



Safety is everybody's business!



NTAPL Safety Induction



Purpose



This presentation has been developed to familiarise you with the conditions and requirements that you **must** observe whilst working at any Northern Territory Airports site. In this presentation, we will also provide you with an awareness of the hazards and environmental considerations to be made at these sites.

Safety Legislation and Regulation



NT WorkSafe is responsible for administering a variety of legislation and related regulations throughout the Northern Territory including the:

Workplace Health and Safety Act 2012 and Workplace Health and Safety Regulations 2012

This incorporates:

National Standard for Construction Work [NOHSC:1016(2005)]

National Standard for the Control of Major Hazard Facilities [NOHSC:1014(2002)]

National Standard for Occupational Noise [NOHSC:1007(2000)]

Workers Rehabilitation and Compensation Act and Workers Rehabilitation and Compensation Regulations

Dangerous Goods Act and Regulations;

This incorporates:

National Standard for the Control of Major Hazard Facilities [NOHSC:1014(2002)] and

National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015(2001)]

Dangerous Goods (Road and Rail Transport) Act and Regulations

Radioactive Ores and Concentrates (Packaging and Transport) Act and Regulations

Electricity Reform Act and Electricity Reform (Safety and Technical) Regulation

Primary Duty of Care



Primary duty of care: Under the WHS Act A **P**erson **C**onducting a **B**usiness or **U**ndertaking (**PCBU**) must ensure, so far as is reasonably practicable, the health and safety of all workers, contractors and others whilst they are working or on NT Airport sites.

The PCBU must also ensure , so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conducts of the business or undertaking.

The PCBU must also provide Safe plant and equipment, adequate training to operate, and safe working conditions

Duties of Workers and Others

Contractors also have a duty of care under the ACT. **Contractors** have a duty to;

- Take reasonable care of their own health and safety and those around them.
- Take reasonable care that their acts or omissions do not adversely affect health and safety of others
- Comply with reasonable instructions given by PCBU
- Cooperate with reasonable policies and procedures of the PCBU

NTAPL OHS Policy

Northern Territory Airports Pty Ltd is committed to **ensuring health and safety of its employees, contractors and visitors, and as such has implemented an OHS Policy** found in your copy of the site rules booklet.

Northern Territory Airports also has a “No Smoking” Policy

Core Safety Culture



At NTA we believe that Safety is a core value.
We believe that

- ❖ Injuries are preventable;
- ❖ Safety is embedded in everything we do;
- ❖ Every one is responsible for SAFETY;
- ❖ Working safely is a condition of work.

NTAPL Safety Principles



We do this by ensuring all staff:

- Work in a safe environment at all times.
- Understand and follow “Safe” working procedures;
 - Always wear PPE where required;
 - Always abide with Safety signage and instructions;
- Report and investigate all accidents, incident and near miss's.
- Report any situations at the workplace that could constitute a hazard that is reoccurring or cannot be immediately corrected:

NTAPL Safety Principles (Cont)



- Conduct regular Safety Observations and inspections;
- Conduct and record Risk Assessments for high risk situations;
- Provide training to staff to ensure they are competent in their field of work and equipment they work with or operate;
- Ensure **contractors** do not undertake tasks unless they are adequately licensed, trained and qualified for.
- Comply with all rules and regulations pertaining to our worksites.

NTAPL Cardinal Rules



Cardinal rules are absolutes, because violation could result in a fatality. When followed, the likelihood of an incident that can lead to injury or property damage is reduced.

Contractors violating cardinal rules are disciplined up to and including **being banned from the site.**

The following five cardinal rules are applicable to ALL employees and contractors working for Northern Territory Airports and it is the employee's and contractor's responsibility to abide by them at all times.

NTAPL Cardinal Rules

NTAPL work on 5 Cardinal Rules are;

1. Do not override or interfere with any safety equipment, nor let anyone else override or interfere.
2. All PPE rules must be adhered to at all times & All PPE used must be applicable to the task to be undertaken.
3. Isolation and Lock Out Procedures must be always followed.
4. No person may work if under the influence of alcohol or drugs.
5. All injuries and incidents **must** be reported.

SITES



NT Airport SITES

3 Airports- Darwin, Alice Springs and Tenant Creek

Each Airport Divided into 3 areas. Same safety principles however each area will have added safety issues:

- **Airside**- PPE, DAMP, VIC passes. CASA regulations
- **Landside**- Dependant on where, eg traffic, machinery etc.
- **Terminal**- Public Safety and security

WHS Regulator



NT Worksafe is the regulator in the Northern Territory. Their role is to ensure business's are compliant with NT WHS Act and Regulations.

WHS Inspectors have to authority to suspend work if they feel that the conditions are unsafe and in extreme cases can close a sight down till remedial actions have been implemented.

PCBU can be fined by not complying to the WHS Act and Regulations.

NT Worksafe is a very useful site for Safety information, Safety Bulletins and Advise:

www.worksafe.nt.gov.au



Reportable incidents:

Worksafe NT must be notified for all reportable incidents.

What is a reportable incident?

- The death of a person; or
- A serious injury or illness of person (requiring medical treatment)
- Or a dangerous incident.
 - uncontrolled spills of dangerous substance
 - Implosion, explosion or fire
 - Electric shock
 - Fall from heights of any plant
 - Collapse of structure or excavation.

Contractors

NTAPL Contractors must abide by NTA policies and procedures.

They must;

- Operate safely at all times to protect all around them;
- Must apply site rules;
- Must be signed in;
- Must be inducted;
- Submit Safe Work Method Statements and other relevant paper work as required;
- Abide by legal and regulatory requirements;
- Report all hazards and incidents including near misses to NTA.
- Must never act in a manner that endangers themselves or others.
- Must abide by NTA DAMP policy.

Emergency Procedures - General



Staff must familiarize themselves with all local emergency plans & procedures i.e. fire, evacuation etc.

Emergency Notification Calls

In an emergency, immediately notify the Safety Officer by phone (0402 088 154)

Provide the following information:

- **What** the emergency is,
- **Where** the emergency is,
- **Who** is calling,
- What **actions** if any, have already being undertaken.

Do not terminate the call until you are sure your message is understood, and you are told to do so.

Emergency Response

In the event of a serious incident:

- **Do not put yourself at risk. Do not disturb the incident scene any more than is necessary to assist injured persons or extinguish fire, etc.**
- Assist any injured persons
- Secure the incident scene using “CAUTION, DO NOT ENTER” tape. Attach “Do Not Use” tags to any equipment involved in the incident, and isolate if required to render it safe

An Incident Report **must** be completed if you are injured, witness or be involved in any near miss incidents or incident causing damage. This will instigate an investigation and ensure corrective actions are implemented to prevent recurrence of the event.

Emergency Procedures (cont'd)



First Aid

Every injury sustained at work **must be reported** as soon as possible to your supervisor and an Incident Report completed

Non-work related injuries must be reported to your supervisor before you commence work.

First Aid Officers:

All NTAPL workplaces have designated First Aid Officers. The names of these staff members are detailed on all first aid cabinets along with their contact numbers. (Names and Numbers are also listed on the next page)

Emergency Contacts

| Name | Airport | 1 st Aid | OHS Advisor | Incident Reporting | Work Permit Authority | SOP/JSA Sign Off Authority | Contact Details |
|-------------------|-------------------|---------------------|-------------|--------------------|-----------------------|----------------------------|-----------------|
| Management Office | ASA | | | | | | 8951 1211 |
| Tony Bowes | ASA/TCA | ✓ | ✓ | ✓ | ✓ | ✓ | 0417 833 411 |
| Christina Bara | ASA/TAC | ✓ | ✓ | ✓ | ✓ | ✓ | 0402 088 153 |
| Eve Somssich | NTAPL (Darwin) | | ✓ | ✓ | | | 0402 782 375 |
| Simon Hatfield | ASATCA | ✓ | | ✓ | ✓ | ✓ | 0402 088 151 |
| Katie Cooper | ASATCA | ✓ | | ✓ | | | 0402 088 034 |
| Rachel Cauchi | ASA | ✓ | | ✓ | | | 8951 1205 |
| Colin Haddon | ASA | ✓ | | ✓ | | | 0402 088 154 |
| Harry Stubbins | ASA | ✓ | | ✓ | | | 0402 088 154 |
| Phil Drew | ASA/TCA | ✓ | | ✓ | ✓ | ✓ | 0402 088 158 |
| Nick Pringle | ASA | ✓ | | ✓ | ✓ | ✓ | 0402 088 157 |
| Ian Slade | TCA | ✓ | | ✓ | ✓ | ✓ | 0402 088 160 |



Smoking Policy



NT Airports is bound by the requirements of the NT [Tobacco Control Act](#) & [Tobacco Control Regulations](#) the Smoking Policy (Open Hyperlinks to view)

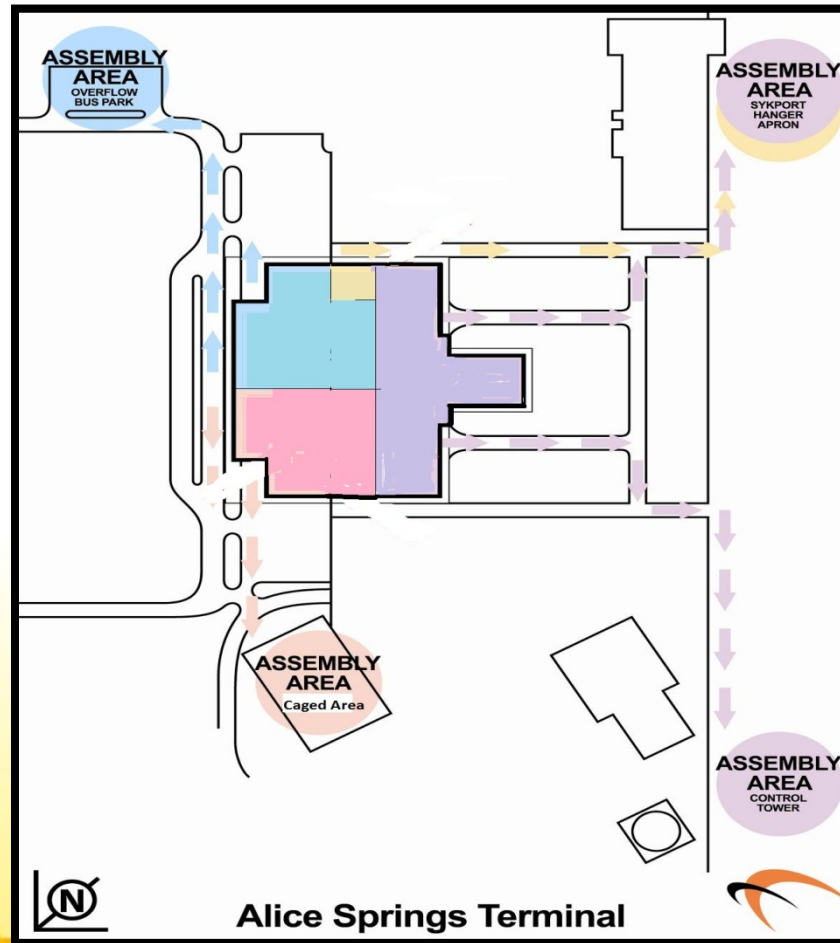
Smoking is only permitted in designated “smoking areas”. If you are unsure of the designated smoking areas at your workplace, ask your Supervisor.

Smoking is not permitted in the following locations (but not limited to):

- Any air-conditioned environment
- Company vehicles
- Office accommodations
- Airside
- Within 2 metres of building entrances and exits or air-conditioning ventilation grills
- Any area where a NO SMOKING sign is displayed
- When directed by a Supervisor that smoking is prohibited

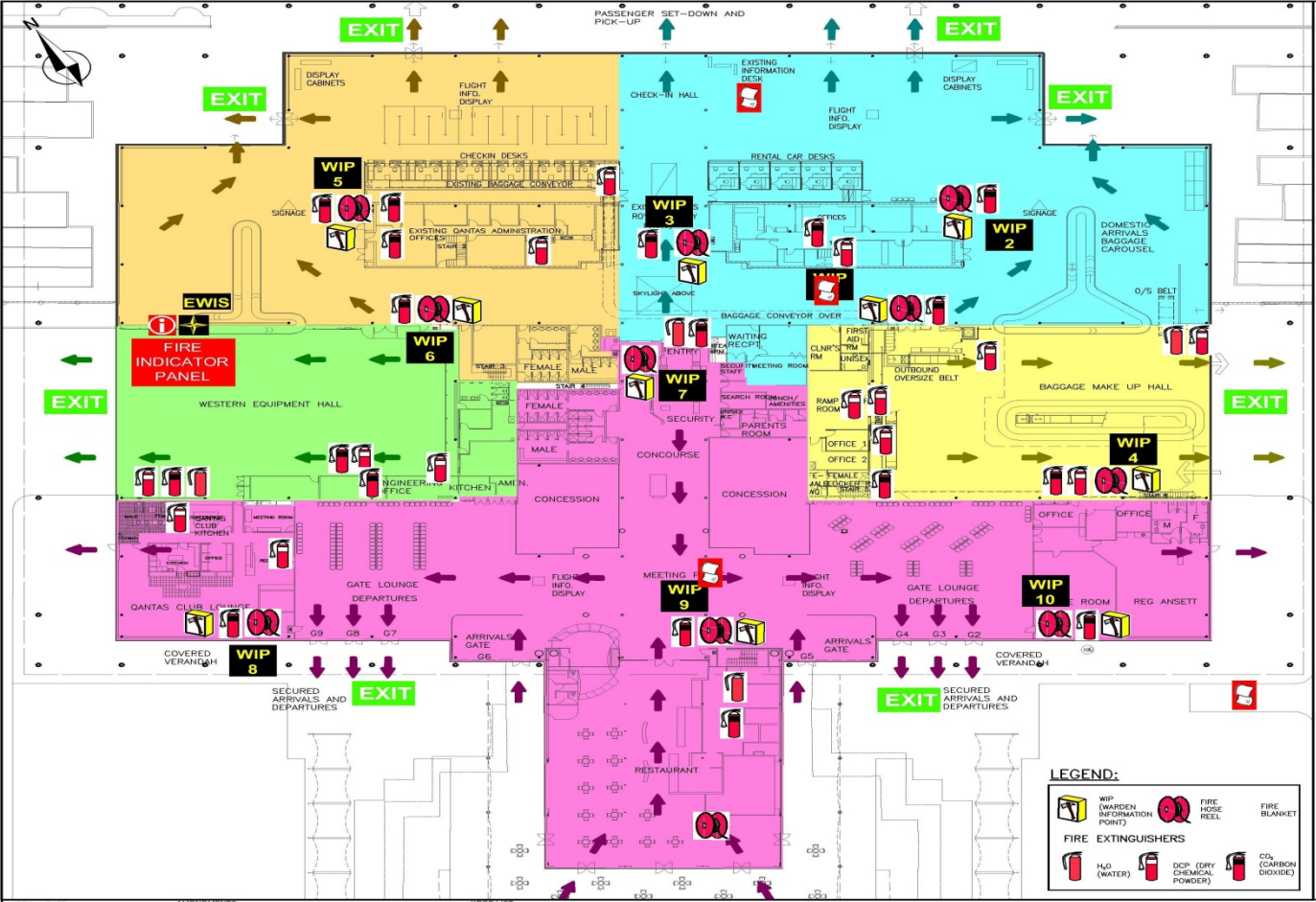
Emergency Plans

Emergency Evacuation Plans - ASA



Emergency Plans

Fire Fighting Equipment - ASA



OHS Dispute and Resolution Process



Identified workplace health and safety issues will be brought to the attention of the relevant Supervisor or Manager and the OHS Advisor for prompt resolution.

If the issue cannot be resolved promptly, a temporary measure shall be put in place until a long-term solution can be implemented.

Long Term Solutions of health and safety issues shall comply with the requirements of the Risk Management process

Long Term Solutions to health and safety hazards shall be reviewed and approved by the OH&S Committee.

Review and approval shall be documented within Committee meeting minutes and copies shall be kept by the Site Manager.

Resolved issues/solutions shall be reviewed by the Committee.

REMEMBER:

- SAFETY IS EVERYBODIES BUSINESS;
- If you see someone doing a dangerous act-**REPORT** it immediately.
- If you are unsure about a task or feel unsafe-**ASK** someone. Don't be afraid to ask a dumb questions. Its a lot easier to deal with than a dumb mistake.
- Be PROACTIVE in SAFETY:
- DONT take risks with your safety or that of others.

NT Airports value their people.

What have you done for Safety today?