



Darwin International Airport

SITE RULES





DARWIN INTERNATIONAL AIRPORT SITE RULES

**THIS DOCUMENT APPLIES TO ALL
CONTRACTORS, SUB CONTRACTORS, TRADESPERSONS, & AIRPORT
STAFF**

I/We.....
(*the contractor*) have read and understand the enclosed rules and agree to
comply therewith for the duration of any work performed on the DIA Site.

Contract Description:

Contract Number:

Trade Discipline:

Trade License No:

Signed:

Title:

Date:

**AFTER READING THIS DOCUMENT
PLEASE COMPLETE AND RETURN THIS PAGE
TO THE DIA PROJECT OFFICER ON
FAX 08 8920 1800**



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TABLE OF CONTENTS

1.	Introduction	9
2.	Restricted Areas	10
3.	Requirements for Commencing Work	11
4.	Safe Work Method Statement	11
5.	Incident Reporting	11
6.	Contractors Identification Cards	11
7.	Site Establishment	12
8.	Inconvenience to Public Occupants	12
9.	Housekeeping – Storage of Material & Equipment	13
10.	Removal of Rubbish & Spills	13
11.	Personal Protective Equipment.....	14
12.	Hours of Access.....	14
13.	Use of DIA Workshops &/or Equipment	14
14.	Food and Drink	15
15.	Hours of Access.....	15
16.	Doors	15
17.	Isolation of Services.....	15
18.	Air-Conditioning.....	15
19.	Hot Works	16
20.	Working at Heights – Prevention of Falls	16
21.	Power Tools & Equipment	17
22.	Compressed Air	17
23.	Electricity.....	17
24.	Operating & Driving Plant & Vehicles.....	18
25.	Trenching	18
26.	Hazardous Substances	18
27.	Fire Alarm & Hydrant Systems	18
28.	Fire Evacuation Procedures	18
29.	Cyclone Precautions.....	18
30.	Smoking	19
31.	Design & Change Control	19
32.	Ceiling Tiles & Hatches.....	19

33.	Traffic Regulations.....	19
34.	Telephones, Mobile Phones & Two Way Radios	19
35.	Radio / CD Players.....	19
36.	Animals	19
37.	Sunburn & Skin Cancer	20
38.	Key Issues & Returns.....	20
39.	Call Outs.....	20
40.	Gross Misconduct	20
41.	Erosion Control.....	21
42.	Noise Management.....	21
43.	Air Quality.....	22
44.	As Built Drawings	22
Appendix A:	Safe Work Method Statement / PERCOW	23
Appendix B:	Hot Works Permit	25
Appendix C:	Trenching Permit.....	27
Appendix D:	Electrical Permit	28
	Low Voltage Live Work Procedure.....	29
	Low Voltage Safety procedure Work assessment Flowchart.....	30
Appendix E:	Medical Information	31
Appendix F:	Fire Procedures.....	33
Appendix G:	DIA O H & S Procedure.....	35

CONTACTS

The activities of the Contractor within the precincts of the Darwin International Airport (DIA) and within the meaning of these Rules shall remain at all times under the control of the DIA Project Manager or their appointed delegate.

General issues and concerns related to these site rules should be directed to:

Stuart Ainslie	Airport Planning & Development Manager
Telephone:	(08) 8920 1913 or 0402 088 142
Fax:	(08) 8920 1800
Email:	stuart.ainslie@ntairports.com.au

Terminal Building issues and concerns should be directed to:

Wade Thompson	Technical Works Coordinator
Telephone:	0402 088 143
Fax:	(08) 8920 1800
Email:	wade.thompson@ntairports.com.au

Electrical issues and concerns should be directed to:

Quentin Parker	Technical Works Planning Coordinator
Telephone:	(08) 8920 1943 or 0402 088 166
Fax:	(08) 8920 1800
Email:	quentin.parker@ntairports.com.au

Environmental Issues and Health and Safety Concerns should be directed to:

Jill Holdsworth	Health Safety & Environment Management Systems Coordinator
Telephone:	(08) 8920 1820 or 0428 879 892
Fax:	(08) 8920 1800
Email:	jill.holdsworth@ntairports.com.au

1. WELCOME TO DARWIN INTERNATIONAL AIRPORT

It is the policy of Darwin International Airport that all jobs conducted by contractors / subcontractors are performed in accordance with contract requirements, quality, safety and environmental legislation.

The first step will involve your participation in our induction program. Once you have been through our induction program, you will be issued with a DIA Inducted Contractor Card and this must be worn at all times, along with your Visitor Card or ASIC.

Note: The topics listed in this booklet are subject to Darwin International Airport's Policies and Procedures, Awards, Agreements and Operational requirements. Please place a tick in the box against each topic that has been explained and relevant items have been issued.

DARWIN INTERNATIONAL AIRPORT SITE RULES APPLY TO CONTRACTORS, SUBCONTRACTORS AND ALL TRADESPERSONS ENGAGED TO UNDERTAKE WORK ON ASSETS WITHIN OUR AIRPORTS

Please supply the following documents so that we can photocopy them and keep a copy on our Contractor's file:

- a. Trade Certificate and / or License to carry out work: Sighted Copy Taken
- b. Driver's License : Codes..... Expiry Date:..... Sighted Copy Taken
- c. Specific Tickets / Licenses e.g., Forklift etc. Please list:
 - Sighted Copy Taken
 - Sighted Copy Taken
 - Sighted Copy Taken
 - Sighted Copy Taken
 - Sighted Copy Taken

DIA Representative Name:

Signature:

2. RESTRICTED AREAS

There are two restricted areas that come under the jurisdiction of DIA. The responsible officer is the Operations Manager. The two areas are known as the Secure Area and Airport Security Zone.

Secure Area

Maps showing the limits of the secure area are available for viewing at the Terminal Control Centre. All persons entering the secure area on the first floor in terminal must proceed through the screening point at the bottom or the escalator on the ground floor foyer. If persons exit the secure area at any point, they are required to be re-screened at the screening point before re-entering. External entry from any other point is prohibited. A visitor's pass is required for maintenance or construction work in this area and only approved tools may be carried.



Airside Security Zone (ASZ)

This area is outside within the confines of the Regular Public Transport (RPT) aircraft parking area. Entry to this area may only be given to the holders of an Aviation Security Identification Card (ASIC). These cards are not available except for personnel who access the area for daily airside duties and are subject to a security clearance by the Australian Federal Police and an Immigration check. Applications can take up to 8 weeks to process. The ASIC Card must be attached to his or her outer clothing above the waist, at the front or side of his or her body and with the whole front of the ASIC clearly visible.

Visitor's Passes

Visitor's Passes are available from the Terminal Control Centre (adjacent to gate 6). Visitors must produce photo identification (i.e. Drivers license) prior to a Visitors Identification Card (VIC) being issued.

Visitors entering the Secure Area – DIA may issue a VIC to a person if and only if he or she needs to enter the secure area for the lawful purpose and can be escorted.

Visitors entering Airside Security Zone – DIA may issue a VIC to a Person if, and only if, he or she needs to enter the airside security zone for a lawful purpose and while working must be supervised by the holder of a valid ASIC while in the area at all times. DIA will only issue a VIC for a minimum of one day with a maximum validity of 1 (one) month.



A VIC card must be attached to his or her outer clothing above the waist, at the front or side of his or her body and with the whole front of the VIC clearly visible.

Responsibility of an ASIC Holder escorting a Visitor:

- (a) the ASIC holder escorts or accompanies the VIC holder at all times when the VIC holder is in the secure area; or
- (b) the ASIC holder watches the VIC holder at all times when the VIC holder is in the area: or
- (c) the ASIC holder ensures that the VIC holder stays within a particular part of the area, and:
 - (i) the ASIC holder is able to see if the person leaves the particular part of the area;
 - (ii) the VIC holder has no access, while in that particular part, to:
 - (A) an aircraft engaged in a prescribed air service; or
 - (B) passengers boarding, or intending to board, such an aircraft: or
 - (C) anything being loaded, or to be loaded, on board such an aircraft.

3. REQUIREMENTS FOR COMMENCING WORK

- The Contractor shall ensure that all works under the Contract are carried out in compliance with the Site Rules. The Contractor must sign the front cover of the Site Rules and return to the NTA Project Manager/Technical Officer acknowledging that they have read and understood the terms and conditions prior to commencing work.
- The Contractor shall not be permitted to commence work Airside or in the Terminal until issued with a visitor's identification card (VIC). Works in other landside areas do not require a pass i.e. Car park.
- The Contractor **shall not commence work** on the site, including establishing materials and/or equipment on site without the prior approval of the DIA Project Manager/Technical Officer
- **NO** works whether maintenance or projects, will be allowed to proceed on site unless the contractor has provided the NTA Project Manager with a DIA approved **Safe Work Method Statement (Appendix A)**
- Any works that require the use of equipment that could be deemed a hazard to air navigation (i.e. cranes, scaffolding, poles, etc.) will need a **NOTAM (Notice to Airmen)** issued. This is done through the Terminal Control Centre and **48 hours notice** is required. It is advisable to confirm the NOTAM is still in place prior to commencing work each day.

Note: Compliance with Site Rules will be audited during project delivery and maintenance prior to key project payments and will be audited in between from time to time. Non compliances identified will need to be rectified by the contractor prior to progress payments being made.

4. SAFE WORK METHOD STATEMENT – (example Appendix A)

A Safe Work Method Statement is a plan prepared for a workplace that assesses the potential risks involved with the work and outlines the controls that contractors will have in place to deal with these risks. The statement must provide the following information:

- a) Contractor's details and Site Representative
- b) Description of work activity
- c) The hazards to health or safety that may arise as a result of the work being carried out
- d) Controls that will be put in place to minimize the potential hazards
- e) Residual Risk
- f) Who is responsible for monitoring risk
- g) How long will risk be monitored for
- h) What permits are required
- i) Material storage on site
- j) Approval by Darwin International Airport authorized representative

5. INCIDENT REPORTING

All accidents and incidents must be reported to the DIA Project Manager immediately and a written report must be provided within **24 hours**. A review of the conditions that led to the accident / incident must be undertaken within one week and any unsafe conditions rectified before work is continued in the area.

6. CONTRACTORS IDENTIFICATION CARDS

All personnel working within the terminal building carrying out works under the contract, for, or on behalf of, the Contractor shall wear a Visitor Identification Card (VIC) at all times when on site. These cards are issued at the Terminal Control Centre (TCC) in the main terminal building. The Visitor Identification Card (VIC) must be returned to TCC on completion of the works under the Contract. DIA Inducted Contractors are also issued with DIA Inducted Contractor cards which must also be worn.

7. SITE ESTABLISHMENT

Site Welfare

The contractor will be responsible for providing welfare for any staff and subcontractors working on their site during the works. NTA may advise if they can provide assistance with this during the construction period in terms of site set up, utilities and amenities.

Environmental Requirements

To preserve the local environment around the site of works and protect the Rapid Creek area from soil erosion and contamination the following items need to be noted and complied with before and during the works.

1. No oil changing or servicing of vehicles or construction machinery is to be carried out on site.
2. No vehicles or construction machinery are to be washed on site.
3. All vehicles entering and exiting the site shall do so at one only designated driveway.
4. If the entry point is over an existing concrete kerb, then heavy timbers or the like may be placed in the road gutter for easier entry.
Clay, rocks, crushed rock or sand shall not be placed in the gutter to act as a vehicle ramp.
5. All site water taps shall be maintained in a leak free condition and shall only be turned on when water is actually required, not left with hoses running on the ground.
6. The contractor shall not store any new materials, rubbish, or stock piles of earth products anywhere out side the boundary of the site unless at a DIA designated site.
If a stockpile site is required, the Airport Environment Department can arrange a designated site within 500 metres of the work site for stockpiling materials.
Soil and building rubble is not to be stored close to airport drains.
Any imported fill, soil or mulch must be certified contaminant free. Any fill imported which is found to be contaminated will be removed at the expense of the contractor.
7. No contractor or subcontractor shall park any vehicles on natural ground outside the site of works.

Any designated parking area within the site of works shall be stabilized with compacted cracker dust, crushed rock or the like to the environment officer's satisfaction. Final driveways and parking areas are to be constructed and sealed as early as possible in the development, for use by contractor vehicles.

Work During the Wet Season – Typically 1 November to 30 April

1. As part of the site establishment for the project and before any excavation on site commences the contractor shall establish a storm water run off diversion bund on the high side of the site along the site boundary to divert clean storm water away from the site to an established storm water drain.
2. The contractor shall also construct a silt retaining structure along the contour on the low side of the site boundary to retain the soil while allowing water to flow off the site.

8. INCONVENIENCE TO PUBLIC OCCUPANTS

The Contractor shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting the DIA.

Where necessary appropriate safety signage should be displayed and the site boundary delineated and protected to prevent pedestrians from accessing unsafe environments. Specific arrangements should be outlined in the Safe Work Method Statement.

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the DIA and to ensure the safety of occupied premises.

The Contractor shall not deviate from the access to work site included in the agreed Method of Working Plan without prior approval of the DIA Project Manager.

The contractor shall restrict access of the public to the work site to ensure public safety.

9. HOUSEKEEPING/STORAGE OF MATERIAL AND EQUIPMENT

House keeping 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.

- No materials and/or equipment shall be left unattended without the prior approval of the DIA Project Manager. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the DIA.
- The storage of flammable materials shall not be permitted in DIA buildings at any time.
- In other areas flammable goods storage will be to the appropriate Australian Standard i.e. AS 1940. The storage of large volumes of chemicals and fuels must not be stored on construction sites.

10. REMOVAL OF RUBBISH AND SPILLS

The Contractor shall not accumulate rubbish on the site or in the precincts of the DIA. Gangways and work areas must be kept clear and in a clean and tidy condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in closed rubbish bins and removed from site daily. The Contractor shall remove all refuse generated on the worksite by the Contractor each day. Construction wastes such as metal off cuts, concrete and clean soil must be separated for separate disposal.

- "Waste Master" bins used for construction wastes should be covered at the end of the day if on site during the wet season to prevent overflow and wastes blowing away.
- Bins shall not be cleaned on site.
- Inspect bins for leaks and the surrounding area for evidence of leaks.
- Dispose of hazardous wastes using suitably licensed contractors.
- Concrete trucks are not to be washed out on site.
- Temporary toilets are to be emptied regularly and should be inspected for leaks.
- Painting equipment and wastes are not to be washed out on site.

Spill Prevention:

Contractors should have plans in place to cover the prevention, clean up and good environmental practices with regard to spills.

- Maintenance of equipment involving the draining of oils from machinery is not to be carried out on construction sites.
- When fueling construction machinery, prevent ground contamination by using drip trays under the fuel tanks wherever possible.
- Storage of materials such as drums of fuels, oils and chemicals should be stored undercover in a bunded area to contain any spillage or leakage.

Spills Cleanup:

Contractors must clean up any spillage of oil or chemical substances etc as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substance or oils etc. be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the mater be reported to the DIA Project manager.



- Cleanup of spills must be immediate.
- Report any spills to DIA immediately.
- Sweep up spilled dry material immediately.
- Liquid spills must be cleaned up with the appropriate dry materials such as purpose designed soak up pads, booms, and particulate or with other absorbent materials such as rags.
- Materials used for spill cleanup must be disposed of with an approved licensed facility.

11. PERSONAL PROTECTIVE EQUIPMENT

All personnel undertaking work at the DIA shall be dressed in a manner considered appropriate by the DIA Project Manager and wear the necessary PPE at all times.



The minimum standard of dress to be work on all NT Airports worksites is:

- Protective toe cap safety footwear (no thongs, sandals or sandshoes)
- Clean shorts and shirt
- Where long hair can become a safety hazard, it must be contained

Additional PPE may be required depending on the work location. Appropriate Australian Standards compliant signage detailing the additional PPE

requirements for the specific work site is to be displayed at all site access points.

These site specific PPE requirements are to be developed during the project risk HAZOP studies and in consultation with the NT Airports Project Manager

All contractors employed “airside” are required to wear a High-Visibility vest compliant with AS 4602 & to have Class 5 hearing protection with them at all times.

Failure to comply with the site PPE requirements may result in the removal of the offending member from the site.

12. HOURS OF ACCESS

- Access to the site for the execution of works under the Contract is permitted between the normal office hours of **0800 – 1700 Monday to Friday**. When the Contractor requires access outside these hours, the prior approval of the DIA Project manager is required. Access to certain areas may be restricted due to Aircraft Arrivals and Departures.
- The Contractor must provide at least 48 hours prior notice to the DIA Project Manager of the desire to work outside normal office hours, or other hours agreed in the Method of Working Plan.

13. USE OF DIA WORKSHOPS AND/OR EQUIPMENT

Unless prior approval of the DIA Project Manager is given, the use of DIA workshops and equipment is prohibited.

The Contractor will be required to indemnify the DIA against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of the DIA Workshop and/or equipment prior to approval being given.

14. FOOD AND DRINK

NO food or drink should be taken to or consumed in Plant Rooms or Communications Rooms with the exception of water containers. Food and drink may be purchased from the Main Terminal.

15. WORK IN CONFINED PLACES

A confined space is an enclosure having limited means of access and egress that also has poor ventilation. It is a space where, because of its location, contents or work activity, there may be hazardous accumulation of gas, vapor, dust or fumes of the development of an oxygen deficient (less than 19.5%) atmosphere.

No Contractor shall enter a confined space unless they have current certification from an approved confined spaces entry course. Prior to entering any confined space its atmosphere must be checked to determine whether there is any hazard from:

- Lack of oxygen
- Toxic contaminants
- Flammable or combustible contaminants
- Extreme temperature

No Contractor shall enter a confined space without an assistant stationed near the entry. Anyone entering a confined space shall wear a certified rescue harness. If you have any doubts about the purity of the air in a confined space, report the matter to the DIA Project Manager.

16. DOORS

- Plant room doors are not to be chocked open, or left open or unlocked at any time whilst unattended. No fire or security door shall be wedged or chocked open at any time.
- No door to a vertical rising duct shall be left open whilst unattended

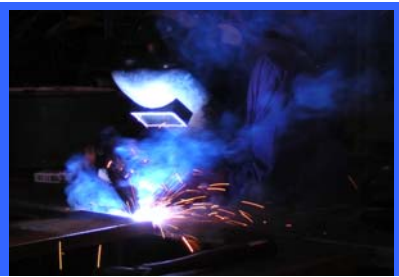
17. ISOLATION OF SERVICES

- Services are not to be altered without prior approval of the DIA Technical Services Dept.
- Services must not be isolated without the prior approval of the DIA Technical Services Dept.
- The Contractor shall provide **at least 24 hours notice** to the DIA Technical Services Dept of the required isolation of any services **and again prior to the isolation being carried out.**
- All works on Electrical Services should be isolated using the AS Isolation and tag out procedure.
- Particular caution must be carried out when isolating High Voltage, Fire Alarm, Sprinkler, Fire Hydrants and Smoke Spill Systems. You must apply to DIA Technical Department for a Hot Works & Fire Isolation Permit at least 24 hours before commencing work.

18. AIR-CONDITIONING PLANT & SMOKE SPILL SYSTEM

- The Contractor shall not switch off or otherwise access the air-conditioning plants without prior approval of the DIA Project Manager.
- The Contractor shall provide at least 48 hours notice to the DIA Project Manager of the required switch off or access these units. Such notice shall include the expected duration of the required access.
- Approval to switch or access the units shall only be given by the DIA Project Manager prior to the commencement of work.
- DIA has a complex smoke spill system which is integral to the air conditioning system. Specific walls within the building function as smoke walls. Prior to proceeding with any alteration to air conditioning plant or structure, the contractor should be in receipt of DIA consent.
- The majority of the plant around the DIA site is controlled and or monitored by an external BMS configured to detect and alarm an abnormal plant condition. It is essential that Contractors do not indiscriminately switch plant on and off anywhere in the DIA without prior consultation with the DIA Project Manager. Contractors are required to notify the DIA Project Manager upon the completion of the work involving mechanical plant.

19. HOT WORKS



NO Hot Works may be carried out until a **Hot Work Permit** is obtained from the DIA Technical Department (see example at Appendix B). **At least 24 hours notice is required before works may be carried out.**

Contractors are to note that welding operations are not permitted in all areas of the AIRPORT and issuance of hot work permit will be subject to this consideration.

20. WORKING AT HEIGHTS

LADDERS & SCAFFOLDS - PREVENTION OF FALLS

Persons carrying out construction / maintenance activities at a height of 2 metres or more, may be exposed to the risk of death or injury from falling. However, persons could still be exposed to the risk of injury or death from a fall of less than 2 metres. (Advisory Standard-NOHSC:1016(2005)). Any work on roofs or structures above 2 metres will require an approved method statement (see appendix A).

Before working at heights, ensure that all potential hazards are identified and that appropriate controls are put in place to prevent falls. Incorrect use of ladders is one of the main causes of falls across all industry sectors. Ideally the contractor should provide a mobile scaffold to allow safe working at heights.

If there is a danger of materials falling whilst working at heights, ensure that a suitable barrier is erected directly below the work area and that appropriate signage is put up.

Ladders

- Working solo from ladders above 1.8 metres in the Terminal building is **PROHIBITED** and discouraged in other areas.
- Before using a ladder, inspect it for any damage. Under no circumstances must defective ladders be used. Ensure that there are no loose or missing rungs, cracked, splintered or warped stiles. All rungs must be solid. Defective ladders must be tagged.
- A ladder must be placed on a firm footing and effectively secured to prevent outward or sideways movement. A ladder must be correctly positioned to an angle ratio of 1:4 (1 [one] meter out for every 4 [four] metres of height).
- When used for access to a higher level or working platform, a ladder must extend at least 1 [one] meter above the landing place.
- When using an extension ladder, the overlap of any two adjacent sections shall not be less than 3.5 rungs.
- Ladders must not be painted unless in a clear preservative, and must be free of grease and oil.
- Ladders are to be taken down when not in use or otherwise attended.
- Slip resistant shoes must be worn. Ensure that shoes are free from mud or grease before climbing.

Scaffolds

- All scaffold erected must comply with AS1576 and AS1577.
- Scaffolds must be kept clear with no loose materials, rubbish or debris lying around. Access and egress ways must be kept clear at all times.
- Work platforms must be at least 610mm wide with non-skid floors and sound rigid footing. A standard guard rail and toe boards must be fitted on scaffolds over 3 metres.
- Scaffolds over 4 metres must be erected by a licensed scaffolder.
- Scaffolds should be inspected and "marked" by a competent person before use and after any alteration or repairs are done. Further inspections should be carried out if there has been a severe storm or earthquake.
- Scaffolding with guardrail may be used as fall protection around the edge of a roof.
- Never use makeshift or defective scaffolds. Ensure that castors are in good condition.
- Ensure that there is a mesh screen below floor if scaffold is of open construction.
- Do not throw materials or rubbish from scaffold decks.
- Unattended or incomplete scaffolds must have danger tags and warning sign attached at appropriate locations to prevent use.

21. POWER TOOLS AND EQUIPMENT

All power tools and equipment must have earth leakage protection and be tested and tagged in accordance with NT Work Health Regulations and AS NZS 3760:2000 by a qualified person. Any power tools or equipment without a current test tag will not be permitted on site.

Ensure that portable power saws and blades are checked regularly and kept in good working order.

Explosive powered tools must be used in accordance with Regulations and only operated by competent, ticketed, persons. "Warning Explosive Power Tool in Use" signs must be displayed in work area.

Ensure that hand tools cannot be dropped when working at heights – mobile scaffolds should be fitted with kick plates and tools stored appropriately.

Ensure that appropriate ear and eye protection is worn when using tools and equipment.

22. COMPRESSED AIR

Compressed Air Pneumatic tools must be used with care. Ensure that safety pins are placed at connection points, or safety chains where provided, and air valves are turned off at the source, not by crimping hoses. This will reduce the potential for injury in the event of a failure of any of the couplings. Always wear safety glasses or goggles when using compressed air.

Compressed air is NOT to be used for cleaning clothing, or for hosing away dust from within the workplace.

23. ELECTRICITY

Work may only be carried out on electrical equipment by authorized electricians. You may also need to get an Electrical Access Permit from the DIA Technical Department – please check whether this is the case.

Extension Leads – Flexible extension leads should not be joined together and they should be tagged, tested and safety switch (RCD) protected. Extension leads must be kept off the ground and elevated above the work area. Keep extension leads away from metal surfaces and structures.

If you receive an electrical shock, regardless of how slight it is, ensure that you report it to your supervisor, the DIA Technical Department and to NT Work Safe.

1. DIA Technical Department must be notified if access is required to DIA switchboards. An LV Electrical Permit will be required.
2. No live works are to be undertaken if a suitable isolation is able to be performed to the connections.
3. If live works are to be performed DIA Technical Dept is to be notified and the procedure in appendix D is to be completed.
4. All high voltage works must be done in consultation with DIA Technical Dept through the DIA HV Electrical Access Permit system.

24. OPERATING AND DRIVING PLANT AND VEHICLES

Only licensed / ticketed and authorized persons may operate plant or vehicles. Ensure that safe work practices are always undertaken.

Report any accident involving plant and vehicles to DIA Technical Department.

25. TRENCHING

Prior to any trenching or excavating being carried out on site a Trenching Permit must be obtained. The contractor is responsible for ensuring that all services have been identified to allow safe commencement of the works. All trenches and excavations must be carried out in accordance with the conditions highlighted on the DIA Trenching Permit. (Example at Appendix C)

26. HAZARDOUS SUBSTANCES

Contractors should take care when using hazardous substances. Follow instructions given by manufacturer concerning ventilation of the area and general use of these materials. **Make sure that the Material Safety Data Sheet (MSDS) is readily available before using any hazardous substance.**

27. FIRE ALARM & HYDRANT SYSTEMS

Prior to undertaking any work which may produce smoke, fumes, dust or heat the Contractor shall ensure that the SMOKE DETECTION APPARATUS and Fire Alarm Systems are isolated.

A Fire Isolation Permit (Example in Appendix B) must be obtained from the DIA Technical Department prior to isolation of these systems. The Contractor shall provide **at least 24 hours prior notice** of the requirement to isolate Fire Alarm Systems.

Fire Alarm Systems must be reactivated immediately on completion of the work requiring the isolation and/or at the vacating of the sites as directed by the DIA Project Manager.

28. FIRE EVACUATION PROCEDURES

Contractors must familiarize themselves with the DIA fire evacuation procedures and the appropriate assembly points. They should discuss any problem, which could occur with the DIA Project Manager.

Contractors must not obstruct any fire fighting equipment or fire exit and ensure that fire escape routes, fire service points are maintained free from obstruction at all times.



29. CYCLONE PRECAUTIONS

During the period 1st November to 30th April the Contractor shall ensure that unfinished work, equipment, sheds, boarding, materials and any other movable items on the 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 any other cause.

30. SMOKING

Smoking is not permitted in DIA buildings, public pathways, or Airside.



31. DESIGN & CHANGE CONTROL

The contractor is responsible for arranging inspection of areas where drilling or coring of walls, floors or ceilings are to be carried out and follow up inspection to ensure the holes have been fire stopped (if required), at the completion of the works. This should be completed in conjunction with DIA.

Various systems in DIA Terminal Building are essential for life safety and for the integrity of system performance. The following systems will require a DIA Change Consent form approved by the Technical Supervisor. List of systems are below:

- Air-conditioning Plant
- Sprinkler System
- Fire Alarm System
- Modification and Penetration through walls

The list of systems will be subject to periodic review.

32. CEILING TILES AND HATCHES

Ceiling tiles removed and ceiling hatches opened during the course of work shall be replaced or closed whenever the site is to be unattended unless otherwise permitted by the DIA Project Manager.

33. TRAFFIC REGULATIONS

NT traffic regulations apply to the DIA precincts. Parking restrictions are policed by Security Personnel.

34. TELEPHONES, MOBILE PHONES AND TWO WAY RADIOS

- The use of mobile phones/radios is not permitted within 15 metres of a hydrant point, aircraft fuel tank filling point or vent outlet when that aircraft is being refueled; and 15 metres from any aircraft when not refueling, unless authorised by the aircraft operator to approach the aircraft.
- In house DIA telephones shall not be used by Contractors except for contacting the DIA Project Manager. Public telephones are located in the main Terminal Building.



35. RADIO / CD PLAYERS

- The use of earplug or headset type devices is banned during working hours or whilst driving on road type plant equipment.
- iPod's or similar devices are not to be used on any NT Airports project.
- The use of audible radio/cassette players is permitted only in areas at the discretion of the DIA Project Manager. They may not be used on airside areas.

36. ANIMALS

No dogs or other domestic pets are allowed to be brought on site by the contractor.

37. SUNBURN AND SKIN CANCER

Burns to the skin are the most common effects of over exposure to the sun. Continued or prolonged exposure to the sun may lead to the formation of skin cancers.

In order to reduce the likelihood of sunburn as well as the possibilities of preventable skin cancers the following procedures should be adopted whilst you are working in an outside environment.

- (i) Wear a hat with a broad brim
- (ii) Keep skin covered by clothing. Sleeves should be rolled down. Collars protect the skin on the back of the neck.
- (iii) Use a broad-spectrum 15+ type of sunscreen; make sure the face, neck, arms and any other exposed parts are fully covered. Repeat the application of sunscreen every two hours, or more frequently if sweating profusely.

38. KEY ISSUES AND RETURNS

The Contractor will require dedicated keys/swipes for access to plant rooms, rising ducts, tank rooms, lift motor rooms, service tunnels, electrical sub stations, switchboards and the like. Appropriate keys will be issued by the TCC, on a daily basis to Contractors with the prior written approval of the DIA Project Manager. The Contractor or his accredited representative will be required to complete a KEY/SWIPE ISSUE form detailing the company particulars, location type and duration of work and details of key/swipe(s) issued. Upon completion of work the key/swipe is to be returned to the TCC and the key/swipe issue form acquitted.

NOTE: Keys/swipes are an accountable items and the Contractor may be liable for Federal Government and DIA penalties if keys/swipes are not returned.

39. CALL OUTS

Specified Contractors are on call and are called in by the Terminal Control Centre (TCC) for problems occurring after hours. Every Contractor called in by the TCC outside normal working hours is to:

- (i) contact the TCC on arrival in person and again
- (ii) contact the TCC on departure advising whether or not fault has been rectified or otherwise

40. GROSS MISCONDUCT & INAPPROPRIATE BEHAVIOUR

Any Contractor proved to have been involved and/or engaged under any of the following items may be liable to instant cancellation of contract and further criminal proceedings by the DIA. Remember all contractors working within the airport are representing the client.

- (i) Unauthorised removal or interference with any protective device, the unauthorised operation of any item or machine, plant or equipment.
- (ii) Damage, misuse or any interference with any item of fire fighting equipment.
- (iii) Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health and welfare.
- (iv) Misuse of any chemicals, flammable or hazardous substances or toxic materials.
- (v) Smoking in DIA buildings or on Airside.
- (vi) Dangerous horseplay or playing practical jokes which could cause accidents.
- (vii) Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- (viii) Misuse of compressed air or pneumatic equipment.
- (ix) Overloading of any lifting equipment or any company vehicle.
- (x) Being under the influence of intoxicating liquor, drugs or similar substances.
- (xi) Unauthorised use of mobile telephones on airside locations.
- (xii) Unauthorised use of any radio equipment on airside locations.
- (xiii) Using tools in the security sterile area that are not approved by DIA.
- (xiv) Failing to display a visitor's card issued by DIA for an area in which a card is displayed.
- (xv) Failing to comply with any direction given by an Airport Operations Officer when works are being conducted in any part of the security controlled areas.
- (xvi) Failing to comply with DIA Airside vehicle requirements.
- (xvii) Entering any part of the security controlled area without DIA approval.
- (xviii) Using a vehicle airside without prior approval from DIA Operations staff.
- (xix) Firearms are not to be brought onto the airport site.
- (xx) Use of inappropriate behavior or language in public places.

41. EROSION CONTROL

As a general rule, construction involving extensive earthworks should be avoided during the wet season (October to April). If this is unavoidable certain measures must be taken.

- New or disturbed drainage lines are to be stabilized immediately to prevent erosion.
- Buildings – Roof drainage will be connected to the permanent drainage system as soon as possible after new roofs are constructed.
- Soil stockpiles are to be established out of drainage lines and will have a sediment fence installed (as per spec) in the downstream side to prevent soil from being washed away.
- The access point to the site will be stabilized and sealed as soon as possible in the construction.
- Areas to be cleared will be minimised to only the area necessary for the development to proceed.
- Areas of bare soil will be landscaped and revegetated within 14 days of the completion of construction.
- Areas disturbed outside of the development area must be re-established and revegetated prior to the completion of the project and final payment for the project.

All erosion control measures are to be carried out by the contractor and approved by DIA for prior to development commencing.

42. NOISE MANAGEMENT

The aim of these guidelines is to minimise the impacts of noise produced during construction, on the residents adjacent to the airport and passengers being processed for departure.



Guidelines

Works involving loud activities will be conducted in such a manner as to minimise the impacts of construction noise on the surrounding residents. Consideration should be given to factors such as:

- The timing of noisy construction activities (e.g. Pile driving and concrete cutting) will be restricted to between 8am and 4.30pm on weekdays or where otherwise agreed. (Controlled by maximum permissible noise levels by time of day and week).
- The type of equipment used where possible should be selected for low noise emissions.
- Plant and vehicles used on airport are to be maintained in accordance with the manufacturers specifications, and more specifically will have the appropriate noise control equipment fitted and in a suitable condition.
- Noise standards must be controlled in the vicinity of passengers.

43. AIR QUALITY

The aim of these guidelines is to minimise the impacts of construction works on the air quality on the airport and surrounding areas.

Guidelines

- During the dry season dust from construction sites is an area of concern requiring those responsible for the work to carry out the following dust control measures:
- All unpaved roads, access tracks and other exposed areas are to be sprayed with water daily to minimise the generation of dust from vehicle movements.

- Stockpiles of construction materials will be watered to prevent the generation of dust.
- Revegetate exposed areas ASAP (within 14 days of the completion of construction).
- Ensure the appropriate emission control equipment is fitted to all plant and vehicles and they are maintained in accordance with the manufacturer's specifications.

[Spraying / Spray Painting](#)

All personnel spraying chemicals or paints at the DIA shall wear the appropriate personal protective equipment and shall ensure that over-spray are contained so as to not pose a hazard to the health of the public as per OH&S Guidelines. Spraying works must be carried out in compliance with legislated standards with regard to air quality and storm water pollution.

If assistance is required or you have any environmental concerns contact the DIA HSE Coordinator:

Jill Holdsworth Phone (08) 89201 820 Fax (08) 89201 800

44. AS BUILT DRAWINGS

Contractors must provide the DIA Technical Department with a set of surveyed, as-built drawings in an electronic format as specified by DIA – contact DIA for further details. Drawings must show building works and services. SKM can provide a surveying service that is to the standard required by DIA.

45. HARRASMENT AND DISCRIMINATION

Harassment is any conduct which has the effect of interfering with another employee's work performance or creating an intimidating, hostile or offensive work environment. Harassment can be

- Sexual harassment
- Physical or mental abuse
- Racial or ethnic jokes or comments
- Teasing intended to upset or provoke an employee
- One of the most common forms of harassment is sexual harassment.

It is important to recognise that behavior or comments that may not offend one person may be unwelcome or offensive to another person. By reading and understanding the above Harassment examples you consent to assuming full responsibility for any actions that are deemed unacceptable.

PERMIT TO COMMENCE WORK & SAFE WORK METHOD STATEMENT



Company Name:

Site Representative:.....

Contact Numbers:

Prepared By:.....

Signature:

Date:/...../.....

Work Activity:

Proposed Work Times & Dates:

..... am to pm/...../..... to:/...../.....

Materials to be stored on site and method of storage:
.....

Location if Works:
.....

NTA APPROVAL

Project Name:

NT Airports Capex Number (if applicable):

Permission to Commence Work: YES NO

Approved By:.....

Signature:

Date:/...../.....

PERMITS & PLANS REQUIRED:

Hot Works Permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Trenching Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Electrical Access Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Environmental Mgt Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>
High Rise Works - NOTAM	YES <input type="checkbox"/>	NO <input type="checkbox"/>

DIA services to be isolated during works:
.....

Job Step 1:

Potential Hazards & Risk Level (L, M, H) :

Control Measures:

Residual Risk:

Who Monitors:

Monitoring Frequency:

Monitoring End Date:

...../...../.....

Job Step 2:

Potential Hazards & Risk Level (L, M, H) :

Control Measures:

Residual Risk:

Who Monitors:

Monitoring Frequency:

Monitoring End Date:

...../...../.....

For additional Job Steps – please attach another sheet addressing above details.

High Risk rated activities will need to be accompanied by a detailed analysis of control measures.

Risk Levels:

High (H) – hazard has potential to kill or permanently disable.

Medium (M) – hazard could cause a serious injury or illness or permanent disability>

Low (L) - hazard has potential to cause a minor, non-disabling injury.

DIA HOT WORKS & FIRE ISOLATION PERMIT	Date of Work:/...../.....	Between Hours: to	Permit No: DIA HWFI.....
Location of Works:			
Description of Work:			
Tick Equipment to be used: Hot Air Gun <input type="checkbox"/> Oxy-Acetylene <input type="checkbox"/> Cutter / Grinder <input type="checkbox"/> Arc Welder <input type="checkbox"/> Bitumen Boiler <input type="checkbox"/> Belt Vulcaniser <input type="checkbox"/> Propane Torch <input type="checkbox"/> Other (specify)			
Have the following checks been made:		Has contaminated ground been covered?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Have drains, pits and depressions been checked, isolated and sealed?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Have pressure relief valves been vented to safe areas?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Have combustible materials been removed from the work area or made safe?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Has the fire equipment been checked and laid out ready for use at worksite?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Have tanks, valves, vents and pipelines been blanked off or effectively isolated?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	If a fire watch is required, has it been organised?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Is ventilation adequate?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Have the operators been advised of the nearest fire alarm/EWIS location and what to do in the event of fire?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Are spark and flash screens in place?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Is the wind direction satisfactory for hot work to be undertaken?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Have leaks from valve and pump glands, flanges and the like been controlled?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Has the hot work site been isolated and roped off?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Contractor Acknowledgement of Person in Charge of Work:			
I understand the hazard of this work and the precautions to be taken. These hazards and precautions have been fully explained to the person carrying out the work and I consider them competent to undertake this work safely. I will return my copy of this Permit for cancellation by the authorised person, once work has been safely completed.			
Name of Person in Charge of Work / Job Supervisor: Company:			
Signature of Person in Charge of Work:..... Date:.....			
Name of Person Carrying out Work: Company:			
Method Statement (Attach if required)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Airside Work Permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Operator Site Safety Briefing	Yes <input type="checkbox"/> No <input type="checkbox"/>	Confined Space Entry Permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hot Work Risk Assessment (Attach if required)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other:	
Fire Alarm & Sprinkler Isolation Insert Zone No's:			
Fire Alarm System Isolation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Done By:	Date: Time:
Sprinkler Isolation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Done By:	Date: Time:
Additional Precautions / Restrictions:			
Notification Requirements:	People Notified	Date Notified	Time Notified
ARFFS		Date:	Time:
DIA Staff		Date:	Time:
DIA Tenants		Date:	Time:
DIA Authorisation to Work: The above work may proceed during the specified date and time. Under <u>NO</u> circumstances may this Permit be issued for a period longer than 24 hours. Additional permits shall be issued if required.			
Fire Watch Period hours (s)		<i>This may only be signed by an authorised person.</i>	
Authorised Person (print name)		Title	
Phone.....			
Signature of Authorised Person		Date	
Time			

CONTRACTOR – Note that a minimum of 24 hours notice is required.

Appendix B (continued)

CONTRACTOR

Contractor Clearance: Work areas and all adjacent areas to which sparks and heat might have spread have been thoroughly inspected on completion of the operation, and **one hour** thereafter, no smouldering fires were discovered.
 Yes No

Name & Signature of Job Supervisor :		Date:	Time:
--------------------------------------	--	-------	-------

Name & Signature of Person Carrying out work:		Date:	Time:
---	--	-------	-------

Fire Alarms & Sprinklers Reset:	Name & Signature of Person Carrying out work:	Zone No's:	Date:	Time:
--	---	------------	-------	-------

Cancellation: I accept the work has been safely completed. This Permit is now cancelled and automatic fire detection systems have been reset.

DIA


Authorised Person (print name) Title:

Phone:

Signature of Authorised Person:.....

Date:..... Time:

TRENCHING PERMIT (48 hours notice required)		Dates & Time of Work: From: / / To: / /		Between Hours to:		Permit No:			
1.	Applicant's Name:			Business Name:		ABN No:			
	Person in Charge of Work:					Phone:			
2.	Public Liability Insurance – minimum \$10 million Policy No: Copy Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>			Policy Holder:	Insurer:	Expiry Date: / /			
3.	Reason for digging:								
							DIA Percow No: (if applicable)		
4.	Address of Works:								
Plan submitted showing location of each proposed excavation and the dimensions showing the length, width, and depth thereof, including the surface area of said opening in paving, sidewalk and other structures. Yes <input type="checkbox"/> No <input type="checkbox"/>									
5.	Nature, size, length and purpose of the structure to be installed:								
6.	Description of traffic management plan whilst works in progress:								
7.	Did DIA supply existing services plan? Yes <input type="checkbox"/> No <input type="checkbox"/> Was an Underground Pipe & Cable locator used to locate services in area? Yes <input type="checkbox"/> No <input type="checkbox"/> (Attach Details)								
8.	Description of what is currently located on site to be trenched, e.g. vegetation or paving, and what will be done to restore site. <i>(Need to supply a printed and electronic photo of site prior to trenching or video image if proposed works cover a large area.)</i> Were photos of site supplied? Yes <input type="checkbox"/> No <input type="checkbox"/> Was a video image of site supplied? Yes <input type="checkbox"/> No <input type="checkbox"/>								
9.	Does site need to be re- filled and re-compacted once wet season rain begins? Yes <input type="checkbox"/> No <input type="checkbox"/>								
APPLICANT'S DECLARATION									
I / we understand that the Permit is granted under DIA's Trenching Permit Terms and Conditions which were provided to us, and which we have read and understood. I/we agree to comply with DIA's Trenching Permit Terms and Conditions and specifically agree to pay any costs associated with repairs and reinstatement works to site due to trenching works. Final approval will only be granted once any irrigation systems and hard or soft landscaping have been restored to satisfaction of DIA, and once site has been re-filled and re-compacted after wet season rain, if required. Applicant's Name:..... Signature:..... Date:/...../.....									
DIA APPROVAL FOR PERMIT TO DIG									
Permit Approved Yes <input type="checkbox"/> No <input type="checkbox"/>		Approved By: <i>(May only be approved by an authorised person)</i>		Position:		Signature:		Phone:	
DIA FINAL APPROVAL FOR WORKS (granted once area has been restored to satisfaction of DIA – refer to 8 & 9 above)									
Final Sign Off Given Yes <input type="checkbox"/> No <input type="checkbox"/>		Approved By: <i>(May only be approved by an authorised person)</i>		Position:		Signature:		Phone:	

	LV ELECTRICAL ACCESS/ISOLATION PERMIT	Date of Work: / /	Permit No: EL.....					
1	Location of Electrical Works:							
2	Owner of Building: Contact Person: Phone:							
3	Description of Work: Will you be performing live work? Yes <input type="checkbox"/> -See Procedure No <input type="checkbox"/> Do you require Isolation of circuits? Yes <input type="checkbox"/> -See Procedure No <input type="checkbox"/> Do you have a lockout kit? Yes <input type="checkbox"/> No <input type="checkbox"/>							
4	Dist. Board #	Circuit number	Date Isolated	Date de-Isolated				
5	Notification:		People Notified:		Date of Notification	Time of Notification		
	DIA Staff	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Date:	Time:	
	DIA Tenants	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Date:	Time:	
6	Acknowledgement of Electrical worker: I understand the hazard of this work and the precautions to be taken. These hazards and precautions have been fully explained to the person carrying out the work and I consider them competent to undertake this work safely. I will return my copy of this Permit for cancellation by the authorised person, once work has been safely completed. Person in Charge of Work : Company: Phone:..... Signature of Person in Charge of Work:..... Date:..... Time:.....							
7	DIA Authorisation to work: The above work may proceed during the specified date and time. Name of Authorised Person..... Title Phone..... Signature of Authorised Person Date Time							
8	Access Clearance: I hereby declare that the work described in this Permit has been satisfactorily completed / stopped and made safe and that all persons under my control have been withdrawn. De-isolated circuit(s) Yes <input type="checkbox"/> No <input type="checkbox"/> If No reason why?..... Signature of Person in Charge of Work:..... Date:..... Time:.....							
9	Cancellation: I accept that the work has been completed and this Permit is now cancelled. DIA Authorised Person (print name) Title: Phone: Signature of Authorised Person:..... Date:..... Time:							

LOW VOLTAGE LIVE WORK PROCEDURE

NO LIVE WORKS ARE TO BE UNDERTAKEN IF A SUITABLE ISOLATION IS ABLE TO BE PERFORMED TO THE CONNECTIONS!

- CARRY OUT THE FOLLOWING RISK ASSESSMENT PROCEDURE FOR PERFORMING LOW VOLTAGE LIVE WORK AT DARWIN INTERNATIONAL AIRPORT (DIA).
- IF A RESPONSE OF **NO** TO ANY OF THE STEPS 1 – 14 LIVE WORKS ARE **NOT** TO PROCEED ANY FURTHER AND DARWIN AIRPORTS TECHNICAL DEPARTMENT IS TO BE NOTIFIED.

STEP	PROCEDURE	YES	NO
1	Notify DIA Technical Dept that low voltage live work is required to be undertaken		
2	Ensure that the person who is going to carry out the live work is qualified and has adequate and suitable experience		
3	Competent qualified safety observer is to be present whilst any live works are being performed, safety observer must be the holder of a current Low Voltage Switchboard Rescue and CPR Certificate		
4	Check that the contents of the Low Voltage Rescue Kit are in good condition and suitably positioned prior to commencement of work		
5	Work area is to be cleared of all obstructions to allow easy and safe access to and from the work area		
6	Clear the work area of all unnecessary personnel and if required erect suitable barricading to restrict and control access to the work area		
7	Identify the closest suitable isolation point and position the Low Voltage Rescue Kit Isolation Identification tag on the isolation device		
8	Confirm access to the isolation point is available to safety observer and ensure the safety observer is instructed in how to operate the isolation mechanism		
9	Establish emergency communication method and location		
10	Examine tools for adequate and undamaged insulation		
11	Safety observer is to station themselves at an appropriate location were they have clear, unobstructed view and clear from any possible danger		
12	Person performing Live Works is to be wearing appropriate protective clothing and personal protective equipment including insulated gloves with protective leather gloves over the insulated gloves		
13	Rubber mat to be positioned on the floor directly in front of the work area by the person performing the live works and insulated protective barriers positioned around any adjacent live components that don't require access		
14	COMMENCE LOW VOLTAGE LIVE WORK If scope of works or risks change during operation of live works - stop task! Make work area safe and notify DIA Technical Department – A specific risk assessment is required		
15	When works are completed ensure all tools used whilst performing task are accounted for		
16	Remove rubber mat and all insulated protective barriers that may have been positioned around any adjacent live components		
17	Ensure work area is now safe		
18	Remove the Emergency Low voltage Isolation Identification Tag from the isolation device and repack the Low Voltage Rescue kit		

19	Remove any erected barricading and clean up the work area		
20	Notify DIA Technical Department that live works are now complete		

Description of live works to be undertaken: _____ Date:

.....

.....

.....

Persons who will be involved in the task:

..... Signature:

..... Signature:

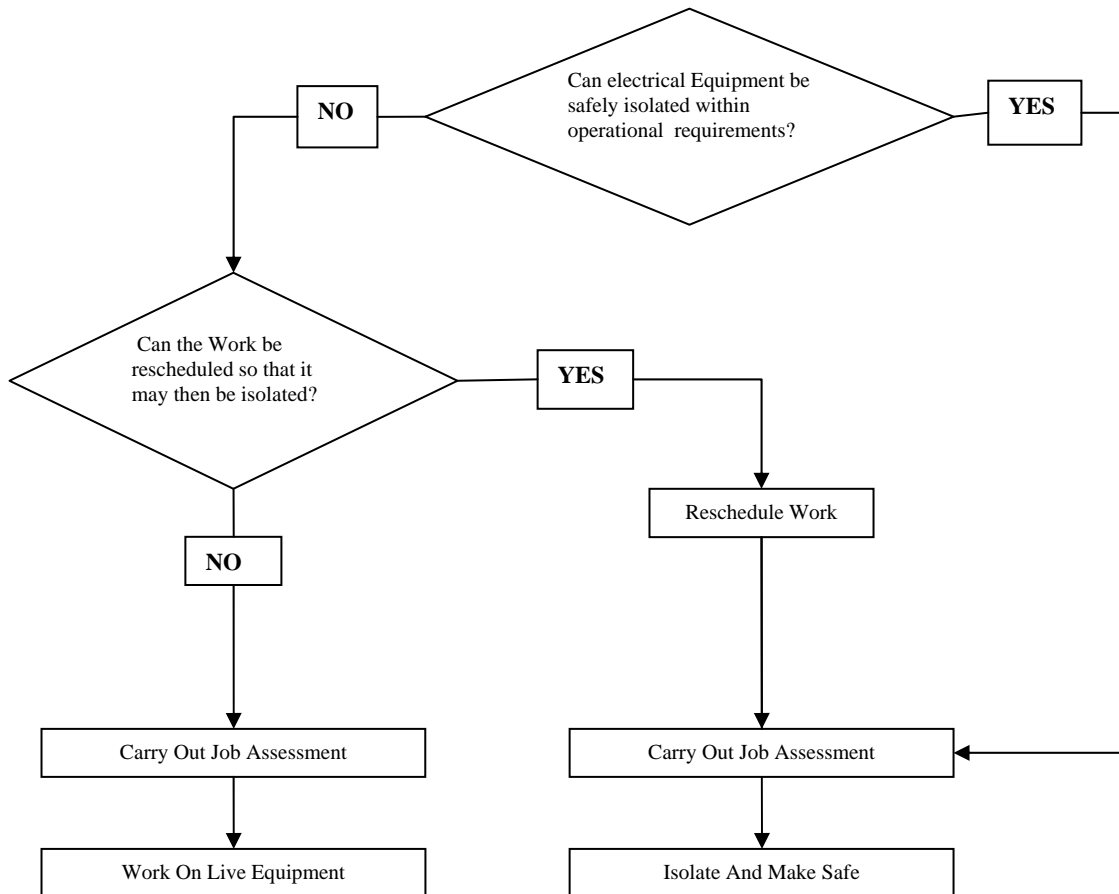
..... Signature:

SIGN OFF WHEN LOW VOLTAGE LIVE WORKS COMPLETED IS REQUIRED BELOW BY THE PERSON CONTROLLING THE WORKS PERFORMED AND THEN RETURN THIS DOCUMENT TO DIA TECHNICAL DEPT.

Name: Date:

Signature:

Darwin International Airport–Low Voltage Safety procedures Work Assessment Flowchart



MEDICAL INFORMATION

- **MEDICAL HELP - call AMBULANCE 000 or**
- **ARFF (Aviation Rescue Fire Fighting) Ph: 8920 2999**

BLEEDING

- Cover wound with clean dry dressing and apply pressure.
- If blood soaks through, apply more padding without removing original dressing.
- Elevate the injured area if able to.

BROKEN BONES

- Do not move the patient.
- Stop any bleeding.

DIABETIC EMERGENCY

- **LOW BLOOD SUGAR LEVELS** - signs - paleness; hunger; sweating; weakness; confused &/or aggressive behavior.
→ ACTION - call for medical assistance, give sweet food or drink every 15 minutes until casualty recovers or medical aid arrives.
- **HIGH BLOOD SUGAR LEVELS** – signs - thirst; need to urinate; hot dry skin; smell of acetone on breath.
→ ACTION – call for medical assistance, allow casualty to self-administer insulin, do not administer for them, but assist if needed, give casualty sugar-free fluids to drink if help is delayed.

FIRST AID – COLLAPSE

- Place patient, lying on one side, (in the lateral position)
- Loosen tight clothing about neck, chest and waist,
- Check patient is breathing and has clear airway
- If breathing is failing, commence mouth to mouth resuscitation as per DRABC

DRABC

- D Danger** → Check for Danger to Yourself, Others, Patient
- R Response** → Check for Response – shout or squeeze hands /shoulders
→ If patient responds - manage patient
→ No response – put patient in stable side position
- A Airway** → Open and clear any foreign material
- B Breathing** → Look and listen and feel
→ If patient is breathing - put patient in stable side position and manage
→ If no signs of life give 2 Rescue breaths
- C CPR** → If no Signs of Life Give CPR (Cardiopulmonary Resuscitation) minutes
→ 30 Compressions at a Rate of 100 per minute, Followed by 2 Rescue breaths
- D Defibrillation** → Use portable Defibrillation device if Trained and as per instructions

IN THE EVENT OF A FIRE Call 8920 2999 (ARFF)

- If safe to do so, sound the alarm before evacuating by **breaking glass** activation switch in Fire Indicator Panel and/or **report fire to the ARFF** (Aviation Rescue Fire Fighting) immediately on emergency number 8920 2999, no matter how small the fire.
- Grab personal items of importance only if safe do so.
- Before opening any door, use the back of your hand to test for heat on the door surface (a burn to the back of the hand is less incapacitating than one to the palm). If the door is hot do not proceed. If the door is cool, open it cautiously.
- Fire Wardens are to ensure all rooms are evacuated e.g. offices, workshops, conference room and toilets.
- If smoke is present, crawl low (the air will be clearer near the floor).
- Leave the area, closing doors as you go (this will help to limit the spread of fire and smoke).
- Go to the designated nearby area of safety – e.g. grassed areas if safe.
- Once in the designated safe area, wait until your name has been noted and you are given further directions.

FIRE FIGHTING – THERE ARE 4 WAYS TO EXTINGUISH A FIRE – SMOTHER; STARVE; COOL; OR BY CHEMICAL REACTION

ONLY ATTEMPT TO FIGHT SMALL FIRES (no larger than wastepaper basket size). Most extinguishers only have sufficient fire fighting agent for a small fire. Leave bigger fires for the fire brigade and evacuate the building.

- Be certain that fire is contained to a small area and is not spreading beyond immediate area.
- Determine type of fire and exact location if possible.
- Use right equipment - Hose Reel, Extinguisher or fire blanket. It is very important to ensure that the right fire extinguisher is used – different fire types require different extinguishers. Read instructions on extinguisher or refer to extinguisher guide. Have a second person help as back-up.
- Be sure that your back is to a safe and unobstructed exit, and the fire cannot spread to block your path.
- Do not turn your back on the fire, you may think it is out, but it can reignite, always keep an eye on it.
- Keep low to avoid smoke as it can be very toxic and dangerous. Do not get too close to the source of the fire.
- Direct extinguisher agent to base of fire, NOT at smoke. Squeeze the handle to release the extinguishing agent.
- Sweep the extinguisher from side to side across the base of the fire until it appears to be out.
- Watch the fire for a few moments to see if it reignites. If so repeat the process.

IF IN DOUBT, GET OUT, COMMENCE EVACUATION

Fire Extinguishers

- All occupants of premises should be familiar with different types of fire extinguishers and their location.
- Place extinguishers near where they may be needed, but not too close as fire may put extinguisher out of reach.
- Extinguishers require regular maintenance. Check with supplier for details.
- Ensure extinguishers are recharged after each use.
- Report missing, defective or discharged fire extinguishers to whoever is responsible for these items.

Fire Prevention

- Smoke only where permitted. Use large, non-tip ashtrays and ensure everything within is cold when emptied.
- Ensure passageways and exits are not blocked by storage or waste.
- Ensure that exits are not locked whilst people are working in the building.
- Dispose of waste paper, packaging, old rags and other fire hazards.
- Designate an employee to ensure that appliances (stove, kettles, etc) are switched off each night.
- Wherever possible turn off computers and monitors each night.
- Ensure that any cracked, frayed or broken electrical cord or plug is replaced immediately.
- Ensure that there is plenty of air circulation space around heat producing equipment (e.g. photocopiers).
- Do not run electrical leads or cords across doors or walkways, or pinch them behind or under furniture.
- Do not overload power outlets or extension boards.

DO NOT TAKE UNNECESSARY RISKS



OCCUPATIONAL HEALTH AND SAFETY POLICY Policy Number OHS001

Policy Revised by OHS Committee, 1st May 2007	Policy Approved By: CEO, Ian Kew	Next Review Date: 1 st May 2008
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Commitment

Northern Territory Airports recognises its obligations under the Work Health Act and the Dangerous Goods Act and is committed to provide and maintain safe and healthy workplaces and environments for its employees, clients, visitors, and contractors. Every employee of Northern Territory Airports, whatever their role, has the responsibility to ensure that the work they undertake or supervise is carried out safely and without injury. To ensure this commitment is matched by the actions and intentions of all its employees, Northern Territory Airports will:

- Ensure compliance with legislative requirements and applicable industry standards.
- Provide safe plant and systems of work.
- Maintain a high level of safety awareness throughout the organisation by providing necessary training and supervision of employees and contractors to ensure their safety.
- Pursue a program of risk reduction in the workplace to ensure the health and safety of all employees, contractors, clients and visitors.
- Require all employees, supervisors, managers and contractors to accept responsibility for their own safety behavior and that of their fellow workers by working to establish safety practices and procedures.
- In the event that an accident should occur, Northern Territory Airports will ensure that any injured workers are rehabilitated back into the workplace as quickly as possible.
- Require safety to be integrated into new processes and project design and in the work practices and decision making of all employees.
- Encourage consultation and cooperation between employees and managers and will formally involve members of occupational health and safety committees in any workplace change that may affect the health and safety of employees at any Northern Territory Airports workplace.
- Assessment of individual performance will include workplace health and safety.
- Management will ensure that all employees and contractors are aware of this policy and aware that adherence to this policy is a condition of employment.
- NTAPL will develop it's OHS Policy and Procedures Manual in accordance with a Safety Management System approach.

Responsibilities - Northern Territory Airports recognises that management has the overall responsibility to provide a safe workplace and all managers will be held accountable for the implementation of this policy in their area of responsibility.

The responsibilities of managers for workplace health and safety include:

- ➔ Providing and maintaining the workplace in a safe condition.
- ➔ Ensuring all occupational health and safety policies and procedures are implemented.
- ➔ Providing the resources to meet the commitment to occupational health and safety.

The responsibilities of employees for workplace health and safety include:

- ➔ Following all occupational health and safety policies and procedures.
- ➔ Adhering at all times to recognised safe systems of work and standard operating procedures.
- ➔ Taking responsibility for their own safety and reporting all hazards, including potential hazards and near-misses to their supervisor and DIA OHS Coordinator.

Policy Review - The Occupational Health and Safety Committees will review this policy annually and recommend any changes to be made to the Chief Executive Officer for approval.