



# Health and Safety



**Tenant/User**

# **INTRODUCTION.**

This manual is to outline the policy and implementation for Health and Safety at Whangarei Airport. This is for the following reasons...

- We want to provide a safe and pleasant work place for our employees and our customers.
- We want to minimise the threat of accident or illness to our employees.
- We want to meet our statutory requirements.
- We want to improve in all aspects of our business to a level of excellence.
- We want all airport personnel to be able to contribute fully and openly with Health and Safety issues.



# POLICY

It is to be understood that...

The management, employees and tenant/users of Whangarei Airport jointly recognise their responsibilities for maintaining a healthy and safe business environment.

- We aim to maintain conditions and procedures which maximise protection for all who have contact with our businesses - our staff, our customers or members of the public.
- It is the responsibility of all airport personnel to continually review their operations and working conditions to identify potential health and safety hazards or ineffective controls.

The management of Whangarei Airport will give their unconditional support to maintaining conditions which are safe and healthy and to eliminate or minimise identified hazards.

1. Airport management is committed to the above by having systems in place to identify hazards.
2. Introducing measures to eliminate or minimise hazards.
3. Providing adequate training to deal with such hazards and processes
4. To ensure all incidences and injuries are reported, recorded and investigated.

## **Responsibilities**

The aim of this manual is to focus on the prevention of harm arising from airport activities.

The Health and Safety legislation requires everyone to take some responsibility.

### **Airport responsibilities.**

- The airport has policies and procedures in place to identify and record hazards.
- Will ensure no employees or users are exposed to hazards.
- Ensure the airport is safe to use.
- Will provide facilities to address any hazards.
- Will make rules and Procedures to address the above for all to follow.

### **Tenant responsibilities.**

There are different types of tenants. Some are private facilities others are commercial businesses. All land is owned by the airport and often tenants buildings, occupy the whole lease site area. That is, once outside the building they are off the leased land and on airport land.

For the purpose of this policy it is not the intention for the airport to take responsibility for activities (whether business or private) within a lease area and certainly not inside a building owned by a tenant or user.

### **Expectations of tenants...**

- To have their own procedures and policies in place, for their own operations. This includes activities on and off their lease site. *(Business operators are to have a documented Health and Safety policy/procedure).*
- Follow any Airport Rules and Procedures that are put in place.

- Will report any identified hazards on airport to airport management.
- Will report all incidences, near misses, hazards and suggest improvements.
- Ensure all visitors, clients, sub-contractors who access the airport via their facility are briefed on safety requirements, are provided with appropriate safety Personal Protective Equipment (PPE) and are adequately supervised.



## Airport Rules

No **driving** of vehicles on the Airport unless driver has signed the Airport driving rule sheet. These rules must be followed. These include...

- Speed restrictions.
- Circumstance vehicles are allowed on airport.
- Rules near aircraft.
- Lighting requirements.
- Radio requirements.
- Safety standards of vehicles.

No **personal radios** (Ear budd/phones type) to be worn while on airport.

No **animals** allowed on airport.

No **children** under 15 allowed, unless directly supervised by and adult allowed airside.

**Airside access** only allowed for purpose of accessing an aircraft. Contractors or other persons engaged to do work about a building are also allowed but only under tenant's supervision/instruction.

Main **Apron** is only for aircraft and servicing personnel using the terminal. No other general access is allowed.

No **alcohol or drug** use is permitted on any part of the airport. *(This doesn't include within an individual lease area, but expectation is that it will be strictly controlled. Any spill over effects will result in a full ban).*

Aircraft always have **right of way**.

All persons must follow any **lawful direction** from Pilot in Command (or the operators agent) and Airport Management personnel.

A small white aircraft is parked on a runway. The aircraft is a high-wing plane with a tail section visible. The background shows a clear sky and distant mountains. The overall scene is bright and clear.

All instructions on **signs** are to be followed.

**No smoking** airside.

**Hearing protection** must be worn inside a 65dba and above zone or any time noise makes hearing uncomfortable.

No practical **jokes or horseplay**.

Any activity that requires **personal protective equipment**, that equipment must be provided. This can include (not an exhaustive list)...

- Eye protection
- Safety footwear
- Hard hats.
- Arrestor harnesses.
- Anti-static clothing.
- Sun protection.
- High viz. (*This is for all personnel out on airfield beyond the vicinity of a building*).

All tenancy shall have an **evacuation plan** posted.

## **Projects such as building etc.**

Any activity should take all reasonable measures to be done safely. This would include...

- Cable check before digging.
- Appropriate working at heights protection.
- Contractor brief for both the project site and working on an airport.
- Fire protection.
- Register of personnel on site.
- Proper scaffolding used.
- Perimeter fencing of work area.

### **Site specific hazards.**

#### **Electrical.**

The airport has no overhead power but does have extensive underground cables. Some cables (runway lights) are quite shallow. Some cables carry data. Contact the Airport Manager before any excavations.

#### **Aircraft**

Obviously as an operational airport, aircraft pose a significant hazard. They make noise, expel exhaust fumes, have spinning propellers, create wind, have exposed fuel drains underside and are generally different to road vehicles that visitors will be more used too.

It is imperative that these hazards are isolated from persons whenever possible. Fencing between landside operations and airside is the most obvious measure but will only work if gates are kept closed and entry is supervised.

- Tenants are to take full responsibility for any people who enter airside through their lease area. Such entry generally will be only to board and dis-embark an aircraft.

All staff is to be made aware of this. Under no circumstances should gates be left open and un-attended.

Even if landside of a fence, hazards such as noise may be an issue.

## **Fuel**

Fuel is generally up lifted from a fuel suppliers lease site. The suppliers will provide what they deem necessary for a safe operation. This includes

- Earth connection leads. Some fuel up lifts is done into trailers tanks or jerry cans. Refuelling should be done only by those who have been trained on the task. Some points...
- If filling jerry cans, the cans must be either on the ground (not on a ute) or directly earthed via the provided lead.
- Aircraft/vehicles to be always earthed.
- Clothing should not be of a type that creates static.
- Phones and handheld radios should not be used within 20m of fuelling operations.
- Spills should be contained using the spill kit. Notify airport staff.
- No fuelling during electrical storms.
- Be familiar with location of emergency stop button and fire extinguisher location.
- All fuel containers to meet NZ standards for the fuel type.
- Storage on site should be to proper specifications for the fuel type and volume.

## **HAZMAT (*hazardous materials*).**

Some tenants will have hazardous materials including fuel stored on their property. Once again these should be properly contained and stored and the

labels clear and accurate. There should be no storage of HAZMAT items unless specifically needed for the tenants operation. Any obsolete stocks should be removed from the airport.

Quantities of products stored must be within the limits posed by legislation. If special measures need to be taken to meet such limitations those measures must be in place.

Some chemicals will need to be stored separated from other products.

Material Safety Data Sheets should be kept and readily available.

### **Airside.**

No one should be airside unless accessing an aircraft. In the case of individual buildings it is accepted that some movement about the immediate vicinity may occur.

However safety is paramount. There generally is no reason why vehicles need to be airside unless accessing airside of a hangar.

- Any use of vehicles further into the operational side of the airport will require management permission.
- Pedestrian movement out on airfield away from buildings also is generally considered un-necessary. (*Parachute drop zone excepted [staff only]*)
- Management permission should be sought giving a reason why access is required.
- In all cases being highly visible is essential. Wear high viz clothing and use lights/beacons as appropriate.

### **Fire**

Unless management permits there are to be no fires on the airport property.

All tenants should have fire extinguishers and smoke alarms on their premises.

Fire can be prevented with good housekeeping practises. All premises should have evacuation plans and instructions posted to call 111 for fire brigade at any sign of fire.

### **Machinery**

All machines including vehicles are to be operated only by persons properly trained.

Per other access rules apart from directly working owns own site no machinery can come onto airport without prior approval of Management.



## Procedures

### Reporting

Forms for reporting Hazards and Occurrences/Incidents are available from any airport management staff member. Alternatively they can be down loaded on the Airports web site.

([www.whangareiairport.co.nz](http://www.whangareiairport.co.nz)).

Under the user tab log on as follows....

- Click on the tab marked User.
- Log in as User name... **Usergroup**
- enter password **Flying\$afe2016**. (*Case sensitive*).

**HAZARD IDENTIFICATION FORM** is to be used for reporting a Hazard and suggestions of how to address can be provided. Submitter does not have to identify themselves but usually best to so feedback can be given.

**Users report form** can be used to report actual incidents or occurrences that may very much occur. This form is probably more appropriate if more urgent in nature.

Please print either email completed form to [wreairport@xtra.co.nz](mailto:wreairport@xtra.co.nz) or by fax to 436 3274 or simply hand over to any staff member of the airport management.

## **Summary**

- Safety is everyone responsibility.
- No smoking airside.
- All measures in place to minimise harm must be taken.
- All personnel carrying out operations must be trained/qualified for the task.
- Airport Management are ultimately responsible for the safe operation of the airport. They get final say.
- All instructions whether verbal or by signage are to be followed.
- Never leave a hazard exposed without some protection measures put in place.
- Reporting can be done via the User tab on Whangarei Airport web site.

## **Questionnaire**

In order to record all airport leases, principals have read this document please answer the questions on next page, sign then cut off the page and return to Airport staff or post to

P.O Box 3226 Onerahi 0142. Email [wreairport@xtra.co.nz](mailto:wreairport@xtra.co.nz)

**2016**

Q1 Is smoking allowed on any part of airport (airside)? *(circle)*

Yes

No

Q2 Where can hazard reporting forms be found?

*(circle all that apply)*

1. Under user tab of Whangarei Airport web site
2. In honesty box by BP fuel pump.
3. From Air NZ counter.
4. Ask any airport management staff member

Q3 What must anyone do before driving on airport airside *(away from immediate vicinity of a hangar)?*

1. Seek permission from Airport management.
2. Read and sign Driving rules.
3. Make sure vehicle displays lights/beacon.
4. Carry a VHF radio.
5. All the above.

Q4 Is it OK to wear ear buds and listen to music instead of wearing ear muffs to deaden noise?

Yes

No

Q5 Is it permitted to have any open fire on the airport?

Yes

No

Please write your name and lease site being represented and return to airport management by 1<sup>st</sup> April 2016.

Name..... Date .....

February 2016