

Adelaide Airport Site Rules and Conditions for Contractors

Version 2
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Adelaide Airport Safety Statement

Adelaide Airport Limited's (AAL) vision is to develop Adelaide and Parafield Airports to be a top tier Airport Business in Asia Pacific, recognised for delivering exceptional outcomes to our customers, partners, shareholders and community, including the health, safety and welfare of the staff, contractors, passengers and all users of the airport.

In upholding our commitment to safety, we adopt a continuous improvement approach and we provide the necessary organisation structure, environment, management, resources and systems in fulfilling our safety obligations.

To demonstrate the Board's commitment to health and safety objectives, we will:

- Comply with all relevant regulatory and other requirements
- Implement and maintain a Work Health and Safety Management System compliant with AS/NZS 4801
- Promote a continuous improvement approach to the management of health and safety through innovative solutions
- Integrate health and safety management with other business, financial, operational, and human resource planning, and management
- Work in consultation with and communicate to all employees, contractors and key stakeholders on health and safety issues in the workplace
- Ensure positive safety culture and team capability is developed through the provision of relevant and up-to-date information, training, instruction, and supervision
- Monitor, audit and report on health and safety performance through established measurable objectives and targets
- Commit to a vision of an incident and injury free workplace
- Ensure incidents are investigated and the effectiveness of corrective and preventative actions are reviewed to prevent recurrence

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Managing Director

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2 Introduction

Adelaide Airport is a highly regulated environment, with specific safety, security and approval requirements. Certain conditions exist at Adelaide Airport that may not ordinarily apply at other sites.

The Sites Rules and Conditions for Contractors has been developed by Adelaide Airport Limited (AAL) to provide guidance on airport specific requirements and processes for ensuring health, safety, security and environmental management for all activities undertaken at Adelaide Airport. It outlines general and minimum requirements which apply to construction, building, engineering, maintenance or other associated works being carried out on or around Adelaide Airport.

It is 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, relevant rules and practices, and any specific requirements detailed in contractual agreements and works plans.

The information in this document must be read and understood by any contractor carrying out works at Adelaide Airport.

The Sites Rules and Conditions for Contractors may be updated by AAL from time to time to reflect changes in airport procedures and statutory requirements.

If undertaking works airside, the [Adelaide Airport Airside Operating Conditions](#) must be applied in conjunction with the Site Rules and Conditions.

Where appropriate, weblinks are provided within the document text to enable access to the relevant documentation.

2.1 Disclaimer

AAL has taken steps to ensure that the information in these Site Rules and Conditions is correct. However, AAL gives no warranty and makes no representation that the information contained in this document, or as otherwise supplied by AAL, is correct, complete, accurate, up to date, or suitable in respect of compliance with the requirements of work health and safety (WHS) legislation.

The contractor must make their own enquires and investigations in relation to whether their works comply with all relevant laws and these Site Rules and Conditions.

To the maximum extent permitted by law, AAL expressly disclaims liability for any loss, expense, damage or costs incurred or suffered or to be incurred or suffered by the persons relying on the Site Rules and Conditions, howsoever arising and whether in contract, tort (including negligence), statute, equity or indemnity arising from or in connection with this Sites Rules and Conditions.

If there are discrepancies between the Site Rules and Conditions and the minimum standards under relevant legislation, the legislation will prevail.

3 Definitions

In these definitions, a reference to the singular includes the plural and vice versa.

Adelaide Airport Limited (AAL) means Adelaide Airport Limited ACN 075 176 653, ABN 78 075 176 653 of 1 James Schofield Drive Adelaide Airport SA 5950 and its employees, agents and independent contractors.

Adelaide Airport means the airport site being managed and operated by Adelaide Airport Limited in accordance with the *Airports Act 1996*.

Airside means that part of the airport which is within the airside security fence and to which access is restricted to those who have a lawful authority and operational requirement to enter.

Airport Building Controller (ABC) has the same meaning as in the Airports (Building Control) Regulations 1996.

Airport Environment Officer (AEO) has the same meaning as in the Airports (Environment Protection) Regulations 1997.

Aircraft curfew means the curfew between 11pm to 6am which is applied to aircraft movements at Adelaide Airport in accordance with the *Adelaide Airport Curfew Act 2000* (Cth).

Australian Standards (AS, AS/NZS) means standards developed and published by Standards Australia and available for purchase at standards.org.au.

Construction Environmental Management Plan (CEMP) means the documented proposed management plan of construction environmental risks as per the contractor's established environmental management framework for building and construction activity on Adelaide and Parafield Airports which is subject to statutory controls under the Airports Act, the ABCR 1996 and the Airports Regulations. Furthermore, because the airports are located on federal land, environmental management, including soil and groundwater contamination, does not fall within the jurisdiction of the South Australian Environment Protection Authority (SA EPA), but is administered an Airport Environment Officer (AEO) employed by DoIRD in terms of the Airports Act and Regulations.

Confined space has the same meaning as in the Work Health and Safety Regulations 2012 (SA).

Contractor means a person or company, including employees, subcontractors, consultants, labour hire workers, apprentices, trainees, work experience students and volunteers, who are undertaking works at the airport.

Environment means the surroundings in which the airport operates, including air, water, land, natural resources, flora, fauna and people.

Foreign object debris (FOD) includes any object found in an inappropriate location that as a result of being in that location can cause damage to equipment or aircraft or injure personnel. FOD includes a wide range of material including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage and even wildlife.

Good industry standards means design, engineering, construction and commissioning practices which optimise safety, efficiency, durability and performance, consistent with internationally recognised standards, methods, statutory requirements and the most up-to-date local, Australian and overseas practices which would be used by leading, highly skilled and experienced contractors for works similar to the works.

High visibility means the luminance and fluorescence of safety clothing as tested against the AS/NZS 1906.

Hot work means any work that has the potential to create a source of ignition including the use of an open flame in any form whatsoever, electric arcs, grinding, welding, thermal or oxygen, cutting and heating, and other related heat producing or spark producing activities.

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 as far as is reasonably practicable.

Landside means the section of the airport which is not within the airside security zone, to which the

general public has access and which has not been designated as a secure area.

Notifiable Incident has the meaning given in the *Work Health and Safety Act 2012*.

Movement Area means any part of the airport that is used for the surface movement of aircraft including runways, taxiways, and aprons.

Personal protective equipment (PPE) means any clothing, equipment and substance that meets Australian Standards (e.g. footwear, gloves, hearing protection and dust masks etc.) designed to be worn by a person and protect the person against the risk of injury or illness.

Safe work method statement (SWMS) means a safe work method statement prepared in accordance with the Work Health and Safety Regulations 2012.

Security restricted area (SRA) means the airside area immediately adjacent to Terminal 1, which includes aircraft movement areas, aircraft parking, baggage make up and ramp areas.

Works site means the area and access ways to and from the area where the contractor will carry out the works.

Statutory requirements means any statute, regulation, order, rule, subordinate legislation or other obligation enforceable under any statute, regulation, order, rule or subordinate legislation.

Temporary services means the services running through or servicing the contractor's compound and/or hoarding site (whether or not they serve any other areas) including, without limitation, power, water, gas, telecommunications, fire sprinkler and other firefighting equipment, sewerage and public address (whether metered or not) and whether charged by AAL or a third party authority provider.

Tenant means any person or company that has been authorised by AAL to occupy or use space within the airport.

Terminal means any passenger terminal at the airport that is operated by AAL, comprising the terminal buildings, other buildings within the terminals, and the roads, loading areas and access ramps, and car parks.

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 legislation means the *Work Health and Safety Act 2012 (SA)* and/or the Work Health and Safety Regulations 2012 (SA).

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

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

Work Safety Officer (WSO) The function of a WSO is to ensure the safety of aircraft operations in accordance with the standards for airport works and the applicable Method of Working Plan. The function and responsibilities of the WSO are detailed in Part 139 (Aerodromes) Manual of Standards Chapter 13.

Works means the works or services which the contractor is engaged to provide on or around the airport on behalf of AAL, tenants, lessees, other airport users and statutory agencies, and includes construction, building, engineering, maintenance and service works, and any associated work such as installations, surveys, inspections and special deliveries.

4 Legislation, standards, and guidelines

4.1 Legislation

Adelaide Airport operates under a range of legislation which applies to Commonwealth leased airports. The key legislation that controls activities at Adelaide Airport includes:

- Airports Act 1996
- Airports (Building Control) Regulations 1996
- Airports (Control of On-Airport Activities) Regulations 1997
- Airports (Environment Protection) Regulations 1997
- Airports (Protection of Airspace) Regulations 1996
- Airports Regulations 1997
- Aviation Transport Security Act 2004
- Aviation Transport Security Regulations 2005
- Civil Aviation Act 1998
- Civil Aviation Safety Regulations 1998
- Environment Protection and Biodiversity Conservation Act 1999
- Part 139 (Aerodromes) Manual of Standards

AAL also applies South Australian and Commonwealth legislation and guidance in relation to the way works are carried out on the Adelaide Airport site, including **but not limited to**:

- Work Health and Safety Act 2012 (SA) (WHS Act)
- Work Health and Safety Regulation 2012 (SA) (WHS Regulation)
- Safe Work Australia Codes of Practice
- Australian Standards

4.2 Policies and guidelines

A range of policies and guidelines for activities being conducted at the airport are published on the Adelaide Airport website. The key AAL documents referenced in the Site Rules and Conditions are:

- [Adelaide Airport Security Guide](#)
- [Airside Driver's Handbook](#)
- [Airside Vehicle Control Handbook](#)
- [Building Activity Application Package](#)
- [Drug and Alcohol Management Plan](#)
- [Adelaide Airport Airside Operating Conditions](#)
- [Construction Environmental Management Guideline](#)

Additional environmental guidelines published on the Adelaide Airport website (adelaideairport.com.au/corporate/environment/guidelines) to guide contractors include:

- Acid Sulphate Soil Guideline
- Aircraft and Vehicle Washing Guideline
- Asbestos Management Guideline

- Construction Dewatering Guideline
- Dangerous Goods and Hazardous Substances Guideline
- Environmental Site Assessment Guideline
- Fuel Management Guideline
- Green Purchasing Guideline
- Landscape Guidelines
- Noise Management Guideline
- Ozone Depleting Substances Guideline
- Spill Response Guideline
- Spray Painting Guideline
- Tenant Environmental Management Guideline
- Trade Waste Management Guideline
- Waste Fill Importation and Soil Management Guideline
- Water Conservation Guideline.

Other AAL documentation referred to in the Site Rules and Conditions that is available by request to AAL includes:

- Adelaide Airport Asbestos Register
- Adelaide Airport Hoarding Standards
- Standard Operating Procedure 889 - Technical Specification for the Supply of As Constructed Drawings and Surveys

5 Responsibilities

5.1 Adelaide Airport Limited

Adelaide Airport is located on 785 hectares of land owned by the Commonwealth Government. Adelaide Airport Limited (AAL) operates the airport under a long-term lease arrangement with the Commonwealth.

The AAL nominated representative is responsible for managing the activities on the airport site and ensuring all activities are undertaken in accordance with the relevant safety, security, environmental and aviation legislation.

The AAL nominated representative has a general duty of care to provide a safe environment for all airport users, including employees, contractors and passengers.

The AAL nominated representative will direct the contractor to cease works if the contractor is observed or reported to be contravening the Site Rules and Conditions.

5.2 Contractor

The contractor is required to coordinate and cooperate with the AAL nominated representative for any activities which may impact on people, services, operations, environment or infrastructure at Adelaide Airport.

The contractor must ensure that it is familiar with and complies with the Site Rules and Conditions, contractual arrangements, and applicable legislation, standards, codes and guidelines.

The contractor must provide all labour, materials and equipment necessary to complete the works. The persons undertaking the works must be appropriately trained and competent and hold the relevant and valid licences and permits, and works must be performed in such a manner that no hazard or risk of injury or damage exists to people, property or airport operations.

The contractor must comply with all airport security workplace safety, environmental and operational rules and directions from the AAL nominated representative.

5.3 Airport Building Controller

The Commonwealth Government appoints an Airport Building Controller (ABC) at each leased federal airport, including Adelaide Airport. The ABC is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards.

Under the *Airports Act 1996* and the *Airports (Building Control) Regulations 1996*, building activities at Adelaide Airport require approval from the ABC. Minor activities, such as repairs and alterations, do not require a formal application, but must be brought to the attention of the ABC.

The ABC building activity approval process is described in section 16.4.

5.4 Airport Environment Officer

The Commonwealth Government appoints an Airport Environment Officer (AEO) to oversee each airport's compliance with its environmental legislative responsibilities under the *Airports Act 1996* and the *Airports (Environment Protection) Regulations 1997*.

The AEO is responsible for the day to day oversight of the operation of the environmental regulatory regime at Adelaide Airport. The AEO is authorised to make decisions regarding compliance with regulations and standards, and to take compliance action when there is a breach of the regulatory framework.

6 Contractor conduct

6.1 Customer service charter

There are many varying customers at Adelaide Airport, including passengers, visitors, staff, business partners and contractors. Everyone contributes in some way to the customer's airport journey and overall experience at Adelaide Airport.

The Adelaide Airport Customer Service Charter is the promise to airport customers of what will be consistently delivered by the Adelaide Airport team. Contractors, as a part of this team, have a responsibility to uphold this level of service.

This Charter is a shared commitment to customers to ensure a consistent and positive Adelaide Airport experience. The [Adelaide Airport Customer Service Charter](#) is:

“Your experience made easy”

- We will provide services and facilities that are Top Tier within Asia Pacific
- We aim to entertain, delight, and exceed your expectations
- We will provide efficient, friendly, and helpful service
- We will make your experience as safe, seamless, and comfortable as possible.
- We will assist you with the rules and regulations that affect us

The contractor should always endeavour to assist an airport customer. Customers can be directed to the Information and Tourism Bookings Booth located on the ground floor, any of the Adelaide Airport volunteer Ambassadors working within the terminal, or the airline concerned.

6.2 Supplier code of conduct

A contractor engaged by the AAL nominated representative must meet AAL's expectations of responsible behaviour to their subcontractors and employees. The Adelaide Airport Supplier Code of Conduct outlines the minimum ethical standards in behaviour that suppliers must meet when conducting business with, or on behalf of, AAL. The Code of Conduct is published at adelaideairport.com.au/corporate/about-us/working-adelaide-airport.

6.3 Personal conduct

The contractor must conduct themselves professionally and courteously at all times. Offensive language and behaviour, harassment, discrimination and bullying are not acceptable under any circumstances while working at Adelaide Airport.

6.4 Smoking

Adelaide Airport is covered by a 'no smoking' policy that applies to all forms of cigarettes, including e-cigarettes. Smoking is prohibited at all times in all buildings, including terminals, and within all airside areas.

The contractor must only use the designated smoking areas.

6.5 Drugs and alcohol

The contractor must not undertake any works at Adelaide Airport if their ability or alertness is impaired by fatigue, illness, medication, alcohol or drugs. The requirements for drug and alcohol management are detailed in section 15.5.

6.6 Media

Unless specifically requested or approved to do so by AAL, the contractor may not make any comment to media on behalf of, or regarding, AAL or Adelaide Airport. This includes comments regarding airport operations, contractor activities, incidents or accidents.

7 Airport security

7.1 Introduction

Adelaide Airport is a security controlled airport under the *Aviation Transport Security Act 2004* and the *Aviation Transport Security Regulations 2005*. Access to certain areas of the airport is subject to stringent security requirements.

The contractor must understand and comply with the airport security requirements which are detailed in the [Adelaide Airport Security Guide](#).

There are 4 main security zones within Adelaide Airport:

- Landside
- Terminal 1 Sterile Areas
- Airside
- Security Restricted Area

7.2 Landside

The term 'landside' refers to the area of the airport that the general public can access without being subject to personal, goods or screening inspections.

When working within landside areas, the contractor must:

- Comply with restrictions on parking, loading, and unloading vehicles (see section 11)
- Ensure that equipment, tools, and possessions are kept secure and not left unattended at any time
- Ensure that no vehicle, equipment, or structure is left or placed within three (3) meters of the airside security perimeter fence.

Landside Security Zones provide a secure environment for the infrastructure that is critical to the operations of the airport. These areas include the Joint Operations Storage Facility (JOSF), the Air Traffic Control (ATC) tower facility and the Terminal 1 Sterile Area. Access to these areas is strictly controlled.

7.3 Terminal 1 Sterile Areas

The Terminal 1 Sterile Areas are the facilities where screened passengers, including 'meeters and greeters', have access such as areas where passengers are engaged in boarding and arrival activities; and are mainly situated on Level 02.

Screening of people and possessions is conducted prior to entering a Sterile Area in accordance with regulatory requirements and to prevent weapons and prohibited items entering the Sterile Area. Unless exempt by legislation, every person and their possessions, including all tools of trade (see section 7.8), must go through the screening process.

The contractor who refuses to be screened or fails to abide by the screening process, as well as any unscreened goods, will not be permitted to enter the Sterile Areas.

Additional controls may be placed on the contractor that is undertaking works in the Sterile Areas. Depending on the nature and location of the works, AAL may require the contractor to employ a security guard.

The contractor must cooperate with the requests and direction of the screening staff at all times.

International aircraft at Adelaide Airport and their passengers and goods 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. Access into the Customs area is restricted to only those approved by the AAL nominated representative and the Commonwealth Department of Home Affairs.

7.4 Airside

The term 'airside' describes all areas inside the airport security fence and Terminal 1 to which access is restricted to persons who have a lawful and operational requirement to enter. Access to the airside area is strictly controlled.

The additional requirements for the contractor working within an airside area is detailed in the [Adelaide Airport Airside Operating Conditions](#).

7.5 Security restricted area

The Security Restricted Area (SRA) is the airside area immediately adjacent to Terminal 1, which includes aircraft movement areas, aircraft parking, baggage make up and ramp areas. As the main area of airport operations and aircraft movement, access to the SRA is strictly controlled.

The contractor in this area must have an operational need to be there, have the correct level of security access and display the appropriate security identification (see section 7.6).

Unless exempt under legislation, all persons, vehicles and goods entering the SRA will be screened in accordance with legislation. This may involve a check of a persons' identity, explosive trace detection, hand held metal detection, physical (frisk) search, visual inspection of personal possessions, and/or visual inspection of a vehicle's cabin, boot and goods carrying area.

7.6 Security identification

The contractor that is required to enter a secure area of Adelaide Airport must have and display a valid Aviation Security Identification Card (ASIC) or Visitor Identification Card (VIC).

An ASIC is a nationally consistent identification card that must be held by approved individuals who need frequent and ongoing access to security zones and/or secure areas of Adelaide Airport to meet the requirements of their duties. A red ASIC allows unsupervised access within secure areas and airside, while a grey ASIC allows unsupervised access within landside security zones.

The contractor requiring an ASIC must satisfy relevant identification requirements and undergo a background check conducted by Auscheck.

A Visitor Identification Card (VIC) will be issued to a non-ASIC holder who has a lawful purpose to enter a security zone or the airside area. A VIC holder must be under supervision by a valid ASIC holder at all times while they are working in areas not accessible to the public.

Further information on obtaining a security identification card and copies of application forms are available for download from adelaideairport.com.au/corporate/about-us/working-adelaide-airport.

7.7 Access control

The secure areas at Adelaide Airport are controlled by electronic or manual mechanisms and are clearly identified. Movement through these points is monitored and recorded by security systems.

The contractor must have the relevant security access permission to move through security controlled doors. This access permission can change, based on domestic or international operations. When moving between security controlled areas, the contractor must secure any doors that have been accessed.

All contractors must "swipe" their access card each time moving through security controlled doors, regardless if alone or accompanied by others. Not all contractors have the same level of access. The contractor will only be granted access to specific security controlled doors if they have an operational necessity. Sharing of access cards and "Tailgating" (following another person into an area without swiping access) is strictly prohibited. This is considered an offence that may result in the contractor being permanently removed from the airport and the contracting company being issued an Infringement Notice. Security Access Cards are issued by AAL to holders of a valid ASIC (issued by AAL or another approved issuing authority) who require work-related access through security controlled doors leading to security zones or secure areas of the airport. A SAC application form is available for download from adelaideairport.com.au/corporate/about-us/working-adelaide-airport.

7.8 Tools of trade

For works within security sensitive areas, such as Terminal 1 and airside, tools of trade must be kept to a minimum.

The contractor will only be permitted to take tools of trade into the Terminal 1 Sterile Areas if:

- The items are necessary to fulfil the works to be undertaken in the Sterile Areas
- AAL has approved the use of the items
- The items are presented to the Southern Screening point for inspection by security staff prior to entering the Sterile Area and when leaving the Sterile Area. All items must be entered in the tools of trade register and must be accounted for when the contractor departs. Any missing tools may instigate an evacuation of the Terminal 1 Sterile Area.
- The items always remain under the visible and physical control of the contractor. An item must never be left unattended or be accessible to passengers or other persons in the Sterile Areas at any time.
- The loss of any item must be reported to security screening staff immediately.

The AAL nominated representative must approve any tools of trade that are required to remain in the Sterile Area while the contractor is not in attendance. The items must be securely locked up in an acceptable storage container or area that is inaccessible to passengers. Entry to the area must be kept locked at all times and the items securely locked away within the area when not in use. The contractor must maintain a list of items that have been brought into the Sterile Areas and check daily to make sure that all items are accounted for.

All permanent tools of trade within tenanted areas must be registered with AAL and must be securely tethered to a permanent fixture and not be accessible to passengers or other persons in the Sterile Areas.

Tools capable of a projectile, for example nail guns, require prior approval from AAL with strict conditions on its use.

7.9 Unattended items

Unattended items could pose a threat to the security of the airport and must be dealt with by the airport personnel who have the appropriate training.

The contractor must not leave an item unattended at any time.

Unattended items discovered by the contractor within Terminal 1 and the surrounding public areas must be reported to the Airport Coordination Centre on 8154 9444.

7.10 Unattended or suspicious vehicles

Vehicles left unattended without a driver and/or occupants in an unauthorised parking location in front of Terminal 1 or other airport infrastructure will trigger a security response and will be towed away at the owner's expense.

Unattended and suspicious vehicles must be reported to the Airport Coordination Centre on 8154 9444.

7.11 Security threats

The contractor must immediately report any bomb or security threats to the Airport Coordination Centre on 8154 9444.

7.12 Closed circuit television

Adelaide Airport's closed circuit television (CCTV) network plays a significant role in achieving the core objective of operating the airport responsibly, safely and securely. It is also a key tool in maintaining Adelaide Airport's reputation for operational excellence.

Recorded footage is only supplied to relevant agencies for law enforcement as well as legal matters and will not be provided for any other purpose.

A contractor's works activities must not obstruct any CCTV equipment or coverage unless agreed by the

AAL nominated representative.

7.13 Security perimeter barriers

In accordance with aviation security requirements, no materials or equipment can remain within three (3) metres on the landside, or two (2) metres on the airside, of the airside security perimeter fence.

The contractor must not do anything that will damage or otherwise impair the integrity of Adelaide Airport's security barriers. This includes the airside security perimeter fence and gates, and security access doors within buildings and Terminal 1.

The contractor must immediately advise AAL of any damage or impairment to a security fence, gate or door.

7.14 Building security

The contractor must not do anything that affects the ability of AAL to secure AAL-controlled buildings and facilities against unauthorised entry.

If the security of a building or facility could be affected by any of the works activities, the contractor must seek the AAL nominated representative's approval prior to the works and provide details of the measures that will be put in place to ensure continued building/facility security during the works.

7.15 Keys

Keys may be required to access AAL controlled doors or gates.

Keys are issued on a daily or long term basis, depending on contractor requirements and at the discretion of the AAL nominated representative. Keys issued on a daily basis must be signed out and returned by 1700 that same day or as previously arranged.

The contractor will be liable for any costs for changing locks as a result of lost keys.

8 Emergency procedures

8.1 Airport site

Adelaide Airport has an Aerodrome Emergency Plan in place to ensure timely response to any emergency at the airport.

The contractor must at all times allow adequate access for emergency services and other response agency vehicles or personnel responding to incidents at any airport building, facility or area.

Prior to commencing any works, the contractor must familiarise themselves with the location of any warning systems, emergency and fire protection equipment, and the emergency assembly area in proximity to the works site.

In the event of an emergency, the contractor may be requested to vacate an area until the emergency concludes.

During an emergency, the contractor must continue to comply with all security restrictions and procedures applicable to certain buildings and areas of the airport, unless otherwise directed by emergency services or the AAL nominated representative

8.2 Airport Coordination Centre

AAL has an Airport Coordination Centre that is responsible for activating the Aerodrome Emergency Plan.

All emergency situations at Adelaide Airport must be reported to the Airport Coordination Centre on 8154 9444. The Airport Coordination Centre will arrange appropriate response, including attendance as required by the Australian Federal Police, Australian Border Force, South Australian Police, Aviation Rescue and Fire Fighting (ARFF) service, SA Ambulance Service and/or South Australian Metropolitan Fire Service.

8.3 Terminal 1

Evacuation plans are provided in strategic locations around Terminal 1. The contractor must familiarise themselves with all relevant assembly point locations and exit routes prior to commencing works within the terminal.

Terminal 1 is equipped with smoke and fire detection systems. An evacuation alarm (a continuous whoop, whoop, whoop) will operate automatically when an evacuation is activated.

The contractor must follow the directions from the public address system and any instructions from the fire wardens. Fire wardens may request that the contractor assist passengers and terminal visitors to evacuate, however, the contractor must not endanger their own life in doing so.

The contractor must secure tools of trade and ensure the works site is cleared of all persons prior to proceeding the nearest exit and evacuation assembly area.

8.4 In the event of an emergency

In the event of a fire or medical emergency:

- If working landside, contact 000 and then the Airport Coordination Centre on 8154 9444
- If working airside, contact the Airport Coordination Centre on 8154 9444
- In case of fire in Terminal 1, activate the red break glass fire alarm.

AAL must be advised of the discharge of a fire extinguisher or use of other fire safety equipment.

9 Work health and safety

9.1 Introduction

A healthy and safe place of work for all staff, contractors and visitors to Adelaide Airport must be maintained at all times. All works conducted at the airport must be done with safety as the number one priority.

The contractor undertaking works at Adelaide Airport must ensure that any hazards and risks associated with the works are identified, assessed, controlled and managed in accordance with WHS legislation and applicable codes and standards, including

- Identifying all hazards and assessing the risks associated with performing the works
- Implementing appropriate measures to eliminate or control all hazards and risks prior to commencing, and throughout, the performance of the works
- Preparing a job safety analysis (JSA) or safe work method statement (SWMS) for tasks performed as part of the works
- Completing AAL inductions and site-specific inductions (see section 10)
- Establishing, providing, and always maintaining safe systems of work when performing the works
- Maintaining all relevant licences, certifications, and registrations to continue in the field of expertise
- Providing and completing all information, training, instruction, and supervision necessary to ensure the works are performed in a manner that does not pose a risk to the health and safety of any person
- Ensuring that adequate personal protective equipment is provided and used (see section 9.3)
- Immediately report injuries, incidents and hazards or matters which affect or may potentially affect the health, safety, and security of any persons on or around the airport (see section 9.5).

AAL reserves the right to inspect works at any time and direct the contractor to take any actions required to ensure that the works are being carried out in a safe and secure manner. Breaches of safety will result in works being stopped (see section 20).

9.2 Safe work method statement

The SWMS prepared for the works must apply the hierarchy of control framework detailed in the 'Safe Work Australia Code of Practice: How to manage health and safety risks' when planning and/or considering control measures.

A copy of the SWMS is required to be provided to AAL prior to undertaking certain works (see section 16). The SWMS must detail:

- How the works are to be carried out
- The works activities assessed as having safety risks and the control measures that will be applied to the works activities
- The equipment to be used in the work, the standards, or codes to be complied with, the qualifications of the personnel doing the work, and the training required to do the work.

The SWMS must give consideration to:

- Interaction with pedestrian and vehicle traffic at the airport
- Mobilisation and use of plant, equipment, and materials, including its impact on other airport users

- Interference with continued terminal and airport operations.

The contractor must continually review the risk assessment and SWMS for the duration of the works. AAL requires a SWMS to be modified if the works activity or location changes or a safety incident or near-miss occurs.

9.3 Personal protective equipment (PPE)

The contractor must provide and use personal protective equipment (PPE) that:

- Is appropriate to the nature of the works being undertaken
- Is a suitable size and fit and reasonably comfortable for the person who is to use or wear it
- Is maintained, repaired, or replaced so that it continues to minimise risk to the person who uses it
- Training and instruction for its proper use has been received
- Meets Australian/New Zealand Standards.

The minimum requirements for PPE when undertaking works at Adelaide Airport are:

- High visibility clothing (high visibility vests must be worn when working airside)
- Enclosed shoes
- Hearing protection when working in high occupational noise areas, including airside
- Eye protection and hard hats when working on construction sites.

The SWMS must identify any additional PPE required for the works, such as safety boots fitted with full toe cap protection, sun protection and gloves.

9.4 WHS issue resolution

The contractor must provide timely notification, management and resolution of any work health, security, safety or environmental issue encountered while working at Adelaide Airport, including:

- Timely notification of the issue to relevant persons, including AAL
- Recording, maintaining, and providing appropriate documentation
- Putting in place measures to resolve the issue, including interim measures if the issue cannot be immediately resolved.

9.5 Reporting all hazards, incidents, and faults

The contractor must immediately notify AAL of hazards, faults, incidents, accidents, damage or injury to:

- People
- AAL-owned buildings, infrastructure, and assets
- Plant and equipment
- Environment (including fuel, oil, chemical or other hazardous substances or waste spills greater than two litres)
- Airport or aircraft operations.

For high-risk and building and construction works, the contractor must maintain an incident and accident recording and reporting system. Copies of the accident and incident reports must be submitted to AAL on request.

9.5.1 Notifiable incidents

The contractor has obligations under the WHS legislation to report Notifiable Incidents to SafeWork SA.

Where a works-related death, serious injury or illness of a person or a dangerous incident occurs, the contractor must ensure that the incident scene, any plant or structure or other item associated with the incident is preserved until otherwise directed by SafeWork SA. (This requirement does not prevent any action necessary to save life, to relieve suffering, prevent further injury or prevent damage to plant.)

The contractor must immediately notify AAL of any Notifiable Incident that has occurred at Adelaide Airport. Within 24 hours of the incident occurring, the contractor must provide AAL with a summary report of the incident and any immediate corrective actions taken. Within three (3) days of the incident occurring, the contractor must provide AAL with a comprehensive report giving complete details of the incident, including results of investigations into its immediate and basic causes and intended corrective and remedial actions.

AAL reserves the right to complete and/or participate in any incident investigation. The contractor must ensure that all assistance is provided to AAL during any incident investigation.

10 Inductions

10.1 Adelaide Airport inductions

AAL has a legal obligation to airport workers (this includes AAL employees, contractors, labour hire, volunteers and work experience students) and tenants to provide appropriate information, instruction and training in work health and safety, including company policies, procedures, hazards and risks associated with undertaking work at Adelaide Airport.

The contractor undertaking the following activities must complete AAL induction(s) prior to commencing works:

- Construction works of any kind, including structural alterations or repairs
- Works requiring an AAL Works Permit (see section 16.6)
- Working at heights
- Implementation of a traffic management plan or traffic control (see section 11.4)
- Movement of powered mobile plant.

10.1.1 Exemptions

For works within Terminal 1 or airside, the contractor who is responding to an emergency callout, or who is not using tools of trade, does not need to complete the AAL induction(s) prior to undertaking activities.

The contractor requiring a Visitors Identification Card (see section 7.6) to be able to access the works site will receive a verbal briefing from the ASIC-holder that is sponsoring / escorting them.

10.1.2 Induction process

Inductions have been designed to provide an understanding of the prerequisites, requirements and responsibilities associated with working at Adelaide Airport. There are three (3) inductions, depending on the location of works and the type of work being undertaken:

- General Induction – for any person undertaking works on the Adelaide Airport site
- Working Airside – for any person that is required to work airside at Adelaide Airport
- Driving Airside – for any person that is required to drive airside without an escort at Adelaide Airport (see [Adelaide Airport Airside Operating Conditions](#)).
- For contractors not directly engaged by Adelaide Airport the point of contact is L&D via learning@aal.com.au so the company profile can be set up in AAL Academy.
- For contractors directly engaged by Adelaide Airport the registration is via [Sitepass](#) with the AAL Contractor Manager as the point of contact.

An induction card, colour coded to the inductions completed, will be issued to the contractor by AAL and must be worn at all times while on site.

Inductions expire after 12 months for non-ASIC holders. For ASIC holders, induction renewal is required every 2 years at the same time as the ASIC renewal.

Further information about inductions is available at adelaideairport.com.au/corporate/about-us/working-adelaide-airport.

The contractor must successfully complete the required inductions prior to commencing the works. The contractor will be removed from the works site if they have not completed the induction(s).

10.2 Drug and alcohol management induction

Part 99 (Drug and alcohol management plans and testing) of the Civil Aviation Safety Regulations 1998 applies to the contractor that will carry out Safety Sensitive Aviation Activities (SSAA) and/or is required

to work airside.

The contractor that will be undertaking SSAA or will be entering airside more than once within a 90 day period is required to complete the Civil Aviation Safety Authority (CASA) 'Alcohol and other drugs' online training. CASA's online training is available at casa.gov.au/safety-management/drug-and-alcohol-management-plans/casa-aod-elearning.

Further information about the requirements for drug and alcohol management is provided in section 15.5 and at casa.gov.au/safety-management/drug-and-alcohol-management-plans.

10.3 Contractor site induction

The contractor must also conduct its own site specific induction to ensure that all personnel involved in the works understand and are aware of the:

- Site specific requirements, conditions, and hazards
- Contractor's work, health and safety procedures and safe working practices
- Fire precautions and emergency procedures
- Environmental management and protection measures
- AAL procedures and conditions relevant to the works.

The person nominated to conduct each site induction session must have familiarised themselves with the Site Rules and Conditions and the [Adelaide Airport Airside Operating Conditions](#) (if applicable).

The contractor must keep records of each site induction session, including a list of names and signatures of all attending personnel.

11 Vehicle parking and traffic management

11.1 Vehicle parking

Vehicle parking restrictions are applicable and enforced at Adelaide Airport.

The contractor must observe all parking and loading zone rules and regulations. Payment of fines and settlement of parking infringement notices is the responsibility of the contractor incurring the fines and infringements notices. The contractor in breach of such rules or regulations may be denied access to the parking facilities.

Contractor vehicles are to only be parked in locations nominated by the AAL nominated representative. These are:

- Terminal 1 service vehicle car parking spaces (adjacent to the Northern and Southern Screening points) are only available for use by:
 - The contractor to AAL that is attending emergency call outs, or dropping off tools and equipment for use within the terminal and/or plaza precinct (a list of these vehicles will be provided to the Northern and Southern Screening points), or
 - Vehicles delivering product for Terminal 1 retail tenants
- The contractor that needs to take vehicles onto the Terminal 1 plaza area must inform The AAL Nominated representative and apply for a permit
- Within the relevant tenant/lease boundary
- Within specified works sites, such as construction compounds.

Where contractor vehicles cannot be parked in the above locations, the vehicles must park in the AAL public car parks or in another designated area as determined and approved by the AAL nominated representative and are subject to charges for the use of these facilities.

There may be restrictions on the use of some vehicles. The AAL Nominated representative must be advised of the number and types of vehicles used in connection with the works to ascertain if any restrictions will apply. Vehicle access routes may also be specified.

Parking at the kerbside of Terminal 1 is not permitted.

11.2 Traffic control

The contractor must ensure that the works activities do not obstruct or adversely impact the movement of other vehicle or pedestrian traffic or impact access to a tenant's premises. This includes partial or total road or footpath closures or obstructions, contra flow traffic, works near traffic signals, large events, and the loading and unloading of contractor vehicles or deliveries.

The contractor must comply with all procedures, directions and plans issued by the AAL nominated representative in relation to traffic management.

11.3 Deliveries and construction

The access and delivery routes for large deliveries and construction vehicles must be approved by the AAL nominated representative prior to the commencement of any construction works.

Restrictions may be applied to the locations, access routes and/or times for certain deliveries, such as construction materials.

Where there is the potential to endanger or inconvenience other airport users, or affect the cleanliness of public spaces, the AAL nominated representative may direct the delivery or removal of bulky materials and construction debris to occur during aircraft curfew hours or other off-peak passenger periods.

The contractor must ensure that all loading and unloading of construction vehicles is done under the control of a spotter.

Vehicles carrying materials must be securely loaded and/or covered to prevent the materials being spilt or blown.

The contractor must ensure that the wheels, tracks and body of vehicles and plant accessing or leaving a construction site is free from mud or other materials that could impact other road users.

11.4 Traffic management plan

The contractor must develop a traffic management plan where the works will impact vehicle and/or pedestrian traffic at the airport. The traffic management plan must be approved by the AAL nominated representative before it can be implemented.

The contractor's traffic management plan must detail the traffic movement and control methods to be implemented prior to and during any works which may affect vehicle and pedestrian movement at the airport.

The traffic management plan must comply with the WHS legislation and AS1742: Manual of uniform traffic control devices.

The contractor must provide appropriately qualified personnel and all of the items necessary for traffic management, including temporary signage, barricades and lighting.

11.5 Traffic incidents

The contractor must immediately report all vehicle and pedestrian incidents to the Airport Coordination Centre on 8154 9444.

The contractor must comply with any directions from the AAL nominated representative or emergency response agencies, including the closure of the works site and surrounding areas that may be affected.

12 Environmental management

12.1 Environmental management requirement

Environmental management at Adelaide Airport focuses on a cooperative, proactive approach with regulatory agencies, airport stakeholders and contractors working together to ensure potential environmental risks associated with operational, development and construction activities are avoided, minimised and/or managed to an acceptable standard.

A range of environmental requirements and obligations apply to works across the entire airport site, regardless of whether the works are performed by, or on behalf of, AAL, tenants, statutory agencies or others.

Environmental management of the Adelaide Airport site is governed by Commonwealth legislation, and in particular the *Airports Act 1996*, Airports (Environmental Protection) Regulations 1997, and Environment Protection and Biodiversity Conservation Act 1999. State environmental legislation is only applicable to on-airport activities when there is an established material risk to the off-airport environment or where commonwealth legislation is silent.

12.2 Environment strategy

Adelaide Airport's environment strategy provides the strategic direction for the environmental management of the airport. The environment strategy is approved by the Federal Government as part of Adelaide Airport's Master Plan. A copy of the approved Adelaide Airport Master Plan is available at adelaideairport.com.au/corporate/community/adelaide-airport-master-plan.

The contractor carrying out an activity at Adelaide Airport must take all reasonable steps to ensure that the environment strategy is complied with. Contractor responsibilities with regards to the Adelaide Airport environment strategy are to:

- Comply with applicable environmental legislation and AAL plans, procedures, and guidelines
- Complete the AAL inductions (see section 10)
- Report environmental hazards, incidents, and feedback to AAL
- Develop and implement Construction Environmental Management Plans (see section 12.4)

12.3 Environmental responsibilities

The contractor must take all practical precautions to avoid causing harm to the environment through:

- Pollution (including noise, dust, substances)
- Adverse impact on fauna or flora which is protected under any legislation (state or commonwealth) or statutory requirements
- Adverse impact on any item of heritage significance
- Unreasonable erosion or degradation of soil.

The contractor must have plans in place to cover the prevention, clean up and good environmental practices for works that have the potential to cause environmental harm.

The contractor's environmental management procedures and practices may be subject to audit by the AAL nominated representative and the Airport Environment Officer.

12.4 Construction Environmental Management Plan

A Construction Environmental Management Plan (CEMP) is a plan that identifies and describes the management of environmental risks associated with the works.

A CEMP is likely to be required if the works involve one or more of the following activities:

- Activities within 200 metres of a waterway
- Clearing of land

- Development of a greenfield site
- Development on or near an Environmentally Significant Area (as identified in the [Adelaide Airport Master Plan](#))
- Development, construction, or demolition
- Discharges to air (odour, dust, combustion emissions)
- Discharges to land, surface water (including storm water) or groundwater
- Importation of fill material onto the airport
- Use or storage of hazardous materials
- Works in known or potentially contaminated areas

AAL has developed a [Construction Environmental Management Guideline](#) (adelaideairport.com.au/corporate/environment/guidelines) to provide building activity applicants and contractors with information on construction environmental management for activities undertaken on airport land and the requirements for a CEMP.

The contractor must prepare its CEMP to ensure that the activities and potential environmental impacts associated with the works are identified and management actions implemented to reduce environmental risk and prevent or minimise potential environmental impacts.

The AAL nominated representative will review and either accept or provide comment on the CEMP before forwarding the CEMP to the the Airport Environment Officer for review and comment.

The contractor's CEMP must include:

- Identification of all project's specific environmental risks (e.g., using aspects and impacts assessment)
- Clearly defined management measures to address each of the identified environmental risks
- Processes for measuring the effectiveness of the proposed management measures, identification of applicable legislation and other requirements which the contractor is required to conform with in undertaking the required works.

The AAL nominated representative will undertake inspections during the works to confirm conformance with the management measures described in the CEMP and relevant environmental legislation.

12.5 Spill response and clean-up

The contractor must clean up any spillage of fuel, oil, chemical or other substance which may cause environmental harm.

A fuel, oil, chemical or other hazardous substances or waste spill greater than two litres is to be reported immediately to the Airport Coordination Centre on 8154 9444.

Liquid spills must be cleaned up with the appropriate dry materials, such as purpose designed soak up pads, booms, or with other absorbent materials such as rags. Under no circumstances are spills to be hosed away.

The spilt substances must not be allowed to pollute water sources, sewers or drains. AAL must be immediately notified in the event of accidental occurrence of pollution to waterways.

The residue and materials used for spill cleanup must be disposed of with an approved licensed facility or contractor.

The contractor will be liable for costs if AAL is required to assist or provide materials for use in the clean-up process.

12.6 Environmental incidents

All environmental incidents and emergencies must be reported to the Airport Coordination Centre on 8154 9444.

Environmental incident reports must be submitted to environment@aal.com.au.

12.7 Environmental complaints

The contractor is responsible for managing any environmental complaint that has been made about the contractor's activities. The contractor must advise the AAL nominated representative, and the complainant, of the measures implemented to mitigate the environmental issue.

13 Contractor works site

13.1 Access

When an AAL Contractor is carrying out works on an AAL site, contractors are required to carry proper identification when on the Site and sign in to site in accordance with AAL's requirements (using Sitepass). The contractor must ensure safe access and exit to its works site at all times. As much as is reasonably practicable, access is to avoid interference with or interruption to other vehicle and pedestrian traffic, tenant activities and terminal and airport operations.

All publicly accessible footpaths, roads and pavement areas in the vicinity of the works site must be maintained in a clean, tidy and safe condition at all times. The contractor must install any temporary directional signs and hoardings or other barricades to ensure that the safety and convenience of pedestrian and/or vehicle traffic is maintained at all times.

13.2 Contractor compound

Where a dedicated area (compound) is required for contractor office, amenities or storage purposes, the location and size of the contractor area must be approved by the AAL nominated representative prior to commencement of works.

Establishment of the contractor compound may be subject to a Building Activity approval (see section 16).

No temporary buildings or containers will be allowed on the airport except with the written approval of the AAL nominated representative and the Airport Building Controller through the Building Activity approval process.

13.3 Housekeeping

The contractor must maintain a safe and secure works site at all times by:

- Securing the works site, tools, equipment and materials from unauthorised access, theft, and vandalism
- Defining the works site with hoardings, fencing, signs, and barricades to prevent interaction with and access by other airport users
- Ensuring the works activities and all tools of trade, equipment, plant, and materials are contained within the boundary of the works site
- Immediately cleaning up the works site and all public areas, including pavements, roads, and walkways, impacted by the works activities
- Ensuring that walkways and entry and exit routes are readily accessible, functional, and clear of obstructions and trip hazards at all times
- Maintaining access to emergency and fire-fighting equipment and services
- Providing appropriate containers with secure lids or covers for the storage of all waste material (including demolished material, sweepings, dust, and all other debris)
- Regularly cleaning up, removing, and disposing of loose materials and waste from the works site and the airport
- Providing and maintaining necessary amenities and sanitary facilities
- Providing adequate lighting
- Not obstructing signage, electrical switchboards, CCTV cameras or any other essential airport operational facility
- Maintaining proper drainage throughout the works area and preventing any surface run-off water from entering any excavated areas, holes, sumps, or pits

The contractor will be liable for any costs incurred by AAL if public areas require cleaning, rectification

or other response as a result of the works activities or works site housekeeping requirements not being met.

The works site must not be used for any purpose (including advertising of any kind) other than the works unless the AAL nominated representative has given written approval.

13.4 Temporary services

The contractor must plan and provide any temporary services necessary for the works, including the installation and use of required services. The requirements for any connection to services infrastructure at Adelaide Airport is required to be separately metered and paid for by the contractor, including the installation of the utilities meters.

13.5 Signage

The contractor must not display any signage visible to the public without the approval of the AAL nominated representative, except for that required by the principal contractor under WHS legislation.

The contractor must also supply and install temporary signage where, as a result of the works, there is a change to vehicle or pedestrian access, or emergency and fire safety equipment and procedures.

The safety signs, notices and instructions displayed within the works site must be adhered to at all times.

Any signage that is displayed without prior approval from the AAL nominated representative will be removed and the contractor will be liable for any make good works.

All signage must be securely fastened to withstand strong winds.

13.6 Hoardings and temporary fencing

AAL has developed hoarding standards to ensure consistent construction signage and hoarding that considers security, safety and customer experience during works within the Adelaide Airport precinct. The Adelaide Airport Hoarding Standards are provided in the Annexure section 21.

A hoarding plan and risk assessment must be provided to the AAL nominated representative for approval.

All works that interface with public areas and other airport users require high quality hoarding and signage wrap.

Placement of hoarding will need to consider impact to operations, such as access to fire equipment and warden intercom points, emergency signage, lighting, and CCTV coverage.

The contractor must allow for sufficient bracing to support the hoarding type and branding suitable for the environment where it is to be installed.

The contractor must ensure that all temporary site fencing is adequately braced against the wind. Branding of any form is not permitted unless AAL has given written approval.

13.7 First aid facilities

The contractor must provide first aid equipment and facilities suitable for the type of works being undertaken and the number of personnel that will be within the works site. The equipment and facilities must comply with Safe Work Australia Code of Practice: First aid in the workplace.

For construction activities and other high-risk works, the contractor must have a nominated first aid officer at the works site.

13.8 Prevention and making good of damage

The contractor must take all necessary precautions to prevent any damage arising from the works, including:

- Damage to property and vehicles located on or adjacent to the works site
- Damage to pavements, roads and/or footpaths by plant, equipment, or obstructions

- Damage to services infrastructure and supply
- Interruption and damage to aircraft and airport operations through failure to control loose materials and items (foreign object debris)

The contractor is responsible for repairing, replacing or otherwise making good all items or services damaged as a result of the works. The repairs and replacement must be attended to immediately and completed to the satisfaction of the AAL nominated representative.

13.9 Completion of works

At the completion of works, the contractor must restore the works site, and any other area of use, to a serviceable condition to the satisfaction of the AAL nominated representative, including:

- Disconnecting and clearing away all temporary works and installations and making good all areas affected by the temporary services and amenities
- Tidying, cleaning, and removing all waste, waste storage containers, and unused materials
- Ensuring public areas surrounding the works site are clean, tidy, and safe prior to the opening of the area
- Thoroughly cleaning down each component item of the works in a manner recommended by the manufacturer of the item being cleaned
- Ensuring the operating integrity of any systems, infrastructure or plant that is remaining in the works area.

14 Plant, equipment, and materials

14.1 General plant and equipment

The contractor is responsible for ensuring the appropriate plant, machinery, tools, vehicles and equipment are supplied for the duration of the works.

All plant, machinery, tools, vehicles and equipment used by the contractor:

- Must fully comply with all relevant statutory requirements, Australian Standards, and advisory standards
- Is operated by appropriately licensed, experienced, trained, and qualified persons who have completed competency-based training and whose competency has been verified
- Is stored, operated, and inspected in accordance with manufacturer specifications
- Is operated without risk of injury or harm to any persons or property
- Is serviced and repaired by suitably qualified person and in accordance with manufacturer specifications
- Mobile equipment has the keys removed, blades and buckets lowered onto the ground and is chocked/blocked when not in use
- For works undertaken in publicly accessible areas (e.g., Terminal 1 plaza and forecourt), the contractor must also have another person to act as a spotter for the safe operation of mobile plant and vehicles
- Plant and equipment must not be left unattended in publicly accessible areas
- Out of Service tags, Danger tags and interlocked guards must be used when a fault is identified with any plants or equipment.

The AAL nominated representative must approve the use of diesel or petrol-powered plant or equipment within Terminal 1, the terminal forecourt and carpark areas, and other AAL-controlled buildings.

The contractor must maintain a register of all plant and equipment used on airport for the works, including service and maintenance records.

14.2 Materials

The contractor must ensure that all materials used in the works are fit for the purpose for which they will be used and comply with all relevant requirements. Any materials that do not comply must not be incorporated into the works and are to be promptly removed from the airport site by the contractor.

The contractor must ensure the timely supply and delivery of all materials and goods necessary to carry out and complete the works.

When requested by the AAL nominated representative, the contractor must submit samples of materials to be used in the works for AAL approval. Material that does not conform to the approved samples and prototypes may be rejected by AAL, and the rejected material and the part of the works in which it is incorporated must be altered, corrected, rebuilt or replaced to AAL's satisfaction and without additional costs to AAL.

For works being conducted on behalf of AAL, or within a site, building (including the terminal), facility or infrastructure owned by AAL, the contractor must obtain, and ensure that AAL will have the benefit of, guarantees or warranties as specified or offered by suppliers.

The contractor must ensure that materials are protected against damage, deterioration or discolouration, including from the effects of moisture, temperature, wind or dust. Materials should also be secured to ensure items are not blown onto aircraft areas or the Terminal Plaza area and cause a hazard to aircraft and operations as per 15.8.

15 Operational requirements

15.1 Operational restrictions

There may be restrictions on access, access times, working hours and permitted activities in certain areas at Adelaide Airport in order to minimise interruption or hazard to terminal and airport operations.

The contractor must comply with the operational restrictions detailed in the Site Rules and Conditions or where specified in the AAL Building Consent and/or AAL Works Permits (see section 16).

Airport security procedures (see section 7) are to be maintained at all times.

The special conditions that apply to works being conducted in airside areas are detailed in the [Adelaide Airport Airside Operating Conditions](#).

15.2 Hours

Contractor works are generally required to be carried out within the hours of 7am and 4pm.

Where possible, works within and surrounding Terminal 1 and public areas should be scheduled during off-peak aircraft movement or passenger periods.

To reduce interruption to passenger and aircraft operations, AAL may require some works activities within Terminal 1 and the airside area to be conducted during the aircraft curfew period of 11pm to 6am.

The contractor is to contact the Landside Operations Team Leader on arrival on 0438 890 024 to ensure timings of the first and last flight are not adversely impacted by the planned works.

The Airport Coordination Centre is to be notified when the contractor arrives and departs on 8154 9444 to confirm the works are complete and the area is fit for normal operations.

Depending on the impact to operations, the end time could be reduced to 4am and is to be confirmed with the AAL nominated representative.

15.3 Use of amenities

The amenities in Terminal 1 and other AAL-controlled buildings are available for contractor personal use by prior arrangement only. The amenities must not be used for the washing of tools and equipment (including paintbrushes) or for mixing materials.

15.4 Working within Terminal 1

15.4.1 Airport Duty Manager

AAL has an Airport Duty Manager present at the airport 24 hours a day, 7 days a week. The Airport Duty Manager can be contacted on 8154 9462 for queries during curfew works. (The Airport Coordination Centre can also be contacted on 8154 9444).

15.4.2 Baggage trolleys

Baggage trolleys are provided for passenger use only. The contractor may not use the passenger baggage trolleys for transporting tools and equipment.

The contractor will be liable for the cost of repairs or replacement for any trolley damaged by its unauthorised use.

15.4.3 Use of lifts and escalators

The contractor must use designated lifts for carrying tools, equipment and materials to and from the works site. Appropriate precautions must be taken to prevent any damage being caused to the lifts, i.e. blankets, lift curtains and loading checks must be in place.

Large tools, equipment and materials must not be taken on escalators.

15.5 Working Airside

Works undertaken on the airside may require an AAL Works Safety Officer (WSO) to remain at the site while the works are being completed. The WSO is primarily responsible for the safety of passengers,

airside ground handlers, operators and aircraft.

The AAL nominated representative in consultation with the Airside Operations Manager will confirm when the WSO is required.

AAL reserves the right to charge for airside WSO Services depending on the complexity and period of time a WSO may be required.

15.6 Drug and alcohol management plan

Part 99 (Drug and alcohol management plans and testing) of the Civil Aviation Safety Regulations 1998 applies to the contractor that will be working airside for more than one (1) day in a 90 day period and/or that will carry out safety sensitive aviation activities (SSAA).

The contractor must complete the Civil Aviation Safety Authority (CASA) 'Alcohol and other drugs' online training (see section 10.2) and comply with either AAL's or the contractor company's own Drug and Alcohol Management Plan (DAMP).

A person must complete DAMP testing prior to commencing a SSAA if they are required to work airside for two (2) or more days within a 90-day period.

The contractor may be subject to random testing by the Civil Aviation Safety Authority.

The contractor may also be subject to testing after a serious incident or if suspected of being under the influence of drugs or alcohol.

AAL may remove the contractor from site if it is considered that they are suffering the effect of alcohol, other drugs, fatigue, or following a serious incident.

The contractor having conducted a SSAA will be required to undertake six monthly DAMP reporting for the period the SSAA occurred when requested by AAL.

Further information about the requirements for drug and alcohol management is available at <https://www.casa.gov.au/safety-management/drug-and-alcohol-management-plans>.

15.7 Controlled activities

Any activity that infringes an airport's protected airspace is called a controlled activity, and requires approval in accordance with the Airports (Protection of Airspace) Regulations 1996 before it can be carried out. Controlled activities include the following:

- Permanent structures, such as buildings, intruding into the protected airspace
- Temporary structures, such as cranes and other mobile plant, intruding into the protected airspace
- Any activities causing intrusions into the protected airspace through glare from artificial light or reflected sunlight, air turbulence from stacks or vents, smoke, dust, steam or other gases or particulate matter.

AAL can approve or refuse short-term (less than 3 months) controlled activities after consultation with CASA and Airservices Australia. Crane operation in the vicinity of the airport must be approved by AAL through the issue of a Crane Operation Permit, prior to its use (see section 16.6.3).

Long-term (greater than 3 months) controlled activities are referred by AAL to the Department of Infrastructure, Transport, Regional Development and Communications for a decision after consultation with CASA and Airservices Australia.

AAL may direct the contractor to lower or remove an object if there are doubts as to whether the object complies with the airspace height limits or the controlled activity approval conditions.

15.8 Lighting

Lighting used within a six-kilometer radius of Adelaide Airport must comply with the requirements and restrictions set out in the Part 139 (Aerodromes) Manual of Standards (Chapter 9 Division 16) and the Civil Aviation Regulations 1988.

The contractor must ensure that the installation and use of lights does not have the potential to cause

confusion, distraction or glare to aircraft pilots by reason of their colour, position, direction, pattern or intensity.

Lighting used at night must be shielded so that direct light does not shine above the horizontal. Vehicles and plant operating at night must have dipped headlights.

Any lighting installed or used by the contractor must:

- Enable the works to be carried out without risk to health and safety
- Allow the safe evacuation of persons in the event of an emergency
- Avoid excessive light spill beyond the works site.

AAL may require suitable obstruction lights for isolated items of plant, equipment and structures.

The Civil Aviation Safety Authority has authority under Regulation 94 of the Civil Aviation Regulations 1998 to request interfering lights to be extinguished or modified.

15.9 Foreign object debris

All foreign object debris (FOD) and waste such as materials, tools, wrappings, containers and other items must be kept secured at all times to ensure the items are not blown onto the movement area or the Terminal Plaza area and cause a hazard to aircraft and airside or Terminal operations.

The contractor must remove all waste materials and items from the works site and the airport daily, unless by prior agreement.

15.10 Winds

Strong winds occur at Adelaide Airport. The contractor must ensure appropriate clothing and eyewear is worn at all times.

Plant and equipment is required to be secured to prevent damage or movement in strong winds

Jet blast and propeller wash from aircraft can also impact sites near aircraft operating areas. Precautions must be taken to protect both personnel and to secure materials.

15.11 Thunderstorm Warnings

Thunderstorm warnings are issued as SMS notifications to apron users. It is a responsibility of notified company representatives to communicate the warnings to their staff working airside. Thunderstorm alerts are received from Qantas Aviation Meteorology to the ACC which then issues the SMS warnings to airside operators.

There are two warning phases:

10nm Thunderstorm Alert

Received when thunderstorms have been observed within 10nm of Adelaide Airport and may be heading towards the Airport. Operators should prepare for a possible thunderstorm approaching the airport and potential operational shutdown.

5nm Thunderstorm Alert

Received when thunderstorms have been observed within 5nm of Adelaide Airport.

It is expected that all airside operators will cease operations during a 5nm Thunderstorm Alert.

Thunderstorm Cancellation

As the thunderstorm passes outside of 5nm the alert can be downgraded on receipt of advice that the storm has receded a distance of 5nm or more from the airport.

It is recommended that companies make their own WHS assessment as to the appropriateness of use of the SMS thunderstorm warnings.

15.12 Communication equipment

The contractor must ensure that any two-way radio system or other forms of communication used on

the airport site do not cause interference with Airservices Australia or airline communications equipment.

The contractor operating a two-way radio system or other forms of communication equipment must hold, and provide to AAL on request, evidence of relevant Australian Communications and Media Authority (ACMA) licences.

15.13 Birds and animals

AAL is responsible under the Civil Aviation Safety Regulations 1998 to minimise the the risk of bird and wildlife strikes to aircraft.

The contractor must take all reasonable and practicable measures to avoid attracting birds and animals when handling, storing and disposing of food waste and other wildlife attractants.. Bins must remain closed or covered at all times.

Feeding of wildlifeis not permitted.

16 Notification and approval of works

16.1 Building activities

In accordance with the *Airports Act 1996* and the Airports (Building Control) Regulations, building activities performed at Adelaide Airport require assessment and approval from both AAL and the Airport Building Controller (ABC).

The activities requiring AAL and ABC approval can generally be defined as:

- Construction of buildings or other structures, constructing or altering earthworks (whether in relation to buildings) or constructing or altering engineering, electrical or hydraulic works
- Alterations to the structure of buildings or other structures
- Demolishing, destroying, dismantling, or removing building, structure, earthworks, engineering works, electrical works, and hydraulic works.

Buildings or other structures may include, but are not limited to, bridges, fences, towers, pylons, bollards or monitoring wells.

Earth works or engineering works may include, but are not limited to, works on runways, taxiways, aprons, roads, car parks, retaining walls, road surfaces, car park surfaces and tunnels.

The [Adelaide and Parafield Airports Building Activity Application Package](#) provides further details and examples of the various activities requiring building activity approval.

16.2 Building activity approvals

The contractor must receive the relevant building activity approvals prior to any works commencing on site. 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. The approvals that may be issued for works are:

- Building Consent (or exemption), issued by AAL
- Building, Works, or Demolition Permit, issued by the ABC
- Permit to Commence Works (PERCOW), issued by AAL
- Works Permit, issued by AAL as required

16.3 AAL building consent (or exemption)

The contractor must complete and submit a Building Activity Consent application form to AAL and provide:

- A clear description of the location and purpose of the works
- The estimated value of the works
- Estimated start and finish dates.

The Building Activity Consent application must be supported by appropriate documentation that is commensurate with the works to be undertaken, such as:

- Scope of works
- Specifications
- Electronic copies of drawings / plans
- Schedule of works
- Job Safety Analysis (JSA) and/or Safe Work Method Statement (SWMS)

- Competency licences/permits

The [Adelaide and Parafield Airports Building Activity Application Package](#) provides further details.

Following receipt of payment of the AAL BA fee, AAL will review the application and associated documentation to confirm that the proposed works comply with the [Adelaide Airport Master Plan](#) (and incorporated environment strategy) and any applicable Major Development Plan that has been prepared for major airport developments in accordance with the *Airports Act 1996*. The onus is on the applicant to confirm compliance of the application in order for AAL to review alignment.

Once the works are approved, AAL will issue a Building Consent that gives approval to works to commence subject to the conditions noted on the Consent.

Note: ABC approval and Permit to Commence Works (PERCOW) must be issued prior to works commencing.

Either at the time of application, or as a condition of the Consent, AAL may request:

- AAL works permit(s) (see section 16.6)
- Construction environment management plan (CEMP) (see section 12.4)
- Construction management plan (see section 16.9.1)
- Contractor insurance certificates (see section 16.8.2)
- Hoarding plan (see section 13.6)
- Method of working plan (MOWP) (see [Adelaide Airport Airside Operating Conditions](#))
- Traffic management plan (see section 11.4).

The Building Activity Consent (or exemption) is not approval to commence work. A Permit to Commence Work (PERCOW) is required prior to commencing any work on site (see section 16.5).

16.3.1 Exemption or minor works approval

An exemption or minor works approval may be issued by AAL.

The minor works application or exemption application can be submitted, after consultation with AAL, for works that are of a minor nature and/or that have minimal impacts on the operation of the airport.

Written consent from AAL may still need to be given to the ABC.

16.4 ABC Building, Works, or Demolition Permits

A separate application must be made to the ABC for the following permits:

- Building permit – where the proposed building activity is the construction or alteration of a building
- Works permit – where the proposed building activity is the construction or alteration of works
- Demolition authorisation - where the proposed building activity is the demolition, destruction, dismantling or removal of a building, or works.

The application to the ABC must include the same plans/drawings and as those submitted to AAL as part of the Building Activity Consent application.

BA fees are also payable to the ABC.

The ABC will review and assess the application for compliance with the relevant codes and standards. Where applicable, the ABC will seek the advice of the Airport Environment Officer.

The ABC may also issue an exemption through an exemption determination (referred to as Exemption Application and Notification in the ABC online system).

The ABC will not issue the approval (or exemption) until AAL has provided a copy of the Building Activity

Consent to the ABC.

Further information on the ABC application and approval process is available at infrastructure.gov.au/aviation/airport/airport-building-control.

16.5 Permit to commence works (PERCOW)

The contractor must be issued with a Permit to Commence Works (PERCOW) approval prior to any works commencing. To issue the PERCOW, AAL must be satisfied that all requirements have been met, including conditions of the appropriate ABC Building Approval (or exemption) and Building Activity Consent.

The PERCOW provides approval for the works to commence, subject to any conditions noted on the permit. This may include site restrictions, additional AAL Works Permit requirements (see section 16.6), and any other requirements and procedures applicable to the works.

A copy of the PERCOW is also issued to the ABC.

The contractor must comply with all conditions of the PERCOW. Failure to comply with conditions of the PERCOW will result in AAL stopping all works.

The contractor must keep a copy of the PERCOW at the works site at all times.

16.6 AAL works permits

Depending on the nature of the works, the location, specific requirements and impact on airport operations, the contractor must submit and obtain AAL approval for the following:

- Asbestos Work Permit
- Confined Space Entry Permit
- Crane Operation
- Excavation Permit
- Hot Work Permit
- Services Isolation/Connection/Disconnection Permit

AAL works permit requests need to be submitted to AAL for assessment and approval through the AAL nominated representative prior to the commencement of works, with at least seven (7) business days notice required for major service or high risk activities and two (2) business days notice for minor service or low risk activities. (Longer time frames may apply if additional assessments are required, such as for major service shutdowns and crane use that has the potential to intrude into protected airspace).

Completed permit applications must be provided to the AAL nominated representative with the relevant supporting documentation, such as service location drawings, JSA and/or SWMS. Evidence of contractor qualification may be required prior to a permit being approved for certain activities.

AAL will assess the permit request and consult with any airport users that may be impacted to ensure that operational impacts are considered and minimized.

The contractor must not commence any of the activities until the appropriate permit is issued by the AAL nominated representative.

A copy of the permit approval must be kept by the contractor and prominently displayed in the works site.

16.6.1 Asbestos Work Permit

An Asbestos Work Permit approval must be obtained from the AAL nominated representative prior to any maintenance or removal works being done on or in the area of known or suspected asbestos containing materials (either friable or bonded).

A minimum of 7 days' notice is required.

The completed Asbestos Permit Request must include a SWMS, copies of relevant asbestos removal licences and/or confirmation of SafeWork SA removal notifications.

AAL maintains an asbestos register of the location of known asbestos material within AAL buildings and facilities. The contractor is to request a copy of current register from the AAL nominated representative and review and acknowledge all relevant information on the register prior to commencement of the works.

The contractor must comply with the guidelines for asbestos management detailed in section 17.3 and any conditions listed by AAL on the Asbestos Work Permit approval.

Asbestos clearance/removal certificates and airborne asbestos fibre monitoring reports must be provided to AAL following completion of the works.

16.6.2 Confined Space Entry Permit

Approval of a Confined Space Entry Permit must be obtained from the AAL nominated representative prior to the contractor entering and undertaking works within a confined space.

A minimum of 7 days' notice is required.

The permit request must include a copy of the risk assessment or SWMS and the measures to control the risks associated with entry and works within the confined space.

The permit request will be approved by AAL following confirmation of any required isolations, atmospheric test assessment, advice of chemical agents to be taken into the confined space, and the controls to be implemented including standby and rescue personnel.

The contractor must comply with the requirements for confined space detailed in section 17.5.

Once the works are complete, the contractor must sign the Confined Space Entry Permit to acknowledge that all persons and equipment have vacated the confined space and return the signed Permit to the AAL nominated representative.

16.6.3 Crane Operation

A Crane Assessment Form must be submitted to AAL at least a week prior to crane activity advising:

- Type of crane
- Exact location (location plan)
- Intended date(s) and time(s) of crane operation, including any staging
- Elevation drawings showing the maximum and minimum operating height of the crane above the Australian Height Datum (including any staging)
- Crane boom radius at maximum and minimum height

AAL will conduct an initial assessment of the proposed crane operation. If there is no intrusion of Adelaide Airport's protected airspace, AAL will approve the application. If the crane operation would result in an intrusion of protected airspace, an additional assessment time of between 6-8 weeks is required for AAL to refer the crane application to the Civil Aviation Safety Authority and Airservices Australia for further assessment. Long term (more than 3 months) crane activity that would result in an intrusion of protected airspace requires the approval of the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications in accordance with the Airports (Protection of Airspace) Regulations 1996.

It is recommended that crane heights be assessed for any potential infringement of protected airspace as early as possible due to the long assessment times

The crane approval will indicate any conditions that apply to the operation of the crane, including obstacle lightings and markings (in accordance with Part 139 (Aerodromes) Manual of Standards requirements) and time of use restrictions.

Further information is available in section 15.7 and at

adelaideairport.com.au/corporate/services/airspace-development-crane-approvals.

The contractor must comply with the requirements for crane operations detailed in section 17.6.

16.6.4 Excavation Permit

Approval must be given by the AAL nominated representative for any works on the airport where the existing ground will be disturbed to a depth of 100 mm or greater by manual (shovel) or mechanical means. This includes boring, cutting, digging, drilling, piling, post holdings, slotting, trenching or driving any object into the ground. Vacuum extraction and hand digging using a shovel for service location to a total depth of 100mm or less does not require AAL approval.

An Works Permit Request form is to be completed by the contractor and submitted to the AAL nominated representative for approval prior to any excavation on airport land.

A minimum of 2 days' notice is required for works that could impact general services or are greater than 2 metres from mains services, and a minimum of 7 days notice for works that could impact mains services, including:

- Communications and fibre optic cabling
- Electrical main cabling, gas supply main and sewer main
- Irrigation, potable water, fire water, storm water or recycled water mains
- Airport lighting cables
- High voltage cabling (may require isolation and will require a High Voltage Access Permit)
- Air services Australia services (services must be located by Air services prior to excavation commencing)
- Joint User Hydrant Installation (JUHI).

The completed Works Permit Request form must include copies of relevant works plan and services drawings and a SWMS. A traffic management plan must also be prepared and approved by AAL for excavation works that will affect vehicle and pedestrian traffic movement.

Conditions will be applied to the Permit 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 the AAL nominated representative by non-mechanical means before the Permit is issued.

The contractor must comply with the guidelines for excavation detailed in section 17.7 and any approval conditions listed by AAL on the Permit approval.

16.6.5 Hot Work Permit

The Hot Work Permit request form is to be completed by the contractor and submitted to the AAL nominated representative for approval of any services or area requiring heat or flame producing operations.

A minimum of 7 days' notice is required.

The completed Hot Work Permit must provide details of the equipment to be used, the fire equipment to be kept and maintained at the works site, and the person who will be undertaking the fire watch.

The contractor must submit a SWMS with the Permit request for AAL review.

The Hot Work Permit approval will be issued at the works site by the AAL nominated representative following completion of a hazard control checklist and gas testing (if required).

When hot work is going to be performed in a confined space it will be noted either on the Confined Space Entry Permit or on a Hot Work Permit attached to the Confined Space Entry Permit (whichever is applicable).

Contractors engaged on relevant AAL projects may be required to issue its own hot work permit for works and provide a copy to the AAL nominated representative prior to the issue of the AAL Hot Work Permit.

If the hot work could constitute a hazard to terminal or airport operations, the hot work may be denied or restrictions placed on the works, such as the hours during which the hot work may be carried out.

The contractor must comply with the requirements for hot work detailed in section 17.9 and any approval

conditions listed by AAL on the Hot Work Permit approval.

16.6.6 Services isolation/connection/disconnection permit

The Works Permit request form is to be completed by the contractor and submitted to the AAL nominated representative for approval of any activities involving the isolation, connection or disconnection of any of the following services at the airport:

- Electrical cables, mains switchboard & mains distribution boards
- Communications and fibre optic cabling, and communications rooms (Terminal 1 southern and northern communications room, AAL administration building)
- Airport lighting cables
- Fire mains, control panels, sprinklers, and hydrants
- Fire detection systems (smoke and thermal detectors, gas suppression systems)
- Water mains, recycled water mains
- Gas mains
- Sewer mains
- Major plant and equipment (e.g., passenger boarding bridge baggage handling system, chillers)
- Joint User Hydrant Installation (JUHI)

A minimum of 2 days' notice is required for works that impact on individual services, and a minimum of 7 days notice for works that impact on mains services. Up to thirty (30) days' notice may be required for planned major service shutdowns, dependent on the services and stakeholders impacted.

The contractor is required to specify the type of services requiring isolation, connection or disconnection as well as the expected duration of the activity. The completed request form must include copies of relevant works plan and services drawings.

For the isolation, connection or disconnection of electrical services, an AAL electrician or other competent person nominated by AAL will meet with the contractor on site on the day of the planned work to issue the approval of the Permit.

The contractor must comply with the requirements for access and interruption to services as detailed in section 18 and any approval conditions listed by AAL on the signed Permit.

16.7 Inspections and completion

Work activities will be inspected by the AAL nominated representative to ensure the works are being carried out in accordance with the requirements of the Permit approval.

AAL will direct the contractor to cease works if the Permit approval conditions are not being met or if unsafe practices are observed.

Once the works activity is completed, the contractor must return the Permit form to the AAL nominated representative. AAL will sign off the expiry/cancellation of the Permit when it has been confirmed that the works have been completed satisfactorily and the safety requirements have been met.

16.8 Site Pass

AAL uses the online SitePass software to manage and provide interactive inductions, assign training courses, contractor WHS pre-qualification and insurance verification.

For relevant contractors, the SitePass portal will be used for:

- WHS pre-qualification
- Insurance verification
- AAL inductions (see section 10)

The SitePass portal can be accessed at <http://aal.e3learning.com.au/> or via the Adelaide Airport website at adelaideairport.com.au/corporate/about-us/working-adelaide-airport.

16.8.1 WHS pre-qualification

WHS pre-qualification will apply to all works undertaken by or on behalf of AAL and, at the discretion of AAL, may be applied to any other contractor works where the works are deemed to have the potential to impact sensitive operational areas.

The WHS online pre-qualification application process is organised via an invitation from AAL through the SitePass web hosted software solution, which is used to manage the compliance and verification requirements for a contracting business and its individual employees who work on site.

The contractor is required to meet the established levels of safety competence and compliance by successfully completing the online application for WHS pre-qualification. For AAL contracts, this is administered during the tendering process.

The contractor must provide evidence of an acceptable safety record along with a corporate commitment, safe establishment and maintenance of works sites, and safe work practices.

16.8.2 Insurance

For all principal building, construction, maintenance or service contractors directly engaged by AAL, a copy of relevant insurance certificates must be provided to AAL. The SitePass system is also used for verification of required insurances.

As a minimum, AAL requires Public Liability (\$20 million) and Professional Indemnity insurances (where applicable). Motor Vehicle insurance extending to airside coverage is mandatory for all vehicles that will be accessing the airside area (see Airside Operating Conditions).

16.9 Additional documentation

16.9.1 As-constructed drawings and surveys

For works that include changes to services and other infrastructure assets, the contractor will be required to properly survey the infrastructure and supply as-built or as-constructed drawings to the AAL nominated representative.

The requirements for as-constructed drawings are detailed in Standard Operating Procedure 889 - Technical Specification for the Supply of As Constructed Drawings and Surveys, which is available by request to AAL (Planning & Infrastructure Department).

17 Safety guidelines and requirements

17.1 Introduction

AAL's safety requirements and guidelines are provided for works involving:

- Airborne hazards
- Asbestos
- Building integrity
- Confined spaces
- Crane operations
- Excavation
- Hazardous substances
- Hot work
- Noise
- Working at height.

17.2 Airborne hazards

Airport users and passengers must be protected from dust, fumes and other airborne hazards.

The contractor must complete a SWMS for every works activity which may generate airborne hazards.

The contractor must ensure airport users are not exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture.

Isolation and purging of enclosed plant and equipment must not be conducted in AAL-owned buildings or facilities without prior assessment and approval from AAL. Isolation and purging must only be conducted in accordance with manufacturer requirements and by qualified persons. Suitable precautions must be implemented to ensure there is no risk of asphyxiation or adverse effects from hazardous materials used to purge the plant or equipment.

Air monitoring must be carried out by the contractor if there is doubt as to whether or not the airborne concentration of the substance or mixture exceeds the relevant exposure standard. Any exceedances of exposure standards must be reported to the AAL nominated representative immediately.

Contractors must provide adequate protection against dust penetration from the works site into adjacent areas, including the use of dust curtains. 'Wet' cutting may be required to alleviate production of dust.

17.3 Asbestos

Asbestos containing materials are referred to as either friable or bonded. Friable materials are in the form of a powder, or can be crumbled, pulverized or reduced to powder by hand pressure when dry and include sprayed asbestos insulation, pipe and boiler insulation and non-bonded asbestos fabric. Bonded materials are difficult to damage by hand, such as asbestos-cement sheets, roof tiles, vinyl floor tiles and electrical switchboards.

AAL has specific works permit approval requirements for maintenance or removal works being done on or in the area of known or suspected asbestos containing materials (see section 16.6.1).

If the contractor unexpectedly encounters any asbestos or suspected asbestos containing materials, the contractor must:

- Cease the works immediately
- Ensure all persons vacate the works site
- Secure the area to prevent access by other persons

- Notify the AAL nominated representative.

Asbestos discovered in a state that is damaged/loose/friable (e.g. is liable to release fibres) must be removed immediately by a licensed asbestos contractor. Based on the level of risk, small asbestos removal tasks may be conducted by trained personnel in accordance with regulatory requirements.

The contractor must undertake works involving asbestos in accordance with relevant WHS and environmental legislation for asbestos waste classification, transport and disposal, and the Safe Work Australia Code of Practice: How to manage and control asbestos in the workplace.

The contractor must ensure:

- Removal or encapsulation of the asbestos-containing material does not commence until the area has been inspected by a licensed asbestos removalist
- Works that disturb, cut, grind, or use high pressure equipment on known asbestos products must only be undertaken by licensed asbestos contractors that have been engaged specifically to repair, maintain, or remove the asbestos containing material
- Appropriate PPE (including respirators) is available and worn. Respirators must be cleaned, maintained, and properly stored
- Air monitoring is undertaken for the duration of the removal of asbestos-containing materials
- All copy of all documentation relating to asbestos registers, airborne fibre monitoring, clearance certificates, removal, permits and waste disposal must be provided to AAL.

17.4 Building integrity

The contractor must obtain approval from AAL prior to any drilling, cutting or fixing in concrete or masonry being allowed to proceed within Terminal 1 or other AAL-controlled buildings and structures.

A contractor must ensure that a concrete floor slab is x-rayed prior to any works requiring chasing, coring or drilling. Documentation from an independent structural engineer must be provided to AAL to confirm that the works will not affect the structural integrity of the floor slab.

Explosive powered fixing is not permitted. Existing brickwork where new openings are required must be saw cut.

17.5 Confined spaces

Confined spaces are classified as hazardous work by WHS legislation.

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space. It means an enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person and within which there is a risk of one or more of the following:

- An oxygen concentration outside the safe oxygen range
- A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation
- A concentration of flammable airborne contaminant that may cause injury from fire or explosion
- Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.

Confined spaces are identified by the criteria in the WHS legislation and AS 2865 Confined Spaces and include pits, pipes, ducts, tanks, water valves, sewer pump stations, containers and trenches.

AAL has specific approval requirements for works that will be conducted in confined spaces (see section 16.6.2).

Confined spaces at Adelaide Airport that are associated with AAL owned infrastructure are recorded on a Confined Space Register maintained by AAL.

The contractor must complete a SWMS to identify and document the hazards associated with entering, working in (or in the vicinity of) the confined space and that takes into account:

- The nature and inherent hazards of the confined space (e.g., suffocation, moving parts, fire and explosion, drowning, engulfment, electrocution, radiation and burning)
- Changes that could occur in the atmospheric concentrations (oxygen or airborne contaminants)
- The works required to be undertaken and the range of work methods proposed
- The range of methods by which the work can be done
- The hazards involved and associated risks involved with the actual method selected and equipment proposed to be used
- The type of emergency response procedures available
- The training and competence of the persons to undertake the works
- Impact on public safety.

The contractor must maintain a system for safe entry and work in, and in the vicinity of, confined spaces as required by WHS legislation, the Safe Work Australia Code of Practice: Confined Spaces and AS2865 Confined Spaces.

The contractor is required to ensure that appropriate precautions, training, procedures and actions are undertaken to protect persons entering confined spaces.

When working in a confined space, the contractor must:

- Ensure danger warning signs are located at all confined space entry points to prevent unauthorised entry (for electrical pits and stormwater side entry pit, the contractor must refer to the AAL Confined Space Pit Locations drawing as signage is not in place at these locations)
- Install signs and protective barriers where required to prevent unauthorised entry
- Ensure that all potentially hazardous services (e.g., electrical, gas) are isolated prior to any person entering the confined space (see section 18.3)
- Ensure another person is present outside of the confined space to maintain continuous communication and monitor the conditions in the confined space, including use of suitably calibrated atmospheric test equipment
- Eliminate any risk associated with the introduction of any condition into the confined space from or by any plant or services connected to the space, including activation or energising plant or services connected to the confined space
- Ensure the first aid and rescue procedures for an emergency in the confined space are understood. The rescue equipment must be inspected and set up before the contractor enters the confined space
- Conduct continuous atmospheric monitoring and continuous forced air ventilation or fume extraction where required. If ventilation is by forced means, the contractor must ensure that fresh air is not contaminated by either exhaust fumes or other pollutants.
- Carry out purging or ventilating of any contaminant in the atmosphere of the space as much as reasonably practicable (pure oxygen or gas mixes with oxygen in a concentration exceeding 21% by volume must not be used for purging or ventilation of any airborne contaminant in the space)
- Ensure air-supplied respiratory equipment is provided and available to persons who may need to enter the confined space to carry out first aid or rescue procedures. The respiratory equipment must be used when the space does not have a safe oxygen level (level is less than 19.5% or higher than 23.5% by volume) or there are harmful concentrations of contaminants.

- Ensure the concentration of any flammable gas, vapour or mist in the atmosphere is less than 5% of lower exposure limit. The contractor must be removed from the confined space if the concentration is above 5% but lower than 10% unless there is a suitably calibrated and continuously operating flammable gas detector, or if the concentration rises above 10% then any worker must be removed.
- Ensure that an ignition source is not introduced into the space if there is potential for the ignition source to cause a fire or explosion
- Maintain a safe means of entry and exit to the confined space that is suitable for emergency personnel access.

17.5.1 New confined spaces

If the contractor designs, manufactures, imports or supplies plant or a structure that includes or creates a confined space, the contractor must ensure:

- A risk assessment is completed in accordance with the Safe Work Australia Code of Practice: Safe design of structures
- The need for any person to enter the space and the risk of inadvertent entry to the space are eliminated or minimised as far as is reasonably practicable
- The confined space is identified, signposted, and secured against unauthorised entry
- The space has a safe means of entry and exit.
- Relevant information is provided to AAL for inclusion in the Confined Spaces Register

17.6 Crane operations

Crane operations in the vicinity of the airport have the potential to create air safety hazards and to limit the aircraft operations of the airport. For this reason crane operations must be assessed and approved under the Airports (Protection of Airspace) Regulations 1996.

The specific approval requirements for crane operations within the airport site, and the areas surrounding the airport, are detailed in section 16.6.3. For crane operations that have been approved to be conducted within the Adelaide Airport site, the contractor must ensure that:

- The ground conditions and ground bearing capacity are checked
- The area is barricaded to stop unauthorised access and to protect against falling objects
- Loads are not lifted or swung over persons or occupied buildings
- The crane operator does not leave the crane controls while a load is suspended, or when the crane is operating
- Crane hooks are fitted with a safety latch
- Lifting lugs and lifting points must be inspected by a competent person before being used
- Cranes have the Maximum Rated Capacity (MRC) clearly marked on it
- An anemometer is fitted at or near the boom tip with an appropriate display inside the crane cabin on all mobile slewing cranes of 100 tonne and above and tower mounted cranes
- The crane has been inspected in the 12 months prior to its use on airport
- Outriggers are fully extended while the crane is being operated and must be fully retracted before any movement of mobile cranes
- A tag line is attached to every load lifted. Tag lines should be 16mm natural or synthetic fibre rope and must not be attached to the rigging of the lift
- For cranes with a rated capacity of less than 60 tonne and greater than 10 tonnes, the dogman or rigger requirement must be one person in addition to the crane operator. For cranes with a

rated capacity of greater than 60 tonnes, the dogman or rigger requirement must be two persons in addition to the crane operator, i.e., two riggers and one crane operator or one rigger one dogman and one crane operator, as a minimum

- Cranes are obstacle marked and lit in accordance with Part 139 (Aerodromes) Manual of Standards requirements

17.7 Excavation

Adelaide Airport has extensive underground engineering services that include low and high voltage electrical mains, aeronautical ground lighting, gas, water, aviation fuel, telecommunications cables, sewerage and stormwater drainage.

The AAL approval requirements for excavation works at Adelaide Airport are detailed in section 16.6.4.

The contractor must provide a SWMS to the AAL nominated representative for the excavation activities that describes the:

- Methods to be used to undertake an initial examination of the area (e.g., to confirm that the location of utilities and essential services is correct)
- Excavation methods to be used to undertake the works
- Standard work procedures and controls that apply relating to benching, shoring, placement of spoil, ground support, trafficability near the edges of open excavations, prevention of falls, access and egress from the excavation, ventilation systems, dewatering systems etc.
- Steps and control measures required to ensure a safe system of work.

Excavation procedures must ensure the safety of all contractors and other persons on site and to mitigate the risk of interruption to services to AAL's tenants and the airport operation.

The contractor must undertake all excavation works in accordance with relevant legislation, Safe Work Australia Code of Practice: Excavation Work, and the requirements for works that impact on airport services as detailed in section 18.

Some services have no location records and the contractor must be vigilant when undertaking excavation works. Any area where the excavation is proposed must be properly checked by the contractor for these underground services. The contractor is responsible for ensuring that all services have been identified and positively proved to allow safe commencement of the works.

For excavation activities the contractor must ensure:

- All personnel involved in the works have been provided with current information about known services within the excavation area and areas adjacent to the excavation area
- The location of known underground services is marked on the ground, within a minimum of 5 metres of the excavation and associated works sites
- Excavation within 1.0 metres of high voltage or aeronautical lighting infrastructure is to be undertaken by non-destructive digging. AAL personnel may be required to be present
- Excavation within 2.0 metres of high voltage cables is to be undertaken by non-destructive or hand digging
- Services within the space to be excavated must be exposed using non-mechanical tools
- Where excavations are 1.5 metres deep or greater, the works site is to be barricaded and secured from unauthorised access
- Measures such as shoring by shielding or other means, benching or battering are implemented to minimise of risk of collapse of the excavation
- The removal of any encountered tree roots considers the possible extent of the roots system to avoid disturbing and damaging services
- Open trenches are not left unattended at any time

- Services that will lose support when the trench is excavated must be permanently supported
- Safe means of entry and exit to the excavation area is provided
- Excavation works that require the importation of fill or moving of surplus soil comply with the AAL [Waste Fill Importation and Soil Management Guideline](#).

17.8 Hazardous substances

Solvents, fuel, oil, paint and other workplace chemicals are classified as dangerous goods or hazardous substances. The use, storage and disposal of these substances at Adelaide Airport must comply with the relevant legislation and regulations, including the WHS Regulations and Safe Work Australia Code of Practice: Managing risks of hazardous chemicals in the workplace.

AAL must approve the hazardous substances that are planned to be used, handled or stored on the airport site as part of the works. All relevant WHS risk assessments and SWMS are to be provided to the AAL nominated representative to ensure procedures are in place to manage the use of the substances.

The contractor must maintain a current material safety data sheet (SDS) for each hazardous substance being used as part of the works. The hazardous substances must be labelled correctly and stored appropriately.

Adequate safeguards, such as PPE and spill kits, must be planned and ready before the use of hazardous substances. The contractor must provide a spill kit with sufficient quantities of absorbent material appropriate for the type of substances being used or stored, as well as appropriate fire-fighting equipment for the types of fire that could be associated with the substances.

The contractor must be trained in responding to accidents of the type that could occur during the use or storage of these products.

AAL must be immediately notified of any accidental spill (see section 12.5).

17.9 Hot work

Hot work is a term used to describe heat-producing operations that have the potential to create a source of ignition, including the use of an open flame in any form whatsoever, electric arcs, grinding, welding, thermal or oxygen cutting and heating, abrasive blasting or heating, oxy acetylene and gas heating for vinyl floor installation, and other related heat producing or spark producing activities.

Hot work presents two significant hazards:

- open flames or flying sparks that can ignite flammable gases and vapour
- toxic fumes and gases.

The AAL approval requirements for undertaking hot work at Adelaide Airport are detailed in section 16.6.5.

The contractor must undertake hot work in accordance with relevant legislation, including Safe Work Australia Code of Practice: Welding processes, AS 1674.1:1997 Safety in Welding and Allied Processes Part 1 - Fire Procedures, AS 60079 Classification of Hazardous Areas, Dangerous Substances Act 1982 and Dangerous Substances Regulations 2002.

The contractor must not undertake hot work if a total fire ban has been declared by the Country Fire Service.

Hot work is not permitted within 30 metres of aircraft or aircraft refuelling operations.

In addition, cutting and welding activities are not permitted:

- In areas where fire protection systems or equipment are not available
- In the presence of flammable vapours and liquids, lint, dust or unpurged tanks and equipment previously containing such materials
- In areas or on equipment other than those properly prepared for cutting and welding

- With cutting and welding equipment which is not in good repair

Prior to commencing hot work the contractor must ensure the following safeguards are in place:

- Hot work is only undertaken by a qualified person whose training is current and includes storage and handling of dangerous goods, the emergency plan and use of safety equipment
- Another person has been assigned as a 'fire watch' to watch for dangerous sparks or fire in the immediate and adjacent areas, including for 30 minutes after the hot work has been completed or longer depending on relevant legislation
- Works within a publicly accessible area must be securely barricaded to protect airport users from the hot work activities
- Hot work and smoking restriction zones are clearly identified, sign posted and closely monitored (per AS/NZS 60079 series)
- Floors and surroundings are swept clean and wet down where appropriate
- Industrial fire blankets are used to stop sparks from falling to the ground and/or getting into cavities
- Hot work equipment is located so that a fire or explosion hazard is not created in the event of malfunction of the equipment
- Hot work equipment must not be left unattended at any time
- Appropriate and adequate ventilation (general/dilution or local exhaust) to prevent exposure to fumes, gases, and heat
- All flammable liquids/substances are removed or relocated at least 15 metres from the hot work operations or adequately protected with non-combustible curtains, metal guards or flame-proofed covers (ordinary tarpaulins are not sufficient)
- Any floor or wall opening within 15 metres of the cutting and welding operations is covered with wet fireproof blanket
- Fire protection equipment (and a responsible individual trained in its use) is at the works site, with a minimum of two suitable portable fire extinguishers and one fire blanket. Spark shields are also required if the works are within public areas
- Where appropriate, smoke detection systems and fire alarm systems are isolated with approval from AAL and reactivated immediately on completion of the hot work
- Welding screens are used for welding tasks
- Hot work is not permitted on tanks or drums which may have previously contained combustible materials unless expressly approved by AAL
- Gas cylinders are secured in an upright position and protected from damage and the uncontrolled release of its contents while being used, moved, or stored
- Equipment and hoses are regularly checked for damage, faults or leaks and regular maintenance is conducted to reduce the risk of leaks
- Flashback arresters are fitted to any oxygen and fuel gas hoses. For long lengths of hose, arresters should be fitted on both the torch and the regulator.

17.10 Noise

The contractor must undertake all noise generating activities in accordance with WHS legislation, the Safe Work Australia Code of Practice: Managing noise and preventing hearing loss at workplaces, and the Airports (Environment Protection) Regulations 1997 which state that noise generated from construction, maintenance or demolition of a building or other structure at an airport should not exceed 75 dB(A).

The contractor must monitor the levels and nature of the noise being generated by the works and take all reasonable and practical measures to minimise interference with normal airport and tenant operations or nuisance to the community surrounding the airport.

The contractor SWMS must include an assessment of any noise generating works activities, and the proposed measures to manage and control the noise.

Noise generating activities within public areas and facilities are required to be undertaken in off-peak passenger periods where possible. For works within Terminal 1 and surrounding public areas, AAL may direct the contractor to undertake such works during the aircraft curfew period.

The contractor must ensure:

- Works areas requiring hearing protection are signed and hearing protection equipment is supplied and available for use
- Construction plant and equipment that are fitted with noise suppressors are used where possible
- Personal entertainment systems are not used in, or where it could affect, publicly accessible areas
- Any direction concerning noise control issued by the AAL nominated representative or the Airport Environment Officer is immediately complied with.

17.11 Working at height

A SWMS must be prepared by the contractor for all working at height activities.

The contractor must manage risks to health and safety associated with an object falling on a person or a person falling in accordance with WHS legislation and the Safe Work Australia Code of Practice: Managing the risk of falls at workplaces.

Where the works will be conducted at a location that is above or alongside a surface that is used by pedestrians or vehicles, protection measures must be put in place to protect pedestrians, vehicles and property against falling objects.

Where it is not reasonably practicable for works to be carried out on the ground or on a solid construction, the contractor must minimise the risk of a fall using the hierarchy of controls set out in the Code of Practice.

When considering control measures to contain or catch falling objects, the contractor must identify the types of objects that could fall, as well as the fall gradient and distance, to ensure that any protective structures or equipment are capable of withstanding the impact of the falling object.

Forms of protection may include systems of work to prevent an object from falling freely and systems to arrest the fall of a falling object, such as a safe means of raising and lowering objects, and barricading the area beneath the works site and displaying warning signs.

Prior to commencing working at height activities, the contractor must ensure:

- An exclusion zone is established by fencing, barricades, or other means to protect other airport users in the vicinity of the works and prevent unauthorised access
- The right equipment is used for the works and the equipment is inspected before use
- Appropriate safety signage is installed for the type of works being conducted
- A system check is performed to determine if the work to be carried out represents a drop hazard for persons below
- Consideration is given to the use of catch platforms and safety nets, and overhead cover-ways (for prolonged work)
- A fall arrest system is only used when the clearance is calculated to be accurate and immediate operator retrieval is possible

- Contractor footwear is free from oil, grease etc.
- Tools of trade are carried within a pouch or holster and not left unattended at any time.

The contractor must notify the AAL nominated representative of the existence of any hazardous conditions, property or equipment within or immediately adjacent to the works site.

17.11.1 Scaffolding

The contractor is to provide scaffolding in accordance with the WHS legislation, the Safe Work Australia code of practice Managing the Risk of Falls at Workplaces, AS/NZS 4576 Guidelines for Scaffolding and the AS/NZS 1576 Scaffolding series.

Scaffolds must be designed and erected by trained and competent persons.

Scaffolding that is to be located in areas that interface with airport users must be secured and covered to prevent falling objects and unauthorised access. In publicly accessible areas this may include securing the scaffolding with hoarding and a locked door.

The erection and dismantling of scaffolding in public areas of the airport must be undertaken during quiet periods.

Works must be conducted on complete scaffolding only.

Mobile scaffold platforms must be positioned as close as practicable to the underside of the roof and not more than 2 metres below the working surface.

17.11.2 Ladders

The use of a ladder must be appropriate to the works activities being undertaken and the physical surroundings.

A risk assessment conducted in a SWMS is required to identify the ladder required for each works activity. In addition:

- All ladders must comply with AS/NZS 1892 Portable ladders series.
- Ladders must be maintained in good order, not damaged, and with the essential safety information and safe working load of the ladder clearly visible
- Manufacturer's recommendations on safe use must be followed
- Domestic ladders are not to be used (industrial ladders only)
- Extension or single ladders are not to be used as a working platform
- A-frame ladders must only be used for inspections and access/egress to a works site. Unless not reasonably practical to do so, platform ladders must be selected above A-frame ladders
- Non-conductive ladders must be used for electrical works
- Ladders must not be used near a leading edge where there is a risk of fall
- Straight ladders must be securely fastened top, and bottom and the four-to-one rule implemented (the base of the ladder is one foot away from the wall for every four feet of height of climb).

17.11.3 Elevated Working Platforms

Contractors operating elevated work platforms (EWP) must be trained and competent.

When using a EWP at Adelaide Airport, the contractor must:

- Inspect the works site before bringing the EWP onto the site
- Only use the EWP on firm stable ground. Appropriate protection must be provided for ground surfaces (particularly paving and tiles) when manoeuvring the EWP within buildings and public areas
- Establish a barricaded exclusion zone around the works site to prevent other persons from

being able to walk under the EWP and ensure the boom lifts do not extend out beyond the exclusion zone

- Ensure the EWP is maintained and operated in accordance with the manufacturer's instructions
- Ensure safety harnesses are used and worn by all occupants in the boom lift
- Never exceed the manufacturer's load capacity limits
- Only use electrical EWPs in buildings controlled by AAL
- Not exceed a weight limit of 2 tonnes for spider lifts.

17.11.4 Roof Access

For works activities to be conducted on roofs of buildings, aerobridges or other structures controlled by AAL, the contractor must:

- Seek approval from the AAL nominated representative
- Barricade off the area below to ensure no unauthorised entry by other airport users
- Use a harness where fall arrest systems are provided
- Not stand on or traverse glazed roofs or glazed skylights
- Ensure no lone works are undertaken
- Use designated walkways where provided
- Defer works activities in adverse and wet/windy weather conditions where possible.

Access to the roof of certain buildings will constitute access to the airside area and airside restrictions will apply (refer to the [Adelaide Airport Airside Operating Conditions](#)).

Contractors must not access or interfere with any radio transmission antennas without the prior written approval from the equipment owner and AAL (for any AAL-controlled buildings).

18 Protection of services infrastructure

18.1 Works

Adelaide Airport has an extensive network of services infrastructure that includes low and high voltage electrical mains, aeronautical ground lighting, gas, water, aviation fuel, telecommunications cables, sewerage and stormwater drainage and fire protection systems.

The contractor must obtain AAL approval (see section 16.6.6) for any works that could interrupt or impact on services at the airport, including service isolations, connections and disconnections. A risk assessment and SWMS must be prepared for all services works and submitted to AAL for review and approval.

The contractor must make provision for the identification, protection, support and/or relocation of any existing services as part of the works.

All works that impact on services infrastructure must only be undertaken by suitably trained and qualified contractors and the works must be safe, compliant and fit for purpose.

18.2 Location of services

The services infrastructure at Adelaide Airport is either owned and managed by AAL or by third party infrastructure companies.

AAL does not warrant the accuracy of services and structures shown on AAL drawings. Old services may not be shown accurately for position or depth. The airport has some services that may not have location records and the contractor must be vigilant when undertaking works.

The contractor is responsible for ensuring that exact locations are verified and all services have been identified and positively proved to allow safe commencement of the works. This may include surveying the locations and levels of services, pipes and drainage within the vicinity of the works site. A copy of the survey drawings is to be provided to AAL in the format required by AAL (see section 16.9.2).

Before commencing any works the contractor must carefully inspect the locations where work is to take place for indications of the presence of other services.

18.3 Isolations, connections, and disconnections

Conditions for isolations, connections or disconnections to services on the airport site may be placed on the AAL Works Permit approval register (see section 16.6) in order to minimise interruption to terminal, airport or tenant operations.

Any interruption or shutdown of services can only occur at the times and for the durations agreed by the AAL nominated representative.

The contractor may be required to provide temporary alternative services to ensure terminal and airport operations are maintained.

Lock out, danger tag or any other isolation procedures must be implemented and strictly adhered to by the contractor. Positive isolation checks must be completed before any works commence.

18.4 Relocation of services

Subject to AAL requirements and approvals, the contractor must plan for and undertake the necessary relocations, diversions or adjustments to existing services that are required as part of the works or that are required to allow the works to proceed.

Every affected service must be adequately supported and protected by the contractor through the use of:

- Encasement of service, pipe or drain with concrete or stabilised sand
- Steel plating or barriers to allow vehicle and construction traffic
- Concrete slabs placed over the service
- Use of non-vibratory compaction equipment

- Cable support beams
- Split case sleeving
- Cable markers and cable protection tiles
- Other protective methods approved by AAL.

18.5 Obstruction or damage to services

The contractor must immediately advise the AAL nominated representative if an existing service is found to be obstructed or damaged, or is obstructed or damaged in the course of the works.

If any service is damaged by the contractor:

- The contractor must immediately repair that service to the satisfaction of the AAL nominated representative
- If required by AAL, the contractor must provide temporary services while repairs are carried out
- AAL may arrange for repairs to the damaged service to be done by others and the contractor will be responsible for the cost of the repairs.

18.6 Abandoned services

The contractor must disconnect, cut, seal and make safe any service within or adjacent to the works that is, or is to be, abandoned.

18.7 Electrical works

The contractor must implement safe operating procedures in accordance with WHS legislation, the Safe Work Australia Code or Practice: Managing electrical risks in the workplace, and the requirements of the Electricity Act 1996 (SA) and Electricity (General) Regulations 2012 (SA).

For works at Adelaide Airport, the contractor must ensure:

- Only competent licensed electricians undertake electrical installations, repairs, maintenance, or modifications
- Prior to the commencement of works, the contractor must assess all possible sources of stored energy on plant and equipment required for the works as well as plant and equipment located adjacent to the works site that have the potential to release stored energy
- All electrical installations, components and appliances are to be treated as live and therefore dangerous unless they are proven dead
- All electrical equipment is tested and tagged and fitted with earth leakage devices
- Electrical leads used for works are tested and tagged, under protective covers and kept clear of the ground, protected if passing under doors or through doorways, and removed from the power outlet when not in use
- All portable electrical devices have residual current device (RCD) protection and current test tags
- Works must not commence until all moving parts have stopped and stored energies (including pressure within vessels and equipment such as hydraulics) have been fully released. Any moving part which could cause injury through free movement or could fall, even though disconnected from sources of motive power, must be physically restrained
- Energy isolation involving hazardous energy – including electrical, hydraulic, pressure, gravitational, mechanical, potential, kinetic and thermal – is only to be undertaken at the times of day and for the durations agreed by AAL. This will be determined based on the scope of works and the risk to terminal and airport operations.

- The contractor is required to provide any compliance certificates to AAL, including safety certificates, RCD test results, basic insulation, and continuity testing
- Appropriate danger and out of service tags and interlocking systems are supplied and affixed. Such tags may only be removed by the contractor who originally affixed it, or by another person under their direct instruction, subject to all relevant checks being completed prior to the removal of the tags
- Stored energy sources (e.g., supply of air or electric power to valves) must not be utilised to effect isolations
- Electrical equipment that is constructed, installed, hired, or materially modified by the contractor must not be energised or brought into service unless the work has been inspected and tested and found to comply with AS/NZS 3000 Wiring Rules. In the case of free-standing electrical installation, the stand-alone power systems to which it is connected must comply with AS/NSZ 4509 Stand-alone power systems.

18.8 Fire protection systems

Fire protection systems are used in Adelaide Airport buildings to protect people and property and evacuate occupants in an emergency, and include:

- Fire detection - electronic heat and smoke detectors, indication panels and alarm devices
- Fire suppression – water supply mains, fire mains, hydrants, hose reels, automatic sprinkler systems
- Smoke exhaust systems, automatic shutdown of ventilating systems and elevators
- Gas suppression systems
- Emergency warning and communications systems
- Passive protection - exit doors, corridors and stairways leading to the outside of the building, walls, smoke baffles.

The contractor must receive AAL Works Permit approval prior to isolation or alterations to any existing fire protection systems for the purposes of the works. This includes alarm deactivation for any works within Terminal 1 that could create steam, smoke, heat or the like and trigger a false fire alarm.

For all works impacting on fire protection systems:

- The contractor must not commence any activity which may result in the impairment or isolation of any fire protection system without AAL approval
- Fire detector/alarm groups will only be permitted to be isolated for the minimum amount of time
- The contractor must remain in the area always impacted by the isolation while the detector/alarm is isolated
- The Terminal 1 fire detection system can only be isolated on the days and periods of times specified by AAL
- A terminal fire detection system and a protection system (e.g., sprinkler zone) covering the same area cannot be isolated simultaneously, unless the area has been designated as construction site and the following appropriate actions have been taken:
 - The AAL nominated representative has been informed
 - Hydrant / hose-reel points are available within the construction area
 - Fire wardens and security are in place throughout the isolation period
 - Fire system demolition drawings covering the construction area are provided at the construction area.

- The contractor has received an AAL works permit request approval
- The contractor must provide portable fire extinguishers appropriate to the identified risk and must keep them in or next to each active works site or each item of plant, including light vehicles or equipment powered by an internal combustion engine, within the works site
- The contractor is not permitted to light any fires, use explosives or explosive powered fixings
- If the activities of the contractor activate a false alarm, the contractor will be liable for Aviation Rescue Fire Fighting service or other fire response agency false alarm charges and any operational costs associated with a terminal evacuation.

19 Meetings, inspections, and information sharing

19.1 Meetings

Prior to commencing works, the contractor should meet with the AAL nominated representative assigning them to do the works in order to be familiar with the works site and access requirements.

The contractor must attend any meetings requested by the AAL nominated representative regarding the works, including an initial meeting to discuss the planning and management of the works, and any subsequent safety and progress meetings scheduled throughout the course of the works.

19.2 Inspections and information

The contractor must at any time provide the AAL nominated representative with any information requested to assist AAL in assessing whether works are occurring in compliance with the Site Rules and Conditions, including:

- Documentation and records evidencing the contractor's compliance with any aspect of the 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 the Site Rules and Conditions
- The contractor's incident investigation report and any related documents for all Notifiable Incidents occurring in relation to the performance of the works.

The AAL nominated representative 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 works at the airport.

The contractor must notify the AAL nominated representative immediately in writing of anything or any circumstance affecting the contractor's ability to perform the works in accordance with the Site Rules and Conditions.

20 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. A Safety Correction Action Request (SCAR) may be issued for any safety breach. 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.

Minor Breach

1st offence 24 hour removal of contractor(s) from site
[full re induction](#)

2nd offence As per 1st offence, plus final warning

3rd offence Permanent removal

Major Breach

1st offence Site shutdown
Full investigation
[Work plan to rectify](#)

2nd offence As above plus full review of breach with Contractor Management

21 Annexures:

21.1 Adelaide Airport Limited Hoarding Standards