

# **Contractor Safety, Appropriate Conduct & Environment**



A handbook for Contractors and Sub-Contractors and their  
Employees who undertake work for Sydney Metro Airports  
Bankstown & Camden.

---

## **DISCLAIMER**

This handbook contains several important policies for contractors carrying out works for Sydney Metro Airports – Bankstown and Camden. Other policies and documents may be applicable to the work you are carrying out. Please see our website, your contract with us and any additional material we may provide.

Sydney Metro Airports' has prepared this handbook in order to assist contractors to work safely on Sydney Metro Airports' sites and abide by Sydney Metro Airports' requirements relating to people, property and environment.

The Contractor has full responsibility with regards to:

- Identification and implementation of all applicable requirements from Work Health and Safety Legislation and the environment in relation to their work;
- Comprehension of the full extent of Sydney Metro Airports' and contractors legal obligations, and;
- Implementation of all necessary measures to fully protect and ensure the safety of all persons working on, or near the contractor's site of work.

<b>Index</b>	
Introduction .....	1
Definitions .....	2
BACA Group Work Health & Safety Policy .....	3
Sydney Metro Airports Contractor Health & Safety .....	5
Work Health & Safety Responsibilities & Guidelines .....	11
General Responsibilities .....	11
Instructions to Sub-Contractors and Employees .....	12
Construction Induction – General Construction Induction Training.....	12
Safety Management Plans.....	13
A Safety Management Plan is written documentation detailing the health and safety policies and procedures that the Contractor, Sub-Contractors and their employees are required to adhere to. Details of the Safety Management Plan may vary depending on the complexity of the works and will be judged for adequacy and completeness on submission. The Responsible Officer shall make this determination and seek further details if required. ....	13
An approved safety management plan is required prior to the commencement of any works and must be developed for the following high risk contracts, including projects:....	13
Safe Work Method Statements .....	14
Start-up Meetings & Site Inductions.....	15
Personal Protective Equipment .....	15
Permits to Work.....	15
Interruption to Services.....	16
Access to Restricted Areas.....	16
Barricades and Fencing – Security and Safety .....	16
Emergency Exits .....	16
Safety Signage .....	17
Safety Tags and Isolation Procedures .....	17
Noise .....	17
Confined Spaces .....	17
Trenching and Excavation .....	18
Working at Heights .....	18
Welding .....	18
Electricity.....	18
Asbestos .....	19
Plant, Tools and Equipment.....	19
Electrical Equipment .....	20
Hand Tools .....	20

---

Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers etc must be checked regularly. An approved wrist-stop or lanyard must be used to secure the tool if there is a risk of it falling and injuring people below. Where damage or defects are present, the tool shall not be used. ....	20
Compressed Air Equipment .....	20
Lifting Equipment .....	20
Safety Guards .....	21
Scaffolding and Platforms .....	21
Ladders.....	21
Dangerous Goods and Hazardous Substances .....	21
Housekeeping .....	21
Contractor Performance Monitoring.....	21
Breaches of Safety & Non-Compliance.....	22
Documentation & Reporting Requirements .....	22
Insurance .....	22
Certificates of Competency.....	23
Contractor Work Health & Safety Induction Program .....	23
Accident & Injury Reporting .....	23
Conduct on Airport .....	24
Harassment, Discrimination, Bullying & Inappropriate Language.....	24
Alcohol and Illegal Drugs .....	24
Drug & Alcohol Management Plan.....	25
Smoke Free Workplace .....	27
Dress Code .....	27
Children.....	27
Pets.....	27
Environment Policy.....	28
PURPOSE.....	28
BAL is committed to:.....	28
Environment Guidelines for Contractors.....	29
Introduction .....	29
Environmental Management at Sydney's Metro Airports .....	29
Your Basic Responsibilities .....	29
Construction Environment Management Plan.....	30
Erosion and Sediment Control.....	30
Water Pollution .....	31

---

Soil Pollution.....	31
Soil Contamination .....	31
Air Pollution .....	32
Dust .....	32
Smoke .....	32
Vapours .....	32
Gases .....	33
Noise Pollution .....	33
Dangerous Goods and Hazardous Materials .....	33
Waste Management .....	34
Waste Disposal .....	35
Disposal of hazardous and special wastes.....	35
Flora and Fauna .....	35
Aboriginal and European Cultural Heritage.....	36
Sustainability in Construction Guidelines .....	36
HOT WORK PERMIT .....	38
IMPORTANT PHONE NUMBERS.....	40

---

## Introduction

Welcome to Sydney Metro Airports Bankstown and Camden (SMA).

You are working for a team of capable professionals who are responsible for the safe, efficient and commercial operation of these airports.

The continued successful operation of our businesses depends on our ability to work as a team. The practices detailed in this handbook have been written to protect the integrity of the team, the rights of the individuals and the effectiveness of the organisations.

This handbook accompanies Sydney Metro Airports' policy on Contractor Health and Safety and should be read in conjunction with the policy. The purpose of this handbook is to provide Contractors, Sub-Contractors and their employees with information on health and safety, appropriate conduct whilst performing work for Sydney Metro Airports Bankstown and Camden and your environmental responsibilities whilst working at Bankstown or Camden airport.

You must read this handbook and apply them to your daily working practices. They are based on common sense and accepted workplace practices and should become the basic operating principles when working at Sydney Metro Airports. By reading and understanding this handbook, everyone working within Sydney Metro Airports' sites will be able to play their role in maintaining a safe workplace.

Every effort has been made to explain the local site rules and legal obligations of Contractors, Sub-Contractors and their employees, whilst working at Sydney Metro Airports. It is the Contractors' responsibility however, to abide by relevant work health and safety legislation and ensure that they operate in a manner that does not endanger or cause harm to themselves or others.

If you do not understand these policies or the practices they contain, make sure you ask your Manager or Supervisor or a representative of Sydney Metro Airports.

---

## Definitions

<b>CONTRACT</b>	The contract pursuant to which particular works are to be performed by the Contractor.
<b>CONTRACTOR</b>	A person or persons, partnership or corporation, other than an employee of Sydney Metro Airports that provides goods or services to Sydney Metro Airports. The Contractor is wholly responsible for supervision of the works so as to ensure the work is undertaken as specified in the Contract.
<b>HAZARD</b>	Something that has the potential to cause injury or harm to any person or property.
<b>RESPONSIBLE OFFICER</b>	A person(s) nominated to the Contractor as the representative of Sydney Metro Airports for the purposes of the contract work or the supervisor of the works where no contract is involved.
<b>SYDNEY METRO AIRPORTS</b>	
<b>SUB-CONTRACTOR</b>	The person, partnership or corporation bound by the contractor to execute work under the contract.
<b>WORKSITE</b>	A place(s) as defined in the Contract where the Contractor, Sub-Contractor and their employees are required to perform the task(s) specified in the Contract.
<b>WORKS</b>	The whole of the work to be executed in accordance with the Contract, including variations arising out of the Contract, which by way of the Contract is handed over to Sydney Metro Airports. For smaller work this Contract may take the form of a Purchase Order.

---

# BACA Group Work Health & Safety Policy

## COMMENCEMENT OF THE POLICY:

This policy will commence from 8 October 2012. It replaces all other Work Health & Safety Policies (whether written or not).

## SCOPE

This policy applies to:

1. all workers of BAC Holdco Pty Ltd, BAC Airports Pty Ltd, Bankstown Airport Limited, and Camden Airport Limited (each a BACA Group Company and collectively, the BACA Group);
2. all of the BACA Group's workplaces and to other places where workers may be working or representing the BACA Group for example, when visiting a customer, client or supplier (collectively referred to as the "workplace").

## DEFINITIONS

**"Worker"** includes any person who works as an employee, trainee, volunteer, outworker, apprentice, work experience student, contractor or sub contractor, as an employee of a contractor or sub-contractor or an employee of a labour hire company assigned to work for any BACA Group Company.

## ORGANISATION COMMITMENT

The BACA Group is committed to providing a safe and healthy workplace for workers, labour hire staff, contractors, sub contractors, visitors and all other persons whose health or safety could be at risk through our work. We will do this by ensuring:

- Compliance with relevant legislation, including the Work Health and Safety Act 2011 and supporting regulations 2011.
- The implementation of the Work Health & Safety (WHS) Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.

Each BACA Group Company accepts responsibility for implementing and maintaining this WHS Policy and WHS Management System. It will ensure that:

- We establish measurable safety performance objectives and targets and that we review these in order to continuously improve WHS performance. This shall include regular workplace inspections and the prompt control of identified hazards.
  - Workers are trained on all health and safety matters relevant to their work and contractors are fully aware of the hazards associated with their work and implement appropriate hazard control measures.
  - All managers, supervisors, workers, contractors and other persons are inducted into the requirements of the WHS Management System, and will be held accountable for performing their roles and responsibilities as defined in the WHS Management System.
-



- Effective employee and contractor consultation on health and safety matters shall include the two way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.
- Adequate resources are provided to enable full implementation of this WHS Policy and WHS Management System.
- Where the BACA Group does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, it will ensure that advice and guidance are obtained from competent occupational health and safety professionals.
- This WHS Policy and the WHS Management System are reviewed at least every two years to ensure they remain relevant and appropriate to the organisation.

All workers are required to comply with this WHS Policy and the WHS Management System at all times.

Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of workers under their control.

Workers must co-operate with the employer regarding WHS actions taken by the employer to maintain health and safety. In addition workers shall take reasonable care for their own safety and not adversely affect the safety of others at the workplace.

This WHS Policy statement shall be posted at all sites.



**Colin Grove**

Chief Executive Officer

Date:

8 October 2012

---

# Sydney Metro Airports Contractor Health & Safety

## **COMMENCEMENT OF THE POLICY:**

This policy will commence from 1 May 2014. It replaces all other contractor health and safety policies (whether written or not).

## **SCOPE AND APPLICATION**

1. This policy applies to all contractors, subcontractors and their employees for all contract services;
2. This policy sets out the principles that apply in the management of contractors and contracting activity with Sydney Metro Airports in regards to Work Health and Safety.

## **DEFINITIONS**

### **Australian Standard**

Refers to the Australian standard published by the Standards Association of Australia.

### **Code of Practice**

### **Contractor**

The person, partnership or corporation bound to execute the work under the contract and shall be responsible for the supervision of the works so as to ensure the works are carried out in accordance with the contract.

### **Sub-Contractor**

The person, partnership or corporation bound by the contractor to execute work under the contract.

### **Hazard**

Something that has the potential to cause injury or harm to any person or property.

### **Induction**

Instruction on the safety and health requirements of the workplace.

### **Responsible Officer:**

A Sydney Metro Airports' employee nominated to the contractor as the representative of the CEO of Sydney Metro Airports' for the purposes of the contract.

### **Risk:**

The probability that a hazard will result in an injury to a person or damage to property.

### **Safety Management Plan:**

Written documentation detailing the safety and health policies and procedures that the Contractor, Sub-Contractors and their employees are required to adhere to.

---

**Scope of Works:**

All the work referred to in the contract documents, all variations thereto instructed, sanctioned or required under the terms of the contract and all minor terms of work inferred there from for the proper execution and completion of the works.

**Workplace:**

A place, whether or not in a vehicle, building, or other structure, where employees work or are likely to be in the course of their work.

**Worksite:**

The place(s) as defined in the Contract where the Contractor, Sub-Contractor and their employees are required to perform the task(s) specified in the Contract.

**Works:**

The whole of the work to be executed in accordance with the Contract, including variations arising out of the Contract, which by way of the Contract is to be handed over to Sydney Metro Airports. For smaller work this Contract may take the form of a Purchase Order.

**PURPOSE**

This policy is to assist in the provision of a safe and healthy working environment for all workers and visitors to Sydney Metro Airports.

The Policy is intended to minimise Sydney Metro Airports' exposure to risk in any activity involving the addition, alteration or maintenance of Sydney Metro Airports' buildings, grounds and services infrastructure by the use of Contractors.

Sydney Metro Airports' is committed to ensuring the safety and health of all workers and others that may be affected by the issues arising from the engagement of Contractors.

Any project involving the additions, alteration or maintenance of Sydney Metro Airports buildings, grounds or services infrastructure shall be authorised and project managed by the relevant Sydney Metro Airports General Manager.

No work on Sydney Metro Airports' property is permitted without the appropriate authorisation as outlined in this Policy.

All Sydney Metro Airports' employees and contractors are required to read and comply with the requirements of this Policy before any contract being agreed.

In order to achieve this objective, it is recognised that Contractors need to:

1. be suitably experienced to perform the tasks;
2. be in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations;
3. be notified of any potential hazards associated with the location or use of the area where the works are to be carried out;

4. read, understand and follow the requirements of this policy and the information contained in the “Contractor Safety, Environment and Conduct Handbook”;
5. be made aware of Sydney Metro Airports’ Emergency Procedures and inducted in the Sydney Metro Airports’ Health and Safety Policies and specific site requirements; and,
6. have completed a Sydney Metro Airports’ contractor induction and issued with a Sydney Metro Airports’ Contractor Safety Induction card.

## **Responsibilities**

### **(a) Responsibility of Sydney Metro Airports.**

Sydney Metro Airports has a general duty of care to provide a safe workplace and safe work procedures for all employees, Contractors, Sub-Contractors and their employees. Sydney Metro Airports’ duties at the workplace relates only to those matters over which, and the extent to which, Sydney Metro Airports’ has control or can reasonably be expected to have control, having regard to the workplace and the work done or caused to be done by the employer or its employee.

Prior to the commencement of any work by a contractor, the Responsible Officer within Sydney Metro Airports’ is to ensure that the scope of works is clearly defined to the contractor.

### **(b) Responsibility of a Contractor**

The duties of a contractor at the workplace are to undertake the works in a responsible and safe manner and as outlined in the scope of works and contract documentation.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-Contractors have a responsibility to ensure that new employees engaged by them have completed the Sydney Metro Airport’s safety induction and are familiar with Sydney Metro Airports’ procedures outlined in the Contractors handbook, relevant Sydney Metro Airports’ policies and the contract documentation.

The Contractor is to undertake and be responsible for the works as outlined in the scope of works and contract documentation.

## **Legislative Requirements**

The Contractor shall comply with all requirements of the Work Health and Safety Act 2011 and other Acts, Regulations, relevant Australian Standards, Codes of

---

Practice and Guidance Notes published by Workcover NSW and all other relevant laws.

It is the Contractor's responsibility to ensure that their employees and Sub-Contractors engaged by them to undertake work on Sydney Metro Airports' projects comply with the above legislative requirements.

If, during any stage of the contractual works it is brought to the attention of the Responsible Officer that standards, organisational requirements, or legislative requirements are not being adhered to, the Responsible Officer may stop the works until the Contractor has rectified the situation. Should the non-compliance activity continue the Contract may be cancelled and the Contractor removed from the Sydney Metro Airports' Approved Contractors list.

## **Policy Requirements**

### **(a) Register of Approved Contractors**

In order to be eligible to perform work as a Contractor for Sydney Metro Airports, Contractors need to be authorised as an Approved Contractor for Sydney Metro Airports.

The list of Approved Contractors will be maintained by the Sydney Metro Airport's Human Resources Manager to assist in Sydney Metro Airports' obtaining the services of the highest quality Contractors.

Once on the approved Contractors List, Contractors that fail to meet the Sydney Metro Airport's health and safety requirements may be removed from the Approved list of Contractors and will not receive further contracts at Sydney Metro Airports until they can demonstrate compliance with this policy.

Sydney Metro Airports reserves the right to use other Contractors should it see fit and does not guarantee work to those Contractors on the Approved Contractor list.

### **(b) Selection of Contractors**

During the selection stage, when a Contractors' suitability for a specific type of work is assessed, the safety and health competence of the Contractor will be assessed as a prime consideration.

Only Contractors who have been assessed by the Responsible Officer as meeting the safety and health competence requirements for the work required will be considered for further evaluation for approval.

The Sydney Metro Airport's CEO will have final approval of contractors eligible for inclusion on the Approved Contractors List, based on recommendations from the Responsible Officer or a member of Sydney Metro Airport's Senior Management team.

Further evaluation can be conducted e.g. document presentation, interview or an audit, depending on the size and/or complexity of the contract.

---

### **(c) Approved Contractor Renewal**

To remain an Approved Contractor with Sydney Metro Airports, it is a requirement to submit current certificates of currency each year and complete a Contractors Safety Induction once every twenty four months.

### **(d) Prior to Commencement of Work**

Prior to the commencement of any work the Contractor will:

- Confirm with the Responsible Officer that they are in receipt of all information regarding the contract works to be undertaken;
- Discuss with Sydney Metro Airports' the health and safety responsibilities necessary to undertake the contract of works. The responsibilities are to be agreed by all parties;
- Provide Sydney Metro Airports' with a copy of their Safety Management Plan, Safe Work Method Statements, and copies of relevant documentation for the job, including all current insurance, licenses and permits (if not already provided);

Prior to the commencement of any work the Responsible Officer will:

- Provide the Contractor with details regarding the hazards that Sydney Metro Airports' is aware of with respect to working at a specific site;
- Ensure the Contractor is on the Approved Contractor List and all Documentation requirements are up to date or new documentation is completed and submitted to the Responsible Officer prior to commencing any work;
- Ensure that the Contractor has provided their Safety Management plan or job safety analysis and Safe Work Method statements;
- Ensure that all Contractors, sub-contractors and their employees have attended a Sydney Metro Airport Contractors Safety Induction session and have been issued with their Contractors Safety Card.

Once every 24 months all Approved Contractors and their employees are required to complete the Sydney Metro Airports' Contractors Safety Induction. They are also required to advise of any insurance policy changes and to provide updated policies annually.

It is not the responsibility of Sydney Metro Airports' staff to provide instructions on how to undertake work tasks, training, or supervision in the activities for which the Contractor has been engaged to undertake or would be reasonably assumed to have knowledge or control.

---

### **(e) Planning and Design**

Prior to any work being undertaken, the Contractor shall take appropriate steps to ensure that adequate planning and design of the systems of work and processes have been carried out to avoid any foreseeable safety and health issues, for example erecting warning signs and barriers. It is the Contractor's responsibility to ensure that employees under their control and supervision are aware of the appropriate legislative requirements that are to be met.

The Contractor shall ensure that adequate supervision of its employees, or Sub-Contractors undertaking the work are provided and that staff are appropriately trained for the tasks, which they are required to undertake. This includes possessing all relevant certificates of competency and training, and having completed the Sydney Metro Airports contractor safety induction.

### **(f) Deviations from the Original Contract of Works.**

If the Contractor requires to undertake any work which deviates from the original contractual arrangement, and the deviation is major such that if not noted there is a potential to cause personal harm, injury, or structural weakness to the construction at any stage, then the Contractor must, before undertaking the deviation obtain approval to proceed from the person who originated the contract of works.

### **Compliance**

Contractors, sub-contractors and their employees are required to comply with all applicable statutory legislation and applicable Sydney Metro Airport's Policies and Procedures.

A copy of Sydney Metro Airport's Contractor Safety, Environment and Conduct Handbook is available on the Sydney Metro Airport website and is also available from the Responsible Officer.

### **Variations**

*BAL reserves the right to vary, replace or terminate this policy from time to time.*

Policy Authorised by:	Colin Grove
Title:	Chief Executive Officer
Policy Maintained by:	Rebecca Rafin
Title:	Human Resources Manager
Original Issue:	DATE
Current Version:	1
Review Date:	DATE

## Work Health & Safety Responsibilities & Guidelines

### General Responsibilities

Contractors, sub-contractors and their employees who are engaged to undertake work in Sydney Metro Airports' facilities must comply with all statutory requirements in relation to Work Health and Safety as well as Sydney Metro Airports' Work Health and Safety (WHS) management requirements.

The Contractor must, so far as is practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, Contractors shall:

- Understand their Work Health and Safety responsibilities;
  - Ensure the health and safety of themselves;
  - Avoid risking the health and safety of any other person;
  - Adhere to all statutory requirements; the requirements outlined in this document; SMA's WH&S management requirements as specified; as well as their own WHS policies and procedures;
  - Provide sub-contractors and employees with information, instruction, training and supervision to enable them to work in a safe manner;
  - Ensure that all new personnel on site complete an induction to enable them to work on airport;
  - Follow all safety policies and procedures;
  - Accept directions related to safe working practices, the requirement to wear appropriate personal protective equipment (PPE) and the use of safety equipment;
  - Provide adequate protective clothing and equipment to their Sub-Contractors and employees where hazards can not be eliminated;
  - Ensure their work site is maintained in a safe condition for themselves and others;
  - Practice good site housekeeping to minimise the risk to safety of themselves, or others working at the site;
  - Provide documented evidence that they, their Sub-Contractors and employees have all the necessary licences/insurances for the work they are about to perform;
  - Provide risk assessments and safe work method statements for any work they are about to perform;
  - Advise the SMA Responsible Officer before starting any work;
-



- Keep the Responsible Officer fully informed of any activities that pose, or could or may potentially pose a hazard to the safety or wellbeing of any person;
- Take immediate action to eliminate any safety hazard of which they may become aware;
- If unable to completely or safely eliminate a safety hazard advise the Responsible Officer of the matter. After hours contact Operations on 0419294432.

### Instructions to Sub-Contractors and Employees

Contractors shall instruct their Sub-Contractors and employees concerning worksite safety and health at Sydney Metro Airports.

### Construction Induction – General Construction Induction Training

It is a WorkCover NSW requirement that any person undertaking construction work must have completed an approved construction safety awareness training course and be in possession of a “Construction Induction” (White) card.

This card must be carried by all persons working and accessing Sydney Metro Airports’ sites. Failure to do so will result in the person being requested to leave the building site area immediately and may result in enforcement action by WorkCover NSW.

Construction work is defined in Clause 289 of the *Work Health Safety Regulation 2011* as meaning:

#### Clause 289 Meaning of “Construction Work”

- (1) In this Chapter, **construction work** means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
- (2) Without limiting subclause (1), **construction work** includes the following:
  - (a) any installation or testing carried out in connection with an activity referred to in subclause (1),
  - (b) the removal from the workplace of any product or waste resulting from demolition,
  - (c) the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work,
  - (d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure,
  - (e) the installation, testing or maintenance of an essential service in relation to a structure,
  - (f) any work connected with an excavation,
  - (g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in subclause (1),
  - (h) an activity referred to in subclause (1), that is carried out on, under or near water, including work on buoys and obstructions to navigation.

- (3) In this Chapter, **construction work** does not include any of the following:
- (a) the manufacture of plant,
  - (b) the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work,
  - (c) the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place,
  - (d) testing, maintenance or repair work of a minor nature carried out in connection with a structure,
  - (e) mining or the exploration for or extraction of minerals.

## Safety Management Plans

A Safety Management Plan is written documentation detailing the health and safety policies and procedures that the Contractor, Sub-Contractors and their employees are required to adhere to. Details of the Safety Management Plan may vary depending on the complexity of the works and will be judged for adequacy and completeness on submission. The Responsible Officer shall make this determination and seek further details if required.

Prior to the commencement of contract work, the contracting company will develop and submit to Sydney Metro Airports' Responsible Officer a Safety Management Plan on how the contract works will be completed without risk to health and safety.

An approved safety management plan is required prior to the commencement of any works and must be developed for the following high risk contracts, including projects:

- all contracts that are designated as "high risk" by legislation;
- all construction projects (new sites and refurbishment);
- contracts with an estimated value of \$250,000 and over which involve physical work;
- long term contracts (12 months and over) which involve physical work;
- contracts with a large number of subcontractors (over 10 medium to large size subcontracting companies) and/or requiring a high frequency of site visits;

*A medium size sub contracting -company employs 50 or more staff or contractors*

*A large size sub contracting -company employs 200 or more staff or contractors*

- any other contracts at the discretion of the Sydney Metro Airports' Responsible Officer.

**High risk** activities include but are not limited to:

- Asbestos removal;
  - Construction work of any kind;
  - Demolition;
  - All electrical work (excludes replacement of lamps in light fittings);
  - Hot work in hazardous areas;
-

- Installation/replacement of any petrol station equipment (underground or above ground);
- Scaffolding;
- Tank cleaning or testing;
- Welding in hazardous areas;
- Working at heights;
- Transport (truck driving);
- Cooling tower maintenance;
- Confined spaces;
- Any other high risk works as defined by state legislation;
- Any other work or activities designated as high risk by the organisation.

There may also be other risks not listed above. These should be identified and included in the scope of works.

The Safety Management Plan must address all hazards within the scope of works and the Known Hazards List (provided).

There will be situations where a high risk activity is performed as a one-off activity rather than one of many activities within a more complex project such as construction. In this situation the Sydney Metro Airports' Responsible Officer will decide whether a Work Method Statement is more appropriate to use than a Safety Management Plan.

## **Safe Work Method Statements**

Contractors must complete a Safe Work Method Statement for all works conducted on Sydney Metro Airports Bankstown and Camden's sites.

A Safe Work Method Statement is a document which describes the job to be completed, outlines the steps involved, the hazards associated with the work and the controls to be implemented to ensure that the work is completed safely. Safe Work Method Statements are completed by the contractor company as the contractor is expected to be experienced in the work and the hazards associated with it.

If the work to be completed is routine work, one Safe Work Method Statement is sufficient for all occasions where the work is conducted as long as the conditions do not change and all relevant staff are trained in the practice and understand the controls to be implemented.

If required, the Responsible Officer must be able to view a copy of the Safe Work Method Statement in respect of the work being undertaken.

While on site the contractor must always have access to a copy of the Safe Work Method Statement and be able to make it available on request.

All persons are to be familiar with the requirements of the Safe Work Method statement, and if in any doubt regarding its requirements they must not attempt the task until further clarification is obtained.

---

Contractors may use an alternative format to the Sydney Metro Airports' format for a Work Method Statement (eg Job Safety Analysis) however, it must contain at least the information required in the Sydney Metro Airports' format.

### **Start-up Meetings & Site Inductions**

A meeting of the Contractor and their representatives, the Sydney Metro Airports' Responsible Officer and other Sydney Metro Airports' representatives shall be held to ensure all parties are fully informed of the requirements and undertakings prior to the commencement of works.

The Contractor must attend a site induction that addresses;

- Review and explanation of the SMA Work Health and Safety Guidelines;
- Specific Site hazards and requirements.

Refresher site inductions will be required when site conditions have change significantly or there are changes in personnel.

Records of these site inductions are to be recorded using the Sydney Metro Airports' Group Induction form and are to be forwarded to the Sydney Metro Airports' Responsible Officer when complete.

### **Personal Protective Equipment**

The Contractor and Sub-Contractor are responsible for the provision of appropriate personal protective equipment (PPE) for themselves and their employees. In particular they are required to:

- Supply PPE appropriate for the WH&S hazards likely to be encountered on the job for all their employees;
- Ensure that the PPE provided to their employees is used at all times when required;
- Supervise the use and maintenance of PPE;
- Ensure that all PPE complies with current, relevant Australian Standards;
- Ensure that PPE is worn in accordance with contractor WH&S procedures or site signage / requirements.

### **Permits to Work**

Permits to work are required prior to commencement of any of the following:

- Hot Work
  - Entry to confined spaces
  - Excavation work
-

- Access to a roof
- Isolation of fire systems
- Any other task that may be specified by SMA from time to time

Permits can be arranged with the SMA Facilities Management Coordinator. These permits provide evidence that authorisation has been given to commence work and must be carried at all times.

**Please Note** that in the event you, your sub-contractors or employees, trigger a fire alarm, the contractor will bear the cost of any charges that may be levied by the NSW Fire Brigade for attendance to the alert.

### **Interruption to Services**

Forty-eight (48) hours notice must be given to the SMA Facilities Management Coordinator in the event the work requires the interruption to a service (electricity, gas, telephone, communications or water supply) or if all or a part of a building or site requires isolation.

SMA will inform relevant airport staff and tenants of the matter.

In the event services are shut-down accidentally contractors must immediately advise the SMA Facilities Management Coordinator of the matter.

### **Access to Restricted Areas**

Access to areas of the airport that have been defined as “Restricted Areas” must be arranged through the SMA Facilities Management Coordinator.

### **Barricades and Fencing – Security and Safety**

Contractors are responsible for erecting barricades and fencing appropriate to the work being conducted; for site-security purposes as well as to ensure the safety of persons working on site or those passing by.

All temporary site fencing shall be adequately braced against the wind.

Vehicle and pedestrian access must not be impeded without prior approval of the SMA Facilities Management Coordinator.

Contractors are also responsible for the security of their site when unattended.

### **Emergency Exits**

Emergency Exit routes must be maintained free of obstruction at all times.

---

## Safety Signage

All safety signs, notices and instructions displayed on-site must be adhered to at all times by contractors and sub-contractors.

Any safety signage required as part of the works shall comply with *AS 1319 Safety Signs for the Occupational Environment*.

## Safety Tags and Isolation Procedures

Work must not be carried out on any equipment without first ensuring that all energy sources are disconnected and secured. Isolation of energy must occur when;

- Plant or machinery requires repair or is undergoing repair;
- Building works may affect the electrical supply to equipment or switchgear;
- A person may be in danger from exposure to energy sources or stored energy during a maintenance/repair operation or due to equipment faults.

Contractors are responsible for supplying and affixing appropriate “Danger” and “Out of Service” safety tags. Such tags may only be removed by the person 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.

## Noise

Noise generating activities are generally only permitted during scheduled work hours;

- 7am to 6pm Monday to Friday
- 7am to 1pm Saturdays if not audible at residential properties; otherwise 8am to 1pm
- No works on Sunday or Public Holidays

Works undertaken outside these hours must be notified to, and approved by, the SMA Facilities Management Coordinator, prior to commencement.

Contractors are responsible for signposting work areas requiring hearing protection and for ensuring such protection is available and used by all persons entering into the area when noisy works are in progress.

## Confined Spaces

Under no circumstances shall confined spaces be entered with prior approval in the form of a Work Permit issued by the SMA Facilities Management Coordinator.

---

All work in confined spaces must be conducted in accordance with WorkCover NSW Confined Space Code of Practice and AS 2865-2009 Safe Working in a Confined Space.

### **Trenching and Excavation**

Before commencement of trenching or excavation works the Contractor must;

- Obtain approval and relevant service drawings from the SMA Facilities Management Coordinator;
- Ensure the SMA Facilities Management Coordinator has inspected any services performed before backfilling;
- Mark service drawings with the changes made to indicate 'as built' details and return to the SMA Facilities Management Coordinator.

All excavations must be shored as required to provide safe access and protect against collapse. Safety barricades that comply with statutory requirements must be erected around trenches at all times.

### **Working at Heights**

Areas below work being conducted at height must be barricaded to prevent entry and appropriate signage must be displayed indicating access to the area is prohibited.

Where a risk of falling is identified appropriate control strategies must be implemented in accordance with relevant statutory requirements. Staff undertaking the work must be trained in the selection, use and maintenance of all arrest and prevention devices.

All tools, equipment and other loose items must be affixed to the work platform or the building at all times. No material may be thrown from heights.

### **Welding**

A Hot Works permit is required for all welding works. Appropriate PPE must be worn. All equipment must be maintained in good condition.

Flashback arrestors must be fitted and gas cylinder used for oxy-acetylene or oxy-LPG welding must be securely fixed in an appropriate trolley and kept upright at all times.

A fire extinguisher must be located in close proximity to welding or grinding works and persons conducting the works must be trained in the use of extinguishers.

### **Electricity**

Electrical works must be carried out by an appropriately qualified electrician in accordance with statutory requirements and Sydney Metro Airports' requirements.

---

Prior to the commencement of any electrical work, all electrical contractors are to provide documentary evidence of a current Electrical Contractors licence as well as licences held by contractors' employees.

All contractors carrying out electrical work **must** comply strictly with Part 4.7 of the Work Health and Safety Regulation 2011 – “General Electrical Safety in Workplaces and Energised Electrical Work”.

Live electrical circuits or live distribution boards must be isolated before work on or near them commences.

Where isolation is not practical or there is a risk of contact with live parts a risk assessment is required. As a minimum, risk control strategies must include provision of protective equipment such as insulated tools and gloves as well as the presence of a competent assistant.

Contractors engaged to carry out work on high voltage installations must possess a High Voltage Operators Certificate and must have prior documented approval from the Sydney Metro Airports' Facilities Management Coordinator before any such work commences.

### **Asbestos**

Any work involving asbestos is required to be performed in accordance with WHS Regulations and WorkCover requirements.

The Responsible Officer will advise the contractor or sub-contractor of the location of any known asbestos at the worksite in relation to works. If the Contractor finds any other suspected asbestos material at the worksite it should be brought to the attention of the Responsible Officer who will determine a course of action in accordance with the Sydney Metro Airports' Asbestos Management Plan.

Contractors, sub-contractors and their employees shall not disturb, cut, grind, use high pressure equipment or conduct any work on asbestos products unless they are approved asbestos Contractors engaged specifically to repair, maintain or remove asbestos material.

The Sydney Metro Airports' asbestos management plan should be consulted if there are any concerns regarding asbestos in situ.

### **Plant, Tools and Equipment**

Contractors are responsible for ensuring;

- Employees required to use plant, tools and equipment are trained and competent, and where applicable, hold relevant certification in their use;
-



- All plant, tools and equipment are maintained and used in a safe working manner, complying with relevant regulatory requirements;
- SMA plant, equipment or services are not used without prior permission from the SMA Facilities Management Coordinator.

### ***Electrical Equipment***

All electrical equipment must be test and tagged in accordance with statutory requirements and fitted with earth leakage devices.

All Electrical leads shall be:

- Tested and tagged by a competent person;
- Always supported clear of the ground of floors;
- Removed from the power outlet when not in use;
- Protected if passing under doors or through doorways; and
- Under protective covers.

All portable electrical devices shall be Residual Current Device (RCD) protected and have up to date test tags.

### ***Hand Tools***

Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers etc must be checked regularly. An approved wrist-stop or lanyard must be used to secure the tool if there is a risk of it falling and injuring people below. Where damage or defects are present, the tool shall not be used.

### ***Mobile Mechanical Plant***

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts etc, must have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use. All operators are to provide an appropriate operators certificate for the plant being operated on request to the Responsible Officer.

### ***Compressed Air Equipment***

Compressed air equipment refers to equipment such as water/air jets, impact wrenches, grinding tools etc. All compressors must have a current pressure vessel certificate.

Care must be taken when working with compressed air and contractors must wear the appropriate personal protective equipment when using compressed air equipment.

### ***Lifting Equipment***

The load bearing capacity of the equipment must be adhered to at all times. As far as practical loads must not be suspended or travel over people. Loads being transported must be secured.

---

### **Safety Guards**

Exposed and hazardous machinery parts shall be guarded and comply with *AS4024.1-2006 Safety of Machinery*.

### **Scaffolding and Platforms**

Scaffolding must comply with *AS/NZS 1576.1: 2010 Scaffolding – General Requirements*, and be erected, maintained and dismantled by a suitably qualified scaffolder.

### **Ladders**

Ladders must comply with *AS/NZS 1892 Portable Ladders*.

### **Dangerous Goods and Hazardous Substances**

Please refer to the section on Dangerous Goods and Hazardous Substances in the Environment section of this booklet.

### **Housekeeping**

Work sites and surrounding areas must be kept in a clean and tidy condition at all times. Any safety or fire hazards must be promptly removed.

Emergency exit routes, road and passage ways and footpaths must be kept free of obstruction and maintained in a clean and tidy condition.

Plant rooms may not be used for storage and shall be maintained in a clean and tidy condition at all times.

It is the contractors' responsibility to maintain their materials, tools and other equipment in an orderly and secure manner on site.

Rubbish must be stored in an appropriate bin on site and removed to an appropriately licensed waste management facility. (Refer to the sections on Waste Management and Disposal in the Environment section of this booklet).

All waste from the contractors' works must be removed from site by the contractor on a regular basis with no rubbish left at the end of the works.

### **Contractor Performance Monitoring**

During the implementation of the contract the Sydney Metro Airports' Responsible Officer supervising the contract shall monitor WHS performance by:

---

- Monitoring the work of contractors to ensure that all legal requirements are met;
- Ensuring regular site inspections are conducted with the contractor;
- Advising the contractor of newly identified hazards and risks;
- Monitoring and following up on corrective actions where non-conformances are identified;
- Reviewing accident and incident reports, third party reports and complaints where necessary;
- Conducting regular meetings with the contractor and recording any WHS performance issues.

### **Breaches of Safety & Non-Compliance**

In the event that a Contractor, Sub-Contractor or their employees are observed or reported to be operating in an unsafe manner then the matter should be referred to the Responsible Officer for investigation. The Contractor will be advised and is required to take immediate action where appropriate.

The Responsible Officer may instruct the Contractor to cease work until the matter has been rectified and the work area considered safe. Non-compliance with the Responsible Officer's instructions or failure to comply with the requirements of the handbook or WHS legislation may result in:

- The termination of the contract due to a breach of contract;
- Reporting to WorkCover NSW, depending on the severity of the breach.

Should Sydney Metro Airports' receive three reports of non-compliance in a 12 month period, the Contractor will be removed from the Sydney Metro Airports' Approved Contractor list for a period of 12 months.

### **Documentation & Reporting Requirements**

#### **Insurance**

Copies of insurance policy documents must be uploaded to Sydney Metro Airport's online contractor management system prior to commencing work and for inclusion in the Sydney Metro Airports' Approved Contractor list.

Sydney Metro Airports' requires:

- Current Certificates of Currency for the Contractors Workers' Compensation Insurance Policy;
  - A Current Public Liability Insurance Policy (minimum \$10 million)
  - A copy of the Contractors' Work Health and Safety Management System incorporating procedures;
  - Safe Work Method Statements including Site Risk Assessments for the specific work required. Control strategies must be implemented before on site work commences.
-

It is the Contractor's responsibility to advise Sydney Metro Airports' of any changes and to send in an updated copy of the Insurance Policy documentation and certificate of currency on expiry. Failure to do so may result in the Contractor's removal from the Sydney Metro Approved Contractors List until the current documents are supplied.

### **Certificates of Competency**

All contractors, sub-contractors and their employees must have relevant Certificates of Competency and/or licences for the equipment being used or the tasks performed as required by WorkCover NSW. Certificates and licences must be kept on site by the contractor for presentation if requested. Where a certificate or a licence is not required, it is the contractor's responsibility to ensure all persons are competent to undertake the tasks they will be undertaking for SMA.

### **Contractor Work Health & Safety Induction Program**

All contractors, sub-contractors and their employees, who undertake work on a Sydney Metro Airports' site, must successfully complete a General Safety Induction training session.

This induction is facilitated by Sydney Metro Airports' and must be completed every two years. Failure to complete the induction will result in the contractor being unable to work on Sydney Metro Airports' sites.

The induction will conclude with an assessment. A pass of 85% must be achieved to be issued with a Sydney Metro Airports' Contractor Safety Induction Card.

The personal Sydney Metro Airports' Contractor Safety Induction card is valid for a period of two years and must be carried at all times when on site.

The Sydney Metro Airports' General Safety Induction Program is designed to:

- Ensure that all contractors, sub-contractors and their employees undertaking work know our safety requirements and are able to work safely on all our sites;
- Ensure that all contractors, sub-contractors and their employees are safe while working on our sites and that our staff members, customers and visitors and are also kept safe;
- Provide a complete, correct and consistent safety message to all our contractors, sub-contractors and their employees.

### **Accident & Injury Reporting**

An 'Accident' is defined as an unexpected or undesirable event, especially one causing injury or damage.

---

An 'Incident' is a potentially hazardous event that did not cause injury or damage but could have done so (i.e. a dangerous occurrence or near miss).

All accidents and incidents must be reported to the Responsible Office as soon as possible after the occurrence.

If serious personal injury or damage to plant occurs, the area must be left 'as is' until advice is received from WorkCover. (This does not apply where interference is necessary to aid or revive a person involved in an accident, or to prevent further injury to persons or property).

## **Conduct on Airport**

### **Harassment, Discrimination, Bullying & Inappropriate Language**

Offensive language (e.g. swearing), offensive behaviour, harassment, discrimination and bullying are not accepted under any circumstances on the airport.

Any form of harassment, discrimination or bullying is unacceptable and will not be tolerated by Sydney Metro Airports.

Offensive behaviour and/or language includes behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, pregnancy, marital status or disability.

Behaviour such as whistling and unsolicited remarks of a sexual nature is specifically prohibited.

Contractors, Sub-Contractors and their employees need to be aware of and abide by Sydney Metro Airports' policies and procedures in relation to bullying, harassment and discrimination. If a Contractor, Sub-Contractor or one of their employees wishes to lodge a grievance relevant to their experiences at Sydney Metro Airports they need to contact the Responsible Officer.

### **Alcohol and Illegal Drugs**

The consumption or being under the influence of drugs and alcohol whilst working on Sydney Metro Airports' sites is prohibited.

No person will be permitted to work on Sydney Metro Airports' sites whilst their ability or alertness is impaired by fatigue, illness, medication, alcohol or drugs that might subject them or others to the unnecessary risk of injury.

---

If a Contractor, sub-Contractor or one of their employees is taking prescribed medication that may affect their ability to safely perform their duties; they must notify their manager/supervisor before they start work.

## **Drug & Alcohol Management Plan**

The Bankstown & Camden Airport Limited Drug & Alcohol Management Plan (DAMP) applies to all BAL & CAL personnel performing **Safety-sensitive aviation activities**.

**Safety-sensitive aviation activities** are defined as;

- any actions taken by a person in an aerodrome airside working area (including any persons presence in the area) other than as a passenger:
- any of the following activities, wherever they occur:
  - managing, planning or directing any personal who will have an impact on airside activities:
  - calculation of the position of freight, baggage, passengers and fuel on aircraft:
  - the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar:
  - the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas:
  - the fuelling and maintenance of vehicles that will be used to maintain the airside facilities:
  - activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person:
  - activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member:
  - the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys:
  - activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person
  - the provision of aviation fire fighting services; and
  - providing flight information and search and rescue alert services:
    - to a pilot or operator of an aircraft immediately before the flight of the aircraft;
    - to a pilot or operator of an aircraft, during the flight of the aircraft;
    - as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller;

This includes;

- Persons employed directly by BAL & CAL;
- Contractors engaged by BAL & CAL;
- Subcontractors engaged by contractors of BAL & CAL; and
- Persons employed by those contractors and subcontractors.

In this program the above mentioned personnel are referred to as BAL & CAL even though they may not be directly employed by BAL & CAL.

---

- Each employee and contractor as a condition of their employment will be bound by these policies and procedures on drugs and alcohol in the workplace.
  - No alcohol to be permitted or consumed airside at any time except products which may contain alcohol which are used for maintenance or other approved purposes. Alcohol may only be consumed on landside company premises with the express approval of the Chief Executive Officer.
  - No testable drugs are permitted on the site at any time.
  - The use of prescription drugs must be in accordance with the prescription. Employees should discuss with their Doctor the possible effects of the prescribed drugs on their performance in their particular role. Employees should ensure they give a full description of their duties to the Doctor to enable them to make a full assessment. If prescription drugs will affect the safe performance of the employees' duties, they should discuss alternative duties with their Manager and/or Human Resources.
  - Employees are expected to report for work unaffected by alcohol and other drugs where this could affect the safety of others or detrimentally affect the discharge of their duties. The CASR standard of .02 blood alcohol is the maximum level of alcohol acceptable.
  - Where a staff member or their colleagues believe that they have consumed alcohol above the level of the above standard, or they believe that their work performance may be impaired, they should advise their supervisor and take a taxi or public transport home. Work time lost as a result of this will be treated as debits to annual leave, or an alternative arrangement may be made with their manager for work in lieu.
  - Where an employee or contractor's behavior is inappropriate, their Manager or the CEO should discuss it with them in private, setting the parameters for acceptable behavior.
  - Employees who present themselves to work under the influence of either alcohol or narcotic drugs, cannabis or illicit drugs will be sent for a drugs and alcohol test, and then sent home immediately until test results are received, and any work time lost as a result of this will be treated as debits to annual leave.
-

- Where a staff member or contractor, having been encouraged to seek assistance for an alcohol or other drug problem, fails to do so, that person should understand that normal disciplinary procedures would be applied to redress the problem of impaired work performance.
- Contractors will be informed of BAL DAMP and the requirement for compliance. We require a copy of their Alcohol and Drug Policy as part of the selection process. If the company does not have a Policy, they must sign a document outlining their understanding of the BAL DAMP and their agreement to comply whilst providing services to BAL.

A copy of the full Bankstown & Camden Airport Limited Drugs and Alcohol Management Plan (DAMP) is available from the Facilities Management Coordinator.

### **Smoke Free Workplace**

The Airports Regulations prohibit smoking inside airport buildings, airside and in airport vehicles

### **Dress Code**

Contractors, Sub-Contractors and their employees are required to maintain a neat and tidy appearance. Singlets are not acceptable. Shirts with logos that could offend or are discriminatory in any way are not appropriate.

Sydney Metro Airports' reserves the rights to require Contractors, Sub-Contractors and their employees to attend to their attire if it is not in keeping with Sydney Metro Airports' Group Standards.

### **Children**

Under no circumstances are Contractors, Sub-Contractors or their employees allowed to bring children onto Sydney Metro Airports' worksites.

### **Pets**

Under no circumstances are Contractors, Sub-Contractors or their employees' allowed to bring pets onto Sydney Metro Airports' property whilst undertaking work at Sydney Metro Airports'.

---



## Environment Policy

### PURPOSE

Bankstown Airport Limited's ("BAL's") management and staff are committed to providing a centre of excellence for aviation, commercial and industrial facilities at Bankstown Airport.

All staff appreciates that this commitment must include the adoption of best practice environmental management systems to ensure on-going improvement to the environmental health of the airport.

### BAL is committed to:

- Promoting and implementing sound environmental management policies and practices in all airport activities;
- Increasing the awareness of environmental responsibilities amongst staff and tenants;
- Meeting, and wherever possible, exceeding the statutory obligations of relevant environmental legislation;
- Promoting and applying the minimisation of waste and pollution, and operating effective waste management procedures;
- Promoting purchasing policies within the airport environment , which will give preference, as far as practicable, to those products and services which cause the least harm to the environment;
- Continuing to promote consultation with the major stakeholders, including the community, to ensure that their views regarding environmental issues are considered;
- Training staff and liaising with tenants on a continuing basis on environmental issues, and their responsibilities towards protecting the environment;
- Providing sufficient resources to meet management's environmental objectives; and
- Continually measuring, monitoring, reporting and improving upon the environmental performance.



**Colin Grove**

Chief Executive Officer

Date: 22 April 2015

---

## Environment Guidelines for Contractors

### Introduction

Bankstown and Camden airports both operate on Commonwealth land. Commonwealth laws administered by Commonwealth government agencies apply at these airports. Development approval and building control are administered under the Airports Act 1996 and the Airports (Building Control) Regulations 1996, and environment matters are administered under the Airports Act 1996, the Airports (Environment Protection) Regulations 1997 and Environment Protection and Biodiversity Conservation Act 1999.

Although these airports are on Commonwealth land where there is no Commonwealth legislation for a particular issue, State legislation applies. In addition, if the effects of your activities on the airport cross the airport boundary then State laws apply. The NSW Occupational Health and Safety Act 2000 and Regulations 2001 apply to all work on the airport.

Unless it is absolutely clear that a State law doesn't apply to an activity on the airport, it is recommended that you assume that all State laws apply.

## Environmental Management at Sydney's Metro Airports

### Your Basic Responsibilities

Environmental matters on airports are controlled by the Airports Act 1996 and the Airports (Environment Protection) Regulations 1997. These laws establish that it is offence to cause environmental pollution at the airport. Significant penalties can apply for environmental pollution whether or not it was deliberate, incidental or accidental.

The Regulations establish that all operators at Sydney's Metro Airports have a 'Duty of Care' to the environment. This 'Duty of Care' extends to all Contractors and their Sub-Contractors who must;

- Take all reasonable and practicable measures to prevent pollution from their operations and, if prevention isn't possible;  
Take all reasonable and practicable measures to minimise pollution.

To demonstrate that everything that could be done to prevent pollution has been done, or to minimise pollution where prevention isn't possible, an operator must;

- Ensure that all risks to the environment have been identified and assessed;
  - Adopt or install measures to prevent / minimise pollution; and
-

- Check and maintain the pollution control measures on a regular basis.

The Airports Act 1996 and the Airports Regulations are administered by the:

- Airport Environment Officer (AEO) who oversees and, as necessary, enforces the requirements of the Act and the Regulations; and the
- Airport Building Controller (ABC) who oversees and approves the development of new and the modification of existing, buildings and facilities on the airport.

Both the AEO and the ABC are statutory office holders for the Commonwealth Department of Infrastructure Transport. The AEO and ABC are NOT employees of Sydney's Metro Airports.

### **Construction Environment Management Plan**

Contractors undertaking works projects at the airport will be required to prepare a Construction Environment Management Plan (CEMP) unless otherwise notified. A CEMP identifies the key environmental risks associated with the proposed works and establishes how these risks will be avoided and how any environmental harm posed will be minimised (Guidance material for preparing a CEMP is available on the airport's website).

Where a CEMP is adopted for works at the airport all the procedures established within the Plan must be implemented by the Contractor and their Sub-Contractors.

Regardless of whether a CEMP is in place for a project or works, the following requirements must be observed by Contractors, and their Sub-Contractors, working at the airport.

### **Erosion and Sediment Control**

Erosion and sediment controls must be installed where the proposed works may cause erosion or sediment loss from the site. The controls must be installed before work starts and must remain in place for the duration of the works.

Sediment controls must be checked regularly to make sure they remain effective. It is recommended to check the controls if rain is forecast and after every heavy rainfall.

If the sediment controls are broken they must be fixed immediately and when they fill with sediment they must be cleaned out. The sediment removed from the barriers must be respread on an approved area on site.

---

At the end of the works, when the site is revegetated and stabilised, the sediment barriers must be removed and disposed appropriately.

Roads and pathways must be kept free of mud and debris at all times, and especially at the end of each day.

### **Water Pollution**

Placing **any** material in a location where it can leak, fall or be blown into a drain or a gutter that discharges to stormwater is against the law.

Gutters and drains around your work site must be kept free of litter, soil and sand at all times. Litter, leaves, soil, paint flakes or any other matter may not be swept or hosed into drains or gutters. Nor can you dispose cleaning fluids, paints or solvents to drains or gutters. Penalties apply to these actions.

A spill kit must be kept on site during the works and used as needed to clean up any spills of oil, fuel or any other material. All operators on the site must know the location of the spill kit, understand its purpose and be shown how to use it and how to dispose of contaminated spill response materials.

### **Soil Pollution**

Doing anything that may cause the soil to become polluted is against the law, whether the pollution is deliberate, caused by omission, or by accident.

Activities that may cause soil pollution include;

- A spill or leak of a fuel, oil, solvent, paint or any other chemical material;
- Disposal of metals, especially metal filings and other materials to soil; or,
- Importing soil or fill material that doesn't have a certificate to verify it's content.

The Airport Environment Manager and Airport Management must be informed as soon as possible of any incident that occurs on your works site that may result in soil pollution.

### **Soil Contamination**

The airport has been in operation since the early 1940s and a number of operations associated with contaminating activities have taken place since that time. Soil may be contaminated with oil, asbestos, heavy metals, cyanide or other hazardous materials.

All known or suspected contaminated sites are identified in the airport's site register.

If your work site is in a location where contamination is known or suspected an environmental site assessment will be required before work commences to establish if

---

there is contamination. If the site is contaminated it will typically need to be cleaned up. In some cases, you may be required to prepare and implement an “Unexpected Finds” protocol that describes how you will manage any contamination you may find.

On a site where there is no reason to believe there is contamination, you may occasionally make an unexpected find. In this case you must stop work in the immediate vicinity of the find and notify Airport Management.

Depending on the nature and extent of the find an appropriately qualified person may need to investigate and / or oversee clean up of the site. More often than not this will involve engaging an appropriately licensed waste disposal contractor to collect the contaminated soil for removal to an approved landfill site. In some cases sampling may be needed to make sure that all the contaminated material has been removed.

The Airport Environment Manager requires written records to demonstrate that all contaminated soil has been appropriately handled and disposed, ensure you have authorisation to remove such material before you commence work on such matters.

## **Air Pollution**

### ***Dust***

Dust is a hazard to aircraft operations and can cause health problems for others working on the airport. It can also be a nuisance to residents near the airport. If your work-site is generating dust appropriate measures must be taken, including;

- Wet down the surface that is causing the dust;
- Cover any materials and stockpiles that may be generating dust; and
- Place any sweepings generated by your work into a sealed bag or box before putting them into a skip (this will prevent them from becoming airborne when the bin is emptied).

### ***Smoke***

Smoke is hazardous to aircraft operations and lighting a fire anywhere on the airport is prohibited.

### ***Vapours***

Many chemicals, such as fuel, solvents and paint, release pollution vapours. The containers of these chemicals must be sealed at all times when not in immediate use. It is recommended you use water-based or biodegradable products wherever possible.

---

## **Gases**

Refrigerant gases such as CFCs and HCFCs deplete the ozone layer. It is against the law to release these gases. An appropriately qualified person must be engaged to service or decommission air-conditioning plant and equipment.

## **Noise Pollution**

Activities that generate excessive noise are also regulated under the Airports (Environment Protection) Regulations 1997.

Noise generating activities are generally only permitted during the scheduled work hours that are specified in your Development Approval. If you have to work outside these times you require permission to do so.

Sydney Metro Airports requires Contractors and their Sub-Contractors to minimise the noise generated by their activities by;

- Fitting noise suppressors to noisy equipment and machinery, as recommended by the manufacturer; and
- Regularly maintaining equipment and machinery

Radios and loud outdoor music is not permitted anywhere on the airport.

## **Dangerous Goods and Hazardous Materials**

All Dangerous Goods and Hazardous Materials brought onto the airport by a Contractor or Sub-Contractor, must be stored, used and disposed in accordance with legislative requirements. This means that all chemical products used on site must;

- Be labelled correctly and clearly;
  - Be stored correctly, that is, chemicals that may react with each other must be separated and all chemicals must be held in an appropriate container which is stored in manner where any spills that may occur are captured (i.e. a bunded area);
  - Have an up to date Material Safety Data Sheet (MSDS) that is available at the work site. Workers at the site must know what MSDS are, how to use them and where they are kept.
  - Have a copy of the risk assessment relating to the use(s) of the hazardous substance;
  - Be handled and used in accordance with the instructions that appear on the labels or in the MSDS.
-

- Be disposed appropriately in accordance with instructions that appear on the label or in the MSDS.

### *Spill Response*

Clean-up materials must be provided in case of a spillage. The clean-up materials provided must be appropriate for the chemicals being used and they must be in sufficient quantity for potential spills.

All workers on site must know where the spill material is kept, how to use it and how to dispose of the material when it has been used. It is recommended that someone is responsible for ensuring that there is an adequate stock of clean-up material available at all times.

Sydney Metro Airports spill response procedure is included at the back of this booklet.

You must call the Airport Environment Manager on 9709 9409 as soon as you become aware of an accident or incident that may cause environmental harm (e.g. A chemical spill or leak that enters a stormwater drain or causes soil contamination).

In the case of an 'after hours' emergency you can contact the Airport Duty Operations Officer on 0419 294 432 for Bankstown and 0408 233 917 for Camden.

### **Waste Management**

Contractors undertaking construction work on airport will normally be asked to prepare a Waste Management Plan (WMP). The WMP identifies the type and quantities of waste that will be generated by the works and specifies how these wastes will be reused, recycled or disposed.

If you are not required to prepare a WMP, it is recommended that you identify the waste generated and identify opportunities to minimise, reuse or recycle materials. Tips for waste minimisation:

- Take care not to over order materials;
  - Buy materials with minimal packaging and require suppliers to accept their packaging back;
  - Make sub-contractors responsible for their own waste;
  - Re-use materials where practicable; and
  - Recycle those materials that you can.
-

## Waste Disposal

Contractors are responsible for the correct disposal of the wastes they generate.

All waste must be treated and disposed in accordance with the NSW Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (Waste) Regulation 2014.

Waste must be stored in an appropriate bin on site and removed to an appropriately licensed waste management facility. Waste disposal certificates must be retained and a copy provided on request.

Putrescible waste must be stored in a container with a lid that must remain closed when the bin is not in immediate use.

Disposal of any type of waste on airport property is not allowed. Disposal and washing out of concrete trucks is not permitted anywhere on airport. Nor is the disposal of paint waste or cleaning of painting equipment. Airport rubbish bins must not be used to dispose construction or demolition waste.

### *Disposal of hazardous and special wastes*

Wastes such as asbestos containing materials, chemical materials (solid and liquid) and contaminated materials are considered hazardous and must be disposed separately by an appropriately licensed contractor.

Special wastes such as refrigerant gases are highly damaging to the environment and must be recovered and disposed by an appropriately licensed contractor.

Inappropriate disposal of any of these materials is subject to significant penalties.

## Flora and Fauna

Operators at the airport, including contractors and their subcontractors, have a duty under the Airports (Environment Protection) Regulations 1997 to preserve flora and fauna including their habitat. Environmentally Significant Sites/Zones are identified in the Airport Environment Strategy (available on the Airport website) and are protected by law as they contain significant flora or heritage sites. Contractors must ensure that works will not impact upon these items of Significance.

If any work is likely to involve disturbance to landscaping, grassed areas, bushland or Environmentally Significant Sites/Zones the contractor must advise the Facilities Management Coordinator or the Environment Manager well in advance – at least one week prior to the commencement of work is required.

---



Removal of any vegetation without prior permission from the Environment Manager and the Airport Building Controller is not permitted.

Where negligent work results in damage to landscaped areas, grassed areas or bushland the cost to rectify the damage will be recovered from the Contractor.

Threatened species and remnant bushland protected under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 and the NSW Threatened Species Act 1985 occur on both Sydney Metro Airport. If these species are damaged penalties could apply.

### **Aboriginal and European Cultural Heritage**

If in the course of works on airport an item that could be of Aboriginal or European cultural heritage is discovered, work in the vicinity of the discovery must stop and the Facility Manager and the Environment Manager must be notified.

Some buildings, items and facilities on Sydney's Metro Airports have been identified to have cultural heritage values. If you are not sure whether your work will affect an item of heritage value discuss the matter with the Facility Manager, the Property Manager or the Environment Manager before commencing work.

Where negligent work results in damage to the heritage elements of a building or facility the cost to rectify the damage will be recovered from the contractor.

Aboriginal and European Cultural Heritage on Sydney's Metro Airports are also protected under the Environment Protection and Biodiversity Conservation Act 1999. Penalties could apply if heritage elements are damaged.

### **Sustainability in Construction Guidelines**

Sustainability practices are encouraged to be implemented during construction phase of development at the Airport. Such sustainable construction practices should be identified in the CEMP for the works, will depend on the nature and duration of the works and may include:

- Reduce energy use – install energy efficient fittings in site sheds (light bulbs); use energy efficient appliances (inverter split system air conditioning units, computer/kitchen equipment); implement energy efficiency systems and behaviours (motion sensors, dimmable ballasts, turn off when not in use); maximise passive energy efficiency by orientating site sheds to avoid sun, use shade from existing sources or shade cloth; use renewable energy sources (GreenPower).
-

- Reduce potable water use – install water efficient fittings in site sheds (taps, toilets, showers); capture rainwater from site shed roof guttering – store in on-site tanks for use in dust suppression, compacting and landscaping.
  - Waste minimisation – recycle office and lunch waste; separate recyclable construction and demolition waste materials into separate skip bins or use a recycling facility to sort material (pallets, wood, concrete, cardboard, steel, asphalt); record the volume of waste recycled from the project; reuse or recycle removed services (terracotta, steel, copper);
  - Minimise fuel usage/emissions – where possible, minimise transportation requirements through local procurement, staging works to minimise movements to and from site, reuse of materials onsite or economisation of transportation options; turn off equipment when not in use; install pollution control devices on exhaust equipment.
  - Awareness – promote and encourage sustainable work practices on site via onsite noticeboards, signage and induction of workers; nominate a champion to drive implementation of sustainability practices.
-

## HOT WORK PERMIT

**Location:** .....

What hot work does this permit cover?

.....

.....

.....

.....

What equipment is to be used?.....

Checklist	Yes	No
Drains, pits and depressions have checked, isolated and sealed		
Combustible materials		
Tanks, valves, vents and pipelines been blanked off or effectively isolated		<input type="radio"/>
Ventilation adequate		
Spark/flash screens in place		
Leaks from valve/pump glands, flangers etc been controlled		
Pressure relief valves been vented to safe areas		
Contaminated ground been covered		
Fire equipment checked and laid out		
Fire pump or fire brigade on standby		
Fire watch required (for 60 minutes after completion of work) and organised		<input type="radio"/>
Wind direction satisfactory for hot work to be undertaken		
Product movement has been stopped in the hot work area		
Site of hot work has been isolated/roped off		
All wall and floor openings sealed		
Hot work equipment in good repair		
Combustibles on other side of wall moved away		
Construction in non-combustible and without combustible coverings		<input type="radio"/>

This permit is valid from:

..... am/pm on ...../...../..... to ..... am/pm on ...../...../.....

Name of worker/contractor performing the work: .....

\_\_\_\_\_

Permit Received By:

NAME: .....

SIGNATURE .....

Person in Charge of Work:

NAME: .....

SIGNATURE .....

Permit returned/cancelled by:

NAME: .....

SIGNATURE .....

The worksite has been inspected by me at the expiry/cancellation of the HOT WORK PERMIT and declared SAFE for normal operations to resume.

Responsible Officer:

NAME: .....

SIGNATURE .....

**THIS HOT WORK PERMIT MUST BE PROMINENTLY DISPLAYED IN THE AREA WHERE  
THE WORK IS BEING UNDERTAKEN**

---

## IMPORTANT PHONE NUMBERS

<b>Emergency</b>	000
<b>Airport Operations</b>	0419 294 432 (Bankstown) 0408 233 917 (Camden)
<b>Facilities Management Coordinator</b>	8709 9433 or 0407 482 971
<b>Property Manager</b>	8709 9415 or 0420 360 012
<b>Environment Manager</b>	8709 9409 or 0404 492 499
<b>General Manager Aviation</b>	8709 9407 or 0418 295 305

---