



Parafield Airport Limited

**Site Rules and Conditions for
Contractors**

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1. GENERAL	1
2. BUILDING CONSENT AND APPROVAL	1
3. ENVIRONMENTAL CONTROLS	2
4. GENERAL WORK HEALTH AND SAFETY OBLIGATIONS	2
5. INDUCTION	3
6. RESTRICTED AREAS AND TIMES	3
7. INSURANCES	3
8. CONTRACTORS INDEMNITY TO PAL	3
9. SECURITY AND EMERGENCY PROCEDURES	4
10. KEYS	4
11. EXTERNAL LIGHTING	4
12. PAL ACTIVITY PERMITS AND APPLICATION TIMEFRAMES	5
13. ASBESTOS REGISTER	7
14. CONTRACTOR COMPOUND	7
15. SITE FACILITIES	8
16. CONSTRUCTION SIGNAGE	8
17. HOUSEKEEPING	8
18. HAZARDOUS SUBSTANCES	8
19. PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT	8
20. VEHICLES	9
21. PERSONAL PROTECTIVE EQUIPMENT (PPE)	9
22. ROOF ACCESS	9
23. TRAFFIC MANAGEMENT	9
24. ALCOHOL AND OTHER DRUGS	10
25. SMOKING	10
26. COMMUNICATIONS EQUIPMENT	10
27. CONTRACTOR WORK PLAN	10
28. INFORMATION SHARING AND AUDITING	11
29. CONTRAVENING RULES AND CONDITIONS	11
30. DEFINITIONS	12

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 Parafield Airport. Parafield Airport Ltd, and its successors or assignees, are referred to as "PAL".

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 owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

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.

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

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 PAL two (2) working days prior to site establishment on the Airport.

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

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 PAL 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 PAL 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 (SWMS) 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 PAL 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 will be conducted in the PAL offices or as directed by the PAL project officer.

6. RESTRICTED AREAS AND TIMES

Some sites at Parafield 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 PAL Building Consent. Special conditions apply to Airside work and are defined in the document entitled "PAL 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. INSURANCES

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

8. CONTRACTORS INDEMNITY TO PAL

The Contractor must indemnify PAL against all loss or damage to the property of PAL and from and against any claim, demand, action, suit or proceedings that may be brought by any person against PAL 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.

9. 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 PAL'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.

Any contractor requiring access to areas airside must obtain the correct authorities by reporting and signing in at the PAL reception. Any airside access requirements will be under consent and escort arrangements with PAL.

10. KEYS

If access is required through controlled PAL doors or gates for which a key is required, a key may need to be issued from the PAL Administration Office. Keys are issued on a short term or long term basis depending on requirements and at the discretion of the PAL Project Officer.

Keys issued on a short term (daily) basis must be signed out and returned by 1700 that same day or as previously arranged.

Keys issued on a long term basis will require the completion of an official application process and will be subject to PAL fees including the payment of a deposit.

Security keys that are lost may result in loss of deposit and may require the changing of some or all locks at Contractor's cost.

11. EXTERNAL LIGHTING

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

12. PAL ACTIVITY PERMITS AND APPLICATION TIMEFRAMES

Specific PAL 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:

- Excavation
- Crane
- Hot Work
- Services Isolation / Connection
- Electrical Access;
- Confined Space Entry
- Asbestos

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

12.1 EXCAVATION PERMIT

PAL 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 PAL's tenants and the airport operation.

All excavations must be approved through the PAL Excavation Permit procedure prior to any excavation works commencing on site. Conditions may be applied to PAL 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 PAL by non-mechanical means before a permit is issued.

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

12.2 CONSTRUCTION EQUIPMENT AND HEIGHT LIMITATIONS

PAL 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 PAL through the issue of a crane permit, prior to its use.

12.3 HOT WORKS

A Hot Works Permit will be required for all activities involving hot works including but not limited to welding, grinding, Oxy acetylene and gas heating for vinyl floor installation etc. The contractor is to obtain a Hot Work Permit from the PAL nominated Project Officer prior to commencing any Hot Works Activities.

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

12.4 SERVICES ISOLATION AND CONNECTION

Where connections or disconnection's are required by the Contractor to PAL's electrical, water, sewer, storm water drainage services or any other utility on the site, approval from PAL must be obtained prior to work commencing and all necessary isolation/connection approvals must be obtained from the PAL nominated Project Officer.

A specific PAL permit will be required for any work associated with isolation/connection and the permit must be obtained not less than two (2) days for minor services and seven (7) days for major services prior to scheduled commencement of the work.

The location of any services and structures shown on any PAL 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 the PAL nominated Project Officer and the Contractor shall be responsible for the full cost of any necessary repairs.

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 PAL standards and rules.

12.5 ELECTRICAL ACCESS

Where access is required to electrical equipment the PAL Project Officer or nominated representative will issue to the contractor an Electrical Access Permit to allow access and commencement of works.

The contractor will be required to isolate, lock and tag the equipment that they are working on and in some instance PAL may also apply a duplicate set of locks and tags.

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 PAL nominated officer. Positive isolation checks must be completed before any work commences.

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12.6 CONFINED SPACE ENTRY

Where access to a Confined Space is required by the Contractor to PAL's infrastructure including electrical pits, water valves, sewer pump stations, Air conditioning ducts, storm water drainage pits or any other Confined Space on the site, approval and permits must be obtained from the PAL nominated Project Officer prior to work commencing.

Confined Spaces are identified with regulatory signage where appropriate with all remaining locations recorded on a Confined Space Register, check with the PAL Project Officer if unsure.

Only contractors who are suitably qualified to enter confined spaces shall be permitted and evidence will be requested prior to any permits being issued.

12.7 ASBESTOS

An Asbestos Work Permit is to be completed and signed by the Environment Manager prior to any maintenance or removal works being done on or in the area of known or suspected ACMs.

Contractors must ensure all appropriate PPE (including respirators) is available and worn by company personnel working on ACMs. Respirators must be cleaned, maintained and properly stored.

All documentation relating to asbestos registers, testing, removal, permits and waste disposal must be recorded and forwarded to PAL's Environment Manager.

13. ASBESTOS REGISTER

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

If asbestos is found it is to be reported to the PAL Project Officer immediately who will determine what is required to make safe.

14. CONTRACTOR COMPOUND

The location and size of the Contractor's compound and storage areas must be approved by PAL 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.

15. SITE FACILITIES

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

16. CONSTRUCTION SIGNAGE

All construction signage and advertising, and its location, must be approved by the PAL Manager prior to its installation.

17. 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 the PAL Project Officer

18. 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 PAL of hazardous substances prior to them being used. The use of hazardous material on airport must be approved by the PAL Environment Manager prior to its use.

19. PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT

Personnel 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 appropriate legislation and safety regulations and standards including all environmental related criteria.

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

20. VEHICLES

Contractor vehicles are to be parked in the location indicated by PAL, 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 PAL “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 PAL of the number and type of vehicles used in connection with the works and ascertain if any restrictions will apply.

21. 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. Parafield Airport staff will monitor and report compliance with these standards.

PPE should include suitable:

- Appropriate Clothing;
- Closed in Footwear;
- Hearing protection,
- Eye protection; and
- Wearing of High Visibility Vests at all times,

As a minimum.

22. 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. Approval to access any roof area must be provided by the PAL Project Officer.

23. 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 PAL 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 submitted and approved by PAL Project Officer before it is implemented.

24. ALCOHOL AND OTHER DRUGS

All Contractors who perform work on the Airside 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 and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by Civil Aviation Safety Authority.

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

25. SMOKING

Smoking is prohibited in all PAL buildings which are covered by a no smoking policy. Smoking is prohibited on any part of the airside.

26. COMMUNICATIONS EQUIPMENT

The Contractor must ensure that any two-way radio system or other forms of communication on the Airport site do not cause interference with Airservices Australia or airline communications equipment and must hold and provide if requested by the PAL Project Officer evidence of relevant ACMA licences.

27. CONTRACTOR WORK PLAN

The Contractor's work must not have an adverse effect 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 Contractors staging plan and detailed construction program is to be given to PAL Project Officer prior to commencing work on site.

28. INFORMATION SHARING AND AUDITING

The Contractor must at any time provide PAL with any information requested by PAL to assist PAL 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 PAL, 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.

PAL 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 PAL immediately in writing of anything or circumstance affecting the Contractor's ability to perform the work in accordance with these Site Rules and Conditions.

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

29. CONTRAVENTING RULES AND CONDITIONS

If in the opinion of PAL, 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 PAL 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 PAL 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.

29.1. Minor Breach (Individual)

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

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29.2. 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

30. DEFINITIONS

ACM means asbestos containing materials. Referred to as either friable or bonded.

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

CTH means "Commonwealth", indicating that the Act is valid for the whole country (Commonwealth of Australia).

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 PAL and includes employees, contractors, subcontractors, employees of contractors or subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteers.