Pedestrian Safety

Operational Safety Policy

AFO-AS-POL-09-0001

Version 2

September 2022

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

Contents

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 number	Date	Change Description
2	8 September 2022	• Scheduled review. • Template update. • Updated Appendix F. • Exemption to vest colour provided.

1. Introduction

1.1. Background

The purpose of this document is to outline the Melbourne Airport policy regarding pedestrian safety on the airside and it includes the requirement to wear Personal Protective Equipment (PPE) and Hi-visibility clothing. The policy is a part of and should be read in conjunction with, the Melbourne Airport Operational Safety Policy – Airport Conditions of Use.

The policy applies to all aircraft operators and those working on the airside at Melbourne Airport. Pedestrian Safety procedures outlined in this document are to be followed in conjunction with the Standard Operating Procedures and other requirements prepared by the individual organisation.

1.2. Rationale

1.2.1. Aim

This Pedestrian Safety policy has been produced in the interests of safety and security at Melbourne Airport. It details the safety rules for operators on the airside.

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

1.2.2. Authority

This Pedestrian Safety Policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3. Scope

This document is particularly relevant to airside pedestrian safety and should be adhered to by all airside operators and their employees in order that we maintain a safe working environment on the airside at Melbourne Airport.

1.2.4. Alteration

Melbourne Airport may alter or vary this Pedestrian Safety Policy at any time. A reference to the Pedestrian Safety 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 Pedestrian Safety 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. Airside Pedestrian

2.1. Pedestrian Facilities

2.1.1. Pedestrian walkways

Pedestrian walkways on the Airside Road have been continually improved over the years and efforts made to provide a safe, continuous and structured pedestrian routes from (T4) through to the Bravo Concourse.

All pedestrians must use the various designated walkways and crossings wherever it is possible to do so. Pedestrians needing to travel from one concourse to another are never to walk across the apron, as this exposes them to a range of hazards such as jet blast, ingestion, propellers, vehicles, weather and to hazardous materials. Safe travel between the concourses is only possible via the dedicated pedestrian walkways provided along the Airside Road and they must be used at all times.

Pedestrians must never walk onto the apron areas beyond the Aircraft Parking Clearance Line, (which is the solid yellow/red/yellow line marked on the aprons), unless they are operationally required to do so.

Any pedestrian movements required on the manoeuvring area must be under the supervision of a spotter with a Level 3 ADA and have access to an operational radio tuned into Melbourne Ground on radio frequency 121.7.

2.1.2. Apron emergency call point buttons

Apron Emergency Call Points have been positioned along the Concourses, adjacent to many of the bays and along the Airside Road, as well as on the Southern Apron. All Apron Emergency Call Points have a direct intercom type connection to the Integrated Operations Centre and these should be used by pedestrians to report any accidents, incidents, faults or hazards.

2.1.3. Emergency fuel shut down buttons

Emergency Fuel Shut Down buttons are located on most aircraft parking bays and on all the refuelling vehicles. All airside workers are encouraged to push an Emergency Fuel Shut Down button if they perceive a genuine risk exists to the safety of staff, passengers, aircraft or property. The activation of a fuel stop button will shut down all refuelling operations on the Airport and it will take some time to reactivate. Locations of Emergency Fuel Shut Down buttons are mapped in APPENDIX F Fuel stop, deluge shower, eye wash facilities, FOD bins & spill kits.

2.1.4. Emergency deluge shower and eye wash facilities

Emergency shower and eye wash facilities are provided at various locations on each of the concourses and Aprons. 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 F Fuel stop, deluge shower, eye wash facilities, FOD bins & spill kits.

2.2. Essential Safety Rules

The following safety rules must be adhered to. Any breach of the safety rules must be reported to either the Integrated Operations Centre (IOC) on 9297 1813 or to the Senior Airside Safety Officer on 0418 335 985.

2.2.1. Smoking

Smoking is not permitted anywhere on the airside at Melbourne Airport. It is particularly dangerous to smoke in the vicinity of a refuelling operation. Offenders risk prosecution.

2.2.2. Drugs and alcohol

All airside staff must have a zero drug and alcohol reading. Regular random testing is undertaken. For further information, refer to the Operational Safety Policy – Drug and Alcohol Management Plan.

2.2.3. Portable electronic devices (PED)

PEDs must never be used within 3 metres of fuelling zones, this area includes 3 metres radially from the aircraft filling and venting points, the refuelling truck hose and coupling; and if applicable, the hydrant valve in use for refuelling.

Aircraft operations personnel may use an intrinsic device in the cabin or outside the cabin of the aircraft if the pilot has given permission. The pilot may only give permission if the PED is used outside the fuelling zone.

It is recommended practice to turn off all personal PED before entering the airside and turn it back on when exiting. Portable Electronic Devices that have a capacity of intentionally transmitting electromagnetic energy, and the operation of switches on lighting systems of other than intrinsic safe types are not permitted for use.

2.2.4. Personal protective equipment (PPE)

All Personal Protective Equipment (PPE) and clothing must be compliant with the relevant safety standards including, but not limited to, the following;

- AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment
- AS/NZS 1800:1998 Occupational protective helmets - selection, care and use
- AS/NZS 1801:1997 Occupational protective helmets
- AS/NZS 2161 Set:2008 Occupational protective gloves set
- AS/NZS 2161.1:2000 Occupational protective gloves - selection, use and maintenance
- AS/NZS 2210.1:1994 Occupational protective footwear - guide to selection, care and use
- AS/NZS 4399:1996 Sun protective clothing - evaluation and classification
- AS/NZS 4501 Set:2008 Occupational protective clothing set
- AS/NZS 4602:1999 High visibility safety garments
- AS/NZS 1906.4:2010 Retroreflective materials and devices for road traffic control purposes

- AS/NZS 1337.6:2007 Personal eye protection - prescription eye protectors against low and medium impact
- AS/NZS 1269.0: 2005 Occupational Noise Management – Overview and general requirements
- AS/NZS 1269.1:2005 Occupational noise management - Measurement and assessment of noise emission and exposure
- AS/NZS 1269.2:2005 Noise Control Management
- AS/NZS 1269.3:2005 Occupational noise management - Hearing protector program
- AS/NZS 1269.4:2005 Occupational noise management - Auditory assessment
- AS/NZS 1270:2002 Acoustics – Hearing protectors

High Visibility Clothing

It is mandatory that once on the airside, all ground, airline and airport staff wear high visibility clothing. This ensures pedestrian visibility is maximised. For further information regarding the wearing of high visibility clothing, please refer to Section 3 of this booklet.

Hearing Protection

The airside is a noisy environment due to both aircraft and vehicle operations. Hearing can be easily damaged and hearing loss is irreversible. To minimise potential hearing loss, airfield personnel must carry approved hearing protection at all times when on the airside and wear hearing protection when appropriate. This includes, but is not limited to, pedestrians wearing hearing protection when on the apron and within approximately 100 metres of an operating aircraft.

All operators are also expected to conduct a risk assessment identifying the type of hearing protection that will be suitable for all airside tasks an employee may be required to perform. It is a requirement for employers to enforce the wearing of protective equipment. For further information regarding the wearing of hearing protection on the airside, please refer to Section 4 of this booklet.

Footwear

All employees including contractors working on airside of Melbourne Airport must wear approved nonslip soled footwear that is both sturdy and practical. Acceptable footwear is to be of Australian Standards, footwear must be of a closed toe style and steel capped.

Pilots, cabin crew and ground staff who are engaged in inspection of the aircraft and/ or the marshalling of passengers are to follow company policy. If the policy is such that it allows non-steel capped footwear, the company is required to conduct a risk assessment to ensure that appropriate measures mitigate potential foot injury.

Sun Protection

It is highly recommended that all employees utilise sun protection including hats, long sleeved clothing and pants, sunscreen and sunglasses where appropriate. All employees performing regular duties outside and exposed to sunlight are encouraged to visit a GP annually, to have their skin checked.

Snake Guard Equipment

In the summer months snakes have been spotted inside the runway strip and in long grassed areas within the airport perimeter fence. Any person that is working in these areas particularly in summer is recommended to wear gators (snake guards) or approved gumboots, to protect the ankle and the lower leg from the unlikely event of a snake bite. Each employee is responsible for maintaining the condition of their footwear and gators.

2.3. Aircraft Hazards

Airport personnel should be aware of potential aircraft hazards.

2.3.1. Engine Jet Blast

Jet blast is hot, moves at high speed, emits noxious gases and can blow loose material around. To avoid these dangers, pedestrians must always stay at least 75 metres away from the rear of an operating aircraft to avoid jet blast. This is the minimum safe distance, however pedestrians need to be further away if the aircraft is taxiing on an incline, or is moving off from a stationary position.

2.3.2. Engine Ingestion

Engine ingestion is the term used to describe the way in which an aircraft can suck objects into its intake area. Pedestrians must always stay at least 7.5 metres from the front and to the side of engines to avoid ingestion. An aircraft should never be approached when its anti-collision beacons are operating.

2.3.3. Propellers

Aircraft propellers are just as dangerous as jet engines. Once spinning, they can be almost impossible to see. Wash from propellers is also a hazard and should be treated with the same caution as jet blast. Pedestrians should follow the same safety precautions as they would with other types of engines and stay well clear from them. An aircraft should never be approached when its engines or anti-collision beacons are operating.

2.3.4. Helicopters

Helicopters are a hazard as pedestrians are not used to their presence on the apron and because they arrive and depart differently to other aircraft. Helicopters arrive and depart vertically out of the vision of most people. The rotor wash of helicopters pose much the same dangers as jet blast and propeller aircraft. Pedestrians should avoid the danger by being alert and situationally aware – pedestrians should remember to always look up and to never approach a helicopter with its engine or anti-collision beacons operating.

2.3.5. Underneath an aircraft

Pedestrians should never walk under the wing or fuselage of an aircraft as they may be injured and could easily damage sensitive and expensive aircraft components.

Landing Gear

The landing gear and many other components located in the wheel wells of an aircraft are a danger to pedestrians. Hot brakes are a danger as they can burn personnel or they can explode which could be fatal.

Underwing/ Under fuselage Area

The underwing area contains many of the aircraft flight controls, such as: flaps, engines and the engine cowlings (or covers). With the flaps extended, the clearance under the wing of an aircraft the size of the B747 can be as little as 1.07 metres. One of the most common pedestrian injuries is hitting their head on extended flaps, cowlings, and the undercarriage bogie.

The hazards of the fuselage are associated with the low clearances between the ground and the underside of the aircraft. The specific things to watch out for are antennae, masts, inlets, exhausts, drain holes and sewerage outlets.

Important: Only crew who are responsible for servicing an aircraft are permitted to be under that aircraft. Pedestrians must notify the airline engineer or their supervisor if they damage or suspect they may have damaged an aircraft part.

Fuel Vents

As the fuel vents are located on the wingtips, it is highly recommended that pedestrians do not walk under the wingtips.

Important: Pedestrians MUST NOT remove their clothes if they come into contact with fuel. The removal of otherwise dry clothing may cause static electricity, which may ignite the fuel. Pedestrians must use a deluge shower to wash the fuel from the clothing and should only remove their clothes whilst they are actually under the running water of the shower. Fuel is also corrosive to exposed skin. Any adverse reactions to fuel exposure should be referred immediately for medical assistance.

2.3.6. Bonding and earthing of aircraft

Aircraft must be bonded/ earthed during refuelling. Earthing may also be required for refuelling and loading of oxygen. Both tasks are carried out by using wire bonding leads to equalise and/or dissipate the charge. The hazards associated with aircraft during this process are low, however if the bond between the aircraft and the vehicle is broken then there is a danger of the static creating a spark which could, in turn, cause a fire. If the bond is removed notify the aircraft refueller immediately, but do not attempt to re-establish the bonding yourself.

2.4. Vehicle Hazards

Airport personnel should also be aware of potential vehicle hazards.

2.4.1. Vehicle traffic

The apron is an extremely busy and potentially dangerous place. All the activity is highly concentrated, and the vehicular traffic movement is sometimes random. Each airside staff member has a particular role to play and a deadline to meet.

The area around an aircraft can be very busy with movements of all kinds. The danger here is the volume and seemingly erratic behaviour of the traffic around an aircraft. Vehicles such as catering trucks, refuelling vehicles, water/lavatory trucks, tugs, maintenance vehicles and security vehicles all move in and out of the area. Pedestrians should maintain situational awareness when undertaking tasks in the area close to an aircraft and on the apron and always watch and listen for signs of vehicle movements when walking around ground equipment.

2.4.2. Parked equipment and vehicles

Equipment and vehicles can create a hazard if they are not parked correctly. There are many dangers associated with parked equipment. The main danger associated with equipment is the fact that it could move suddenly (for example, when someone steps through parked equipment and the driver of the tug towing them starts to reverse without looking properly). Other dangers include the possibility of the vehicle or equipment moving because the hand brake is not engaged properly, or a vehicle skidding due to an oil spill in the vicinity.

The only way to avoid this danger is to be situationally aware. Before walking behind any equipment, pedestrians should make sure that the vehicle engine is not running and that it is not about to move.

2.5. Weather Hazard

All airport operators should have procedures regarding pedestrian and vehicle movements during periods of low visibility, high winds, thunderstorms and other weather extremes.

2.5.1. Low visibility

When low visibility operations are declared at the airport due to fog, rain squalls or dust storms, signs will be posted at all airside entry gates and traffic movement will be restricted. This restriction will apply to all except emergency vehicles, and vehicles essential to the limited airport operations.

2.5.2. High winds and thunderstorms

Storms come in two types at the airport, “high winds” and “thunderstorms”. High winds are winds above 41 knots and when they are forecasted, a number of special precautions are taken at the airport. Aircraft, servicing equipment and containers must be checked to make sure that they are secured.

When an active thunderstorm is within 8 km (5 nautical miles) of the airport and is continuing to approach, Melbourne Airport will declare a THUNDERSTORM ALERT. The Melbourne Airport – Integrated Operations Centre will contact Airside Operators by using the Thunderstorm Warning System (sirens), Flight Information Display System (FIDS), and phone calls to the major Airside Operators to communicate the THUNDERSTORM ALERT.

An OPERATIONS SHUTDOWN is declared by each individual operator and they are responsible for implementing their own OPERATIONS SHUTDOWN procedure. This procedure must include an advisory to all personnel who may be working on the airside, and provide details on the procedure for staff evacuation.

During an OPERATIONS SHUTDOWN it is recommended that shelter is sought inside buildings, aircraft or fully enclosed metal bodied vehicles. Personnel should never shelter under the wings of aircraft or remain on open vehicles.

2.6. Hazardous Material

2.6.1. Refuelling operations

Unless you are involved in the operation, as a pedestrian you should always be at least 15 metres away from a refuelling aircraft. Any contact with the fuel hydrants, hoses and cables that are connecting the aircraft with the refuelling vehicle must be avoided.

There are a number of hazards involved in delivering this fuel, such as generation of static electricity and flammable vapours. When around refuelling operations, pedestrians should;

- maintain a clear exit path for refuelling vehicles in case of an emergency;
- not use mobile phones or radios within three (3) metres of a refuelling aircraft;
- not disconnect bonding leads, or move safety cones;
- stay away from the wing vent, where fuel vapours are present, and where fuel may vent from;
- avoid hoses, which contain fuel under pressure;
- be aware of the possibility of fuel vapours.

2.6.2. Fuel/ oil /other spill

Spills arise from a wide variety of sources, with the two most common being ground servicing equipment and aircraft. Spills are a hazard to the operation of the airport, to the environment, and to airside personnel. Spilt material can become a slip hazard for pedestrians, and exposure to some spilt materials can be harmful. Airside organisations must ensure staff are adequately trained on the hazards of spills and appropriate methods of approaching the clean-up of a spill. Locations of the Fuel Spill Kits are mapped in APPENDIX F Fuel stop, deluge shower, eye wash facilities, FOD bins & spill kits.

Further information regarding spill prevention and response is located in the Operational Safety Policy – Spill Prevention and Response.

2.6.3. Foreign object debris (FOD)

Foreign Object Debris (FOD) can pose a hazard to both people and aircraft operations.

All pedestrians must dispose of FOD appropriately in an allocated FOD bin and should be encouraged to pick up and dispose of any other FOD found on the airside. Oil and other prescribed waste should

not be placed in FOD bins. Locations of the FOD bins are mapped in APPENDIX F Fuel stop, deluge shower, eye wash facilities, FOD bins & spill kits0.

2.6.4. Dangerous goods

A Dangerous Goods incident is primarily a chemical spill during the movement of a toxic or hazardous material. Generally, this would be the result of a breakdown in freight handling procedures or packaging.

Most incidents occur in and around the passenger or freight terminals, as this is where the hazardous materials are handled. A hazardous material spill presents a high risk to pedestrian health and to the environment. Pedestrians must avoid the danger by staying well clear of any hazardous material incident.

3. High Visibility Clothing

It is mandatory that once on the airside, all ground, airline and airport staff wear high visibility clothing. This ensures pedestrian visibility is maximised.

PPE and clothing must be:

- appropriate to the task and hazard
- accompanied by suitable training
- used correctly used by staff
- maintained in a serviceable condition
- conform to Australian Standards unless a specific exemption is detailed below

3.1. Usage

High Visibility clothing must be worn by all staff and contractors that are expected to work airside. All staff operating vehicles are also required to wear High Visibility clothing.

As part of Melbourne Airport's Sun Smart initiative, it is recommended that all airside users wear appropriate High Visibility Clothing that gives the highest level of skin protection. Long sleeve jumpers or shirts and pants provide the highest level of UV protection from direct sunlight.

3.2. Colour

Within the Melbourne Airport airside environment, High Visibility clothing is to adhere to AS/NZS 1906.4:2010 and be High Visibility Day/ Night, Safety Yellow or Fluorescent Yellow only in colour.

This will allow the wearer to stand out against the ambient background and is superior for daytime visibility. The back and the front upper torso of the garment minus the sleeves and collar should be in fluorescent yellow material.

If another colour is used from a corporate perspective, it must be used at the bottom torso of the garment and must not be more than 40% of the total front or back area - see Figure 1.1a for details.

3.2.1. Exemption to colour

Emergency services and APAM staff fulfilling a specific role during an emergency incident are to wear the correct coloured Australasian Inter-service Incident Management System (AIIMS) or Incident Command and Control Systems Plus (ICCS+) vest for that role. All other high visibility requirements, especially reflective patterns still apply.

3.3. Material

The recommended materials to be used in the making of the clothing are those specified in AS/NZS 1906.4:2010. All clothing should be both a day and night compliant garment so that staff are not required to change garments throughout their shift.

Consideration should be given to the environment in which the vest will be used. For example, refuellers may choose a material that is of 50/50 polyester/ cotton blend because of its anti-static properties. Conversely employees working away from the refuelling operation may have vests consisting of 100% polyester.

Garments are to be inspected on a regular basis and replaced if they are badly damaged, soiled, faded or the retro reflective material has ceased to function.

3.4. Pattern

The pattern recommended to be used in all of the High Visibility clothing is based on the pattern specified in AS/NZS 4602:1999 High Visibility Safety Garments - see figure 1.0 for details.

The Standard is as follows:

- One full hoop of 50 mm retro reflective material around the waist, or
- Two full hoops of 25 mm retro reflective material encircling the waist, set no more than 25 mm apart, or
- Two full hoops of 50mm retro reflective material around the waist
- Braces of 40-50 mm retro reflective material from the bottom hoop at the front of the garment passing over the shoulder to the bottom hoop at the rear of the garment.
- If using two 50 mm hoops encircling the waist, the braces do not need to extend all the way to the waist but must extend at least 400 mm over each shoulder, front and back, or.
- The braces can be omitted from the shoulder area and replaced with a 40-50 mm hoop around each arm between the shoulder and the elbow.
- For full jumpsuit/overall style garments, an additional 50 mm hoop of retro reflective material shall be fitted to the calf of each leg.

When purchasing High Visibility clothing, independent testing of the final product is recommended to ensure compliance with the relevant Australian Standards.

3.5. ASIC

The clothing should be designed to accommodate an Aviation Security Identification Card (ASIC) or a Visitor Identification Card (VIC) issued by Melbourne Airport. This would be best achieved by the use of a pocket on the front, upper region of the clothing.

The pocket must be made of a transparent material so that the ASIC card or VIC is clearly visible when being worn.

The ASIC and VIC must be valid and be properly displayed by all staff on the outside of their clothing, at chest height or above, at the front or the side of the person's body and with the front face of the card clearly visible.

3.6. Logos

Company Logos may be displayed on the High Visibility clothing where it will not cover the retro reflective material or reduce the fluorescent material to less than 0.4m².

3.7. Fit

Clothing should be chosen so that it is comfortable, appropriate to the prevailing environmental conditions and appropriate to the task being undertaken. This may necessitate different summer and winter High Visibility clothing.

When considering the size and fit, due consideration should be given to the problem of loose clothing especially for those staff employed in loading and unloading aircraft.

All staff must wear their High Visibility clothing so that it is fastened in a way that the full surface of the garment is visible (i.e. vests must be fastened at the front). Where High Visibility clothing is supplemented with a warmer piece of clothing (e.g. a non-high visibility jumper or vest), High Visibility clothing must be layered over the top to ensure high visibility compliance.

3.8. Labelling

All High Visibility garments are recommended to carry labels stating the following information:

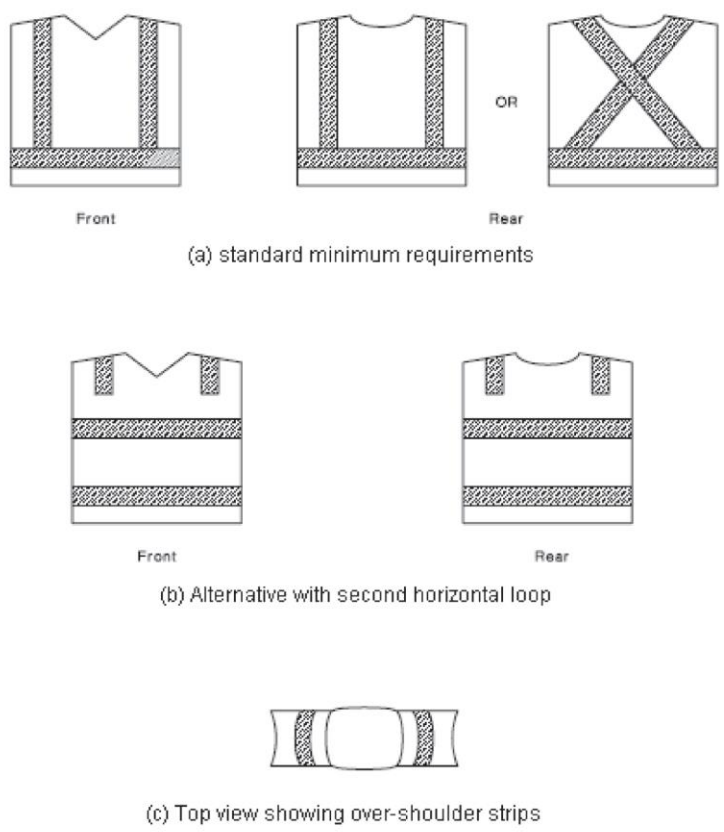

Figure 1 - High Visibility Garments – Minimum Requirements

- Conditions of Use
- Fabric Content
- Name of Manufacturer
- Care Instruction
- Compliance with the relevant Standard

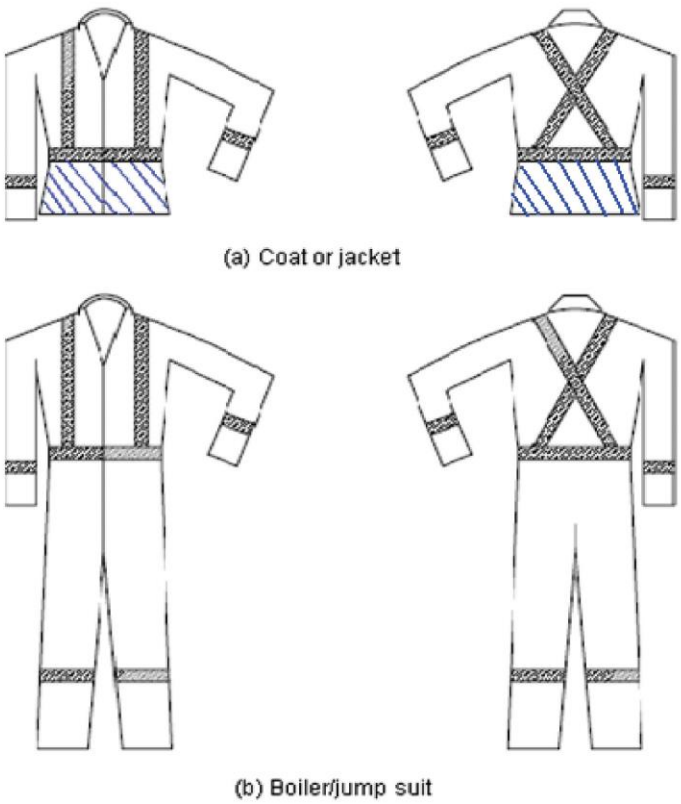

Figure 2 - Garment with Arms and/or Legs

Additional retro reflective strips should be placed on Class D/N garments see Figure 2 having arms and/or legs as follows:

a. Arms – A hoop of material around each forearm 50 mm wide.
b. Legs – A hoop of material around each calf 50 mm wide.

4. Hearing Protection

Hearing protection to be used at Melbourne Airport, such as earmuffs, earplugs or communication headsets must be manufactured to the AS/NZS 1269.2 2005 Noise Control Management.

4.1. Protection required

When purchasing hearing protection devices for staff the duties of the employee need to be considered. Below is a guide to noise emission levels.

85-90dBA	Heavy Vehicle
90-97dBA	Engineering shop
97-103dBA	Circular saw
103-109dBA	Rock drill
109-115dBA	Propeller aircraft
110-140dBA	Jet Aircraft

Employers should remember that hearing loss is associated with the duration of exposure and the intensity of the noise. Even if an employee is working in an engineering shop or around heavy vehicles they will still need good ear protection if they are constantly exposed to this environment.

As per the regulations set in Part 3.2.4 of the Occupational Health and Safety Regulations 2017;

- An employer must ensure that no employee at a workplace is exposed to noise that exceeds the noise exposure standards by implementing the following risk control measures:
- If an employee is still exposed to noise that exceeds the noise exposure standard, then the employer must provide hearing protectors to reduce the noise exposure to the employee, so that it does not exceed the noise exposure standard.

4.2. Weight

The weight of the hearing protection is an important consideration. An earmuff that is considered too heavy may hinder an employee from doing their dedicated task. It may also lead to headaches, neck pain, stiffness of shoulders etc. On the other hand if the earmuff is too light it may not provide adequate hearing protection.

4.3. Suitability

In considering your selection of hearing protection devices it is essential that your employee is able to perform their required duties.

You may need to consider such things as:

- Is it essential that communication be constantly maintained, if so, a headset with a communications device installed inside may be used.
- The hearing device may need to be worn in conjunction with other safety equipment, for example breathing apparatus, safety helmets or sun protective hats.

- If the employee works in confined spaces, will the size of the hearing protection restrict movement?

4.4. Hygiene

An important consideration when selecting hearing protection is the health aspect of your employees. If for example the hearing protection to be used is shared by numerous people it will need to be cleaned before passed on to the next person.

Other hygiene problems may arise through the use of earplugs, this is especially difficult in work areas where employees hands get dirty and they are required to insert ear plugs.

4.5. Comfort

For people to perform at their optimum level they require a comfortable environment. Employers need to consider this when selecting a hearing device.

Considerations should be made as to:

- whether the environment is hot or humid (in these conditions hearing devices may become uncomfortable after long periods of time)
- whether the hearing protection is to be worn all day (if so it should be designed for that function)
- the comfort of employees hearing protection (they should not be too heavy, tight or bulky)

In making hearing protection as comfortable as possible the likelihood of its ongoing use will be guaranteed.

5. Further Information

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

Airfield Support
03 8326 2525
airfieldsupport@melair.com.au

5.1. Important contacts

Senior Airside Safety Officer (Car2)
Phone: 0418 335 985

Integrated Operations Centre (IOC)
Phone: 9297 1813

5.2. Incidents, accidents, hazards and emergencies

In case of emergency contact the Integrated Operations Centre on **9297 1601** or by pressing theApron Emergency Call Point button.

All other incidents, accidents or hazards must be reported and this can be done by contacting the Integrated Operations Centre on **9297 1813** or contact the Senior Airside Safety Officer on **0418 335 985**.

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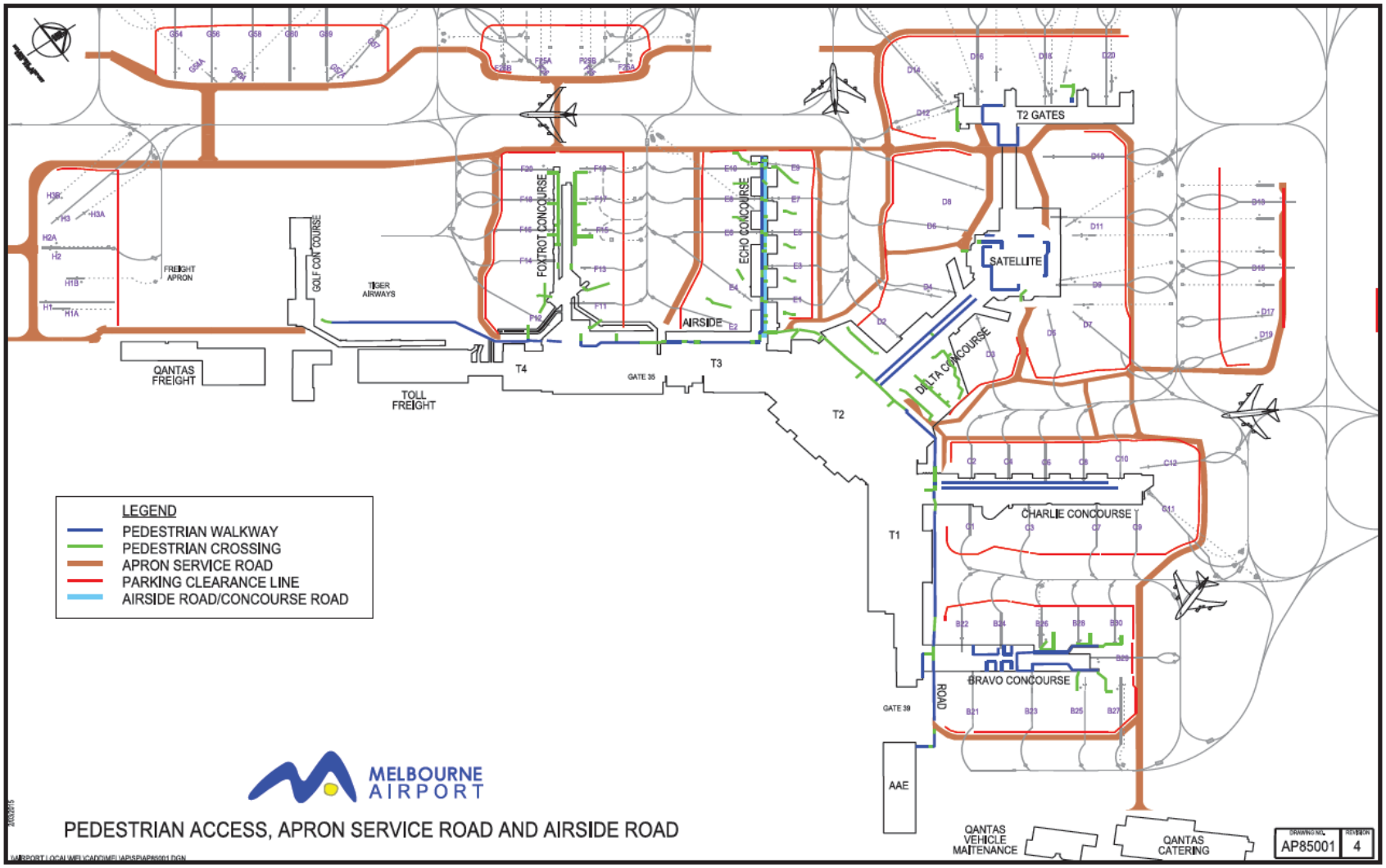
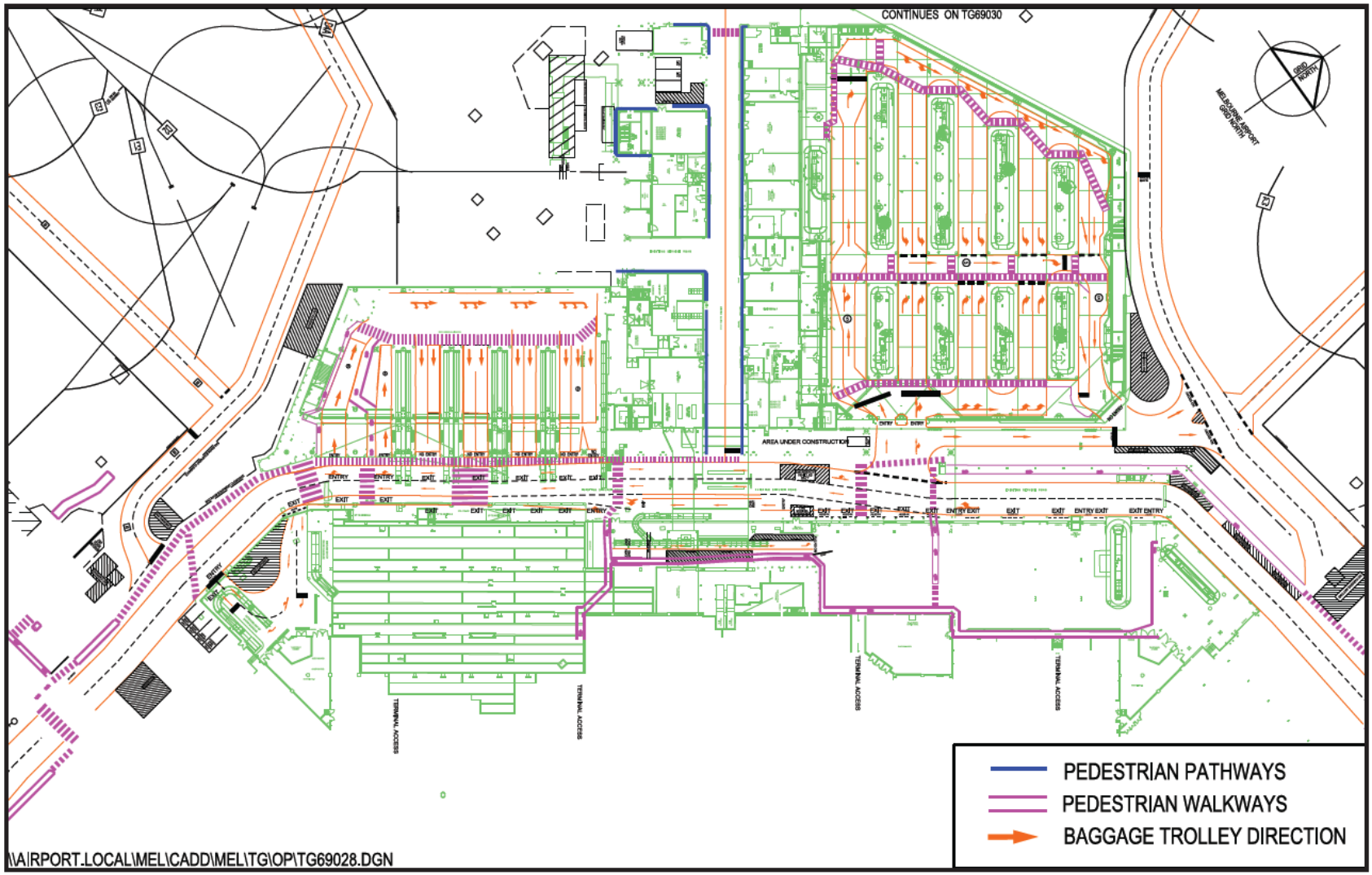
Version Number	**Version 2**		
Originator	Airfield Operations Manager, APAM	**Date**	6 September 2022
Approver	Airfield Standards Manager, APAM	**Date**	6 September 2022

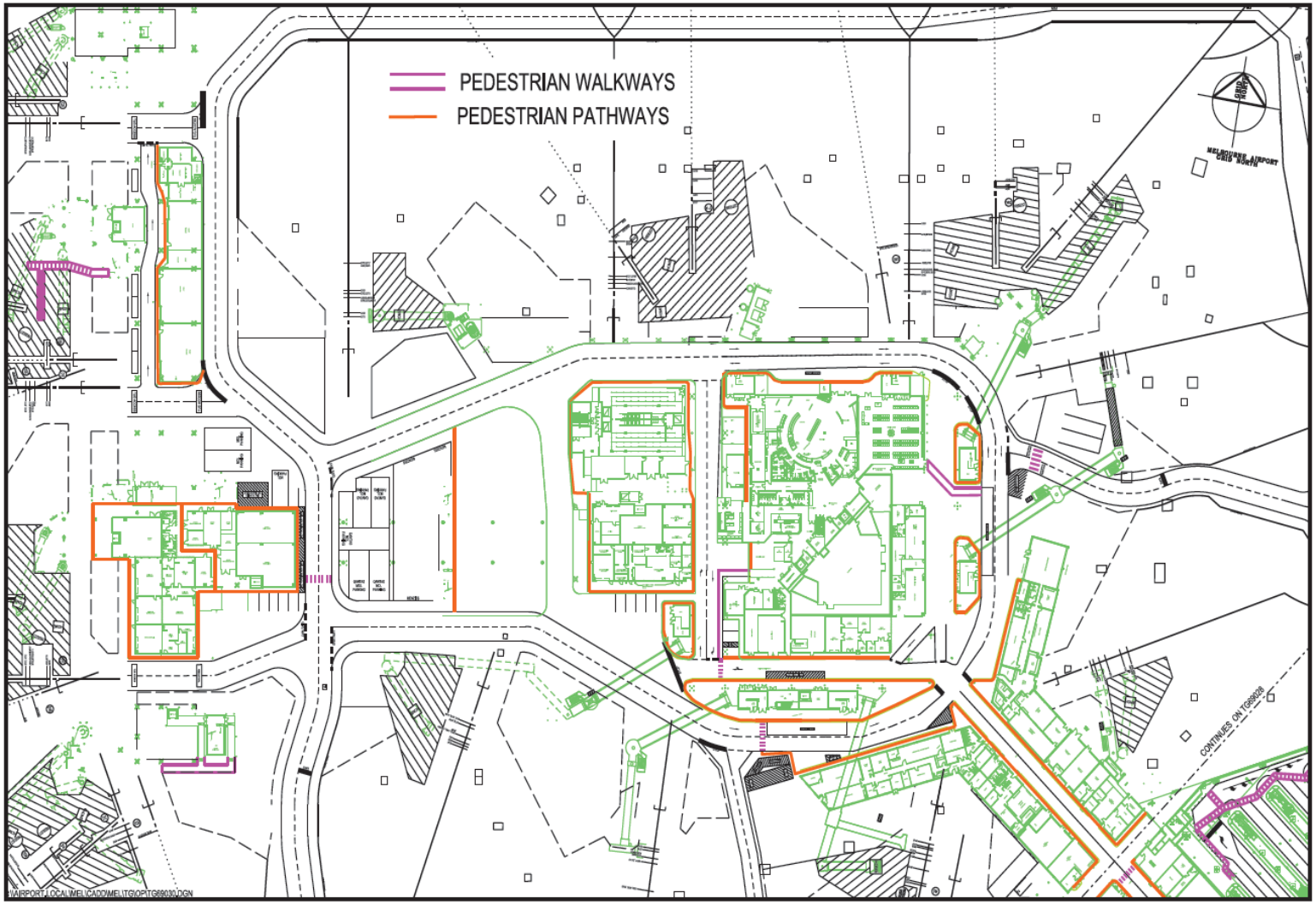
APPENDIX A Apron service and airside road pedestrian access



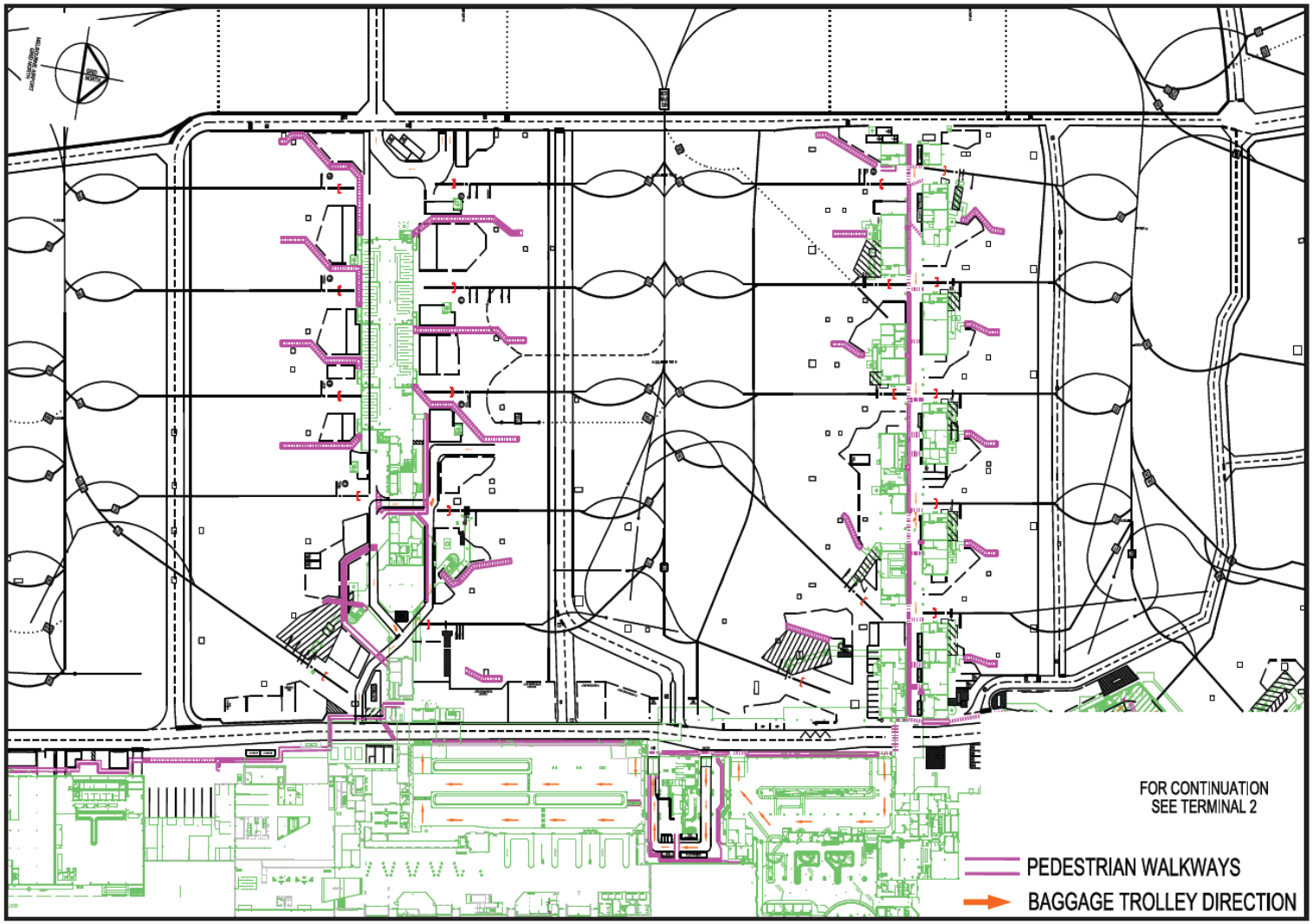
APPENDIX B Terminal 2 bag room pedestrian access



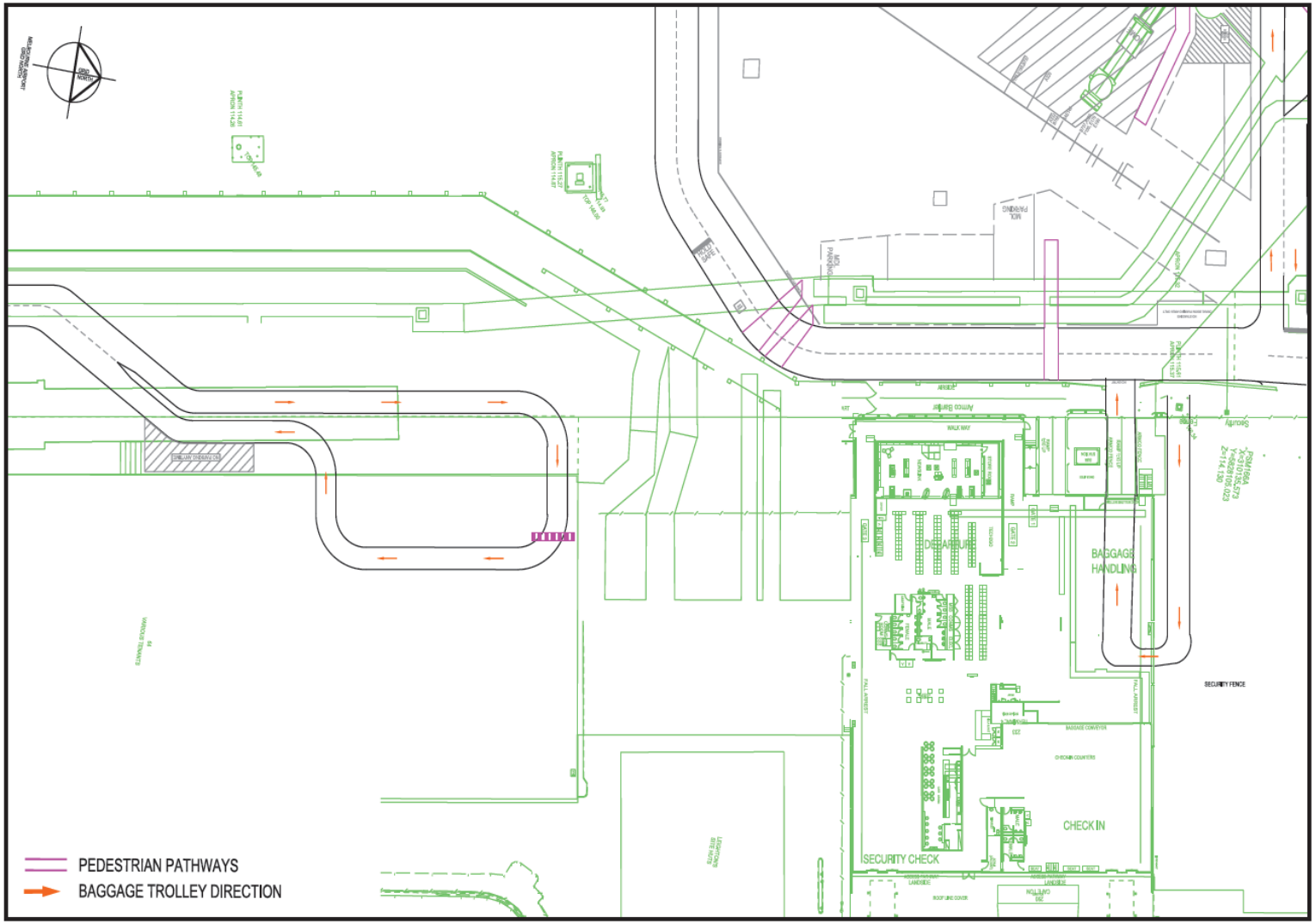
APPENDIX C Terminal 2 apron pedestrian access



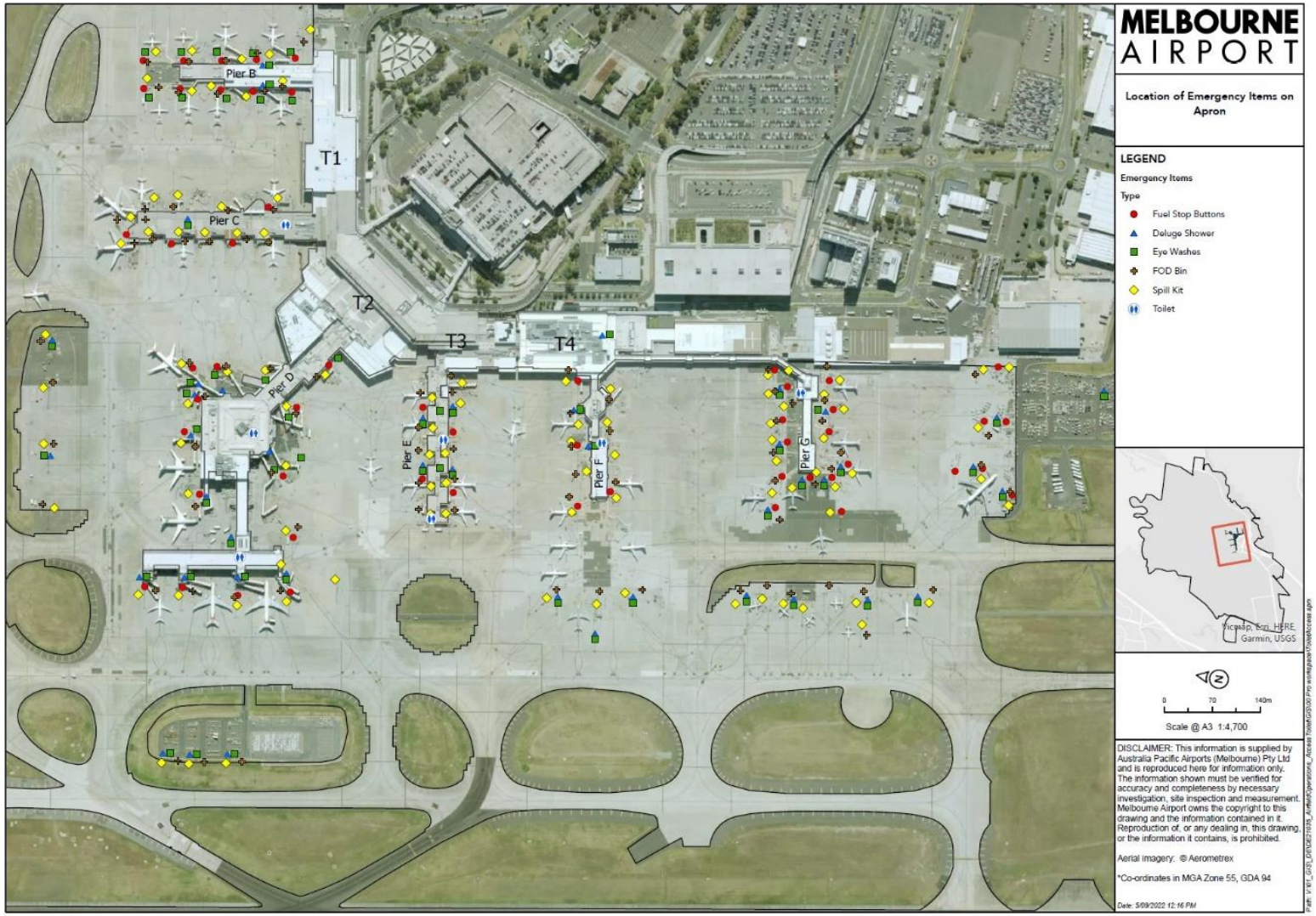
APPENDIX D Terminal 3 bag room pedestrian access



APPENDIX E Terminal 4 bag room pedestrian access



APPENDIX F Fuel stop, deluge shower, eye wash facilities, FOD bins & spill kits




BOARDING