Drive Airside, and an Authority for Use Airside are available from the Airport Management Centre. See ATTACHMENT A for Airport Contacts.

8.0 INCIDENT REPORTING (NTAPL SAFETY MANAGEMENT SYSTEM)

NTAPL aims to promote the timely reporting and investigation of all accidents, incidents and near misses, and hazards to ensure legislative compliance. Contractors must:

- Report all accidents, incidents, near misses and hazards to their immediate supervisor/manager and the NTAPL Project Manager. The relevant forms will be issued in order to collate details.

Copies of these forms can be obtained from the NTAPL Project Manager. Completed forms are to be submitted to the NTAPL Project Manager.

9.0 ENVIRONMENTAL MANAGEMENT

Contractors whose work involves potentially damaging environmental harm must have plans in place to cover the prevention, clean up and good environmental practices with regard to spills. In some cases a contractor may be required to submit a Construction Environment Management Plan as part of the preliminaries for their works.

Contractors must clean up any spillage of oil, chemical or other substance which may cause environmental harm as soon as practicable and ensure that such substances are returned to their proper storage facilities. Under no circumstances should chemicals, oils, or other substances be allowed to pollute water courses, sewers and drains, and in the event of accidental occurrence, the matter must be reported immediately to the NTAPL Project Manager.

The contractor is to:

- Clean up spills immediately to prevent environmental harm
- report any spills to the NTAPL Project Manager immediately
- liquid spills must be cleaned up with the appropriate dry materials, such as purpose designed soak up pads, booms, or with other absorbent materials such as rags. Under no circumstances are spills to be hosed away
- materials used for spill cleanup must be disposed of with an approved licensed facility

A copy of the NTAPL Spill Report form can be obtained from the NTAPL Project Manager.

Further advice is contained in the NTAPL Accident, Incident, and Near Miss Reporting Policy. Contact the NTAPL Project Manager for a copy of the Policy.

10.0 SPECIAL PERMITS

10.1 Permit to Commence Work

Prior to commencing any work on site contractors must first obtain a Permit to Commence Work from the NTAPL Project Manager.

10.2 Hot Works and Fire Isolation Permit

Hot works include works that involve cutting of metals, grinding, welding, or any other work that may have cause to start a fire. Hot works are not permitted without first obtaining a Hot Works and Fire Isolation Permit from the NTAPL Project Manager.

The contractor shall provide at least 24 hours prior notice of the requirement to isolate Fire Alarm Systems.

The NTAPL Project Manager may require that isolation of the Fire Alarm System be undertaken by NTAPL's specialist, and any cost involved will be an expense to the contractor.

Prior to undertaking any work in buildings which may produce smoke, fumes, dust or heat, the contractor shall ensure that the smoke detection system and fire alarm systems are isolated by arrangement with the NTAPL Project Manager. A Hot Works and Fire Isolation Permit must be obtained from the NTAPL Project Manager prior to isolating these systems.

Fire Alarm Systems must be reactivated immediately on completion of the work.

A Hot Works and Fire Isolation Permit can be obtained from the NTAPL Project Manager.

10.3 Trenching Permit

Prior to any trenching or excavating (including post holes) being carried out on site a Trenching Permit must be obtained from the NTAPL Project Manager. The contractor is responsible for ensuring that all services have been identified and positively proved to the satisfaction of the NTAPL Project Manager to allow safe commencement of the works. All trenches and excavations must be carried out in accordance with the conditions highlighted on the NTAPL Trenching Permit.

10.4 Low Voltage Live Works Procedure

In the event that Low Voltage live works are required to be carried out, the NTAPL Low Voltage Live Works Procedure must be completed and forwarded to the NTAPL Project Manager. The application must include a detailed risk assessment of the works, and provide options for an alternate methodology. Live electrical work can only be approved by the NTAPL Asset Manager or NTAPL Infrastructure Development Manager. See ATTACHMENT A for Airport Contacts.

10.5 Low Voltage Electrical Access/Isolation Permit

An LV Electrical Access /Isolation Permit is required prior to any electrical works involving isolation of electrical facilities. A Low Voltage Electrical Access/ Isolation Permit can be obtained from the NTAPL Asset Manager or NTAPL Infrastructure Development Manager. See ATTACHMENT A for Airport Contacts.

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10.6 Modification Request Form

Various systems in NTAPL Terminal Buildings are essential for life safety and for the integrity of system performance. The following systems listed below will require a NTAPL Modification Request form:

- Air-conditioning Plant
- Sprinkler System
- Fire Alarm System
- Modifications and Penetrations through walls
- Any electrical power connection

A Modification Request form must be approved by the NTAPL Asset Manager or NTAPL Infrastructure Development Manager. See ATTACHMENT A for Airport Contacts.

10.7 How to Obtain a Permit

To obtain and get approval of any of the above airport Permits contact the NTAPL Project Manager.

11.0 AS CONSTRUCTED DRAWINGS

Where works involve changes to infrastructure the contractor will generally be required to properly survey the works and supply as constructed drawings. These may be in the form of a paper copy of a plan marked up in red with changes, or where directed by the NTAPL Project Manager, the contractor will be required to provide properly prepared plans in NTAPL's preferred format of Autocad 2011. Failure to provide plans may result in non-payment of contractor invoices for services.

The NTAPL Project Manager can supply contacts of surveyors who are familiar with NTAPL permanent survey marks, and the airport operating environment.

12.0 HOUSEKEEPING/STORAGE OF MATERIAL AND EQUIPMENT

Housekeeping within the terminal building and airside areas is of prime importance. The contractor shall leave the site tidy and organized at the end of each work period.

13.0 AIRPORT CONTACTS

A list of Contacts for contractors working on the airport is attached as ATTACHMENT A.

ATTACHMENT A
AIRPORT CONTACTS

Contact	Telephone	Mobile
ASA Airport Management Centre	08 8951 1211	
TCA Airport Management Centre	08 8962 2894	
Airport Safety Officer ASA		0402 088 154
Airport Safety Officer TCA		0402 088 160
ASA and TCA Operations Manager	08 8951 1201	0402 008 151
ASA and TCA Facilities Manager Manager	08 8951 1235	0417 833 411
NTAPL Health and Safety Advisor	08 8920 1969	0402 782 375
NTAPL Environment Manager	08 8920 1820	0428 879 892
DAMP Coordinator	08 8920 1805	

Project Manager - For the purposes of this document, Project Manager means the NTAPL Manager who is in charge of the project. It will likely be The Facilities or Operations Manager in the case of ASA, and the Airport Safety Officer in the case of TCA, however it may also apply other NTAPL staff as appropriate.

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