

APAC SAFETY ESSENTIALS

The APAC Safety Essentials are the fundamental safety principles associated with high risk tasks or key safety management processes at Melbourne and Launceston airports. The APAC Safety Essentials act as “Golden Rules” and are non-negotiable. They apply to all people working at Melbourne and Launceston airports. Breaches of any of the eight Safety Essentials will result in the responsible party being subject to the APAC penalty program. Details of the APAC penalty program are attached to these Safety Essentials.

1. **Risk Management:** Always identify, assess and make attempts to eliminate risks associated with tasks or conditions before commencing works. Where elimination is not possible, apply the Hierarchy of Control to reduce the risk to as low as reasonably practicable.
2. **Training and Competency:** Only perform tasks or activities that you are trained, qualified or competent to undertake.
3. **Public Safety:** Always apply the APAC Minimum Public Safety Requirements wherever there is potential for interaction with the public.
4. **Interaction with Vehicular Traffic:** Wherever possible, isolate people from vehicular traffic (road vehicles, airside vehicles and mobile plant) via physical separation means (E.g.: bollards, jersey barriers, water-filled barriers, hard barricading or railing, fencing).
5. **Working with Utility Services:** Positively identify underground and overhead utility services, and those concealed in pavements, walls or ceiling spaces, prior to commencing work.
6. **Fall Prevention:** Always assess, control and make attempts to eliminate a risk of fall before commencing work at height. Where elimination is not possible, apply the Hierarchy of Control to reduce the risk of fall to as low as reasonably practicable. Note: When a ladder is identified as the safest method, platform ladders must be selected above A-frame and other ladder types unless not reasonably practicable to do so.
7. **Excavation:** Always protect people from open excavations and ensure that excavations have been assessed as ‘safe’ by a competent person before entering them.
8. **Energy Isolation:** Never work on plant or equipment without first verifying the energy source is isolated.



APAC PENALTY PROGRAM

In the event of a **first breach** against one of the APAC Safety Essentials over a rolling 12 month period, the responsible party* will be required to:

- Make safe the work area and then immediately cease the activity where the breach occurred.
- Arrange for a senior management representative to attend a meeting at the APAM or APAL offices to explain the breach and what is being done in response to the breach.
- Raise an incident report and investigate the breach, providing a copy of the incident investigation report to APAM/APAL once completed.
- Not re-commence the activity until APAM/APAL have been provided a copy of the incident investigation report and APAM/APAL have provided comment.
- Receive a first warning under the APAC Penalty Program.

In the event of a **second breach** against one of the APAC Safety Essentials over a rolling 12 month period, the responsible party* will be required to:

- Make safe the work area and then immediately cease the activity where the breach occurred.
- Arrange for a senior management representative to attend a meeting at the APAM or APAL offices to explain the breach and what is being done in response to the breach.
- Raise an incident report and investigate the breach, providing a copy of the incident investigation report to APAM/APAL once completed.
- Not re-commence the activity until APAM/APAL have been provided a copy of the incident investigation report and provided comment.
- Receive a second and final warning under the APAC Penalty Program.

In the event of a **third breach** against one of the APAC Safety Essentials over a rolling 12 month period, the responsible party* will be required to:

- Make safe the work area and then immediately cease the activity where the breach occurred.
- Arrange for a senior management representative to attend a meeting at the APAM or APAL offices to explain the breach and what is being done in response to the breach.
- Raise an incident report and investigate the breach, providing a copy of the incident investigation report to APAM/APAL once completed.
- Not re-commence the activity until APAM/APAL have been provided a copy of the incident investigation report and APAM/APAL have provided comment.
- The responsible party will be removed from the APAM or APAL tender list (a pool of approved contractors / service providers who can tender for APAM or APAL third party works).
- The responsible party will be subject to a review by APAM/APAL of APAM/APAL's rights under the relevant contract or agreement with the responsible party**.

*Responsible party means the organisation who is responsible for the works area or activity being performed.

**APAM's rights outlined above are in addition to, and do not limit, any other rights which APAM may have under any contract, agreement, policy or procedure.