



WELCOME TO HOBART

# Working on Airport Sites Guide





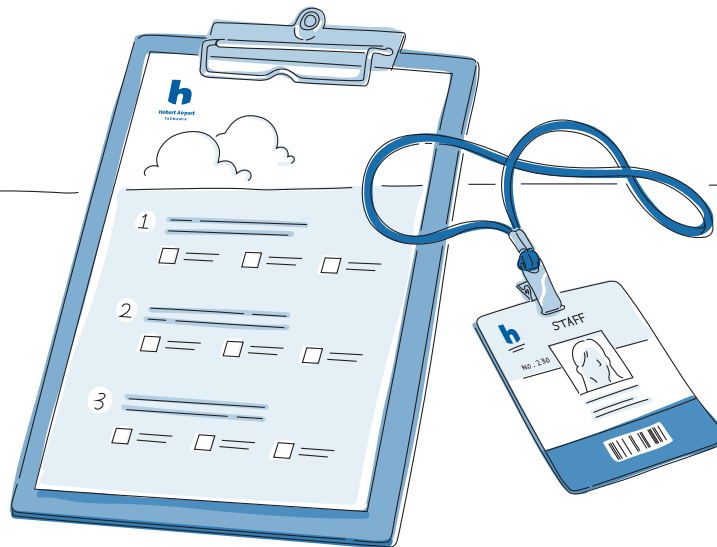
**BEFORE YOU BEGIN:**

This is an interactive document. Please ensure you are using Adobe Acrobat when viewing to take advantage of the interactive features, such as table of contents page links and hyperlinks (for linked PDF files and external websites).

Hobart International Airport Pty Ltd (**HIAPL**) is the operator responsible for the efficient management and safe operation of Hobart Airport. This Working on Airport Sites Guide has been compiled to advise all Workers at Hobart Airport of a number of issues, policies and requirements that exist at Hobart Airport and how they affect you.

This document is intended to be read and used in conjunction with any contractual obligations, current legislative requirements, your WHS policies, and any additional Hobart Airport polices as displayed on the Hobart Airport website or notified to you from time to time including the Hobart Airport – Work and Fit Out Guidelines.

HIAPL may modify this Guide at any time during the course of any project in response to new legislation, regulations, standards or changes to site safety and environmental procedures.



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# 1. Application



This guide is applicable to any person carrying out any construction, building, engineering, maintenance or any associated work (**Work**) at Hobart Airport in all its functions (**Workers**).

## 1.1 General

HIAPL recognises its moral and legal responsibility to provide a safe and healthy work environment for workers and visitors. This commitment extends to ensuring that the operations of Hobart Airport do not place the Airport community at unnecessary risk of injury, illness or property damage.

HIAPL maintains a cooperative and consultative relationship with its personnel, health and safety representatives, Workers and stakeholders on the health and welfare of persons while at work.

HIAPL will at all times endeavour to:

- Comply with the *Work Health and Safety Act 2012 (Tas)*, applicable regulations and codes of practice 2016.
- Provide safe plant and systems of work.
- Provide written procedures and instructions to ensure safe systems of work.
- Ensure compliance with legislative requirements and industry standards.
- Provide information, instruction, training and supervision to Workers to ensure their safety.
- Provide signs to inform visitors of risks.

## 1.2 Contractors

Any third party engaged by HIAPL to perform work at Hobart Airport (**Contractor**) must:

- Comply with this guide.
- Comply with the *Work Health and Safety Act 2012 (Tas)*, applicable regulations and codes of practice 2016.
- Ensure its personnel are appropriately trained, skilled and qualified.
- Ensure its personnel complete induction and attend safety related training as provided by HIAPL (see section 3.1).
- Ensure appropriate PPE is worn (e.g. high visibility vests **MUST** be worn when working Airside).
- Ensure that personnel are familiar with and adhere to HIAPL's Safe Working Practices (see section 5).
- Ensure its personnel take reasonable care of themselves and others when performing work tasks.
- Immediately report Injuries, Incidents and Hazards.
- Comply with the Works and Fit Out Guidelines if the design of any construction, building, or fit out works is included in the scope of the third party's work.



### 1.3 Housekeeping

The workplace is to be kept clean and tidy at all times. All construction dirt and debris is to be cleaned up and removed from the site each working day. People are to clean up their work area as work proceeds and remove all their rubbish from the site.

Waste receptacles located on site are not to be used for waste from construction related activities. The party producing the waste is responsible for the removal of all waste from construction or site occupation.

Food preparation and consumption shall be confined to designated meal consumption areas or lunchrooms, with litter to be placed in appropriate refuse containers. Where the site does not provide these amenities, litter is to be removed from site and disposed of separately. Under no circumstances are food or drinks to be taken into, consumed or disposed of in equipment or communication areas.

All persons are to ensure that exits and paths of travel to exits are always readily accessible, functional and clear of obstructions and trip hazards.

Access to any emergency or fire-fighting equipment and services, and to electrical switchboards, is to be maintained at all times.

## 1.4 Communication

Contractors or business groups are to provide a single point of contact to liaise with HIAPL or their representative.

HIAPL's contact details are: Business hours phone: (03) 6216 1600 or 24-hour Emergency mobile: 0418 120 854.

## 1.5 Financial Impact of Works

Where an increase in the frequency or extent of either cleaning or ground services is deemed necessary due to the Works in progress the Contractor shall incur the cost of additional services needed. The existing Airport cleaning company is recommended to be engaged for any additional or extraordinary services to the site during work activities.

Any costs associated with false alarms, emergency service call-outs or other additional expenses that result from the works of a Contractor will be at the expense of the Contractor.





## **2. Work Health and Safety**





## 2.1 Incident Reporting

If a Worker becomes aware of an injury or property damage whilst carrying out work at Hobart Airport, **you must immediately report** the incident or injury to the **Terminal Duty Manager** at Hobart Airport on **0437 361 901** (or if afterhours contact the **Senior Operations Officer** on **0418 120 854**).

## 2.2 Work Health & Safety hazard management

Persons who arrange, manage or perform Works at Hobart Airport must ensure that any hazards and risks associated with their works are identified, assessed, controlled and managed.

Appropriate advice, warnings and liaisons with stakeholders and occupants must be provided in relation to WHS and risks associated with any works at Hobart Airport. This communication should include the location, possible impact, duration, type of hazards, level of risk and controls to be used.

The **Hierarchy of Control** aims to minimise hazards and their associated risks. It establishes a clear frame work for seeking the highest reasonably practicable level of protection.

- **Level 1 control – Eliminate the hazard**

Eliminating the need for a hazardous item, situation or process may be achieved, for example, by devising a safer method or process for conducting the job or task, or by modifying the work layout to eliminate the need for the hazardous item, situation or process. Once a hazard has been eliminated, there is no longer an associated risk to health and safety.

- **Level 2 controls – Minimise the risk associated with the hazard (Substitute, Isolate and Engineer)**

This may involve

- a. substituting the hazard with something safer (a less hazardous process or material);
- b. isolating people from the hazardous work process, machine or substance by physically separating them from it (e.g. guard, enclosure), or
- c. engineering (modifying) the plant or equipment to reduce the severity or likelihood of risk associated with the hazard.

- **Level 3 controls – Minimise any residual risk** (administrative controls and personal protective equipment)

Level 3 controls are supplements to, not substitutes for, level 1 and 2 controls. Once the risk has been minimised as far as reasonably practicable using level 1 or 2 controls, any remaining risk must be identified and minimised, as far as reasonably practicable, using **administrative controls** (such as signage and training) and **PPE**.

Any disagreement on control methods that cannot be resolved at the workplace level should be escalated. Hobart Airport staff should escalate via their line-management, whereas Contractors and other third parties should escalate via their own contractual dispute resolution clauses.

If Hobart Airport or other stakeholders consider that the responsible person or Contractor is not adequately managing a hazard, action may be taken to minimise the identified risk to an acceptable level. This may include stopping work.

## 2.3 Records

A record of the risk assessment, evidence that risks have been identified and appropriate risk controls implemented must be maintained and kept on site. This may include but is not limited to any or all of the following documentation:

- risk assessments;
- MOP (see section 5.4.2);
- project specific health, safety and environment plans;
- Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) or other hazard study methodologies (see section 5.4.1);
- relevant notices and certificates; and
- OLS (see section 5.4.15).





### **3. Hobart Airport Site Requirements**



## 3.1 Site Induction

Prior to commencing any Work at Hobart Airport all Workers must complete the online induction. A certificate of completion must be readily available at all times while working on the Airport precinct. The online induction is available at <https://hobartairport.com.au/business/working-at-hba/before-working-at-hba/>

## 3.2 Notification of Works

### 3.2.1 Airport Notification

HIAPL is to be notified not less than 10 working days before starting any Work that the Work:

- a. is potentially hazardous, or could cause nuisance;
- b. could affect property or building infrastructure and services.

Whilst it is not a requirement to advise of all activities to be performed within HIAPL owned and leased facilities, it is a requirement that HIAPL is advised of any proposed activities which could affect the following:

- a. building structure & fabric - penetrations, drilling and coring (e.g. floor, wall & roof); demolition; working on or removing asbestos; building construction, alterations and changes;
- b. building plant & equipment - isolation, modification or installation of air conditioning plant, equipment and controls; switching, isolation or works on electrical switchboards, UPS or emergency power plant; all AC electrical work in strategic buildings; use of heavy machinery, plant or equipment; use of overhead cranes and hoists;
- c. building services - altering building safety systems (e.g. working on, removal of, or isolation of fire indicator panels, fire and smoke detection systems, fire stopping & fire pillows, or obstructions to paths of egress); changes to heat loads or power supply loads from installation or altering of equipment; disruption to electrical power, water, gas, air conditioning and/or fire services;
- d. building occupants (tenants, visitors, users or the public) - activities that may present risk to health and safety; activities that may cause discomfort; activities that may cause interruption to business activities;
- e. building and environmental conditions and hazards – performing 'Hot Work' (welding, grinding, soldering etc.); excavations; activities that generate dust, fumes, offensive odours and loud noises; storage of materials (including boxes, crates and cable reels); use or storage of hazardous chemicals, plant and equipment; unnecessary energy wastage.

Routine maintenance activities are not normally required to be notified. This should be discussed and confirmed with HIAPL first.



### 3.2.2 Notification of Building Alarms

HIAPL must be advised of any instance where Works may affect or activate building services plant, equipment or high temperature alarms. Activities that activate alarms may include:

- a. isolation or failure of air conditioning plant and equipment;
- b. increases in equipment room temperature up to a high temperature set point;
- c. interruptions, switching or isolation of power distribution and supplies;
- d. Isolation of fire detection circuits, panels and aspirated smoke detection as well as work that produces any heat, smoke or dust which may activate these alarms.

All building related alarms caused by Works or site activities are to be cleared and reinstated before leaving the site unless agreed otherwise by HIAPL. After hours the Senior Operations Officer shall be contacted to verify or assist with alarm clearances.

Anyone who requires an alarm to be isolated or ignored during Works shall ensure that other area or plant alarms are not unknowingly isolated or ignored, due to the use of common alarm points.

### 3.2.3 Planned event notices

Adequate prior notification of any planned interruption or hazardous activity to the Airport must be submitted to HIAPL in written or electronic format.

Contractors are to liaise with HIAPL to establish an agreed method to deliver the planned interruption or activity and the associated management requirements.



### 3.2.4 Commercial Lease Notices

Some Airport sites are subject to commercial lease management issues on either an expenditure or revenue basis. HIAPL is to be notified at a project's concept stage by the project stakeholder or planner for review and advice about the required serving of notices under any lease terms.

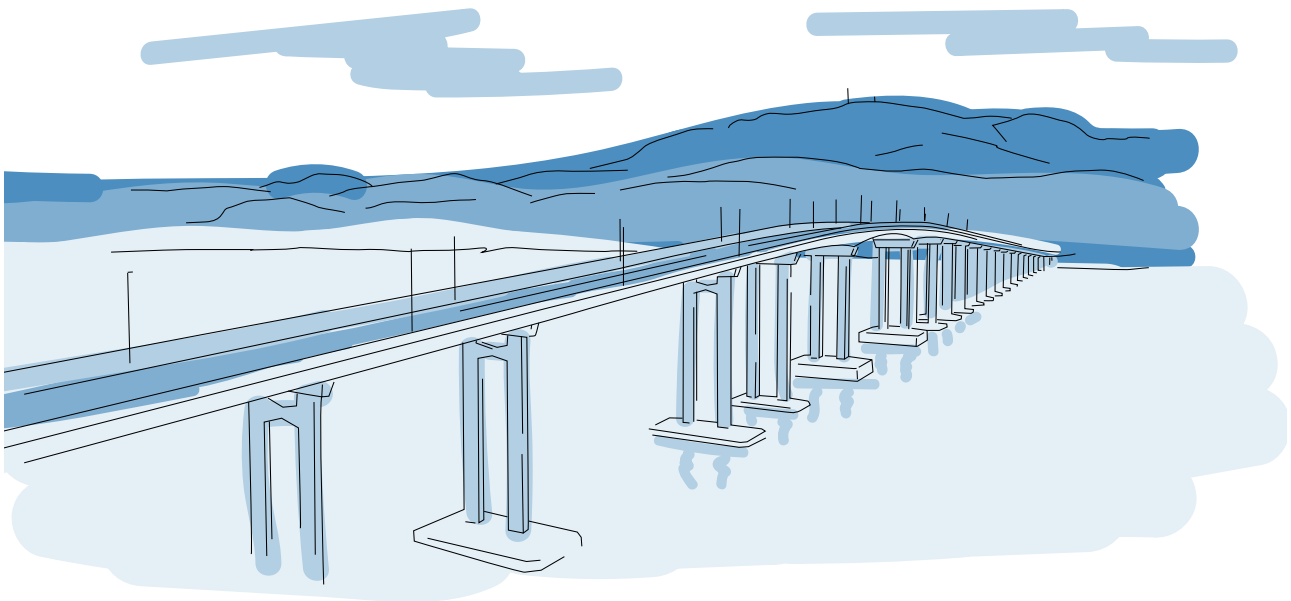
Lease issues may at times provide restrictions of how or when Works may be carried out and often include obligations to provide prior notice to enter a property or area.

## 3.3 Notification of presence

Contractors must notify HIAPL of their arrival and departure at Hobart Airport by signing the HIAPL Sign-In Register located at the HIAPL Administration Office. On large projects, Contractors may arrange with HIAPL for a project Sign-In Register to be established.

## 3.4 HIAPL Directions

Workers must comply with any directions given by the Hobart Airport Representative, or in the event they are unavailable, the Senior Operations Officer and/or the Terminal Duty Manager.



## 3.5 Site Boundaries

Workers must not operate outside of their respective project boundary unless authorised in writing by HIAPL.

### 3.6 Office and storage

Any site offices or storage facilities allocated to a Contractor by HIAPL, remain the responsibility of that Contractor for the duration of the Works. These areas must not be left unlocked when unattended and all tools, materials and equipment must be secured at all times.

### 3.7 Toilets

Workers must, unless otherwise provided, use the nearest public toilets to the site.

### 3.8 Fencing and Hoarding

If a site requires the installation of hoardings in public areas of the terminal building, the Contractor must (unless otherwise agreed with HIAPL in writing) install suitable floor to ceiling hoardings which fully encloses the Work sites, and provides noise insulation, in compliance with the Works and Fit Out Guidelines.

### 3.9 Project Manager

HIAPL will appoint a Project Manager for any construction Work at Hobart Airport. The Project Manager (or its nominee) will, in addition to any contractual right, at all times:

- be granted reasonable access to the site to inspect the Works;
- be empowered to rectify any situation (including the temporary closure of the project) where:
  - a. the Works (or a part thereof) do not conform to the contract, any permit or approval associated with the Works, this guide, or any other HIAPL policy; or
  - b. unsafe work practices are being used Costs in connection with an action by HIAPL under this section will be the responsibility of the Contractor.

### 3.10 Time Restrictions

Workers must comply with any access restrictions to the site including any restrictions on hours due to Airport operations (e.g. noise and dust restrictions).



## 4. Security



## 4.1 General

Airports are environments which require a high level of security, both by Government regulations and operational necessity. HIAPL takes security seriously and has in place arrangements to keep the Airport safe and secure.

## 4.2 Landside Security

“Landside” is the term used for the area which the public have access to without being subject to inspection or the screening of person or goods (excluding screening at the check in counter).

Any person working Landside must:

- lock and secure their vehicles at all times. If working within the terminal building, you will be directed to park in the appropriate place;
- not leave boxes, bags, equipment unattended. Unattended items will invite a security response;
- comply with restrictions on parking, loading and unloading vehicles outside the terminals and other forecourt areas. Vehicles in breach of restrictions may be towed away at the owners cost and;
- ensure no vehicle, building material, plant, equipment or structure is left or placed within 3 metres of an Airside security fence.

## 4.3 Airside Security

“Airside” is the Airport term used for the areas:

- a. inside the security fence; and
- b. any area in the terminal past the security screening point.

Any persons working airside must be familiar with section 8.

## 4.4 Reporting Unattended Items

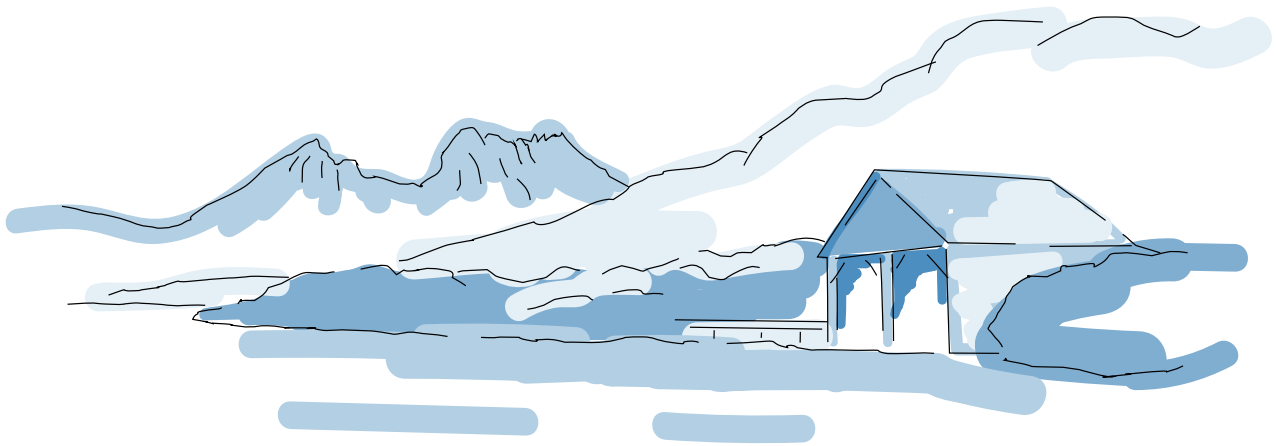
If you become aware of an item that is unsupervised or abandoned, **you must immediately** contact the **Terminal Duty Manager** on **0437 361 901** (if afterhours contact the **Senior Operations Officer** on **0418 120 854**).





**5. Safe Work  
Practices and  
Permits**





## 5.1 General

All Workers must:

- keep work sites and all tools, equipment and materials secure;
- keep walkways clear of obstructions and;
- keep exits clear at all times.

## 5.2 Public Safety

With the large number of people visiting Hobart Airport, it is essential that high standards of safety are maintained. Workers must maintain visitor safety by:

- approximately defining the Work site by warning signs/barricades;
- keeping equipment within the boundary of the Work site;
- being aware of fire escape routes near the Work site and keeping these routes clear at all times;
- minimising noise, dust and the like; and
- not running leads or hoses across access pathways or public floor spaces unless properly protected.

## 5.3 Reporting Faults

If you become aware of a safety risk or operational problem or fault you must immediately report it to the **Terminal Duty Manager** on **0437 361 901** (if afterhours contact the **Senior Operations Officer** on **0418 120 854**).



## 5.4 Required safety permits

Contractors must provide the following notices to HIAPL before starting any Work:

1. Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA);
2. MOP (if required);
3. Authority to Work Permit; and
4. any additional permits required for specific risks and activities.

The provision of safety permits, including an Authority to Work Permit and acceptance of the same by HIAPL, does not constitute approval of any Works or methods of work.

It is important to understand that the notices (see section 5.4.3) provide notice of intended access to a site for the purposes of site management and co-ordination only. The acceptance of a notice by HIAPL indicates acceptance of the timing and purpose of the proposed site access and will facilitate it.

Acceptance:

- a. is NOT approval of the proposed Work and does not replace any statutory or contractual approvals which may be required;
- b. does NOT replace the obligation of the person who proposes to carry out the Work to undertake all processes required either by law or by any agreement pursuant to which the proposed Work is to be undertaken. In particular, without limiting in any way the extent of any such obligations, it does not replace the obligation of the person seeking access to ensure:
  - i. that an appropriate hazard identification and risk assessment process has been undertaken;
  - ii. that appropriate safe work controls are in place;
  - iii. that safe plant, equipment and substances are being used;
  - iv. that all required notices have been obtained;
  - v. that persons undertaking the proposed Work are supplied with, and use, appropriate personal protective equipment, and work in accordance with safe work practices; or
  - vi. that persons are appropriately trained and qualified to undertake the proposed Work.

### 5.4.1 SWMS or JSA

Contractors are required to provide SWMS/JSA documentation that complies with the *Work Health and Safety Act & Regulations 2012* (Cth) and relevant Codes of Practices (2016).

## 5.4.2 Method of Procedure

A MOP is required prior to the commencement of any potentially hazardous Work or site activity. MOPs require consultation and/or interaction with relevant stakeholders for review and should be computed as early as possible in a project, so that required control strategies can be included in the scope of works.

MOPs are to contain the following information:

- Airport site name and location;
- project description and general description of Work;
- Contractors' details and contact numbers;
- relevant HIAPL staff and contact numbers;
- project start & completion dates;
- details of how identified hazards are to be managed;
- installation methods, tools etc.;
- safety precautions required – for example a JSA;
- any restricted hours (period) that may apply for the activity or work;
- switching/isolation/shutdown/restoration of equipment, including any essential safety systems (when and by whom);
- conditions before starting (includes security, entry/exit procedures etc.);
- prerequisite actions to address hazards or issues identified at project or site meetings, or from correspondence;
- fall back procedures or contingency plans;
- chronological sequencing of events and actions required to be taken; and
- any other items that have been requested by a stakeholder.

## 5.4.3 Authority to Work Permits

The Authority to Work permit is used to confirm that all required permits have been obtained and submitted to HIAPL before commencing Works.

#### 5.4.4 Airside Access

The following additional permits may need to be obtained for working Airside, depending on the nature of Works:

- ASIC;
- VIC;
- ADA;
- AUA; and
- Escort requests.

Section 8 of this document contains vital information for working Airside.

#### 5.4.5 Switching Services and Isolation

A Switching Services and Isolation Permit is required when Works impact on a Hobart Airport service. This includes electrical and plumbing equipment.

#### 5.4.6 Working at Heights

If working at heights, a Working at Heights Notice is required.



### 5.4.7 Radio Frequency & Roof Access

If working on a roof, or where RF or EME exists around equipment or external antennas, a RF and Roof Access Notice is required

### 5.4.8 Asbestos

For any Works in or on anything containing asbestos material, an Asbestos Handling Notice is required.

### 5.4.9 Working in Isolation

If a Worker is working alone:

- a. in a location determined to be hazardous;
- b. after normal Terminal opening hours or;
- c. with hazardous chemicals.

a Working in Isolation notice is required.

### 5.4.10 Confined Spaces

There are no registered Confined Spaces at Hobart Airport. In the event that a JSA recommends that a one-off situation is declared a Confined Space, then:

- a. the Contractor shall provide a Risk Assessment and Confined Spaces Entry Notice.
- b. all documentation developed and submitted to HIAPL must comply to the current Code of Practice: Confined Spaces 2016;
- c. entry to the site must comply with requirements associated with Confined Spaces;
- d. all Workers must be appropriately licensed/qualified; and
- e. equipment must comply with relevant Australian Standards.

### 5.4.11 Hot/Dust Works

If carrying out any work that produces a level of dust that is likely to affect any aspect of the Airport, or that could activate fire/smoke detectors, a Hot/Dust Works Notice is required.

### 5.4.12 Fire Safety Systems Impairment Notice

Where a fire isolation protection system, including automatic sprinkler, fire detection and alarm systems, firefighting water supplies and hydrant and hose reel system, will be shut down or isolated in excess of eight hours, a Fire Systems Impairment Notice is required.

In addition to providing a copy to HIAPL with the Authority to Work form (see section 5.4.3) the Fire Protection Impairment System **must be emailed** to the Contracts Manager (maintenance@hobartairport.com.au) at least 48 hours in advance.

### 5.4.13 Chemicals

Prior to the use or storage of any chemical on Hobart Airport a Chemical Use Notice is required. **Before chemicals are stored on the site they must be approved by Hobart Airport.** Chemicals stored on site are to be recorded in a Site Chemical Register. Approved chemicals stored on site are to be kept in an area or storage cabinet suitable for the product.

A MSDS is required to accompany the Chemical Use Notice for each Chemical brought on site.

Spillage of flammable substances **must be cleaned up immediately** and reported to the **Terminal Duty Manager on 0437 361 901** (if afterhours contact the **Senior Operations Officer on 0418 120 854**) and disposed of appropriately.

### 5.4.14 Lifting Equipment & Working Near Moving Machinery Notice

When a person is using mechanical lifting devices a Lifting Equipment/Working Near Moving Machinery Notice is required.

HIAPL must check for Obstacle Limitation Infringement prior to accepting a Lifting Equipment Notice.

If appropriate, the Contractor may need to additionally submit a Traffic Management Plan and a Lifting Plan with the MOP and SWMS/JSA's. Hobart Airport does not have a Traffic Management Plan template. Guidance can be sought from Hobart Airport staff on what to include in a Traffic Management Plan.



### 5.4.15 OLS infringement

Crane operations which affect operations at Hobart Airport **must be assessed and approved** before they are carried out. Crane operations may infringe on Hobart Airport activities if they are within approximately 16km of the Airport. An OLS Check Notice is required in addition to completing the online application: <https://hobartairport.com.au/business/working-at-hba/crane-operations/>

### 5.4.16 Excavation or Surface Penetration Vertical & Horizontal

Where Works involve the excavation opening of any roads in the Airport precinct, an Excavation or Surface Penetrations Notice is required.

### 5.4.17 Building and Construction

Any building and/or construction at Hobart Airport requires approval by the ABC.

## 5.5 Acknowledgement when developing permits

When developing any required work or safety permits, Contractors and Workers acknowledge:

- that there is contamination at the Airport; and
- that they will consider the risk of contamination when developing their SWMS.



## 6. Terminal Evacuation

## 6.1 Terminal Emergency Plan

All workers must be familiar with the Terminal Emergency Plan.

## 6.2 Fire Safety

Smoke and fire detection systems are installed in the Terminal. The evacuation alarm (WHOOOP-WHOOOP-WHOOOP) will operate automatically to warn all occupants in the area that an evacuation is necessary. On hearing the alarm all occupants should evacuate through the nearest safe exit.

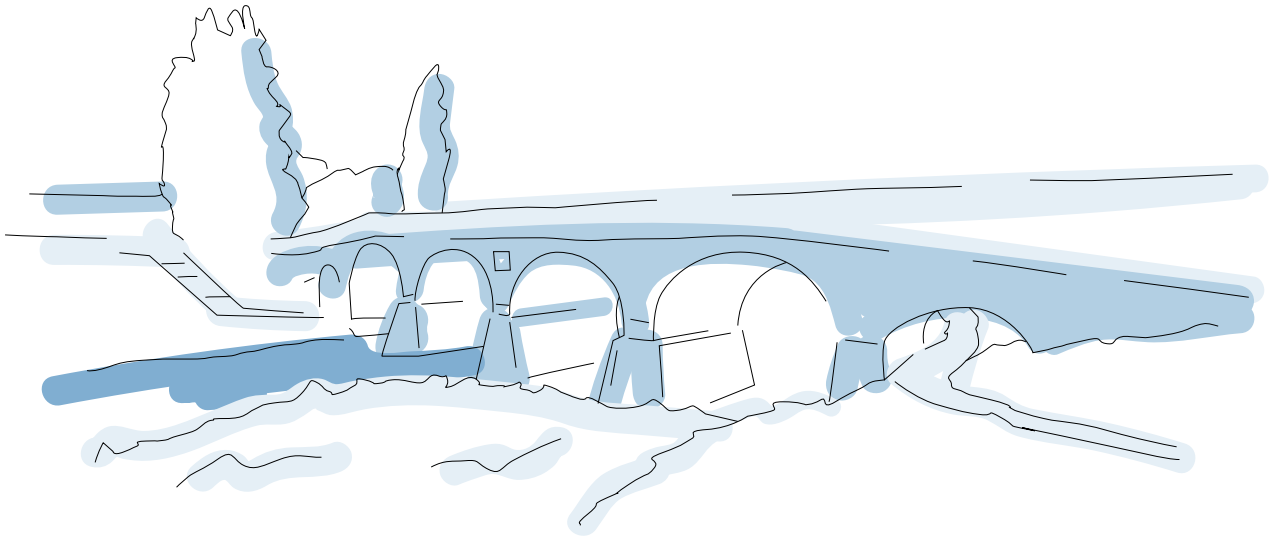
In the event that you discover fire or smoke at the Airport, **you need to act quickly to alert the Airport fire service.**

Upon discovering fire/smoke, take action as follows:

1. **Do not put yourself at risk.**
2. **Report emergency to ARFF on 6248 3499.**
3. Rescue or remove any persons from immediate danger **only if safe to do so.**
4. Alert others.
5. Use fire extinguishers or hose reels attempt to extinguish small fires, **only if trained & it is safe to do so.**
6. Close doors to restrict the spread of fire and smoke **only if it is safe to do so.**
7. Remain in designated assembly area until emergency is over.
8. Don't attempt to put the fire out unless you have received training and **it is safe to do so.**

A dedicated ARFF Service is located at the Airport and is able to attend the terminal within minutes of receiving an alarm. ARFF Services are at the Airport and are operational from 5.30am or 30 minutes prior to the first flight departure/arrival and 15 minutes after the last flight departure/arrival. Outside of these hours the ARFF number will divert to another fire station in Australia who will be able to provide assistance.





### 6.3 Evacuation Assembly Points

The assembly areas at Hobart Terminal are located:

- Landside - In the main car park in front of the main terminal building at either end of the old vehicle rental building.
- Airside - For passengers and staff. (1) At the Northern end of airside apron. (2) At the Southern end airside apron. These areas have been designated to accommodate any airside persons that would not be permitted to enter the airport terminal building during an evacuation procedure.



## 7. Medical Emergencies

In the case of an apparent medical emergency, you must contact the **Terminal Duty Manager on 0437 361 901** (if afterhours contact the **Senior Operations Officer on 0418 120 854**).

## 7.1 First Aid Facilities

Contractors have a responsibility to ensure that:

- first aid facilities are available on site for Workers requiring medical attention;
- they have a nominated first aid officer.

Workers must familiarise themselves with their own first aid kit locations.



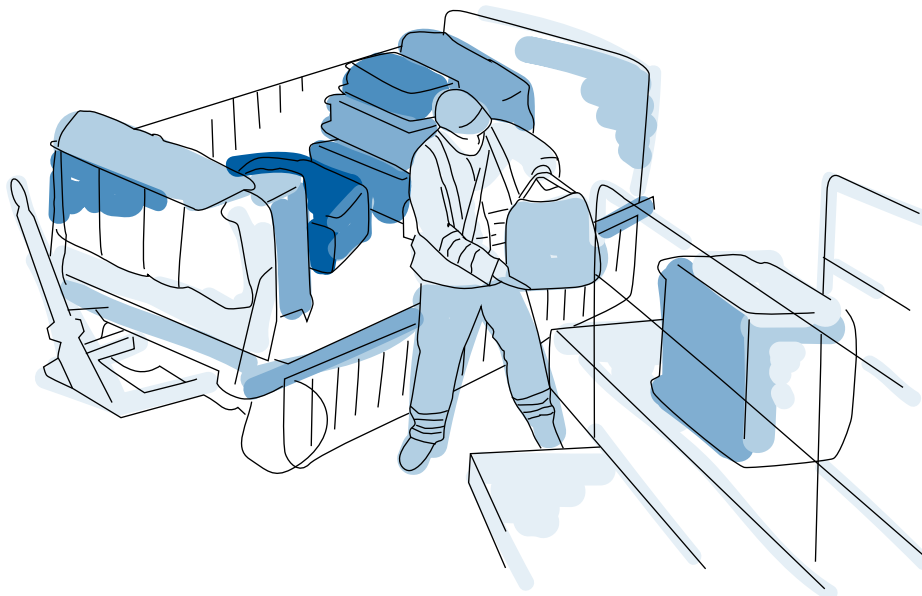




## 8. Working Airside

Workers working Airside must be aware of the complexities of Airside. Airside is a unique environment that presents a variety of hazards involving aircraft, vehicles and dangerous goods.

Workers must be familiar with all Airside safety policies and reporting requirements prior to being Airside.



## 8.1 Access by ASIC or VIC

Airside access is controlled by an electronic access control system. All persons working Airside must be clearly identifiable by prominently displaying an ASIC. If you do not have an ASIC you must have a temporary VIC and be under escort of an ASIC holder. VIC holders must remain with their escort at all times.

Each ASIC must be individually coded for access through controlled doors. Access is granted on the basis of a pre-confirmed need for the work to be performed and **ONLY** for the immediate area of the works. ASIC holders must not stray from where they are permitted to be. Persons found using an ASIC for un-authorised purposes, or in areas where they have no right to be, will be subject to immediate corrective action on a zero tolerance basis.

Hobart Airport is an ASIC issuing body, who can assist with processing and issuing an ASIC for Hobart Airport contractors. An ASIC application must be submitted at least 6 weeks prior to requiring your ASIC. Further details can be found online: <https://hobartairport.com.au/business/working-at-hba/asic/>

Lost ASICs should be reported to HIAPL immediately. Please note there are Commonwealth Government requirements on the notification of lost ASICs: <https://www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/identity/applicants-and-cardholders/your-obligations>

## Airside Vehicle Control and Driving Airside

Workers operating a vehicle Airside must comply with the AVCH: <https://hobartairport.com.au/business/working-at-hba/airside-vehicle-control/>

According to the AVCH Airside vehicles must meet Tasmanian roadworthy requirements and only appropriately trained personnel are permitted to operate vehicles Airside without an escort. AVCH Airside vehicles are required to display an AUA sticker.

### 8.2 Overview for Contractors Working Airside (except for Terminal Sterile Areas)

Notwithstanding the need to be familiar with all details and policies connected to this section 8, the following points are key requirements for Workers working Airside:

- Only enter Airside if your job requires you to do so.
- The safety of passengers and others using these areas takes precedence over your need to be there.
- Accessing Airside for other purposes (e.g. farewelling friends or family) is prohibited and may result in criminal proceedings.
- Present your vehicles for searching when entering via an Airside access gate.
- Identify yourself by displaying your ASIC or VIC when entering Airside.
- VIC holders must remain directly supervised by the holder of an ASIC.
- Lock your vehicle and secure your possessions and property to prevent them from being stolen or misused.
- Be aware of all security rules and obey them.
- Parking vehicles, storing goods or placing any structure within 2 metres inside and 3 metres outside of the security fence is prohibited.

### 8.3 Essentials for Contractors Working in Terminal Sterile Areas

Notwithstanding the need to be familiar with all details and policies connected to this section 8, the following points are key requirements for Workers working in terminal Sterile Areas:

- The safety of passengers and others using these areas take precedence over your need to be there.
- The Sterile Areas at Hobart Airport start at the screening points and extend through to entry onto a plane via the indicated pathway.
- You must never enter a Sterile Area without being screened.
- If you enter a Sterile Area accidentally, you must leave the area immediately (avoiding contact with screened persons), closing and securing the entrance by which you entered.



- If cordoning off a part of the Sterile Area for construction purposes is not possible, a security guard(s) must be employed to ensure segregation between screened persons and workers. Careful planning and the closure of access to the Sterile Area must occur before opening access points to allow non-screened workers into the construction zone. This is to preserve the integrity of the Sterile Area.
- If building or fit-out equipment for a project cannot be brought into a Sterile Area by the screening point, they must be pre-screened and cleared by security screening staff before being brought into the area. Advice on these types of arrangements may be sought from the **Terminal Duty Manager on 0437 361 901** (if afterhours contact the **Senior Operations Officer on 0418 120 854**) 24 hours in advance of the goods arriving.
- If there are any breaches of the Sterile Area or possessions or equipment cannot be located, the **Terminal Duty Manager** is to be immediately notified on **0437 361 901** (if afterhours contact the **Senior Operations Officer on 0418 120 854**).



## 9. Harassment and Discrimination



Workers are entitled to work in an environment that is free of discrimination and harassment. Anti-discrimination legislation enforces that there shall be no discrimination or harassment on the grounds of:

- age;
- disability/impairment;
- industrial activity/inactivity;
- personal status;
- physical features;
- political belief or activity;
- pregnancy;
- race;
- religious belief or activity;
- sex;
- status as a parent or carer;
- personal association with someone of the above attributes; or
- relevant criminal conviction.

Workers will ensure a work environment free of discrimination and harassment.





# 10. Drugs and Alcohol

HIAPL is committed to the provision of a safe, productive workplace which is free from the risk of harm associated with drug and alcohol abuse.

Alcohol and drug misuse contributes to performance impairment, breach of statutory obligations and unsafe operating practices. Workers shall comply with the DAMP:  
<https://hobartairport.com.au/business/working-at-hba/before-working-at-hba/>



# 11. Media



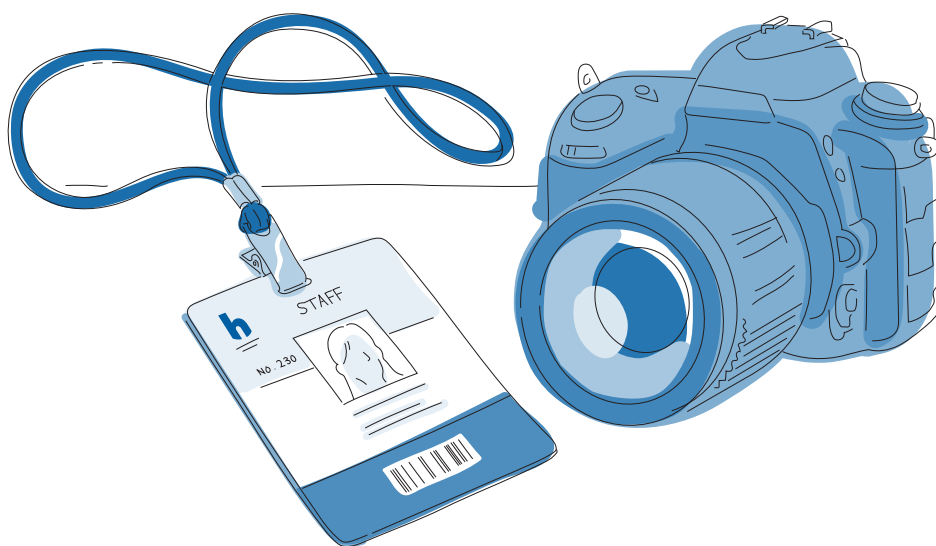
Workers may not make any comment to media regarding HIAPL, Hobart Airport or its operations. This includes questions relating to your activities at Hobart Airport as well as issues affecting HIAPL such as incidents, accidents and celebrity visitors.

The easiest way to avoid being drawn into commenting is to say politely, but firmly:

“I am not the person to speak to on this matter” and direct the person to the HIAPL’s Executive General Manager Operations and Corporate Affairs. Alternatively, you may provide them with the **Hobart Airport Media Team** contact details-

Becher Townsend, FONT PR

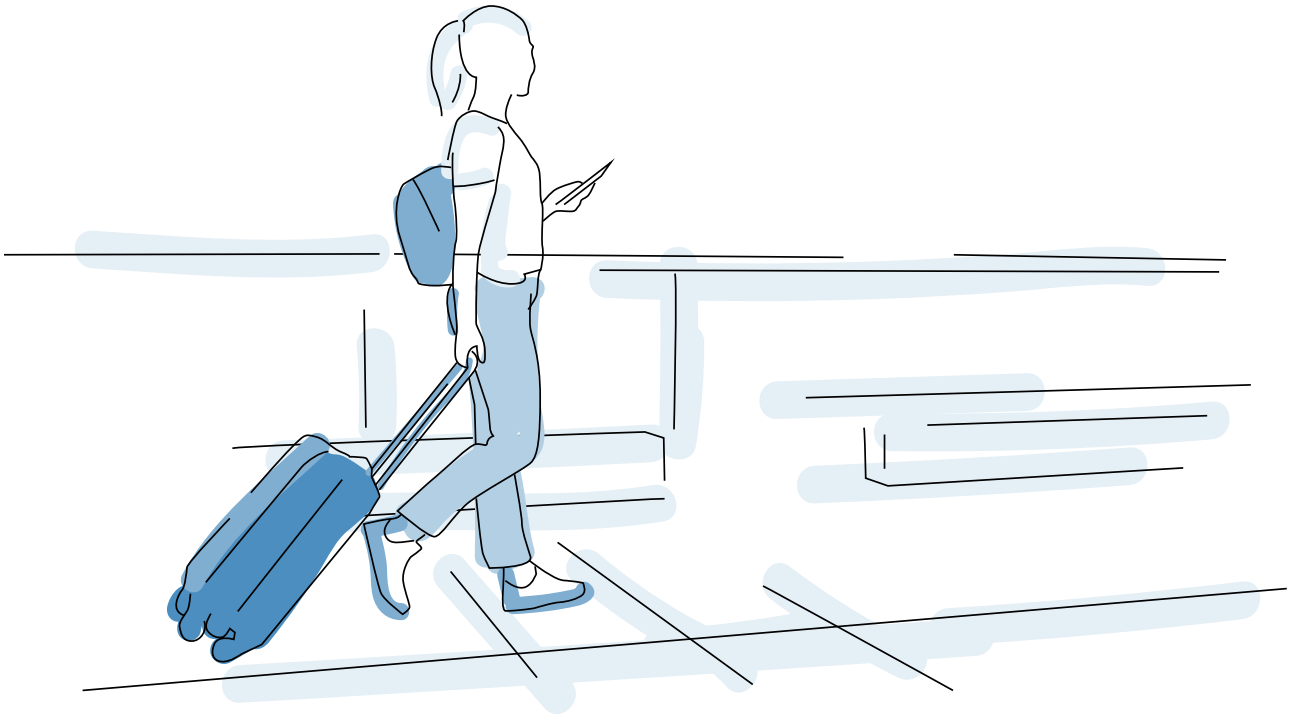
Tel: 0418 370 661



A large commercial airplane engine is the central focus, mounted on a metal support structure on a tarmac. A ground crew member in a high-visibility vest and dark shorts stands on the structure, holding a clipboard. An orange traffic cone is in the foreground. The background shows a clear sky and some trees.

# 12. Customer Service

Workers operating at Hobart Airport are often seen by the public as employees of HIAPL. Contractors are to assist in directing persons to the relevant area or person, should they be approached. Any interaction with members of the general public should be conducted in a friendly and professional manner.



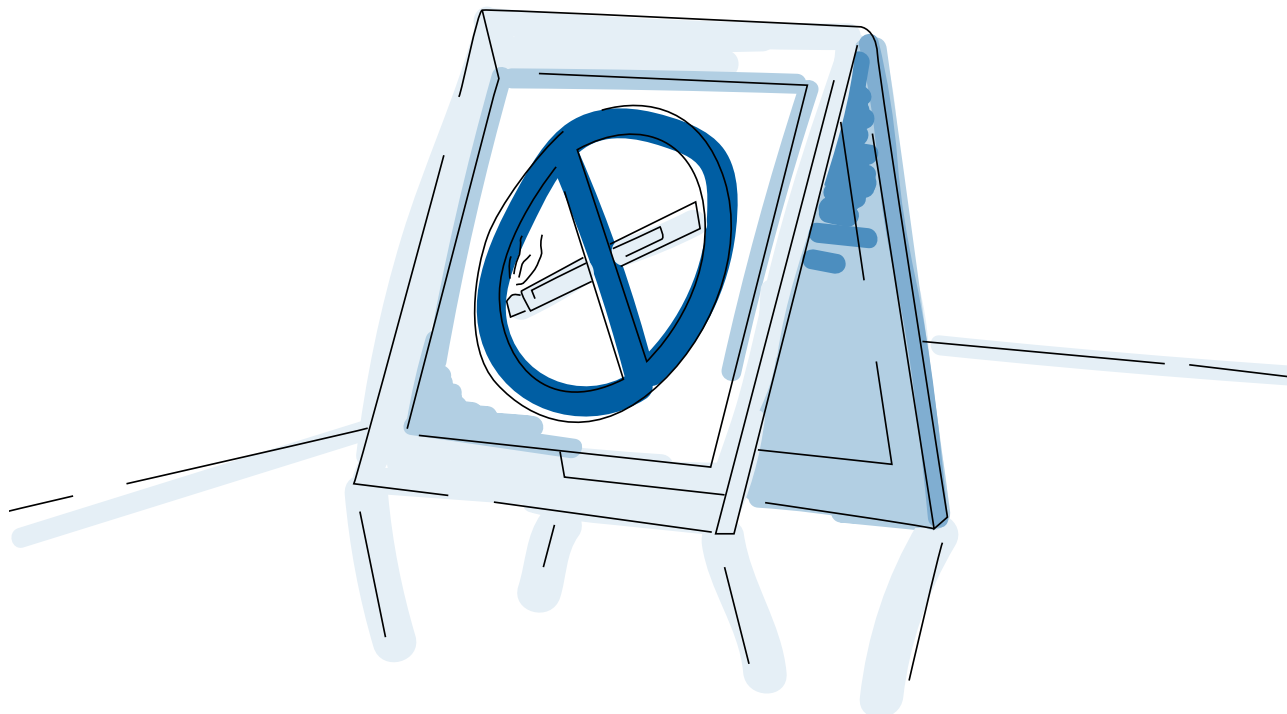


A large jet engine on an airplane at night, with a person in a high-visibility vest and a ground service vehicle visible in the background.

# 13. Smoking

Smoking is prohibited in the terminal, all Hobart Airport buildings and Airside.

Smoking outside the terminal is only permitted in designated areas.

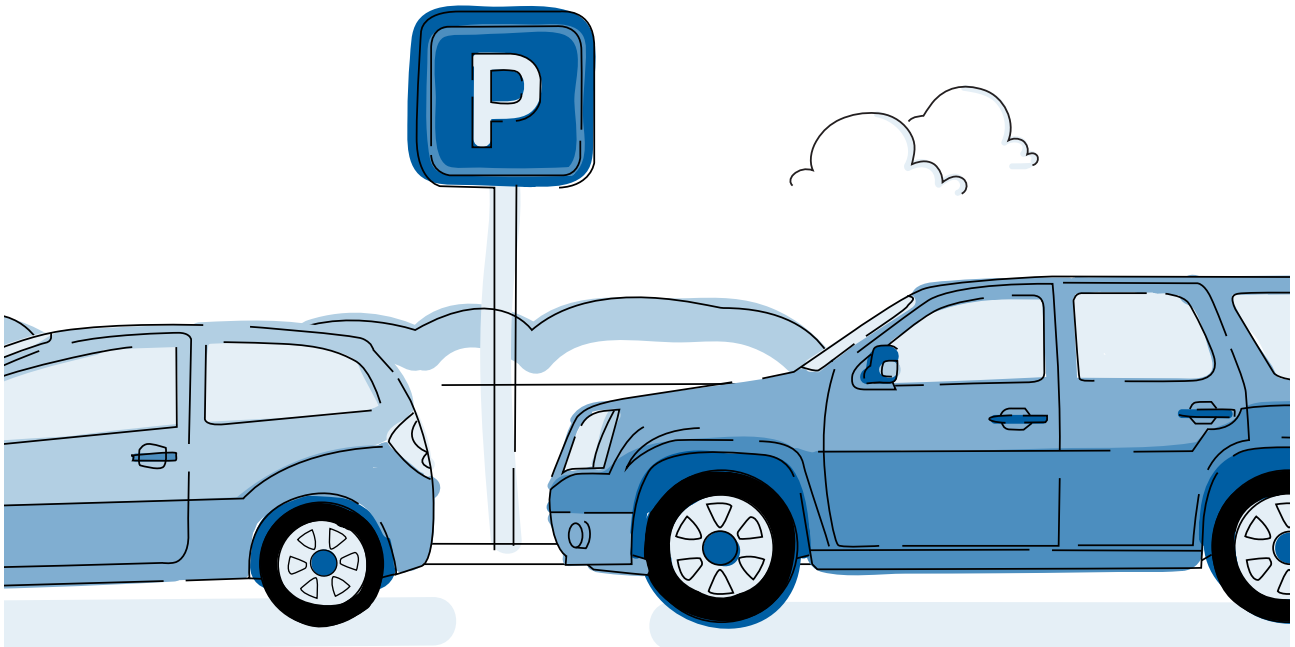


# 14. Parking





HIAPL is not responsible for providing car parking for Contractors. There is a staff car park available at cost.

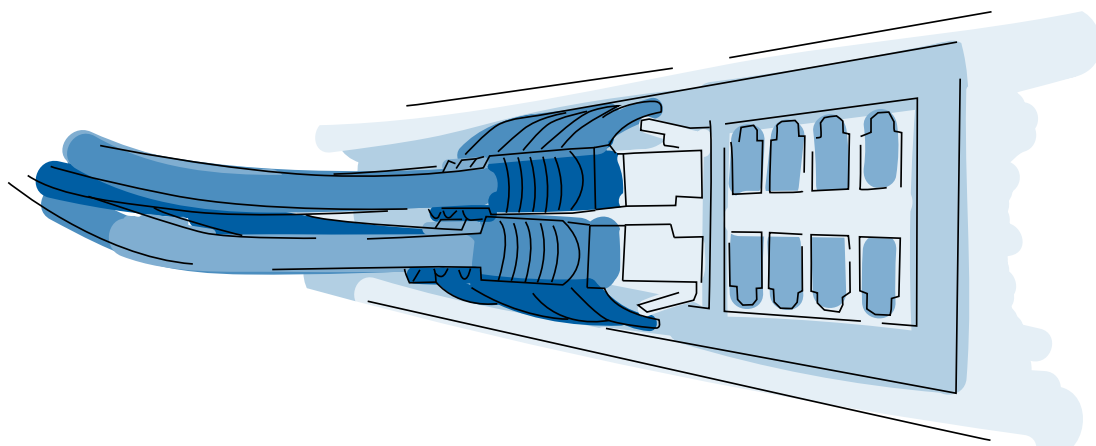




# 15. Information Technology

If you need to use or access Hobart Airport's ICT systems, you will be required to comply with our policies in this regard.

If you do require access to Hobart Airport's ICT systems, please contact the **ICT team** at Hobart Airport regarding access and your obligations as a contractor- <http://skynet/it-service-request/>





# Glossary

ABC	Airport Building Controller
ADA	Authority to Drive
ARFF	Aviation Rescue Fire Fighting
AUA	Authority to Use Airside
AVCH	Airside Vehicle Control Handbook
ASIC	Aviation Security Identification Card
CEMP	Construction Environmental Management Plan
DAMP	Drug and Alcohol Management Plan
EME	Electromagnetic Energy
JSA	Job Safety Analysis
MOP	Method of Procedure
MSDS	Material Safety Data Sheet
OLS	Obstacle Limitations Surfaces
OLSA	Obstacle Limitations Surfaces Approval
PPE	Personal Protective Equipment
RF	Radio Frequency
SRA	Security Restricted Area
SWMS	Safe Work Method Statements
VIC	Visitor Pass/es
WSO	Works Safety Officers