

CONTRACTOR APPLICATION GUIDE TO REQUESTING WORKS SAFETY OFFICER SUPPORT

SCOPE

This application guide will assist you in obtaining Works Safety Officer (WSO) support for your project.

DO I NEED TO APPLY...

All airside projects require WSO support to:

- Facilitate contractor access to the airfield in accordance with appropriate safety and security procedures
- Ensure vehicles and plant are correctly marked and lit
- Ensure correct access routes are used and airside escort procedures are adhered to
- Issue of Temporary Authority for Use Airside vehicle passes to vehicles entering airside
- Monitor works at the work site ensuring Method of Working Plan and Airside Operations Advice requirements and/or Standard Safety and Security Procedures are adhered to, including that the work site is appropriately marked
- Monitor/inspect the environmental controls in place during the works and report any environmental issues or incidents to the Works Safety Officer Team Leader and the Airside Safety Officer (ASO)

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to a Works Safety Officer quest are:

- Melbourne Airport Permit to Commence Work
- Method of Works Plan

OVERVIEW

All applications for WSO support are to be made through the Airside Works Coordinator not later than close of business on the Wednesday preceding the week of work. The Airfield Operations and Works Coordinator will upon receipt the application:

- Assess the proposed shift schedule for WSO availability;
- Assess the proposal for ASO requirement; and
- Schedule WSOs on for the scheduled shifts.

Please note that the WSOs will not organise visitor passes for workers entering the site. These must be organised prior to seeking airside entry. ISS will issue a temporary vehicle pass for vehicles attending the works, which meet the minimum requirements for vehicles entering airside. These can be obtained from the Visitor / Vehicle Pass hut at Gate 22.

PREPARING FOR YOUR SUBMISSION

Prior to submitting your application to impede an airside road, it is advised that you contact the Airside Works Coordinator to discuss your proposed works. The Airfield Operations and Works Coordinator will organise an onsite meeting to discuss the proposed works activity and alert you to any conditions which may affect your application.

WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- Time, date and duration of work shifts requiring escort. Note that the minimum work shift is 4hrs
- Number of WSOs Statics required
- Number of WSO Escorts required
- Location of the works
- Proposed setup of the works zone
- Quote Capital Project Number to charge, or negotiate a miscellaneous invoice to be paid in arrears
- All works on a live runway need to be coordinated through the Airfield Operations and Works Coordinator to have a Melbourne Airport Airside Safety Officer in attendance and
- Have to provide an indication of where WSO / ASO will meet you, i.e. Gate 22, 27 or 39

DECISION ON THE SUBMISSION

Melbourne Airport will; within two business days of receiving your application, make a decision on the application for WSO based on the impact to Airport Operations only. If insufficient WSOs or ASOs are available for the nominated shifts, you will have to consider alternate times for the works.

CONTACT US

For any queries, please call the Airfield Operations and Works Coordinator on +61 3 9297 1839.