



# Contractor Guidelines 2022

Aeria Management Group respectfully acknowledges the Dharug and Dharawal people, the Traditional Custodians of the country where Aeria and our Airports are located and their connections to land, water and community. We pay our respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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# 1. Introduction





# 1. Introduction

Welcome to Aeria Management Group encompassing Bankstown and Camden Airports.

The contractor guidelines are to provide contractors, sub-contractors and their employees key aspects on health, safety and environment and appropriate conduct whilst performing work at Bankstown and/or Camden airport.

Please read these guidelines and apply the principles to your daily work practices. By reading and understanding these guidelines, everyone working within Aeria Management Group' sites will be able to play their role maintaining a safe workplace.

Every effort has been made to explain the local site rules and legal obligations of contractors, sub-contractors, and their employees, whilst working at Aeria Management Group. It is the contractors' responsibility however, to abide by relevant work health and safety legislation and ensure that they operate in a manner that does not endanger or cause harm to themselves or others.

If you do not understand these policies or the practices they contain, make sure you ask a representative of Aeria Management Group.

At Aeria Management Group, our goal is to create the ultimate gateway by becoming a thriving and diverse destination, that connects aviation, commerce, and the community.

Our core values include providing an environment that is safe, secure, and professional. We are committed to providing a safe work environment as part of our duty of care.



## 2. Work Health and Safety Responsibilities



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### a) Register of Approved contractors (CM3)

To be eligible to perform work as a Contractor for Aeria Management Group, all contractors must be authorised as a registered contractor for Aeria Management Group in Cm3. Cm3 is a Work Health & Safety (WHS) online tool that requires contractors to upload current insurance policies and provides an assessment of WHS standards and systems (refer to: <https://www.cm3.com.au/>)

The list of registered contractors will be accessible by Aeria Management Group's staff to ensure services of the highest quality are provided by them. Once on the registered contractors list, contractors that fail to meet the Aeria Management Group health and safety requirements may be removed from the registered list until they can demonstrate compliance with this policy.

### b) Selection of contractors

When selecting a contractor, their suitability for specific types of work should be assessed as well as their safety and health competence. Only contractors that meet safety and health competence requirements for the work should be considered to conduct the required works.

### c) Prior to Commencement of Work

Prior to commencement of works the Facilities Manager, the Tenant or Project Manager must ensure the appointed contractor:

1. Has an executed works contract
2. Advised Aeria Management Group and/or third party acting on behalf of Tenant/Aeria Management Group are in receipt of all information regarding contract works to be undertaken
3. Provide AMG with an ATCW form along with copies of their Safety Management Plan, Safe Work Method Statements, identification of specific hazards, any required permits and copies of any other relevant documentation required
4. Complete a Aeria Management Group contractors Safety Induction every 12 months

### d) SINE

Upon entry to all sites at Aeria Management Group, contractors are required to sign in and complete our induction through SINE. Please also note SinePro is used to sign in and out of each site when attending. Cm3 is linked with SINE. A contractor will not be able to enter any site if they have not completed pre-qualification requirements in Cm3. Once a contractor has left the area they will be automatically signed out and will then have to sign in again if moving to a different location.



### 2.1. Safety In Design

Safety in Design (SID) is a process defined as the integration of hazard identification and risk assessment methods early in the design process to eliminate or minimise health and safety risks throughout the life of the product being designed. Prior to any work being undertaken, the Contractor shall take appropriate steps to ensure that adequate planning and design of the systems of work and processes have been carried out to avoid any foreseeable safety and health issues. This is through a safety in design risk assessment.

It is the Contractor's responsibility to ensure employees under their control and supervision are aware of the appropriate legislative requirements that are to be met. The Contractor shall ensure that adequate supervision of its employees, or sub-contractors undertaking the work are provided and that staff are appropriately trained for the tasks, which they are required to undertake. This includes possessing all relevant certificates of competency and training and having completed the Aeria Management Group contractor safety induction.

### 2.2 General Responsibilities

Contractors, sub-contractors, and their employees who are engaged to undertake work in Aeria Management Group' facilities or sites must comply with all statutory requirements in relation to Work Health and Safety as well as Aeria Management Group' Work Health and Safety (WHS) management requirements.

Contractors shall:

- > Understand their Work Health and Safety responsibilities
- > Avoid risking the health and safety of themselves and any other person
- > Adhere to all statutory requirements; the requirements outlined in this document and their own WHS policies and procedures
- > Provide sub-contractors and employees with information, instruction, training, and supervision to enable them to work in a safe manner
- > Ensure that all new personnel on site complete an induction to enable them to work on the airport
- > Follow all safety policies and procedures
- > Accept directions related to safe working practices, the requirement to wear appropriate personal protective equipment (PPE) and the use of safety equipment
- > Follow all directions from an Aeria Management Group Aviation representative when operating Airside
- > Provide adequate protective clothing and equipment to their sub-contractors and employees where hazards cannot be eliminated
- > Ensure their work site is maintained in a safe condition for themselves and others
- > Practice good site housekeeping to minimise the risk to safety of themselves, or others working at the site

- > Provide documented evidence that their sub-contractors and employees have all the necessary licences/ insurances
- > Provide risk assessments and safe work method statements for any work they are about to perform
- > Advise the Aeria Management Group and/or third-party provider acting on behalf of Aeria Management Group prior to commencement of works
- > Ensure Aeria Management Group are fully informed of any activities that pose or could potentially pose a hazard to the safety and wellbeing of any person
- > Take immediate action to eliminate any safety hazard

### 2.3 Construction Induction

It is a SafeWork NSW requirement that any person undertaking construction work must have a current white card (or general construction induction card). This card must be always carried on site. Failure to do so will result in the person being requested to leave site until they can verify their white card.

### 2.4 Safety Management Plans

Prior to commencement of contract work, the contracting company will develop and provide Aeria Management Group Safety, Compliance and Risk Manager with a copy of their safety management plan. An approved safety management plan is required for all construction projects (new sites and refurbishment).



### 2.5 Authority to Commence Work (ATCW)

ATCW is required to be submitted two weeks prior to commencement of work. The ATCW is to be submitted to Aeria Management Group Project Manager, Principal Representative, or Property Manager for review and approval.

### 2.6 Safe Work Method Statements

Contractors must complete Safe Work Method Statements for all high risk works conducted on Aeria Management Group sites. A copy of the Safe Work Method Statement for all high-risk work needs to be made available to Aeria Management Group's Safety, Risk and Compliance Manager and the Project Manager. In addition, while onsite a Contractor must always have access to a copy of the Safe Work Method Statements and be able to make it available on request.

### 2.7 Interruption to Services

In the event any work requires interruption to a service/s (electricity, gas, telephone, communications, or water supply), or if all or part of a building or site requires isolation, two (2) weeks' must be given to the Aeria Management Group Facilities Manager via the submission of an ATCW together with an Isolation Permit form. Electricity is subject to approval and may require 8 weeks notice depending on outage type. Aeria Management Group will then inform relevant Airport staff and tenants of the matter. In the event services are shut down accidentally contractors must immediately contact Aeria Management Group Project Manager and/or Aeria Management Group Facilities Manager of the matter.

### 2.8 Pre-Start Meetings

Prior to commencement of work, pre-start meetings are required between the appointed contractor, their representatives and Project Manager to ensure all parties are informed of their requirements, site specific hazards and understanding of Aeria Management Group Work Health and Safety guidelines. Refresher inductions will be required when site conditions have changed significantly or there are changes in personnel.

Records of site inductions are to be recorded using Aeria Management Group group induction form and forwarded to Aeria Management Group Principal Representative.

### 2.9 Personal Protective Equipment

The Contractor and Sub-Contractor are responsible for the provision of appropriate personal protective equipment (PPE) for themselves and their employees. At a minimum, it is required to:

- > Supply PPE appropriate for the WH&S hazards likely to be encountered on the job for all their employees
- > Ensure that the PPE provided to their employees is always used when required
- > Supervise the use and maintenance of PPE
- > Ensure that all PPE complies with current, relevant Australian Standards
- > Ensure that PPE is worn in accordance with contractor WH&S procedures or site signage / requirements

### 2.10 Permits to Work

Permits to work are required two weeks prior to commencement of any of the following:

- > Confined Space Entry
- > Crane Management
- > Excavation Ground Disturbance
- > Fire Impairment
- > Hot Works
- > Isolation Permit
- > Roof Access
- > Working at Heights

Permits can be arranged with the AMG Facilities Manager or obtain with SINE Pro. These permits provide evidence that authorisation has been given to commence work and must be always carried. Please note, that in the event you, your sub-contractors or employees trigger a fire alarm, the contractor will bear the cost of any charges that may be levied by the Fire and Rescue NSW for attendance to the alert. No cranes may operate without prior approval from the Aeria Management Group Aviation Representative, note some approvals must take 6-8 weeks for assessment.

### 2.11 Access to Restricted Area

Access to areas of the Airport that have been defined as "Restricted Areas" must be arranged through the Aeria Management Group Project Manager or Aeria Management Group Facilities Manager.

### 2.12 Barricades and Fencing – Security and Safety

Contractors are responsible for erecting barricades, water barriers and temporary fencing around works being conducted; for site security purposes as well to ensure the safety working on or around the site. All temporary fencing shall be adequately braced against the wind.

Vehicle and pedestrian access must not be impeded without prior approval of the Aeria Management Group Project Manager or Aeria Management Group Facilities Manager.

Contractors are also responsible for the security of their site when unattended.

### 2.13 Emergency Exits

Emergency exit routes must be always maintained free of obstruction.

### 2.14 Safety Signage

All safety signs, notices and instructions displayed on site must be always adhered to by contractors and sub-contractors.

Any safety signage required as part of the works shall comply with AS 1319.

### 2.15 Safety Tags and Isolation Procedures

Work must not be carried out on any equipment without first ensuring that all energy sources are disconnected and secured. Isolation of energy must occur when:

- > Plant or machinery required repair or is undergoing repair
- > Building works may affect the electrical supply to equipment or switch gear
- > A person may be in danger from exposure to energy sources or stored energy during a maintenance/repair operation or due to equipment faults

Contractors are responsible for supplying and affixing appropriate “Danger” and “Out of Service” safety tags. Such tags may only be removed by the person who originally affixed it, or by another person under their direct instruction, subject to all relevant checks being completed prior to the removal of the tags.

### 2.16 Noise

Noise generating activities are generally only permitted during scheduled work hours:

- > 7am – 6pm Monday – Friday
- > 7 am – 1pm Saturdays if not audible at residential properties; otherwise 8am – 1pm
- > No works on Sunday or Public Holidays

Works undertaken outside these hours must be notified to, and approved by, the Aeria Management Group project Manager or Aeria Management Group Facilities Manager prior to commencement.

Contractors are responsible for sign posting work areas requiring hearing protection and for ensuring such protection is available and used by all persons entering the area when noisy works are in progress.



### 2.17 Confined Space Entry

Under no circumstances shall confined spaces be entered without prior approval of a work permit issued by Aeria Management Group Facilities Manager. All work in a confined space must be conducted in accordance with AS 2865-2009.

### 2.18 Trenching and Excavation

Before commencement of trenching or excavation works the contractor must:

- > Obtain approval and relevant service drawings from Aeria Management Group Infrastructure Strategy and Delivery Manager
- > Ensure Aeria Management Group Facilities Manager has inspected any services performed before backfilling
- > Excavation safety management plan provided to Aeria Management Group Principal Representative for high-risk excavation work
- > Ensure underground services scan has been completed

All excavations must be shored, battered, or benched as required to provide safe access and protect against collapse. Safety barricades that comply with statutory requirements must be always erected around trenches.

### 2.19 Working at Heights

Whilst working at height a system of work for prevention of falls from height must be established and there is no minimum height stipulated as to when controls must be implemented.

- > Contractors undertaking the work must be trained in the selection, use and maintenance of all arrest and prevention devices.
- > When working near overhead power lines ensure the power lines have been de-energised
- > Ensure an exclusion zone is created

- > All tools, equipment and other loose items must be affixed to the work platform or building

### 2.20 Hot Works

Hot works includes grinding, cutting, welding. The area within a radius of 15 metres from the point where the hot work is undertaken, including the space above and below that area, should be made safe by various techniques, preparation, and testing, to ensure that any risk of fire or explosion resulting from the hot work is eliminated.

A Hot works permit is required to be approved by a Aeria Management Group Facilities Manager prior to commencement of works.

Flashback arrestors must be fitted, and gas cylinder used for oxy-acetylene or oxy-LPG must be securely fixed in an appropriate trolley and always kept upright.

A fire extinguisher must be in close proximity to the hot works and the person conducting the hot works must be trained in the use of extinguishers.

### 2.21 Road Openings

Road openings involves the excavation of any land between site and/or building boundaries (aka common areas) that includes roads, footpaths & verge areas.

Before commencing any works an application for an excavation and ground disturbance permit is to be submitted to Aeria Management Group Facilities Manager, that will

include a traffic management plan. At a minimum, barricades and warning signs must be used for traffic and pedestrian safety in accordance with Australian Standards 1742.3.

An RMS Road Occupancy Licence will be required on State and Regional Roads or within 100m of traffic facilities including traffic signals, roundabouts, medians, pedestrian crossings, by contacting RMS on (02) 8396 1513 during office hours (8am to 4pm) or 131 700 after hours.

Sediment control devices must be provided around street stormwater pits and below soil stockpiles. All excess material to be removed from site

The road and gutters to be swept regularly during the works. Grass footways are to be restored to original condition using top soil and turf.

Permanent restoration of the works must comply with Aus-Spec 2 \NSW -221 Pipe Drainage, Aus-Spec 2/NSW306U Road Openings and Restorations to Canterbury Bankstown City or Camden City Council's Standard Drawings that have been adopted for use at either Bankstown or Camden Airports. These documents are available at each of the relevant Council websites.

Upon completion of the restoration works Aeria Management Group's Facility Manager is to be contacted to arrange a final site inspection.

### 2.22 Electricity

Electrical works must be carried out by an appropriately qualified electrician.

Prior to commencement of any electrical work, all electrical contractors are to provide documentary evidence of a current Electrical contractors licence.

Live electrical circuits or live distribution boards must be isolated before work on or near commences. Where isolation is not practical or there is a risk of contact with live parts a risk assessment is required.

Aeria Management Group's preferred High Voltage Operator is to carry out all High Voltage isolations in accordance with the Aeria Management Group's High Voltage Installation Safety Management Plan for Bankstown Airport

High Voltage Operators Certificates are to be provided to Aeria Management Group along with a copy of the relevant Access permit, switching sheets and other documents requested by Aeria Management Group, these documents are to be reviewed and approved by Aeria Management Group's Facilities Manager before any work commences.

Where a new high voltage electrical installation is being undertaken an installation Safety Management Plan is required to be updated and reviewed by Aeria Management Group's preferred electrical consultant in conjunction with Ausgrid.

Where low voltage substation installations that are fed from a high voltage substation an isolation permit is also required.





### 2.23 Asbestos and Hazardous Material Management

Hazardous materials include but are not limited to Asbestos Containing Materials (ACM), Asbestos Contaminated Dust (ACD), Lead Containing Paint (LCP), Synthetic Fibre Material (SMF), and Polychlorinated Biphenyl (PCB)

Any work involving hazardous material is required to be performed in accordance with SafeWork requirements.

Any work involving the removal of hazardous material must have removal permit approved by Project Manager or Aeria Management Group Facilities Manager.

Aeria Management Group Environment Manager will provide the contractor/sub-contractor of the hazardous materials register.

If the Contractor finds an unexpected hazardous material at the worksite, they are required to contact the Environment Manager via Aeria Management Group's Project Manager or Aeria Management Group Facilities Manager who will then determine a course of action in accordance with Aeria Management Group Asbestos Management Plan.

Contractors, sub-contractors, and their employees shall not disturb, cut, grind, use high pressure equipment or conduct any work on asbestos products unless they are approved asbestos contractor engaged specifically to repair, maintain, or remove asbestos material.

### 2.24 Plant, Tools and Equipment

Contractors are responsible for ensuring:

- > Employees required to use plant, tools and equipment are trained and competent, and where applicable, hold relevant certification in their use
- > All plant, tools and equipment are maintained and used in a safe working manner, complying with relevant regulatory requirements
- > Aeria Management Group plant, equipment or services are not used without prior permission from Aeria Management Group Facilities Manager

### 2.25 Electrical Equipment

All electrical equipment must be test and tagged in accordance with statutory requirements and fitted with earth leakage devices.

All Electrical leads shall be:

- > Tested and tagged by a competent person
- > Always supported clear of ground
- > Removed from the power outlet when not in use
- > Protected if passing under doors or through doorways
- > Under protective covers
- > All portable electrical devices shall be Residual Current Device (RCD) protected and have up to date test tags.

### 2.26 Mobile Mechanical Plant

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts etc, must have keys removed, blades and buckets lowered onto the ground and must be chocked/ blocked when not in use.

All operators are to provide an appropriate operator's certificate for the plant being operated on request to the Project Manager.

### 2.27 Compressed Air Equipment

Compressed air equipment refers to equipment such as water/air jets, impact wrenches, grinding tools etc. All compressors must have a current pressure vessel certificate. Care must be taken when working with compressed air and contractors must wear the appropriate personal protective equipment when using compressed air equipment.

### 2.28 Lifting Equipment

The load bearing capacity of the equipment must be always adhered to. As far as practical loads must not be suspended or travel over people. Loads being transported must be secured.

### 2.29 Safety Guards

Exposed and hazardous machinery parts shall be guarded and comply with AS4024.1- 2006 Safety of Machinery.

### 2.30 Scaffolding and Platforms

Contractor must provide the scaffolding design and install verification to the Principal Representative. Scaffolding must comply with AS/NZS 1576.1:2010 and be erected, maintained, and dismantled by a qualified scaffolder.

### 2.31 Ladders

Ladders must comply with AS/NZS 1892 Portable Ladders.

### 2.32 Housekeeping

Work sites and surrounding areas must be always kept in a clean and tidy condition. Any safety or fire hazards must be promptly removed.

Emergency exit routes, road and passageways and footpaths must be kept free of obstruction and maintained in a clean and tidy condition.

Plant rooms may not be used for storage and shall be always maintained in a clean and tidy condition.

It is the contractors' responsibility to maintain their materials, tools, and other equipment in an orderly and secure manner on site.

Rubbish must be stored in an appropriate bin on site and removed to an appropriately licensed waste management facility. (Refer to the sections on Waste Management and Waste Disposal in the Environment sections of this booklet).

All waste from the contractors' works must be removed from site by the contractor on a regular basis with no rubbish left at the end of the works.

### 2.33 Contractor Performance Monitoring

During the implementation of the contract the Aeria Management Group' Principal Representative supervising the contract shall monitor WHS performance by:

- > Monitoring the work of contractors to ensure that all legal requirements are met
- > Ensuring regular site inspections are conducted with the contractor
- > Ensuring an external audit is completed for works above \$250,000
- > Advising the contractor of newly identified hazards and risks
- > Monitoring and following up on corrective actions where non-conformances are identified
- > Reviewing accident and incident reports, third party reports and complaints where applicable
- > Conducting regular meetings with the contractor and recording any WHS performance issues
- > Principal Contractor monitoring activities will be undertaken using the Principal Contractor Review Checklist.

### 2.34 Breaches of Safety & Non-Compliance

If a Contractor, Sub-Contractor, or their employees are observed or reported to be operating in an unsafe manner then the matter should be referred to the Principal

Representative for investigation. The Contractor will be advised and is required to take immediate action where appropriate.

The Principals Representative may instruct the Contractor to cease work until the matter has been rectified and the work area considered safe. Non-compliance with the Principal Representative's instructions or failure to comply with the requirements of these guidelines or WHS legislation may result in:

- > The termination of the contract due to a breach of contract
- > Reporting to SafeWork NSW, depending on the severity of the breach

Should Aeria Management Group receive three reports of non-compliance in a 12-month period, the Contractor will be removed from Aeria Management Group approved contractor list for a period of 12 months.

### 2.35 Incident and Injury Reporting

All incident, injury or near miss events must be reported to the Project Manager/Aeria Management Group Safety, Compliance & Risk Manager as soon as practical after the occurrence.

If a serious personal injury or damage to plant occurs the area must not be disturbed except for being made safe until release is provided by SafeWork NSW. (This does not apply where interference is required to aid or revive a person in an accident, or to prevent further injury to person or property)



### 3. Airside Conduct





# 3. Airside Conduct

## 3.1 Harassment, Discrimination, Bullying & Inappropriate Language

Offensive language (swearing), offensive behaviour, harassment, discrimination, and bullying are not accepted under any circumstances.

Offensive behaviour and/or language includes behaviour that reinforces inappropriate, demeaning, or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, pregnancy, marital status or disability.

Behaviour such as whistling and unsolicited remarks of a sexual nature is specifically prohibited.

Contractors, sub-contractors, and their employees need to be aware of and abide by Aeria Management Group' policies and procedures in relation to bullying, harassment and discrimination. If a contractor, sub-contractor or one of their employees wishes to lodge a grievance relevant to their experiences at Aeria Management Group they need to contact the Principals Representative.

## 3.2 Alcohol & Illegal Drugs

The consumption or being under the influence of drugs and alcohol whilst working on Aeria Management Group' sites is prohibited.

No person will be permitted to work on Aeria Management Group' sites whilst their ability or alertness is impaired by fatigue, illness, medication, alcohol, or drugs that might subject them or others to the unnecessary risk of injury.

If a Contractor, sub-Contractor or one of their employees is taking prescribed medication that may affect their ability to safely perform their duties; they must notify their manager/ supervisor before they start work.

The Aeria Management Group Drug & Alcohol Management Plan (DAMP) provided in annexure 6 applies to all Aeria Management Group and Contractor personnel performing safety sensitive activities.

## 3.3 Smoke Free Workplace

The Airports Regulations prohibit smoking inside airport buildings, airside and in airport vehicles

## 3.4 Dress Code

Contractors, sub-contractors, and their employees are required to maintain a neat and tidy appearance. Singlets are not acceptable. Shirts with logos that could offend or are discriminatory in any way are not appropriate.

Aeria Management Group' reserves the right to require contractors, sub-contractors, and their employees to attend to their attire if it is not in keeping with Aeria Management Group Standards.

## 3.5 Children

Under no circumstances are contractors, sub-contractors, or their employees allowed to bring children onto Aeria Management Group worksites.



## 3.6 Pets

Under no circumstances are contractors, sub-contractors or their employees allowed to bring pets onto Aeria Management Group Property whilst undertaking work at Aeria Management Group.

## 3.7 Airside Works

Contractors required to conduct works airside must contact the Aviation operations team prior to entering airside. Contractors must have appropriate PPE for airside environment.



## 4. Environment



# 4. Environment



## 4.1 Environment Guidelines for contractors

Bankstown and Camden Airports both operate on Commonwealth land. Commonwealth laws administered by Commonwealth Government agencies apply at these Airports.

Development approval and building control are administered under the Airports Act 1996 and the Airports (Building Control) Regulations 1996, and environment matters are administered under the Airports Act 1996, the Airports (Environment Protection) Regulations 1997 and Environment Protection and Biodiversity Conservation Act 1999.

Although these airports are on Commonwealth land where there is no Commonwealth legislation for a particular issue, State legislation applies. In addition, if the effects of your activities on the Airport cross the airport boundary, then State laws apply. The NSW Work Health and Safety Act 2011 and Regulations 2017 apply to all works on the Airport.

Unless it is absolutely clear that a state law doesn't apply to an activity on the Airport, it is recommended that you assume that all State laws apply.

## 4.2 Environment Management at Aeria Management Group

Environmental matters on Airports are controlled by the Airports Act 1996 and the Airports (Environment Protection) Regulations 1997. These laws establish that it is offence to cause environmental pollution at the airport. Significant penalties can apply for environmental pollution whether it was deliberate, incidental, or accidental.

The Regulations establish that all operators at Aeria Management Group have a 'Duty of Care' to the environment. This 'Duty of Care' extends to all contractors and their sub-contractors who must.

- > Take all reasonable and practicable measures to prevent pollution from their operations and if prevention isn't possible, take all reasonable and practicable measures to minimise pollution.

To demonstrate that everything that could be done to prevent pollution has been done, or to minimise pollution where prevention isn't possible, a contractor must.

- > Ensure that all risks to the environment have been identified and assessed
- > Adopt or install measures to prevent / minimise pollution
- > Check and maintain the pollution control measures on a regular basis

The Airports Act 1996 and the Airports Regulations are administered by the:

- > Airport Environment Officer (AEO) who oversees and, as necessary, enforces the requirements of the Act and the Regulations
- > Airport Building Controller (ABC) who oversees and approves the development of new and the modification of existing, buildings and facilities on the airport

Both the AEO and the ABC are statutory office holders for the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications. The AEO and ABC are NOT employees of Aeria Management Group.



### 4.3 Construction Environment Management Plan

Contractors undertaking works projects at the airport will be required to prepare a Construction Environment Management Plan (CEMP) unless otherwise notified. A CEMP identifies the key environmental risks associated with the proposed works and establishes how these risks will be avoided and how any environmental harm posed will be minimised (Guidance material for preparing a CEMP is available on the airport's website).

Where a CEMP is adopted for works at the airport all the procedures established within the plan must be implemented by the contractor and their sub-contractors.

### 4.4 Erosion and Sediment Control

Erosion and sediment controls must be installed where the proposed works may cause erosion or sediment loss from the site. The controls must be installed before work starts and must remain in place for the duration of the works.

Sediment controls must be checked regularly to make sure they remain effective. It is recommended to check the controls if rain is forecast and after every heavy rainfall.

If the sediment controls are broken, they must be fixed immediately and when they fill with sediment they must be cleaned out. The sediment removed from the barriers must be respread on an approved area on site.

At the end of the works, when the site is revegetated and stabilised, the sediment barriers must be removed and disposed appropriately.

Roads and pathways must be always kept free of mud and debris, and especially at the end of each day.

### 4.5 Water Pollution

Placing any material in a location where it can leak, fall or be blown into a drain or gutter that discharges to stormwater is against the law.

Gutters and drains around your work site must be kept free of litter, soil and sand at all times. Litter, leaves, soil, paint flakes or any other matter may not be swept or hosed into drains or gutters. Nor can you dispose cleaning fluids, paints, or solvents to drains or gutters. Penalties apply to these actions.

A spill kit must be kept on site during the works and used as needed to clean up any spills of oil, fuel or any other material. All operators on the site must know the location of the spill kit, understand its purpose and be shown how to use it and how to dispose of contaminated spill response materials.

### 4.6 Soil Pollution

Doing anything that may cause the soil to become polluted is against the law, whether the pollution is deliberate, caused by omission, or by accident.

Activities that may cause soil pollution include:

- > A spill or leak of a fuel, oil, solvent, paint or any other chemical material
- > Disposal of metals, especially metal filings and other materials to soil
- > Importing soil or fill material that doesn't have a certificate to verify its content

The Airport Environment Manager and Airport Management must be informed as soon as possible of any incident that occurs on your work site that may result in soil pollution.

### 4.7 Soil Contamination

The airport has been in operation since the early 1940s and several operations associated with contaminating activities have taken place since that time. Soil may be contaminated with PFAS, oil, asbestos, hydrocarbons, heavy metals, cyanide, or other hazardous materials.

All known or suspected contaminated sites are identified in the airport's site contamination register.

If your work site is in a location where contamination is known or suspected, an environmental site assessment will be required before work commences to establish the degree of contamination. If the site is contaminated it will typically need to be cleaned up. In some cases, you may be required to prepare and implement an "Unexpected Finds" protocol that describes how you will manage any contamination you may find.

On a site where there is no reason to believe there is contamination, you may occasionally make an unexpected find. In this case you must stop work in the immediate vicinity of the find and notify Airport Management.

Depending on the nature and extent of the find an appropriately qualified person may need to investigate and / or oversee clean-up of the site. Often this will involve engaging an appropriately licensed waste disposal contractor to collect the contaminated soil for removal to an approved landfill site. In some cases, sampling may be needed to make sure that all the contaminated material has been removed.

The Airport Environment Manager requires written records to demonstrate that all contaminated soil has been appropriately handled and disposed, ensure you have authorisation to remove such material before you commence work on such matters.

## 4.8 Air Pollution

### Dust

Dust is a hazard to aircraft operations and can cause health problems for others working on the airport.

It can also be a nuisance to residents near the airport. If your worksite is generating dust appropriate measures must be taken, including:

- > Wet down the surface that is causing the dust
- > Cover any materials and stockpiles that may be generating dust
- > Place any sweepings generated by your work into a sealed bag or box before putting them into a skip (this will prevent them from becoming airborne when the bin is emptied)

### Smoke

Smoke is hazardous to aircraft operations and lighting a fire anywhere on the airport is prohibited.

### Vapours

Many chemicals, such as fuel, solvents and paint, release pollution vapours. The containers of these chemicals must be always sealed when not in immediate use. It is recommended you use water-based or biodegradable products wherever possible.

### Gases

Refrigerant gases such as CFCs and HCFCs deplete the ozone layer. It is against the law to release these gases. An appropriately qualified person must be engaged to service or decommission air-conditioning plant and equipment.





### 4.9 Noise Pollution

Activities that generate excessive noise are also regulated under the Airports (Environment Protection) Regulations 1997.

Noise generating activities are generally only permitted during the scheduled work hours that are specified in your Development Approval. If you have to work outside these times, you require permission to do so.

Aeria Management Group requires contractors and their sub-contractors to minimise the noise generated by their activities by:

- > Fitting noise suppressors to noisy equipment and machinery, as recommended by the manufacturer
- > Regularly maintaining equipment and machinery

Radios and loud outdoor music are not permitted anywhere on the airport.

### 4.10 Dangerous Goods and Hazardous Materials

All Dangerous Goods and Hazardous Materials brought onto the airport by a Contractor or Sub-Contractor, must be stored, used, and disposed in accordance with legislative requirements. This means that all chemical products used on site must:

- > Be labelled correctly and clearly
- > Be stored correctly, that is, chemicals that may react with each other must be separated and all chemicals must be held in an appropriate container which is stored in manner where any spills that may occur are captured (i.e. a bunded area)

- > Have an up-to-date Safety Data Sheet (SDS) that is available at the work site. Workers at the site must know what SDS are, how to use them and where they are kept
- > Have a copy of the risk assessment relating to the use(s) of the hazardous substance
- > Be handled and used in accordance with the instructions that appear on the labels or in the SDS
- > Be disposed appropriately in accordance with instructions that appear on the label or in the SDS

### 4.11 Spill Response

Clean-up materials must be provided in case of a spillage. The clean-up materials provided must be appropriate for the chemicals being used and they must be in sufficient quantity for potential spills.

All workers on site must know where the spill material is kept, how to use it and how to dispose of the material when it has been used. It is recommended that someone is responsible for ensuring that there is always an adequate stock of clean-up material available.

Aeria Management Group spill response procedure is included at the back of this booklet.

You must call the Airport Environment Manager on 9709 9409 as soon as you become aware of an accident or incident that may cause environmental harm (e.g. A chemical spill or leak that enters a stormwater drain or causes soil contamination).

In the case of an 'after hours' emergency you can contact the Airport Duty Operations Officer on 0419 294 432 for Bankstown and 0408 233 917 for Camden.

### 4.12 Waste Management

Contractors undertaking construction work on airport will normally be asked to prepare a Waste Management Plan (WMP).

The WMP identifies the type and quantities of waste that will be generated by the works and specifies how these wastes will be reused, recycled or disposed.

If you are not required to prepare a WMP, it is recommended that you identify the waste generated and identify opportunities to minimise, reuse or recycle materials. Tips for waste minimisation:

- > Take care not to over order materials
- > Buy materials with minimal packaging and require suppliers to accept their packaging back
- > Make sub-contractors responsible for their own waste
- > Re-use materials where practicable
- > Recycle those materials that you can

### 4.13 Waste Disposal

Contractors are responsible for the correct disposal of the wastes they generate.

All waste must be treated and disposed in accordance with the NSW Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (Waste) Regulation 2014.

Waste must be stored in an appropriate bin on site and removed to an appropriately licensed waste management facility. Waste disposal certificates must be retained, and a copy provided on request.

Putrescible waste must be stored in a container with a lid that must remain closed when the bin is not in immediate use.

Disposal of any type of waste on airport property is not allowed. Disposal and washing out of concrete trucks is not permitted anywhere on airport. Nor is the disposal of paint waste or cleaning of painting equipment. Airport rubbish bins must not be used to dispose construction or demolition waste.

### 4.14 Disposal of Hazardous and Special Waste

Wastes such as asbestos containing materials, chemical materials (solid and liquid) and contaminated materials are considered hazardous and must be disposed separately by an appropriately licensed contractor.

Special wastes such as refrigerant gases are highly damaging to the environment and must be recovered and disposed by an appropriately licensed contractor.

Inappropriate disposal of any of these materials is subject to significant penalties.

### 4.15 Flora and Fauna

Operators at the airport, including contractors and their sub-contractors, have a duty under the Airports (Environment Protection) Regulations 1997 to preserve flora and fauna including their habitat. Environmentally Significant Sites/Zones are identified in the Airport Environment Strategy (available on the Airport website) and are protected by law as they contain significant flora or heritage sites. Contractors must ensure that works will not impact upon these items of Significance.

If any work is likely to involve disturbance to landscaping, grassed areas, bushland or Environmentally Significant Sites/Zones the contractor must advise the Aeria Management Group Facilities Manager or the Environment Manager well in advance – at least one week prior to the commencement of work is required.

Removal of any vegetation without prior permission from the Environment Manager and the Airport Building Controller is not permitted.

Where negligent work results in damage to landscaped areas, grassed areas or bushland the cost to rectify the damage will be recovered from the Contractor.

Threatened species and remnant bushland protected under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 and the NSW Biodiversity Conservation Act 2016 occur at both Bankstown and Camden Airports. If these species are damaged penalties could apply.





#### 4.16 Aboriginal and European Cultural Heritage

If during works on airport an item that could be of Aboriginal or European cultural heritage is discovered, work in the vicinity of the discovery must stop and the Facility Manager and Environment Manager must be notified.

Some buildings, items and facilities on Aeria Management Group have been identified to have cultural heritage values. If you are not sure whether your work will affect an item of heritage value discuss the matter with the Facility Manager, the Property Manager or the Environment Manager before commencing work.

Where negligent work results in damage to the heritage elements of a building or facility the cost to rectify the damage will be recovered from the contractor.

Aboriginal and European Cultural Heritage on Aeria Management Group are also protected under the Environment Protection and Biodiversity Conservation Act 1999. Penalties could apply if heritage elements are damaged.

#### 4.17 Sustainability in Construction Guidelines

Sustainability practices are encouraged to be implemented during construction phase of development at the Airport.

Such sustainable construction practices should be identified in the CEMP for the works, will depend on the nature and duration of the works and may include:

- > Reduce energy use – install energy efficient fittings in site sheds (light bulbs); use energy efficient appliances (inverter split system air conditioning units, computer/ kitchen equipment); implement energy efficiency systems and behaviours (motion sensors, dimmable ballasts, turn off when not in use); maximise passive energy efficiency by orientating site sheds to avoid sun, use shade from existing sources or shade cloth; use renewable energy sources (Green Power)
- > Reduce potable water use – install water efficient fittings in site sheds (taps, toilets, showers); capture rainwater from site shed roof guttering – store in on-site tanks for use in dust suppression, compacting and landscaping
- > Waste minimisation – recycle office and lunch waste; separate recyclable construction and demolition waste materials into separate skip bins or use a recycling facility to sort material (pallets, wood, concrete, cardboard, steel, asphalt); record the volume of waste recycled from the project; reuse or recycle removed services (terracotta, steel, copper)
- > Minimise fuel usage/emissions – where possible, minimise transportation requirements through local procurement, staging works to minimise movements to and from site, reuse of materials onsite or economisation of transportation options; turn off equipment when not in use; install pollution control devices on exhaust equipment
- > Awareness – promote and encourage sustainable work practices on site via onsite noticeboards, signage and induction of workers; nominate a champion to drive implementation of sustainability practices



## 5. Important Phone Numbers





# 5. Important Phone Numbers



<b>Emergency</b>	000
<b>Airport Reporting Officers</b>	0419 294 432 (Bankstown)
	0408 233 917 (Camden)
<b>Facilities Manager</b>	0488 001 476
<b>Safety, Risk &amp; Compliance Manager</b>	0449 913 134
<b>ESG Manager</b>	0491 045 332
<b>Senior Asset Manager</b>	0491 045 088
<b>General Manager Aviation</b>	0418 295 305

## 6. Forms and Policies



# 6. Forms and Policies

To access all forms please sign up to the tenant portal, visit [www.aeria.co](http://www.aeria.co).

**Authority to Commence Work (ATCW)**

**Confined Space Permit**

**Crane Enquiry Form**

**Critical Risk Management Standard**

**DAMP Policy**

**Excavation Ground Disturbance Permit**

**Hazardous Materials Survey & Management Plan**

**Hot Works Permit**

**Isolation Permit**

**Roof Access Permit**

**Working From Heights Permit**





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