Health and Safety

Tenant/User

July 2020

<u>INTRODUCTION.</u>

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 environment for all our users.

- We want to reduce the risk of accident or illness to all users.

- We want to continually improve in all aspects of our business.

- We want all airport tenants, operators and users to be able to contribute fully and openly with Health and Safety issues.

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<u>SAFETY POLICY</u>

Objective

To establish, at Whangarei Airport, a culture of safety that all staff, users and other service providers can commit to. To ensure strategies and procedures are in place that make safety, security, health, and well-being at the forefront of all activities taking place on and around the airport.
This culture is to be at all levels of participation.

Method.

The CEO is committed to ensure adequate resources are in place to establish and operate an effective Safety Management System.
Managers, supervisors and others in positions of authority will ensure adherence to this policy and the consequential Safety Management System (SMS) and will take responsibility for managing safety and improving the SMS within their areas of control as an integral part of their daily activities.
This commitment includes;

- Developing a Safety Management System and then maintaining it as a relevant document to the whole operation of the airport.
- Promoting and enforcing a culture of safety within the whole of airport environment.
- Ensuring all staff have adequate experience and training to carry out their required tasks and are familiar with all safety information required to do so.
- Strive for continued improvement.
- To encourage full participation in the system by all employees.
- To ensure there is a non-punitive culture within management against those who report failings or concerns about safety.
  - *The above need not apply in cases of any illegal conduct, or deliberate negligence.*
- Establish a Safety Committee made up from both airport staff and tenants/users and to convene regular meetings and report to this committee.
- Establish a clear line of responsibilities within the organisation.
- Identify hazards, establish a system to report and record hazards.
- Communicate to all parties all identified hazards and measures to eliminate or mitigate against consequences of hazards.
- Compliance with all legal requirements.
- Supplying adequate resources and personnel to meet our obligations.

Monitoring.

To ensure we are meeting the above requirements, all procedures are to be monitored for effectiveness and where possible, improved on.
It can therefore be said that our SMS is a living document subject to continual change.
This policy will be reviewed every three years.

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Responsibilities
Airport responsibilities.

- The airport has policies and procedures in place to identify and record and analyse hazards and reduce the risk of harm to all users.
- The Airport will act to reduce the risk involved with all hazards.
- The Airport will ensure the airport is as safe as practicable for all users.

Tenant / User 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 System.)*
- 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.

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Airport Rules

No **driving** of vehicles on the Airport unless driver has completed a driving induction and signed the Airport driving rule sheet.

No **personal radios** (Walkman 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 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.

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**.

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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.
- Arrester 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.

All buildings will have fire extinguishers and **smoke or fire alarm** system.

All construction on the Airport will have a pre-approved **safety plan**.

Under no circumstances should **gates** be left open and un-attended.

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

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Site Specific & Aviation 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.

Fuel

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

Material Safety Data Sheets should be kept and readily available.

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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.
- 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.

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Wildlife

There are a variety of birds at our Airport. Our marine environment makes our airport particularly vulnerable to intrusion from sea birds. They are seasonal in behaviour and certainly alter their behaviour depending on weather. It is clear from observations that they seem to occupy the airport during wet weather and high wind conditions.

In the past we have had dogs enter the airport boundaries but these are relatively easy to identify capture and deal with through the District Councils Animal Control Division.

FOD

Foreign Object Debris: A substance, debris or article alien to a vehicle or system which would potentially cause damage. Simple rule, if you see it, pick it up. If it is important, like an aircraft part, then report it.

Yacht mast

On the very odd occasion we have a very tall yacht mast move past the west side of Runway 06. This has the potential to interfere with final approach to the runway. Notification will be made by the Airport to all users when we are made aware of this happening.

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Reporting

Please report any incidents, near misses and hazards to the Airport management. This can be done by phone, email, forms, or face to face. Please provide the details of when, where, and who and we will investigate from there. Our primary purpose for wanting to know about invcidents, near misses and hazards is to reduce the risk of harm.

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).

Under the user tab log on as follows….

- Click on the tab marked User.
- Log in as User name…Usergroup
- enter password wreairport.

The Airport email address is wreairport@wdc.govt.nz

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