Airside Works Safety

Operational Policy

AFO-AW-POL-07-0001

Version 4

October 2024

MELBOURNE AIRPORT

Foreword

This **Operational Policy** has been prepared by Melbourne Airport to meet the applicable requirements of the *Melbourne Airport Manual*, the *APAC Safety Management Standard* and also the *Part 139 (Aerodromes) Manual of Standards 2019*, made under division 139.C.4 of the *Civil Aviation Safety Regulations (CASR) 1998.*

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this Operational Policy becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

Contents

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Definitions

Please refer to the Aeronautical Information Package and the CASA Website for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

Change Summary

Version	Date	Change Description
2	4 August 2021	• Updated to new template • Updated section 2.2 – Permits • Updated section 4.2 - Markings of the work site • Updated section 5.10 – Stockpiling of soil • Multiple editorial changes to align with the Melbourne Airport Manual and MOWPs. • Removed Contractor Restricted Area and Opening of Pit Covers sections
3	30 September 2022	• Scheduled Review. • Update to 2.3 Environment & Sustainability Requirements. • Update 2.4.1 Provision of WSOs. • Addition at 3.1. of ADA requirements. • Update to 7.3 Wildlife Hazards. • Titles updated & other minor updates.
4	24 October 2024	• Scheduled review, administrative changes • Aim and purpose of the policy • Updated contact details

1. Introduction

1.1. Background

The purpose of this policy document is to outline the Melbourne Airport policy regarding works at Melbourne Airport. The policy is a part of and should be read in conjunction with the Melbourne Airport Airport Conditions of Use.

The policy applies to all aircraft operators and those involved in works on the airside at Melbourne Airport. Works procedures outlined in this document are to be followed in conjunction with each individual organisations' procedures and requirements.

1.2. Rationale

1.2.1. Aim

This policy aims to provide a safe environment for all airside staff, passengers and aircraft. It has been produced to ensure the safety and security at Melbourne Airport. The policy details the safety rules for operators whilst in the airside area. The requirements documented in this policy are relevant and capable of practical implementation by all staff.

1.2.2. Authority

This Airside Works Safety policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3. Scope

This document applies to airside works which all operators and their staff should follow to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4. Alteration

Melbourne Airport may alter or vary this Airside Works Safety policy at any time. A reference to the Airside Works Safety policy shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5. No Derogation

Nothing in the Airside Works Safety policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. Airside Works Safety

2.1. Initial Notification

Initial notification of proposed airside works must be given to the Melbourne Airport Airfield Operations & Works Coordinator. This will allow operational requirements to be considered in conjunction with the planned works. Depending on the type of works and their location, additional requirements to those specified in this policy document may need to be adopted.

An initial inspection may also be necessary to inspect and document the condition of the area prior to work commencing (photographs may be used as evidence).

For further details, please contact the Airfield Operations & Works Coordinator Melbourne Airport:

Email: airfieldworkscoordinator@melair.com.au
Phone: (+613) 9297 1165 or (+613) 9297 1839

2.2. Permits

2.2.1. Permit to commence works

Before any works may commence the contractor must obtain a Permit to Commence Works (PERCOW) from the Melbourne Airport Buildings Approvals Officer (Phone +613 9297 1310). Applicants are to contact building.approval@melair.com.au for any further information.

2.2.2. Hot Works Permit

The contractor must obtain a Hot Works Permit from Melbourne Airport prior to undertaking any oxy cutting, welding, or grinding on the airside of the airport.

A Hot Works Permit will be issued only when all Melbourne Airport - Safety Requirements are met. For example, but not limited to:

- the site is clean and free of all combustible material within 10m of works.
- a spark resistant solid hoarding is placed around the site.
- 2 x nine litre fire extinguishers are on site.
- A fire blanket (size of 3m square minimum) is on site.
- A “spotter” is in attendance for the duration of hot works.
- There are no refuelling aircraft or aircraft fuel vents in the vicinity of at least 50 m for the duration of the permit.

When satisfied that all these conditions are being adhered a permit will be issued.

The permit is valid for a period of a maximum of **one (1) day** and if works are to resume the next day a new permit is required.
Applications for Hot Works Permits within 5 metres of the building drip line will require approval from the Fire & Life Safety at FireImpairments@melair.com.au.

Note: The permit only covers the location specified in the application. If the works move to another location a new permit is required.

Permits will not be issued on days of a total fire ban or during emergency events.

2.2.3. Excavation Permit

The contractor, before the commencement of any works, will lodge a Dial Before You Dig (DBYD) job through the DBYD website (Home | Before You Dig Australia (BYDA) . Once the Melbourne Airport drawing is received, the excavation area is to be highlighted clearly with a description of works. The contractor will confirm the location of all underground services by an independent service locator.

An excavation permit must be obtained from Melbourne Airport – Airfield Lighting by emailing airsidepermits@melair.com.au at least **five (5) business days prior** to any excavation works that penetrate the ground surface with the documents below included in the application:

- Copy of the PERCOW;
- Independent service locators certificate; and
- DBYD service drawings of the works area with the works area clearly marked.

2.2.4. Crane Permit

A permit must be obtained prior to the erection of any crane on the airport. Applications for approval must be sent to cranepermits@melair.com.au a minimum of **five (5) business days prior** to the crane lift including the following information:

- The proposed location of the lift activity (street address, MGA or AMG co-ordinates);
- A site locality plan (i.e., aerial photo extract);
- Crane maximum height (AHD or m above ground level);
- Date, time, and duration of activity;
- Work description; and
- Contact details of the applicants site supervisor.

An email confirming approval will be sent to the applicant prior to the crane lift.

For equipment that is likely to penetrate Melbourne Airport Airspace, a separate approval is required under the Airports (Protection of Airspace) Regulations 1996. Prior notification **(twelve (12) weeks minimum)** is required for assessment.

2.2.5. Electrical isolation permit

Any works on or near electrical cables will require an electrical isolation permit. Requests are to be emailed through to airsidepermits@melair.com.au **at least 24 hours prior** to the commencement of the activity with a list of the circuits required for isolation.

The contractor must supply a licensed electrician to carry out isolations (Lock out Tag out) with a Melbourne Airport Airfield Lighting Officer. Upon completion of the isolation procedures an isolation permit will be issued.

2.3. Environment and Sustainability Requirements

All operational and construction activities conducted at Melbourne Airport must comply with the minimum requirements outlined in the Melbourne Airport Environmental Management Plan. For significant airside works a Construction Environment Management Plan (CEMP) will be required prior to works approval and commencement. Prior to the commencement of any significant airside works, liaise with the Environment and Sustainability Team. The requirement for a CEMP or any other approval will be raised through the PERCOW application process.

2.4. Works Safety Officer

The Senior Airside Safety Officer (Car 2) will be the nominated Senior Works Safety Officer (WSO) to look after the works. Car 2 will be contactable 24/7 on (+61) 418 335 985.

The Senior WSO may be supported by one or a team of WSO which may delegate some or all of the specified responsibilities.

The Senior WSO will be responsible for the operational safety of the works including the opening and closing of the works areas.

The WSO performs the responsibilities as specified in the CASR Part 139 MOS and as required for these works.

2.4.1. Provision of Works Safety Officers

WSO requirements should be communicated by sending an email request to wsorequests@melair.com.au **five (5) business days prior** to the works commencing during the following week.

Construction activities that require more than one (1) WSO or that will have construction activities for an extended period, are required to submit a forecast of WSO requirements to the Airfield Operations Manager **three (3) months prior** of the works commencing. The appointed Melbourne Airport Project Manager will usually be responsible for this.

The cost for the provision of WSO(s) is the responsibility of the project.

2.4.2. Works Safety Officer Requirements

WSO requirements will be dependent on the location, size and complexity of the project. The Airfield Operations department will assess these factors to determine the risk profile for the project and the WSO requirements. WSO requirements will be specified in the projects Method of Works Plan (MOWP) and resource forecast.

WSO usually perform two key tasks:

- Static – the WSO is to protect an operational area; or
- Escort – the WSO is to ensure vehicles safely transit to and from the construction site without disrupting airfield operations.

The following is an example of WSO requirements for a project:

Static WSO:

- Works sites enclosed by barriers or hoarding containing the site = One (1) WSO at the entry/exit to the site.
- Work sites with no barriers or hoarding = One (1) WSO within a 75m radius.
- Runway or Taxiway work sites = One (1) WSO protecting site boundary leading into a live runway/taxiway 1.
- Where Terminal works interface with the Airfield (e.g. lay down area, accommodation or minor construction works), consultation with Airfield Operations needs to occur to assess WSO requirements.

Escort WSO:

- One (1) WSO required for up to two (2) single unit trucks [2]; or
- One (1) WSO required for up to four (4) cars / vans / utes [2].

Note 1: A works site greater than 75m in length on a straight section of taxiway or runway requires 1 WSO on each end of the work site (2 WSO's in total). A work site greater than 75m in length on a 'T' intersection requires 3 WSO's in total. A work site greater than 75m in length on a runway intersection requires 4 WSO's in total.

Note 2: WSO assess the risk of each escort and can reduce the number of vehicles being escorted at any one time. i.e., should visibility be low on the airfield the WSO may only agree to escort 1 or 2 cars at any one time.

2.5. Security Requirements

All contract staff regularly accessing the airside must obtain an Aviation Security Identification Card (ASIC). For short term or infrequent airside access, Melbourne Airport may instead issue a Visitor Identification Card (VIC) otherwise known as a 'visitor's pass'.

Aviation Security Identification Card
An ASIC must be obtained for all contract staff who will be regularly working on the airside of the airport. These ID cards must be worn by all of the contractor's staff, on the outside of their clothing in a visible location (either upper chest, or upper arm region), at all times, whilst they are airside.

An ASIC will generally be valid for the duration of the project and be issued to the contractor's staff employed on site.

A minimum time of **six (6) weeks** is required to produce an ASIC.

To apply for an ASIC online, please visit the Melbourne Airport website.

2.5.1. Visitor Identification Card

VIC are issued to contractors or other visitors to the airport who only require temporary, or infrequent airside access.

The VIC is only issued for the duration of their requirement to be on airside and it must be returned upon leaving the airside. A visitor may only be issued up to a total of 28 days' worth of VICs within a 12-month period. Holders of a VIC must be escorted at all times by an ASIC holder when on the airside and must also possess photo identification at all times when they are displaying a VIC. The full terms and conditions of access using a VIC can be obtained when applying for a VIC and must be strictly adhered to.

To apply for a VIC online, visit the Melbourne Airport website.

2.5.2. Airside Access

Access to the works site will be available through a specific gate that will be nominated by Airfield Operations. Access for workers and deliveries to the works site via any other gate will be denied.

Access from the gate to the work site for all contractor staff must be under escort from a WSO unless they possess **all** the following:

- an ASIC (Red);
- an Authority to Use Airside (AUA); and
- an Airside Drivers Authority (ADA).

The contractor must wait at the nominated gate for the escort vehicle to attend and escort them to the site. Security Guards will be required at all airside access gates and all personnel wishing to access the work site will be subjected to security screening.

The project will be responsible for meeting any costs associated with the provision of Security Guards.

All security requirements should be communicated to the Access Team via access@melair.com.au.

3. Vehicle Requirements

3.1. Airside Driving Authorities

Depending on the location and complexity of the project, the contractor/project manager may apply to the Airfield Operations Manager for unescorted vehicle movement under the conditions of the Melbourne Airport AVCH.

The contractor will also be required to apply for an Access Licence for Airside Operators (ALAO). For more information on the requirements to drive airside, please visit the Melbourne Airport website.

3.2. Airside Vehicle Permits

Temporary Vehicle Permits can be issued to those vehicles that are essential to the works or required to be on site. The permit must be displayed on the bottom right-hand side of the windscreen if practicable. The duration of the permit will be dependent on the project.

Vehicles must be escorted by an authorised escort vehicle at all times unless the driver is the holder of an ADA (valid for the area they intend to drive in), the vehicle displays a valid AUA, and all conditions in the Melbourne Airport AVCH have been satisfied.

The vehicle must be of roadworthy condition; state registered (if applicable) and also is clearly defined as belonging to the contractor by displaying markings on each side of the vehicle. The text size must fill a minimum 295mm x 210mm (A4) size space.

An amber rotating beacon must be located on top of the vehicle cabin and must be operating at all times whilst the vehicle is in motion on airside.

Parking of private vehicles is not allowed on airside and all private vehicles must be parked landside in an area designated by Melbourne Airport.

3.2.1. Maximum Height of Vehicles

To ensure that vehicles can move freely between the access gate and the works site, a maximum vehicle height will be nominated prior to the works by the Airfield Operations & Works Coordinator.

Vehicles intending to use the access road between Gate 8 and Gate 11 must not exceed 4m in height. Vehicles higher than 4m must use the Perimeter Road.

The driver of the vehicle must always observe maximum height signage when driving or being escorted on the airside.

3.2.2. Remain on Dedicated Roadways

All vehicles and equipment must remain on roads which have been designed for the purpose of carrying vehicular traffic.

3.2.3. Vehicle Speed Limit

Speed limits must be adhered to in accordance with the Melbourne Airport Airside Vehicle Control Handbook (Airfield Operational Policies | Melbourne Airport). Breaches of the speed limit will result in a Penalty Infringement Notice (PIN) being issued or refusal of access to the driver and vehicle involved.

3.2.4. Vehicle Cleanliness

All vehicles used by the contractor must have clean tyres to prevent spoil and other debris being left on the apron or access route. Vehicles will be inspected by a WSO and must be washed, if requested, before leaving the site.

3.2.5. Use of Metal Tracked Vehicles

All vehicles fitted with metal tracks, such as excavators and traxcavators, have the potential to damage the pavement surfaces.

Vehicles with metal tracks are not to be either driven or stored on any of the pavement surfaces at any time unless heavy-duty rubber matting or similar has been placed under the tracks.

3.2.6. Parking of Equipment

All vehicles, plant and equipment must be contained within the work site at all times.

Works vehicles and equipment must not be positioned so as to block access into or from, the works site, as immediate access may be required by the Aviation Rescue and Fire Fighting Service (ARFF) at any time.

3.2.7. Deliveries

Deliveries to the works site will be available only through a gate nominated by the Airfield Operations & Works Coordinator.

To obtain an escort, the delivery vehicle must meet the following conditions:

- Have a genuine delivery vehicle;
- Have goods to be delivered; and
- Have proof of order.

Delivery vehicles moving to and from the works site will be issued with a temporary pass at the access gate.

For further information on vehicle requirements, refer to the Melbourne Airport AVCH which is available on the Melbourne Airport website.

4. Before Commencing Works

4.1. Designated Work Area

The designated works area includes both the work site and the access route from the gate to the work site.

Works staff are not permitted to move outside this area except with the approval in writing of the Airfield Operations & Works Coordinator unless under escort by the appointed WSO. The contractor is to provide adequate briefing of the restrictions within the designated works area to all staff and visitors for each stage of works.

Site sheds and lay down areas must not be set up without prior approval from the Airfield Operations Manager.

Any works allowed outside of designated area in the manoeuvring area must be under escort from a WSO with a Level 3 ADA.

4.2. Marking of the Works Site

Melbourne Airport may request the contractor to define the Site Restricted area (SRA).

The SRA is to be defined by either:

- 900mm or 300mm high red/white-water barriers;
- A continuous line of witches' hat; or
- Other visual aids (markers, markers or lights) as approved by the Airfield Operations Works Coordinator or delegate.

Yellow limited of works lights may be requested to be used to define the area during night works.

Other markings as specified by the Airfield Operations & Works Coordinator may be required dependent on the type of works involved.

4.3. Closure of Roads

Where any excavation or works go across a road, only half of the road may be closed off at any one time by prior arrangement and with the agreement of the Airfield Operations & Works Coordinator.

A Traffic Management Plan (TMP) must be submitted to the Airfield Operations & Works Coordinator with any application to commence works.

5. During Works

5.1. Works Conducted within the 150m Wide Runway Strip Area

The following conditions apply to works conducted within the 150m wide runway strip during Visual Meteorology Conditions (VMC):

Note: All works within this area require the runway to be closed and can only be reopened when the following conditions are met:

- Surface conditions:
- No isolated loose stones may exceed a maximum size of 50mm; and
- No surface cracks greater than 75mm in length (runway strip only).
- Transverse Slope:
- No above ground objects, including isolated loose stones, may be greater than 25mm in height;
- Any step down or step up to the abutting surface of a runway strip from a runway shoulder or stopway must not exceed 25mm in height; and
- Traverse slope for first 3m outwards from the runway shoulder, the graded area must be negative and may be as great as 5% thereafter runway strip must be not more than 2.5%.
- Longitudinal Slope:
- As far as practicable the longitudinal slope along the graded area of the runway strip must be consistent with the existing runway slope or not be more than 1.5%; and
- Slope changes must be as gradual as practicable and abrupt changes or sudden reversal of slope avoided and must not exceed 2%.

5.2. Works Conducted within the 150m to 300m Wide Runway Strip Area

The following conditions apply to works conducted within the zone from 150m out to the point 300m out from the Runway centreline, during VMC:

- Transverse Slope:
- No above ground objects, including isolated loose stones, may be greater than 50mm in height;
- No constructed gravel surface may be greater than 75mm in height above the natural surface;
- No surface cracks or wheel ruts may exist greater than 75mm in width or depth;
- Transverse slope not exceeding an upward slope away from the 150m runway strip of more than 5%;
- Stockpiling of soil or other frangible materials during works may be located outside the cleared and graded area (that is 150 m from the Runway centreline) not exceeding an upward or downward transverse slope of 5% as measured in the direction from the runway; and
- All fixed objects must be low mass and frangible.

5.3. Works outside the 300m Wide Runway Strip

The following conditions apply to works conducted outside the 300m zone from the Runway centreline:

- Equipment and stock piling of materials to a height of 5 metres above ground must be stored at least 40 metres from the 300 metre Runway Strip edge (190m from the runway centreline); and
- No equipment or vehicles may be left unattended within 190m of the runway centreline.

5.4. Works within Taxiway Strip

The following conditions apply to works conducted within the taxiway strip:

- The graded area of a taxiway strip must not have an upward transverse slope that is more than 2.5%, measured relative to the transverse slope of the adjacent taxiway surface;
- The downward transverse slope of the graded area of a taxiway strip must not exceed 5.0%, measured relative to the horizontal;
- No portion of the taxiway strip beyond the graded portion, nor objects thereon, must project upwards through a plane surface, originating from the outer edge of the graded taxiway strip, sloping upwards and outwards at a slope of 5% measured with reference to the horizontal;
- The presence of drains and ditches outside the graded portion of the taxiway strip is acceptable; and
- The taxiway strip must be free of fixed objects other than visual or navigational aids.

The table below details the widths of taxiway strips and portion of graded areas within this strip.

Aircraft Code (type)	TWY Strip (measured from the taxiway centreline)	Graded Area of TWY Strip (measured from the taxiway centreline)
Code C (B737)	26m	12.5m
Code D (B767)	37m	18.5m
Code E (A330, A340, A350, B777-300, B787 & B747-400)	43.5m	19m
Code F (A380 & B747-800)	51m	22m

5.5. Works within the Ground Based Augmentation System

Ground Based Augmentation System (GBAS) comprises 4 separate antenna arrays (GPS Reference Receiver) linked to the main GBAS shelter, it provides pilots with precision approach guidance to all four runway directions, as opposed to the Glide Slope and Localiser associated with the Instrument Landing System (ILS). For further detail please refer to APPENDIX A: GBAS Site Map.

The following are the prescribed restrictions to works/maintenance conducted near the site:

- Vehicles above the maximum permissible height of 3m are not permitted to park between RSMU's. green shaded area (refer APPENDIX A)
- No stockpiling of soils within 155m of the site
- Mowing is permitted providing the vehicle is not stationary within 155m of the site
- Maintenance vehicles to the RVR pylons (transmissometers) required to park in green shaded area (refer APPENDIX A)

5.6. Excavation of Trenches and Pits

In accordance with Section 2.2.3, no excavations can be initiated without a Melbourne Airport Airside Permit to Dig, which is available via airsidepermits@melair.com.au.

Where trenches are located either within an operational runway strip or taxiway strip and are required to be left open for any period of time, they must be covered with 20mm steel plates that are supported with sufficient sand bagging, particularly along the leading edge of any framework that prevents air gaps. The steel plates need to be stabilised to minimize disturbance in the event large aircraft may rotate on take-off at or near the works site.

Pit covers must be suitable for supporting the weight of vehicles, plant, and equipment and for supporting an aircraft if they are located within the confines of a runway or taxiway strip area.

Dispensation to leave any trenches exposed is at the discretion of Melbourne Airport and is to be included in the MOWP. Exposed trenches that are not approved will be required to be filled by the contractor as soon as directed.

Normal excavations must be back filled and/or, sandbagged and sufficiently marked or barricaded at all times when the work site is vacant to ensure pedestrians, vehicles or equipment do not drive or fall into the pit.

Small excavations may be enclosed with sandbags for short periods of time but these must be stable, fully intact with no holes and be positioned so as to fill all gaps and remain flat.

All excavations are required to be reinstated to original grades, compacted and hydro seeded to a distance of at least:

- 50m from runway centrelines
- 40m from taxiway centrelines

Note: An additional distance may be required prior to a runway threshold or in proximity to a taxiway available for the conduct of high-powered engine runs.

5.7. Operation of Cranes

Melbourne Airport's Prescribed Airspace cannot be penetrated without the relevant approvals. Refer Crane Permit.

Unless specifically approved, plant/vehicle or equipment cannot exceed a maximum height of 5 metres within the closed area.

Note: This limit is only applicable in locations where the Melbourne Airport's Prescribed Airspace will not be penetrated.

5.8. Lighting of the Works Area

All flood lighting is to be down lit from the horizontal and shielded so as not to represent a hazard to aircraft operations.

5.9. Spreading of Lime and Cement Dust

Lime and cement dust may only be spread when the wind is less than 5 knots and will not allow significant amounts of dust to be blown onto the aircraft movement area or into adjacent buildings. Even where the wind speed is below 5 knots, lime and cement dust will only be approved if the wind is taking the dust away from buildings, terminals, and aircraft movement areas.

It is preferable that contractors do the spreading of lime and cement dust at night or early in the morning to minimise impacts on airfield operations.

Approval must be obtained during the project planning from the Airfield Operations Manager. Approval must also be obtained from the Senior Airside Safety Officer (Car 2) on (+61) 418 335 985 prior to any spreading of lime or cement dust.

5.10. Stockpiling of Soil

Soil used for works should either be removed from the project site on a daily basis (soil must remain on-airport unless approval given by the Melbourne Airport Environment & Sustainability Team) or covered to prevent wildlife attraction. The material covering the soils should be approved by the Melbourne Airport Head of Airfield. Stockpiling must be in accordance with the Melbourne Airport Environmental Management Plan.

5.11. Clean Work Site

An obligation is placed on the contractor to keep the construction site clean so that the site does not become a source of Foreign Object Debris (FOD).

The contractor is required to keep pavements clean and free of debris, including aircraft pavements used or crossed during works. This may always require keeping a sweeper on site whilst works are in progress.

The contractor may also be required to clean the wheels of their vehicles before leaving a construction site so that mud and stones are not deposited onto the apron, taxiways or runways.

Dust must also be kept to a minimum and excavated areas must be continually watered in windy conditions. Non-potable water should be utilised for dust suppression where appropriate.

5.12. Temporary Buildings

No temporary buildings will be allowed on site except with the written approval of the Airfield Operations and Works Coordinator. Before installation works commence a PERCOW must be obtained from the Melbourne Airport Building Approvals Officer on (+613) 9297 1310.

Where practicable, all temporary buildings or associated water tanks must be securely fastened to the ground.

5.13. Explosives

No explosives or explosive power tools of any type may be used on the airport **without prior approval** of the Head of Airfield. Approval must be obtained during the project planning phase.

5.14. Breaking of Concrete

Breaking of concrete on the apron/taxiway areas will require special clearance from both Melbourne Airport and the Joint User Hydrant Installation (JUHI).

The contractor must have the approval of the Airfield Lighting Maintenance Manager and the Airfield Civil Maintenance Manager prior to commencing any concrete breaking as an inappropriate breaking method may cause damage to surrounding pavements. This will require the contractor to include this information in their original Application for Building Activity Consent prior to being issued with a PERCOW by Melbourne Airport.

Also, an application for Permit to Dig must then be obtained.

6. Works During Low Visibility

During periods of low visibility, the WSO is to stop all work and direct all work parties to vacate the Manoeuvring Area, except under the following conditions:

- Works being undertaken in an enclosed area on the apron may continue to operate subject to Senior Airside Safety Officer (Car 2) approval.
- Any vehicle escorts to and from the works area will also be subject to Senior Airside Safety Officer (Car 2) approval.
- Vehicle escorts that require access to the parts of the manoeuvring area in use will not normally be permitted unless jointly approved by the Senior Airside Safety Officer (Car 2) (or delegate) and ATC.

Due to the unforeseen nature of these conditions, warning may not always be given to the contractor. The contractor must obey all instructions given by a representative of Airfield Operations at the time.

7. General Works Requirements

7.1. Environment and Waste Disposal

Any putrescible waste generated at the site is to be placed in secure, covered rubbish bins and removed from the airport at the end of each working day.

The contractor must ensure that all other waste is contained within the site and not free to blow around the airport. Builders waste must be removed well clear of the movement area to a site directed by the WSO and the Melbourne Airport Environment and Sustainability Team. Any waste not removed to the satisfaction of Melbourne Airport will be removed by Melbourne Airport at the contractor's cost.

The contractor must comply with all environmental controls as specified in the Melbourne Airport Environmental Management Plan, or the project Construction Environment Management Plan provided by the contractor and endorsed by the Melbourne Airport Environment and Sustainability Manager or delegate.

7.2. Spills and other Incidents

Spills and other incidents must be reported immediately to the WSO assigned to the site or if unavailable, to the Senior Airside Safety Officer (Car 2) on (+614) 18 335 985. Spills shall be handled in accordance with the Melbourne Airport Airside Operational Safety Policy –
Spill Prevention and Response. This document is available on the Melbourne Airport website.

Any spill 5L or more, or that enters a stormwater drain must also be reported to the Melbourne Airport Environment and Sustainability Team.

7.3. Wildlife Hazards

The contractor is to monitor the works site and fill dumping area for increased wildlife activity. If wildlife is attracted to the area, Melbourne Airport will instruct the contractor to implement suitable measures to reduce the wildlife hazard.

To limit the risk of wildlife activity on the airfield, restrictions apply to eating airside. Eating is restricted to inside enclosed areas only. Any food scraps must be disposed of correctly in suitable bins to prevent attracting wildlife. Any bins used to dispose of food scraps must be emptied daily. Food vans are not permitted on the airfield.

Wildlife hazards must be reported immediately to the WSO assigned to the site or if unavailable, to the Senior Airside Safety Officer (Car 2) on (+61) 418 335 985. Wildlife hazard management is be handled in accordance with the Melbourne Airport Airside Operational Safety Policy – Wildlife Hazard Management. This document is available on the Melbourne Airport website.

7.4. Foreign Object Debris and Pavement Cleanliness

All Foreign Object Debris (FOD) and site waste such as construction materials, wrapping and containers, must be contained within individual work sites. All FOD must be removed from the airside environment by the completion of each day or night shift except where Melbourne Airport grant otherwise. Operational runway and taxiway pavements must always be kept clean and remain free from FOD.

All vehicles arriving or departing a works site must have clean tyres. All damage to airside pavements or ground surfaces must be reported immediately.

The operator must immediately report to the Integrated Operations Centre (IOC) on (+613) 9297 1601 any fuel, oil, hazardous or dangerous goods spills that occur. This also includes oil spills from aircraft or Ground Service Equipment (GSE).

The spill procedures as outlined in the Melbourne Airport Operational Safety Policy - Spill Prevention and Response must be followed. This document is available on the Melbourne Airport website.

7.5. Airport Emergency

Under certain emergency situations, access to the airside of the airport including the work site will not be allowed.

Because of the unpredictable nature of emergency situations, it is not possible to give advance warning of these occurrences. Local Standby situations do not require the works party to vacate the airside.

7.6. Smoking, Alcohol and Drugs

All the airside is a designated NO SMOKING area, this includes within the works site, the building area or in any vehicle whilst airside.

Project staff on airside must comply with Melbourne Airport's Drug and Alcohol Management Plan (DAMP)

Airside drivers (including drivers under escort) may be required to undergo testing for drugs and/or alcohol. For further information, refer to the Melbourne Airport Airside Operational Safety Policy – DAMP, available on the Melbourne Airport website.

7.7. Personal Protective Equipment

The following Personal Protective Equipment (PPE) must be worn by all personnel airside:

- Hearing Protection
- Dayglow yellow High-Vis clothing or dayglow yellow vest that meet the Australian Standards
- Eye and Skin protection is to be worn in reference to the prevailing weather conditions
- Safety shoes must always be worn on works sites
- Hard Hats are required to be worn on work sites

Refer to the Melbourne Airport Pedestrian Safety Policy which can be found on the Melbourne Airport website for further information.

7.8. Works Personnel

All personnel associated with the work will always be bound by the directions of the WSO with respect to operational safety matters.

8. Completion of Works

8.1. Daily Completion of Works

At the completion of each day's work the contractor is to advise the WSO so that a joint inspection of the work site can be conducted.

Any security or safety issues raised at the time of the inspection must be addressed before the work site is vacated for the day.

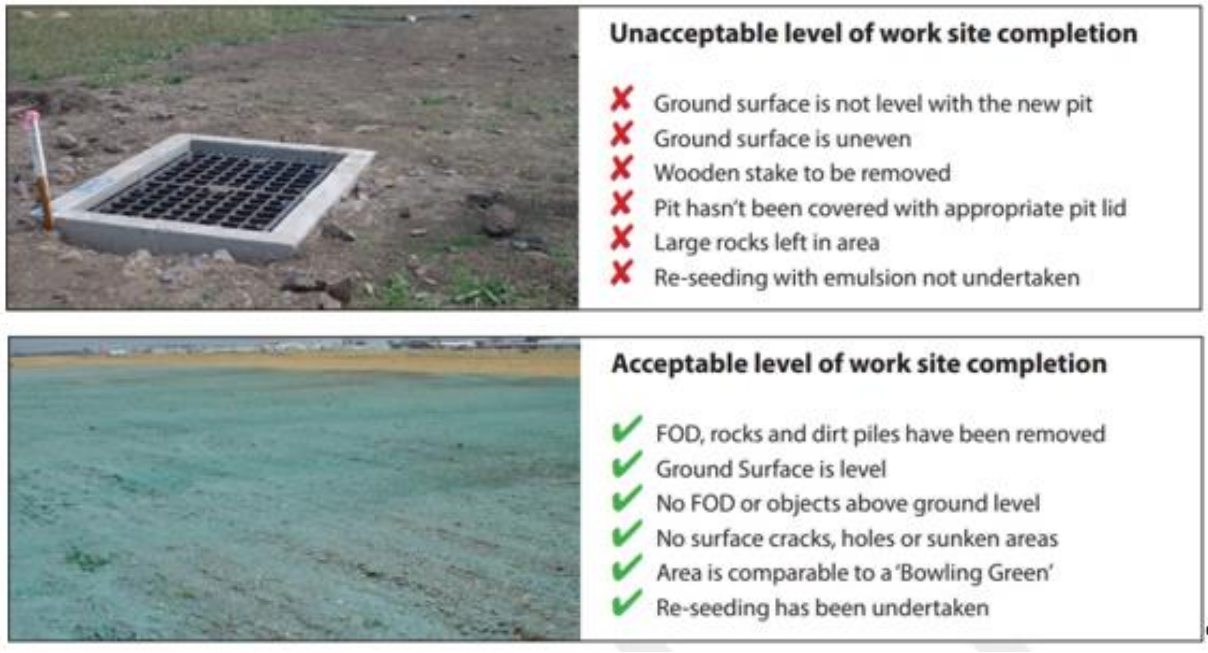
8.2. Full Completion of Works

On completion of the works the contractor is to clean up the area, to the satisfaction of the Airfield Operations & Works Coordinator. The contractor must make good any pavement damage to the satisfaction of the Airfield Civil Maintenance Manager and remove all building rubbish, excess materials and construction plant from the site and from the airport.

Any disturbed areas must be sprayed and seeded with an approved soil stabiliser. For taxiways the soil stabiliser should be sprayed from the taxiway shoulder to at least 10 metres off the shoulder.

A joint inspection involving the Airfield Lighting Maintenance Manager, Airfield Facilities & Technical Manager, Airfield Civil Maintenance Manager, Airfield Operations and Works Coordinator, and the Airfield Operations Manager may be conducted before the works area is deemed to be complete and a Certificate of Compliance for occupancy/use is issued.

8.2.1. Site Standard



9. Important Contacts

Senior Airside Safety Officer (Car 2): (+614) 18 335 985

IOC: (+613) 9297 1813

10. Emergencies

In case of emergency contact the IOC on (+613) 9297 1601 or by pressing the Apron Emergency Call Point button.

11. Further Information

For further information with regard to this **Operational Policy**, please contact:

Airfield Support
airfieldsupport@melair.com.au

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Originator	Airfield Operations Manager, APAM	**Date**	24 October 2024
Approver	Airfield Facilities & Technical Manager, APAM	**Date**	24 October 2024

APPENDIX A GBAS Site Map