

# Kalgoorlie-Boulder Airport Airside Induction

*Safety, emergency procedures, security,  
landside and airside operations and drug  
and alcohol management*

This induction is mandatory for all airport employees,  
contractors and subcontractors who work airside.

If your role requires you to drive airside you must also  
complete the *Driving Airside Induction*.



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# Part 1 – Airport Safety



# 1.1 Airport Safety

The City of Kalgoorlie-Boulder owns and operates the Kalgoorlie-Boulder Airport.

Your personal safety and well-being is very important to us.

The Kalgoorlie-Boulder Airport is committed to promoting a culture where harm to our people through work is unacceptable.



# 1.2 Incident Reporting

- Report all hazards and incidents to your supervisor immediately.
- Your supervisor is to notify the airport supervisor of all hazards or incidents immediately.
- Hazards include:  
*Eg: airside vehicle movements resulting in collision, refuelling mishaps, pavement and road conditions, near misses*
- Incidents include:  
*Eg: injury to persons, damage to vehicles or buildings, failure of services or facilities required for aircraft operations, near misses*
- Take the time to self assess the hazards involved in the task you are about to undertake prior to commencement.
- Safety is everybody's business, including yours. Please respect the welfare of not only yourself but of those around you.

# 1.3 Foreign Object Debris (FOD)

- FOD is any materials which may be ingested or struck by an aircraft causing damage to the aircraft.
- FOD material must be kept away from all aircraft operating areas to avoid such damage.
- Examples of FOD include screws, bottle tops, baggage tags, zippers, paper, cardboard, etc.
- Any objects sighted on the movement area, must be removed immediately.
- When carrying loose material in a vehicle/trailer, the load must be covered and thoroughly secure to avoid any risk of material escaping and becoming FOD.



# 1.4 Jet Aircraft

Jet aircraft are common at the Kalgoorlie-Boulder Airport.

**At no point should you approach an aircraft unless authorised to do so.**

Video - Demonstration of a Boeing Jet Blast



<https://www.youtube.com/watch?v=DFP4xl0V0mk>

*If this link does not work, copy and paste into your browser*

# 1.5 Propeller Driven Aircraft

Propeller driven aircraft are common at the Kalgoorlie-Boulder Airport.

At no point should you approach an aircraft unless authorised to do so.

Video – Three men hit and killed by rotor blades



[https://www.youtube.com/watch?v=vsc\\_XEWqT9c](https://www.youtube.com/watch?v=vsc_XEWqT9c)

*If this link does not work, copy and paste into your browser*



# 1.6 PPE (Personal Protective Equipment)

Your clothing is very important in protecting you from everyday hazards in the workplace.

Always ensure that you wear appropriate PPE at all times.

PPE is very much job specific and should be worn at all times.

PPE can include:

- Hat
- Sunscreen
- Hearing Protection
- Sunglasses
- High vis clothing
- Steel capped boots
- Gloves



## 1.7 Height Limitations

There are limitations to how mobile or fixed structures can be on or near the airport grounds, due to the obstacle limitation surface (OLS).



To ensure aircraft and personal safety, approval is required from the airport management before any crane or boom can be erected within or around the airport.

# Part 2 –Emergency Procedures



## 2.1 What to do in an Emergency

- In an Emergency, immediately contact the airport supervisor on **0417 909 506** who will then contact the appropriate emergency services agency for assistance. If unable to contact the airport supervisor, phone 000.
- Notify others, assist those in need and leave the area.
- In the case of a fire, don't attempt to extinguish the fire unless you have received training and it is safe to do so.



## 2.2 Types of Emergencies



- Aircraft Crash
- Bomb Threat
- Fire
- Fuel Spillage
- Vehicle Accident
- Power Failure
- Disabled Aircraft Removal
- Medical Emergencies

## 2.3 Evacuations



*Fire Wardens will assume an active role in the resolution of an fire and emergency situation in the airport terminal.*

### **Chief Wardens:**

- The Airport Compliance Coordinator is the Chief Fire Warden during business working hours.
- The MSS Security Supervisor is the alternative Chief Fire Warden.

### **Area Wardens:**

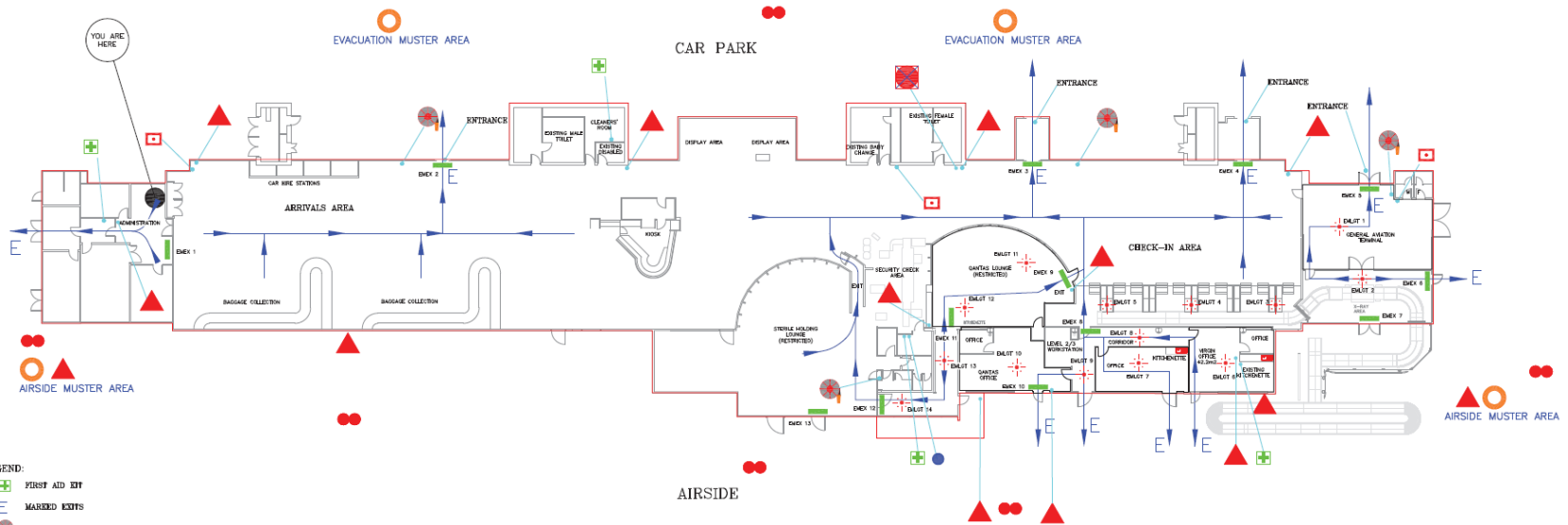
- MSS Security Fire Wardens vary due to shift patterns.
- Qantas Fire Wardens vary due to shift patterns.
- Virgin Fire Wardens vary due to shift patterns.

## 2.3 Evacuations cont.

*In case of a fire, an audible warning siren will sound. In other emergency situations, announcements may be made by the fire wardens.*

- Two muster points are located in the car park to the north of the passenger terminal on the landside. This shall be the primary evacuation point.
- Another two muster points are located to the east and west of the passenger terminal on the airside.
- Evacuation plans are displayed at various locations around the terminal building. It is important you become familiar with this plan.

# 2.4 Terminal Evacuation Map



- LEGEND:**
- FIRST AID KIT
  - MARKED EXITS
  - 36M FIRE HOSE REEL
  - FIRE HYDRANTS
  - DRY POWDER FIRE EXTINGUISHERS
  - EMERGENCY ESCAPE ROUTES
  - EVACUATION MUSTER AREA
  - FIRE ALARM
  - EXIT LIGHTS
  - EMERGENCY LIGHTS
  - OXYGEN (2.8L)
  - AUTOMATIC EMERGENCY DEFIBRILLATOR

REV	DATE	AMENDMENT	DRN
8	27/11/17	UPDATED ADDITIONAL FIRE PROTECTING & SAFETY EXITS	BJ
7	31/10/17	UPDATES OFFICE CHANGE TO MAIN OFFICE	BJ
6	16/09/17	ISSUED AMENDS	DC
5	07/08/16	UPDATES TO EVACUATION & NOMINATED CARE & ATTENDANCE ZONE	OW
4	21/06/16	AN ADDITIONAL AIRSIDE MUSTER AREA ADDED	BMS
3	01/11/15	PLAN REVISION NOVEMBER 2015	OW
2	13/05/13	AMENDED TO SHOW EXIST LIGHTS AND EMERGENCY LIGHTS	OW
1	02/04/10	AMENDED TO SHOW BAGGAGE SCREENING FACILITY	PSE



City of Kalgoorlie - Boulder  
KALGOORLIE - BOULDER AIRPORT  
TERMINAL EVACUATION PLAN

DRAWN	BJ	SCALE	NTS	REVISION	8
CHECKED	DC	DATE	27 NOV. 017	SHEET	01 OF 11

06-A-012-1



## 2.5 First Aid

- For minor first aid assistance, first aid kits are provided in all City of Kalgoorlie-Boulder vehicles, work areas and offices.
- There is a defibrillator located in the terminal near the screening point.
- All City of Kalgoorlie-Boulder airport staff are qualified first aiders.



# Part 3 – Airport Security



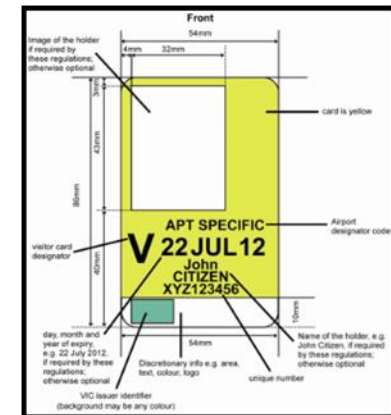
# 3.1 The Act and Regulations

- The Kalgoorlie-Boulder Airport is security controlled and all workers, including visitors, must comply with the:
  - Aviation Transport Security Act 2004
  - Aviation Transport Security Regulations 2005
- The following pages describe some of the security measures at the airport.



## 3.2 Identification Cards

- When accessing or escorting a person airside for operational reasons, a person must display a valid Aviation Security Identification Card (ASIC).
- ASICs must be worn at all times and displayed prominently above the waist whilst airside.
- Visitors required to access airside must display a Visitor Identification Card (VIC).
- VIC holders must be supervised at all times in any of the security controlled areas by the holder of a valid ASIC.
- VIC holders are not permitted to drive airside unless they have completed the airside driving induction.



## 3.3 Access Information

- Most access points (doors and gates) leading airside are controlled by a proximity card electronic system which registers every time it is used.
- These doors and gates must be closed and/or locked at all times unless for entering or exiting.
- If a door or gate is found open, this must be reported to the airport supervisor immediately.
- If you are issued with a proximity card, under no circumstances are you to lend/share/distribute your card with or to anyone. You will be held personally responsible every time it is used.
- Proximity cards with airside access will only be issued after you have been issued an ASIC.



## 3.4 Security Reporting

All security incidents must be reported immediately to the airport supervisor.

Examples include, but are not limited to:

- Unauthorised access to aircraft
- Perimeter breach
- Unsecured doors and gates
- Suspicious/disruptive persons
- Unauthorised persons airside
- Loss or misuse of an ASIC or VIC
- Loss of keys or access cards
- Communication of threat against the airport, aircraft or a person
- Prohibited item on board an aircraft
- Unattended baggage (*refer item 3.4*)



## 3.5 Unattended Baggage

- Baggage must NOT be left unattended anywhere inside or outside the airport terminal at any time.
- Any baggage found unattended must not be touched and the airport supervisor notified immediately.
- If passengers don't keep their baggage with them at all times whilst in the terminal, it may be confiscated and possibly destroyed by airport personnel.
- Regular checks are conducted before and after flights by airport staff to ensure baggage is not left unattended.
- Any baggage left on the carousel must be reported to the airlines for collection.
- Any items that are left within the terminal, lost or found, are to be reported and taken to airport management immediately.



# Part 4 – Drug and Alcohol Management Plan





## 4.1 Policy

- The Civil Aviation Safety Regulations Part 99 require the City of Kalgoorlie-Boulder, as the operator of the Kalgoorlie-Boulder Airport, to develop and implement a Drug and Alcohol Management Plan (DAMP) in relation to all of its employees, contractors and sub-contractors who conduct Safety Sensitive Aviation Activities (SSAA).
- The aim of a DAMP is to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).
- The health, well-being and safety of persons working at the airport are of paramount importance to the City of Kalgoorlie-Boulder.
- Strategies and processes to manage the risks associated have been implemented.



## 4.2 Application



- All employees, contractors and sub-contractors working at the airport more than three times in a 90-day period are required to undergo a drug test.
- Alcohol testing can be conducted when there are reasonable grounds to believe a person is affected by Alcohol and Other Drugs (AOD).
- Random alcohol testing by CASA may also be conducted.
- AOD testing will be conducted after an accident or serious incident.
- The Kalgoorlie-Boulder Airport has, on reasonable grounds, the right to terminate any work being conducted by a person they suspect is under the influence of AOD.

# 5. Ground Service Equipment

## Ground Service Equipment Storage Area

Equipment storage areas airside are marked with a continuous red line and indicate the boundary of the designated areas where vehicles, plant or equipment can be stored safely so as not to impede any aircraft in their normal operations.

## Ground Service Equipment Clearance Area

Equipment clearance areas airside are marked with a broken red line and indicate the area where Ground Service Equipment (GSE) may be stored and left unattended for up to sixty (60) minutes prior to an aircraft arrival and GSE to be removed immediately after the aircraft has departed. If it is deemed necessary for equipment to be left in the GSE clearance area for any longer periods, some exceptions may apply. Check with airport operations officers prior to placement.



# 6. Airside Markings and Signage

All personnel are to be familiar with the meaning and form of airside markings (visual aids) and comply with them.

Visual aids are cues for pilots, marshallers and drivers of vehicles operating airside to help them provide a safe environment for aircraft operations and the safety of ground crews operating on the movement area.

Visual aids comprise:

- Markings, markers and signs (visible by day)
- Lights and beacons (visible by night)

You will encounter instructional signs airside. Take notice of all signage on the aerodrome particularly Stop and Give Way signs. Remember that depending on what area of the aerodrome you are in, speed limits vary and bear in mind that aircraft always have right of way.



# 6. Airside Markings and Signs cont...

Marshaller Stop Bar



Works Limit  
Do not Proceed past this point



Unserviceable Area

## 6. Airside Markings and Signs cont.



# 7. Parking



# 7.1 Airside Aircraft Parking

Refer all airside aircraft parking enquiries to the airport supervisor.





## 7.2 Landside Parking



- The first 24 hours of parking is free, with a charge of \$10 per day for each subsequent 24 hours or part thereof. A valid ticket must be displayed at all times even if you are staying less than 24 hours.
- Long-term parking tokens are available by contacting the City of Kalgoorlie-Boulder.
- Parking ticket machine maintenance issues please contact the airport supervisor.
- Infringement issues or general enquiries please contact the City of Kalgoorlie-Boulder.
- A staff car park is located at the east end of the terminal. To park here an authorisation sticker is must be displayed. These stickers are available from airport management.
- Parking in the Freight Handling Facility area is restricted to freight personnel or those collecting or delivering freight.

## 8. Airport Contact Details

Name	Role	Phone
Darryl Tonkin	Airport Manager	08 9093 3436 0418 948 475
Joanne Monaghan	Airport Compliance Coordinator	08 9093 0244 0418 197 360
Mark Schuts	Airport Supervisor	08 9093 2958 0417 909 506
Peter Curran	Senior Airport Groundsman	0417 542 586
Kodi Sticklen	Airport Operations Officer	0447 316 601
Ned Ramsay	Airport Terminal Caretaker	0419 430 731
City of Kalgoorlie Boulder	Customer Service	08 9021 9600

## 9. Any Questions?



## 10. Questionnaire



Before you can commence work airside you will be required to complete the multiple choice questionnaire.

Once completed the questionnaire is to be given to the airport supervisor for grading.

A pass rate for the questionnaire is 13 out of 15. If a score is below 13 a review of the presentation is required with the airport supervisor.

# 11. Completion

**Congratulations!**

You have completed the Kalgoorlie-Boulder Airport  
Induction for Airside Operations.