

Contractors' and Tenants Zero Harm Guidelines



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TERMS AND ABBREVIATIONS

Construction

Shall be deemed to include all survey investigation, inspection, testing, maintenance and similar activities in addition to new buildings, services and mechanical installations; alterations, demolition, extensions, partitioning, and fit out works within existing buildings; and alterations or extensions to existing services and installations.

Contractor

A person or company, including all subcontractors, consultants, servicemen, technicians and other persons who are engaged by the Company to perform work or carry out a service.

- **Principal Contractor** - A person who is appointed to manage, coordinate and/or implement the work or service involved in the contract and/or any subcontractor.
- **Short-term contractor** – where contractors carry out a specific task in a short period of time, e.g. escalator repairs, electrical repairs; plumbing repairs completed in a period of hours or one day.
- **Long-term contractor** – where contractors are engaged on a full time or regular part time basis to carry out tasks which are integrated with the business, e.g. capital works projects, shut-down maintenance operation, completed in a period of greater than one day.

Hazard

Anything that can cause harm and includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

Hazard Assessment

Obtaining sufficient information about the hazard to determine:

- The type of risks the hazard presents.
- The circumstances under which harm can be experienced.

Hazard Identification

Recognising and acknowledging that a hazard exists and knowing its location.

H&S

Means Health and Safety.

Long-term contractor

Where contractors are engaged on a full time or regular part time basis to carry out tasks which are integrated with the business, e.g. capital works projects, shut-down maintenance operation, completed in a period of greater than one day.

MBIE

MBIE was the Ministry of Business, Innovation and Employment, now replaced by WorkSafe NZ.

Notifiable Event

A notifiable event means any of the following events that arise from work:

- a) The death of a person; or
- b) A notifiable injury or illness; or
- c) A notifiable incident.

Notifiable Incident

Notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- a) An escape, spillage, or leakage of a substance; or
- b) An implosion, explosion, or fire; or
- c) An escape of gas or steam; or
- d) An electric shock; or
- e) The fall or release from height of any plant, substance, or thing; or
- f) The collapse, overturning, failure, or malfunction of, damage to, any plant that is required to be authorised for use in accordance with regulations; or
- g) The collapse or partial collapse of a structure; or
- h) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- i) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- j) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- k) Any other incident declared by regulation to be a notifiable incident.

OSH

OSH is Occupational Safety and Health, a term WorkSafe (which administers the Health and Safety in Employment Act) regards as outdated.

Principal Contractor

A person who is appointed to manage, coordinate and/or implement the work or service involved in the contract and/or any subcontractor.

QUEENSTOWN AIRPORT CORPORATION LTD

Queenstown Airport Corporation Ltd

R.C.D

Residual Current Device

Risk

Chance/likelihood of harm occurring from exposure to a hazard, ie:

- Harm to people.
- Harm to property.
- Harm to equipment.
- Harm to materials.
- Harm to environment.

Short-term contractor

Where contractors carry out a specific task in a short period of time, e.g. escalator repairs, electrical repairs; plumbing repairs completed in a period of hours or one day.

Site

For the purpose of this procedure, the term “site” means any place of work and the immediate surrounding environment.

Work Supervisor

The Queenstown Airport Work Supervisor is the Queenstown Airport employee who is nominated as the official point-of-contact for the task or project.

Tenant

Shall be deemed to include all lessees, concessionaires and other authorised occupants of space within the Airport.

Visitors

Visitors are all persons who have not completed the site safety induction.

WorkSafe

WorkSafe administers the Health and Safety in Employment Act (formerly MBIE and formerly the Department of Labour).

SECTION 1: CONTRACTOR MANAGEMENT

1.1 OVERVIEW

This document provides requirements which Queenstown Airport managers, supervisors, contractors and subcontractors must meet and follow when the Company engages any contractor for any work. The Company's objective is for contractors to be working to a satisfactory safe standard and to meet all Company and legislative requirements.

1.2 SCOPE

This Guideline applies to all contractors providing long-term and short-term services to Queenstown Airport.

Note: Failure to comply with these requirements by the contractor or subcontractor may result in termination of the contract.

1.3 QUEENSTOWN AIRPORT CONTRACTOR MANAGEMENT GUIDELINES

1.3.1 Queenstown Airport Health and Safety Commitment

Queenstown Airport is committed to the management of health and safety for both company employees and all contractors it engages, or those working on Queenstown Airport sites or in the public domain. This document provides the health and safety guidelines that all parties must follow to ensure health and safety standards are satisfactorily managed during the course of business operations.

1.3.2 Guideline Purpose

These Queenstown Airport Contractors' and Tenants' Zero Harm Guidelines include a process of prequalification and pre-work assessment of contractor's health and safety management plans, approval to undertake work for Queenstown Airport and the ongoing auditing, monitoring and review of contractors health and safety management performance.

The Guidelines are designed to enable sharing of information and continuous improvement.

1.4 OBJECTIVES OF CONTRACTOR MANAGEMENT

Through the application of contractor management processes, Queenstown Airport aims to:

- a) provide a safe and healthy workplace and systems of work that prevent and/or reduce the risk of illness and injury equally for employees and contractors.
- b) provide practical, consistent and relevant guidelines for Queenstown Airport staff to manage and oversee the work of contractors and/or their sub-contractors.
- c) integrate adequate and appropriate health and safety requirements into contractor management.
- d) fulfill Queenstown Airport's legal requirements to employees, contractors and visitors to our site.

1.5 ROLES AND RESPONSIBILITIES

1.5.1 Role Responsibilities

Queenstown Airport Managers, Project Managers, and Supervisors are responsible for:

- a) the implementation of these Guidelines in their area of responsibility and accountability or where they have engaged a contractor, and
- b) pre-contract assessment and approval (where granted) of contractor H&S management, and

- c) establishing an approved contactor list (Pre-qualified Suppliers), and
- d) The scheduling and completion of the contractors' health and safety Induction, and
- e) the management of contractors in relation to site specific hazards and ensuring contractor's proposed work methods do not place themselves and/or Queenstown Airport employees at risk, and
- f) advising the relevant Manager/Supervisor when the work will be conducted in the workplace, and
- g) checking, monitoring and auditing contractors' performance and documentation, and
- h) applying the respective contractor disciplinary processes when required.

1.5.2 Queenstown Airport Employee Responsibilities

Queenstown Airport employees are responsible for:

- a) not placing themselves, members of the public or contractors at risk of injury, and
- b) assisting contractors where required to develop, implement or operate to safe work practices, and
- c) reporting non-complying work methods of contractors to Queenstown Airport management.

1.5.3 Contractor Responsibilities

Contractors are responsible for:

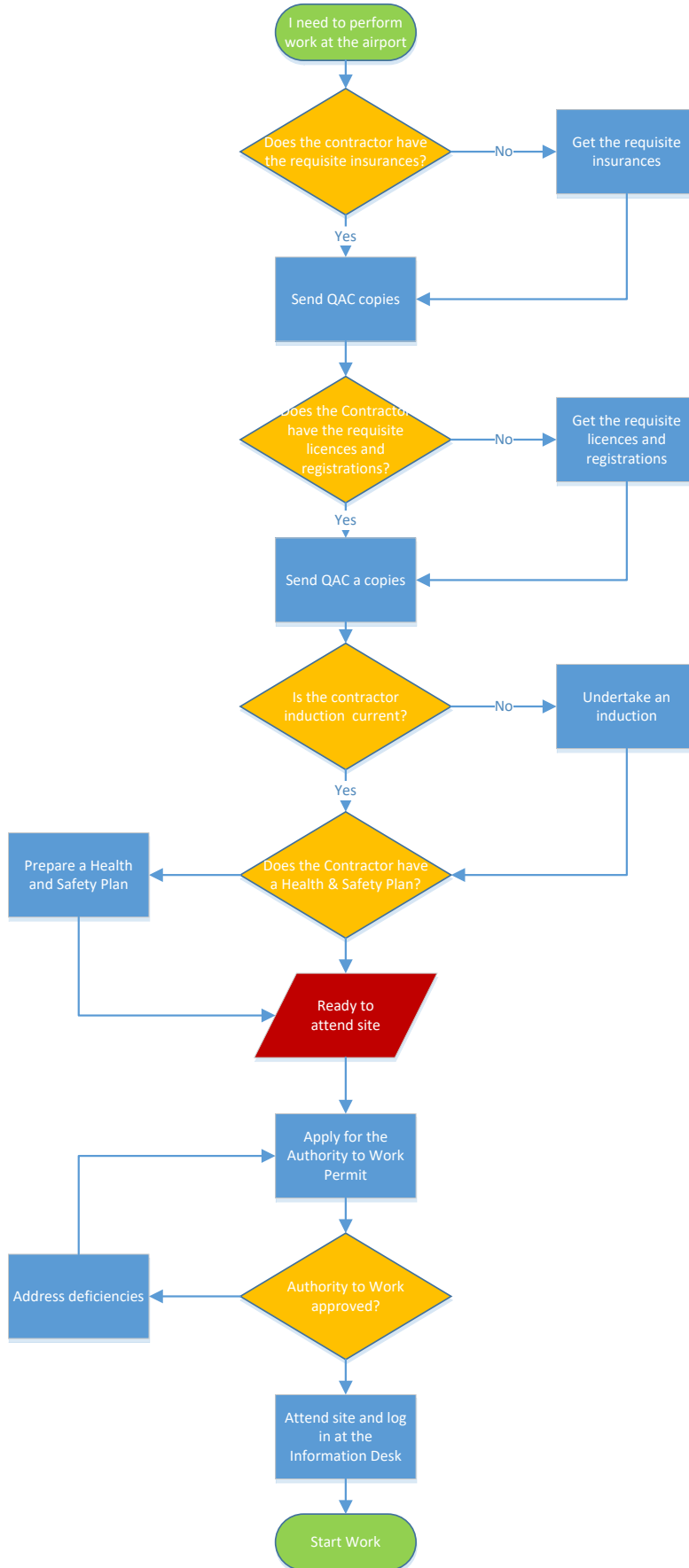
- a) complying with these Contractors' and Tenants' Guidelines, and
- b) providing health and safety information to Queenstown Airport that is relevant to the contract when requested, and
- c) developing site-specific plans procedures and risk management assessments relevant to site hazards and work activities at the site, and
- d) successfully completing the Queenstown Airport Health and Safety Induction, and
- e) ensuring they do not place themselves or others at risk of injury, and
- f) working in accordance with Queenstown Airport health and safety standards, procedures and practices where required, and
- g) reporting any incidents, injuries or non-compliances to Queenstown Airport Management, and
- h) completing any contractor Permit to Work requirements, and
- i) taking part in Queenstown Airport contractor Audits.

1.6 REQUIREMENTS FOR ENGAGING CONTRACTORS OR SUBCONTRACTORS

1.6.1 Requirements when engaging Contractors

The following procedures must be followed when engaging a contractor or subcontractor.

Diagram 1 – Contractor preparation process to commence work at airport



1.6.2 Contractor Health and Safety Management

Contractors must provide details of their Health and Safety management structure, Health and Safety record and their technical and commercial ability, for consideration when their suitability for the work is assessed.

1.6.3 Documented Health and Safety Requirements

The written contract (or in short-term cases, a letter of engagement to carry out the specific task) must include a commitment to meet contractors' own Health and Safety management standards and a reference to meeting Queenstown Airport's Health and Safety standards.

1.6.4 Insurances, Licences, Registrations & Certificates

The Queenstown Airport manager or supervisor must ensure that contractor's or subcontractor's employees possess the insurances, licences, registrations and certificates required by company policy, legislation and regulation.

1.6.5 Pre-Work Contractor Health and Safety Induction

Before work is commenced, the Queenstown Airport manager or supervisor will organise for the Queenstown Airport Corporation Ltd induction training to be completed. New contractors and sub-contractors are not permitted to start work until the Queenstown Airport Contractor Induction is successfully completed. Existing contractors and sub-contractors must have a current induction (less than 24 months).

1.6.6 Authority to Work Permit

Before work is commenced, QAC will issue an Authority to Work Permit except in the case of emergency or breakdown situations. Only authorised staff can instruct a contractor to commence work without the Authority to work being in place. These include Duty Managers, Manager Airport Operations, Technology and Asset Manager and Asset and Facilities Coordinator the GM Operations.

QAC use a Project Advice Notice (QAC-I-FRM-009) as the method for tenants and contractor to advise when they are planning major projects as this details the work planned, supporting drawings and specifications and any other documents for QAC to consider and understand the project scope of work.

1.6.7 Requirement for AUTHORITY TO WORK PERMITS

An Authority to Work Permit (ATWP) is a documented agreement that:

- Gives permission for the contractor to work on site.
- Identifies the hazards and the controls for the work being done.
- Where required, documents the planned method of executing the work.
- Verifies all requisite licences and certificates are valid and in place.
- Identifies the individuals performing the work or task
- Assigns a Works Manager or Supervisor

As a minimum requirement, an ATWP is required for any external contractor before they undertake do any work at Queenstown Airport, except for routine tasks where a Standard Operating Procedure has been agreed and the task contains no high risk activities.

There are typically two pathways that require an authority to work:

- Projects
- Maintenance work

Projects (internal to QAC and for tenants) should be registered in the QAC Project Register and assigned a project number. In order to meet our insurance obligations all building work needs to be advised to QAC's insurer of the project start date, value and expected completion.

Where tenants are planning work, a Project Advice Form (QAC-I-FRM-009) should be provided to QAC, which details the location, Scope of Work and provides details of the drawing and documentation for the project. This allows QAC to understand the Scope of Work and review an impact the works may have on staff, facility and neighbouring tenants. QAC should advise any changes necessary to the design as well as control necessary for the safe and efficient execution.

Table 1 – Examples of the use of ATWP Permits

	Authority to Work Permit	Hot Work Permit	Working at Heights Permit	Ground Penetration Permit	Ceiling, Wall, Floor Penetration Permit	Energised Work Permit	Impairment Notice	Confined Access Permit
Welding	✓	✓					✓	
Grinding	✓	✓					✓	
Soldering	✓	✓					✓	
Gas Torch	✓	✓					✓	
Work above 1.8m	✓		✓					
Work on Scaffold	✓		✓					
Work on Mobile Access Equipment	✓		✓					
Work with Fall Arrest Equipment	✓		✓					
Digging Trenches & Pits >300mm	✓			✓				
Work in live power > 110 kV	✓					✓		
Work in Manholes, Pits, Sumps & Pipes	✓							✓
Work where gas & fumes contained	✓							✓

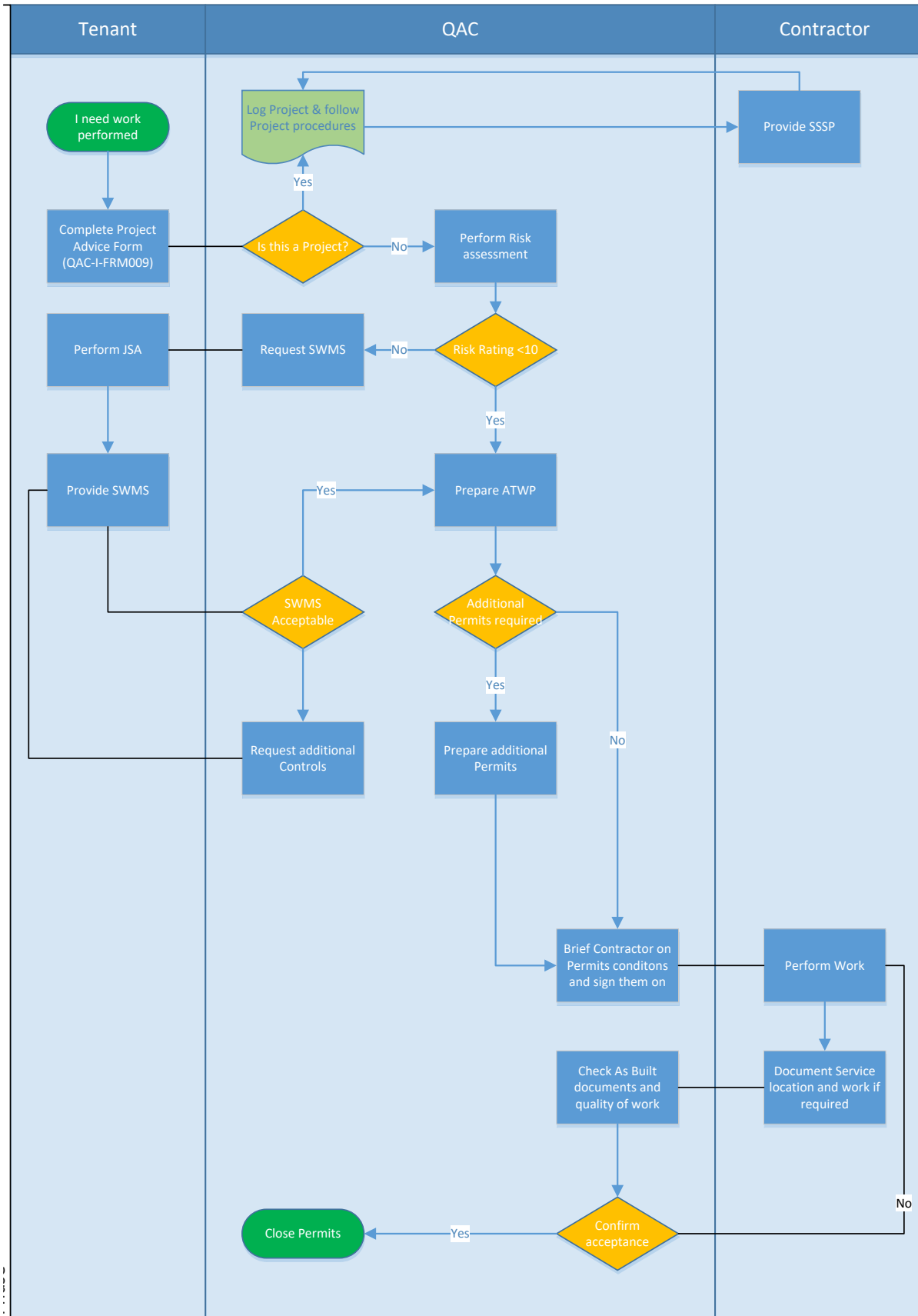
Application of certain Paints, Adhesives & Liquids	✓							✓
Use of LPG, Diesel or Petrol engines that lead to build up of CO or Fire	✓							✓
Cutting to Walls, Ceiling or Floors that penetrate > 50mm deep	✓				✓			
Screwing into Ceilings, Floors or Walls that penetrate > 10mm	✓				✓			

1.6.8 Project Work

For Project Work, the Contractors Site Specific Safety Plan (SSSP) may be accepted by QAC. Where the SSSP is accepted all QAC Zero Harm requirements must be incorporated in the SSSP and all Contractor Staff and Subcontractors must be inducted on to the SSSP.

The requirement for all QAC remains in place if a SSSP is accepted, for example Hot Work Permits.

Diagram 2 – The process for preparing an Authority to Work Permit



1.6.9 Site Access

Due to the operational needs of the airport access is provided around operational requirements. Contractors should plan to perform work following the guidelines below:

- Front of House Operational Areas
 - work should be performed out of operational hours
 - generally before must 7:00AM or after 9:00PM
 - certain work may be agreed on a case by case basis
- Back of House Operational Areas
 - work should be performed out of operational hours
 - generally before must 7:00AM or after 9:00PM
 - certain work may be agreed on a case by case basis
- Back of House Non Operational Areas
 - work may be performed in operational hours
 - must be agreed on a case by case basis

Delivery and storage of materials, as well as the removal of waste needs to carefully planned to minimise impact on airport operations. Staging locations must be agreed with QAC prior to any delivery.

Short term parking (maximum 20 minute duration) is provided in the concourse area, and long term car parks can be organised by contacting the Airport Information Desk.

1.6.10 Safe Work Procedures

One of the principles that applies when engaging contractors is they are specialist in their field of endeavour and have undertaken a period of training and have become qualified to perform the tasks they do. They bring knowledge, expertise and experience with them when working on a Queenstown Airport property. There is generally a standard method of how they perform their work and ideally Contractors are performing the tasks under a Standard Operating Procedure (SOP).

The issue that arises is this SOP is often not documented and does not necessary take into account the environmental factors that can affect the safe and efficient execution of the task.

Passenger Safety, experience and the efficient operation of the airport are paramount. This is why it is important to check there is a well-defined Safe Method of Works. The detail and degree of elaboration will depend on the Scope of Works and risk that are presented in performing the works. A key element is performing a risk assessment to determining how the task should be managed.

The flow chart in Diagram 2 has been establish to test if a proposed task requires a Job Safety Analysis or other permits. Where the risk rating exceeds 10, the task should be discussed with the Technology and Asset Manager or Asset and Facilities Coordinator.

Diagram 3 – Preliminary Task Risk Assessment

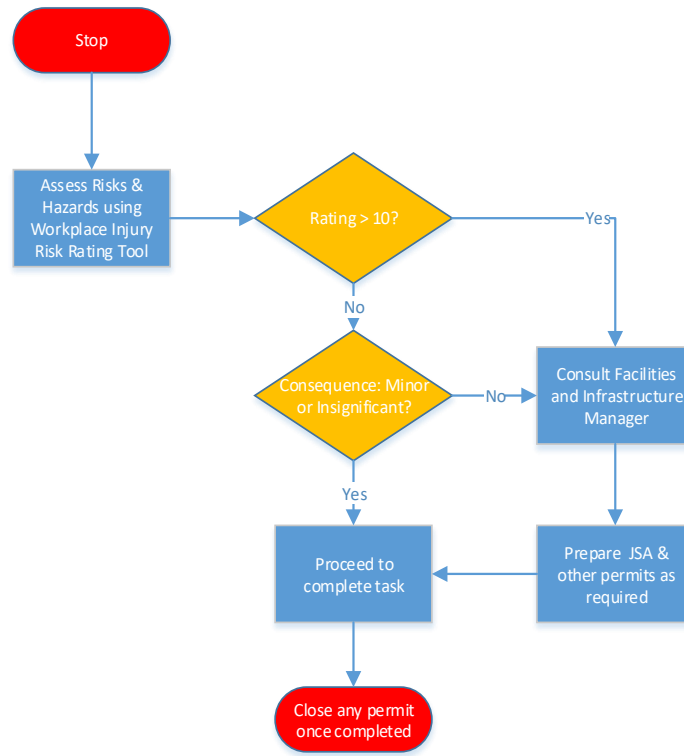


Table 2 – Likelihood – Consequence Relationship for Task Assessment

Workplace Injury and/or Occupational Illness		LIKELIHOOD					
		Almost Certain	Likely	Possible	Unlikely	Rare	
		Is expected to occur in most circumstances	Will probably occur in most circumstances	Might occur in most circumstances	Could occur in some circumstances	May occur in exceptional circumstances	
CONSEQUENCE (Realistic Potential)	Catastrophic Death or Serious Injury/ Illness to one or more people causing permanent disability including irreversible health damage	Significant Hazard	Very High (25)	Very High (24)	Very High (22)	Very High (20)	Very High (19)
	Major Injury/Illness. Causing permanent partial or temporary severe disability including irreversible health damage and/or needing hospitalisation		Very High (23)	Very High (21)	Very High (18)	High (14)	High (12)
	Moderate Injury/Illness. Causing temporary disability including reversible health damage and/or needing hospitalisation		High (17)	High (16)	High (13)	Medium (9)	Medium (6)
	Minor Superficial injury. Illness that may need First Aid and/or medical treatment	Potential Significant	High (15)	High (11)	Medium (8)	Low (5)	Low (3)
	Insignificant Slight Pain and/or Discomfort		Medium (10)	Medium (7)	Low (4)	Low (2)	Low (1)

Where applicable, copies of Queenstown Airport Corporation Ltd.'s written Standard Operating Procedures ("SOP") must be given to the contractor.

Particular attention must be paid to lockout or tag-out procedures.

Where available copies of the contractor's written Standard Operating Procedures must be provided prior to any work being undertaken. If contractors are undertaking Queenstown Airport Corporation Ltd.'s standard work tasks, Queenstown Airport Corporation Ltd.'s Standard Operating Procedures should be utilised by the contractor.

Where Standard Operating Procedures are not available then a Job Safety Analysis must be undertaken and depending on the outcome, a Safe Work Method Statement may be required to be prepared for approval.

1.6.11 Supervision

The Queenstown Airport manager or supervisor must arrange for the work of the contractor or subcontractor to be monitored to ensure their compliance with contractors safety plans, safe work method statements, Queenstown Airport standards and procedures, maintenance and correct use of tools or equipment and observance of good housekeeping.

1.6.12 Feedback

If the contractor or subcontractor is not working to expected safety standards, the manager or supervisor must discuss the deficiencies with the persons concerned and work with the contractor to resolve the problems. At the completion of works or contract, where appropriate, feedback is to be provided to the contractor on their Health and Safety performance.

1.6.13 Reporting Incidents, Injuries and Property Damage

Contractors, sub-contractors, or any other persons must be advised during Queenstown Airport's Contractor Induction that all incidents, injuries or damage to property must be reported to the relevant Queenstown Airport person on site, e.g. manager or supervisor. Contractors who fail to meet the reporting requirements will be subjected to disciplinary processes.

1.6.14 Emergency Procedures

Emergency procedures must be explained to contractors and subcontractors during Queenstown Airport's Health and Safety Induction. Contractors and subcontractors will be required to take part in practice drills should they occur when the contractor or subcontractor is on site. If the contractor is undertaking any tasks, or brings onto site any tools/equipment or product that may affect the site's emergency management, Queenstown Airport is to be notified prior to works to allow for a risk management strategy to be developed.

QAC conducts monthly fire briefing for tenants and tenants should refresh their knowledge of the emergency procedures on 24 month frequency.

1.6.15 Environmental Protection

Queenstown Airport's environmental standards must be clearly outlined prior to contractor engagement with the contractor or subcontractor having an understanding that strict adherence to these standards is required. This applies to, but is not limited to, noise, dust, gas or fume emissions, water management, spillages and preservation of the local ecology.

1.6.16 Security

Queenstown Airport operates under a number of security areas and access is restricted by Airport Identity Card and/or Access Code. Airport Identity Cards are requested through AVSEC using Airport Identity Card Application Form. Temporary cards can be provided through AVSEC or QAC Fire Rescue. Once the Airport Identify card has been applied for, AVSEC will provide QAC with the application details and can provide door access.

Persons are only permitted to enter areas they are authorised to enter.

Persons should not access cupboards, bins or containers unless they are specifically authorised to access.

Doors and gates should not be left open and barriers must be reinstated if moved. Doors are alarmed and monitored so they must be shut to prevent an alarm being triggered.

Tools and equipment must not be left within 2m of fences to prevent breaches of the security fencing.

AVSEC provide a briefing on the Airport Security requirements and bookings should be made through Facility and Infrastructure Services.

Contractors, subcontractors or other persons must be made aware that they will be responsible for the security of their own property while on site.

1.6.17 Drug and Alcohol Policy

Contractors and subcontractors will be made aware of the details and the requirement to meet Queenstown Airport's Drug and Alcohol Policy during Queenstown Airport's Health and Safety Induction. Any person found to be not conforming to the Drug and Alcohol Policy will be immediately removed from the workplace.

1.7 SHORT-TERM WORK ON SITE

1.7.1 Considerations for Safe Task Completion

In addition to the points detailed above, consideration must be given to the following standard work procedures that may be relevant to the contractor and their employees:

- a) Required Certificates, e.g. hot work, entry into confined spaces, etc.
- b) Electrical isolation.
- c) Lockout and tag-out.
- d) Chemical handling.
- e) Manual handling.
- f) Housekeeping.
- g) Use of personal protective equipment.
- h) Use of tools.
- i) Use of scaffolds and elevated platforms.
- j) Working at elevated levels, e.g. Roofs.
- k) Industrial gases.
- l) Disposal of waste and spills.
- m) Compliance with Company's emergency procedures and Site Emergency Management Plans.

1.8 LONG-TERM CONTRACTORS

1.8.1 Introduction

Long-term contractors are to have their own Health and Safety Management Plan and standards that are equal to or greater than Queenstown Airport's standards, or in the case of a long-term

contractor not having such standards, the agreement and application of Queenstown Airport's Health and Safety Standards is satisfactory.

As well as the general Health and Safety requirements outlined above, the procedures in the following paragraphs shall be observed.

1.8.2 Written Contract

A long-term contractor's contract must include more than a directive to 'work safely'. The contract must detail all the requirements of Health and Safety compliance, methodology of work (subject to changes) and include at the least the points detailed in paras 1.8.3 to 1.8.10 below.

1.8.3 Health and Safety Induction

A long-term contractor must be given a current and full site specific Health and Safety Induction.

1.8.4 Routine Health Surveillance

If a specific hazard is identified where risk of illness or injury to a person may be a consequence due to exposure, a risk assessment must be undertaken.

The risk assessment is to determine the requirements to schedule health surveillance. If there is any doubt, Queenstown Airport Management are to be consulted.

1.8.5 Health and Safety Committee

It is essential that contractor's input and involvement with health and safety issues is sought and that they are invited where appropriate to be represented on relevant Queenstown Airport Health and Safety Committees.

1.8.6 Standard Operating Procedures

As well as ensuring that long-term contractors are conversant with all relevant procedures, it is essential that contractors' input is sought when procedures that relate to their work are to be changed or developed. Particular emphasis must be given to lockout and tag-out procedures or workplaces of high risk i.e. Airside operational areas.

1.8.7 Emergency Procedures

Long-term contractors must be fully conversant with Queenstown Airport's emergency procedures and take part in any practice drills. If the contractor is undertaking any tasks or brings onto site any tools/equipment or product that may affect the site's emergency management, Queenstown Airport is to be notified prior to works to allow for a risk management strategy to be developed.

1.8.8 Personal Protective Equipment

All contractors are required to wear the mandatory personal protective equipment ("PPE"). Contractors are to further wear any PPE as detailed in their own safe work practices or risk assessments.

All Personal Protective equipment must comply with the relevant New Zealand Standard, WorkSafe Guidelines and must be worn in accordance with the manufacturer's recommendations.

1.8.8.1 Industrial safety helmet (hard hats)

Industrial safety helmets complying with NZS 5806 (or suitable approved head protection) must be worn at all times while on site where there is a risk of objects falling from above.

An elastic chinstrap is recommended to secure the hat and prevent dislodgement by the wind.

Hard hats should be replaced after dropping from a height or if there are any visible signs of wear and tear.

Follow the manufacturer's instructions for replacement (please check expiry dates).

1.8.8.2 Safety footwear (safety boots)

Footwear should be comfortable, provide maximum grip and give protection from pinching, jamming and crushing. Footwear with steel or plastic protective toe caps is available (see AS/NZS 2210.1 or 2210.2).

Contractors must be aware that footwear with steel protective shanks and caps will need to be removed for x-ray when passing through screening points.

1.8.8.3 Fall arrest harness (safety harness)

An assembly of interconnected shoulder and leg straps, with or without a body belt, that must be used where there is likelihood of free or restrained fall. The full fall arrest harness in association with a lanyard, which includes a personal energy (shock) absorber, is attached to the harness. The lanyard should preferably have a manulink, karabiner or snap hook designed to attach at a secure point. The maximum lanyard length is 2.0m long.

Refer to AS/NZS 1891.1.

1.8.8.4 Hand protection (gloves)

The correct selection of glove is important depending on the task.

Leather or split leather snug fitting gloves are recommended to protect hands when handling items such as scaffolding. They prevent components slipping through the hands and protect against cuts and abrasions.

In extreme conditions the wearing of specialist gloves may be required e.g. lined gloves in cold conditions or gloves to protect against acid or caustic spills.

1.8.8.5 Hearing protection (ear muffs or ear plugs)

Noise has been identified as a significant hazard in the workplace. There are a variety of ear muffs, pads or plugs available.

In New Zealand to aid selection a system of classes is used.

Classes are numbered 1 to 5 with each class increase representing an additional 5 decibels of protection (see table 1). Some earmuffs can be attached to safety helmets. It is recommended that you seek advice from your supplier regarding general noise protection.

Table 3 : Grades of hearing protection		
Class	Attenuation	For use in noise up to:
1	6	Up to 90 dB (A)
2	12	Up to 95 dB (A)
3	18	Up to 100 dB (A)
4	24	Up to 105 dB (A)
5	30	Up to 110 dB (A)

1.8.8.6 Eye protection (safety glasses)

Safety glasses should have wide vision, UV protection, be scratch resistant and have integral side shields. This gives greatest protection for workers for most conditions (see AS/NZS 1337).

1.8.8.7 High visibility vests

Fluorescent vests, polycotton or nylon with 50mm reflective tape allow the wearer to be seen under normal site conditions. High visibility vests should conform to AS/NZS 4602 or EN471.

1.8.9 Barriers and Barricades

Barricades are to be used when the presence of unauthorised personnel and / or equipment, in an area experiencing abnormal conditions, may result in a safety risk. Barricades in high use walkways and roads must be illuminated at night by blinking lights, reflective or luminescent tape, self-illuminating signs or some other equal or better lighting means. Barricades must be erected to meet the requirements of QAC-I-STD-001.

Barricades must be inspected on regular basis to ensure they are suitable and well maintained and prevent unauthorised personal from entering the area under control.

The location of the barricade must be carefully considered to ensure the hazard is adequately demarcated and the safe travel of people around the hazard.

1.8.10 Incidents, Injuries and Property Damage

As well as the requirement to report incidents, injuries and property damage as outlined in the Roles & Responsibilities paragraph above, such incidents involving contractors must be the subject of a full investigation.

1.8.10.2 Incident Investigation Team

The investigation team may involve a Queenstown Airport representative (this is to be decided on case-by-case basis), and otherwise it is the responsibility of the contractor to complete the investigation. The aim of the investigation is to establish the root cause of the incident. On identification of the incident root cause and any other gaps, risk controls are to be determined.

1.8.10.3 Incident Review

Any reported contractor-related incident must be reviewed by QAC Management.

1.8.11 Health and Safety Training and Instruction

The competency and experience of all contractor employees must be considered and assessed as necessary. Where it deemed necessary for task competency assessment, contractors will be required to provide records of training obtained external to Queenstown Airport.

2: PRIOR TO COMMENCEMENT

2.1 GENERAL REQUIREMENTS

Prior to any contracted work commencing:

- a) Contractual obligations shall be identified and agreed on (see para 2.2 below).
- b) All contractors who undertake work at Airport for Queenstown Airport property shall be inducted on safety matters and airport conditions.
- c) Current Queenstown Airport indemnity insurance requirements must be met (the Queenstown Airport Work Supervisor should be able to provide details of these).
- d) All contractors shall produce their Safety Plan to the Queenstown Airport Work Supervisor.
- e) All contractors shall produce their Building Consent Approval to the Queenstown Airport Work Supervisor.
- f) Any lessee or concessionaire/retailer (referred to as "tenant") requiring alterations on airport property needs to issue a Project Advice Notice (QAC-I-FRM-009) to Queenstown Airport Corporation Ltd and they will and where appropriate issue an Authority to Work Permit (QAC-I-FRM-002).
- g) Any lessee or concessionaire/retailer (referred to as "tenant") requiring regular maintenance activities on airport property needs to advise the Technology and Asset Manager or Asset and Facilities Coordinator the name of the contractor and the planned frequency of the tasks, provide a copy of the Standards Operating Procedure to perform the task and where deemed suitable the Technology and Asset Manager or Asset and Facilities Coordinator will issue an Authority to Work Permit.
- h) All contractors and consultants shall be familiar with the contents of these Airport Contractors' & Tenants' Guidelines.
- i) Queenstown Airport Work Supervisor must be given details of contractors' relevant work experience.
- j) Queenstown Airport must approve the tenant's nominated contractor (prior to their appointment).
- k) All required Health and Safety information shall be supplied (see para 2.3 below).
- l) Queenstown Airport and Queenstown Lakes District Council approval processes will need to be used.

- m) Additional “Special” policies may be added on some sites where unusual conditions occur.
- n) There are specific height envelopes for cranes or high equipment. The Queenstown Airport Work Supervisor must be advised of all details of any high equipment intended to be used.
- o) Mechanical plant must be registered using Form QAC-I-FRM-021, fully completed and given to Queenstown Airport Work Supervisor.
- p) Electrical plant must be registered using Form QAC-I-FRM-022 and accompany the Certificate of Compliance, and given to Queenstown Airport Work Supervisor.

2.1.1 Driving and Parking

Drivers must have a valid driver’s licence for the class of vehicle driven and obey all signs and directions.

All road going vehicles must be registered and have a current warrant of Fitness.

The speed limit on QAC roads is 15 km/hr.

Contractors and Delivery Drivers can utilise the following parking:

- A. **Loading Zone** – Deliveries and very short visits -Contractors have the ability to drop & transfer materials close to the terminal (maximum duration is 20 minutes, exceeding this time risks a fine).
- B. **Visitor Car Parking** – Short duration stays - Contractors can utilise the visitor car parking with payment via the pay station.
- C. **Staff Parking** - Long term projects or on going services - Contractors should request monthly parking permits per vehicle, to time with larger projects. The cost is paid by the Contractor.

2.2 CONTRACTUAL TERMS

2.2.1 Minor Works

Contracts for minor work may not involve large formal documents. They may be evidenced by a series of documents such as letters, emails, etc, or may even have their starting point in a Authority to Work Permit (QAC-I-FRM-002) (see para 2.4 below).

2.2.2 Proforma Contract Document

Queenstown Airport does, however, have a number of standard contract proforma which can be tailored to the circumstances of individual contracts as decided between the contractor and Queenstown Airport prior to work commencing.

2.2.3 Obligations to complain with Contractor and Tenant Zero Harm Guidelines

This Contractors’ & Tenants’ Guidelines document contains many requirements which the contractor/contracting company, by signing this document, is agreeing to. For the avoidance of doubt and in order to pre-empt any inconsistency or duplication between this document on the one hand and any term in any document which evidences a specific agreement between the parties relating to the current work on the other, it is hereby directed that, in any such case, that other document (for example, an email or series of emails, a signed contract, etc) shall take precedence.

2.3 DISCLOSURE OF HEALTH and SAFETY INFORMATION

2.3.1 Health and Safety related information

Contractors or subcontractors shall provide the following Health and Safety - related information prior to contract work on site commencing:

- a) details of any prohibition or improvement notices by the Occupational Safety and Health Service of WorkSafe NZ during the previous three years.
 - b) details of any prosecutions for any Offence under the Health and Safety at Work Act or its associated regulations during the previous three years.
 - c) details of the contractor's and sub-contractors' safety management programmes as applicable to the contract.
 - d) the name of the contractor's and every subcontractors' staff responsible and accountable for occupational safety and health.
 - e) details of training and qualifications that are required prior to commencing any work under the contract.
 - f) confirmation that a hazard identification of each task employees will be required to perform has been carried out.
 - g) proof of the method of carrying out the hazard identification and a copy of the contractor's hazard register.
- Note: A standard Queenstown Airport form exists so that all work hazards can be identified and agreed on (see para 2.4 below).
- h) emergency plans for all possible emergencies that may arise during the term of the contract.
 - i) a list of all hazardous substances that the contractor will bring to the site. The list must show the form (ie, solid, liquid or gas), the hazard classification number and the quantity of each hazardous substance.
 - j) a list of waste products which may be generated and their method of disposal. 2.3.2 The contractor and subcontractors shall provide immediately all details of any changes, additions or deletions to any information previously provided.

2.4 USE OF QUEENSTOWN AIRPORT PERMITS & FORMS – CONTRACTORS' APPLICATIONS

2.4.1 Lead-in Times for Forms

All forms and checklists which need to be used on the project have a minimum lead-in time for notification prior to issuing of approval.

The contractor should allow five days for processing except in cases of emergency work.

2.4.2 Website access to documents

Copies of Forms Available on Website Copies of the Permits/Forms are available to staff via the Queenstown Airport Corporation Ltd file server and to others on the Queenstown Airport website via the following url address:

www.queenstownairport.co.nz/commercial/facilities

2.4.3 Numbering System for Forms & Checklists

The intention behind the numbering system for Engineering Forms is as follows:

- 100 Series PROJECT ESTABLISHMENT - Assists in the set-up of the early stages of a project with budget estimate, Board Paper Draft format, Capex approval and the like, and deals with the project prior to tender for contractors.
- 200 Series TENDERING - Identifies all forms to record formally this process through to appointment of contractor.
- 300 Series SITE FORMATION / START UP - An important section which covers the procedures for ensuring the contractor mobilises and commences work to QAC standards and within Queenstown Airport Corporation Ltd guidelines.
- 400 Series PROJECT IN PROGRESS – SAFETY MATTERS - Defines all safety related checks that must be monitored by Queenstown Airport Corporation Ltd during the project management process.
- 500 Series SITE MANAGEMENT MATTERS - The project is at its construction phase, and this section deals with formal procedures necessary during this stage.
- 600 Series SITE COMMUNICATION CABLING MATTERS - This section deals specifically with cabling matters and will be used generally by the Infrastructure/Electronics team and applies to all cabling installers working on Queenstown Airport Corporation Ltd property.
- 700 Series PROJECT COMPLETION - An often forgotten period of the project when it is very important to ensure all relevant information is gathered and recorded.
- 800 Series MAINTENANCE PERIOD and THEREAFTER - Final close out of the project, with checklist.
- 900 Series TENANT FIT OUT - The management of tenant fit out, which although rarely funded by Queenstown Airport Corporation Ltd, we have legal obligations to ensure this work is undertaken correctly, hence an important section.

2.4.4 Guidelines for Use of Forms & Checklists

2.4.4.1 Forms

All forms should have the fields filled out electronically (other than the required signatures) - hand written versions may not be accepted.

Authority to Work permit (QAC-I-FRM-002) - This form is to be used for all work to Queenstown Airport property, both interior and exterior.

Contractors should present copies of this form to AVSEC to obtain temporary Identification cards.

Traffic Management Plan (QAC-I-FRM-011) - The relevant Manager will decide whether a Traffic Management Plan is necessary for a project and if so the contractor will be requested to complete this form, attach all necessary plans and documentation and get approval from Queenstown Airport Engineering Officer.

Declaration of Conformity (QAC-I-FRM-012) - This form relates to the use of any plant and equipment items used on the job to declare that they meet any statutory requirements.

For authorisation of works Airside a Method of Works Statement is required and is designed to ensure the Manager Airfield and Compliance receives all the information they need to approve the work, including any requirement for a Temporary Obstruction permit (QAC-4130).

A Permit to Work form (QAC-I-FRM-002) may also be required to accompany this application.

Access Equipment Authorisation Form (QAC-I-FRM-013) - Anyone wishing to hire or use any Queenstown Airport access equipment must sign their agreement to the terms of use set out in this form, and must comply with these rules at all times when using the equipment.

Ground Penetration Permit (QAC-I-FRM-004) - This form is to cover the excavation of any part of the Airport company land. No excavation may commence before any hazards are ascertained by the contractor.

Hot Work Permit (QAC-I-FRM-008) - This form is required for any “hot” works (eg, welding, grinding, etc) to Queenstown Airport buildings and to surrounding areas. Hot work is any work which uses temperatures that may result in the combustion of surrounding material. Hot Work Permits must be renewed on a daily basis.

Impairment Notice (QAC-I-FRM-010) - This form must be completed for the shutdown protection systems in particular zones or a whole building where any construction work may accidentally trigger an alarm requiring a New Zealand Fire Service callout. This may result in a payment of consequential costs for the callout.

Request for Sprinkler System Shutdown (QAC-I-FRM-014) – This form is to be completed for the shutdown of any portion of a sprinkler system.

Advice of On-site Hazards (QAC-I-FRM-015) – This form is partly completed by Queenstown Airport to inform the contractor in advance of possible site hazards. The other half of the form is to be completed by the contractor possibly on a daily basis to keep all personnel informed on what may be the hazards of the day on the site.

Planned Outage Notification (QAC-I-FRM-016) – Used to notify where any system outage is temporarily required to facilitate works. Where required additional permits may be required such as an Alarm Impairment Notice (QAC-I-FRM-010) or Request for Sprinkler System Shutdown (QAC-I-FRM-014).

Confined Space Entry Certificate (QAC-I-FRM-016) – This form is to be considered for use in conjunction between the contractor and Queenstown Airport construction supervisor. A checklist for confined spaces hazard identification is part of the form. These last for a single 24-hour period and are to be signed off by the relevant supervisor at the end of the shift.

Paint Marking Notification (QAC-I-FRM-017) – This formalises the record-keeping for any paint marking additions or amendments and ensures that the information is forwarded to Facilities Management for inclusion onto Queenstown Airport Master Asbuilt records.

Water Main Shutdown (QAC-I-FRM-018) – To be used when a shutdown of the water main is necessary. This form is managed by the Maintenance Engineer and forwarded to Fire Rescue Crew Chief, with notification of others as per the form.

Cable Duct Certificate (QAC-I-FRM-019) – This form must be completed prior to any work in underground cable ducts. Queenstown Airport permission must be obtained, using this form, so that Queenstown Airport can direct and manage certain aspects of this work.

SECTION 3: PERFORMING WORK

3.1 PROHIBITIONS

3.1.1 Breaches

The following listed items will not be tolerated by Queenstown Airport, and offenders will be told to leave the site immediately and Identification Cards will be revoked:

- a) Contractors resorting to verbal or physical abuse, confrontations, etc.
- b) Disregard of Airport Contractors Guidelines contents.
- c) Continual safety breaches.
- d) Sightseeing within the terminal.

- e) Eyeballing passengers.
- f) Indulging in horseplay or silly antics.

3.1.2 Food consumption

Food consumption within or around any public areas, both interior and exterior, is prohibited.

3.1.3 Nail Guns

No nail guns are to be operated in public areas outside full-height hoardings (they may only be used behind a solid barrier).

3.1.4 Staff Transport Probations

Transport of contractors in open-decked vehicles is prohibited on airport.

3.1.5 Restricted Work

The contractor and any subcontractors shall not carry out any restricted work until they obtain the relevant Queenstown Airport permit (see Queenstown Airport forms, para 2.4 above).

3.1.6 Children and animals on site

The contractor and any subcontractors shall not bring any children under the age of 15 or animals to the site.

3.1.7 Step Ladders

Two/ three step ladders are banned from any airport sites. Platform ladders are a permitted alternative

3.2 MANDATORY REQUIREMENTS

3.2.1 Minimum Standards to be meet

The following general requirements, **as a minimum**, are mandatory at all times while the contracted work is under way:

- a) Contractual obligations and these guidelines shall be complied with. Failure to comply may require removal of the person in question from the site.
- b) The contractor and subcontractors shall provide immediately all details of any changes, additions or deletions to any information previously provided.
- c) Each project will have at least one Site Safety Supervisor. Every contractor, subcontractor and their employee(s), etc, shall know who there is nominated Site Safety Supervisor.
- d) All contractors must comply with the Occupational Safety and Health in Employment Act and Regulations and all subsequent Amendments, and NZBC Section F. This includes working to accepted codes of practice produced by WorkSafe (eg, Code of Practice Booklets).
- e) Safe Method of Work and a Job Safety Analysis are to be forwarded to Queenstown Airport Work Supervisor (and Queenstown Airport permission be obtained) for the following:
 - disruptive works that could affect airport operations.
 - works over and around the public.
 - apron works.
 - lifting requiring crane works.

- Traffic Management Plan (TMP) and public directional control.
 - use of Powder Powered Tools such as Ramset type guns.
 - any other non-routine, hazardous work activity (eg, use of solvents, etc).
- f) The public and staff must be segregated from the contractors' work site at all times.
- g) All temporary hoardings are to be constructed in a safe manner and approved by the Queenstown Airport Work Supervisor.
- h) All sites are to have a Site Hazard Board, which is to be updated daily.
- i) All hazards should be controlled immediately by whoever discovers them, unless they do not have the ability to do so in which case it must be immediately reported to the Safety Supervisor.
- j) Contractors shall provide Queenstown Airport Work Supervisor notification of weekly/regular toolbox meetings.
- k) No tools or equipment must be left unattended in public areas, landside or airside, and mechanical plant must be isolated at all times during down time.
- l) Smoking is only permitted in designated areas. The Queenstown Airport Work Supervisor will define contractors' designated smoking areas.
- m) Access routes to a particular project are to be determined by Queenstown Airport Work Supervisor.
- n) The contractor and subcontractors shall provide first aid facilities suitable and sufficient for the number of persons employed on the contract.
- o) The contractor and subcontractors shall report all incidents, accidents, hazardous substance spills, discharges, near misses and equipment damage, etc, to the Safety Supervisor and Queenstown Airport Work Supervisor ASAP, but no later than the same day of the incident.
- p) The contractor and subcontractors shall be responsible for providing safety equipment to an approved New Zealand Standard or its equivalent, to its employees and for ensuring that the equipment is used or worn as required.
- q) Where specialist equipment is used, the contractor and subcontractors shall provide proof that the relevant training has been given in its correct use and the operators have the relevant current certificate for competency as required by the current Health and Safety in Employment Regulations.
- r) Where the contractor or subcontractors brings any scissor hoist on to the site, it must be key-operated and have the keys removed whenever it is unattended, and it must be demarcated with acceptable barriers when in any public area.
- s) Queenstown Airport shall have the right to inspect and audit the contractor's and subcontractors' provisions for occupational health and safety at any time during the term of the contract.
- t) All work at heights must use adequate protection measures for Work at Heights.
- u) All gas bottles are to be secured.
- v) Minimum size of a fire extinguisher used for hot works is to be 3.5kg.
- w) Powder-powered tool signs are to be displayed when such tools are in use, and any such tool may only be low velocity indirect driven.

- x) All vehicles (including contractors') on airport land are to have a current registration and warrant.
- y) Work in public areas is to be limited to low passenger movement times.
- z) Liaison with Lessees and Concessionaires is a Queenstown Airport responsibility unless by specific arrangement with Queenstown Airport Corporate. Concessionaires and visitors to the Lessees site during construction prior to handover are not permitted unless they are escorted and comply with the site hazard board.
- za) Material Safety Data Sheets (MSDS) must be supplied if requested.
- zb) All required temporary directional signage for passengers and traffic must be arranged.
- zc) A Scaffold Register must be kept in the site office and produced on request.
- zd) Scaffolding classified outside the Scaffold Code of Practice Scope must be signed off by a Qualified Structural Engineer in the form of a PS1.
- ze) The use of small lightweight mobile scaffolds must be authorized by Queenstown Airport Rep.
- zf) Vehicles must only be parked in areas permitted by Queenstown Airport Work Supervisor, and no parking is permitted on the terminal forecourt, designated parks or Loading Zones.

Queenstown Airport Work Supervisor will undertake his/her own safety audits, and may do so at any time without notice, but this does not remove or limit the safety obligations of the contractor.

3.3 NON-COMPLIANCE

If the contractor or any subcontractor fails to comply with any of the above items or is issued with an improvement or prohibition notice by WorkSafe NZ or is prosecuted for a breach of any relevant legislation, then Queenstown Airport will have the discretion to terminate the contract in part or in full, or cease the contract until rectified.

3.4 SAFE WORK PRACTICES

3.4.1 Use of Safety Plans

Because the contractor will already have provided Queenstown Airport with a safety plan, and is expected to have its own Health and Safety policy and procedures, these Guidelines will not detail comprehensive safe operating practices for equipment, machinery, processes, protective gear, etc. It is expected that the contractor will ensure all its staff and subcontractors are fully trained in all such matters.

3.4.2 PPE Requirements

However, by way of reiteration, the following general requirements (amongst others) are mandatory at all times while the contract is under way:

- a) wear all required PPE.
- b) report all defects promptly.
- c) keep all walkways clear at all times.
- d) stack materials safely.
- e) keep a lookout for moving drives, belts and parts of machinery.
- f) know where the fire extinguishers are located and how to use them.
- g) look out for openings in floors and make sure they are protected.

- h) keep rubbish cleared away promptly.
- i) ensure the work area is adequately lit – if not, arrange extra lighting.
- j) check electrical leads and portable appliances/power tools for damage before use and ensure they are tagged and dated, and dates are current.
- k) keep all electrical leads and portable appliances clear of water.
- l) always use an isolating transformer or R.C.D (Residual Current Device) when using any electrical tool or appliance.
- m) angle grinders must have built in safety features deadman and paddle switches and antilock clutch.
- n) all ladders must be compliant with the current AS/NZ Standard.

3.5 CABLE LAYING REQUIREMENTS

Contractors must adhere to specific Queenstown Airport requirements for all cable laying work. These requirements are set out in a separate document (see the Queenstown Airport Communications Cabling Management Manual).

3.6 CERTIFICATION OF WORK

Before consented work can be made operational, it requires the following to be submitted to Queenstown Airport site representative:

- Certificate of Public Use (CPU) or CCC from Queenstown Lakes District Council.
- Electrical CCC.

SECTION 4: RULES FOR WORK IN SPECIFIC LOCATIONS

4.1 REQUIREMENTS IN PASSENGER TERMINALS

4.1.1 Working in terminals

The following points must be complied with (as well as all other relevant points set out in these Guidelines) for any work carried out in or around the terminal:

Note: Access to certain parts of Terminal Building is restricted by law (referred to as being “Airside”), and for work in those areas, further additional requirements arise – see para 4.2.

- a) All contractors working for Queenstown Airport lessees or concessionaire/retailers and Queenstown Airport must complete an Authority to Work Permit before work commences. This form must be held on site, and produced on request (see para 2.4).
- b) All contractors working for Queenstown Airport tenants must also comply with all other requirements in this document, and should be aware of the tenant’s obligations to Queenstown Airport (see the “Other Buildings” para below), which could affect the way in which the contractor performs the contract.
- c) Additional door access requests over and above must be to the Queenstown Airport Work Supervisor in the first instance complete with start and finish dates.
- d) Materials or equipment must not be taken up in the public lifts without prior permission.
- e) Passenger Trolleys must not be used for the transport of equipment or materials. Contractors are to make their own cartage arrangements.
- f) In public areas, a reasonable standard of dress is required.

- g) Any work being undertaken in public areas of the Terminals must have hoardings or presentable cones connected by solid horizontal bars around it and a ground watcher in attendance.
- h) All fire egress routes must be kept clear of equipment or materials at all times.
- i) Food must not be consumed inside terminal areas or at food outlets, although purchasing food at these places is allowable.
- j) Major modifications are to be restricted during trading hours unless the area is hoarded off.
- k) The public and staff must be segregated from the contractors' work site at all times.
- l) Contractors are to comply with Section 363 of the NZBC or current equivalent.
- m) Transporting any mechanical plant within any lifts is by arrangement with the Queenstown Airport Work Supervisor only.
- n) Sightseeing within the terminals is prohibited.
- o) The use of public toilets within terminals is by arrangement with Queenstown Airport Work Supervisor only.
- p) Forced ventilation must be adopted for any hot works or solvents used within the terminal.

4.1.2 Fire Evacuations

The terminal has special fire evacuation zones so the whole building does not require an evacuation. In an evacuation, follow the instructions of the fire wardens.

4.1.3 Access Routes

Queenstown Airport Work Supervisor will, in consultation with the tenant, determine access routes for contractors (the contractor should not liaise directly with the tenant re access, unless the Queenstown Airport Work Supervisor has expressly permitted this). This is particularly relevant when going from Airside to landside through an Aviation Security screening point. Queenstown Airport Work Supervisor and Aviation Security will designate a specific route for manoeuvring large loads of equipment, etc.

4.2 REQUIREMENTS "AIRSIDE"

4.2.1 "Airside"

Defined Airside refers to all the restricted areas either within the various terminal buildings or around the perimeter of the Apron and Airfield areas. Security doors are in place within buildings, and security fencing and Gates in outdoor areas, which restrict access by the public and Airport staff. These areas are known as being "Airside", as opposed to "landside" and the information below is provided if any contractor needs to work within these restricted areas.

4.2.2 Use of Queenstown Airport Permits & Forms

4.2.2.1 Authority to Work Permit

The contractor requires an Authority to Work Permit (QAC-I-FRM-002) and a Method of Works Statement for any work performed Airside.

Where the work is deemed to penetrate the air space a Temporary Obstacle Application (QAC-1-4130) may be required to accompany this application form (see para 2.4).

4.2.2.2 Aviation Security

Aviation Security will only issue temporary passes for contractors on the authority of a Queenstown Airport Work Supervisor's instructions or the issuing of an Authority to Work by Queenstown Airport.

4.2.2.3 Identification Cards

Identification Cards (provided by Aviation Security or Fire Rescue) are required for Airside. They must be worn at all times on the outer garment and above waist height. Temporary Identification Card holders must be escorted whenever Airside activity takes place.

4.2.4 Access Routes

Aviation Security and Queenstown Airport will determine Airside access routes. This is particularly relevant when going from Airside to landside through an Aviation Security Checkpoint or screening point. Queenstown Airport Work Supervisor and Aviation Security will designate a specific route for manoeuvring large loads, etc.

4.2.5 Airside Driving Permits

4.2.5.1 Driver Licence Requirements

All persons required to drive a vehicle on Airside Operations Areas are required to be the holder of a valid Airside Driving Permit, or must be escorted by a current permit holder.

A driver must carry their Airside Driving Permit at all times whilst driving airside. The Airside Driving Permit shall be produced upon any such request made by a Queenstown Airport representative.

Full details of the Airside Driving Permit and vehicle regulations can be obtained from the Queenstown Airport website:

www.queenstownairport.co.nz/commercial/facilities

4.2.6 Right of Way

Aircraft shall have the absolute right of way.

Emergency Equipment and vehicles responding to an emergency and operating their emergency lighting shall have right-of-way over all other ground vehicles.

4.2.7 Jet Blast

Never drive a vehicle behind an aircraft with the anti-collision lights activated, or engines running. It can cause severe burns or turn your vehicle over.

Jet blast can be fatal.

4.2.8 Removing Objects that may be Dangerous to Aircraft

4.2.8.1 Foreign Object Debris

Foreign Object Debris (FOD) consists of objects left laying about on Aprons, Taxiways, and Runways that present a hazard to aircraft operations.

These objects include nuts, bolts, spanners, bag tags, etc, and they are a danger to aircraft engines and tyres must be removed from the work area at the end of the work session.

All persons working airside are responsible for clearing any debris, refuse or object that they deposit or observe which may present a danger to safe operations. Failure to do so could result in a Breach Notice being written and penalties being imposed. Where it is not practicable to clear such debris or objects, the observer shall immediately notify the Manager Airfield Operations and Compliance as well as the Duty Fire Rescue Fire Chief.

Manager Airfield Operations and Compliance – Ph 027 849 8437

Fire Rescue - Ph 256-8777

4.2.8.3 Spills

Also included in this category are spills.

Notify the Fire Rescue Fire of any spill as soon as possible on

Fire Rescue via Ph 256-8777

4.2.9 Ear Protection

Full (Grade 5) earmuffs must be worn at all times when in close proximity to running aircraft engines.

4.2.10 High Visibility Garments

When working on Airside on the Apron areas or manoeuvring areas, a high visibility garment must be worn which complies with current Australian and/or NZ Standards.

4.3 REQUIREMENTS IN OTHER AIRPORT BUILDINGS

4.3.1 Tenancy Alterations

1. 4.3.1.1 Complying with QAC Procedures

Contractors retained by any lessees or concessionaire/retailers (referred to as “tenants”) to modify the tenant’s premises inside an Queenstown Airport-owned building, while not parties to the lease/licence agreement with Queenstown Airport, must nevertheless comply with all Queenstown Airport procedures set out in this document. They should also be aware that Queenstown Airport’s lease agreements and retail Licences contain restrictions on what work, alterations, etc, are allowed, which if breached, could mean the work may be halted at any stage.

4.3.1.2 Retail Fitout Manual

For retail alterations, the Fitout Manual deals with such things as:

- a) The lease/licence agreements and the responsibilities of both Queenstown Airport and tenant.
- b) Procedures for design, approval and construction.
- c) Specific design considerations required for certain buildings, etc.

4.3.1.3 Building Alterations

Any proposed modification to the building interior or exterior requires Queenstown Airport approval through a Project Advice Form (QAC-I-FRM-009).

4.3.1.4 QAC Approval

Upon receiving Queenstown Airport approval to commence any work, the tenant can then notify the contractor that work can proceed. Queenstown Airport can then issue any applicable forms, etc (see para 2.4).

4.3.1.5 Requirement for Building Consent

The modifications may also involve Queenstown Lakes District Council building permit requirements.

Note that the intention of these procedures is that Queenstown Airport, in conjunction with tenants and contractors, can ensure any work is carried out safely for the benefit of employees and the general public.

SECTION 5: ACCIDENTS, INJURIES & EMERGENCIES

5.1 REPORTING

5.1.1 All Accidents

5.1.1.1 Requirement to Report Incidents

The contractor and subcontractors shall report all incidents, accidents, hazardous substance spills, discharges, near misses and equipment damage, etc, to the Safety Supervisor and Queenstown Airport Work Supervisor as soon as possible, but no later than the same day of the incident.

5.1.1.2 Mandatory Reporting of Incidents

Any accident where a serious harm injury occurs must be reported to WorkSafe immediately so WorkSafe can be involved within 24 hours.

5.1.2 Electrical Shocks

Any person receiving an electric shock shall report the incident to their Queenstown Airport Works Supervisor and Contractor Supervisor immediately. The Queenstown Airport Works Supervisor shall ensure a doctor examines the person as soon as possible, and shall ensure the cause of the shock is remedied or cordoned off immediately.

5.2 SERIOUS INJURIES

If there is a serious injury:

- a) Stay calm.
- b) Call for assistance.
- c) Stay put with the patient.
- d) Arrange immediate First Aid (via Airport Information Ph 4509 221) or 111
- e) Call a Site Safety Supervisor.
- f) Do not attempt to move the injured person unless to prevent further injury.
- g) Do not disturb the accident scene in any way until investigations have taken place.

5.3 EMERGENCY PROCEDURES

5.3.1 Evacuation

There is an evacuation procedure posted in every office. Make sure you know:

- a) What the alarm signal is.
- b) Where to go.
- c) What to do by contacting your Safety Supervisor.

5.3.2 Fire

Small fires may be put out with extinguishers (if safe to do so), and Queenstown Fire Rescue must be notified via:

Fire Rescue - Ph 256-8777.

If fire cannot be easily handled, activate the alarm system and/or call Fire Service 111 immediately.

5.3.3 Contact Numbers

There must be a list of emergency numbers held in the Site Office.