

APAC SAFETY ESSENTIALS

The APAC Safety Essentials are the fundamental safety principles that underpin the key safety management system at Melbourne and Launceston airports. These 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 can result in further discussions around safe practices and working to acceptable safety expectations. Details of the APAC program are attached to these Safety Essentials.

1. **Risk Management:** Always identify, assess and eliminate risks. 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. **Working at Heights:** 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 POSITIVE SAFETY COLLABORATION PROGRAM

STAGE 1

In the event of a breach of one of the APAC Safety Essentials, including an initial breach or an event occurring which had the potential to result in Limited or Minor injury, the responsible party will:

- Make the area safe and cease the activity which resulted in a breach
- Meet with APAM or APAL representatives to discuss the breach and what will be done in response
- Raise an incident report and investigate, as per APAC's reporting requirements

APAC will provide a formal notification that a breach of APAC Safety Essentials has occurred, and work with the responsible party to ensure a positive outcome for both parties (i.e. prevent further breaches, and allow work to resume safely).

APAC considers Stage 1 breaches of the safety essentials to be coaching and improvement opportunities to help prevent any further incidents or potential incidents which could pose a risk or result in another breach.

STAGE 2

In the event of continued breaches, or a breach resulting in Moderate or higher potential, the responsible party will:

- Make the area safe and cease the activity which resulted in a breach
- Arrange for senior management to attend a meeting with APAM or APAL representatives to identify clear strategy forwards that will achieve positive outcomes for both parties
- Raise an incident report and investigate, as per APAC's reporting requirements

APAC will provide a formal notification that a breach of APAC Safety Essentials has occurred.

APAC considers Stage 2 breaches as potential signs that there are deficiencies with the safe systems of work that need to be addressed.

Further work should only proceed when both parties have reached agreement on any changes or actions required to maintain safety and prevent further breaches.

STAGE 3

In the event of further breaches following Stage 2, or where an event had potential for Catastrophic outcomes (e.g. multiple fatalities), the responsible party will:

- Make the area safe and cease the activity which resulted in a breach
- Arrange for executive management to attend a meeting with APAM or APAL representatives to explain the breach and what is being done in response
- Raise an incident report and investigate, as per APAC's reporting requirements

APAC will provide a formal notification that a breach of APAC Safety Essentials has occurred.

APAC considers Stage 3 breaches to indicate that the responsible parties safety systems are inadequate, and that significant changes need to be made to ensure work can proceed safely.

Further work should only proceed when both parties have reached agreement on any changes or actions required to maintain safety and prevent further breaches.