

Charleville Airport



- This Induction Training is for anyone other than passengers that require airside access or are to perform works, at Charleville Airport.
- It covers the roles and responsibilities of the aerodrome operator and you; whether you are working airside or landside.
- The overall responsibility for safety and security at Charleville Airport lies with the Aerodrome Certificate holder – Murweh Shire Council.



AIRPORT SUMMARY

IATA: CTL ICAO: YBCV

Airport type: Public

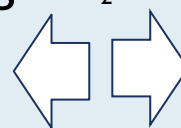
Operator: Murweh Shire Council

Serves: Charleville,
Queensland, Australia

Elevation AMSL: 1003 ft / 306 m

Coordinates: 26°24'48"S 146°15'45"E

- Charleville Airport facilitates regular public transport (RPT) operations from Regional Express Airlines (REX) and QANTAS.
- General aviation movements are reasonably frequent and arrive without notice.
- Air freight and aeromedical flights arrive regularly.



Landside looking airside



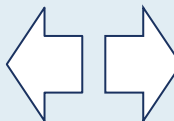
- There is a perimeter fence around the airport boundary
- If you are outside this fence you are Landside, if you are inside this fence you are said to be Airside. Airside is a security restricted area (SRA) and Charleville is a security- controlled airport.
- By law the aerodrome operator must maintain the integrity of the Airside area. Under no circumstances are gates to be left open or unattended.

AIRPORT REPORTING OFFICERS / WORKS SAFETY OFFICERS

ARO / WSO vehicle.



- The ARO's/WSO's are responsible for monitoring the serviceability of airport facility. This includes monitoring for safety and security breaches by the general public and airport users.
- It is important that you follow any directions given by an ARO or WSO as they are the Aerodrome Operators representative.
- Directions given by a WSO must be strictly followed, if you don't understand, ask for clarification.



IDENTIFICATION CARDS

Aviation Security Identification Cards (ASIC's) & Visitor Identification Cards (VIC's)

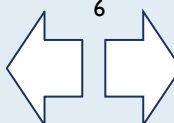


- As a Security Classified Airport you must prominently display a valid ASIC whilst Airside at Charleville Airport
- If you have been issued a VIC you must be escorted by an ASIC holder.
- All VIC's must be returned prior to leaving the site.
- It is one of the roles of the ARO to issue VIC's.
- It is everybody's responsibility to check for ASIC's.

Airside Works Gone Horribly Wrong



- To work airside you must go through the Airside Driving and Access application process and have successfully completed this induction.
- Whilst working Airside you will have a designated work zone.
- Under no circumstances are you to go beyond the limits of your work zones without permission from the WSO.
- The WSO is responsible for monitoring the actions of all persons working airside to ensure the safety of aircraft operations and their instructions must be adhered to.
- You must remove all rubbish and ensure your worksite is left clean





FOR CONTRACTORS

Airside Works (Manoeuvring vs Movement Areas).

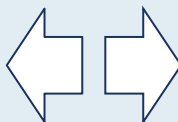
- Comply with your obligations under *Workplace Health & Safety Act* and associated regulations, Codes of Practice and standards;
- Consult with us in relation to work health and safety duties and obligations to determine how shared responsibilities will be managed
- Comply with contract specific WHS requirements for qualifications, licences and registration
- Comply with any directives given by the Works Safety Officer (WSO) or Aerodrome Reporting Officer (ARO)
- Notify us if you are visited by Workplace Standards or have been issued infringement notices by any other statutory authority;
- Provide all necessary personal protective equipment (PPE) for yourself and subcontractors and enforce correct usage and maintenance of any such equipment.
- Exercise all skill, care and expertise in the performance of the contact.
- If you're unsure ask an Airport staff member



FOR CONTRACTORS

Plant and Equipment Airside:

- Contractors and their employees must not operate plant and equipment with any safety devices removed. If it is necessary to remove guards from machinery as part of a service or repair process, Contractors are responsible for ensuring adequate lockout steps are taken to prevent the untimely start-up of plant.
- A Contractor must not leave an item of plant unmonitored in an unsafe condition, it must also be adequately tagged and locked out/immobilised.
Please ensure that you enter and exit vehicles safely.
- If Contractors identify that guards/safety devices are missing from an item of Council plant or equipment they have been directed to work on or with, they must cease work, report the matter to their Contractor Supervisor and await instructions.
- Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold current licences/certification. Copies of the training licences/certification must be produced on request.





DRUGS AND ALCOHOL MANAGEMENT PLAN - (DAMP)

Australian Government
Civil Aviation Safety Authority

safe skies for all

Home | Registration | What's new & news | Health information | Fees and charges | Maps | Knowledge | Contacts

ALCOHOL AND OTHER DRUG USE IN AVIATION

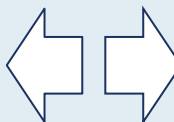
NOW ON THE RADAR

DAMP reporting starts 1 September 2010

[Read more about how to report your DAMP report](#)

Be Safe
with
Over-The-Counter
and **Prescription**
Medicines

- Council has a DAMP for Charleville Airport.
- It is a federal offence to be under the influence of drugs or alcohol while working on the airport.
- Airside is a no smoking zone.
- If you are involved in a safety incident or accident you will be required to undergo drug and alcohol testing.



Who can be tested?

- All staff completing a safety sensitive aviation activity (SSAA).

You may be tested if you:

- Are commencing work.
- On suspicion of being influenced by alcohol or other drugs.
- Are involved in an incident or accident.
- Returning to work after a positive test result or
- If CASA complete random testing.

You will be tested for evidence of:

- Stimulants e.g. speed, cocaine.
- Depressants e.g. Alcohol, cannabis.
- Hallucinogens e.g. Cannabis, LSD.

Did you know?

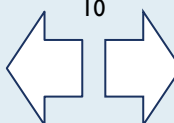
It can take up to 10 hrs for a male to absorb the alcohol from 8 std drinks, 16hr for a female.

Did you know?

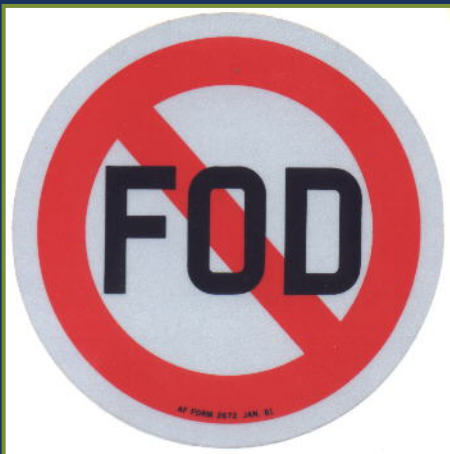
There is help available if you need it. Self referral before an incident is the smart thing to do if you realise you need help.

Did you know?

If you return a positive test result the chances of ever undertaking another SSAA is slim.



FOREIGN OBJECT DEBRIS (FOD)



- Any loose items - including tools, drink cans, nuts / bolts or sunglasses - can get sucked into the engines and cause damage.
- When carrying any loose material, such as garbage or wastepaper, the load must be covered so that nothing falls off.
- Contractors are responsible for keeping their works areas secured, clean and tidy at all times.
- Anyone working on the apron has an obligation to pick up any FOD they see.

To drive airside you must have an appropriate drivers licence.

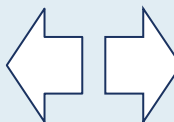


- You must carry your State/Territory drivers license and any plant/machinery licenses you are required to operate.
- You must have completed this induction and have an ASIC or VIC with an escort.

AIRSIDE DRIVING



- It is important that you read and understand the Rules for Driving Airside form.
- You may only drive unescorted airside if you have been approved to do so by the Aerodrome Operator
- Any movements outside of your approved work zone must be with the authority of a WSO.
- Your vehicle, plant or equipment must be in the Aerodrome Operators approved vehicles register.



REPORTING HAZARDS AND INCIDENTS

Report every safety incident, large or small, to the Airport Operator.

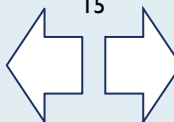


Charleville Airport must be advised as soon as practical of any instance of:

- Incident
- Accident
- Dangerous activities or facilities
- fuel spills and
- injuries



- Charleville Airport is a security-controlled aerodrome.
- The *Aviation Transport Security Act 2004*, mandates all aviation security measures at Charleville Airport.
- There is a controlled document called the Charleville Airport Transport Security Program (TSP) that outlines how security obligations are met. The aerodrome operator is audited against the TSP.
- Please raise any security concerns you may have to the ARO.



Runways, taxiways and aprons are primarily for aircraft use



- Under no circumstances do you cross or enter a runway, runway strip or taxiway without a WSO, or prior approval from the airport operator.
- If you normally work on the apron, you should never venture down the taxiway without approval from the aerodrome operator.

Radios are monitored to know where aircraft are at all times.

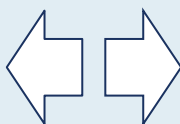


- Charleville Airport has a dedicated VHF frequency called the Common Traffic Advisory Frequency or CTAF. It is 127.6 MHz.
- The CTAF is for use of aircraft and the aerodrome operator only.
- The Charleville ARO can be contacted on 0409 343 633
- Do not use your mobile phone on the airside

GATES AND DOORS.



- You must only use the gate or door that has been designated by the Aerodrome Operator.
- Never leave an open gate / door unattended or use any device to keep a gate open or unlocked.
- Once you enter through a gate you must ensure that it is closed and locked and that nobody has tailed you through.



AIRCRAFT EMERGENCIES WHEN WORKING ON THE AIRSIDE

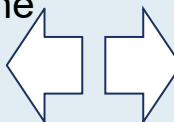


In the event of an aircraft emergency you will:

1. Stop work immediately and report it if you are the first to see it
2. Move any equipment to an area designated by the WSO
3. Move to a designated assembly point
4. Move when directed by the WSO to landside.

In the event of an aircraft emergency you will not:

1. Stop to collect your belongings
2. Take photos or video
3. Delay the evacuation of the airport in anyway.



SERVICES



- If your airside work involves digging, you must not commence without the permission of the Aerodrome Operator.
- If you inadvertently cut any services, you may cause significant injury or death; and be liable to pay for the repairs.

PROHIBITED ITEMS



You must never bring airside:

- Guns
- Knives (other than work tools)
- Illicit drugs
- Prescription drugs in large quantities
- Animals (including dogs)

Without going through the appropriate application process first.

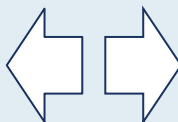
Working Around Passengers



- Airline staff are responsible for passenger movements across the apron between aircraft and the terminal.
- Passengers always have right of way over any airline and construction activity.

**REMEMBER:
THE AIRCRAFT
ALWAYS
HAS RIGHT OF
WAY**

- Before you work at the Airport please make sure that you or your employer's Public liability and Vehicle insurance covers high risk areas.
- Most business insurance does not cover working at Airports so do check that you are properly covered. Copies of policies will need to be provided as requested by the Airport Manager.



Warning signs of fatigue



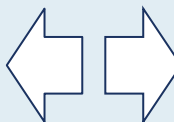
Think Safe...
Work Safe...
Be Safe



Council is committed to providing a Healthy and Safe workplace for:

- Employees
- Contractors
- Visitors
- Passengers
- Volunteers
- Other persons affected by work
- **Objectives:**
- A safe work environment
- Safe systems of work
- Safe plant and materials
- Effective supervision
- Necessary information and training
- Consultative environment

■ **Any QUESTIONS?**



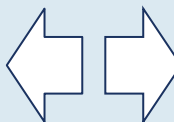


ATTITUDE IS
EVERYTHING

- This attitude...



...will not save you if you're responsible for an accident.



Smile –you're done!



- Before leaving make sure you sign the Induction Register so that you have evidence that you have completed this induction process.
- Congratulations!
You have completed reviewing the Site Induction module.