

Work Health and Safety Risk Standards

**Handbook for contracted delivery
partners performing construction,
maintenance or demolition works (and
related services)**

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Version 2

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1. Explanatory Statement and Objectives

This handbook provides our contracted delivery partners (including contractors and their workers, subcontractors and other contracted workers) who perform construction, maintenance or demolition works (and related services e.g. trade services, cleaning, technical and occupational hygiene or consultancy services that involve field works) with clear expectations on Work Health and Safety (WHS) risk standards when working at Airservices Australia (Airservices) sites.

These standards have been established to ensure the health and safety of you and your colleagues, along with Airservices workers and visitors, and to ensure our operational services are not disrupted.

2. Principal Contractor additional requirements

If your organisation or business has been engaged by Airservices as a Principal Contractor (PC) for a construction project (where the cost of the construction work is \$250,000 or more) and have been authorised by Airservices to have management or control of the workplace (or a defined area of the workplace), the PC will take on responsibility for the health and safety of all workers and other persons within its allocated work area. The PC is responsible for the preparation of a written WHS Management Plan (WHSMP), and all other obligations imposed by WHS legislation.

In addition, PCs engaged by Airservices must:

- provide Airservices with a copy of the WHSMP for information and review, consistent with obligations to consult between duty-holders
- have a process for the selection and engagement of suitably competent subcontractors as required, with suitably documented safe systems of work
- implement an assurance program to ensure subcontractors conform with the WHSMP and comply with legislative obligations.
- review any subcontractor SWMS in line with the requirements established in the WHSMP.

3. Prior to commencing work

Before you can begin work on any Airservices site, your Airservices contact person must provide your organisation or business with details of known hazards at the workplace and the scope of work/services required by Airservices, as relevant to the work being performed. This will enable you to consider and assess how to manage those hazards, particularly where they may be unique to the particular workplace.

Some common hazards and controls at our workplaces are outlined in this handbook but your organisation or business must ensure that foreseeable hazards have been identified, and risks assessed/managed prior to any work being performed at any of our locations.

If you are working without being escorted by an Airservices representative, your organisation or business must first register and be prequalified in our online contractor management system 'LinkSafe'.

Unescorted contactors must register via the online contractor management platform '[LinkSafe](#)' and provide all

relevant documentation and information via this online system for review.

Prior to commencing any work, your organisation or business must:

- Complete any prequalification requirements in 'LinkSafe', including providing mandatory copies of insurance policies and certificates of currency.
- Provide any relevant licences, certificates of competency, training requirements based on the scope of works.
- Submit a WHSMP in accordance with legislative requirements for construction work contracts exceeding \$250,000.
- Complete all relevant general and local site inductions
- Declare any history of notices for breaches of WHS legislation or any prosecutions involving the contractor or their personnel.
- Supply any relevant risk assessments and other relevant documentation such as SWMS.
- Agree to comply with the requirements of this handbook where a hazard has been identified.
- Comply with site security and ASIC requirements as necessary (may be required dependent on work area and escort status). For some locations such as airside areas on airports on or some operational areas, an Aviation Security Identification Card (ASIC) or Visitor Identification Card (VIC) may be required. Check with your Airservices contact person for specific requirements.

3.1 Inductions

Each contracted worker must complete the following inductions. Check with your Airservices representative to ensure these are arranged prior to commencing any work for Airservices:

- Unescorted contractors must complete an online Airservices general induction through 'LinkSafe'.
- A site-specific induction / local induction by an Airservices representative is also required for all contractors.
- Some Airservices sites also require further induction by third-parties who manage or control a site For example, on aerodromes, facilities located on mine sites or in leased buildings.

4. General Safety Rules

The following general safety rules apply across identified hazards and engagements and should be scaled commensurately with the contracted works.

4.1 Communication and Consultation

Airservices and our contracted delivery partners are required to consult with all workers (including contractors), so far as reasonably practicable, about health and safety matters that affect them.

The Airservices representative must communicate with the contractor a list of all known or potential hazards and risks associated with the work area.

All contractors are to maintain effective communication with Airservices regarding WHS matters, any identified hazards, risk or safety related work issues.

Your organisation or business must consult, co-operate and co-ordinate activities as relevant to health and safety with Airservices, and any other relevant parties (e.g. other contractors).

Communication arrangements with your Airservices representative must be planned and schedule for the duration of the work.

4.2 Communication Requirements for Construction Projects

Effective consultation is essential to managing construction risk. A joint Project/Construction Kick-off Meeting must be conducted before any work commences. This meeting is a critical step in aligning expectations and clarifying risk control measures.

The Kick-off Meeting must cover:

- review of the project scope of works
- identification of hazards and agreement on control measures, including high-risk activities and energy isolation responsibilities
- determination of the required WHS documentation
- discussion of the Contractor's permit and approval processes
- explanation of hazard and incident reporting requirements
- agreement on the stop work process where ATC or ARFF operations may be impacted

4.3 Airservices Stop Work Capacity

If contracted works are to occur in Airservices operational areas, there may be requirements to stop work to ensure service delivery of Air Traffic Control (ATC) and Aviation Rescue and Fire Fighting (ARFF) work activities are not compromised or impacted.

Where Contractor / Project activities may impact Airservices operational work areas, Airservices reserves the right to stop work at any time to ensure the service delivery of its operations are not affected.

Where identified as a risk through the Airservices Hazard Identification (HazID) process or Contractor Project Risk Assessment activity, a process is to be implemented which allows direct communication from Airservices Operational leaders / supervisors to a contractor's supervisor / manager. When requested, you must comply with the Stop Works request immediately and without delay.

4.4 Reporting of Incidents

Airservices requires all relevant incidents to be reported to the designated Airservices representative as soon as reasonably practicable. If an incident is notifiable under the applicable state or territory WHS legislation (or the OHS Act 2004 in Victoria), it must be reported to the Airservices representative immediately.

The Airservices representative is responsible for:

- Notifying the Airservices WHS Team.
- Recording the incident in the ServiceNow IRM system.

Where a contractor is required to notify the WHS Regulator of an incident, a copy of the notification must be provided to their Airservices delegate.

If a notifiable incident occurs and the contractor has not reported it to the regulator, Airservices reserves the right to notify the Commonwealth WHS Regulator, following consultation with the contractor.

For the purposes of this handbook, an incident refers to any unplanned event or circumstance that:

- Meets the criteria of a Dangerous Incident, Serious Injury, or Serious Illness under the relevant WHS/OHS legislation.
- Results in, or has the potential to result in, injury, illness, or harm to any person.
- Causes or could cause damage to property, equipment, or the environment.
- Disrupts or could disrupt normal operations or service delivery.
- Involves a breach or suspected breach of legal, regulatory, or contractual obligations.

4.4.1 Incident Investigation

The contractor shall investigate incidents and occurrences as per their accepted management plans.

The contractor shall promptly investigate the incident and provide a summary report, including photos and/or videos within 48 hours and a full report within 14 days. The contractor will attend to any legal requirements in respect to such injury or damage and fully cooperate with subsequent Airservices.

In the event of an Airservices investigation into an incident which occurs as a result of the contractor's work, the contractor must fully cooperate and make the incident investigation report and all relevant documentation available in full to Airservices staff on request.

The contractor shall also comply with periodic updates, if requested by Airservices, as to the status of the investigation and corrective actions (including briefings) until a completed report is provided.

4.5 Fitness for Work

4.5.1 Drug and Alcohol Management

Airservices maintains a zero-tolerance approach to the use of alcohol and other drugs (AOD) in the workplace. All contractors and their workers must ensure they are fit for duty and do not pose a risk to themselves or others due to AOD use. The use of alcohol or other drugs by any person performing work for Airservices is strictly prohibited.

All workers have a personal responsibility to ensure they are not impaired and are capable of safely performing their duties.

While performing work for Airservices, contractors may be subject to:

- AOD testing in accordance with Airservices' Drug and Alcohol Management Program (DAMP).
- Random testing conducted by the Civil Aviation Safety Authority (CASA) while performing, or being available to perform, Safety Sensitive Aviation Activities (SSAAs)

Before commencing work for Airservices, contractors must complete the following if they are reasonably likely to work on an aerodrome or perform another Safety Sensitive Aviation Activity (SSAA) (e.g. manufacture or maintenance of aviation radionavigation or aviation telecommunications products) at least 2 or more times every 90 days:

- Undergo an AOD test, with an Approved Tester (arranged by their organisation) no more than 90 days prior to starting work. An Approved Tester is a person who is authorised to take body samples for drug or alcohol tests in accordance with Civil Aviation Safety Regulations (CASR) Part 99. Refer to the [CASA 'finding a drug testing provider' web page](#) for further information on what alcohol and drug tests are required and to find an Approved Tester.
- Review the Alcohol and Other Drug General Awareness Guidance & Advice for Airservices Contractors, or alternatively complete the Airservices Drug and Alcohol Management Program via SuccessFactors.

Contractors must provide evidence of AOD test completion to their Airservices representative prior to commencing work. Any positive test result, refusal to test, or breach of DAMP requirements must be reported immediately to the Airservices representative.

Non-compliance may result in removal from site, contract review, or regulatory notification.

Any queries relating to drug and alcohol management including pre-deployment AOD testing requirements should be directed to an Airservices Representative or the Airservices DAMP Contact Officer, email: DAMPContactOfficer@airservicesaustralia.com.

4.5.2 Health and Wellbeing

Contractors are to monitor and have a process for all employees and subcontractors to be fit for work, in line with legislative requirements.

Smoking and vaping are only authorised at designated and signed locations.

4.6 Operator Licences and Competencies

Airservices requires that all contracted workers operating plant and equipment are appropriately licensed, trained, and competent to perform their duties safely and legally.

A High-Risk Work Licence (HRWL) is mandatory for operating specific types of equipment and performing certain high-risk tasks as defined under Schedule 3 of the WHS Regulations. These licences are issued by state or territory WHS regulators and are nationally recognised.

Examples of equipment and tasks requiring a HRWL include:

- Forklift trucks
- Boom-type elevated work platforms (with boom length over 11 metres)
- Dogging and rigging
- Scaffolding
- Mobile cranes
- Boilers and steam turbines

Requirements:

- Workers must hold a valid HRWL before commencing work involving high-risk equipment.
- Licences must be available for inspection on request.
- Workers must only perform tasks for which they are licensed.
- Verification of Competency (VOC)

A Verification of Competency (VOC) is an assessment process used to confirm that a worker has the skills, knowledge, and experience to safely operate specific plant or equipment. VOCs are typically required for equipment not covered by HRWL, or as part of site-specific safety management systems.

Examples of equipment typically requiring VOC (but not HRWL):

- Excavators
- Skid steer loaders
- Backhoes
- Graders
- Articulated dump trucks

Requirements:

- VOC must be conducted by a qualified assessor and documented prior to site access.
- Evidence of VOC must be retained and available for review.
- VOCs may be required in addition to HRWLs depending on site-specific risk assessments.
- General Competency

All contracted workers must be:

- Competent for the roles they are engaged to perform.
- Able to demonstrate relevant training, experience, and qualifications.
- Compliant with Airservices' safety standards and procedures.

4.7 Registrable Plant

Classified and/or Registrable Machinery (under WHS Regulations Schedule 5) will only be permitted to operate on Airservices site provided it carries a Certificate of Inspection indicating its suitability for use, signed by an inspector or other persons approved in writing by the relevant legislation. All classified and registrable plant and machinery must conform to relevant legislation.

4.8 First Aid and Emergency Response

Airservices is committed to ensuring that all workers and contractors are prepared to respond effectively to emergencies and incidents that may occur on site. As part of the mandatory site induction, you must receive a site-specific emergency briefing before commencing work. This briefing will cover the location of first aid stations and emergency equipment, identification of first aid officers and emergency wardens, evacuation procedures, emergency contact numbers, and the process for reporting injuries, incidents, or near misses.

In situations where a site has been handed over to a Principal Contractor, that contractor is responsible for establishing and maintaining appropriate emergency response procedures. These procedures must be tailored to the scope and risks of the work being undertaken. The Principal Contractor must also ensure that adequate first aid resources are available, including trained personnel and properly stocked first aid kits, and that all workers and subcontractors are informed of the emergency arrangements in place.

Contractors must make necessary arrangements for adequate and suitable first aid services and trained first aiders, as appropriate to the work being performed and related hazards and risks.

All sites must meet minimum standards for first aid and emergency preparedness. First aid kits must be clearly marked, easily accessible, and regularly inspected to ensure they are fully stocked in accordance with the *Code of Practice: First Aid in the Workplace*. A sufficient number of trained first aiders must be present on site at all times. Emergency exits and evacuation routes must be clearly signed, unobstructed, and known to all workers. Airservices may also conduct emergency drills periodically, and all contractors are expected to participate fully in these exercises to ensure readiness.

5. Other Regulatory Requirements

5.1 Regulator interactions

The contractor must notify Airservices by phone within 2 hours and in writing within 24 hours of any regulatory activity (e.g. SafeWork, WorkSafe, Comcare) at the project workplace. This may include, but is not limited to:

- site inspections,
- complaints, or
- incident follow up.

The contractor must notify Airservices immediately where the Contractors or their subcontractor(s) have been served a regulatory notice, fine, or similar for the works under contract. Within 24 hours, the Contractor is to provide Airservices a copy of the fine or notice(s) and a written response outlining their planned corrective actions. Airservices is to be provided with regular updates until such notices are complied with and closed out to the satisfaction of the issuing party.

5.2 Health and Safety Representative activity

Airservices representative must be notified if a HSR issues a Provisional Improvement Notice (PIN) or a Stop Work directive. The Airservices Representative is to be notified as soon as it is received, be given a copy of the PIN and receive progress updates provided until any such action or issue is resolved or closed out.

5.3 WHS Permit Entry

Airservices must be notified by phone within 2 hours and in writing within 24 hours of any WHS entry permit holder entering the workplace relating to WHS matters. The Contractor must provide Airservices a copy of the notice of entry permit and are to be notified and provided progress updates until any such action or issue is resolved or closed out.

5.4 Regulator notification requirements for project activities

As per its requirements as the Airservices WHS Regulator, Comcare must be notified at least five days before commencing any of the following:

- the demolition of a structure, or part of a structure that is load bearing or otherwise related to the physical integrity of the structure and/or at least six meters in height.
- demolition work involving load shifting machinery on a suspended floor.
- demolition work involving explosives.
- asbestos removal activities on the site.
- lead paint removal activities on the site.

KEY RISK MANAGEMENT REQUIREMENTS



6. Hazard identification and risk management

Airservices will provide contractors with relevant information on foreseeable hazards, including but not limited to:

- Work Health and Safety (WHS) Hazard Impact Assessment (HazID) identifying known hazards in the work area and project-specific risks
- Relevant Risk Registers, Safe in Design Reports and other risk assessments relevant to the work
- Hazardous Materials Report for the site
- As-built drawings, where available
- Other documentation that outlines known hazards and risk at the workplace.

Contractors are responsible for taking reasonable steps to identify additional hazards relevant to the nature and scope of their work.

7. Construction activities

These minimum standards apply to construction activities, including:

- Construction, Demolition and Excavation work in an Airservices controlled workplace, or
- Construction, Demolition and Excavation work where management control of an Airservices site has been given to a Principal Contractor,
- Construction, Demolition and Excavation work where general control of an Airservices site has been given to a Principal Contractor, where elements of the National Airways System remain with Airservices under Civil Aviation Safety Regulations, Part 171.

7.1 Additional Construction Requirements

When a Contractor is engaged for project works, the following requirements must be implemented:

- Risk assessments must be completed, and participation in Safety in Design workshops is required where applicable
- A Work Health and Safety Management Plan must be in place for all work valued over \$250,000
- Site supervision levels must be proportionate to the assessed risk of the construction activity
- Based on HazID outcomes or the Contractor's Project Risk Assessment, physical barriers or hoarding must be installed to separate the construction area from general access zones. *Note: These must not interfere with operational access unless coordinated with affected business units*
- Risks to our staff and ongoing operations must be identified, assessed, and controlled throughout the project lifecycle
- Site inspections must be scheduled. Possible inspection timeframes are:
 - project commencement
 - One-month post-commencement
 - Regular intervals throughout the works
 - At pre-commissioning or pre-occupancy stages

- Noise emission levels of all equipment brought to site must be identified. Where equipment exceeds 85 dBA (8-hour):
 - The equipment must be clearly identified as a noise hazard
 - Personnel operating or working near it must wear approved hearing protection, unless the noise can be mitigated through engineering controls

7.2 Personal Protective Equipment (PPE)

Contractors must ensure that PPE requirements are identified, and appropriate and compliant PPE is available to workers and subcontractors, maintained in good condition and worn in accordance with site and task specific hazards identified in risk assessments.

The minimum PPE requirements include:

- Safety boots meeting [AS 2210: Occupational protective footwear](#)
- High visibility long sleeve shirt and long pants complying with [AS 4602: High visibility safety garments](#)
- Safety helmets compliant with [AS 1801: Occupational protective helmets \(where designated\)](#)
- Safety glasses to [AS 1336: Recommended practices for occupational eye protection \(must be worn where designated\)](#)
- Hearing protection devices compliant with [AS 1269: Occupational noise management](#)
- Additional task specific PPE as deemed needed or required, including:
 - Face shields or goggles for grinding
 - Gloves for handling sharp materials
 - Others as identified by relevant risk assessment / SWMS.

Contractors are responsible for ensuring their workforce is adequately equipped and trained in the correct use of all PPE provided.

8. Electrical Safety

This provides minimum standards where there is a risk of exposure to electrical current from:

- AC or DC, including mains
- Batteries and energy storage device
- Plug-in equipment.

8.1 Planning, Risk Assessment and Permits

- A Risk Assessment and Safe Work Method Statement (SWMS) must be in place for any work on or near (within 500 mm) (or within 3 metres in Queensland) energised equipment.
- A risk assessment must also be conducted for:
 - Excavation work near energised cables
 - Removal of redundant electrical power cables
- A works plan (Airservices permit system) is required for electrical systems that are part of the National Airways Systems (NAS).
- For access to Airservices Electricians - some NAS systems can only be accessed or worked on under the supervision of an Airservices electrician certified under CASA Part 171. These requirements will be identified by the Airservices delegate and must be incorporated into project planning. Requests for access must be made at least four weeks in advance.
- No person is to attempt or to carry out inspection, maintenance or cleaning work that exposes that person or others to contact with moving machinery/equipment product or parts thereof that has not had all energy sources isolated and locked out.
- All electrical circuits must have an appropriate protective device installed.
- All exposed conductors and parts, including earthing conductors, must be treated as live until proven otherwise.
- Work near Overhead Line Equipment (OHLE) or other live components must observe regulated exclusion zones.
- Electrical supply panels must be secured against unauthorised access.
- All fixed electrical sources must be designed with lockable isolation points.
- All installations and portable electrical equipment must be:
 - Installed, tested, and inspected in accordance with relevant Australian Standards
 - Maintained in safe operating condition

8.2 Competency and Authorisation

- All electrical work and supervision must be conducted by competent, licensed electrical workers and/or qualified electrical engineers.
- People working on or near low-voltage electrical apparatus must have a minimum of low voltage rescue training.
- Live electrical work is prohibited unless:
 - It is required for fault finding, testing, or commissioning
 - The electrical supply cannot be interrupted
 - It is authorised by a competent person
- A Safety Observer must be present for all energised works unless a documented risk assessment

confirms there is no serious risk associated with the proposed work

- Live works by a contractor are to have a suitable risk assessment reviewed by Airservices.

8.3 Electrical Personal Protective Equipment (PPE) and Tools

- All electrical PPE (e.g., insulated gloves, mats, boots) and tools (e.g., voltage meters, cable locators) must:
 - Conform to a recognised Australian standards
 - Be appropriate for the voltage
 - Be inspected on a regular schedule, with records maintained
- All personnel, including Safety Observers, must wear arc flash hazard PPE as a minimum until:
 - The LV panel/cubicle supply has been proven de-energised on the load side of the isolation devices
 - The arc flash level is reduced to Category 0. This determination must be based on a documented arc flash risk assessment or verified labelling.
- When a ladder is required for electrical work:
 - Metallic, wire-reinforced, or conductive ladders must not be used near equipment with electrical hazards
 - Only non-conductive wooden or plastic ladders that conform to Australian Standards are permitted
- Rescue Equipment for electrical incidents must be available to the Safety Observer during electrical work.

9. Working at Heights

This provides the minimum requirements where there is a risk of a fall:

- From an elevated workplace, plant or structure
- In the vicinity where a person could fall, or an edge where a person could fall
- A slippery, fragile or unstable surface
- Other places which could lead to a person falling.

9.1 Airservices Key Working at Height Requirements

- All work at height must be risk assessed, and appropriate controls implemented in line with the hierarchy of controls. Where the task involves High Risk Construction Work, such as work with a risk of falling more than 2 metres, a Safe Work Method Statement (SWMS) must be developed and followed. For lower-risk tasks (e.g. use of platform ladders), a risk assessment or task-specific procedure may be used to ensure safe work practices are in place. All work at height must include effective controls to prevent falls and manage the risk of falling objects.
- Risk Assessments and SWMS related to the design and installation of anchor points or temporary flooring must be reviewed by Airservices before work begins.
- Emergency and rescue procedures must be established and tested by the Contractor where a fall arrest system is being used.
- Those who perform work at height activities using fall arrest / harnesses must have completed approved Working at Height training.
- Plant and equipment should be designed and used for work tasks to eliminate the need to work at height. Where this is not feasible, the risk of falling must be minimised as far as reasonably practicable.
- Protection from falling objects must include primary controls such as edge protection. Secondary controls such as exclusion zones and overhead protection must also be used where appropriate.
- All penetrations, shafts, edges and risers must be protected to prevent the fall of people and materials. Covers must be robust, secured, and clearly marked.

9.2 Equipment Standards and Use

- All scaffolding must comply with relevant legislation and Australian Standard [AS1576: Scaffolding](#).
- Portable ladders must only be used for access, egress, or light-duty tasks. For any other work, alternative solutions like platform ladders or mobile scaffolding should be used.
- All ladders must comply with [AS1892: Portable Ladders](#) and be suitable for the work at height being undertaken.
- Where mobile plant (e.g., Elevated Work Platforms) is used, it must meet a recognised Australian Standard and be operated in accordance with the manufacturer's instructions.

9.3 Tools and Personal Protective Equipment

- Fall/Travel Restraint Equipment must:

- Include a full body harness compliant with relevant Australian Standards.
- Be visually inspected before each use for signs of wear or damage.
- Be within current maintenance/inspection dates and be maintained per manufacturer guidelines and destroyed if deteriorated.
- Be listed on relevant register of equipment.
- A dual lanyard system must be used to always maintain at least one point of attachment during transfer or repositioning.
- Hand tools used at height must always be secured during access and use to prevent them from falling.

10. Confined Space Entry

Airservices implements the following obligations on its Contractors when undertaking work in or around confined spaces.

10.1 General Entry Requirements

- Entry into a confined space is only permitted where the required work cannot be completed externally.
- All personnel, including the stand-by person, work near or entering a confined space must be trained and competent, and atmospheric testing must confirm a safe atmosphere prior to entry.
- A Safe Work Method Statement (SWMS) must be reviewed by Airservices (unless a Principal Contractor has been engaged) before any confined space work begins.
- Works on Airservices assets must comply with the applicable Works Plan process.
- All work in confined spaces must be conducted in accordance with [AS2865 Safe Working in a Confined Space](#) and [Confined Spaces Code of Practice](#).

10.2 Confined Space Entry Permits

- Confined space entry is subject to the completion of an entry permit. Contractors are responsible for issuing and retaining their own permits and must provide copies to Airservices upon request.
- At a minimum, confined space permits must include:
 - Location and type of work.
 - Name of the person authorising the permit.
 - Identified hazards, including atmospheric and task-specific hazards.
 - Required controls such as:
 - Atmospheric monitoring, making sure testing is completed for oxygen, carbon monoxide, hydrogen sulphide, Lower Explosive Limits (LEL), and other relevant airborne contaminants as per the Code of Practice Ventilation
 - Fire protection
 - Communication methods
 - Emergency response procedures
 - Additional permits (e.g., hot work)
 - Nominated, trained, and competent standby personnel who will remain outside the space for the full duration of the entry.
- Atmospheric contaminants must be reduced below relevant exposure standards prior to entry. Where this cannot be achieved, SWMS and entry permits must clearly outline control measures, including the use of appropriate PPE.
- Personal gas monitoring devices must be provided to all entrants. Regular reading must be obtained by the stand-by person and recorded on the entry permit.

10.3 Communication and Rescue Requirements

- A reliable communication system must be in place and tested prior to entry to ensure effective communication between the entrant(s) and standby personnel.
- A standby person must be present at all times while someone is in the confined space.
- A documented and tested rescue plan must be in place. This plan must ensure that rescue operations can be executed immediately, with consideration of off-site support if required.

11. Hazardous Materials

11.1 Asbestos Management

Airservices implements the following obligations on its Contractors:

- All works with potential for exposure to Asbestos Containing Material (ACM) must be risk assessed to ensure that Workers and other persons (including visitors and members of the public) must not be exposed to asbestos above the exposure standard arising from the conduct of Airservices business.
- Airservices sites containing asbestos have been audited such that relevant areas which contain, or are believed to contain, asbestos have been identified, assessed, and controlled. The site based asbestos register and asbestos management plan can be referenced for detailed information. These will be made available to Contractors prior to attending the site for works.
- Asbestos may only be removed by a contractor with a suitable Asbestos Removal License. Any work conducted on or with asbestos material must be carried out as per legislative requirements.
- Asbestos removal contractor must hold asbestos removalist liability insurance, including vicarious liability for any acts or omissions of Airservices, for any: a) Loss of, or loss of use of, any tangible property (including property in the care, custody or control of the Contractor); or b) bodily injury, disease, illness (including mental illness) or death of any person (except as covered by the workers compensation insurance referred to above), caused by, arising out of, or in connection with the removal of asbestos in relation to the Minor Works. Amount: At least \$10 million for any one claim and in the aggregate. Period: This insurance must be maintained from the Minor Works Start Date until the end of the Defects Liability Period for the Minor Works.
- The following activities are strictly prohibited by Airservices:
 - Positive pressure roping (blowing) in ducts with identified ACM.
 - Use of high-pressure water spray or compressed air on asbestos or ACM.
 - Use of power tools, brooms or any other implements that cause the release of airborne asbestos into the atmosphere.
- Where a contractor removes asbestos, an independent clearance certificate must be obtained and provided to the Airservices Representative.

11.2 Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) and other contamination in soil/groundwater

Some Airservices sites may have soil or groundwater present that has been contaminated by Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) (typically from legacy firefighting foams) and other known or unknown contaminants. Contractors must take appropriate precautions to minimise health risks arising from exposure to disturbed soil and groundwater, including the provision and use of appropriate PPE, suitable hygiene measures, and general measures to reduce the formation of dust.

Airservices implements the following obligations on its Contractors:

- Where a contractor is engaged to perform any work ground disturbance activities (e.g. coring, excavation, trenching or drilling), Airservices must provide the contractor with pre-determined management plans for working in and around such locations.
- Where a contractor's scope of work involves ground disturbance activities (e.g. coring, excavation, trenching), suitable controls for PFAS exposure are required to be documented in a Risk Assessment / SWMS. This must be in accordance with the pre-determined management plan expectations.
- Controls are to include, but are not limited to, activities such as ground wetting, minimalization of disturbance activities, suitable disposal practices, secure stockpiling, hygiene practices and PPE. Airservices shall consult and cooperate with Contractors to establish safe working processes for PFAS affected areas.

11.3 General Chemical Management

- Any chemicals (including dangerous goods) used on Airservices sites shall be the least hazardous available for the intended task.
- All chemical substances are to be appropriately handled and stored to prevent spillage.
- Contractors are to hold current Safety Data Sheets (preferably hard copy) for all substances stored and used onsite.
- Chemicals are to be managed and used as per the relevant SDS and regulations. (e.g. Regulations may require spill kits to be appropriately located and correctly stocked).
- Fueling, oil changes, and servicing of equipment will be conducted in such a way that fuel, waste, oil, and grease is not spilt or dumped on the ground.
- The contractor is solely responsible for the safe disposal of chemical substances and other hazardous materials.
- The contractor shall acquire and have in place any required safety equipment (including fire protection) as specified by manufacturer of chemical and/or provided in the SDS

11.4 Lead-based paint, Mercury and Polychlorinated Biphenyls (PCBs)

- Where the contracted work requires the removal of lead-based paint, the removal of mercury or the removal of PCBs from equipment/instruments, the Contractor must contact the Airservices Representative to develop a suitable plan for maintain or removal.

12. Driving and Remote Travel

Some sites of Airservices are in remote locations and Airservices imposes the following obligations on its Contractors to ensure safe travel during remote or isolated work activities:

12.1 Risk Assessment and Travel Planning

- Contractors must undertake a hazard and risk assessment prior to task allocation or travel. This includes:
 - Assessing distances to be travelled and total travel time.
 - Evaluating task requirements and potential hazards associated with the journey. Implement relevant fatigue management controls.

12.2 Key Considerations for Travel and Task Allocation

When planning travel or assigning tasks, Contractors must consider:

- Vehicle suitability, particularly for dirt roads and remote and/or isolated areas:
- Driver capability, including:
 - Experience and training
 - Fatigue levels and rest breaks
- Workload factors, such as:
 - Total hours worked with or without a break
 - Number of drivers available
 - Load being carried or towed
 - Type of vehicle being used (e.g. car, truck, snow vehicle)
- Road and environmental conditions, including potential hazards such as weather or terrain.

13. RF Radiation

Airservices operates numerous sites with known sources of non-ionising radiofrequency (RF) electromagnetic radiation. These areas have been identified and documented through site-specific RADHAZ (Radiation Hazard) documentation to inform workers, contractors, sub-contractors, visitors, and other third parties of the presence and location of these hazards. Airservices will provide a copy of these to the contractor

13.1 Contractor Obligations

- Contractors must comply with the following RF radiation safety obligations when accessing Airservices sites consult the Radio Communication Site Management Book (RCSMB) which outlines exposure limits, site maps and safe work areas.
- Must be consulted before any work takes place and shared with all workers attending the site.
- Workers must remain outside any areas depicted with yellow markings or areas shown on site-specific RADHAZ documentation as yellow shaded areas at all times. Only authorised workers who have received specific training and have completed a medical questionnaire (i.e. RF workers) may enter these yellow areas. No persons may enter areas beyond red markings or areas shown on site-specific RADHAZ documentation as red shaded areas unless the transmitter equipment has been switched off.

13.2 Safe Work Techniques for RF Hazardous Areas

- The primary safety control for RF hazards is to de-energise or switch off equipment generating hazardous radiation levels in the work area (only Airservices may de-energise RF equipment). Where it is not possible to switch off the equipment, Contractors must consult with Airservices and apply one or more of the following safety techniques:
 - Reschedule Work - Perform tasks at an operationally acceptable time when the RF-emitting equipment can be switched off.
 - Engineering Controls - Install or utilise screening, barriers, or safety tools to prevent excessive exposure.
 - Reduced Power Operation - Operate RF-emitting equipment at reduced power (e.g., during tuning), provided it has been pre-tested to result in non-hazardous RF levels in the work area.
- Workers entering areas of potential RF exposure must:
 - Seek approval from an Airservices Representative before entering these areas.
 - Wear personal radiation monitors (e.g. RadMan 2XT) to detect hazardous levels.
 - Hold suitable training for the use of monitors and entry into RADHAZ zones.
 - Complete relevant RADHAZ awareness training and complete a medical questionnaire – contact your Airservices Representative for further details.

14. Ground/wall Penetration Activities

Contractor Obligations for ground or wall penetration activities (including excavation, trenching, drilling, cutting and coring)

We implement the following obligations on our Contractors to ensure the safe execution of ground or wall penetration works:

14.1 . Planning and Approvals

- Prior to any ground or wall penetration activities, a works plan may be required to be completed and approved by a nominated representative.
- Risk assessments must be completed, and safe work procedures must be available before work begins on or near underground or overhead services.
- Toolbox talks must be conducted, and appropriate supervision must be in place for all high-risk excavation activities.

14.2 Identification and Protection of Underground Services

- All underground service maps and other relevant documentation must be reviewed before ground or wall penetration to identify and, if necessary, isolate or lockout hazardous energy sources.
- Where underground services are identified, their locations must be verified and communicated to all relevant stakeholders before any works commence.
- Where feasible, non-destructive digging (NDD) methods, such as vacuum excavation, should be applied to prevent damage to services.
- If services are located within 2 meters of the work area, NDD methods must be used for all ground or wall penetration activities.
- When ground or wall occurs near underground cables, accurate information about their locations must be obtained and shared with all relevant parties undertaking the works.

14.3 Excavation Safety and Structural Integrity

- All excavations must be benched, shored, or battered to a safe angle of repose or as determined by a competent person, such as a geotechnical engineer.
- Safe access and egress must be maintained for all excavations and trenches.
- Trenches must be secured from unauthorised access, and measures must be in place to manage the risk of collapse.
- Excavated materials must be stored in a manner that reduces the risk of collapse into the trench or excavation.

14.4 Site Controls and Environmental Hazards

- Barriers, exclusion zones, lighting, and signage must be implemented to prevent people, plant,

equipment, and materials from falling into excavations or trenches.

- Controls must be in place to prevent the accumulation of fumes and gases in excavations and trenches.
- Excavations and trenches must be inspected by a competent person at the beginning of each shift and after rainfall or other events that could affect ground stability or introduce new hazards.
- Be aware that soils in many airport locations may be contaminated with asbestos, PFAS, or heavy metals. Refer to [Section 11](#) for guidance on managing these hazards.

15. Hot Works

Hot Works include (but are not limited to) the following activities:

- All forms of welding
- Oxy-acetylene cutting
- Grinding or cutting using abrasive tools.

15.1 Contractor Obligations

Contractors must:

- Comply with the Airservices Works Plan process, where required, and seek the advice from the Airservices Representative. A Works Plan is a permit-to-work process involving equipment that impacts or is adjacent to the National Airways System.
- Hot Works may be subject to review and approval by an Airservices representative prior to commencement.
- Provide a Risk Assessment/Safe Work Method Statement (SWMS) and implement a Hot Works Permit system for any task with potential fire, explosion, or ignition risks.
- Retain and file completed permits for reference and audit purposes.
- Avoid conducting Hot Works on Total Fire Ban days, unless a valid permit is issued by the relevant local Fire Authority.
- Control all potential ignition sources, especially during high fire danger periods, including spark-producing activities not formally classified as Hot Works.
- Arc welding and grinding may interfere with sensitive operational equipment and may be subject to Works Plans approvals. Contractors are expected to review and discuss any welding works with the Airservices Delegate.
- Always check what equipment is nearby and assess potential impacts before starting work.
- The contractor shall acquire and have in place any required fire protection & suppression equipment.
- Wherever possible, contractor shall use and engage a person to undertake 'Fire Spotter' duties during any performed hot works.

16. Traffic Management

Airservices implements the following obligations on its Contractors to ensure safety when managing traffic, people and mobile plant operations at work sites:

16.1 Traffic Risk Management

- Risk Identification - where identified as a risk in the HazID (Hazard Identification) or Project Risk Register, Contractors must develop a Traffic Management Plan. This plan must be reviewed and accepted by Airservices before implementation.
- Designated pedestrian routes must, where feasible, be physically separated from mobile plant and vehicle movement to ensure safety.
- Identify all overhead services and structures that may pose a risk to mobile plant or vehicle operations. Control measures must be implemented to prevent collisions or interference.
- Where required, traffic controls implemented comply with relevant Australian Standards.

17. Other Permits

17.1 Permits:

Airservices implements the following obligations on its Contractors:

- Permit processes will require consultation and communication between relevant stakeholders. Contractors are expected to participate openly and freely with the requirements to progress the applications as required.
- Any proposed new buildings on airports or alteration to existing buildings will require approval from an Airport Building Controller (ABC).
- Any proposed new buildings not on an airport or alteration to existing buildings will require approval from local council.
- Any crane being used on or near an airport (within a 20km radius) will require a permit to operate from the airport. The permit application process takes 28 days.
- Any work being carried out on or near Airservices operational equipment (Radars, Radios, ATC consoles etc.) will require a works plan to be activated. Some work may only be conducted by a qualified Airservices staff member, holding a 'technical certification' under CASR Part 171.

18. Further Information

18.1 External Sites

- [Safe Work Australia](#)
- [Comcare](#)

18.2 Contact

- WHS@AirservicesAustralia.com