ROCKHAMPTON AIRPORT

SITE INDUCTION – VISITING CHARTER STAFF

June 2020

INTRODUCTION

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

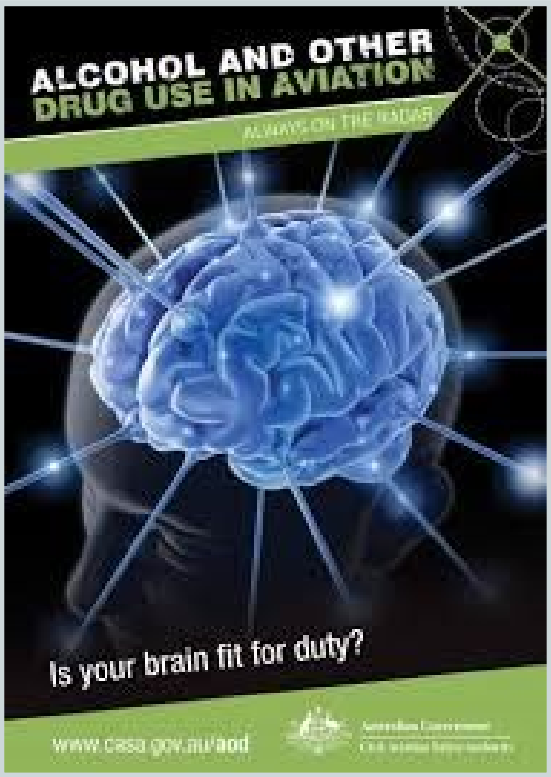
ROLES & RESPONSIBILITIES

GENERAL

AIRPORT DIRECTORATE	
Airport Manager	Responsible for overall operation of Rockhampton Airport.
Senior Operations Coordinator	The **Security Contact Officer (SCO)** 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 **are the first point of contact for urgent faults and safety / security issues**.
Safety Officers	On call Duty Safety Officer available 7 days per week **05:00am – 09:30pm**
Compliance Officers	Responsible for issue of access, Airside Driving Authority and Airside Vehicle Permits. Available weekdays **7:30am – 4:00pm**
AIRPORT FACILITIES	Responsible for maintenance and serviceability of Council owned airport infrastructure.
Supervisor Facilities	Responsible for maintenance 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**

DRUG & ALCOHOL MANAGEMENT PLAN (DAMP)

GENERAL



Rockhampton Regional Council and Airline agents have a **Drug and Alcohol Management Plan (DAMP)** covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). 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).

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 employess may also be subject to random AOD testing by CASA.

EMERGENCIES

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

GENERAL

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.

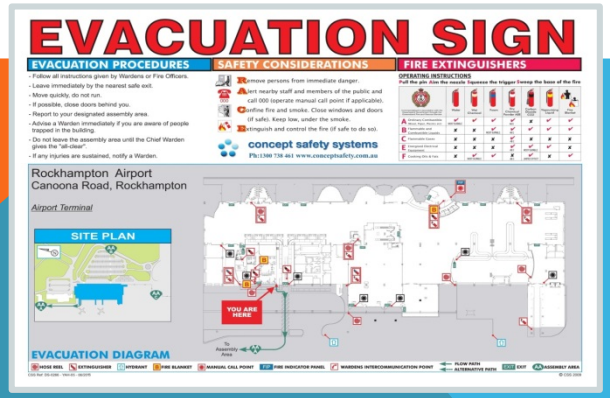
2. The Evacuate Tone is a constant ***Whoop-Whoop-Whoop-Whoop***

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.



EVACUATION ASSEMBLY POINTS

GENERAL

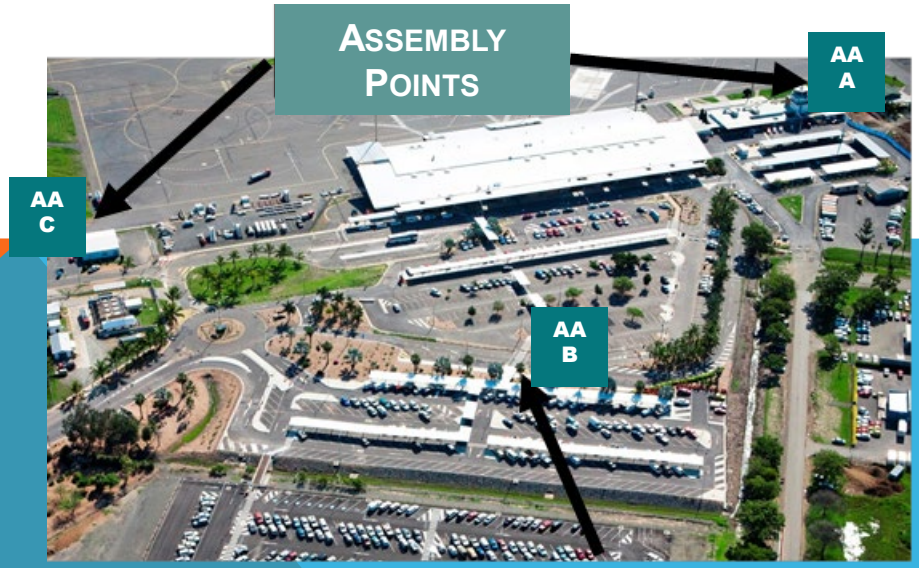
There are three (3) assembly points marked by green signs:

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 B, 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.

SAFETY MANAGEMENT SYSTEM (SMS) INCIDENT/HAZARD REPORTING

GENERAL

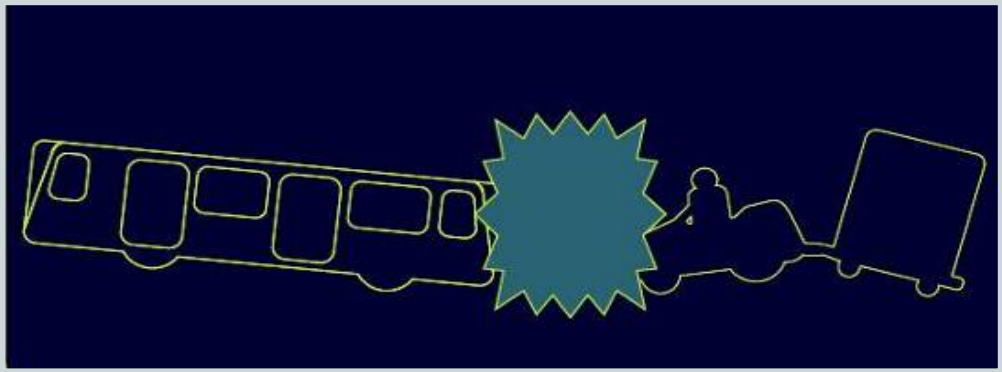
Airport Management has implemented processes to identify and address hazards and risks that may exist at the airport. Proactive risk management assesses what can go wrong and if enough has been done to prevent it.

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.

SMOKING

GENERAL

Smoking is prohibited:

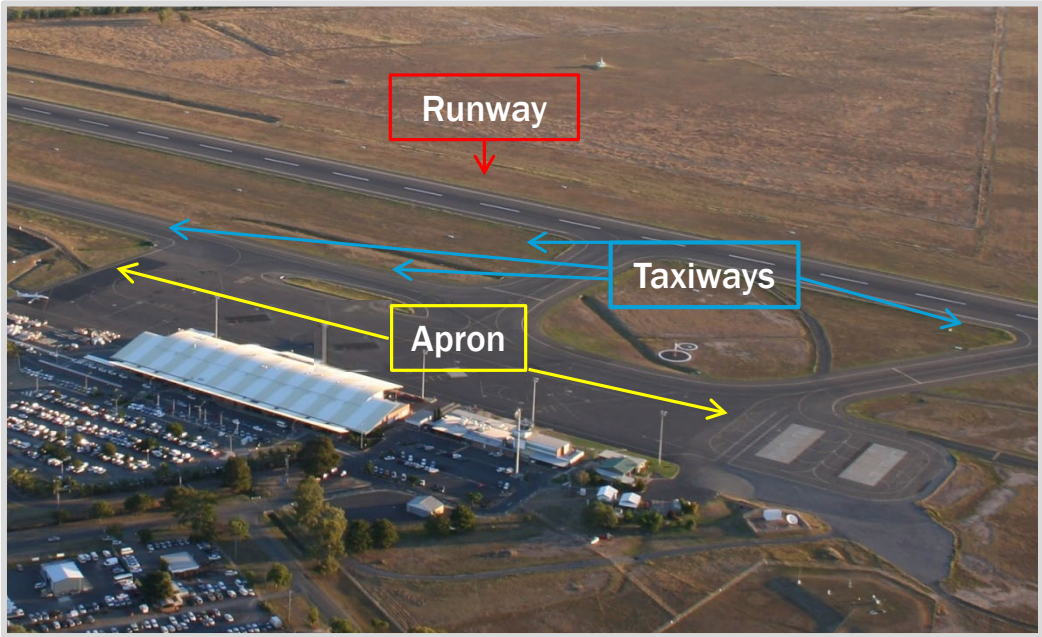
- **Airside at all times** because of the fire and explosive hazards of aircraft refuelling.
- When you are **operating** any **vehicle or equipment**
- **In the terminal** or within 5 metres of the entrance to the building terminal doors, bus zone or in the taxi rank seating area .

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 & EXTENT OF ACCESS

GENERAL



There are several key Airside features at Rockhampton Airport:

RUNWAYS (Aircraft take-off & landing)
APRONS (Aircraft parking areas)
TAXIWAYS (Aircraft transit areas)

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.

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

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.

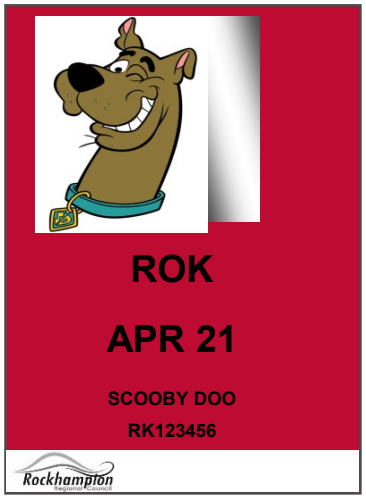
If you are **outside this fence** you are ***LANDSIDE***. Vehicles parked landside must be at least 3m from the fence.

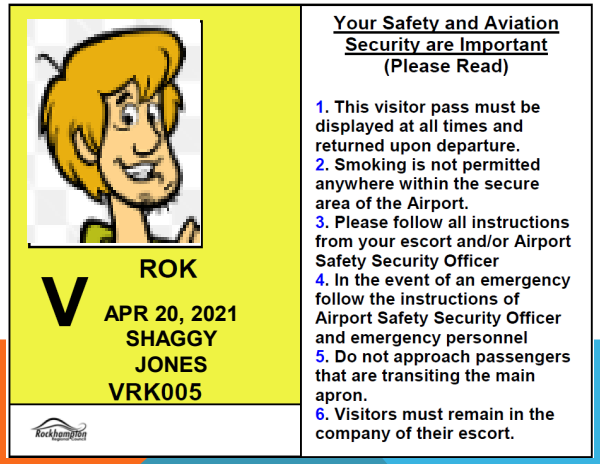
If you are **inside this fence** you are said to be ***AIRSIDE***. Vehicles parked airside must be at least 2m from the fence.

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?





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**, **ROK** or **BRK**.

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!

AIRSIDE ACCESS

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.

ACCESS CONTROL

When being escorted into a secure area:

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.

Always physically check to ensure doors/gates are closed securely behind you.

APPROACHING PASSENGERS

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.

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

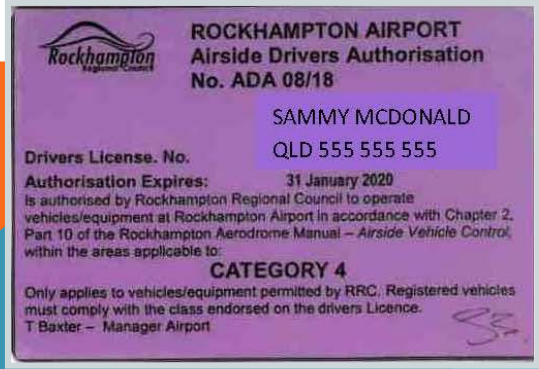
SECURITY

Airside Driving Authority (ADA)

All drivers operating on the airside are required hold a current ADA. ADA is issued following successful completion of 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, BRK 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!

REPORTING SUSPICIOUS BEHAVIOUR


NO PHOTOGRAPHIC INTEREST


TAKING NOTES


TRAVELLING WITHOUT PURPOSE


NO LEGITIMATE REASON


TESTING SECURITY

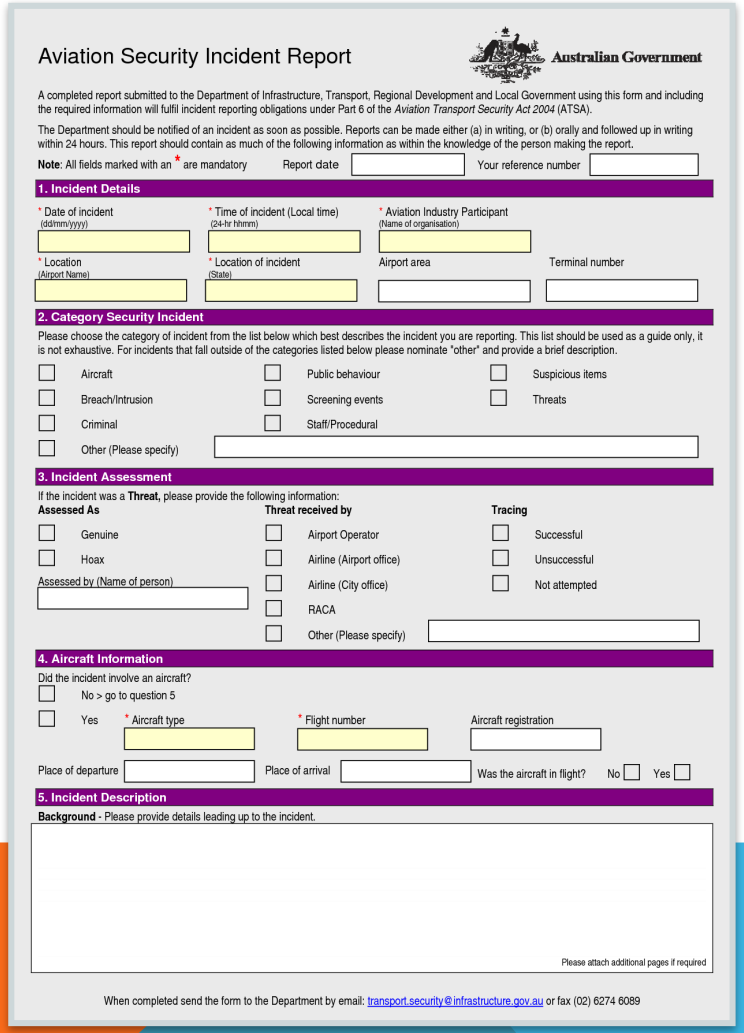

COLLECTING INFORMATION

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



Aviation Security Incident Report

Australian Government

A completed report submitted to the Department of Infrastructure, Transport, Regional Development and Local Government using this form and including the required information will fulfil 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 (dd/mm/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.

- Aircraft
- Breach/Intrusion
- Criminal
- Other (Please specify)
- Public behaviour
- Screening events
- Staff/Procedural
- Suspicious items
- Threats

3. Incident Assessment

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

Assessed As
- Genuine
- Hoax

Assessed by (Name of person)

Threat received by
- Airport Operator
- Airline (Airport office)
- Airline (City office)
- RACA
- Other (Please specify)

Tracing
- Successful
- Unsuccessful
- Not attempted

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

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.

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.

STAYING SAFE AIRSIDE

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.

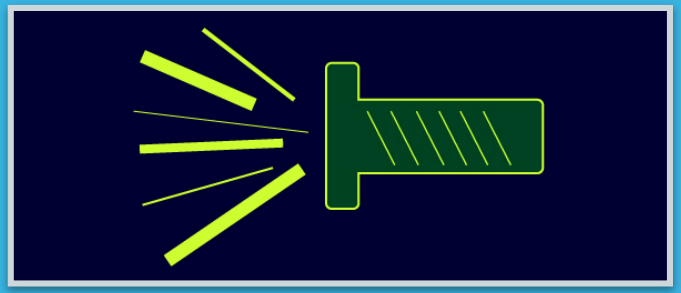
One of the most effective ways to stay safe airside is to be seen. **High visibility clothing** must be worn in accordance with Council Policy, i.e. Aircraft, vehicle and plant movement areas.

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

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.

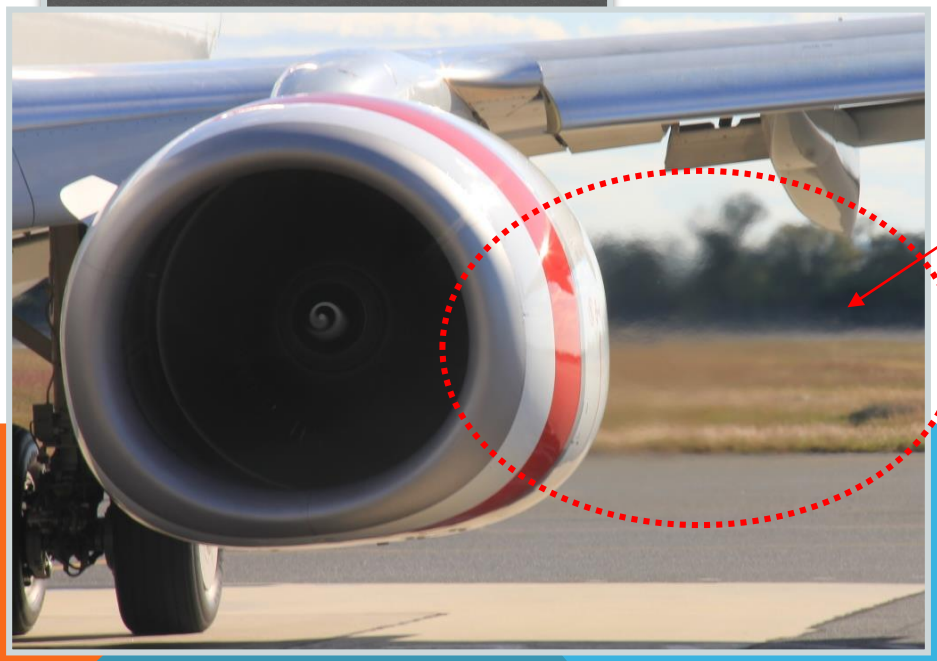


SCAN & PREDICT

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 ie. whether an aircraft will push back, or cross your path.

JET BLAST & PROP WASH



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

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

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.

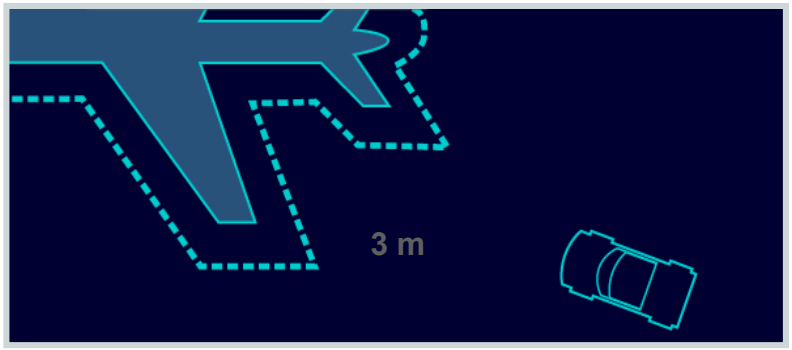
You must not walk, drive or operate equipment in front of a moving aircraft if there's a chance it will cause the aircraft to slow, stop or change course.

REFUELLING SAFETY ZONE

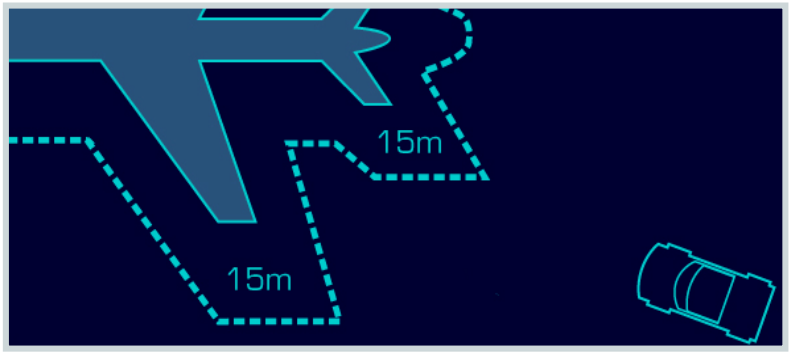
When an aircraft is being refuelled a 3m exclusion zone is in force prohibiting the use of mobile phones around hydrant pits, hoses, vehicles and aircraft vents.

MINIMUM SAFE DISTANCES

SAFETY

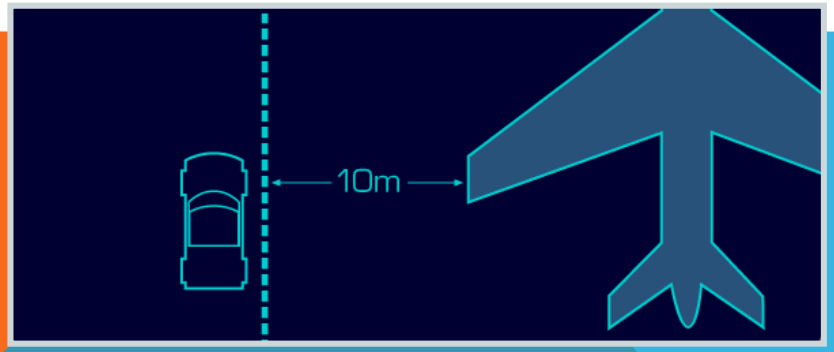


You must not drive **within 3 metres** of a parked aircraft, unless you are actually involved in servicing the aircraft.

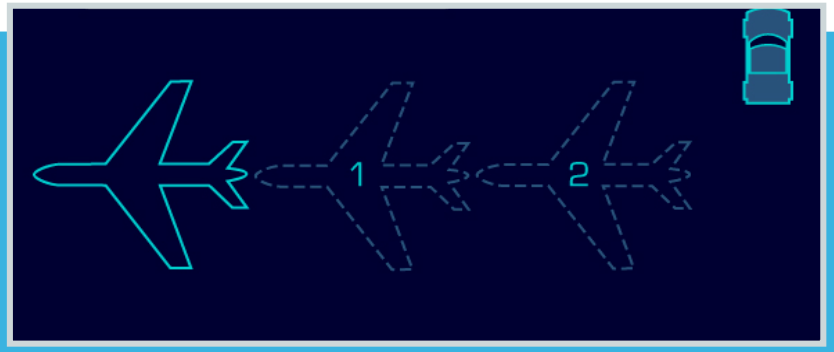


If the aircraft is being **fuelled** or **defuelled**, you must not drive within **15 metres**, unless you're actually involved in servicing the aircraft.

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 12 months.

A pass mark of 100% is required!