



Adelaide Airport Limited

Induction Pack for Contractors

**Site Rules and Conditions for
Contractors**

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SITE RULES AND CONDITIONS FOR CONTRACTORS

1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as “the Contractor”) when working at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as “AAL”.

These site rules and conditions are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owed by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

For any building activity or works (referred to as “the works”) at Adelaide Airport a contact person will be nominated by AAL. All works will require the prior approval of, or notification to the Airport Building Controller (ABC) and the written consent of AAL.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

AAL considers it essential that a healthy and safe place of work for all staff, Contractors and visitors to the Airport is maintained at all times. Failure to comply with the conditions of this document may result in AAL recommending that the Airport Building Controller issue a stop work order or the Airport Building Controller may do so of his own power and discretion.

The Contractor's attention is drawn to the fact that a reference to "the works" has the full scope of meaning defined at the end of this document.

2. BUILDING CONSENT AND APPROVAL

Prior to building activity commencing at Adelaide Airport, the works shall be approved under the Airports (Building Control) Regulations, 1996. Approval will be in the form of several documents all of which may contain conditions that need to be strictly complied with throughout the duration of works. Approvals issued are as follows:

- Building Consent, issued by AAL;
- Building or Works Permit issued by the Airport Building Controller;
- Permission to Commence Works (PERCOW), issued by AAL when appropriate; and
- where applicable, the additional activity specific permits specified later in this document and to be issued by AAL.

These approvals must be issued prior to the works commencing on site and will include conditions which will complement those contained in this document. The Contractor must notify AAL two (2) working days prior to site establishment on the Airport.

Building Approval Documentation for the purposes of this document means the AAL Building Consent, the Airport Building Controller Building or Works Permits, the PERCOW and (where applicable) the activity specific permits from AAL.

3. ENVIRONMENTAL CONTROLS

The Contractor must comply with all applicable statutory requirements and any Commonwealth or South Australian laws and regulations in addition to all AAL policy and requirements to minimise any pollution, noise or waste, which includes the control of storm water run-off and storage of fuels.

The Contractor shall take all practical precautions to minimise noise, dust and/or other environmental nuisance arising out of or resulting from any activity associated with the works. Where these construction issues are likely to be or are proven to be disruptive to normal airport activity the Contractor may be directed to stop work and/or amend the work practices or program to minimise the impact.

The Contractor must comply with all conditions of the Building Consent, Permission to Commence Works (PERCOW), the Construction Environmental Management Plan (CEMP) and any other permit relating to the works. The CEMP will be subject to audit by AAL Environmental staff.

4. GENERAL WORK HEALTH AND SAFETY OBLIGATIONS

The Contractor must:

- comply with the WHS Act and Regulations, including WHS Regulations relating to Construction Work;
- manage risks to health and safety in accordance with the WHS Act and Regulations including:
 - identifying all hazards and assessing all risks associated with performing the works and implementing appropriate measures to eliminate or control all such hazards and risks prior to commencing, and throughout, the performance of the works;
 - preparing any job safety analysis (JSA) for all tasks performed as part of the works;
 - preparing Safe Work Method Statements and WHS Management Plans as required by the WHS Regulations where applicable;
- provide and maintain safe systems of work at all times when performing the works;

- take reasonable steps to ensure that Workers comply with any reasonable direction of AAL in relation to health and safety; and

provide all information, training, instruction and supervision necessary to Workers to ensure the works are performed in a manner that does not pose a risk to the health and safety of any person.

5. INDUCTION

Inductions are required for all Workers working at Adelaide Airport. There are 4 different types of inductions depending on the location of works and/ or the type of work you are carrying out. These consist of:

- **General Induction** – for all Workers working on site at Adelaide Airport
- **Working Airside** – for all Workers that are required to work airside at Adelaide Airport. Note that the CASA Drug and Alcohol Management Plan induction is still required in addition to AAL’s induction for anyone entering airside more than once in 90 days.
- **Driving Airside** – for all Workers that are required to drive airside at Adelaide Airport (broken down depending on the category of Authority to Drive Airside required)
- **Parafield Airport Induction** – for all Workers that work at Parafield airport in both airside and landside areas

Inductions can be accessed either:

1. Online at <https://aal.e3learning.com.au/> or through AAL’s corporate page on the Adelaide Airport website <https://www.adelaideairport.com.au/corporate/> ; or
2. Onsite at the Pass Issue office which is located at Delivery Point B at Southern Screening of Terminal 1.

Contractors and Sub-Contractors are required to register on the system so that their employees can subsequently register and complete inductions. Once a Worker has registered they will be provided with a short on line questionnaire designed to determine the inductions modules that need to be allocated to that person.

In addition, where appropriate additional inductions must be tailored for individual projects where there is a need to address specific issues relevant throughout the duration of works.

6. RESTRICTED AREAS AND TIMES

Some sites at Adelaide Airport have restricted areas, access times and working hours. The Contractor must comply with these restrictions which will be specified in the Building Approval Documentation.

Airside security procedures and barriers are to be maintained at all times and additional site access and security requirements may be specified in the AAL Building Consent. Special conditions apply to Airside work and are defined in the document entitled "AAL Airside Operating Conditions for Contractors".

The Contractor and any Workers engaged by the Contractor are obliged to understand the distinction between "Landside" parts of the airport and "Airside" parts of the airport for the purposes of the Airports Act 1996 (Cth) and to comply with all of the requirements of the Airports Act 1996 (Cth) and any other law in relation to works performed on and associated activities and entry into and exit from Landside parts of the airport and Airside parts of the airport.

7. AUSTRALIAN CUSTOMS, QUARANTINE AND IMMIGRATION SERVICE REQUIREMENTS

International aircraft at Adelaide Airport and their passengers are subject to Customs, Health and Quarantine laws and regulations. No contact is permitted with passengers prior to the passengers being cleared by the relevant agencies within Terminal 1.

8. INSURANCES

Contractors are to have and be able to provide evidence of workers' compensation insurance public liability insurance for the works and Professional Indemnity Insurance for any design component of the works.

9. CONTRACTORS INDEMNITY TO AAL

The Contractor must indemnify AAL against all loss or damage to the property of AAL and from and against any claim, demand, action, suit or proceedings that may be brought by any person against AAL or any of its employees in respect of personal injury or death or loss of or any damage to any property arising out of or as a consequence of carrying out the works.

10. SECURITY AND EMERGENCY PROCEDURES

The Contractor and all Workers engaged by or under the Contractor in connection with the works, must familiarise itself and themselves with AAL's Security and Emergency Procedures prior to commencing any work on the site. This familiarisation must include the location of any warning systems, emergency equipment and fire protection equipment. The Contractor must at all times allow adequate access for fire and emergency services and other vehicles responding to incidents at any airport building, facility or area. In the event of an aviation emergency, the Contractor may be required to vacate the site until the emergency concludes.

The Contractor must comply with the Security restrictions and procedures applicable to certain areas and zones within the Airport and Terminal Buildings.

Prior to a Contractor conducting any works within a restricted area the Contractor and any relevant Worker must be an ASIC holder and have completed the necessary induction program.

All 'tools of trade' need to be booked in through southern screening point and accounted for on departure as per SEC008 'Tools of Trade'.

Any Contractor entering T1 to complete tenant generated maintenance must ensure the Airport Duty Manager (ADM) is notified of their presence.

Any Contractor entering T1 on facility maintenance instruction generated by AAL must be accompanied by an AAL maintenance staff member and the ADM must be notified of their presence within T1.

The ADM will be entitled to check the maintenance work area to ensure a safe and secure work area and all 'tools of trade' are under immediate supervision of the Contractor.

Construction Workers may carry tools into a sterile area provided:

- The item is necessary to fulfil a required function within the sterile area;
- AAL and the designated screening authority, (as appropriate) have approved the carriage of the item (this may be in the form of a general approval to alleviate the need for on-going individual approvals);
- The item(s) are entered in the 'tools of trade' register prior to entering the 'sterile area'; and
- The item (s) are not accessible to members of the public (eg this may involve the item being carried in a secure manner on the person; being chained to an immovable part of the work area; and/or ensuring the item is under 'constant supervision' i.e line of sight and immediately accessible).

Where the construction of hoarding is required then access to the construction/fit out site is required to be controlled. As a rule when works are being carried out then hoarding access needs to be secured internally and where works have completed for the shift hoarding needs to be secured externally.

11. EXTERNAL LIGHTING

All external lighting shall comply with the Manual of Standards Part 139 (Aerodromes). AAL will advise in the AAL Building Consent if any restrictions apply to external lighting associated with the work.

12. AAL ACTIVITY SPECIFIC PERMITS AND APPLICATION TIMEFRAMES

Specific AAL Permits will be required for the following work and the permits must be obtained not less than two (2) days prior to scheduled commencement of the work:

- Crane
- Excavation

- Hot Work
- Electrical Access
- High Voltage Access
- Services Isolation / Connection/Access (Minor Services); and
- Confined Space Entry.

In addition, a specific AAL permit will be required for any work associated with isolation/connection/access (Major Services) and the permit must be obtained not less than seven (7) days prior to scheduled commencement of the work.

The Contractor must not commence any of the above activities until the appropriate permit is issued by AAL.

13. AAL EXCAVATION PERMIT

AAL has a strict excavation procedure to ensure the safety of all Contractors, Workers and other persons on site and to mitigate the risk of interruption to services to AAL's tenants and the airport operation.

All excavations must be approved through the AAL Excavation Permit procedure prior to any excavation works commencing on site. Conditions may be applied to AAL Excavation Permits if the Contractor is working in close proximity to existing services. The Contractor may be required to locate and expose any services at the discretion of AAL by non-mechanical means before a permit is issued.

It is the Contractor's responsibility to obtain full information regarding all existing services on the site and to verify any information supplied by AAL and AAL will have no responsibility for the accuracy of any information supplied by it.

14. HEIGHT RESTRICTIONS

AAL will specify in the Building Approval Documentation or otherwise in writing if any height restrictions apply to the work, including the use of cranes. Crane operation in the vicinity of the Airport for lifting or erection, must be approved by AAL through the issue of a crane permit, prior to its use.

15. FIRE PROTECTION

Fire protection equipment and systems must be maintained at all times to requirements of relevant Australian Standards, Codes, Laws and Regulations

16. ELECTRICAL SAFETY

All electrical work and equipment must comply with relevant Australian Standards, the South Australian Electrical Code of Practice (where applicable), the WHS Act and Regulations and AAL standards and rules.

17. DANGER TAG AND LOCKOUT

Lock out, danger tag or any other isolation procedures must be strictly adhered to. Isolation equipment such as locks or danger tags are not to be removed without the permission of AAL Electrical Team Leader. Positive isolation checks must be completed before any work commences.

18. UTILITIES AND STRUCTURES

Where connections or disconnections are required by the Contractor to AAL's electrical, water, sewer, storm water drainage services or any other utility on the site, permission from AAL must be obtained prior to work commencing and all necessary isolation/connection approvals must be obtained from the relevant service authorities.

The location of any services and structures shown on any AAL drawings are approximate only and it is the responsibility of the Contractor to verify exact locations.

If any service or structure is damaged the Contractor must immediately notify AAL and the Contractor shall be responsible for the full cost of any necessary repairs.

19. ASBESTOS REGISTER

AAL has an Asbestos register of the location of hazardous asbestos material on the Airport within AAL buildings and facilities. The register must be consulted by the Contractor prior to the commencement of work on these buildings and facilities.

20. CONTRACTOR COMPOUND

The location and size of the Contractor's compound and storage areas must be approved by AAL prior to commencement of work on the site. No materials or equipment are allowed within 3 metres on the landside or 2 metres on the airside of an airside security perimeter fence. Establishment of a construction compound may be subject to a separate Building Approval.

21. TEMPORARY BUILDINGS

No temporary buildings will be allowed on site except with the written approval of AAL and the Airport Building Controller. The installation of temporary buildings are subject to the Building Approval process.

22. CONSTRUCTION SIGNAGE

All construction signage and advertising, and its location, must be approved by the AAL General Manager Property Development prior to its installation.

23. HOUSEKEEPING

Appropriate containers for the storage and collection of rubbish complete with lids or covers must be provided by the Contractor at the work site. The Contractor is responsible for the proper disposal and removal of all rubbish from the work site.

Other areas of the Airport, including pavements which are affected as a consequence of carrying out the works are to be kept clean at all times by the Contractor.

At the completion of the works, the site must be left clean and tidy and the area restored to the satisfaction of AAL.

24. HAZARDOUS SUBSTANCES

Where any hazardous substances are to be used by the Contractor suitable information such as material safety data sheets must be provided at the work site. Planning for adequate safeguards including, but not limited to, personal protective equipment must be completed prior to the works being undertaken. The Contractor must inform AAL of hazardous substances prior to them being used. The use of hazardous material at the airport must be approved by the AAL Environment Manager prior to its use.

25. PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT

Workers operating plant, tools, vehicles, machinery and equipment shall be in possession of current appropriate licenses. Licenses are those required by South Australian Law.

Contractors are to ensure that the above items comply with the requirements of the WHS Act and Regulations and other applicable legislation and standards including all environmental related criteria.

Contractors will be required to provide a copy of licenses to the AAL Project Officer before commencing on site.

26. VEHICLES

The Contractor's vehicles are to be parked in the location nominated by AAL and this would generally include a requirement to be contained within the lease boundary or the construction compound. Vehicle access routes may also be specified.

Special conditions apply to vehicles and drivers operating airside as defined in the AAL "Airside Vehicle Control Handbook" and the "Airside Driver's Handbook".

There may be particular restrictions on the use of some vehicles. The Contractor is to notify AAL of the number and type of vehicles used in connection with the works and ascertain if any restrictions will apply.

27. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor must comply with the provisions of the WHS Act and Regulations relating to use and maintenance of PPE. It is a contractor's and Worker's responsibility to ensure no safety breaches occur. Adelaide Airport staff will monitor and report compliance with these standards.

PPE should include suitable:

- Clothing;
- Footwear;
- Hearing protection; and
- Eye protection,

as a minimum.

28. HIGH VISIBILITY VESTS

High Visibility vests or Hi Vis are to be worn at all times when working on the Airport.

29. ROOF ACCESS

Access to the roof of certain buildings constitutes access airside. Accordingly access to roof areas is controlled, as an airside area would be controlled. Approval to access any roof area must be provided by the AAL Project Officer.

30. TRAFFIC MANAGEMENT

Effective traffic management is vital to personal safety in high traffic areas especially where unfamiliar conditions exist.

Contractors must comply with all procedures, directions and plans stipulated by AAL in relation to traffic management. To the extent that the works are performed in public or trafficable areas, the Contractor must develop a traffic management plan that complies with the WHS Act and Regulations and any relevant Australian Standards, Codes and regulations. The Contractor's traffic management plan must be approved by AAL before it is implemented.

Parking at the kerbside of the Terminals is strictly prohibited.

31. ALCOHOL AND OTHER DRUGS

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering from the affect of alcohol or other drugs and/or fatigue.

All Contractors who perform work deemed to be a Safety Sensitive Aviation Activity in accordance with Civil Aviation Safety Regulations must comply with the AAL/PAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program, a drug and alcohol response program and the Contractor and Workers are subject to random testing by Civil Aviation Safety Authority.

32. SMOKING

Smoking is prohibited in all AAL buildings including the terminals which are covered by a no smoking policy. Smoking within prescribed safety distances is also not permitted. Smoking is prohibited on any part of the airside area of the Airport.

33. MOBILE PHONES

Mobile phones can interfere with certain communication and electronic equipment. The use of mobile phones may be restricted in some parts of the Airport under certain conditions.

The use of Mobile phones airside is prohibited. If there is an operational requirement to use a mobile phone approval must be sought through the AAL Project Officer.

34. COMMUNICATIONS EQUIPMENT

The Contractor must ensure that any two-way radio system or other forms of communication on the site do not cause interference with airport or airline communications and equipment and must hold and provide evidence of relevant licences.

35. CONTRACTOR WORK PLAN

The Contractor's work must not have an adverse affect on landside or airside activity or on users of the Airport. This condition includes the requirement to maintain clear vehicular and pedestrian access to all areas of the Airport and to ensure the safety of airport users. The Contractors staging plan and detailed construction program is to make adequate provision to comply with this condition. A copy of the Contactors staging plan and detailed construction program is to be given to AAL Project Officer prior to commencing work on site.

36. INFORMATION SHARING AND AUDITING

The Contractor must at any time provide AAL with any information requested by AAL to assist AAL in assessing whether the Contractor is complying with these Site Rules and Conditions, including:

- documentation and records evidencing the Contractor's compliance with any aspect of these Site Rules and Conditions;
- at the Contractor's expense, an independent verification by a suitably qualified expert, acceptable to AAL, verifying the Contractor's compliance with these Site Rules and Conditions; and
- the Contractor's incident investigation report and any related documents for all Notifiable Incidents occurring in relation to the performance of the works.

AAL may at any reasonable time review, inspect, audit or otherwise observe the Contractor's health and safety systems, work practices and procedures related to the performance of the work.

The Contractor must notify AAL immediately in writing of any thing or circumstance affecting the Contractor's ability to perform the work in accordance with these Site Rules and Conditions.

The Contractor must notify AAL immediately of any Notifiable Incident occurring in relation to the performance of the work.

37. CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker of the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the Worker from the site. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breaches and major breaches of these Rules and Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Worker having regard to the particular circumstances applying to the relevant contravention of the Rules and Conditions.

37.1 Minor Breach

(Individual)

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

37.2 Major Breach

(Aviation safety/security)

1st offence	Site shutdown Full investigation Workplan to rectify
2nd offence	As above plus additional Safety Officer at Contractor Cost

38. DEFINITIONS

Construction Work has the meaning given in regulation 289 of the WHS Regulations.

JSA means a documented job safety analysis, which identifies hazards and risks associated with a task and sets out the method for performing the task without risks to health and safety so far as is reasonably practicable.

Notifiable Incident has the meaning given by section 35 of the WHS Act.

Safe Work Method Statement means a safe work method statement prepared in accordance with regulation 299 of the WHS Regulations.

WHS Management Plan means a management plan required to be prepared in relation to Construction Work in accordance with chapter 6 part 4 of the WHS Regulations.

WHS Act means the *Work Health and Safety Act 2012 (SA)*.

WHS Regulations means the *Work Health and Safety Regulations 2012 (SA)*.

Works means:

- (a) Any Construction Work; and
- (b) Any Work which comprises a building activity for the purposes of the Airports Act 1996 (Cth) or any Commonwealth or South Australian laws or regulations applicable to activities at the airport.

Worker means anyone carrying out work for a Contractor of AAL and includes employees, contractors, subcontractors, employees of contractors or subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteers.