

SITE RULES FOR CONTRACTORS

At Darwin International Airport

Version 3.0 August 2014



Version 3, August 2014

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1 PURPOSE

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

2 SCOPE

NTAPL is the parent company of Darwin International Airport Pty Ltd (DIAPL). DIAPL has been granted a lease of the airport site declared in the Airports Regulations 1997 (Cth) to be Darwin International Airport (Airport).

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

3 REFERENCES

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

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

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

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

NTAPL Policies apply to works and include:

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

4 RESPONSIBILITIES

4.1 Contractors

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

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

As a contractor it is your responsibility to assess and control the risks for all work activities at DIA. This will be documented in your Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) which must be made available at all times.

The contractor and his/her employees are to sign in at the Terminal Control Centre, Airport Management Centre or Grounds Maintenance Compound at the start of each job period and report to their NTAPL Responsible Officer. You are to obey all reasonable workplace safety, environmental and operational directions given by the NTAPL Responsible Officer.

The contractor and his/her employee(s) shall perform all works for which he/she is engaged in such a manner to ensure that no hazard or risk of injury or damage exists to NTAPL employees, visitors or members of the public.

4.2 NTAPL Responsible Officer

The NTAPL Responsible Officer can include NTAPL Project Managers, Work Health and Safety Advisor, Environment Manager, Asset Manager, Infrastructure Development Manager, Electrical Maintenance Coordinator, Contractor Liaison Supervisor, Maintenance Coordinator and an NTAPL authorised employee in charge of the contractors work area.

4.3 NTAPL Project Managers

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

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

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

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

4.4 NTAPL Work Health and Safety Advisor, and NTAPL Environment Manager

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

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

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

4.5 Role of the Airport Environment Officer

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



4.6 Role of the Airport Building Controller

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

5 CONTACTOR INDUCTION AND ACCESS CARDS

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

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

5.1 Approved Contractor Register

All businesses (Contractors, including sub-contractors and their employees and agents) engaged to carry out works for Darwin International Airport on the DIA site must be registered as an Approved Contractor with the DIA Engineering Department before a Permit to Commence Work will be issued.

The below form is to be used when registering a new business to be included on Darwin International Airport's Approved Contractor Register.

- **Approved Contractor Registration Form – E001**

The below form is to be used when registering additional new personnel to an already existing Approved Contractor with Darwin International Airport.

- **Contractor Personnel Registration Form – E002**

Completed forms are to be sent to the DIA Engineering Department.

5.2 Induction and Contractor Pass

All persons are required to obtain a DIA Contractors Pass prior to carrying out any works or maintenance activities on the airport site. To obtain a DIA Contractor Pass, you are required to sit and pass the DIA Contractor Induction which is based on this DIA Site Rules for Contractors guidebook. The Induction is a mandatory requirement with the objective to protect contractors, employees, members of the public, and the assets of DIA from potential hazards.

You will be registered to complete the induction once you have submitted the appropriate Registration Forms. We will send you an email with your username and password and a link to complete the induction. Upon successfully completing the Contractors Induction and if required, an alcohol and other drugs test and DAMP Induction, a Contractors Pass will then be issued at the discretion of Darwin International Airport. The pass can be collected from the DIA Airport Management Centre.

All contractors who are required to perform regular (at least two or more times every 90 days) works in the airport's secure areas or undertake a Safety Sensitive Aviation Activity (SSAA) within an aerodrome testing area are required to comply with NT Airports Drug and Alcohol Management Plan (DAMP). As well as gaining a Contractor Pass you will be required to undergo the NT Airports DAMP Induction and are subject to alcohol and other drugs pre-deployment/employment testing. Please see section 13 for further information.

5.3 Sign In

All contractor and his/her employees are to sign in by swiping their Contractor Pass at the Terminal Control Centre, Airport Management Centre or Grounds Maintenance Compound at the start of each job period, and report to their NTAPL Responsible Officer of their job intentions for the work period.

5.4 Aviation Security Requirements

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

5.4.1 Aviation Security Identification Cards and Visitor Passes

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

A VIC pass can only be issued to a person for a maximum total of 28 days in any 365 day period.

5.4.2 Public Areas

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

5.4.3 Secure Areas -Sterile Areas

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

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

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

5.4.4 Secure Areas - Airside Security Zones

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

5.4.5 Secure Areas - Customs Controlled Areas

Parts of the Terminal building and parts of the aircraft parking apron are Customs Controlled Areas and additional restrictions are imposed by Customs and Border Protection on movement through these areas during international flight times. The DIA ADM and NTAPL Project Manager will advise any restrictions which may apply for works in these areas.

5.4.6 How to obtain an ASIC or VIC

ASIC application forms are available on the Darwin airport website (www.darwinairport.com.au/resources). Please note that applications can take up to 8 weeks to approve.

VIC passes can be obtained from either the Terminal Control Centre, the Darwin Airport Management Centre in Fenton Court (during business hours), and outside of these hours by contacting the Airport Duty Manager. VIC passes for TXP related works are can be obtained from the TXP Project Office. You will be required to present valid photographic identification and be accompanied by a valid ASIC holder in order to be issued with a VIC pass.

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

5.4.7 Security Inductions

Contractors applying for an ASIC will need to sit the NTAPL Safety and Security Induction. Safety and Security Inductions are undertaken via the NT Airports Online Induction System. You will be registered to undertake the induction when an ASIC Application Form has been submitted.

6 REQUIREMENTS FOR CARRYING OUT WORKS

6.1 Laws and Regulations

The contractor shall comply with all relevant Commonwealth, Territory and local laws, rules and regulations and any direction given by a competent authority arising from such laws, rules and regulations. Contractors whose safety arrangements do not meet or exceed the requirements of Territory legislative requirements will have their works stopped pending resolution of the safety issues.

6.2 Safe Work Method Statements and Job Safety Analyses

It is the contractors responsibility to provide appropriate Safe Work Method Statements (SWMS) or Job Safety Analysis for their works in accordance with Northern Territory legislative requirements. Documentation must be maintained at the work site, kept current, and be available for inspection by the NTAPL Responsible Officer.

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

6.3 Start of Work

Prior to starting any works, the contractor must provide and keep available a Safe Work Method Statement (SWMS). At the start of each work period, the contractor must sign in at the Terminal Control Centre or Airport Management Centre and report to their NTAPL Responsible Officer of their intentions.

6.4 Fees

The contractor shall apply for and pay any fees for any Special Permits required and shall only engage qualified staff in any restricted occupation (see Section 9).

6.5 Hazard Management

The contractor and his/her agents and employees shall ensure that all work is performed in such a manner that no hazard or risk of injury or damage exists to the public, NTAPL's employees, agents and other engaged contractors or property.

6.6 Comply with NTAPL Rules and Policies

Contractors shall obey any reasonable safety direction of the NTAPL Responsible Officer, Project Manager and the NTAPL Health and Safety Advisor, and shall comply with all of NTAPL's safety rules and policies.

6.7 Operational Areas

Contractor's staff entering any airport operational area shall obey all of NTAPL's safety rules for that area and any direction given by NTAPL Operations staff.

6.8 Interruptions

The Contractor shall ensure that no interruption occurs to NTAPL's operations without first obtaining the written permission of the NTAPL Project Manager.

6.9 Behavior

The behavior and safety of the contractor's employees remains the responsibility of the contractor. This cannot be passed on to a third party.

6.10 Duty of Care

The exercise of the relevant duty of care is expected of each contractor as a minimum requirement. Contractors therefore need to ensure that they have access, at their own costs, to a copy of relevant Acts, Regulations and all relevant Codes of Practice.

6.11 Inductions

Contractors shall ensure that their employees are correctly inducted into the workplace and are familiar with these Site Rules for Contractors.

6.12 Welfare and First Aid

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

6.13 Site Specific Inductions

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

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

No contractor or his/her employees will be permitted on site unless correctly inducted. This site specific induction will include, but not limited to the following:

- Safe Work Method Statement or Job Safety Analysis reviewed by the NTAPL Responsible Officer
- Safe operating methods for plant and equipment (noting that DIA does not permit the use of 225mm angle grinders on its works)
- Special safety systems, such as the use of danger and lockout tags.
- Underground, hidden or overhead services
- Ear and eye protection areas and necessary personal protective equipment.
- Hazards to or from others working above, below or close by.
- Caution about mobile equipment, including apron equipment and aerobridges, and other site machinery.
- Fire precautions and emergency evacuation procedures.

7 WORKING IN THE TERMINAL

7.1 Terminal Control Centre/Airport Duty Manager

The Terminal Control Centre (TCC) is located in the Terminal building next to Gate 6. The TCC is open from 8am to 1pm, and 2pm to 4pm Monday to Thursday and 8am to 1pm Friday. Outside of these hours a wall phone is located at the TCC entrance which can be used to contact the DIA Airport Duty Manager, who may be able to assist with enquiries.

7.2 Hours of Operation/ Hours of Work

The Terminal is open 24 hours, however the majority of works (unless arranged with the NTAPL Project Manager) shall be carried out in the period 7am to 5pm, Monday to Friday, subject to work times being approved by and access being arranged with the DIA ADM.

7.3 Noise/Dust/Fumes

Work carried out in the Terminal may require additional controls for noise, dust and fumes due to the 24 hour operation of the Terminal. Contractors need to be mindful of carrying out their works to cause minimal disruption at all times. Prior planning of the works with the NTAPL Project Manager will minimize disruptions.

7.4 High Noise Areas

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

7.5 Acceptable Standards

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

7.6 Housekeeping

Housekeeping within the terminal building and airside areas is of prime importance. The contractor shall leave the site tidy and organized at the end of each work period. Operators also need to take care that any waste does not attract birds or other wildlife.

7.7 Method Of Working Plan

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

7.8 Parking Work Vehicles

NTAPL Contractor vehicles can be parked in the Public Short Term Car Park whilst undergoing works inside the Terminal building. The TCC staff will validate the exit pass after works have been completed for contractor's vehicles to exit the car park.

8 GENERAL SAFETY RULES

NTAPL is committed to workplace safety. The following are some general safety rules to consider when working at the Darwin International Airport.

8.1 Fencing of the Site

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

8.2 Personal Protective Equipment (PPE)

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

The minimum PPE required for working in any public area on airport land is High Visibility Clothing and enclosed footwear.

A risk assessment conducted in a Safe Work Method Statement (SWMS) is required to identify additional PPE required for each job. Examples include safety shoes, hard hats, sun protection, gloves, eye protection and hearing protection.

The main aircraft apron and general aviation aprons are declared high occupational noise areas, hearing protection is required to reduce levels to appropriate exposures. It is recommended that contractors wear Class 5 protection in high noise areas.

For all airside areas you must wear high visibility clothing so other people, pilots and drivers can see you.

8.3 Plant and Equipment Standards

In the course of performing work, it is the contractors responsibility to ensure that all equipment, machinery, vehicles and tools complies fully with all relevant statutory requirements, Advisory Standards and Australian Standards, and maintained in a serviceable state. You must be qualified, competent and appropriately licenced to operate powered equipment.

8.4 Portable Electrical Equipment

All electrical equipment must be tested and tagged as per AS/NZS3760. Earth leakage protection such as a Residual Current Device (RCD) should be used when using hand held electrical equipment, or using electrical equipment where damage to the electrical supply could occur. Electrical cables should be positioned so that they do not cause trip hazards and are not subject to mechanical damage.

8.5 Secure Tools and Equipment

Ensure the public are kept well clear of all tools and equipment at all times. Ensure that any tools, plant and equipment are accounted for and secured at the completion of every shift.

8.6 Smoking

Smoking is banned whilst working onsite, airside and inside the terminal building. Smoking is permitted in the designated Public Smoking Area in front of the Terminal Building.

8.7 Mobile Phones

Mobile phones are not to be used airside within 15 metres of an aircraft or during refuelling activities.

8.8 Trolley Use

Passenger trolleys should not be used for the delivery of goods. Delivery of goods through the screening point into the sterile area is not allowed at peak periods.

8.9 Ladders

A risk assessment conducted in a Safe Work Method Statement (SWMS) is required to identify the appropriate ladder required for each job. Ladder selection should consider ladder use, height and activity type.

9 SPECIAL PERMITS

9.1 Permit to Commence Work

Prior to commencing any major new work, contractors must first obtain a Permit to Commence Work (PERCOW) from the NTAPL Project Manager.

9.2 Hot Works and Fire Isolation Permit

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

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

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

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

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

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

9.3 Trenching Permit

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

Dial before you dig information is available for some parts of the airport. It is the contractors responsibility to obtain such information.

9.4 Working at Heights

Certain facilities, including building roves, aerobridges and towers have been identified where DIA procedures for working at heights apply. A Working at Heights Permit must be issued by the NTAPL Project Manager for these facilities.

9.5 Low Voltage Electrical Access/Isolation Permit

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

In the event that Low Voltage live works are required to be carried out for operational reasons, the NTAPL Low Voltage Live Works Procedure must be completed and forwarded to the NTAPL Asset Manager or NTAPL Infrastructure Development Manager. The application must include a detailed risk assessment of the works, and provide options for an alternate methodology.

9.6 Modification Request Form

Various systems in NTAPL Terminal Buildings are essential for life safety and for the integrity of system performance. The following systems listed below will require a NTAPL Modification Request form submitted 24 hours prior if they are to be worked on:

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

A Modification Request form must be approved by the NTAPL Asset Manager or NTAPL Infrastructure Development Manager. See section 17 for Airport Contacts.

9.7 As Constructed Drawings

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

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

9.8 How to Obtain a Permit

To obtain and get approval of any of the above airport Permits contact the NTAPL Project Manager or DIA Technical Services Department. See section 17 for contacts.

10 DRIVING AIRSIDE

Where the contractor is required to operate vehicles or machinery airside, the contractor will be required to gain licences and permits to operate that equipment. The NTAPL Project Manager will provide advice on the need for the licences and permits.

10.1 Authority to Use Airside

All vehicles and drivable machinery operating in the airside area must display a valid Authority to Use Airside (AUA) Permit sticker. Before applying for any AUAs applicants are required to complete and submit an Airside Vehicle Indemnity and Release Form and provide evidence of Public Liability insurance for an amount not less than AUD \$20 million to NTAPL.

10.2 Authority to Drive Airside

To obtain an ADA, the driver must be the holder of a valid red ASIC and a current State or Territory motor vehicle Driver Licence. In order to obtain an ADA each applicant must undergo the applicable mandatory 4 or 8 hours practical training under the supervision of an experienced ADA holder, equivalent to or higher than the category of licence being applied for, and then sit the NTAPL Authority to Drive Airside Online Induction and Assessment. Applicants for a Category 3 or 4 Licence must also produce an Aircraft Radiotelephone Operators Certificate of Proficiency issued through CASA before an ADA will be issued. An ADA is valid for 2 years from the date of issue with refresher training required every 2 years.

The details of how to obtain an Authority to Drive Airside (ADA), and an Authority for Use Airside (AUA) are available from the TCC or the DIA website: [Airside Driving](#)

11 Aerodrome Emergency Plan

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

12 Aerodrome Cyclone Plan

Darwin International Airport is in a declared cyclone area. During the period 1 November to 30 April, the contractor shall ensure that unfinished work, equipment, sheds, boarding, materials and other items on site are protected, stored or secured to the extent necessary to ensure that in strong wind conditions they will not be a danger to persons or property because of collapse, movement or other cause. The contractor may be required to provide a site specific Cyclone Response Plan to the NTAPL Project Manager. On declaration by the Bureau of Meteorology of a Cyclone Warning for the Darwin area, the contractor may be required to carry out the damage prevention measures detailed in their Cyclone Response Plan.

13 DRUG AND ALCOHOL MANAGEMENT PLAN

The Civil Aviation Safety Regulation (CASR) *Part 99 Drug and Alcohol Management Plans and Testing* came into effect on 23 March 2009. This legislation applies to all those deemed to undertake regular Safety Sensitive Aviation Activities (SSAA) and/or required to work airside.

The prime requirement of CASR Part 99 is for organisations to either have and comply with their own Drug and Alcohol Management Plan (DAMP) or elect to be compliant with another organisation's DAMP due to contractual arrangements.

Contractors who do not have a CASA approved DAMP can operate under the NTAPL DAMP, they will however require a NTAPL DAMP induction and will still be subject to alcohol and other drugs pre-deployment testing.

A key component of the legislation is the requirement for pre-deployment/employment testing for alcohol and other drugs. Pre-deployment/employment testing for alcohol and other drugs is a requirement for those undertaking a role as a regular SSAA employee under CASR Part 99 99.010 and/or are required to undertake airside work. Regular SSAA employee means a SSAA employee or contractor who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.

Alcohol and other drug pre-deployment/employment testing must be undertaken less than 90 days prior to becoming a regular SSAA employee and the test result must be negative.

Contractor's obligations under the NTAPL DAMP:

- Cannot perform or be available to perform SSAA whilst under the influence of Alcohol and Other Drugs (AODs)
- Disclose to NTAPL any AOD use.
- Are subject to CASA random drug & alcohol testing.
- Are aware and supportive of the DAMP.
- Inform Supervisor of others AOD use.
- Contractors shall not take alcoholic drinks or prohibited drugs onto NTAPL property.

The NTAPL Drug and Alcohol Management Plan (DAMP) can be downloaded from the Darwin Airport website:

<http://www.darwinairport.com.au/working-airport/drug-and-alcohol-management>

For further information please contact the DIA Aerodrome Safety & Standards Manager.

14 ENVIRONMENTAL MANAGEMENT

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

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

The contractor is to:

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

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

For further advice and to find copies of the following documents please visit the Environment section on the Darwin Website: <http://www.darwinairport.com.au/working-airport/environment>

- ***DIA Environment Strategy***
- ***DIA Environment Management Handbook***
- ***DIA Environment Responsibilities***
- ***Engine Ground Running Management Plan***
- ***Spill Management Handbook***

14.1 Waste Disposal

Contractors must:

- 1) Provide appropriate receptacle's to contain the waste used on site.
- 2) Take all reasonable steps to minimize and maintain refuse and waste generated by operations.
- 3) Have procedures in place to dispose of waste off site.

14.2 Hazardous material

Most workplace chemicals including solvents, fuel, oil and even paint are classified as Dangerous Goods or Hazardous Substances. Their sale, use, storage and disposal are subject to a variety of Regulations and Standards, including the *Work Health and Safety (National Uniform Legislation) Act & Regulations 2011*, which now refers to all of these materials as Hazardous Chemicals.

Contractors must have an up-to-date Safety Data Sheet (SDS) for all dangerous goods and hazardous chemicals used or stored on the airport. Persons using dangerous goods or hazardous chemicals should be properly trained and appropriate Personal Protective Equipment (PPE) in use.

Dangerous goods and hazardous substances must be labelled correctly and stored appropriately; that is, keeping substances that may react with each other separate and ensuring that any accidental leaks won't cause harm to people or the environment. If an contractor stores more of a substance than prescribed under the *Work Health and Safety Regulations* they are required to notify NT Worksafe, and to have a storage facility that complies with relevant regulations and standards.

Contractors must prepare for any potential accidents that may occur during the use and storage of the dangerous goods and hazardous chemicals; this means contractors must have procedures in place that identify how a spill will be managed. This will include keeping a spill kit stocked with sufficient quantities of an appropriate absorbent material for the type of products used or stored and must have appropriate fire fighting equipment for the types of fire that could be associated with the products used. It also requires that all staff are trained in responding to accidents of the type that could occur during the use or storage of these products.

15 INCIDENT REPORTING

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

- Report all accidents, incidents, near misses and hazards to their immediate supervisor/manager and the NTAPL Project Manager.
- Ensure the completion of the Aerodrome Accident, Incident or Near Miss Reporting Form for an incident involving an aircraft.
- Ensure the completion of the Accident, Incident or Near Miss Reporting Form for a workplace incident.
- Ensure the completion of the Hazard Identification and Reporting Form for newly identified hazards.

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

16 INSURANCES

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

- Current Work Cover certificate for all employees of the contractor.
- Unless otherwise specified, proof of Public & Products Liability Insurance, of a minimum of \$20,000,000 for each occurrence.
- Where required by a Contract, Contractors All Risk Insurance.
- Any other insurance as may be specified in a Contract.

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

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

17 AIRPORT CONTACTS

A list of Contacts for contractors working on the airport is details below.

NTAPL Contact	Telephone	Mobile
Airport Management Centre	08 8920 1811	
Airport Duty Manager (24hr)	08 8920 1886	0401 005 977
Asset & Project Manager	08 8920 1968	0457 795 105
Contractor Liaison Supervisor	08 8920 1830	0402 088 143
Engineering Department	08 8920 1890	
Electrical Maintenance Coordinator	08 8920 1849	0402 088 149
Infrastructure Development Manager	08 8920 1817	0402 387 732
Maintenance Coordinator	08 8920 1943	0434 189 799
NTAPL Work Health and Safety Advisor	08 8920 1969	0402 782 375
NTAPL Environment Manager	08 8920 1820	0428 879 892
Security Manager	08 8920 1840	0434 186 786
Terminal Control Centre, TCC (bh)	08 8920 1805	


Other useful contacts

Aviation Rescue and Fire Fighting Service (ARFF) – 08 8920 4899

Australian Customs & Border Protection – 08 8920 2551

Australian Federal Police (AFP) – 131 237

NT Police – 131 444 / 000



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