

Spill Prevention and Response

Operational Safety Policy

AFO-AS-POL-00-0003

Version 4

October 2024

EMERGENCY SPILL RESPONSE

CONTROL	CONTAIN	CLEAN UP
<ul style="list-style-type: none">Stop work in immediate vicinityEvacuateRestrict access to spill areaWarn other personnelUse spill kit contents and spill kitWarn other personnelWarn other personnelWarn other personnelWarn other personnel	<ul style="list-style-type: none">Contain spillUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contents	<ul style="list-style-type: none">Use spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contentsUse spill kit contents

Instructions for use & re-order forms are located inside this kit
MELBOURNE SPILL KIT FOR EASY EMERGENCY ACCESS

MELBOURNE AIRPORT

Foreword

This **Operational Safety Policy** has been prepared by Melbourne Airport to meet the applicable requirements of the *Melbourne Airport Manual*, the *APAC Safety Management Standard* and also the *Part 139 (Aerodromes) Manual of Standards 2019*, made under division 139.C.4 of the *Civil Aviation Safety Regulations (CASR) 1998*.

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document. APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this **Operational Safety Policy** becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

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Version Number	Version 4		
Originator	Airfield Operations Manager, APAM	Date	24 October 2024
Approver	Airfield Facilities & Technical Manager, APAM	Date	24 October 2024

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Definitions

Please refer to the [Aeronautical Information Package](#) and the [CASA Website](#) for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

Change Summary

Version	Date	Change Description
3	2 May 2022	<ul style="list-style-type: none"> • QA review • Updated Background • Updated Responsibilities • Updated contact requirement • Updated map
4	24 October 2024	<ul style="list-style-type: none"> • QA Review • Update of business numbers and locations • Check to maintain IOC to contact AEO

1. Introduction

1.1. Background

A spill is considered to be a spillage of any substance that has the potential to threaten the safety of people and the health of our environment, as well as causing significant disruption to aircraft operations. Substances can include (but are not limited to):

- Oils and fuels
- Chemicals
- Biosecurity related waste, including:
 - Plant and animal products
 - International toilet waste
- Sewage/toilet waste
 - Domestic
 - International

The purpose of this policy document is to outline the Melbourne Airport policy in relation to the prevention of spills and detail the correct response procedures. The policy is a part of, and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use.

This policy applies to all aircraft operators, handling agents, refuelling companies, engineers and all other airside tenants and their staff who engage in any activities on the airside at Melbourne Airport. Spill prevention and response procedures outlined in this document are to be followed in conjunction with the Standard Operating Procedures (SOP) and requirements of the individual organisations.

1.2. Rationale

1.2.1. Aim

This Spill Prevention and Response policy has been produced in the interests of safety and security at Melbourne Airport. It details the spill prevention and response rules for operators on the airside.

This policy aims to provide a safe and clean environment for all airside staff, passengers and aircraft and to ensure that the requirements documented in this policy are relevant and capable of practical implementation by all staff.

1.2.2. Authority

This Spill Prevention and Response policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport, and has been produced in the interests of safety and security at Melbourne Airport.

1.2.3. Scope

This document applies to spill prevention and response which all operators and their staff should follow to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4. Alteration

Melbourne Airport may alter or vary this Spill Prevention and Response policy at any time. A reference to the Spill Prevention and Response policy shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5. No Derogation

Nothing in the Spill Prevention and Response policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. Responsibilities

2.1. Melbourne Airport

Under this policy Melbourne Airport has the following responsibilities:

- Maintain current spill prevention and response policies and for ensuring all operators and airside personnel are aware of their obligations regarding spill prevention and response.
- Provide and maintain a limited number of spill kits on aircraft stands.
- Ensuring regular patrols of the apron and movement areas are conducted and for enforcing and encouraging responsible spill prevention and response practices.
- Respond to spill occurrences when reported and provide assistance and support if requested. Requests for clean-up assistance will incur a fee.

2.2. Operators

Under this policy all airside operators have the following responsibilities:

- Aircraft, equipment and plant used on the airside must be maintained in good working order through a dedicated maintenance program in order to minimise spills of fuel or hydraulic oil.
- Provide and maintain spill kits when using hazardous material and dangerous goods. Ensure spill kits are available for use and employees are trained in their usage.
- In the event a spill occurs, report the occurrence immediately to Melbourne Airport via the Senior Airside Safety Officer (Car 2) or the Integrated Operations Centre (IOC).
- Prevent spill for leaking into water system by using spill kits that are placed on aircraft stands.
- Do not leave a spill unattended until a Melbourne Airport Airside Safety Officer (ASO) has attended the site of the spill.

- Clean up the spill to the Melbourne Airport standard or request Melbourne Airport to clean the spill on their behalf (clean up fee will be sent to the Operator).

2.3. Airside Personnel

All airside personnel have the following responsibilities:

- Report spills to Melbourne Airport at the time of occurrence.
- Awareness of spill kit locations and usage of products contained within the kits.
- Must be trained in the appropriate handling, storage and transportation of materials.
- Must not do anything that is known to cause or is likely to cause spillage of materials harmful to the environment.

3. Prevention

3.1. Preparation

Liquid storage tanks must be bunded in accordance with the Victorian Dangerous Goods (Storage & Handling) Regulations. All hazardous substances (e.g. oil, paint, fuel) must also be stored in accordance with relevant legislation and the requirements of the Melbourne Airport [Environmental Management Plan](#).

All refuelling vehicles must carry absorbent material at all times, ready for immediate use should a spill occur.

Airlines and ground handling agents who use hazardous material or dangerous goods must provide Spill Response Kits to their staff. These kits are to be clearly marked with the words Spill Response Kit (containers should also have a semi-secured lid to prevent staff using them as general rubbish bins).

The Spill Response Kits must contain:

- Non spark (grain) shovel
- Broom
- Disposable gloves
- Safety goggles
- Coveralls
- Disposable masks
- Waste bag with ties for disposing of contaminated absorbent materials
- Absorbent material i.e. absorbent sheet, diatomaceous earth (kitty litter), cellulose product
- Panther detergent

Spill response kits must be regularly audited and maintained to ensure kits contain the required contents and are in good condition.

Melbourne Airport provides and maintains a limited number of spill kits at strategic locations in apron areas.

3.2. Plans and Procedures

All airside operators must have a plan for dealing with any spill that occurs on the airside. The Spill Response Plan is to outline the following:

- Details of the nominated representative responsible for managing spill prevention and response
- Spill prevention plan
- Spill control and containment measures
- Spill clean-up procedures
- Spill reporting process
- Provisions for the disposal of waste generated during clean up

3.3. Training

Operators must ensure that all airside personnel and contractors are aware of the correct response procedures should a spill occur.

A training program covering the following subjects, must be developed by operators:

- Environmental awareness
- Spill Prevention
- Spill Response (including containment, clean up, correct disposal procedures and contact numbers)
- Spill reporting
- Safety hazards

3.4. Effluent spills

When responding to spills and other hazardous materials, it is important that airside users do not come into contact with the material. Particularly, DO NOT touch effluent or clean effluent as you may not be adequately immunised. Companies are to contact the IOC or the Senior Airside Safety Officer to organise for a specialised contractor to clean the spill.

When the company responsible for the spill is not able to conduct their own effective clean-up of effluent, a specialised contractor will be required attend.

4. Response

The response to a spill should involve four stages – Control, Containment, Contact and Clean.

4.1. Control

Immediate action should be taken to secure the site and prevent further material from spilling, but only when it is safe to do so. These actions can include:

- Identifying the substance to determine if safe to contain
- Turning off any ignition sources
- In the case of a punctured drum, the drum can be rolled over so the puncture is on top. This should prevent further spilling of material
- Larger containers which are leaking should be moved quickly to a bunded area
- Valves or pumps should be turned off to stop leaks from pipes and fittings

In all cases personnel must not:

- Attempt to lift heavy objects unassisted
- Expose themselves to toxic material without appropriate protective clothing
- Enter a confined space without appropriate breathing apparatus
- Expose themselves to hazardous situations

4.2. Containment

Action should be taken as soon as possible to contain the spill in order to stop the material entering stormwater drains or contaminating soil.

- Spills should be contained using absorbent material.
- Any stormwater drain should be protected first by forming a “dam” of absorbent material around the drain.
- Spilled material should then be contained by forming a “dam” of absorbent material around the spill.

4.3. Contact

As soon as practicable, the spill must be reported to:

- The Senior Airside Safety Officer (Car 2) on 0418 335 985 or;
- The Integrated Operations Centre on 9297 1601, or by pressing the Apron Emergency Call Point button; and
- The person’s immediate Supervisor.

Important: All spills no matter the volume must be reported to Car 2. Any spill that enters a waterway, drain or environmentally sensitive area must also be reported to the IOC who will advise the APAM Environment & Sustainability Team.

4.4. Clean

Absorbent materials such as diatomaceous earth or polypropylene are the preferred products for the cleaning of any spills. These products absorb the spilt material leaving no residue and have no detrimental impact on the environment. A list of approved cleaning materials is located in [APPENDIX A](#).

In cases of 'heavy oil' spillages it may be necessary to scrub the area of the spill with a light detergent to remove any residue of the product. This residue will also then need to be removed.

Saturated absorbent material shall be placed in plastic bags to prevent leaching of the material and then disposed of according to the material spilt as below:

- Prescribed Waste: oil, fuel, detergents, chemicals etc.
- Quarantine Waste: toilet spills, catering spills etc.

The disposal of any waste material must be carried out in accordance with this policy and the Operational Safety Policy – Airside Waste Management.

If the operator is either unable to clean the spill, or where clean-up has been attempted and the spill has not been cleaned to the satisfaction of Melbourne Airport, Melbourne Airport will clean the spill and charge the costs to the operator.

The Senior Airside Safety Officer will advise the IOC when the spill has been cleaned and the bay can be returned to service.

5. Emergency Facilities

5.1. Emergency Fuel Shutdown Buttons

Emergency Fuel Shutdown buttons are located on all aircraft parking bays and on-board fuelling vehicles. All airside workers are encouraged to push an Emergency Fuel Shutdown button if they perceive that a genuine risk to the safety of staff, passengers, aircraft, or property exists. The activation of a stop button will shut down all fuel lines to the Airport and it will take a significant time to reactivate refuelling. Locations of Emergency Fuel Shutdown buttons are mapped in [APPENDIX B](#).

5.2. Emergency Shower and Eye Wash Facilities

Emergency shower and eye wash facilities are provided at various locations across the airfield. These facilities should be used by any airside personnel that come in contact with hazardous liquids or other material. Locations of the Emergency Showers and Eye Wash stations are mapped in [APPENDIX B](#).

Important: Airside personnel who have fuel spilt on their clothing, should not remove the clothing until they are under an emergency deluge shower. Otherwise, static electricity caused by the removal of the clothes, may ignite the fuel.

6. Further Information

For further information with regard to this **Operational Safety Policy**, please contact:

Airfield Support
airfieldsupport@melair.com.au

[Melbourne Airport Environmental Management Plan](#)

6.1. Important contacts

Senior Airside Safety Officer (Car 2)

Phone: 0418 335 985

Integrated Operations Centre

Phone: (613) 9297 1813

Aviation Rescue and Fire Fighting (ARFF) Service

Phone: (613) 9286 3110

6.2. Emergencies

In case of emergency contact the IOC on (613) 9297 1601 or by pressing the Apron Emergency Call Point button.

APPENDIX A Approved Cleaning Materials

The materials approved by Melbourne Airport for clean-up of fuel and oil spills are as follows:

CELLULOSE PRODUCTS

ZEOLITE & ABSORBENT BOOMS available from:

Global Spill & Safety

202 Settlement Road, Thomastown, 3074, Victoria, Phone (03) 9464 4911

ABSORBENT

available from:

Powell Industrial

174 Fairbairn Road, Sunshine West, 3020, Victoria, Phone (03) 9314 9901

POLYPROPYLENE ABSORBENT SHEETS

available from:

Global Spill & Safety

202 Settlement Road, Thomastown, 3074, Victoria, Phone (03) 9464 4911

WOOL ABSORBENT SHEETS

available from:

Global Spill & Safety

202 Settlement Road, Thomastown, 3074, Victoria, Phone (03) 9464 4911

CLEANING AGENTS – PANTHER LB879 DETERGENT

available from:

Advance Chemicals

5/6 Malton Court, Altona, 3018, Victoria, Phone: (03) 9398 4444

NON-SPARK (GRAIN) SHOVELS

available from:

Global Spill & Safety

202 Settlement Road, Thomastown, 3074, Victoria, Phone (03) 9464 4911

APPENDIX B Emergency Fuel Shut Down and Emergency Shower and Eye Wash Locations

MELBOURNE AIRPORT

Map Title:

LEGEND

Emergency Assets

- Fuel Stop Buttons
- ▲ Deluge Shower
- Eye Washes
- ◆ FOD Bin
- Spill Kit



UNCONTROLLED WHEN PRINTED



Scale @ A3 1:9,956
0 0.15 0.3 km

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