



ROCKHAMPTON AIRPORT SITE INDUCTION

June 2020

INTRODUCTION

This induction outlines the specific requirements that must be adhered to when working at Rockhampton Airport. These requirements will ensure your safety and the safety of others whilst on site and prevent unwanted impacts on airport operations and the environment.



WORKING WITH THE PUBLIC

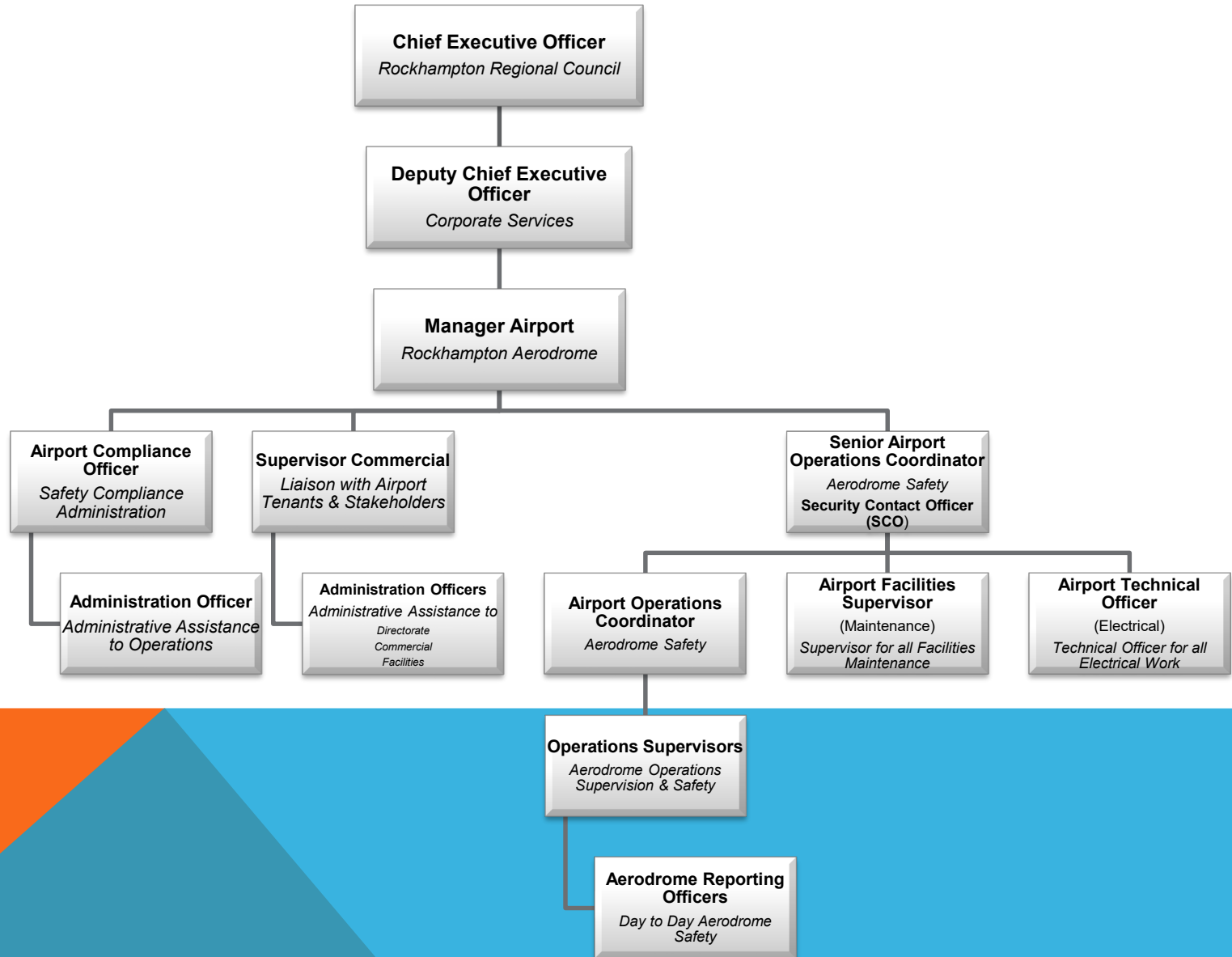
GENERAL



Passengers always have right of way over airline and construction activity.

The only exception are in safety and security response situations.

AIRPORT MANAGEMENT STRUCTURE

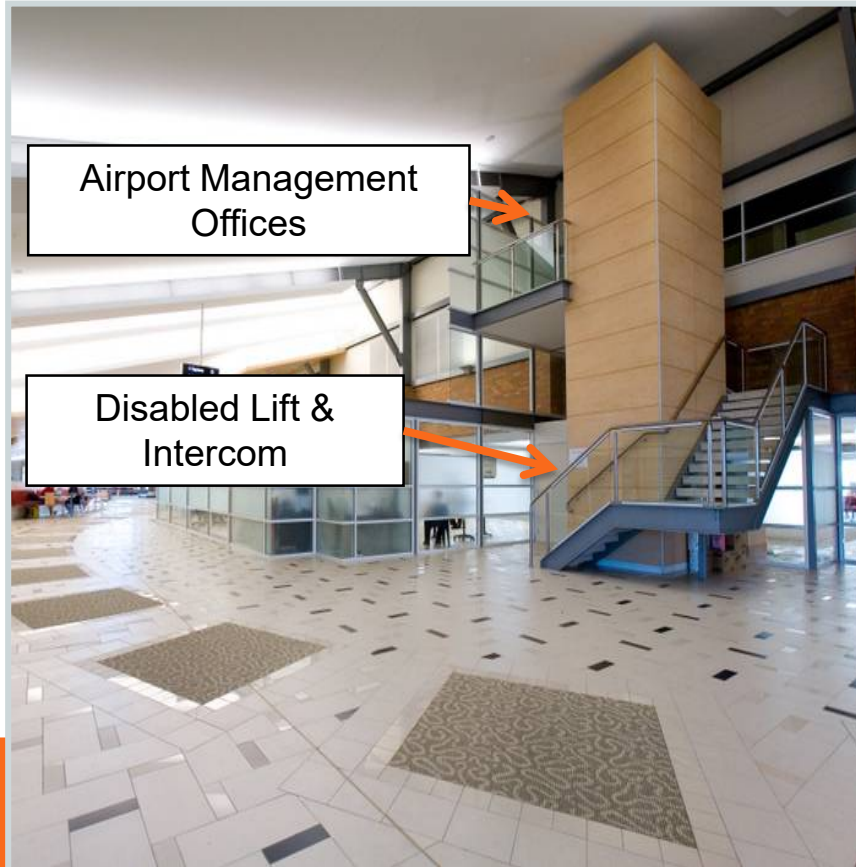


ROLES & RESPONSIBILITIES

AIRPORT DIRECTORATE	
Airport Manager	Responsible for overall operation of Rockhampton Airport.
Senior Operations Coordinator	The <u>Security Contact Officer (SCO)</u> for the Rockhampton Airport.
Commercial Supervisor	Liaison officer for airport tenants and stakeholders.
Administration Staff	Available to assist with all enquiries weekdays 07:30am – 04:00pm
AIRPORT OPERATIONS	
Operations Supervisors	Available 7 days a week and <u>are the first point of contact for urgent faults and safety / security issues.</u>
Safety Officers	On call Duty Safety Officer available 7 days per week 05:00am – 09:30pm
AIRPORT FACILITIES	
Maintenance Supervisor	Responsible for maintenance and serviceability of Council owned airport infrastructure. Available weekdays 7:00am – 3:00pm
Electrical Technical Officer	Responsible for Council owned airport electrical services and infrastructure. Available weekdays 7:00am – 3:00pm

An Airport Contact Card will be distributed following the induction.

AIRPORT MANAGEMENT OFFICE



Rockhampton Airport is owned by Rockhampton Regional Council and managed by the Airport Management unit.

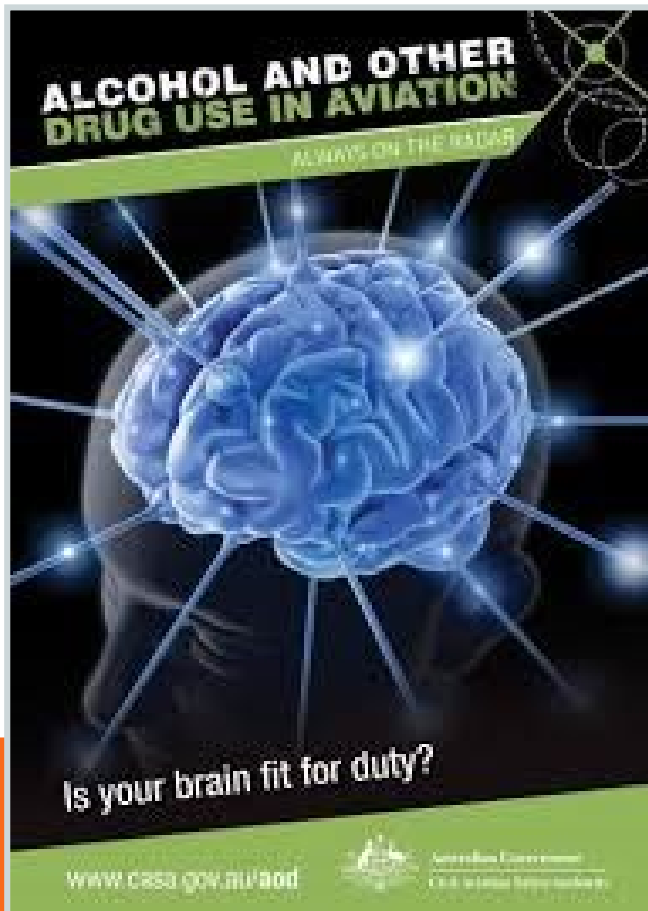
Airport Management is located on the Mezzanine Floor in the terminal building.

To access the lift, contact Airport Management via the intercom located next to the lift door.

Office Hours
7:30am to 4:00pm
Monday to Friday

DRUG & ALCOHOL MANAGEMENT PLAN (DAMP)

GENERAL



Rockhampton Regional Council is required by Part 99B of the Civil Aviation Safety Regulation 1998 (CASR) to develop a **Drug and Alcohol Management Plan (DAMP)** covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). An electronic copy of the DAMP is available on Council's website:

www.rockhamptonregional.qld.gov.au

The aim of the DAMP is to **minimise the risk of accident, incident or injury** in the workplace due to the consumption of alcohol and other drugs (AOD).

DAMP INFORMATION

GENERAL

Who is Covered

The RRC Airport DAMP applies to all Rockhampton Aerodrome individuals who perform, or are available to perform, a SSAA which includes:

- All VIC or ASIC holders
- Volunteers of Rockhampton Aerodrome
- All airside drivers
- Persons employed directly by Rockhampton Regional Council to undertake work at Rockhampton Aerodrome
- Contractors engaged by Rockhampton Aerodrome
- Subcontractors engaged by contractors of Rockhampton Aerodrome; and
- Persons employed by those contractors and subcontractors.

When AOD testing will be conducted

AOD testing will be conducted:

- Prior to commencement in a role performing SSAA
- After an accident or serious incident
- DAMP Supervisor reasonable grounds
- On return to work following a suspension event
- Random testing.

SSAA employees may also be subject to random AOD testing by CASA under CASR Part 99C.



DAMP TESTING

GENERAL

Substances included in testing

NOTE: In some cases, further medical assessment may be required for Pharmaceutical prescription or over the counter drugs.

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines
- Benzodiazepines

How testing be conducted

- Breath testing for alcohol
- Oral fluid testing for drugs
- Urine testing for drugs
- Urine testing for alcohol

RRC employees who suspect a fellow RRC employee or contractor engaged in SSAAs, who may be adversely affected by AOD, should report their concerns directly to one of the following as soon as practicable:

- Manager Airport
- Airport Operations Coordinator
- Airport Operations Supervisors



INSURANCE

GENERAL



Contractors will be required to provide proof of insurance and work cover specified in a contract before being allowed to undertake work at Rockhampton Airport.

Before your business operates Airside make sure that your insurance specifically covers Airside activities on airports.

Most business insurance **does not cover working at airports** so do check that you are covered!

EMERGENCIES

GENERAL



The **Airport Emergency Plan (AEP)** has been developed to cover Airport emergencies (e.g. fire or aircraft accident).

The AEP is exercised annually.

Questions relating to Airport emergency planning should be directed to the Manager Airport in the Airport Management Office.

FIRE EVACUATION & ALERT TONES

The terminal building fire alarm system is monitored by the Aviation Rescue Fire Fighting Service (ARFF).

The terminal fire detection system has two alarm states; **1. Alert** **2. Evacuate**

1. The Alert Tone is a constant **Beep-Beep-Beep-Beep**

You do not need to evacuate the building when you hear an alert tone.

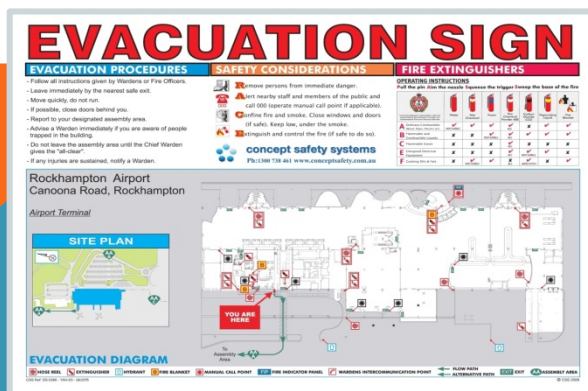
2. The Evacuate Tone is a constant **Whoop-Whoop-Whoop-Whoop**

You need to evacuate the building when you hear this alert tone via the nearest safe exit.

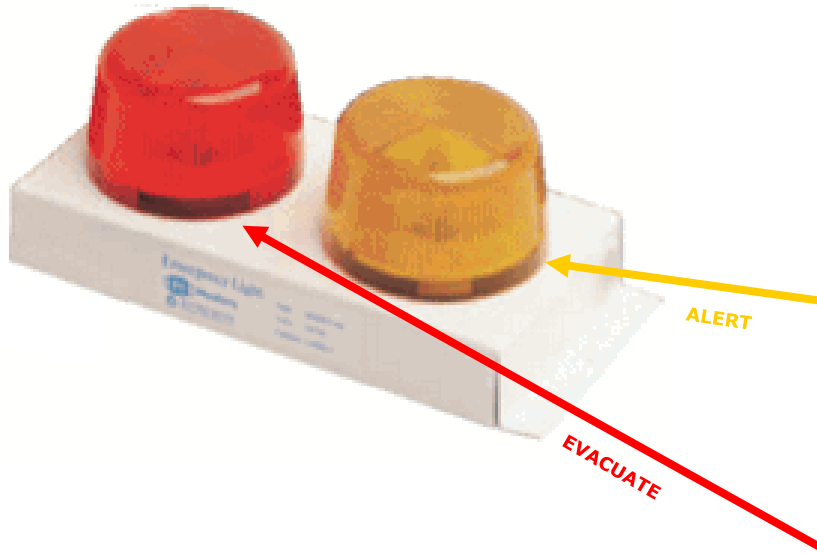
Emergency evacuation plans are mounted on walls throughout the terminal building.

Follow directions of trained Fire Wardens and proceed to the nearest assembly point and await further instruction.

Fire drills are scheduled annually.



FIRE ALARM LIGHTS



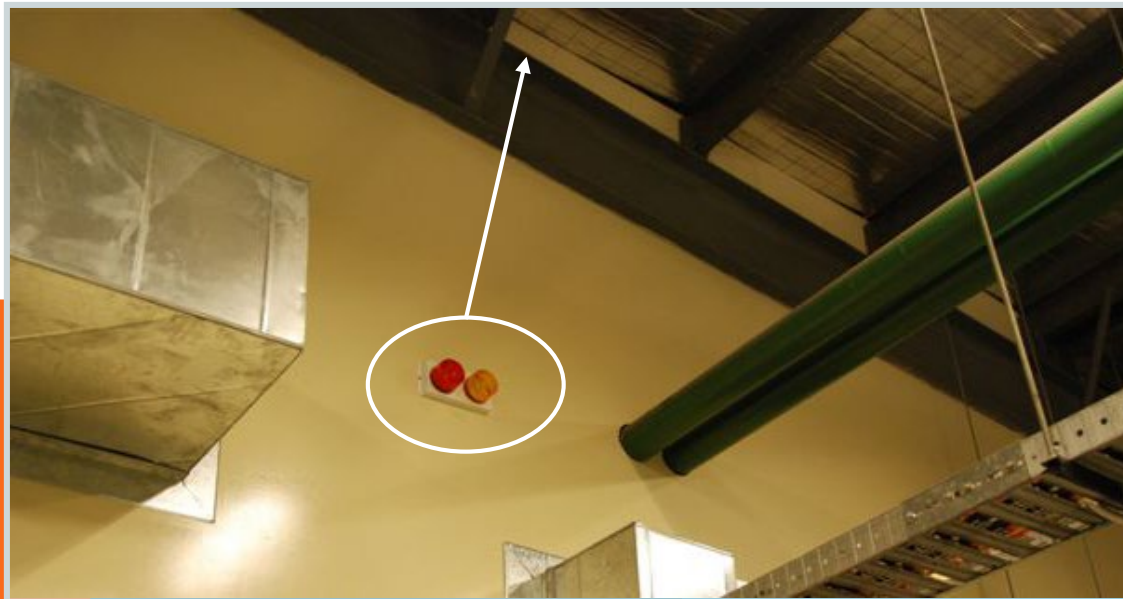
In plant rooms there are audio and visual indications of alert and evacuation situations.

The orange strobe light indicates an alert condition.

(also **Beep-Beep-Beep** sound)

The red strobe light indicates an evacuation condition.

(also **Whoop-Whoop-Whoop** sound)



EVACUATION ASSEMBLY POINTS

There are three (3) assembly points marked by green signs:

Assembly Point **AA A**: Airside – Footpath in front of the fire station

Assembly Point **AA B**: Landside – Premium car park

Assembly Point **AA C**: Airside – Gate 7

Evacuation should occur to landside assembly point AA B when possible. When evacuation occurs to airside assembly points AA A or AA C, persons will be directed to the assembly points under the control of an Area Warden or Duty Safety Officer.



FIRST AID



Airport Management vehicles and works areas have first aid kits.

First aid is also available from the:

- Aviation Rescue & Fire Fighting Service
- Royal Flying Doctors Service
- Capricorn Helicopter Rescue Service
- And 000

A defibrillator kit is mounted in the main arrivals hall for use within the terminal. Airport Management and Safety staff are trained in the use of this equipment.

FRONT OF TERMINAL

GENERAL



Please report any vehicles left unattended at the front of the terminal to the kerbside security guard.

A **Loading Zone** is available at the southern end of the terminal for delivery vehicles needing access to the front of the terminal. Use of this area is subject to management approval and is not to be used by contractor/maintenance vehicles.

***Contractors MUST not park kerbside at the terminal..
Offenders will be fined.***

CONTRACTOR SIGN IN & CAR PARKING

GENERAL



Contractors can park in the designated '**Contractors Parking Bays**' at the Northern End of the Terminal Building.

You must display a Contractor's Parking Permit on the dash of your car to park in the bays. Parking Permits can be collected when signing in to Airport Management.

If you do not display a parking permit a fine issued by Rockhampton Regional Council Local Laws can apply.

All contractors MUST sign in and out at Airport Management prior to commencing and when finishing work each day.

SAFETY MANAGEMENT SYSTEM (SMS) INCIDENT/HAZARD REPORTING

GENERAL

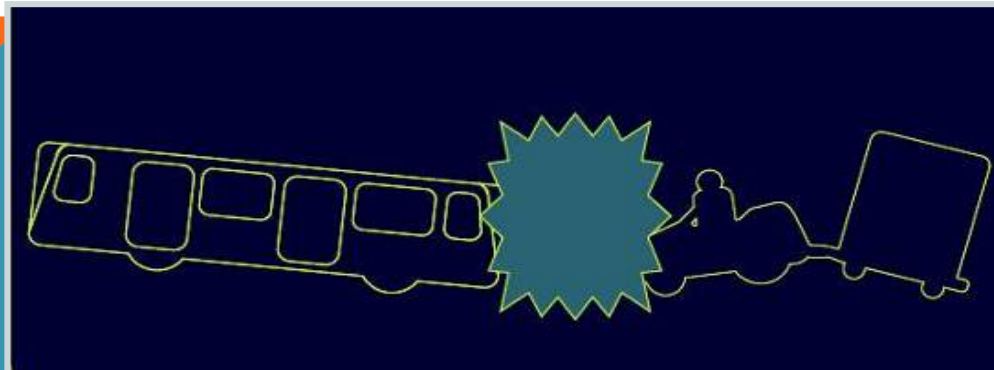
Airport Management has implemented processes to identify and address hazards and risks that may exist at the airport. [Proactive risk management assesses what can go wrong and if enough has been done to prevent it.](#)

[WH&S responsibilities include ensuring that no employee, customer or Airport asset is placed at risk by any actions or inactions of a contractor and that Rockhampton Airport's SMS is not compromised.](#)

A key function of the SMS is reporting and resolving hazards and incidents. All hazards and incidents must be reported to Airport Management to enable action to be taken to prevent future injury or damage from occurring.

Reports can be submitted via Council's electronic Riskware system, or on company report forms.

All incidents must be reported immediately to Airport Management or after hours advise the Operations Supervisor.



HAZARDOUS MATERIALS & MANAGING SPILLS

GENERAL

A **Hazardous Substances Register** and **Safety Data Sheets (SDS)** must accompany hazardous material brought onto site. A copy of the SDS must be available at the work site.

SDS stipulated PPE, must be worn.

Hazardous material must only be used in accordance with the instructions contained in the SDS.

Emergency showers and eyewash facilities are located adjacent to the RPT Apron and within the Baggage Breakdown Area.

You must ensure that **controls are in place to prevent spills** from occurring but also have appropriate training and equipment at the work site to **contain a spill**.

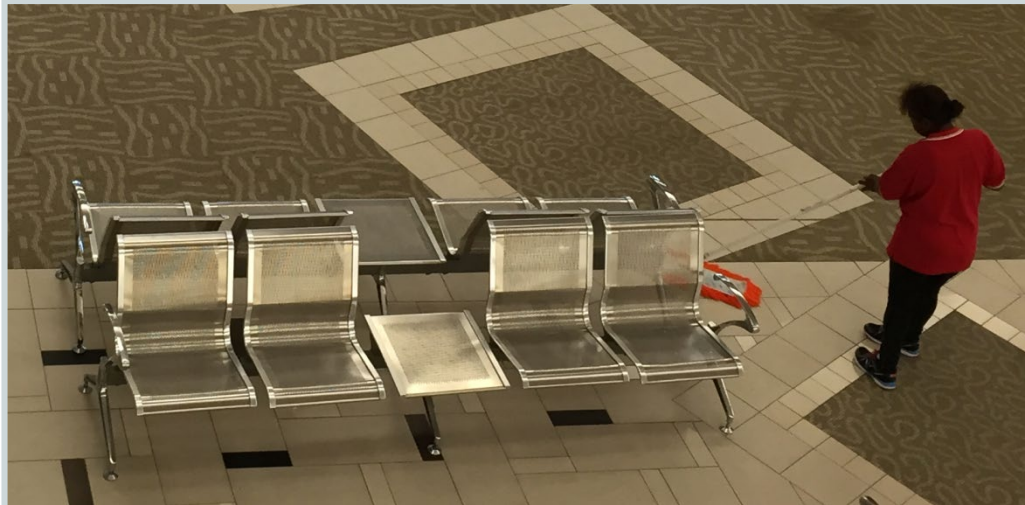
Immediate action must be taken to prevent further material from spilling if it is safe to do so and prevent it from entering the storm-water system or contaminating soil.

The Aerodrome Reporting Officer must be advised of any spill as soon as practicable after it occurs.



TERMINAL SPILLS & CLEANING

GENERAL

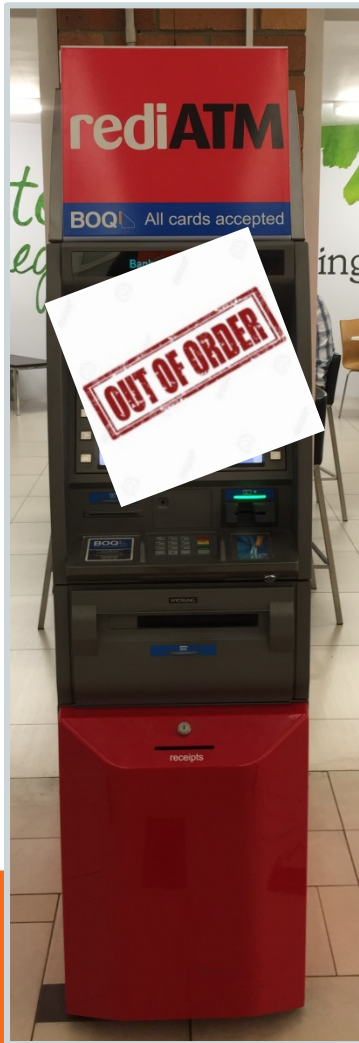


For water / drink spills or other urgent passenger safety hazards in the terminal, contact the Duty Cleaner immediately to arrange rapid cleanup.

A Duty Cleaner will be on Airport from approximately 6am until 11pm.

TERMINAL MAINTENANCE ISSUES

GENERAL



All maintenance issues (toilets leaking, ATM not working, etc.) are to be reported to Airport Management. If the issue is urgent, contact the Duty Operations Supervisor

Unserviceable equipment can be identified by unserviceable equipment tags.

Never operate tagged unserviceable equipment.

Only authorised personnel can remove an unserviceable tag.



BAGGAGE HANDLING

GENERAL

All check-in stations **have emergency stop buttons.**

There are emergency stop buttons and cords situated near the transport and collector conveyors.

Following activation of an emergency stop the system must be reset by authorised personnel only.

You should not operate baggage handling equipment unless you have been trained.

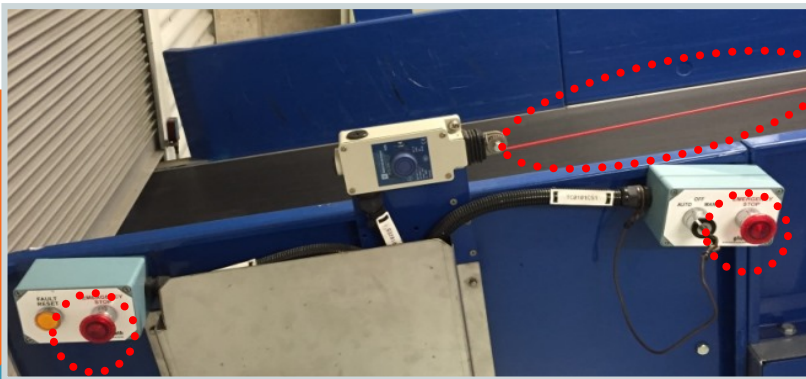


People are not allowed to sit, stand on or touch operating baggage carousels.

Emergency stop buttons are spaced at regular intervals around both arrival carousels.

An audio alarm sounds before the conveyor starts operation.

If you become aware of an unsafe situation on any equipment or automatic doors, contact the Duty Operations Supervisor.



TIDY WORKPLACE

Contractors are responsible for keeping works areas secure, clean and tidy at all times.



All rubbish and food scraps *must* be placed into a bin with the lid closed.

This will ensure birds and wildlife are not attracted to the rubbish and become a hazard to aircraft operations.



SMOKING

GENERAL



Smoking is prohibited:

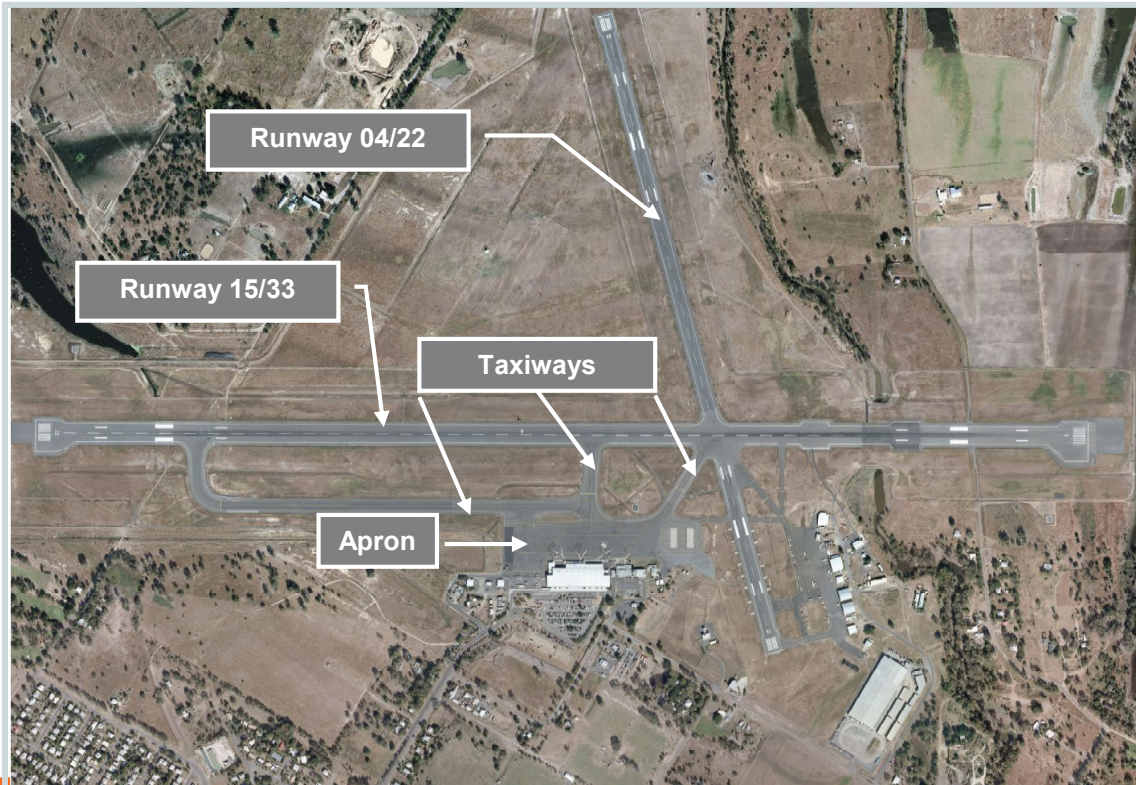
- **Airside at all times** because of the fire and explosive hazards of aircraft refuelling.
- When you are **operating** any **vehicle or equipment**
- **In the terminal** or within 5 metres of the entrance to the building terminal doors, bus zone or in the taxi rank seating area .

An electronic cigarette (known as an e-cigarette) is subject to the same laws as regular cigarettes.

Designated smoking areas have been provided landside of the terminal.

AIRSIDE AREAS

GENERAL



There are several key Airside features at Rockhampton Airport:

RUNWAYS

(Aircraft take-off & landing)

APRONS

(Aircraft parking areas)

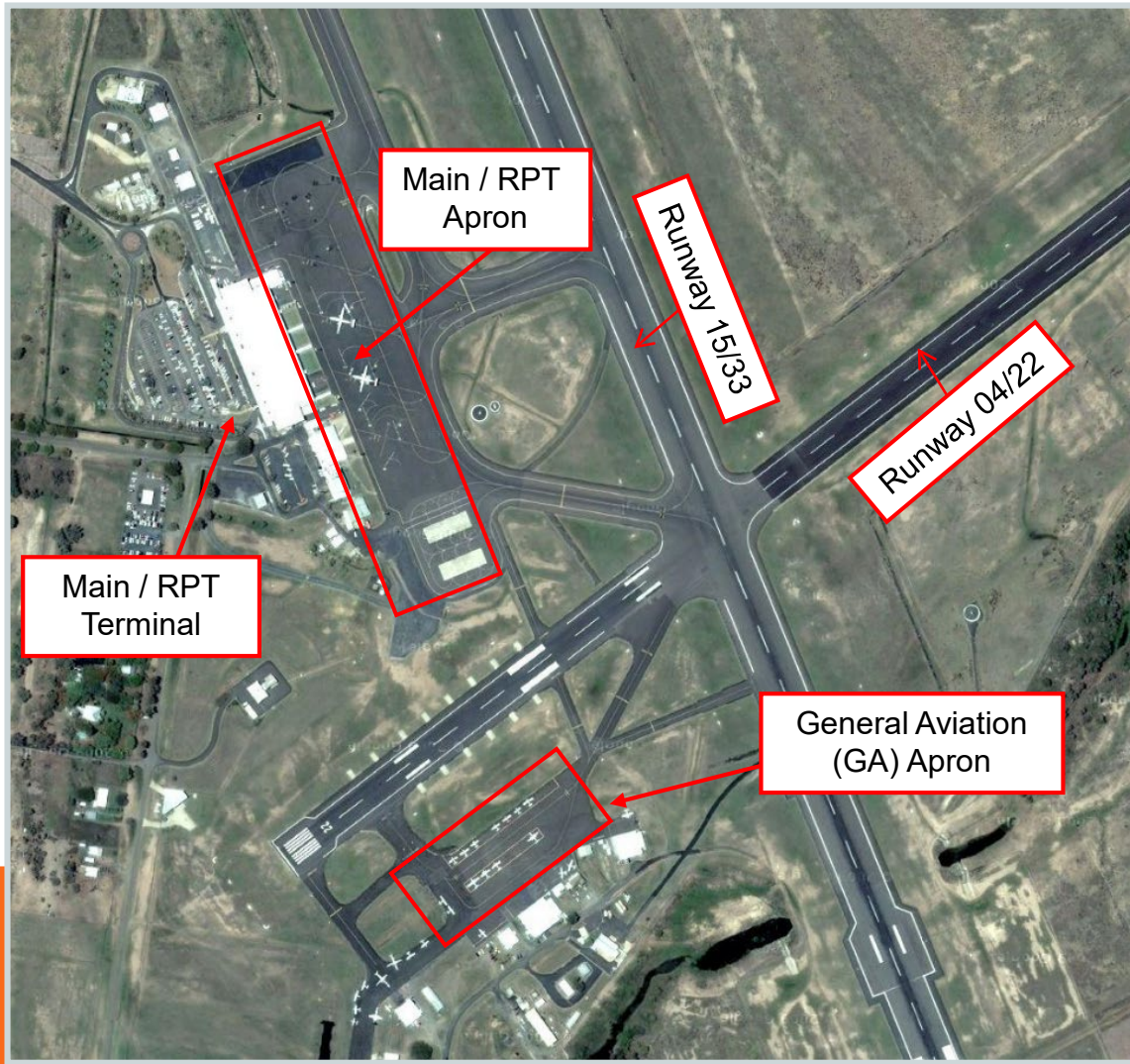
TAXIWAYS

(Aircraft transit areas)

Only specifically trained and authorised personnel are allowed on the runways and taxiways at Rockhampton Airport

RUNWAYS & APRONS

GENERAL



At Rockhampton Airport there are two runways and aprons:

RUNWAY 15/33

(main runway-large transport aircraft)

RUNWAY 04/22

(secondary runway-lighter aircraft)

REGULAR PUBLIC TRANSPORT APRON

(main apron next to passenger terminal)

GENERAL AVIATION APRON

(light aircraft apron)

TAXIWAYS

GENERAL



The taxiways form a network of routes, which aircraft use to travel between the runway and apron.

EXTENT OF AIRSIDE ACCESS

GENERAL



For your safety and to ensure the safe operation of the airport you must not enter any aircraft movement area unless you have been inducted to do so or have been assisted to do so by an aerodrome reporting officer.

Employees of ground handling agents and the Aviation Rescue and Fire Fighting Services will complete their own company/agency inductions and briefings for access to aircraft movement areas.

MILITARY ACCESS AREA

Rockhampton Airport regularly hosts Australian and foreign military defence deployments. During deployment, the military are provided a licence to operate within designated areas of the airport. Airport stakeholders must seek permission from the military prior to entering any of the military designated areas.



LEGISLATION



Australian Government

Department of Infrastructure and Regional Development

ANA (*Air Navigation Act 1920*)

ATSA (*Aviation Transport Security Act 2004*)

ATSR (*Aviation Transport Security Regulations 2005*)

TSP (Transport Security Program)

SOPs (Standard Operations Procedures)

ASIC Program

Rockhampton Regional Council takes aviation security very seriously and has in place arrangements to maintain safety and security.

The Aviation Transport Security Act 2004, mandates all **aviation security** measures at Rockhampton Airport, however the airport is also governed by other State and Local Government legislation.

You play an important role in aviation security!

AIRSIDE & LANDSIDE



There is a perimeter fence around the airport.

If you are **outside this fence** you are **LANDSIDE**. Vehicles parked landside must be at least 3m from the fence.

If you are **inside this fence** you are said to be **AIRSIDE**. Vehicles parked airside must be at least 2m from the fence.

If you are **on the roof** of a building that has an airside/landside interface you are considered to be **AIRSIDE**.

The Airside is a secure area and is not available to the general public.



WHAT IS AN ASIC OR VIC?

SECURITY

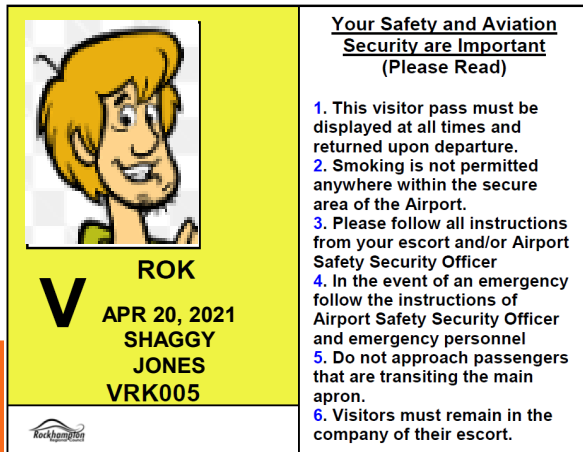


All persons accessing the restricted areas must be clearly identifiable as background checked for security clearance.

This is achieved by obtaining and properly displaying an Aviation Security Identification Card (ASIC) above waist height, at the front or side of the body and with the whole front of the ASIC clearly visible. ASICs for use at Rockhampton Airport are endorsed **AUS or ROK**.

Non-ASIC holders are required to properly display a Visitor Identification Card (VIC) and be supervised by an ASIC holder.

Passengers transiting directly to departing aircraft with an ASIC holder escort; and on duty Police officers, in uniform or otherwise are exempt from displaying an ASIC airside.



An operational need is required to access the secure area of an Airport!

ISSUE OF KEYS/ACCESS CARDS

SECURITY

Rockhampton Airport - Access Device Application

www.rockhamptonairport.com.au

Enquiries: 07 49368018 Fax: 07 49277523

Email: airportadministration@rrc.qld.gov.au

Address: PO Box 1860, Rockhampton Qld 4700

PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of determining eligibility for the issue of a Rockhampton Airport access device. The Council is authorised to do this under the Aviation Transport Security Regulations 2005 and Rockhampton Airport Transport Security Program. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

APPLICANT DETAILS

Surname		Full Given Name(s)	
Address		Suburb	
State	Postcode	Email	
Telephone Home ()		Work Telephone ()	Mobile
Company		Position	Company Telephone
Contractor? YES / NO	Contractor's Name		
Location where access device will be kept?			

ASIC DETAILS (A valid ASIC is required for access to Airside Doors/Gates)

ASIC Number	ASIC Issued By	ASIC Colour	AUS / ROK / Other	ASIC Expiry
-------------	----------------	-------------	-------------------	-------------

GATE 27 ACCESS

Are you a private or commercial pilot?
Do you own/hire a plane?
If you own a plane what is the registration and is it based at Rockhampton Airport?
How often do you access the gate (weekly, monthly etc)?

CONDITIONS OF ISSUE FOR ROCKHAMPTON AIRPORT ACCESS DEVICE

Rockhampton Airport access device (electronic or key based) is issued subject to the following conditions of issue:

- All devices are issued in accordance with the Rockhampton Airport Transport Security Program (TSP)
 - All devices remain the property of Rockhampton Regional Council
 - Duplication of keys is not permitted
 - All devices are issued on a personal basis and must not be transferred to any other person
 - All devices must be presented for inspection on request by the Airport Manager or nominated delegates
 - Loss of a device must be reported immediately to the Airport Management Office (g)
 - All devices must be surrendered on the expiry date of the device or the person's ASIC, whichever occurs sooner
- A second card will only be issued following payment of \$49.50 where it cannot be demonstrated that reasonable efforts have been made to return a card, or, to advise that a card has been lost, or, a card no longer works due to misuse and it is apparent that reasonable care has not been taken with the card.
- Where a third card is requested and the above conditions of reasonable care and notification have again not occurred, no further issues of a card (or key in lieu of a card) will occur.
 - The device must only be used in the course of the holder's approved duties and does not constitute authority to enter or remain in a secure area for any other purpose. Incorrect use of the access device may result in withdrawal of access privileges.
- Changes to the application, including the personal consent form must be advised immediately to the Airport Management Office (f)
- Entry to Customs Controlled Areas Rockhampton Airport (where applicable) is restricted to approved persons undertaking legitimate official or commercial activities.

APPLICANTS ACCEPTANCE

I have read and accept the terms and condition of issue of any Rockhampton Airport access control device. I accept and understand that all access control devices (keys, proximity cards, etc) may only be used to gain access in the course of the holder's approved duties and they do not constitute an authority to enter or remain in any airport zone for any other purpose.

Applicant's Signature _____ Date _____

ENDORSEMENT BY THE COMPANY / EMPLOYER (where applicable)

I certify that the above applicant is required to access the areas of Rockhampton Airport to fulfil the position as indicated above.

Authorised Signatory _____ Name _____ Position _____ Date _____

Version 0.3

July 2014



Applications for keys and access control cards are submitted to Airport Management for approval.

Issue of access devices are assessed on a needs basis for approved employment duties.

Access is issued on a personal basis and is not permitted to be transferred to anyone else.

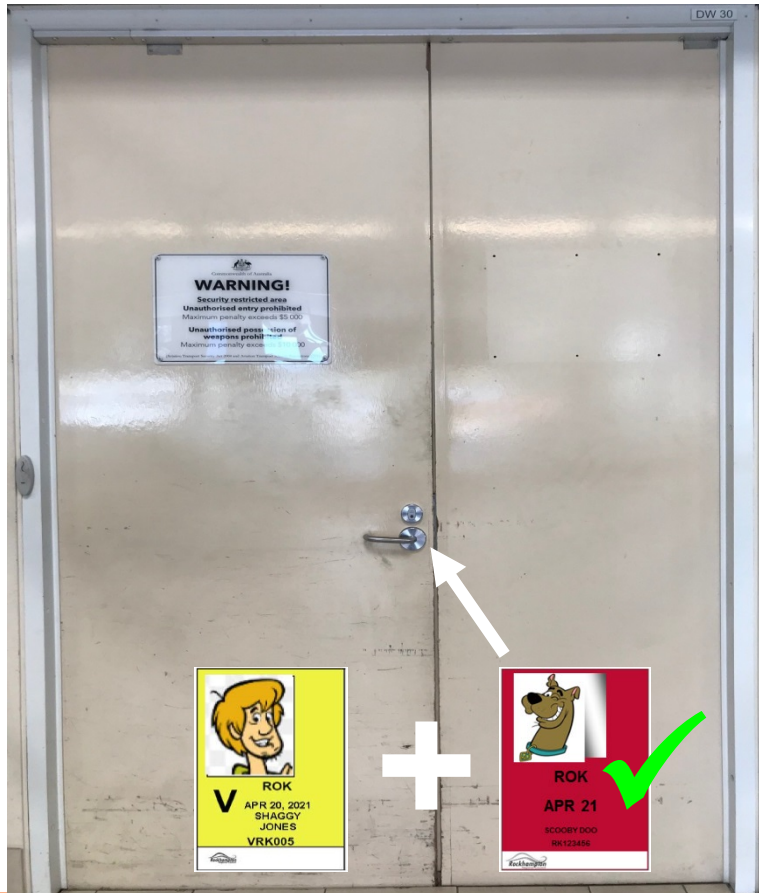
Access provided by an access card or key will be valid until the expiry date of the applicant's ASIC, or for non-ASIC holders a specified period of time.

Acceptance of conditions of issue apply for all access devices.

Abuse of access privileges may result in withdrawal of access!

AIRSIDE ACCESS

SECURITY



Many doors provide restricted access to the Airside.

All airside restricted access doors will display warning signs advising you are going Airside.

In the terminal area many signs will advise of a "Security Restricted Area". The Security Restricted Area refers to a higher security section of the airside.



PASSENGER ARRIVAL DOORS

Automatic arrivals doors at the Passenger Terminal must not be used for access to the airside security areas.

Attempting to gain access via these doors will cause alarms to be triggered.



ACCESS CONTROL

SECURITY



Never leave security doors/gates ajar or propped open. Remain at automatic gates until the gate has resecured.

Always close any door/gate that may have been wedged open and immediately report the incident to the **Security Contact Officer (SCO)**.

Never allow unknown people to follow you through a security controlled door/gate. Always challenge and report any person who attempts to tailgate. Do not attempt to physically prevent an intruder from entering.

Everyone must use their own access card to gain/validate entry.

Always physically check to ensure doors/gates are closed securely behind you. If you open a door/gate it is your responsibility to secure it.

Failure to secure a door/gate may result in loss of access privileges.

STERILE AREA

SECURITY



The only approved landside security zone at Rockhampton Airport is the Sterile Area (Departure Lounge).

Access to work in the departure lounge can only occur if certain conditions are met.

Ground handling staff may enter the Sterile Area via the Departure Gates only when processing passengers for boarding.

Valid red or grey ASICs, or a VIC must be displayed by persons working in the Sterile Area.

APPROACHING PASSENGERS

SECURITY



Airline staff are responsible for the safety and security of their passengers when they are transiting between the aircraft and the Terminal.

Do not approach or interact with passengers unless you are directly employed in the servicing of that aircraft.

Rescreening of all passengers is required following interaction with passengers on the apron.

WEAPONS & TOOLS OF TRADE

SECURITY



- A person may carry a 'Tool of Trade' in an Airside Area, provided that the person takes reasonable precautions to ensure the item remains under their control at all times.
- All tools and equipment to be used in the sterile area must go through the screening point and be logged in/out on the Tools of Trade Register.
- Tools should not be left unattended in any location and must not be accessible by the public.
- All tools need to be accounted for at the end of every shift.

Aviation security legislation defines many commonly used hand tools to be weapons!

FIREARMS, WEAPONS & PROHIBITED ITEMS



- Aviation security legislation prohibits unauthorised firearms airside.
- Queensland law prohibits unsecured carriage of firearms landside.
- If you become aware of any person carrying a firearm or weapon, immediately contact your supervisor and Security Contact Officer (SCO), who will contact the QPS for assistance.
- **DO NOT** accept weapons or firearms from any person.
- Immediately contact your Supervisor and in all cases the RRC SCO.
- If prohibited item, SCO will determine action.

Exceptions:

- ✓ Uniformed Police (QPS, AFP)
- ✓ Uniformed Defence Force Personnel
- ✓ Uniformed Security Guard
- ✓ RRC ARO (airside)

AIRSIDE VEHICLE CONTROL

Airside Driving Authority (ADA)

All drivers operating on the airside are required to complete an airside driver training programme that includes electronic information and written and practical assessment.

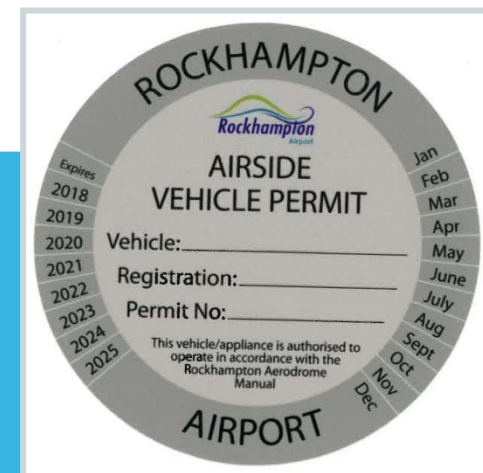
Airside drivers must hold a current state or territory Drivers Licence (excluding a Learner's Licence/Permit) to drive the class of vehicle or equipment to be operated. Airside drivers must also hold a valid ROK or AUS ASIC.

When operating vehicles or machinery airside you must wear glasses / contact lenses if required by your current driver licence.



Airside Vehicle Permit (AVP)

All vehicles will require approval prior to operation on airside. Applications for the use of vehicles and motorised equipment on airside, must be received by Airport Management prior to the equipment being placed into service to allow for the issue of appropriate permit.



YOUR ROLE IN AVIATION SECURITY

Every person who works in the aviation industry has an important role to play. Basic security principles include:

- know your role in security and understand the role of others
- appreciate your contribution to the security effort
- maintain vigilance at all times
- trust your instincts
- know your environment
- commit to communicating with others about security
- have a general understanding of potential security threats
- communicate concerns
- follow up
- stay in touch

Security is a team effort and good communication is essential!



POTENTIAL SECURITY ISSUES

Suspicious or unusual activity of any kind should be reported to the **Security Contact Officer (SCO)** immediately. Potential security issues can include:

- unattended baggage, including baggage left on a carousel
- someone taking photos of a screening point
- a person in a secure area with the wrong photo on their ASIC or deliberately hiding the photo from view
- an unattended car in an area not reserved for parking
- someone attempting to 'tailgate' you into a secure area
- a concealed package in a bathroom
- receipt of a suspicious letter or parcel
- receipt of a bomb threat by phone or mail.



REPORTING SUSPICIOUS BEHAVIOUR



NO PHOTOGRAPHIC INTEREST



TAKING NOTES



TRAVELLING WITHOUT PURPOSE



NO LEGITIMATE REASON



TESTING SECURITY



COLLECTING INFORMATION

Identify suspicious behaviours with a simple checklist.

- Is the person taking notes of security vulnerabilities?
- Do video and photo subjects have no credible photographic interest?
- Does the person have no legitimate reason for being in an area?
- Is the person collecting information from promotional literature or inquiring about security?
- Is the person travelling erratically and without any real purpose?
- Does the person appear to be testing security?

If the answer to any of these questions is YES, REPORT IT!!

INCIDENT REPORTING

SECURITY


Security is multi-layered

The Security Contact Officer (SCO) is responsible for overall Airport security.

QPS is responsible for responding to security incidents and providing their normal community policing.

Airport stakeholders are expected to report all incidents, security threats or security matters to the SCO.

The SCO must ensure that the aviation security incident is reported to all relevant organisations as set out by the Act and the Regulations.

Aviation Security Incident Report 

A completed report submitted to the Department of Infrastructure, Transport, Regional Development and Local Government using this form and including the required information will fulfill incident reporting obligations under Part 6 of the *Aviation Transport Security Act 2004* (ATSA).

The Department should be notified of an incident as soon as possible. Reports can be made either (a) in writing, or (b) orally and followed up in writing within 24 hours. This report should contain as much of the following information as within the knowledge of the person making the report.

Note: All fields marked with an * are mandatory Report date Your reference number

1. Incident Details

* Date of incident (ddmm/yyyy) * Time of incident (Local time) (24-hr hhmm) * Aviation Industry Participant (Name of organisation)

* Location (Airport Name) * Location of incident (State) Airport area Terminal number

2. Category Security Incident

Please choose the category of incident from the list below which best describes the incident you are reporting. This list should be used as a guide only, it is not exhaustive. For incidents that fall outside of the categories listed below please nominate "other" and provide a brief description.

<input type="checkbox"/> Aircraft	<input type="checkbox"/> Public behaviour	<input type="checkbox"/> Suspicious items
<input type="checkbox"/> Breach/Intrusion	<input type="checkbox"/> Screening events	<input type="checkbox"/> Threats
<input type="checkbox"/> Criminal	<input type="checkbox"/> Staff/Procedural	
<input type="checkbox"/> Other (Please specify)	<input type="text"/>	

3. Incident Assessment

If the incident was a **Threat**, please provide the following information:

Assessed As	Threat received by	Tracing
<input type="checkbox"/> Genuine	<input type="checkbox"/> Airport Operator	<input type="checkbox"/> Successful
<input type="checkbox"/> Hoax	<input type="checkbox"/> Airline (Airport office)	<input type="checkbox"/> Unsuccessful
Assessed by (Name of person) <input type="text"/>	<input type="checkbox"/> Airline (City office)	<input type="checkbox"/> Not attempted
	<input type="checkbox"/> RACA	
	<input type="checkbox"/> Other (Please specify) <input type="text"/>	

4. Aircraft Information

Did the incident involve an aircraft?
 No > go to question 5
 Yes * Aircraft type * Flight number Aircraft registration

Place of departure Place of arrival Was the aircraft in flight? No Yes

5. Incident Description

Background - Please provide details leading up to the incident.

Please attach additional pages if required

When completed send the form to the Department by email: transport_security@infrastructure.gov.au or fax (02) 6274 6089

UNATTENDED ITEMS

HOTUP Principle

Is the item/substance	HIDDEN
Is the item/substance	OBVIOUSLY SUSPICIOUS
Is the item/substance	TYPICAL OF WHAT IS IN THE AREA
Is the item/substance	UNUSUAL
Has there been general	PUBLIC ACCESS TO THE AREA

If you locate an unattended item:

- Attempt to identify the owner (name tag, airline, PA)
- Notify SCO
- Assess as suspect or not using **HOTUP** principle.
- If suspect, clear area and notify QPS.



BOMB THREAT

“A situation where a person advises that an explosive device has been placed or is threatened to be placed on an aircraft or the airport”

PHONE THREAT CHECKLIST

REMEMBER TO REMAIN CALM

Who received the call?

Name (print):
 Signature:
 Telephone number called:
 Date call received: Time received:

QUESTIONS TO ASK THE CALLER

GENERAL

What is it?
 When is the bomb going to explode? OR
 When will the substance be released?
 Where did you put it?
 What does it look like?
 When did you put it there?
 How will the bomb explode? OR
 How will the substance be released?
 Did you put it there?
 Why did you put it there?
 What is your name?
 Where are you?
 What is your address?

BOMB THREAT QUESTIONS

What type of bomb is it?
 What is in the bomb?
 What will make the bomb explode?

CHEMICAL/BIOLOGICAL

THREAT QUESTIONS
 What kind of substance is in it?
 How much of the substance is there?
 How will the substance be released?
 Is the substance a liquid, powder or gas?

EXACT WORDING OF THREAT:

ANALYSIS OF CALLER'S VOICE

SEX	ACCENT		VOICE		SPEECH	
Male	Australian	Irish	Angry	Soft	Fast	Distinct
Female	American	Asian	Child	Giggling	Stutter	Clear
	Middle	Other	Calm	Other	Slow	Muffled
	Eastern	Obscure	Lisp	Other
	European	Loud	Slurred
.....	British	Emotional	Distorted

THREAT LANGUAGE

THREAT LANGUAGE	BACKGROUND NOISE
Well spoken	None
Incoherent	TV/Radio
Irrational	Music
Taped	Voices
Aggressive	Train
Message read by caller	Aircraft
.....	Sirens
.....	Street Noises
.....	House Noises
.....	Construction
.....	Other

Duration of Call: :
 Did you recognise the voice? Yes/No
 If so, who do you think it was?
 Did the caller appear familiar with the area? Yes/No
 Estimated Age:
 Comments from person receiving the call:



- If equipped, activate Malicious Call Trace (MCT) on your telephone.
- Alert supervisor to initiate trace/notify QPS/notify SCO.
- Gain as much information as possible (use bomb threat form).
- Keep talking (delaying tactics – ask questions, request repetitions).
- **DO NOT HANG UP!**

The call will be assessed as either genuine or hoax by the SCO in consultation with QPS.

STAYING SAFE AIRSIDE

SAFETY



To be **safe airside**, you need to build upon the skills and techniques you've learned operating vehicles and equipment landside.

Have the **right attitude** by being alert, focused and not distracted. If you're tired or fatigued it is harder to concentrate.

Take extra care when working for long periods or at night as this is when you are more likely to make mistakes.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY



Airports can be busy and noisy places.


One of the most effective ways to stay safe airside is to be seen. **High visibility clothing** must be worn in accordance with Council Policy, i.e. Aircraft, vehicle and plant movement areas.

Additional PPE shall be required depending upon the location and type of work being performed.



PERMIT TO WORK





PERCOW (PERMIT TO COMMENCE WORK)

DATE: _____ PERMIT NO: YBRK 2015. [] (PCW) ISSUED TO: _____

SCHEDULED DATES

COMMENCEMENT: / / COMPLETION: Est. / /

PROJECT MANAGER: _____ TELEPHONE NO: _____
MOBILE NO: _____

NATURE OF WORKS: _____

WORKS ORGANISER: _____ TELEPHONE NO: _____
MOBILE NO: _____

PROJECT COMMITTEE REPRESENTATIVE: _____ TELEPHONE NO: _____

MOWP NO: YBRK _____ IF APPLICABLE INDUSTRY APPROVAL DATE: _____

NUMBER OF PERSONNEL EMPLOYED ON SITE: _____

DESCRIPTION OF PLANT TO BE USED: _____

PUBLIC LIABILITY INSURANCE COVER (\$10 000 000 REQUIRED): _____

ALL INSURANCE COVER IS VALID FOR AN ON AIRPORT WORKSITE: _____ (ATTACH PROOF)

WORK COVER NO.: _____

OFFICE USE

DATE NOTAM ACTION TAKEN: / /

1. HAVE ALL PERSONNEL BEEN INSTRUCTED ON ALL ASPECTS OF WORKS SAFETY, INCLUDING THE FACT THAT THE WORKS SAFETY OFFICER HAS TOTAL CONTROL OF THEIR MOVEMENTS AND OPERATIONS DURING THE CONDUCT OF WORKS AT THE AIRPORT: Y or N / DATE INDUCTED: _____

2. HAS ATO BEEN BRIEFED REGARDING COMMENCEMENT OF WORKS: Y or N / DATE BRIEFED: _____

3. HAS THE UNSERVICABLE PORTIONS OF THE MOVEMENT AREA, TEMPORARY OBSTRUCTIONS AND THE LIMITS OF THE WORKS AREA BEEN CORRECTLY MARKED AND LIT IN ACCORDANCE WITH THE STANDARDS SET OUT IN THE MOS Part 139: Y or N / DATE MARKED/LIT: / /

Operations Supervisor/Coordinator

COUNCIL APPROVAL DATE: _____

SIGNED FOR AND ON BEHALF OF COUNCIL _____ AIRPORT OPERATIONS COORDINATOR

A **Permit to Work** is required for any works airside or landside.

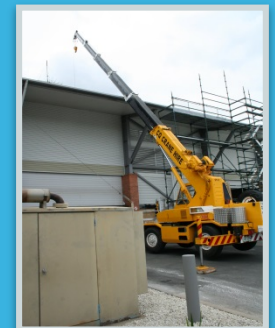
You must contact Airport Management **before** you carryout any works at the Airport.

In addition to the normal WH&S approvals (e.g. hot works) additional approvals are required before conducting works Airside.

PRIOR APPROVALS

Airport Management must approve and issue an Airport Permit to Work for the following type of work **before you commence on site:**

- **Night Works:** Application must be submitted by contractors **72 hours** prior to night works.
- **Temporary Obstacles:** On or near Rockhampton Airport, i.e. cranes.
- **Hot Works Permit & Risk Assessment:** You **must** have a copy of your Hot Works Permit with you on site and return it on completion.
- **Excavation Works:** *Dial before you Dig* on Airport land.
- **Asbestos Works**
- **Dust and Noise**
- **Equipment Isolation**
- **Air Conditioning**
- **Electrical**
- **Wall Penetration**
- **Legislated High Risk Work:** Boom lifts and forklifts.

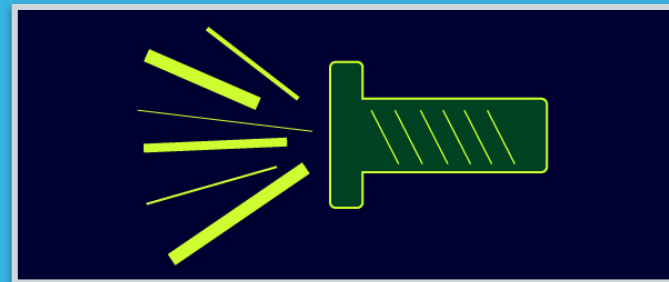


FOD – FOREIGN OBJECT DEBRIS



Items lying around are referred to a **Foreign Object Debris**.

Any loose items - including tools, drink cans, food wrappers, nuts / bolts or sunglasses - can become **dangerous missiles** if caught in an engine's jet blast.



SCAN & PREDICT

SAFETY

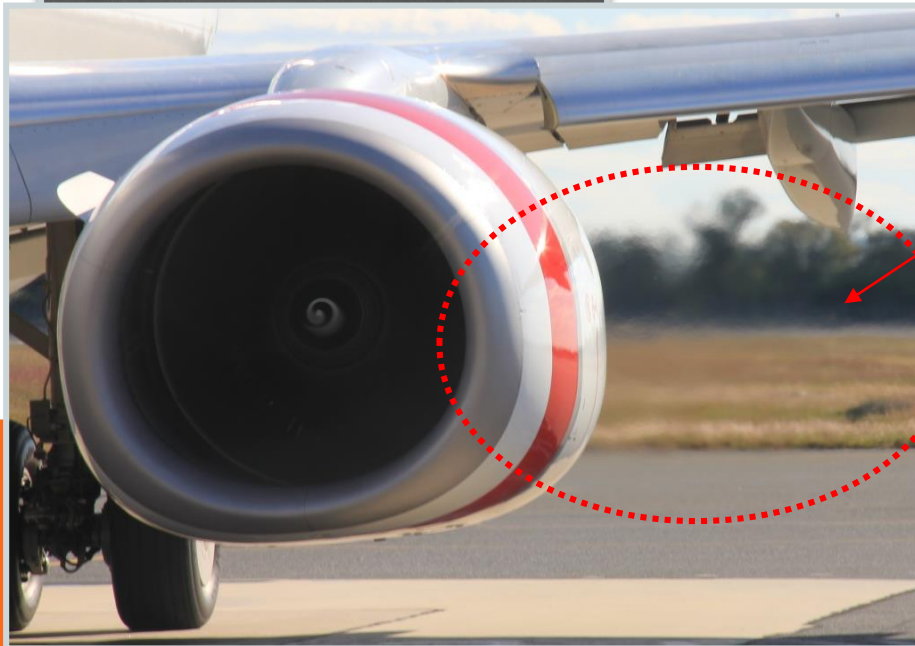


One of the most important skills of all is **scanning** – look around at regular and frequent intervals to maintain a sense of activity and traffic patterns around you.

When working or driving airside, **scanning** for vehicles, pedestrians and **aircraft** will also assist you to **anticipate** aircraft and vehicle movement i.e.. whether an aircraft will push back, or cross your path.

JET BLAST & PROP WASH

SAFETY



Propellers are very dangerous. Spinning propellers can appear **invisible**.

Do not approach aircraft if the rotating strobes, beacons or propellers are operational.

Propellers and jet engines can create strong blasts behind them. As you can't see this blast directly, it's referred to as an **invisible danger**.

You may, however, see evidence of the blast, such as hot disturbed air behind the engines.

JET BLAST & PROP WASH

SAFETY



Jet blast and prop wash occurs when the aircraft engines are operating.

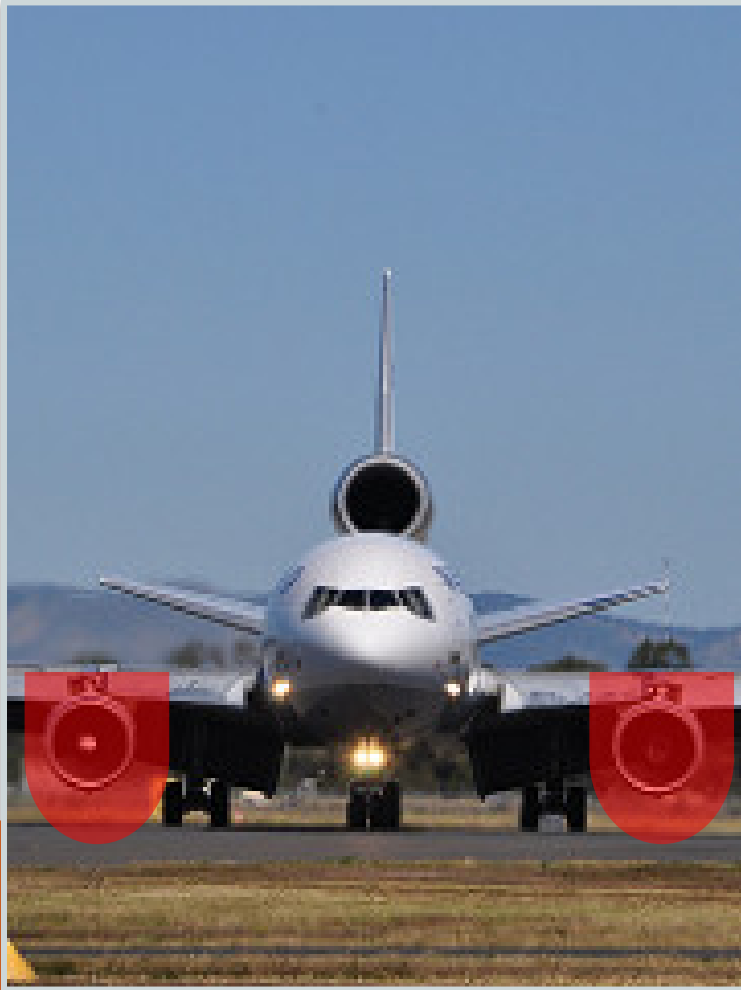
The strength and effect of the jet blast or prop wash depends on the **engine thrust setting**. Even at low thrust settings (e.g. as the plane taxis), the jet blast or prop wash is very powerful.

Rotating beacons or **strobes** indicate when an aircraft engine is running or about to be started.

You should assume that any engine is 'operational' until you know otherwise.

MINIMUM SAFE DISTANCES

SAFETY



Always keep well clear of the front of aircraft whenever the beacons or strobes are operating.

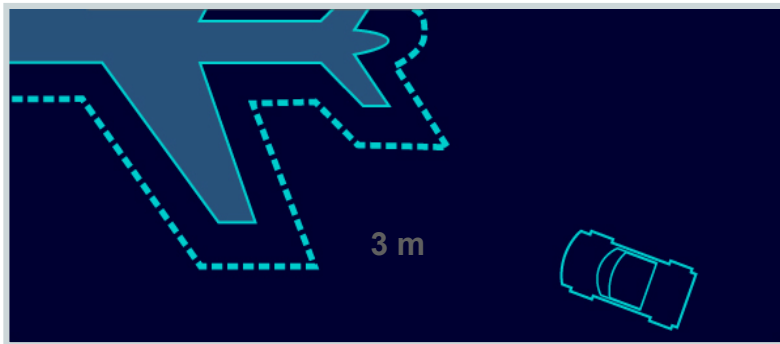
Some jet engines are capable of sucking a person into the engine.

Specific training is required for personnel operating in front of aircraft when their engines are operating.

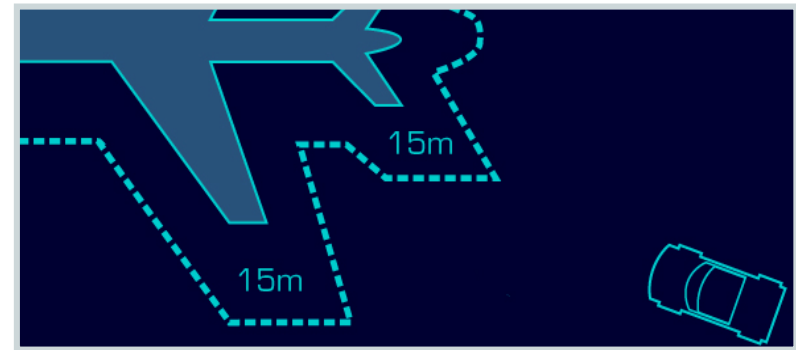
You must not walk, drive or operate equipment in front of a moving aircraft if there's a chance it will cause the aircraft to slow, stop or change course.

MINIMUM SAFE DISTANCES

SAFETY

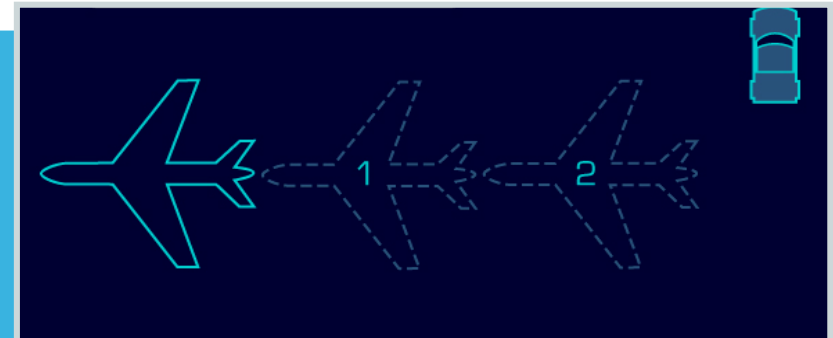
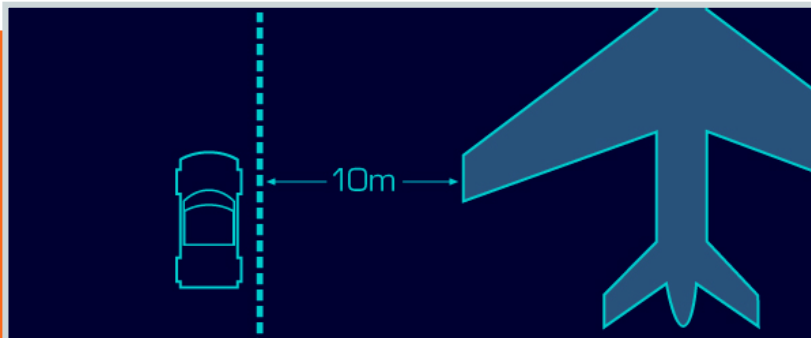


You must not drive **within 3 metres** of a parked aircraft, unless you are actually involved in servicing the aircraft.



If the aircraft is being **fuelled** or **defuelled**, you must not drive within **15 metres**, unless you're actually involved in servicing the aircraft.

For **moving aircraft**; wherever possible you must keep more than **10 metres away** from the nearest wing tip.



To prevent your vehicle being affected by **jet blast**, as a general rule you shouldn't venture any closer than **2 aircraft body-lengths** from the rear of the aircraft. You may need to leave more distance behind high performance military aircraft.

PARKING EQUIPMENT AREAS



Ground handling agents may leave ground servicing equipment in ***designated marked areas*** on the apron in readiness for servicing incoming flights.

These areas ensure service vehicles keep clear of manoeuvring aircraft.

CONGRATULATIONS

You have completed the Rockhampton Airport Site Induction presentation. To confirm your understanding of the requirements to work at Rockhampton Airport, you are now required to complete an assessment. [This induction is valid for a period of two \(2\) years.](#)



A pass mark of 100% is required!