

Contractors' & Tenants' Guidelines



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AUCKLAND INTERNATIONAL AIRPORT LIMITED

AIRPORT CONTRACTORS' &
TENANTS' GUIDELINES

I,

of the following company,

have read these Auckland Airport
Contractors' & Tenants' Guidelines,
understand its contents, and agree to
oblige the above company or
contractor to act in accordance with its
requirements on any Auckland Airport
Site.

On the _____ day of _____ 20____

Signed Contractor:

Signed Auckland Airport Site Rep:

Note:
For the
contractual
effect of signing
this document,
refer to para 2.2
of this
document.

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RECOGNISED UNCONTROLLED COPYHOLDERS LIST

Official CONTROLLED electronic versions of this Manual are available to staff company-wide. If it is inconvenient for staff who require Manuals to access electronic versions, Auckland Airport will recognise a need for paper versions, but all paper versions of Manuals are UNCONTROLLED.

None

RECORD OF REVIEWS & APPROVAL OF MANUAL CONTENTS

A document review process is in place requiring the document's Business Unit owner to ensure content is reviewed at the agreed review frequency (see bottom left-hand footer). The FileSite document number containing evidence of the review is listed below, as well as the FileSite document number containing this document's BU owner-approval of content and amendments. Affected paras for each amendment date (see dates at bottom left-hand footer) are marked by lines in the right margin (except for consequential changes to Table of Contents, etc).

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RECORD OF REVIEWS & APPROVAL OF MANUAL CONTENTS *(cont)*

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TERMS AND ABBREVIATIONS

Accident

The Health and Safety in Employment Act 1992 defines an accident as an event that:

- causes any person to be harmed, or
- in different circumstances, might have caused any person to be harmed (near misses).

Accident Register

A register required by the Health and Safety in Employment Act to be kept to record all accidents and near misses which occur in the place of work.

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 (see also **Significant Hazard**)

Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm, and “hazardous” has a corresponding meaning.

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

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.

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.

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.

Serious Harm

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

- Respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner or specialist outpatient clinic, from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

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.

Significant Hazard (see also *Hazard*)

Means a hazard that is an actual or potential cause or source of:

- Serious harm; or
- Harm (being harm that is more than trivial), the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or usually is not detectable, until a significant time after exposure to the hazard.

Site

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

Site Rep

The Auckland Airport Site Rep is the Auckland 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 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 Auckland 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 Auckland Airport.

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

1.3 AUCKLAND AIRPORT CONTRACTOR MANAGEMENT GUIDELINES

- 1.3.1 Auckland Airport is committed to the management of health and safety for both company employees and all contractors it engages, or those working on Auckland 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 These Auckland Airport Contractors' and Tenants' Guidelines include a process of pre-qualification and pre-work assessment of contractor's health and safety management plans, approval to undertake work for Auckland 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, Auckland 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 Auckland 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 Auckland Airport's legal requirements to employees, contractors and visitors to our site.

1.5 ROLES AND RESPONSIBILITIES

1.5.1 Auckland Airport Business Unit Managers, Project Managers, Health and Safety Manager 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.
- b) Pre-contract assessment and approval (where granted) of contractor H&S management.
- c) Establishing an approved contractor list.
- d) The scheduling and completion of the contractors' health and safety Induction.
- e) The management of contractors in relation to site specific hazards and ensuring contractor's proposed work methods do not place themselves and/or Auckland Airport employees at risk.
- f) Advising the relevant Manager/Supervisor when the work will be conducted in the workplace.
- g) Checking, monitoring and auditing contractors' performance and documentation.
- h) Applying the respective contractor disciplinary processes when required.

1.5.2 Auckland Airport employees are responsible for:

- a) Not placing themselves, members of the public or contractors at risk of injury.
- b) Assist contractors where required to develop, implement or operate to safe work practices.
- c) Reporting non-complying work methods of contractors to Auckland Airport management.

1.5.3 Contractors are responsible for:

- a) Complying with these Contractors' and Tenants' Guidelines.
- b) Providing health and safety information to Auckland Airport that is relevant to the contract when requested.
- c) Developing site-specific plans procedures and risk management assessments relevant to site hazards and work activities at the site.
- d) Successfully completing the Auckland Airport Health and Safety Induction.
- e) Ensuring they do not place themselves or others at risk of injury.
- f) Working in accordance with Auckland Airport health and safety standards, procedures and practices where required.
- g) Reporting any incidents, injuries or non-compliances to Auckland Airport Management.
- h) Completing any contractor Permit to Work requirements.
- i) Taking part in Auckland Airport contractor Audits.

1.6 REQUIREMENTS FOR ENGAGING CONTRACTORS OR SUBCONTRACTORS

1.6.1 Requirements

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

1.6.2 Contractor Health and Safety Management

Contractors must provide details of their H&S management structure, H&S 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 H&S management standards and a reference to meeting Auckland Airport's H&S standards.

1.6.4 Insurances, Licences, Registrations & Certificates

The Auckland 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 Health and Safety Induction

Before work is commenced, the Auckland Airport manager or supervisor will organise for the Company H&S induction training to be completed. Contractors and sub-contractors are not permitted to start work until the Auckland Airport Health and Safety Induction is successfully completed.

1.6.6 Safe Work Procedures

Where applicable, copies of Auckland Airport's written Standard Operating Procedures ("SOP") must be given to the contractor. Particular attention must be paid to lockout or tag-out procedures. Copies of the contractor's written SOPs must be provided prior to any work being undertaken. If contractors are undertaking Auckland Airport's standard work tasks, Auckland Airport's SOPs should be utilised by the contractor.

1.6.7 Supervision

The Auckland 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 procedures, Auckland Airport standards and procedures, maintenance and correct use of tools or equipment and observance of good housekeeping.

1.6.8 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 H&S performance.

1.6.9 Reporting Incidents, Injuries and Property Damage

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

1.6.10 Emergency Procedures

Emergency procedures must be explained to contractors and subcontractors during Auckland 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, Auckland Airport is to be notified prior to works to allow for a risk management strategy to be developed.

1.6.11 Environmental Protection

Auckland Airport's environmental standards must be clearly outlined prior to contractor engagement with the contractor or subcontractor having a 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.

1.6.12 Property Security

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

1.6.13 Drug and Alcohol Policy

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

1.7 SHORT-TERM WORK ON SITE

1.7.1 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.

1.7.2 Copies of these, if deemed relevant, can be given to the contractor or subcontractor.

1.8 LONG-TERM CONTRACTORS

1.8.1 Introduction

1.8.1.1 Long-term contractors are to have their own Health and Safety Management Plan and standards that are equal to or greater than Auckland Airport's standards, or in the case of a long-term contractor not having such standards, the agreement and application of Auckland Airport's Health and Safety Standards is satisfactory.

1.8.1.2 As well as the general H&S requirements outlined above, the procedures in the following paras 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 H&S compliance, methodology of work (subject to changes) and include AT 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 full site specific H&S 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, Auckland 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 Auckland 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 Auckland 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, Auckland 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.

1.8.9 Incidents, Injuries and Property Damage

- 1.8.9.1 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.
- 1.8.9.2 The investigation team may involve an Auckland 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

and implemented to prevent a recurrence.

- 1.8.9.3 Any reported contractor-related incident must be included in the relevant Health and Safety Committee agenda for review.

1.8.10 Health and Safety Training and Instruction

The competency and experience of all contractor employees must be considered and assessed as necessary. Records of contractors' training provided to Auckland Airport will be maintained. Contractors will be required to provide records of training obtained external to Auckland Airport.

SECTION 2: PRIOR TO COMMENCEMENT

2.1 GENERAL REQUIREMENTS

Prior to ANY contract work commencing:

- a) Contractual obligations shall be identified and agreed on (see [para 2.2](#) below).
- b) All contractors who undertake work on Airport for Auckland Airport shall be inducted on safety matters and Airport conditions.
- c) Current Auckland Airport indemnity insurance requirements must be met (the Auckland Airport Site Rep should be able to provide details of these).
- d) All contractors shall produce their Safety Plan to the Auckland Airport Site Rep.
- e) All contractors shall produce their Building Consent Approval to the Auckland Airport Site Rep.
- f) Any lessee or concessionaire/retailer (referred to as “tenant”) requiring major alterations using a contractor working on Airport needs an official Auckland Airport letter of approval (a Permit to Work Form or a Works Order can cover minor works or maintenance - see [para 2.4](#) below).
- g) All contractors and consultants shall be familiar with the contents of these Airport Contractors’ & Tenants’ Guidelines.
- h) Auckland Airport Site Rep must be given details of contractors’ relevant work experience.
- i) Auckland Airport must approve the tenant’s nominated contractor (prior to their appointment).
- j) All required H&S information shall be supplied (see [para 2.3](#) below).
- k) Auckland Airport and Auckland Council approval processes will need to be used.
- l) Additional “Special” policies may be added on some sites where unusual conditions occur.
- m) There are specific height envelopes for cranes or high equipment. The Auckland Airport Site Rep must be advised of all details of any high equipment intended to be used.
- n) Mechanical plant must be certified using Form ESS 307, fully completed and given to Auckland Airport Site Rep.

2.2 CONTRACTUAL TERMS

- 2.2.1 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 Permit to Work Form (see [para 2.4](#) below).
- 2.2.2 Auckland Airport does, however, have a standard contract proforma which can be tailored to the circumstances of individual contracts as decided between the contractor and Auckland Airport prior to work commencing.
- 2.2.3 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 H&S INFORMATION

- 2.3.1 Contractors or subcontractors shall provide the following H&S-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 in Employment Act 1992 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 Auckland Airport form exists so that all work hazards can be identified and agreed on (see [para 2.4](#) below).

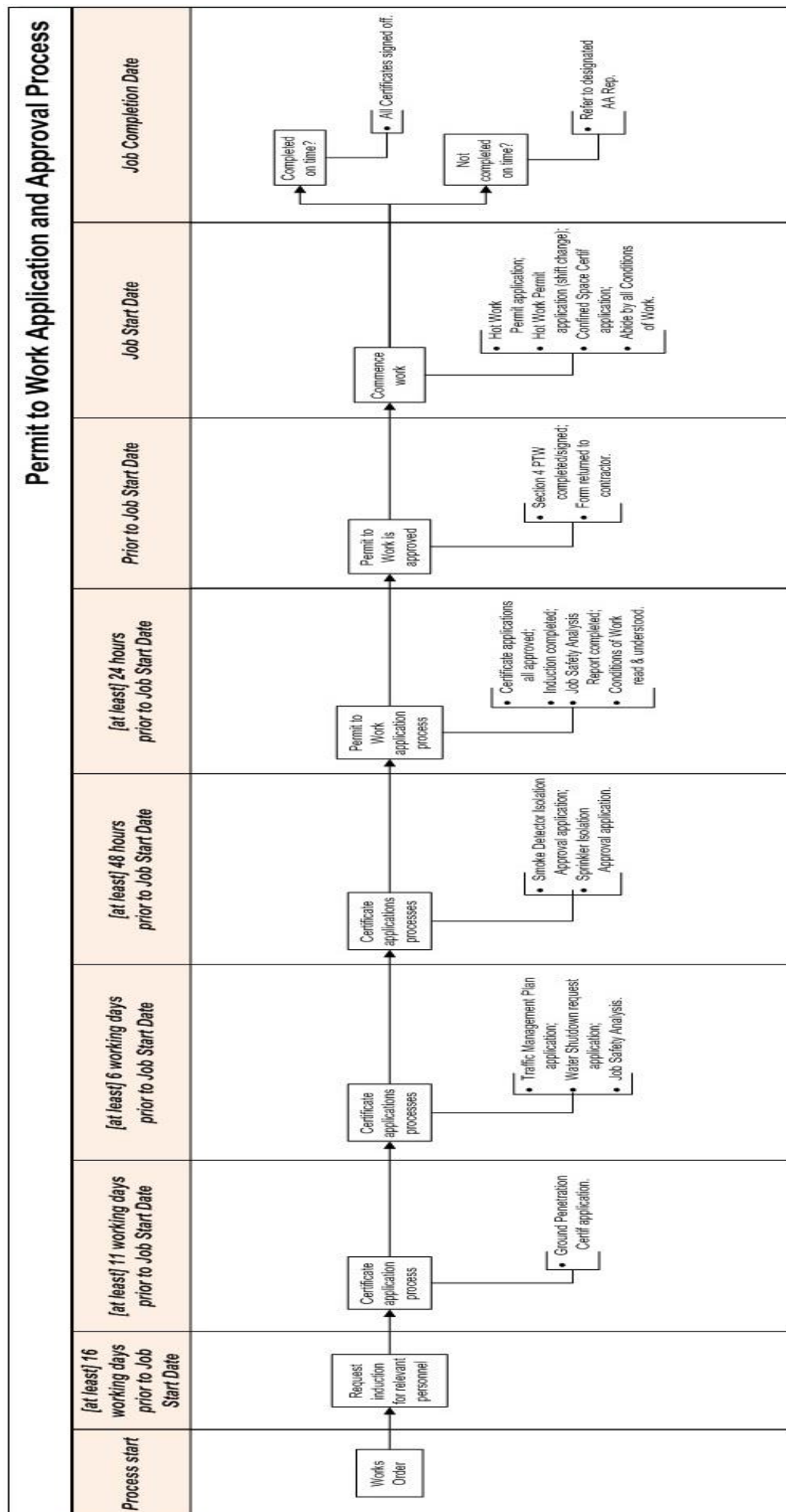
- h) Emergency plans for all possible emergencies that may arise during the term of the contract.
- i) A list of all hazardous substances that the contractor will bring to the site. The list must show the form (ie, solid, liquid or gas), the hazard classification number and the quantity of each hazardous 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 AUCKLAND 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 (see flowchart overleaf).



2.4.2 Copies of Forms Available on Website

Copies of the Permits/Forms are available to staff via OnAir or FileSite and to others on the Auckland Airport website via the following url address:

<http://www.aucklandairport.co.nz/AirfieldInformation/Contractor-and-Tenant-Guidelines.aspx>

Note: Unfortunately the Hot Work Permit form is only available in hard copy, and it is available upon request from an authorised ESS Permit Issuer.

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 AIAL standards and within AIAL guidelines.
- 400 Series PROJECT IN PROGRESS – SAFETY MATTERS - Defines all safety related checks that must be monitored by AIAL 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 AIAL 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 AIAL, 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 All forms must have the fields filled out electronically (other than the required signatures) - hand written versions will not be accepted, with the exception of the Hot Work Permit, which is a hard copy form available upon request from any authorised ESS Permit Issuer.
- 2.4.4.2 A brief explanation of relevant Engineering Forms (available to staff via OnAir or FileSite and to others via the url address on the previous page) is as follows:

Permit to Work – Form Eng 301

This form is to be used for all work to Auckland Airport buildings, both interior and exterior. Contractors should present copies of this form to AVSEC to obtain temporary IDs.

Traffic Management Plan – Form Eng 305

The relevant Engineering Manager will decide whether a TMP 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 Auckland Airport Engineering Officer.

Declaration of Conformity – Form Eng 307

This form relates to the use of any plant and equipment items used on the job to declare that they meet any statutory requirements.

Authorisation of Works Outside, Airside (application for “Bluey”) – Form Eng 308

This form is used to apply to Auckland Airport Apron Operations Tower staff for authorization/notification of construction works on airside, in any outside areas (ie, not within Terminals), and is designed to ensure they receive all the information they need to issue a “Bluey”. A Permit to Work form may also be required to accompany this Application form. It allows the AOT to appoint a Safety Officer (AOT uses their “Bluey” form for this purpose) to the works, who will control airside works in operational areas on the day. That particular Officer signs off the “Bluey” forms at the end of each day.

Aviation Security will only issue temporary passes for contractors on the authority of an Auckland Airport Manager’s instructions or the issuing of a Permit to Work by Auckland Airport.

Access Equipment Authorisation – Form Eng 401

Anyone wishing to hire or use any Auckland Airport access equipment (eg, cherry pickers, scissor platforms, etc) 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.

Notification of Ground Penetration Works – Form Eng 403

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

This form is required for any “hot” works (eg, welding, grinding, etc) to Auckland 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.

Request for Isolation of Smoke Detectors – Form Eng 405

This form must be completed for the shutdown of 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 – Form Eng 406

This form is to be completed for the shutdown of any portion of a sprinkler system.

High Voltage Electrical Power Centre Access Authority – Form Eng 407

This Permit or Authority to enter must be completed before access is allowed to any Auckland Airport HV Electrical Power Centre and must be complied with at all times.

Advice of On-site Hazards – Form Eng 408

This form is partly completed by Auckland 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 – Form Eng 409

Confined Space Entry Certificate – Form Eng 411

This form is to be considered for use in conjunction between the contractor and Auckland 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.

Subcontractors on Site – Form Eng 502

A blank template to assist Auckland Airport staff.

Paint Marking Notification – Form Eng 505

This formalises the record-keeping for any paint marking additions or amendments and ensures that the information is forwarded to EIC for inclusion onto Auckland Airport master as-built records.

Water Main Shutdown – Form Eng 509

To be used when a shutdown of the water main is necessary. This form is managed by the relevant Engineering Officer and faxed to the AES Crew Chief, with notification of others as per the form.

Cable Duct Certificate – Form Eng 602

This form must be completed prior to any work in underground cable ducts. Auckland Airport permission must be obtained, using this form, so that Auckland Airport can direct and manage certain aspects of this work.

SECTION 3: DURING WORK

3.1 PROHIBITIONS

- 3.1.1 The following listed items will not be tolerated by Auckland Airport site representatives, and offenders will be told to leave the site immediately and IDs 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 within or around any public areas, both interior or exterior, is prohibited.
- 3.1.3 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 Transport of contractors in open-decked vehicles is prohibited on airport.
- 3.1.5 The contractor and any subcontractors shall not carry out any restricted work until they obtain the relevant Auckland Airport permit (see Auckland Airport forms, [para 2.4](#) above).
- 3.1.6 The contractor and any subcontractors shall not bring any children under the age of 15 or animals to the site.
- 3.1.7 Two/ three step ladders are banned from any airport sites.
- 3.1.8 J 20s are banned from all airport sites.

3.2 MANDATORY REQUIREMENTS

- 3.2.1 The following general requirements, AS A MINIMUM, are mandatory at all times while the contracted work is under way:
- a) Contractual obligations and these Airport Contractors' 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 the Site Safety Supervisor is.
 - 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) Task Analyses are to be forwarded to Auckland Airport Site Rep (and Auckland Airport permission be obtained) for the following:
- Disruptive works that could affect airport operations.
 - Works over and around the public.
 - Apron Works.
 - Craneage.
 - Traffic Management Plan (TMP) and public directional control.
 - Use of Ramset 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 Auckland Airport Site Rep.
- 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 Auckland Airport Site Rep 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 Auckland Airport Site Rep will define contractors' designated smoking areas.
- m) Access routes to a particular project are to be determined by Auckland Airport Site Rep.
- 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 Auckland Airport Site Rep 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 barriered off with acceptable barriers when in any public area.
- s) Auckland 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 (Auckland Airport has a Safety SOP for Work at Heights, available upon request).
- 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 PAX movement times.
- z) Liaison with Lessees and Concessionaires is an Auckland Airport responsibility unless by specific arrangement with AA. 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 AA Site Rep.
- zf) Vehicles must only be parked in areas permitted by Auckland Airport Site Rep, and in any case, no parking is permitted at the rear of PC11, ESS parks, designated parks, Loading Zones or the ITB or DTB Forecourts.

3.2.2 Auckland Airport Site Rep 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 Auckland 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 Because the contractor will already have provided Auckland Airport with a safety plan, and is expected to have its own H&S 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 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 anti-lock clutch.
- n) All ladders must be compliant with the current AS/NZ Standard.

3.5 USE OF AUCKLAND AIRPORT PERMITS & FORMS

All forms and checklists which may need to be used during the project are discussed at [para 2.4](#) above.

3.6 CABLE LAYING REQUIREMENTS

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

3.7 CERTIFICATION OF WORK

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

- Certificate of Public Use (CPU) or CCC from Auckland Council.
- Electrical CCC.

SECTION 4: RULES FOR WORK IN SPECIFIC LOCATIONS

4.1 REQUIREMENTS IN PASSENGER TERMINALS

4.1.1 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 either the International or Domestic Terminals:

Note: Access to certain parts of Terminal Buildings 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 Auckland Airport lessees or concessionaire/retailers and Auckland Airport must complete a Permit to Work Form before work commences. This form must be held on site, and produced on request (see [para 2.4](#)).
- b) All contractors working for Auckland Airport tenants must also comply with all other requirements in this document, and should be aware of the tenant’s obligations to Auckland 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 Form AA 8 must be in the form of emails to the AA Site Rep in the first instance complete with start and finish dates.
- d) Materials or equipment must not be taken up in the public lifts or escalators without prior permission.
- e) Passenger “SmarteCarte” 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) Lifts 39, 40, 41 & 42 are the designated goods lifts for contractors. The use of any other lifts within the Terminals is by arrangement with the Auckland Airport Site Rep only, and the use of Pier A goods lift 29 is by arrangement with SkyGate, Avsec and AA Site Rep.
- n) Transporting any mechanical plant within any lifts is by arrangement with the Auckland Airport Site Rep only.
- o) Sightseeing within the terminals is prohibited.
- p) The use of public toilets within terminals is by arrangement with Auckland Airport Site Rep only.
- q) Forced ventilation must be adopted for any hot works or solvents used within the Terminals.

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

4.1.4 All contractors are also to comply with:

- a) Hot work and other permit/certification requirements (see [para 2.4](#) of this document).
- b) Auckland Airport Communications Cabling Management Manual.
- c) Mini Summary Safety Guide for Contractors.
- d) Auckland Airport Fitout Manual (as appropriate – see the “[Other Buildings](#)” para below).

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 Auckland Airport Permits & Forms

4.2.2.1 The contractor has to supply an Application to Work Outside in Airside Areas form (or an “Application for Bluey”) which is submitted to the Auckland Airport Site Rep for submission to the Auckland Airport Operations Tower staff for approval and issue of an Authorisation of Work in Aircraft Operational Areas (also known as a “Bluey”). A Permit to Work Form may be required to accompany this Application form (see [para 2.4](#)). The Bluey is to provide the contractor with a notification that the Auckland Airport Airport Safety Officer controls Airside works in Operational areas on the day and signs off these forms at the end of each day.

4.2.2.2 Aviation Security will only issue temporary passes for contractors on the authority of an Auckland Airport Site Rep’s instructions or the issuing of a Permit to Work by Auckland Airport.

4.2.3 Identification Cards

ID’s (provided by Aviation Security) are required for Airside. They must be worn at all times on the outer garment and above waist height. Temporary ID holders must be escorted whenever Airside activity takes place.

4.2.4 Access Routes

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

4.2.5 Airside Driving Permits

4.2.5.1 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.

4.2.5.2 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 an Auckland Airport representative.

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

<http://www.aucklandairport.co.nz/en/AirfieldInformation/Downloads.aspx>

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 (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.

4.2.8.2 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 Auckland Airport Apron Tower (extn 98990 / 98991 or VHF frequency 123.0 MHz).

4.2.8.3 Also included in this category are spills. Notify Apron Tower of any spill as soon as possible on extension 98990 / 98991.

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 maneuvering 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

4.3.1.1 Contractors retained by any lessees or concessionaire/retailers (referred to as “tenants”) to modify the tenant’s premises inside an Auckland Airport-owned building, while not parties to the lease/licence agreement with Auckland Airport, must nevertheless comply with all Auckland Airport procedures set out in this document. They should also be aware that Auckland 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 For retail alterations, the Fitout Manual deals with such things as:

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

4.3.1.3 Any proposed modification to the building interior or exterior requires Auckland Airport approval.

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

4.3.1.5 The modifications may also involve Auckland Council building permit requirements.

4.3.1.6 Note that the intention of these procedures is that Auckland 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 The contractor and subcontractors shall report all incidents, accidents, hazardous substance spills, discharges, near misses and equipment damage, etc, to the Safety Supervisor and Auckland Airport Site Rep ASAP, but no later than the same day of the incident.
- 5.1.1.2 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 Supervisor immediately. The 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 ICR (256-8777) or the emergency number for the site.
- 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 AES must be notified via ICR (256-8777). If fire cannot be easily handled, call Fire Service via ICR (256-8777).

5.3.3 Contact Numbers

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