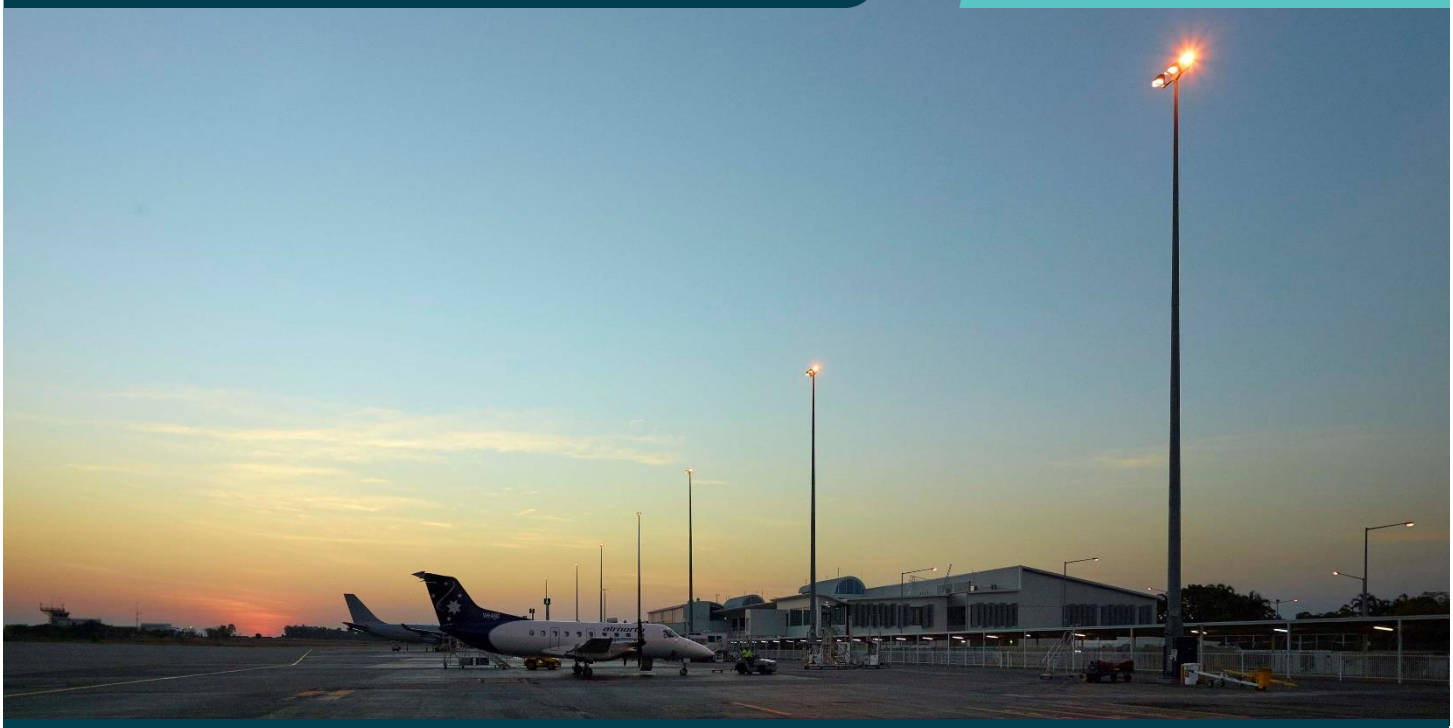

Working on Airport – Site Rules

9 DECEMBER 2021

Airport
Development Group

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Introduction

The purpose of these Working on Airport – Site Rules is to ensure that all airport users including staff, tenants, contractors, visitors and members of the public are kept safe from the inherent hazards and risks that are ever-present in an airport environment.

To help achieve this outcome all staff, tenants and contractors that will be working on ADG (Airport Development Group) sites will need to complete the Working on Airport induction. This induction familiarises workers with the following issues that are relevant when working on ADG property:

- Equal Employment Opportunities
- Work Health Safety & Environment
- Drug and Alcohol Management Plans (DAMP)
- Aviation security & Airside operations
- Contractor Safety
- Permits &
- Biosecurity

Even though some workers may not have direct involvement in all these issues it is important that all personnel are familiar with these requirements so as they can comply, identify, report or ensure others are complying.

If you see anything that is not compliant with these requirements, please report to the Airport Development Group - Health & Safety Manager via email on:

safety@adgnt.com.au.

Definitions

ADG Authorised Person

An ADG Authorised Person is a person who has the authority to issue permits and approve or supervise works. An ADG Authorised Person may be one of the following:

- Project Managers
- Health & Safety Manager
- Environment & Sustainability Manager
- Maintenance Coordinators
- Technical Services Officers
- Facilities Manager
- Engineer
- Any other person nominated by ADG to act as an authorised person or approved delegate in charge of a work site.

You must obey all reasonable workplace safety, environmental and operational directions given by an ADG Authorised Person.

ADG Authorised Electrical Person

An ADG Authorised Electrical Person is a worker who has electrical qualifications and experience, and has been delegated responsibility to approve electrical work and electrical permits as required.

Contractor

ADG considers someone a contractor where the individual or entity is independent of ADG and provides services to ADG and/or their tenants. Sub-contractors also fall under this definition.

A contractor is NOT a worker permanently based on Airport. For example, an employee of a cafe in the Terminal, or an Airline employee are not regarded as a contractor.

Not all people who work at ADG are contractors, however, it is important to be aware of contractor responsibilities as you may need to engage a contractor whilst working with ADG.

Safety is our Number One Priority - if you see anything unsafe, report it!

EEO, Discrimination & Victimisation Policy

ADG has implemented an EEO Policy see link below:

Equal Employment Opportunity (EEO), Discrimination and Victimisation Policy.

You will need to download this policy and ensure that you meet the intent of this policy before working on ADG workplaces.

Housekeeping

When working on any ADG facility there will be general housekeeping rules that will need to be complied with in relation to emergency situations & these are outlined in this section.

Aerodrome Emergency Plan

The Aerodrome Emergency Plan (AEP) covers emergencies such as:

- Fire
- Crash on airport
- Spillage of hazardous substances
- Security incidents

If the AEP is activated, you may be requested to cease work and to vacate the work site

You will be allowed to return to site when the "All Clear" is given by an ADG Authorised person.

Aerodrome Cyclone Plan (Darwin)

Darwin International Airport is in a declared cyclone area.

All unfinished work, equipment, tools and materials must be protected, stored or secured to ensure that strong winds will not endanger persons or property during the cyclone season.

Emergency Assembly Areas

There are both airside and landside emergency assembly areas. In the event of an emergency, you will be directed to the appropriate assembly area. Please familiarise yourself with the site you are working at.

Emergency Assembly Point

The Emergency Assembly Point at Darwin International Airport

Shower & Eyewash Facility

Emergency shower and eyewash facilities are located on the main apron. This is an emergency facility and is not to be used for other purposes. Penalties may apply for inappropriate use.

First Aid

For minor first aid assistance you are to provide your own first aid facilities. However, for more serious injuries please contact:

- **Darwin** - Airport Duty Manager (ADM) - contactable 24hrs
  0401 005 977
- **Alice Springs** - Aerodrome Reporting Officer (ARO)
  0402 088 154
- **Tennant Creek** - Aerodrome Reporting Officer (ARO)
  0402 088 160

Fire

In the event of a fire contact the Aviation Rescue Fire Fighting (ARFF) immediately on:

Darwin: 8920 4899

Alice Springs: 8958 4799

Terminal Fire Alarm

The terminal building has a fire alarm system. In the event of a fire in the terminal:

- An audible warning to evacuate will be given by the fire alarm
- The Terminal Evacuation Management Plan will be activated
- Please follow the directions of the Chief Fire Warden and trained Fire Wardens

Emergency Assembly Areas

- There are both airside and landside emergency assembly areas.
- In the event of an emergency, you will be directed to the appropriate assembly area. Please familiarise yourself with the locations at the site you are working at.

Aerodrome Emergency Plan

The Aerodrome Emergency Plan (AEP) covers emergencies such as:

- Fire
- Crash on airport
- Spillage of a hazardous substance
- Security incidents

If the AEP is activated, you may be requested to cease work and to vacate the work site.

You will be allowed to return to site when the ‘All Clear’ is given by an ADG Authorised Person.

Environment

If your work involves potential damage to the environment, you are required to have an Environmental Management Plan to cover the prevention, management and clean-up of damage, along with good environmental practices to suit the level of risk involved.

Please consult the ADG Environment & Sustainability Manager.

If you have any concerns relating to spills refer to DIA Spill Procedures whilst these refer specifically to DIA the general principles can be applied to all ADG spills

Baggage Trolley Use

Baggage Trolleys are provided for passengers to carry their baggage only and are **not** to be used for the delivery of goods by Airport Workers or contractors. Inappropriate use of baggage trolleys can create a hazard for airport users and is strictly forbidden.

When carrying goods on ADG sites appropriate work trolleys must be used that have wheels that will not damage the tiles and have sides to contain the load (refer photo below).

Appropriate delivery trolleys must contain the load and have soft wheels that do not mark or damage tiles.

Work Health & Safety Guidelines

The following WHS guidelines must be considered by all people working on Airport. For contractors the following must be addressed in all task-based risk assessments prior to working on Airport land.

Work Health & Safety (WHS)

Remember all works are to be performed in a way that ensures that no hazard, nor risk of injury or damage exists to:

- Members of the public
- ADG employees
- Tenants
- (other) Contractors
- Visitors

Drugs & Alcohol

The consumption/use of drugs and/or alcohol can lead to poor judgment, reduced alertness to potential dangers and a false sense of confidence in hazardous environments.

All personnel working on airport must comply with the ADG Drug & Alcohol Management Plan (DAMP) which may include:

- Submitting to a pre-employment drug and alcohol test
- Presenting fit for work – with zero drugs or alcohol in your body
- Submitting to CASA random tests as required
- Submitting to testing after an accident
- Submitting to testing by the DAMP Supervisor if they suspect you are under the influence of drugs or alcohol

More information is contained within the Drugs and Alcohol Management Plan (DAMP) section of this induction.

Smoking

ADG encourages healthy living and as such is a SMOKE-FREE environment.

There are designated public smoking areas away from the Terminal and Airside precinct.

Smoking is banned in all other Terminal and Airside Precinct areas and penalties apply for non-compliance.

Outdoor Smoking Area Sign

Designated Smoking Area at Darwin International Airport

Acceptable Standards & presentation

Our people are the public face of our airports. All people working on airport must ensure that high standards of safety, behaviour and presentation are maintained at all times.

Clean, tidy and well-presented appearance demonstrates commitment to high standards.

Not Acceptable

Acceptable

Airside Works

Due to extreme hazards involved with working near aircraft movement areas, a Works Safety Officer (WSO) may be required to supervise works airside. An ADG Authorised Person will advise you if this is required.

Baggage Makeup Area

The baggage makeup area is located airside and has many hazards including moving machinery, conveyors and is a busy area therefore persons entering this area must adhere to the airside PPE policy and give way to machinery working in the area.

Hazardous Materials

For operators using or storing hazardous chemicals at the Airport, you must have an up-to-date Safety Data Sheet (SDS) stating:

- Correct handling and use
- Correct labelling and storage
- Training and PPE requirements
- How to deal with potential spills

Waste Disposal

Work sites must always be clean, tidy and organised at all times.

Unsecured equipment and rubbish may create a hazard; this is especially important airside since high winds can blow unsecured items around, creating a danger to both people and aircraft.

At the completion of works, ensure that your worksite is cleaned, cleared and reinstated for safe operations.

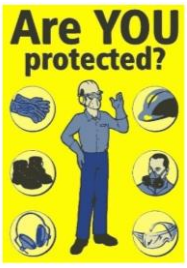
Any operator who produces waste from their work must:

- Provide appropriate bins to contain waste
- Take all reasonable steps to minimise waste
- Have procedures in place to dispose of waste off site at an approved facility

Personal Protective Equipment (PPE)

When working on the airport , both landside and airside, you must conduct a risk assessment to ensure you have sufficient controls in place for your safety and the safety of others (e.g. co-workers, airport workers, tenants, members of the public).

One of the controls you are likely to need is Personal Protective Equipment (PPE). PPE can include:

• High visibility clothing (Hi Viz)	
• Hearing Protection	
• Sturdy footwear	
• Sun protection	
• Gloves	
• Hard Hat	
• Masks	

High Visibility Clothing (Hi Viz)

One of the simplest and most effective ways to stay safe is to be seen.

It does not matter if you are working airside or working landside, ***you must wear Hi Viz clothing at all times when working on airport.*** Airport tenants that are undertaking their normal tenancy work activities that do not create a hazard for members of the public or other staff are exempt from this requirement.

Minimum Airside PPE

When working airside all contractors and staff must wear a Hi Viz vest **plus** the additional PPE requirements as stated in the Airside PPE Policy on the DIA website. The policy states that workers must, at a minimum, wear:

- Hi Viz
- Sturdy, covered footwear
- Hearing protection

- Other PPE as required by risk assessment

High Noise Areas

Class 5 hearing protection must be worn:

- During construction work where high noise is conducted
- In high noise areas (the main aircraft apron and general aviation aprons)

Class 5 Hearing Protection

A contractor wearing appropriate hearing protection

Wet Soil Exposure (melioidosis)

Top End workers are at risk of contracting **melioidosis** when they are exposed to wet soils.

Melioidosis is a disease caused by bacteria known as Burkholderia pseudomallei. The bacteria live below the soil's surface during the dry season, but after a heavy rainfall are found in surface water and mud, and may become airborne. The bacterial infection can be fatal. Melioidosis requires urgent medical attention and treatment (see NTA Safety Bulletin 2019 04 'Melioidosis Warning' for more information).

Chance of exposure to the bacteria is high when contractors are conducting hydro excavation works and other similar activities. When conducting hydro excavation works or other similar activities at DIA, contractors must, at a minimum:

- Wear waterproof shoes or boots
- Wear gloves and safety glasses/goggles
- Wear long-sleeved high-visibility shirts and trousers
- Wear a suitable P2 dust mask or better (when working in the spray zone)
- Promptly and thoroughly wash clean and cover any wounds.
- Use a pump to control water ingress when working in excavations
- Ensure Safe Work Method Statements (SWMS) are updated to reflect these requirements and are enforced

See the photo for a good example of correct PPE when conducting hydro excavation works and other similar activities.

Plant & Equipment

To operate any equipment, you must be qualified, competent and appropriately licensed.

Powered Plant operation is high risk construction work and must be included in a Safe Work Method Statement (SWMS).

Condition of Equipment

It is the equipment user's responsibility to ensure that all equipment, machinery, vehicles or tools are safe, well maintained and comply with all relevant statutory requirements, advisory standards and Australian standards.

This will include maintenance, serviceability, inspection, registration (where required) and operator competence.

If equipment fails to meet standards it will be removed from the site.

Fencing/Barriers

All public work sites must be safely and securely fenced or barricaded to prevent access to the area by the public.

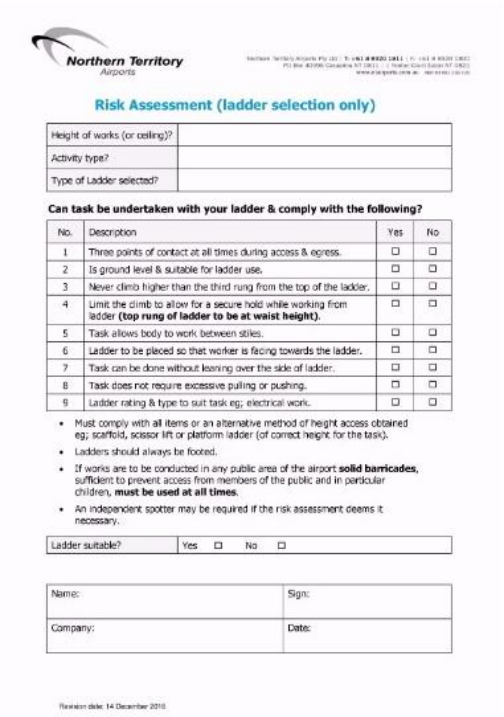
Depending on the location a spotter may be required, and this must be identified in your task based risk assessment.

Ladder Safety

Prior to ladder use, you must conduct a Risk Assessment using the Ladder Selection Checklist to determine the appropriate ladder selection for the task.

The ***Ladder Selection Checklist*** can be found on the Darwin Airport website under Working on Airport > Safety > Ladder Safety.
In this risk assessment you must consider factors such as:

- The height of the ladder,
- The task being performed,
- Plan ahead to ensure you have the right ladder for the job before you start work,
- Please note that if works are to be conducted in any public area of the airport then ***solid barricades***, sufficient to prevent access from members of the public and in particular children, ***must be used at all times***.



Northern Territory Airports

Risk Assessment (ladder selection only)

Height of works (or ceiling)?	
Activity type?	
Type of Ladder selected?	

Can task be undertaken with your ladder & comply with the following?

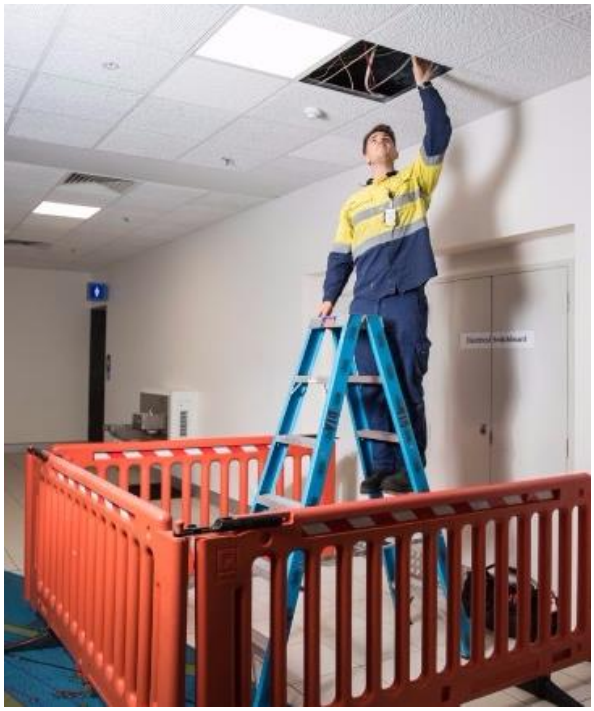
No.	Description	Yes	No
1	Three points of contact at all times during access & egress.	☐	☐
2	Is ground level & suitable for ladder use.	☐	☐
3	Never climb higher than the third rung from the top of the ladder.	☐	☐
4	Limit the climb to allow for a secure hold while working from ladder **(top rung of ladder to be at waist height).**	☐	☐
5	Task allows body to work between stiles.	☐	☐
6	Ladder to be placed so that worker is facing towards the ladder.	☐	☐
7	Task can be done without leaning over the side of ladder.	☐	☐
8	Task does not require excessive pulling or pushing.	☐	☐
9	Ladder rating & type to suit task eg; electrical work.	☐	☐

- Must comply with all items or an alternative method of height access obtained eg; scaffold, scissor lift or platform ladder (of correct height for the task).
- Ladders should always be footed.
- If works are to be conducted in any public area of the airport **solid barricades**, sufficient to prevent access from members of the public and in particular children, **must be used at all times**.
- An independent spotter may be required if the risk assessment deems it necessary.

Ladder suitable?	Yes ☐	No ☐	

Name:	Sign:
Company:	Date:

Revision date: 14 December 2016



Manual Handling

Remember these simple rules when lifting:

- Store goods below shoulder height
- Don't twist your body, move your feet
- Use mechanical means if required
- Carry loads with a straight back
- Bend your knees to lift to prevent back injury
- Don't jump from heights
- Choose a comfortable working position
- If in doubt, don't lift!

Noise/Dust/Fumes

Paint fumes or dust particles from sanding have the potential to activate the Terminal fire alarm system.

Noise, dust and fumes must be controlled to ensure minimal disruption to airport operations, airport staff, contractors and members of the public.

Controls must be identified in your task-based risk assessment

Painting & Sanding

Use vacuum assisted sanding where possible.

Notify your ADG Authorised Person to arrange necessary isolations or checks of the terminal fire system in the area of works prior to commencing works.

Pinch Points

Care must be taken in and around equipment (e.g. the baggage conveyor) to prevent your hands or other part of your body getting caught or jammed.

Overhead Power Lines

Overhead power lines present significant hazards to plant and equipment operators.

Working near electricity is high risk construction work and must be included in a Safe Work Method Statement (SWMS).

Portable Electrical Equipment

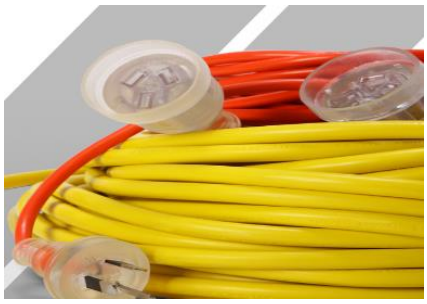
All portable electrical equipment must be:

- Tested and tagged to AS/NZ S3760
- Protected by an RCD (Residual Current Device)
- Visually inspected for damage by the user prior to use

Electrical Cables

Electrical cables must:

- Be tested and tagged in accordance with AS/NZS 3760,
- Not cause trip hazards,

- Not be subject to mechanical damage,
- Be kept clear of water, and
- Be regularly inspected for damage.
- 

Equipment Tagging

- Any equipment that is or becomes unserviceable must be tagged out.
- Equipment that is tagged out of service cannot be used.
- Danger tags can only be removed by the person who installed the tag and if the equipment is safe to put back in service.
- For any queries relating to electrical danger tags contact the ADG Authorised Electrical Person.

Incident Reporting

All incidents, accidents, hazards, near misses, fuel spills, property and environment damage, and injuries which occur on the airport site must be reported immediately to your ADG Authorised Person.

You should provide the following details about the incident:

- The date and time of the incident
- The type of incident
- The location of the incident
- The type of equipment failure (if applicable)
- Whether any emergency agencies are required

Safety Reporting – Contractors

All regular ADG contractors must provide Contractor Monthly WHS Report to the ADG Health & Safety Manager through their ADG Authorised Person.

Contractor Monthly WHS Report

Contractors must use this form to report on Work Health & Safety (WHS) matters each month.

Part 1 – Contractor Details

Company Name

Month and Year | No. hours worked at an ADG site this month

Part 2 – WHS Key Performance Indicators (KPIs)

Please complete the table below in relation to ADG works only:

KPI	Monthly Statistics
Number of lost time injuries	
Number of medical treatment injuries	
Number of first aid injuries	
Number of hazards identified	
Number of near misses identified	
Number of property damage events	
Number of safe work method statements (SWMS) or equivalent used over the month	
Number of meetings conducted where WHS was discussed	

Part 3 – WHS Event Information and Corrective Actions

Have there been any WHS events this month? ◯ Yes ◯ No

If yes, how many?

Have you attached any reports (see below)? ◯ Yes ◯ No

Please provide reports on any WHS events that occurred on any ADG site. Reports must include:

- The date, time, and location of the incident
- The name(s) of those involved, including witnesses
- The outcome of the incident (i.e., MTI, no injury, property damage)
- The identified immediate and root causes of the incident and corrective actions

Part 4 – Declaration

Please list below the details of the person completing this report:

Name

Position | Date

Email | Phone Number

Please email this completed form to safety@ntairports.com.au, or click Submit

Contractor Monthly WHS Report | Template Reviewed 2/09/2021 1 of 1

DAMP

The aim of this section is to inform you about NT Airport's Drug & Alcohol Management Plan (DAMP). This section also includes information about testing, potential risks from AOD and support services.

About DAMP

The aim of a DAMP is to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol or other drugs.

The DAMP provides ADG with the framework to identify issues and minimise risks created by Alcohol and Other Drugs (AOD) in the workplace.

It also provides details of NT Airport's values, guidelines, procedures and regulatory requirements.

A copy of the ADG Drug & Alcohol Management Plan can be found on the Darwin International Airport and Alice Springs Airport websites.

Why we need a DAMP

ADG has a DAMP in place to ensure compliance with Civil Aviation Safety Authority (CASA) Regulation Part 99 which came in to effect in 2008. Our DAMP is part of a wider initiative led by CASA with its principal objective to improve safety across the whole of the aviation industry.

ADG needs to be a DAMP organization because we have employees and contractors who perform or are available to perform a Safety Sensitive Aviation Activity (SSAA).

Definition of SSAA

Safety Sensitive Aviation Activities (SSAA) are defined by CASR 99 and include a number of activities. The main SSAA that applies to ADG is:

"Any activity undertaken by a person, other than as a passenger, in an aerodrome testing area."

Definition of Aerodrome Testing Area

The 'aerodrome testing areas' at ADG are:

- All areas airside.
- Areas within any airport building where airside can be accessed.
- Areas within buildings that do not have access airside but are used for the maintenance or manufacture of aeronautical products.

SSAA Personnel

ADG and their contractors who perform SSAA include:

- All Operations personnel
- Aerodrome maintenance and technical personnel
- Project delivery personnel
- Aviation security personnel including security screeners

- Contractors and subcontractors with airside access

DAMP Statement

NT Airport's DAMP states that:

- ADG has a duty of care to provide and maintain a safe working environment for all employees and contractors.
- Personnel affected by Alcohol and Other Drugs (AOD) pose a risk to themselves and other people.
- ADG seek to create an environment of early detection and intervention.
- ADG takes a multi-strategy approach that incorporates education, support, testing and performance management.
- The DAMP is based on safety outcomes and not whether a positive test result is illicit or legal.
- ADG must achieve compliance with CASA Regulations.

Remember, it is safety driven!

Obligations of SSAA Employees and Contractors

NT Airport requires all SSAA employees and Contractors to comply with their obligations under the DAMP. SSAA Employees and Contractors:

- Cannot perform or be available to perform SSAA while under the influence of Alcohol and Other Drugs (AODs)
- Must disclose to ADG any AOD use prior to performing SSAA.
- Are subject to drug & alcohol testing.
- Must be aware of and supportive of the DAMP.
- Inform their Supervisor if they become aware of others using AOD while or prior to performing SSAA.
- Are encouraged to seek help for AOD use through NT Airport's Employee Assistance Program (EAP).
- SSAA employees need to be aware that failure to comply with their obligations under the DAMP may result in:
  Them committing an offence against CASR 99, for which prosecution or infringement action may be taken; and/or
- ADG taking disciplinary action against its employees or contractual action against contractors or sub-contractors.

Obligations of ADG

ADG is legally required to and will comply strictly with its obligations under the DAMP.

Substances that Affect Performance

Substances that may affect performance include:

- Prescription and over the counter drugs (mainly those used for pain relief and those that contain codeine)
- Alcohol

- Cocaine
- Heroin
- Cannabis
- Amphetamines

Risks of AOD in the Workplace

AOD in the workplace can lead to the following risks:

- Reduced alertness to danger causing an increase in accidents and injuries
- A false sense of confidence in a hazardous environment
- Harm to self and colleagues because of:
    - Poor decision making and reduced concentration
    - Poor work performance and increased work load on others
    - Increased fatigue and/or possible dehydration

Substance Effects

Substances may have the following effects on performance:

- Slowed processing of information and slowed speed of perception
- Longer reaction time, including slower responses to hazards
- Reduced coordination and ability to follow movement
- Impaired decision-making ability during both simple and complex tasks
- Difficulties with concentration and attention
- Increased risk taking

It's important to note that potential effects will vary according to each individual and there may be immediate and potential carry-over effects. The number and variety of prescription medications makes it a challenge to provide firm time frames on how long their effects will last. However, effects may last from 72 hours up to weeks before they wear off completely.

Keep in mind that it's not just about testing positive.

Performance can be affected in a number of ways. For example:

- You may have zero Breath Alcohol Content (BAC), but still feel hungover, tired and unwell.
- The pain or discomfort you feel from an underlying condition may impair your performance just as much as the medication.

How the body processes alcohol

Alcohol consumption, even at low levels, increases the risk of an aviation incident occurring. Because performance on a number of tasks is affected as BAC rises above zero, it helps to know how long the body takes to process alcohol.

Average times to return BAC to zero:

- Female consumes 8 drinks in 2 hours – 16 hours to return BAC to zero
- Female consumes 4 drinks in 1 hour – 8 hours to return BAC to zero

- Male consumes 8 drinks in 2 hours – 10 hours to return BAC to zero
- Male consumes 4 drinks in 1 hour – 4 hours to return BAC to zero

Remember that everyone is different. The numbers quoted here are from studies that have looked at average numbers across large numbers of people. If you believe you have consumed an amount of alcohol that could potentially affect your performance, you should not undertake SSAA work duties. It's just not worth the risk!
For your reference, standard drink sizes are shown below:

For more information about alcohol and standard drink sizes, visit the CASA AOD website.

Therapeutic Medications

If you are taking therapeutic medications like Mersyndol and Panadeine Forte (e.g. after surgery) you should not return to work while still on these medications.

Discuss options with your manager and ADG HR staff, as you may be permitted to return to work to do non-SSAA duties.

Purpose of Testing

The purpose of alcohol and drug testing is to:

- Create an environment of early detection and intervention.
- Act as a deterrent.
- Identify people who have consumed substances that may affect their ability to work safely.

Testable Substances

Substances that SSAA employees and Contractors can be tested for under Part 99 are:

- Alcohol
- Amphetamines (speed, ice, ecstasy)
- Cannabis
- Cocaine
- Opioids (heroin, morphine, codeine)

ADG Testing

ADG testing for AOD occurs:

- As part of a pre-employment medical when commencing in a role performing SSAA.
- When a DAMP Supervisor believes that a person is under the influence of AOD.
- Post-accident or serious incident where either property or personal injury has occurred or there has been a serious near miss.
- On return to work from a positive earlier result, immediately prior to returning to SSAA.

CASA Testing

As a SSAA individual you are subject to CASA drug and alcohol testing. CASA testing is:

- At random
- For anyone performing a SSAA in an aerodrome testing area

CASA Testing Procedures

When CASA test, they will require you to:

- Provide photo ID.
- Complete a questionnaire regarding any medication you have taken in the previous 24 hours. Be honest about any medication you are on.
- Provide a breath sample for alcohol testing.
- Provide a saliva sample (0.5ml) for drug testing (The pre-employment drug test requires you to provide a urine sample).
- Wait approximately 10 minutes for initial test results.

A breathalyzer

Taking a saliva sample

Cut-Off Levels - Alcohol

A negative result is one where the Breath Alcohol Content (BAC) is **less than 0.02%**.

A positive result is one where the Breath Alcohol Content (BAC) is 0.02% or more.

Breathalyser Action Table

The table below shows the action that will be taken, based on the confirmatory test result:

Confirmatory Test Result

	Negative Result 0 → 0.019	Positive Result 0.02 → 0.049	Positive Result 0.05 →
ACTION TO BE TAKEN	No action taken	Notification to: Supervisor/Manager HR Manager CEO CASA Employee will leave the workplace	Notification to: Supervisor/Manager HR Manager CEO CASA Employee will leave the workplace and assistance will be provided to help them return home

Cut-off level - Drugs

Testable Drug	Level - ng/mL
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ9-tetrahydrocannabinol 10	10
Cocaine	25
Benzoylecgonine	25
Ecgonine methyl ester	25

Table shows cut-off levels for drugs

Positive Initial Test Consequences

If the initial test is positive:

- The employee will be temporarily suspended from SSAA duties.
- A confirmatory test (drugs or alcohol) will be taken about 20 minutes after the initial positive test.
- The confirmatory sample will be sent for independent testing under a chain of custody. Results may take in excess of 24 hours to come through.
- ADG Management (or the Contractor's employer) will be contacted.
- The Medical Review Officer (MRO) will be notified with appointment made as soon as practical. If attendance is required, the employee will be accompanied by a member of HR staff.

Confirmed Positive Test Consequences

If the confirmatory test is positive:

- The employee will remain off work temporarily.
- The MRO will determine pathway for the employee to return to work.
- The Return to Work (RTW) program will be instigated at the appropriate time.
- The employee will be required to be retested prior to returning to SSAA duties.

Suspension Arrangements

The suspension arrangements for ADG **employees** are as follows:

- Following initial positive test = paid leave
- Following confirmatory positive test = own leave arrangements

Contractors will need to discuss their options with their employer.

Return to Work (RTW)

An employee may only return to SSAA duties if:

- They have undergone a comprehensive assessment of their drug and alcohol use in consultation with MRO.
- They are considered fit to resume performing duties including SSAA by the DAMP MRO (and possibly the employee's treating clinician).
- Their AOD re-test prior to returning to work returns a negative result.
- They have commenced attending any treatment programs required by the MRO.

Disciplinary Action

An SSAA Employee or contractor will undergo disciplinary action if they:

- Get a positive test result.
- Are found to have tampered with a drug or alcohol test.
- Fail to remain at a test.
- Fail to or refuse to comply with the DAMP.
- Take any deceptive actions that compromise safety. This is considered **serious misconduct** and could result in termination.

The factors NT Airport will consider in taking disciplinary action include:

- The employee's previous record and compliance with the DAMP.
- The nature and extent of the positive test result.
- The employee's willingness to engage in counselling.
- The nature of the employee's duties and their impact on safe operations.

Assistance for ADG Staff

ADG provides support and assistance for staff through the Employee Assistance Programs (EAP).

SSAA Employees who need help with AOD are encouraged to refer themselves to the EAP rather than just going due to a positive test result.

Use of the EAP will not impact job security or promotions and employees will be provided with time off to use the EAP.

Summary

- It is a Civil Aviation Safety Authority (CASA) requirement to have a Drug & Alcohol Management Plan (DAMP) in place.
- You must understand NT Airport's DAMP.
- You must understand **your** obligations under the DAMP.
- Remember NT Airport's DAMP is safety driven!

More Information

You can access the DAMP through the ADG Website.
Any questions or concerns can be addressed to

- Bob Calaby, Aerodrome Compliance & Standards Manager

bob.calaby@ntairports.com.au or

- Leanne Coburn – Executive General Manager People, Culture & Community

leanne.coburn@ntairports.com.au

Aviation Security Requirements & Airside Safety

Area Definitions

Landside Area

The Landside Area is the part of the airport that is open to the general public including the car park and terminal buildings (up until the screening points).

Sterile Area

The Sterile Area (SA) holds or transfers screened and cleared passengers before they board their aircraft.

Airside Area

The Airside Area is the part of the airport beyond the screening points and is enclosed within the airside boundary fence line. The Airside Area includes, Aprons, Taxiways and Runways.

Airside - Apron Areas

The Apron Areas are used for loading/unloading passengers, cargo, freight, fuel and catering.

NTA have a Regular Passenger Transport (RPT) Apron, and General Aviation (GA) Aprons, that includes a range of aviation operations and activities, including helicopter operations and air medical services.

Airside - Manoeuvring Area

The Runways and Taxiways are referred to as the Manoeuvring Area.

Airside - Movement Area

The Movement Area is the part of the airport used for surface movement of aircraft. This includes the Apron Areas and Manoeuvring Area.

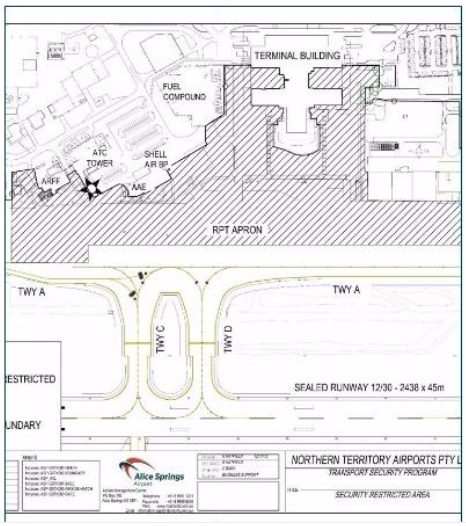
Airside - Security Restricted Area's

The Security Restricted Area (SRA) at **Darwin International Airport** includes the:

- Regular Public Transport (RPT) apron
- Enhanced Inspection Area (EIA), which is an area subject to additional security measures for people and vehicles

The Security Restricted Area (SRA) at **Alice Springs Airport** includes the:

- Regular Public Transport (RPT) apron



Entering an Airside Area

- To enter into and remain in the Airside Area you must have a valid operational requirement and:
- Display a valid Red ASIC ; OR
- Display a valid VIC or a Grey ASIC **and** be escorted by a valid Red ASIC holder at all times

If you are driving on the airside you must also carry your Authority to Drive Airside (ADA) and Driver's Licence.

You may be asked by an authorised person at any time to prove that you hold valid identification

Customs Controlled Area (Darwin)

The customs-controlled areas at Darwin International Airport include the:

- International arrival baggage hall
- Customs inwards and outwards processing areas

- International Departure lounge
- Airside Area (when there is an international flight operating)

Unauthorised access to Customs Controlled Areas may lead to prosecution.

Situational Awareness

It is essential that you are aware of what is happening around you.

You must remain alert and keep a constant watch on everything that is happening, or is likely to happen around you. This includes scanning for vehicles, pedestrian movements to and from the apron, equipment, signs and aircraft movements.

One of the most important skills for maintaining situational awareness is to pause and look around at frequent intervals.

Your mind needs to be alert, focused and not distracted. Lack of concentration and lack of situational awareness are the biggest causes of work accidents and safety incidents. You must follow NTA's rules and regulations and your company procedures; and take responsibility for yourself and others around you.

Remember that aircraft won't necessarily be directly in front of you or in your immediate field of vision. Smaller propeller aircraft and helicopters could be approaching from the side or even in a blind spot.

When working on the GA Apron it is important that you remain vigilant as aircraft may be hard to hear or may be moving in different directions, making your visual check even more important.

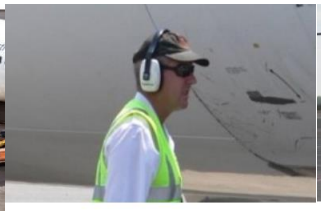
Think safely - Act safely!

The Airside Environment

The airside environment is a dynamic and busy workplace, with people undertaking a wide range of activities including:

- Ground handling
- Catering
- Refuelling
- Customs
- Law enforcement
- Day to day airport operations

It is essential that everyone working Airside observes NTA's general safety rules and their own company operating procedures.



Hearing protection

High visibility clothing

Mobile Phones

Following are the rules in relation to the use of mobile phones airside:

- Mobile phones must only be used for an operational requirement when working on the airside.
- You must not use your mobile phone when you are **within 15 metres** of an aircraft or fuel hydrant point, unless authorised by the aircraft operator.

- You must not use a 'hand-held' mobile phone whilst driving a vehicle on the airside.
- Passengers are not permitted to use mobile phones airside.

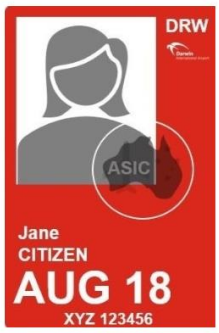
Security Screening

All people must undergo all security screening procedures; refusal will result in denial of access to the secure areas.

Security Identification Cards

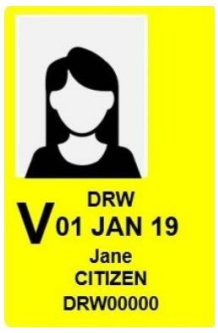
Before you can access any of the secure areas including the Airside, you need to obtain the correct security identification and have a lawful purpose to be there. You must:

- Display a valid RED or GREY Aviation Security Identification Card (ASIC), OR
- Display a valid Visitor Identification Card (VIC) and be escorted by a valid ASIC holder at all times, AND
- Have a valid operational requirement to be in the area.



Red (Darwin) ASIC

Grey (Darwin) ASIC



Yellow (Darwin) Vic

Tools of the Trade

Tools of the Trade can be carried through a screening point and be used in the Sterile Area (SA) when required for a lawful purpose (construction or maintenance).

Anyone entering the SA with Tools of the Trade must display a valid ASIC or VIC and be escorted by a valid ASIC holder at all times.

Tools of the Trade must:

- Not be accessible to the public - Ensure the public are kept well clear of all tools and equipment at all times using approved barricades where appropriate
- Be under visible and physical control at all times, and
- Be logged on a register at the main screening point and logged out again and accounted for when leaving a secure area - Always ensure that any tools, plant and equipment are accounted for and secured at the completion of every shift

This is a condition of your ASIC

Airport Operation Disruptions

Any worker including contractors and delivery drivers, entering an airport operational area shall ensure that no disruption occurs to Airport operations. If works may affect Airport operations, your ADG Authorised Person and/or the Airport Duty Manager (ADM) must be consulted prior to confirm that works may proceed.

Driving Airside

You cannot drive any vehicles or apron equipment unless you:

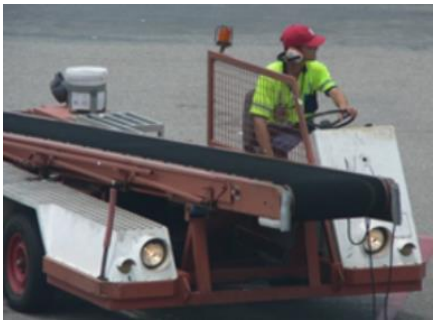
- Hold a valid ASIC
- Have been trained, completed your Driver's Log and have passed the appropriate Airside Driving Induction and Assessment
- Hold a valid Authority to Drive Airside (ADA)

AND

- Are driving a vehicle with valid Authority to Use Airside (AUA) Permit issued by ADG

Everyone who is in a vehicle airside MUST be occupying a seat. No seat? No ride!

Airside Driving Rules and Regulations are provided in detail in the DIA and ASA Airside Driver's Guides.



Airside Gates and Doors

Always ensure airside gates and doors are **secure and closed** after entry or exit.

When you enter through an automatic airside gate, you must wait for the gate to shut before continuing.

Darwin Gates

- Gate Lima
- Gate India
- Gate Mike

Gate Kilo (Darwin) is used for emergency vehicles only. Parked vehicles are to remain clear of Gate Kilo at all times.

Alice Springs Gates

- Gate Alpha
- Gate Zulu
- Gate Foxtrot

Access Control Points (ACPs) - Darwin Only

The RPT Apron is considered a Security Restricted Area (SRA). Staff entering this area are subject to an enhanced inspection.

There are vehicle (and pedestrian) Access Control Points located on either side of the SRA (east and west). They are often referred to ACP India and Lima due to the Airside access gates located nearby. The ACPs are operational 24/7 and are manned by Aviation Protection Officers (APO'S).

Vehicles or pedestrians accessing the SRA via the ACP will be subject to screening requirements. Those screening requirements are referred to as Tiers and include:

- Tier I – Face to ASIC verification, authorised access to the area, visual inspection of vehicle, ADA and vehicle AUA.
- Tier II – Identify checks (as per Tier I) and Explosive Trace Detection (ETD) swabs of certain parts on the vehicle's interior/exterior and occupants. If entry is by a pedestrian, ETD and physical inspection of that person and any carried items.
- Tier III – Checks and screening (as per Tiers I and II), plus one other screening method of the randomly selected non-passenger, vehicle and accompanying goods:
    - Physical search of person(s) or Hand Held Metal Detector (HHMD) – DIA use HHMD as primary means, consensual physical search will be used to resolve any alarms
    - Physical search of vehicle, three random locations
    - Physical inspections of goods, including any carry bags (non-passenger)

Staff entering the airside (Security Restricted Area) via the Terminal Building must be screened at the main Screening Point on the ground floor and enter the SRA via the secure airlock on the first floor – Gate 8.

Emergency Fuel Shut Off- Darwin Only

The RPT Apron is equipped with inground hydrant system on Bays 1-8 and 21-25.

The Red Emergency Fuel Shut Off buttons are located:

- On the apron flood lighting poles at the front of the Bays equipped with hydrant refuelling facilities
- On board the hydrant refuelling vehicles

Vehicles and equipment must remain clear of the Emergency Fuel Shut Off buttons at all times.

Activation of the Fuel Shut Off Button by airside operators (or the Refueller) in the event of an emergency will shut down all hydrant refuelling operations on the apron.

Emergency Fuel Shut Off Button

Apron lighting pole

Unserviceable and Works Area

Unserviceable cones or lights are used to mark areas that are unserviceable or not available for operational use.

This could include areas that are under construction (works in progress) or that have had damage occur e.g. pavement failure or are closed and not accessible for any other reason.

Unserviceable areas are marked by:

- **Red and white cones**
- **Red lights** at night

Only authorised persons are permitted to enter these areas.

Spills

A fuel or oil spill is a hazardous situation which may lead to an area becoming unserviceable, unsafe or an environmental hazard.

Any operator who has the potential to cause spills must have:

- An Emergency Spill Management Plan
- Equipment which is inspected and does not leak

Bunding is provided as required

Fuel Spill Kits are positioned on the apron areas and are provided for a quick response to fuel, oil and toilet waste spills.

Spill Kits contain a supply of Soak up Pads, Booms, 'Floor Sweep', Protective Gloves and bags to dispose of items used for the clean-up.

In the event of a spill occurring, operators should use these items and report the spill to Airport Operations – the spill trailer stored in the Eastern GSE area is available to be deployed for spill clean-ups.

If you have any concerns relating to spills refer to DIA Spill Procedures whilst these refer specifically to DIA the general principles can be applied to all ADG spills

Emergency Vehicles

Emergency vehicles include ARFF, DIA and ASA Operations, as well as 'off airport' agencies, such as Ambulance, AFP and NT Police vehicles under the escort of DIA or ASA Operations.

Emergency vehicles have right of way when responding to an airfield or terminal emergency callout.

In Darwin, off airport responding agencies will access the airside via Gate Kilo at the Emergency Vehicle Reporting Area.

In Alice Springs, off airport responding agencies will access the airside via Gate Whisky.

Foreign Object Debris/Damage (FOD)

Foreign Object (FO) Debris is any object that is left in an area where it possibly cause (FO) Damage.

Such debris includes, but is not restricted to:

- Metal (tools, nuts, bolts, wire)
- Wood, stones, pavement fragments
- Plastic wrapping, bags, paper and other personal items

Loose items can get sucked into engines or auxiliary power units, or can damage tyres, flaps or the fuselage, causing Foreign Object Damage (FOD).

FOD may result from:

- Failure to clean areas and to inspect and account for any loose items during an aircraft turnaround
- Poor housekeeping e.g. bags of rubbish left in the open
- Unsecured items
- Jet blast

It is everyone's responsibility to pick up any loose items, dispose of them in the bins provided and ensure that the bin lids are left closed.

Baggage Make-up Area

The Baggage Make-up (BMU) Area is located airside where all of the baggage is screened and sorted.

Only authorised persons with an operational requirement are permitted in the BMU. Appropriate PPE, such as safe foot wear and hearing protection, should be worn when working in the BMU in accordance with your company policy.

Multiple operators may be working in the BMU, with moving machinery and vehicles moving about. Therefore, extreme caution is to be taken when working inside the Baggage Make-up Area.

Lightning

Thunderstorms and other severe weather conditions can occur at any time during the Top End Wet Season (November to April).

Working on the airside of an airport and carrying out activities such as loading, refuelling, servicing and other aircraft turnaround activities, contains the risk of lightning. Each

operator is required to have procedures in place for their staff to follow during thunderstorm conditions.

Aerodrome warnings may also be issued by the Bureau of Meteorology (BoM) advising of the potential for the airport to be affected by severe weather that could include strong winds. It is important that you are aware of your company procedures in the event of severe weather, which should include:

- Securing baggage containers.
- Lowering high-lift vehicles and deploying stabilisers.
- Deploying stabiliser jacks (if fitted) and park brakes on mobile stairs, maintenance stands and other similar equipment.
- Securing other GSE and miscellaneous items.

In Darwin, Qantas has installed a thunderstorm alert system on the RPT Apron comprising a visual light system and an audible horn that is activated following advice that the airport is likely to be affected by thunderstorm activity. The system is based on a three-stage warning as per the following table, which details the stage alert descriptions and the recommended actions:

Stage	Alert	Alert Description	Recommended Actions
10 NM Warning 	**WHITE strobe** + 15 sec repeating horn - 3 beeps, 2 sec quiet, 3 beeps, 2 sec quiet, 3 beeps then quiet for remainder of Alert	Activated when thunderstorms are detected moving towards the airport and are within 10 NM (19 KM)	Normal ramp activity continues, though the proximity of the thunderstorm should be closely monitored. Operators should consider implementing own procedures and prepare for the likelihood of a 5NM Thunderstorm Alert.
5 NM Alert 	**BLUE strobe** + continuous repeating horn - 3 beeps, 2 sec quiet, 3 beeps +	Alert activated when thunderstorms are likely to impact the airport and are within 5 NM (9 KM)	It is recommended operators activate their Thunderstorm Alert Procedures and assess if they should declare an OPERATIONS SHUTDOWN. The 5 NM alert generally involves the removal of personnel from open areas and the ceasing of most servicing activities such as refuelling
All Clear	**No lights**	As storm recedes outside of 5 NM from airport, alert is downgraded to ALL CLEAR or may return to 10 NM alert	Operators should assess conditions and if considered safe to do so, resume normal operations

Airside Hazards

Working airside involves working alongside aircraft. You must be mindful of the hazards that exist, including the following:

Jet Blast

In jet engine aircraft, the propellers and jet engines create a very strong blast behind the aircraft.

This is particularly strong when the pilot needs to apply a considerable amount of thrust, called breakaway thrust, to move the aircraft from rest.

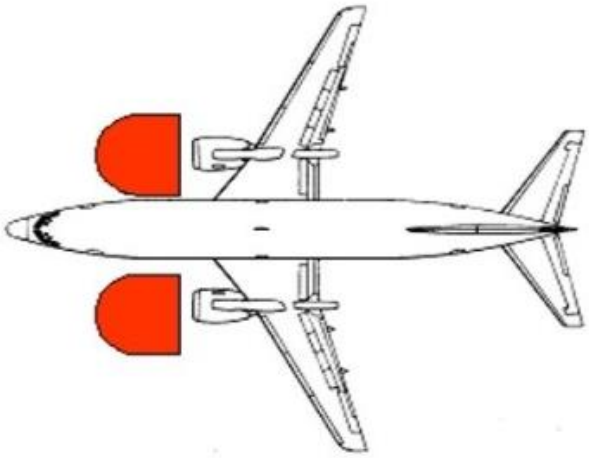
The jet blast is powerful enough to overturn a large truck if it is too close to the engine.

Loose items, and even some heavy items, can become missiles if caught in the exhaust from aircraft engines.

Jet Ingestion

There is a very powerful suction force in front of jet engines, which is referred to as jet ingestion. Jet ingestion is very dangerous and capable of sucking a person or equipment into the engine.

The zone where jet ingestion is likely is called the jet ingestion hazard zone.



Helicopter Safety

Helicopter rotor blades are just as dangerous as jet engines. Once spinning, they can be almost impossible to see.

The wash (current of air) from rotors is a very strong and should be treated just the same as jet blast.

Extreme caution is to be taken when operating on a helicopter apron.

Spinning Propellers

A spinning propeller on a propeller aircraft can appear invisible, making it very dangerous. Spinning propellers also create a strong current of air called prop wash.

Although all hazards cannot be removed, there are actions and procedures that you can take that will assist to mitigate or avoid hazards:

RPT Apron and other Airside Roads

Aprons should not be traversed or used as a shortcut. Unless there is an operational requirement, the RPT Apron Airside Road (Darwin Only) should be used.

Do not walk or drive behind aircraft to access another Bay.

Give way to all moving aircraft

Aircraft have 'right of way' at all times. You must always give way to all moving aircraft, including during push-back or when aircraft is under tow.

You must never walk in front of aircraft that is moving or is about to move.

***Note: push-back is Darwin Only**
Do not approach aircraft with beacons on

All aircraft are equipped with red or white rotating beacons/strobes called anti-collision beacons.

These are turned on whenever the aircraft engines are running, about to be started, or about to be towed.

Never approach an aircraft when the beacons or strobes are on.

Always be aware of signs an aircraft is about to push-back! Look for:

- Aerobridge retracted
- Holds closed and GSE removed
- Pushback tug attached – driver in position
- Beacons flashing
- Chocks removed
- Aircraft movement

Further Information – Airside Safety

If you have further questions on airside safety, please contact;

- Darwin - The Airside Operations Manager on 8920 1904 or visit TCC.
- Alice Springs - Operations Manager on 8951 1201 or the Management Centre.

Contractor Safety

Contractor Sign In

At the start of each job period you must report to your ADG Authorised Person and advise them of your work intentions.

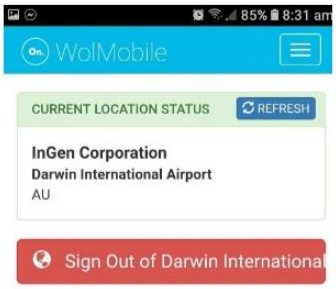
You must also sign in via your WhosOnLocation (WOL) mobile app, or manually at the appropriate contractor kiosk locations:

Darwin:

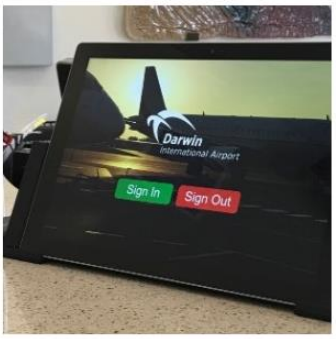
- Terminal Control Centre (TCC)
- Airport Management Centre (AMC)

Alice Springs:

- Main Terminal East & West



Mobile - You can sign in via your WOL mobile app



Kiosk - You can enter information on a touch screen

Kiosk - You can also scan your Identification Card

Contractor Responsibilities

As a contractor, it is your responsibility to conform to all relevant Commonwealth, Territory and local laws, rules and regulations.

Minimum safety requirements for ADG are outlined in this document.

Contractors must comply with these requirements and failure to do so may result in having their works stopped and in severe circumstances you may lose the ability to work at ADG again.

Contractor Risk Assessment

As a contractor it is your responsibility to identify hazards, then assess and control the risks associated with your work.

This must be documented in a task-based risk assessment. This can be in the form of a:

- Safe Work Method Statement (SWMS)
- Job Safety Analysis (JSA) or equivalent or
- Construction Environment Management Plan
- One of these documents must be:

- completed prior to starting work,
- made available at all times, and
- reviewed by an ADG Authorised Person.

Risk Assessment Considerations

When conducting your risk assessment, you must always consider all of the following:

- ADG employees
- The general public
- Property & infrastructure
- Safety and Environmental aspects
- Airport operations
- Other Airport stakeholders

The method you use to mitigate the risk to these stakeholders will need to be detailed in your task-based risk assessment (SWMS or equivalent) and approved by an ADG authorised person.

Permits

Do you require a Permit to perform work?

ADG has a range of permits/permissions:

- Permit to Commence work (PERCOW)
- Hot Works Permit
- Excavation Permit including environmental considerations
- Working at Heights Permission
- Roof Works Permission
- Electrical Works (Low Voltage Electrical Access/Isolation Permit)
- Terminal Building System Permission
- Crane Permit
- Working in a Confined Space Permit

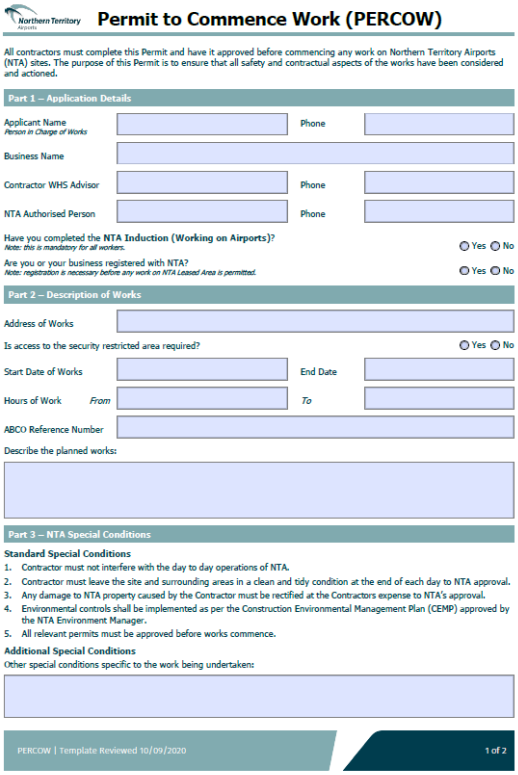
Permit Work Procedure

All contractors must read this document prior to applying for a permit.

This can be found on the relevant airport web site under Working on Airport > Building Approvals.

Permit to Commence Work (PERCOW)

Prior to commencing any major new work, you must first obtain a Permit to Commence Work (PERCOW) from an ADG Authorised Person.



Northern Territory Airports

Permit to Commence Work (PERCOW)

All contractors must complete this Permit and have it approved before commencing any work on Northern Territory Airports (NTA) sites. The purpose of this Permit is to ensure that all safety and contractual aspects of the works have been considered and actioned.

Part 1 – Application Details

Applicant Name *Person in Charge of Works* | Phone

Business Name

Contractor WHS Advisor | Phone

NTA Authorised Person | Phone

Have you completed the **NTA Induction (Working on Airports)**? *Note: this is mandatory for all workers.* ○ Yes ○ No

Are you or your business registered with NTA? *Note: registration is necessary before any work on NTA Leased Area is permitted.* ○ Yes ○ No

Part 2 – Description of Works

Address of Works

Is access to the security restricted area required? ○ Yes ○ No

Start Date of Works | End Date

Hours of Work *From* | *To*

ABCO Reference Number

Describe the planned works:

Part 3 – NTA Special Conditions

Standard Special Conditions

1. Contractor must not interfere with the day to day operations of NTA.
2. Contractor must leave the site and surrounding areas in a clean and tidy condition at the end of each day to NTA approval.
3. Any damage to NTA property caused by the Contractor must be rectified at the Contractors expense to NTA's approval.
4. Environmental controls shall be implemented as per the Construction Environmental Management Plan (CEMP) approved by the NTA Environment Manager.
5. All relevant permits must be approved before works commence.

Additional Special Conditions

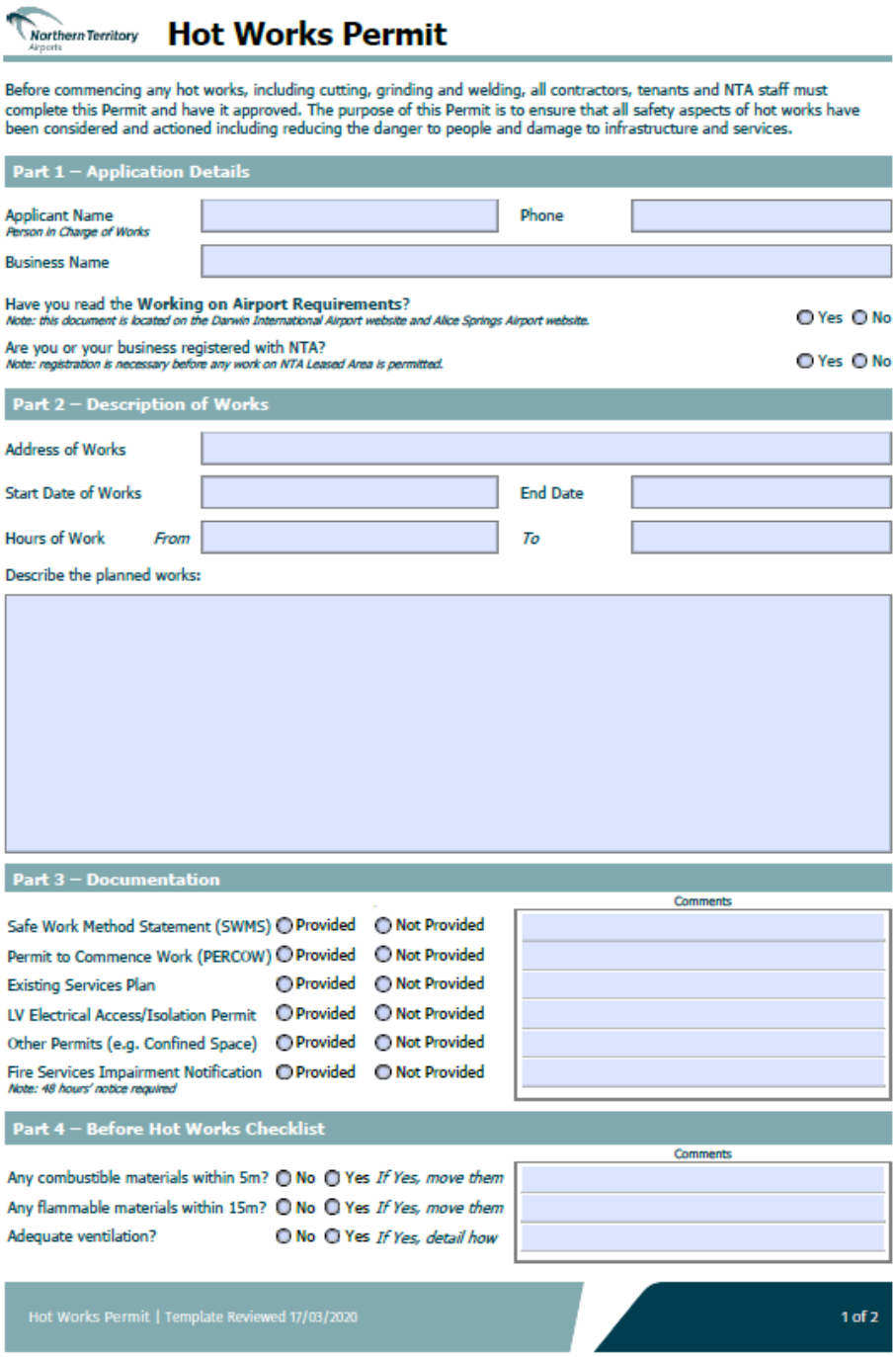
Other special conditions specific to the work being undertaken:

PERCOW | Template Reviewed 10/09/2020 1 of 2

Hot Works Permit

Hot works include works that involve cutting of metals, grinding, welding, or any work that may cause a fire.

Hot works are not permitted without first obtaining a Hot Works Permit approved by an ADG Authorised Person.



Northern Territory Airports

Hot Works Permit

Before commencing any hot works, including cutting, grinding and welding, all contractors, tenants and NTA staff must complete this Permit and have it approved. The purpose of this Permit is to ensure that all safety aspects of hot works have been considered and actioned including reducing the danger to people and damage to infrastructure and services.

Part 1 – Application Details

Applicant Name
Person in Charge of Works

Phone

Business Name

Have you read the **Working on Airport Requirements?**
Note: this document is located on the Darwin International Airport website and Alice Springs Airport website. ○ Yes ○ No

Are you or your business registered with NTA?
Note: registration is necessary before any work on NTA Leased Area is permitted. ○ Yes ○ No

Part 2 – Description of Works

Address of Works

Start Date of Works

End Date

Hours of Work *From*

To

Describe the planned works:

Part 3 – Documentation

			Comments
Safe Work Method Statement (SWMS)	○ Provided	○ Not Provided	
Permit to Commence Work (PERCOW)	○ Provided	○ Not Provided	
Existing Services Plan	○ Provided	○ Not Provided	
LV Electrical Access/Isolation Permit	○ Provided	○ Not Provided	
Other Permits (e.g. Confined Space)	○ Provided	○ Not Provided	
Fire Services Impairment Notification *Note: 48 hours' notice required*	○ Provided	○ Not Provided	

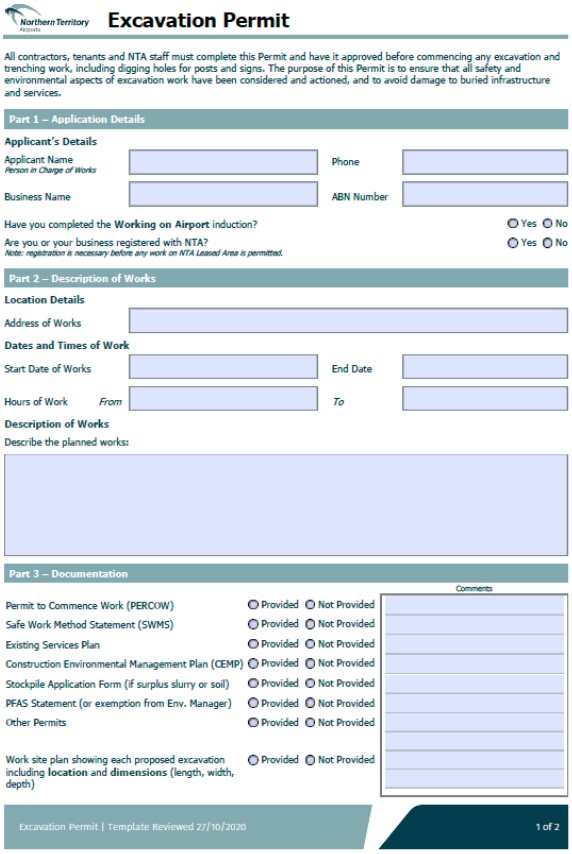
Part 4 – Before Hot Works Checklist

			Comments
Any combustible materials within 5m?	○ No	○ Yes *If Yes, move them*	
Any flammable materials within 15m?	○ No	○ Yes *If Yes, move them*	
Adequate ventilation?	○ No	○ Yes *If Yes, detail how*	

Hot Works Permit | Template Reviewed 17/03/2020 1 of 2

Excavation Permit

Prior to any digging or trenching being carried out on airport land, an Excavation Permit must be approved by an ADG Authorised Person.



Northern Territory Airports

Excavation Permit

All contractors, tenants and NTA staff must complete this Permit and have it approved before commencing any excavation and trenching work, including digging holes for posts and signs. The purpose of this Permit is to ensure that all safety and environmental aspects of excavation work have been considered and actioned, and to avoid damage to buried infrastructure and services.

Part 1 – Application Details

Applicant's Details

Applicant Name *Person in Charge of Works* | Phone

Business Name | ABN Number

Have you completed the **Working on Airport** induction? ○ Yes ○ No

Are you or your business registered with NTA? ○ Yes ○ No
Note: registration is necessary before any work on NTA Leased Area is permitted.

Part 2 – Description of Works

Location Details

Address of Works

Dates and Times of Work

Start Date of Works | End Date

Hours of Work *From* | *To*

Description of Works

Describe the planned works:

Part 3 – Documentation

		Comments
Permit to Commence Work (PERCOW)	○ Provided ○ Not Provided	
Safe Work Method Statement (SWMS)	○ Provided ○ Not Provided	
Existing Services Plan	○ Provided ○ Not Provided	
Construction Environmental Management Plan (CEMP)	○ Provided ○ Not Provided	
Stockpile Application Form (if surplus slurry or soil)	○ Provided ○ Not Provided	
PFAS Statement (or exemption from Env. Manager)	○ Provided ○ Not Provided	
Other Permits	○ Provided ○ Not Provided	
Work site plan showing each proposed excavation including **location** and **dimensions** (length, width, depth)	○ Provided ○ Not Provided	

Excavation Permit | Template Reviewed 27/10/2020 1 of 2

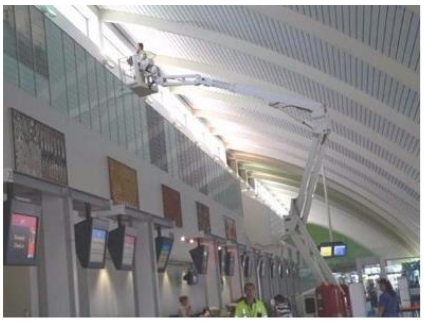
Working at Heights Permission

Falls from heights account for many workplace injuries.

Working at heights is high risk construction work and must be included in a Safe Work Method Statement (SWMS).

A Working at Heights permission must also be first obtained.

Some typical Working at Heights activities may include cleaning windows or changing light globes in the terminal ceiling.

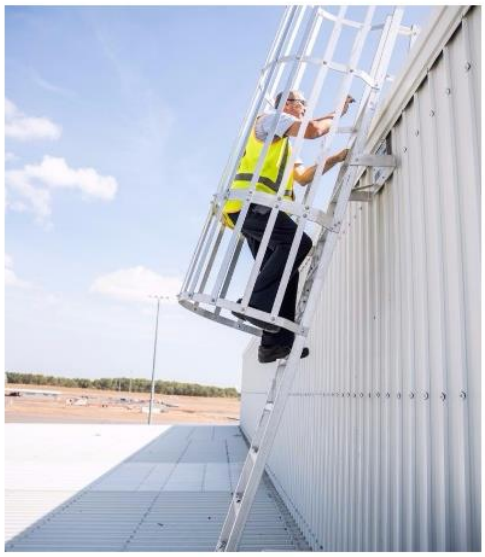


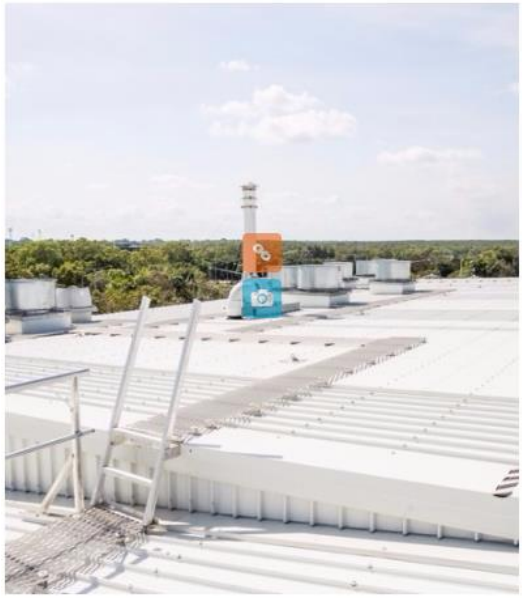
Terminal Roof Access induction (Darwin)

Access to the terminal roof is restricted to approved personnel, who completed the roof safety induction.

In some cases, the use of harnesses and lanyards may be required.

Access on the terminal roof is restricted to the roof walkway system unless a safe work procedure has been approved by the Health & Safety Manager or approved delegate.

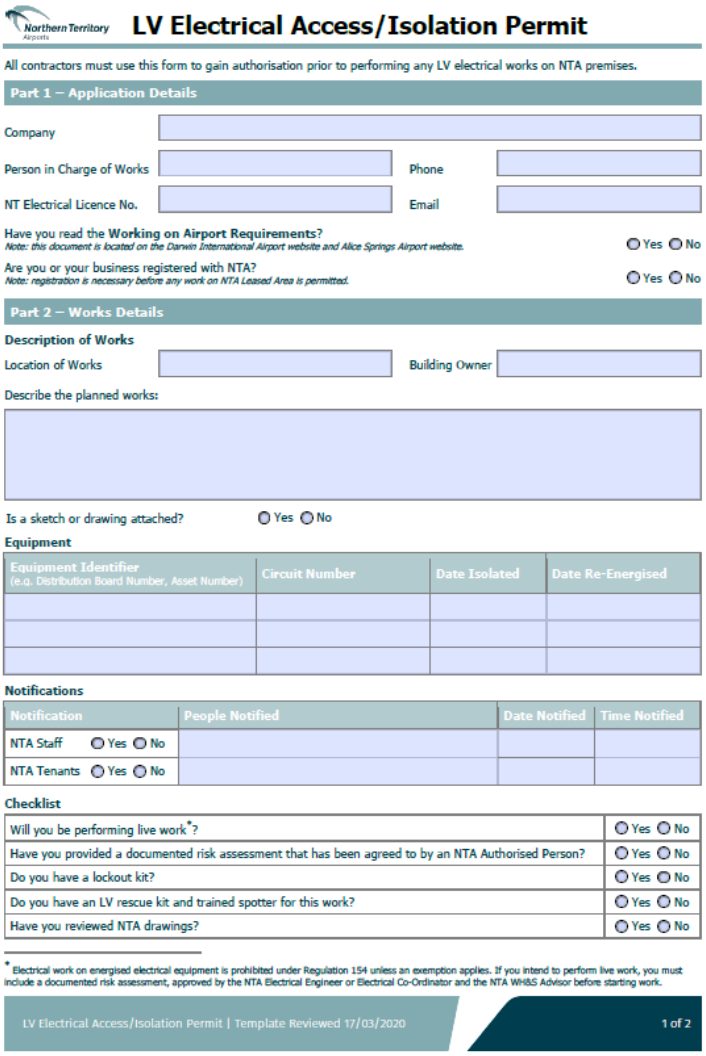




Electrical Works (LV Electrical Access/Isolation Permit)

An approved Low Voltage (LV) Electrical Access/Isolation Permit is required prior to isolation of electrical facilities or working on electrical installations.

The Permit must be signed by the ADG Authorised Electrical Person before works can commence.



Northern Territory Airports

LV Electrical Access/Isolation Permit

All contractors must use this form to gain authorisation prior to performing any LV electrical works on NTA premises.

Part 1 – Application Details

Company

Person in Charge of Works | Phone

NT Electrical Licence No. | Email

Have you read the **Working on Airport Requirements**? ○ Yes ○ No
Note: this document is located on the Darwin International Airport website and Alice Springs Airport website.

Are you or your business registered with NTA? ○ Yes ○ No
Note: registration is necessary before any work on NTA Leased Area is permitted.

Part 2 – Works Details

Description of Works

Location of Works | Building Owner

Describe the planned works:

Is a sketch or drawing attached? ○ Yes ○ No

Equipment

Equipment Identifier (e.g. Distribution Board Number, Asset Number)	Circuit Number	Date Isolated	Date Re-Energised

Notifications

Notification	People Notified	Date Notified	Time Notified
NTA Staff ○ Yes ○ No			
NTA Tenants ○ Yes ○ No			

Checklist

Will you be performing live work*?	○ Yes ○ No
Have you provided a documented risk assessment that has been agreed to by an NTA Authorised Person?	○ Yes ○ No
Do you have a lockout kit?	○ Yes ○ No
Do you have an LV rescue kit and trained spotter for this work?	○ Yes ○ No
Have you reviewed NTA drawings?	○ Yes ○ No

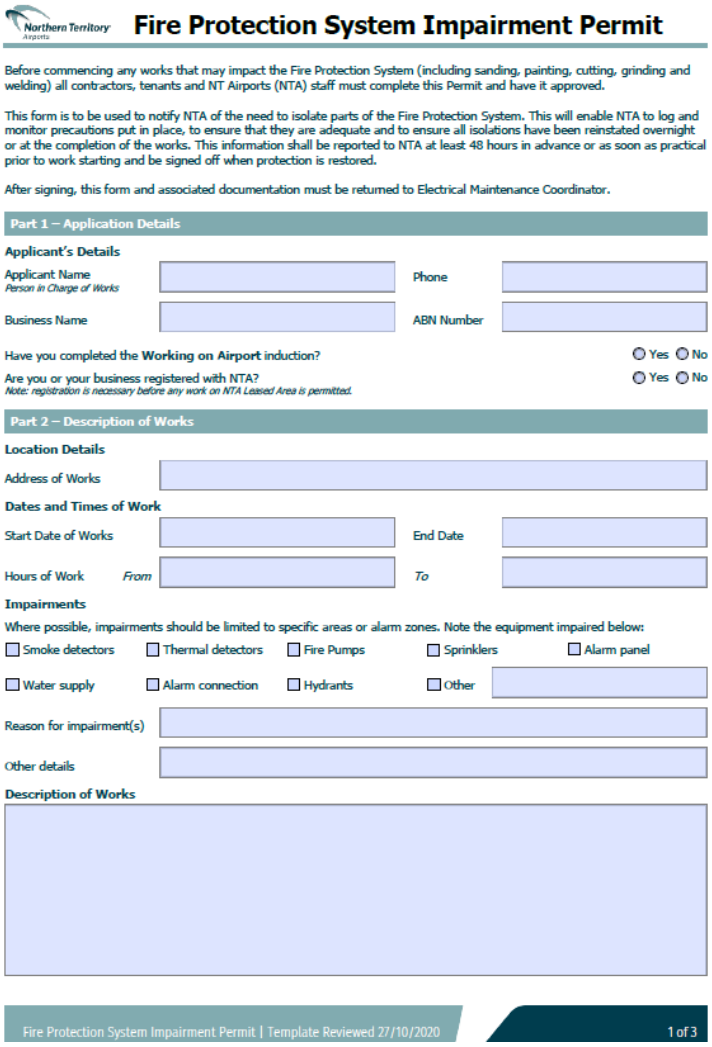
* Electrical work on energised electrical equipment is prohibited under Regulation 154 unless an exemption applies. If you intend to perform live work, you must include a documented risk assessment, approved by the NTA Electrical Engineer or Electrical Co-Ordinator and the NTA WH&S Advisor before starting work.

LV Electrical Access/Isolation Permit | Template Reviewed 17/03/2020 1 of 2

Terminal Building Systems Permission

Various systems in the Terminal Buildings are essential for life, safety and for the integrity of system performance. Therefore, prior to works starting on the following systems, approval must be given by the ADG Authorised Person:

- Air-conditioning Plant
- Sprinkler System
- Fire Alarm System
- Walls (modifications and penetrations)
- Any electrical power connection



Northern Territory Airports

Fire Protection System Impairment Permit

Before commencing any works that may impact the Fire Protection System (including sanding, painting, cutting, grinding and welding) all contractors, tenants and NT Airports (NTA) staff must complete this Permit and have it approved.

This form is to be used to notify NTA of the need to isolate parts of the Fire Protection System. This will enable NTA to log and monitor precautions put in place, to ensure that they are adequate and to ensure all isolations have been reinstated overnight or at the completion of the works. This information shall be reported to NTA at least 48 hours in advance or as soon as practical prior to work starting and be signed off when protection is restored.

After signing, this form and associated documentation must be returned to Electrical Maintenance Coordinator.

Part 1 – Application Details

Applicant's Details

Applicant Name
Person in Charge of Works

Phone

Business Name

ABN Number

Have you completed the **Working on Airport** induction? ○ Yes ○ No

Are you or your business registered with NTA? ○ Yes ○ No
Note: registration is necessary before any work on NTA Leased Area is permitted.

Part 2 – Description of Works

Location Details

Address of Works

Dates and Times of Work

Start Date of Works

End Date

Hours of Work *From*

To

Impairments

Where possible, impairments should be limited to specific areas or alarm zones. Note the equipment impaired below:

☐ Smoke detectors ☐ Thermal detectors ☐ Fire Pumps ☐ Sprinklers ☐ Alarm panel

☐ Water supply ☐ Alarm connection ☐ Hydrants ☐ Other

Reason for impairment(s)

Other details

Description of Works

Fire Protection System Impairment Permit | Template Reviewed 27/10/2020 1 of 3

Crane Permit

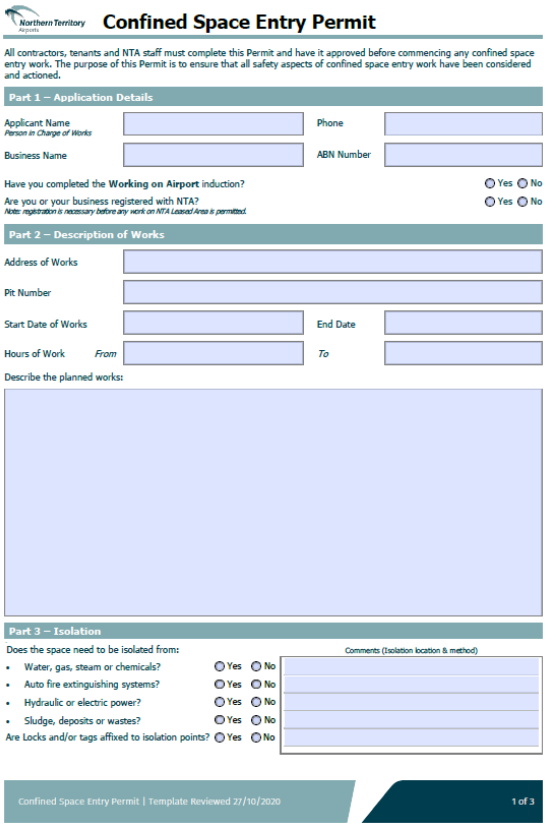
To prevent hazards, an assessment needs to be conducted by an ADG Authorised Person before any crane can be erected within the vicinity of the airport. A crane permit may be required.

All crane works also require a lift plan approved by an ADG Authorised Person.

Confined Spaces Permit

Risk controls are to be implemented to eliminate or reduce exposure to the hazards associated with entering a confined space.

If your work activity involves working in a confined space, a permit must be obtained.



Northern Territory Airports

Confined Space Entry Permit

All contractors, tenants and NTA staff must complete this Permit and have it approved before commencing any confined space entry work. The purpose of this Permit is to ensure that all safety aspects of confined space entry work have been considered and actioned.

Part 1 – Application Details

Applicant Name *Person in Charge of Works* | Phone

Business Name | ABN Number

Have you completed the **Working on Airport** induction? Yes No

Are you or your business registered with NTA? Yes No
Note: registration is necessary before any work on NTA Leased Area is permitted.

Part 2 – Description of Works

Address of Works

Pit Number

Start Date of Works | End Date

Hours of Work *From* | *To*

Describe the planned works:

Part 3 – Isolation

Does the space need to be isolated from: Comments (Isolation location & method)

- Water, gas, steam or chemicals? Yes No
- Auto fire extinguishing systems? Yes No
- Hydraulic or electric power? Yes No
- Sludge, deposits or wastes? Yes No

Are Locks and/or tags affixed to isolation points? Yes No

Confined Space Entry Permit | Template Reviewed 27/10/2020 1 of 3

Biosecurity

Overview

People who work at airports, particularly those that process international arrivals, are in a unique position to notice biosecurity risks, and respond to them.

This induction explains how you can work with us to prevent the introduction and spread of exotic plants, pests and diseases to Australia. It also highlights some common pests you might see at airports.

There are four topics in this section:

- Biosecurity risk
- Australia's biosecurity: a shared responsibility
- How to respond to biosecurity risks
- Common biosecurity risks at airports

As an island, Australia is free of many pests or diseases that threaten other countries. However, every international arrival has the potential to carry in unwanted pests and diseases, and impact on the lifestyle we enjoy in this country.

Pests and diseases establishing or spreading in Australia cause a biosecurity risk (or the potential for harm) to our economy, environment, plants and animals, and human health.

Economic impact

- Our agricultural export industries depend on Australia's pest free status. A pest or disease outbreak can have severe economic consequences including:
- reduced productivity
- a freeze on exports until the pest or disease has been eradicated
- potential loss of markets
- significant eradication costs
- impacts on transport and logistics industries that support agricultural exports

An outbreak of foot and mouth disease in Australia for example could cost an estimated $50 billion over a decade.

Environmental impact

Our unique and world famous ecosystems are fragile, and could be devastated by exotic pests which outcompete or feed on native species.

On Christmas Island, Yellow crazy ants (which have invaded many countries around the world by travelling on sea cargo or timber) are severely reducing the island's iconic population of Red land crabs.

These and other species of ants are considered one of the world's most invasive and unwanted pests.

Yellow crazy ants (pest)

Red land crabs (native species)

Human health impact

As global travel has become easier and more frequent, so has the risk of travellers carrying serious diseases with pandemic potential.

In 2003, an outbreak of Severe acute respiratory syndrome (SARS) in China spread to 30 countries within a couple of months. The six month disease outbreak cost the affected countries in the Asia Pacific region over $40 billion dollars, and caused 774 deaths.

Animals from overseas such as exotic mosquitoes, are capable of spreading serious human diseases including dengue fever, yellow fever, and zika virus.

Lifestyle impact

Pests and diseases have the potential to impact the way we live. Imagine if mosquitoes carried deadly viruses, our rivers were full of algae, and plagues of bugs congregated in our houses. Imagine if a summer BBQ was invaded by swarming ants.

Protecting Australia's biosecurity is important to maintaining the lifestyle we know and love.

In 2016, 19 million passengers arrived on international flights along with 530 000 tonnes of air freight – and these arrivals grow steadily every year.

We can only check a fraction so we collect and analyse information to help us choose the arrivals posing the highest risk.

However, as pests and diseases can arrive in unintended ways, we need your help to stop them getting into Australia.

Your role

As someone who works at an airport, you are among the first to interact with passengers, baggage and cargo. If you see unwanted plant or pest material we need you to report it immediately. Depending on the risk, there may be some control measures or preventative action that we need you to take.

You may also have a role to play in educating travellers about Australia's biosecurity requirements.

The inflight message read to passengers before landing is a critical part of helping them understand what to declare on their Incoming Passenger Cards, and what items to dispose of in the biosecurity bins at the airport.

No matter what job you do, you are an important part of Australia's biosecurity system.

Department of Agriculture and Water Resources' role

The Department of Agriculture and Water Resources' role in Australia's biosecurity includes:

Advice – We provide advice to you on identifying and responding to biosecurity threats. This includes isolation, containment, treatment and prevention practices.

Assessment – We analyse extensive amounts of data, and use information about pests from around the world to determine the aircraft, travellers and cargo most likely to carry exotic pests and diseases.

Inspection – We inspect the highest risk aircraft, travellers and goods. These activities may be more frequent at times when high risk pests are more likely to arrive.

Treatment – We identify pests and diseases and determine the most appropriate treatment to manage the risk.

Surveillance – Our National Border Surveillance teams work in airports to confirm pests and diseases are not present, and to assist with making the environment less receptive to pests.

Mosquito Monitoring – We regularly monitor mosquito traps around airports so we can detect any exotic mosquito incursions early and respond quickly.

Community Awareness – We work with various community and industry groups to raise awareness of major pests and diseases, encourage reporting, and promote good industry biosecurity practices.

We don't expect you to be experts in biosecurity risk identification.

If you see something concerning, even if you are unsure that it is a problem, report it to us immediately by calling the **See.Secure.Report hotline** on **1800 798 636**.

We will help you understand if what you have seen needs further action, and give you advice about how to handle the situation.

In less urgent situations, you can complete the online form at agriculture.gov.au/biosecurityconcern.

Travellers who are ill

If you work on international flights, you may come into contact with travellers who are ill. When this happens, notify us immediately so we can check the traveller is not carrying a notifiable disease.

You'll need to hold all passengers on board until a biosecurity officer has cleared those who are unwell.

Hitchhiker pests, seeds or residue

Pests and diseases can arrive in Australia unintentionally by hitching a ride in aircraft or on cargo. Common hitchhiker pests include ants, lizards, bees, snakes, toads, snails and even feral animals.

The animals pictured are regular stowaways in aircraft and on cargo.

If you see any unexpected pests, seeds, residue or contamination, report them immediately to the Department of Agriculture and Water Resources. We'll give you advice on the best way to contain the problem, and prevent other aircraft and cargo from being contaminated.

Snakes have been found in air cargo cans and holds

Black spined toads have been found hiding in shoes in passenger baggage

Geckos are regular travellers in aircraft and cargo from Asia

Responding to biosecurity risks

Some of the steps you might be asked to take include:

- Closing aircraft doors or creating barriers.
- Placing affected baggage or cargo in a biosecurity isolation area away from other goods.
- Using tarpaulins or blankets to cover the area or restrict animal movement.
- Taking photos, recording the location and collecting a specimen if safe to do so. This assists us to identify the pest and determine the best treatment.
- Using knockdown spray as a last resort to prevent insects escaping. Don't use knockdown spray if there is a risk that insects will disperse. **Never use knockdown spray on wasps, bees or ants.**

Spiders and their eggs have been found under air cargo cans

Birds' nests have been found in aircraft wheel cavities and holds

Mosquitoes

Because of the danger mosquitoes pose to human health, the World Health Organisation (WHO) recommends the disinsection of all aircraft.

Disinsection involves spraying the hold and cabin spaces of international aircraft with insecticide to control insects. In Australia, it is a legal requirement for all airlines.

Disinsection

If you are directed to spray in the hold or cabin, it is important to perform the disinsection process with care so it is effective.

Keep cabin and hold doors closed until spray cans are empty and a biosecurity officer has given their approval to open the doors.

If you see a live mosquito it may indicate the process has not been effective. Report it immediately to the Department of Agriculture and Water Resources.

Prevention

Prevention is always better than a cure.

Airport authorities and operators at first points of entry are required to have procedures in place to prevent pests and diseases spreading and establishing.

You can help by noticing and reporting changes in your environment that may attract exotic pests and diseases.

Vegetation control

As far as possible, airport authorities and operators must keep airports free of vegetation, and take steps to prevent weeds flowering and spreading.

If you notice weeds at your airport, notify your supervisor or the Department of Agriculture and Water Resources.

Pest control

Airport authorities and operators should bait for ants, rodents and feral animals.

If you see an ant nest, or evidence of rodent or animal activity (such as droppings), notify your supervisor or the Department of Agriculture and Water Resources.

Pooling water

Pooling water is a significant biosecurity risk as it can host mosquito larvae. Water commonly pools in gutters, eaves, blocked drains, traffic bollards or rubbish left lying around such as tyres, buckets or containers.

Permanent water sources (for example in shady, low lying areas) should be covered with mesh or treated with insecticide.

If you see water lying around, report it immediately to the Department of Agriculture and Water Resources.

Secure waste

Any unwanted goods from an aircraft, or cargo consignment – whether packaging, food scraps, contamination or spilled goods – are considered waste goods subject to biosecurity control.

You must dispose of waste goods in biosecurity bins, and not ordinary garbage bins. This waste is treated very differently from ordinary rubbish so the biosecurity risk can be effectively managed.

Biosecurity bins must be securely closed to prevent waste blowing away, and animals from eating it. Birds and vermin are very effective at spreading weed seeds through their droppings.

Common Biosecurity Risks

While we don't expect you to be an expert in identification, there are some common and emerging biosecurity risks at airports that we would like you to watch out for.

If you think you see any of these plants or animals, please contact the **See.Secure.Report hotline** immediately for advice.

Asian tiger mosquito

Some species of exotic mosquito, such as the Asian tiger mosquito, pose a serious risk to human health because they spread diseases such as yellow fever, dengue fever and zika virus that local species of mosquitoes cannot.

They are capable of rapidly transmitting diseases because they are aggressive daytime biters and shelter indoors (near humans) rather than in wetlands.

Asian tiger mosquitoes are better adapted to cities because they prefer to breed in the small amounts of water that can collect in rubbish (including tyres), blocked drains and even water tanks.

SEE | Mosquitoes can hitch a ride in aircraft cabins and holds and may start breeding wherever they can find pooling water.

SECURE | Spray any mosquitoes you see with knockdown spray and collect a specimen where possible. Remove anything from the environment that could potentially trap water.

REPORT | If you see a mosquito or pooled water, report it immediately to the Department of Agriculture and Water Resources. We may increase our monitoring activity to ensure exotic populations do not establish.

Red imported fire ant

The Red imported fire ant is an invasive species and has the potential to threaten every aspect of our lives.

Red imported fire ants prey on vertebrates, invertebrates, as well as damaging plants and even farm equipment.

When a nest is disturbed, they attack in their thousands with a vicious swarm response. They inflict multiple painful bites which can cause infections, allergic reactions, and even death.

In the United States, thousands of people are hospitalised each year because of Red fire ant bites and over 80 people have died from anaphylactic shock. Parks that are infested have become uninhabitable and in Texas alone $US1.2 billion is spent each year in control, damage repair and medical care.

Red imported fire ant nests have been detected around several ports and airports in Australia, and they are still present in Brisbane despite $300 million already spent on eradication.

The Australian government has committed a further $400 million over the next decade to eradicate them, because this small ant has the potential to have a bigger impact on Australia than rabbits, cane toads, foxes, camels, wild dogs and feral cats combined.

SEE | Red imported fire ants are copper brown in colour and come in an unusual variety of sizes. They are likely to enter Australia on timber, in soil or cargo containers.

SECURE | Ants can be very dangerous so you should not disturb them. Take a picture and record the location. If ants are detected on cargo do not move it.

REPORT | If you find any kind of ants, it is important to report them immediately. Take a picture, record the location and contact the department for assistance. Seek advice from the Department of Agriculture and Water Resources about how to contain them.

Multi-coloured Asian ladybeetle

The Multi-coloured Asian ladybeetle is the most invasive pest in the world. It both outcompetes and feeds on native species, wiping them out.

Ladybeetles cluster on grapes, tainting the fruit and juice, making them unsuitable for wine production.

There have been several reports of Multi-coloured Asian ladybeetles entering Australia by air. In New Zealand, one of our closest neighbours, it has done significant damage in vineyards.

SEE | The Multi-coloured Asian ladybeetle is fairly circular and dome shaped. It comes in 100 different colour forms, and is slightly bigger than native species of ladybeetle.

SECURE | If you think you have seen a Multi-coloured Asian ladybeetle, try to contain it by using a knockdown spray. Isolate any cargo it was found on, in case there are more. Take a specimen or photo to assist with identification.

REPORT | Report it immediately to the Department of Agriculture and Water Resources.

Residue
Pests and diseases are not just introduced through live insects or animals. Imported goods, such as containers can also contain plant, animal and soil residue which can spread weeds, pests and diseases.
Weed species reduce agriculture production by contaminating crops and smothering pastureland. Some weeds, such as parthenium spread quickly and are toxic to livestock. Weeds are extremely difficult to eradicate once established.

Plant and animal residue

SEE | Keep an eye out for any plant or seed material including left over food scraps or grain residue in air cargo containers.

SECURE | If the plant material is easily contained, place it in a biosecurity bin.

REPORT | If it is difficult to capture all of the residue, contact a biosecurity officer for advice.

Soil residue

Soil may seem harmless but it can contain a jackpot of biosecurity risks including nematodes, which attach to plant roots, insect eggs, and weed seeds.

Many pests that are found in soil, such as snails, can lie dormant until conditions are suitable.

SEE | Soil may enter Australia on the bottom of air cargo cans or breakbulk cargo.

SECURE | You may remove small amounts of soil and place them in a biosecurity bin. If soil is placed in ordinary waste bins, or left to blow away, any pests present will spread. Large amounts of contamination will require cleaning and disinfecting.

REPORT | Alert a biosecurity officer if you see soil on an aircraft or cargo.

Weed seeds

Weeds

Grain in aircraft

Australia's economy, agricultural industries, human health, and unique environment depend on a strong biosecurity system.

While at work if you see something unusual or that shouldn't be there, such as animals, plant material and/or contamination, contact us immediately. To make this easy, save the See.Secure.Report. hotline number to your mobile phone.

We'll help you work out if what you have seen is a biosecurity risk, and will give you guidance about how to respond to it.

Thank you for working with us to keep Australia safe for our friends, family and international visitors.

See.Secure.Report **-** hotline numbers

National: 1800 798 636

Darwin: 08 8998 4980

agriculture.gov.au/biosecurityconcern