

ROCKHAMPTON AIRPORT

AIRSIDE DRIVING PROGRAM

Introduction

- This module is for people who have an operational need to operate plant or machinery airside.
- In this module you will learn the rules and safe airside driving practices.
- This module forms part of the assessment for your Airside Driving Authority (ADA).

Introduction

AERODROME MANUAL

Rockhampton Aerodrome
Queensland, Australia

Prepared by
Rockhampton City Council
February 2006



Revised by
Rockhampton Regional Council
May 2016


This manual has been prepared as required by CASA and in accordance with Civil Aviation Safety Regulation 139

The *Rockhampton Aerodrome Manual* (Part 2.10) contains all airside driving information and application forms.

You should **read** this document before driving airside.

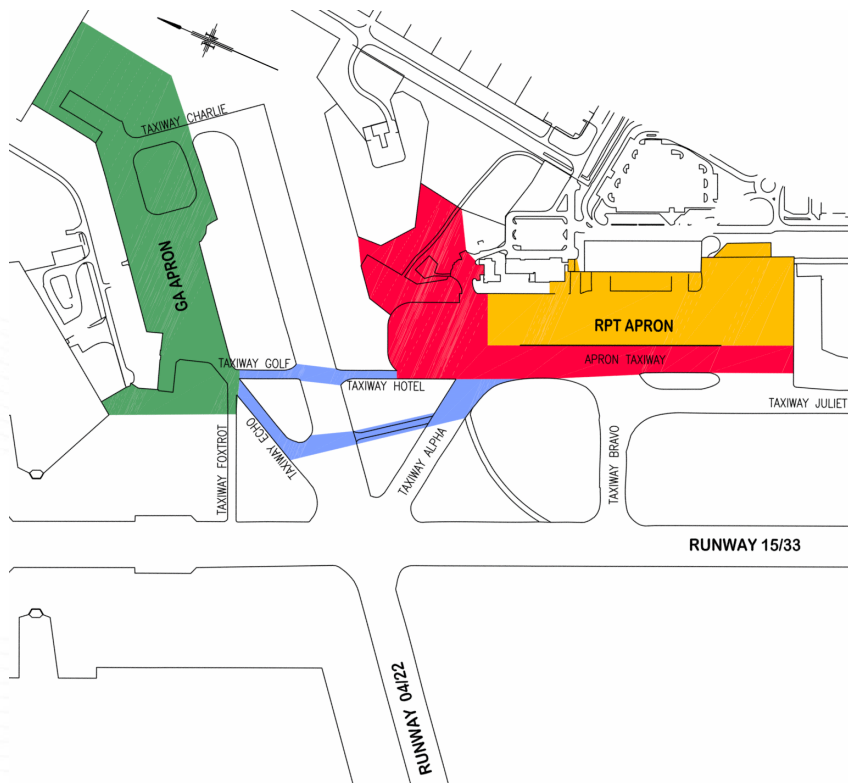
Airside Driving Authority (ADA)

- An Airside Drivers Authorisation (ADA) permits the holder to operate an authorised vehicle on the airside at Rockhampton Airport.
- The category of ADA determines where the driver may operate a vehicle.

	ROCKHAMPTON AIRPORT Airside Drivers Authorisation No. ADA xx/16
JOHN SMITH	
Drivers License. No.	QLD 555 555 555
Authorisation Expires:	31 October 2018
Is authorised by Rockhampton Regional Council to operate vehicles/equipment at Rockhampton Airport in accordance with Chapter 2, Part 10 of the Rockhampton Aerodrome Manual – Airside Vehicle Control, within the areas applicable to: CATEGORY 3B	
Only applies to vehicles/equipment permitted by RRC. Registered vehicles must comply with the class endorsed on the drivers Licence.	
T Baxter – Airport Operations Coordinator for;	
T Heard – Manager Airport	

ADA Categories

There are seven (7) Airside Driving Authority (ADA) categories:



Category 1 Perimeter Road

Category 2A GA Apron

Category 2B RPT Apron
Restricted

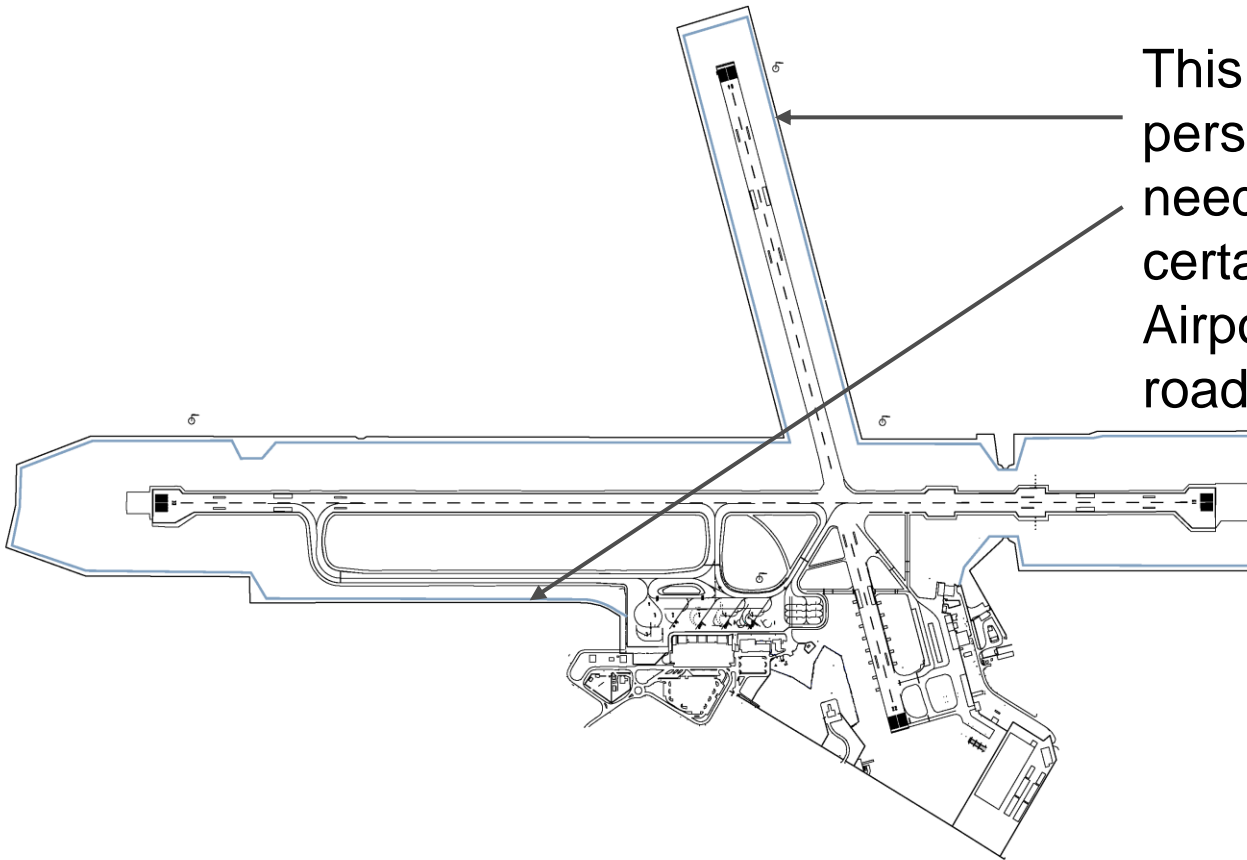
Category 3A All RPT Apron

Category 3B RPT & GA Aprons

Category 4 All Airside Areas

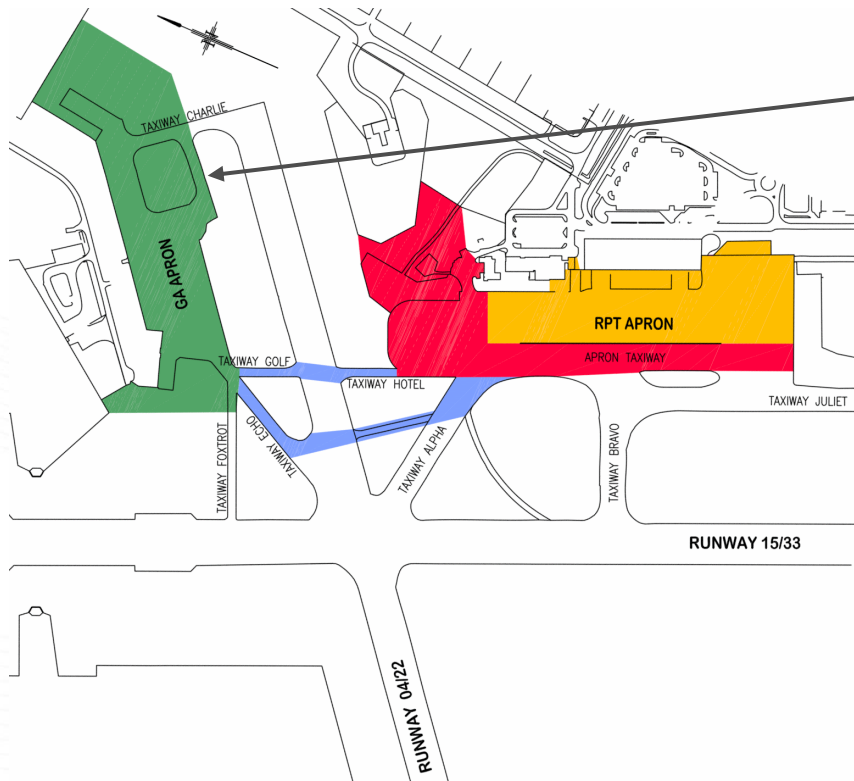
Category 5 Defence Personnel

Category 1



This is limited to personnel who only need access to certain parts of the Airport perimeter road.

Category 2A

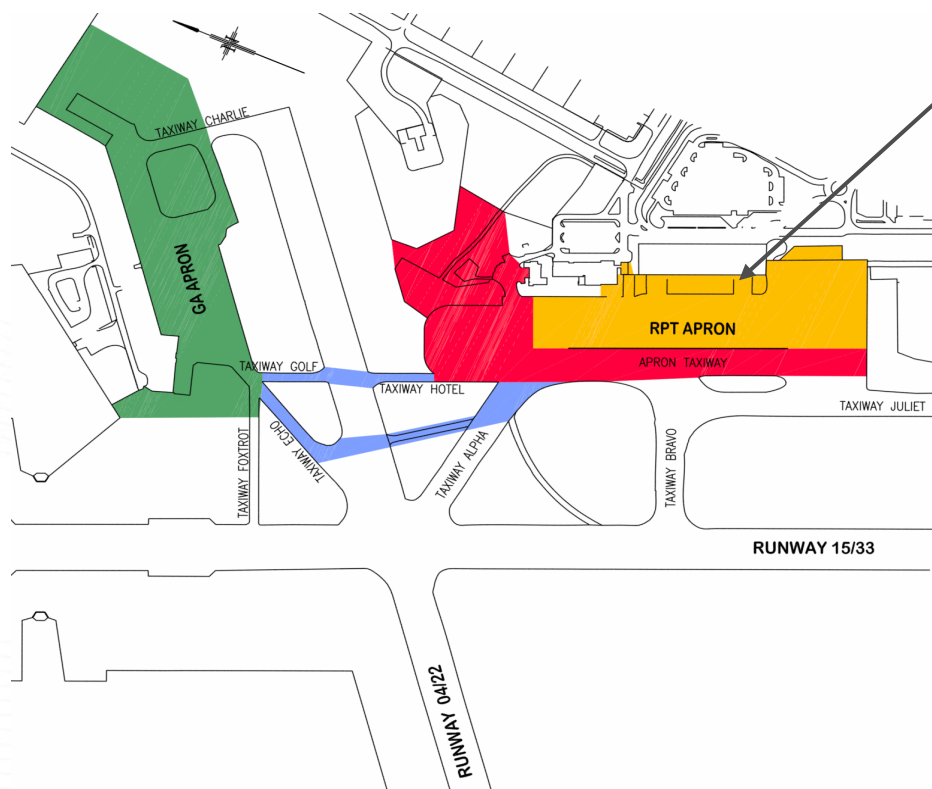


Category 2A

This category covers all of the General Aviation (GA) Apron including the GA Apron taxiways and taxilanes.

Category 2B

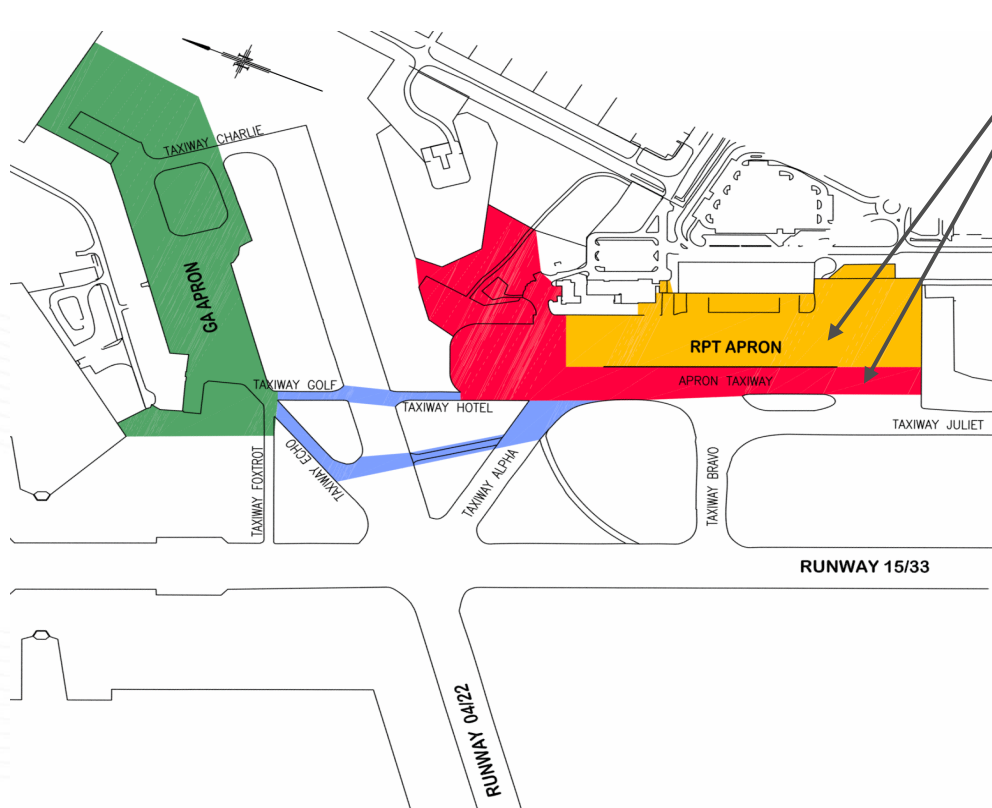
Category 2B



This category covers the RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.

Category 3A

Category 3A

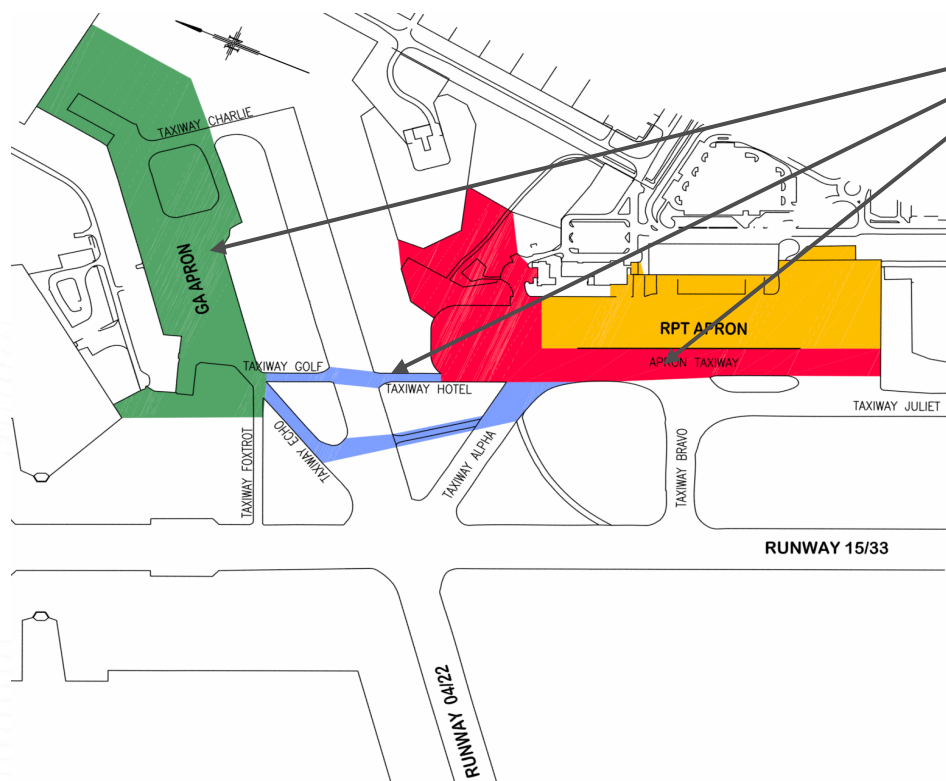


This category covers the RPT Apron and includes the RPT Apron Taxiway to the west of the parking clearance line.

The additional area shown in red should only be accessed when absolutely necessary (e.g. servicing aircraft).

Category 3B

Category 3B

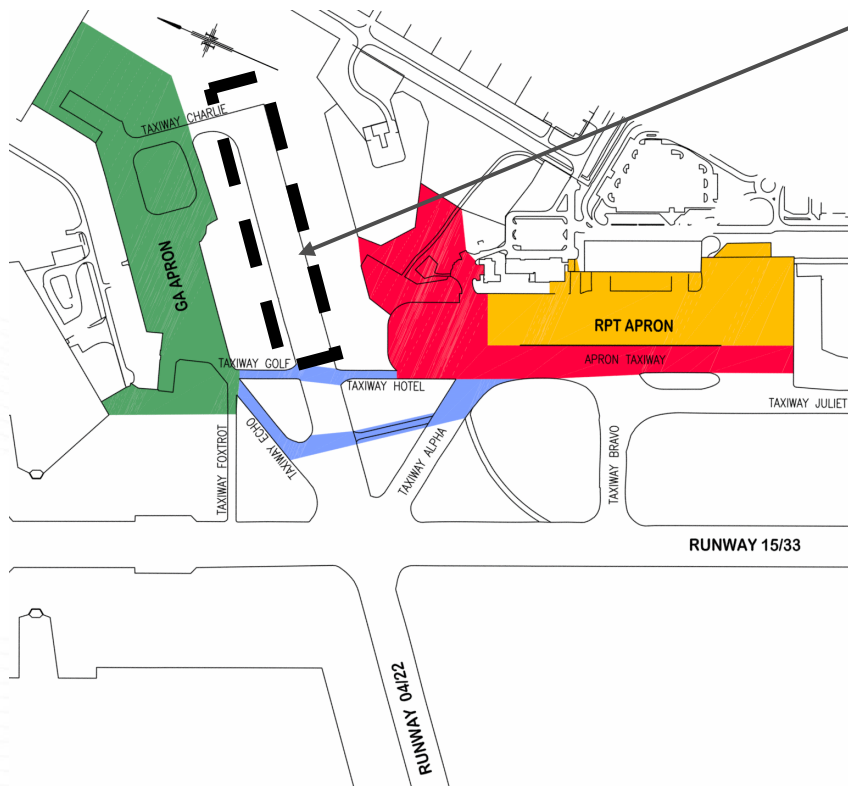


This category covers the RPT Apron and includes:

- a. the RPT Apron taxiway;
- b. the GA Apron;
- c. crossing Runway 04/22* via Taxiways HOTEL*, GOLF* and ECHO*.

* Subject to ATC clearance.

Military Exercises



Military Exercises

During exercises the eastern end of RWY 04/22 (east of taxiways 'H' & 'G') is closed to normal aircraft operations.

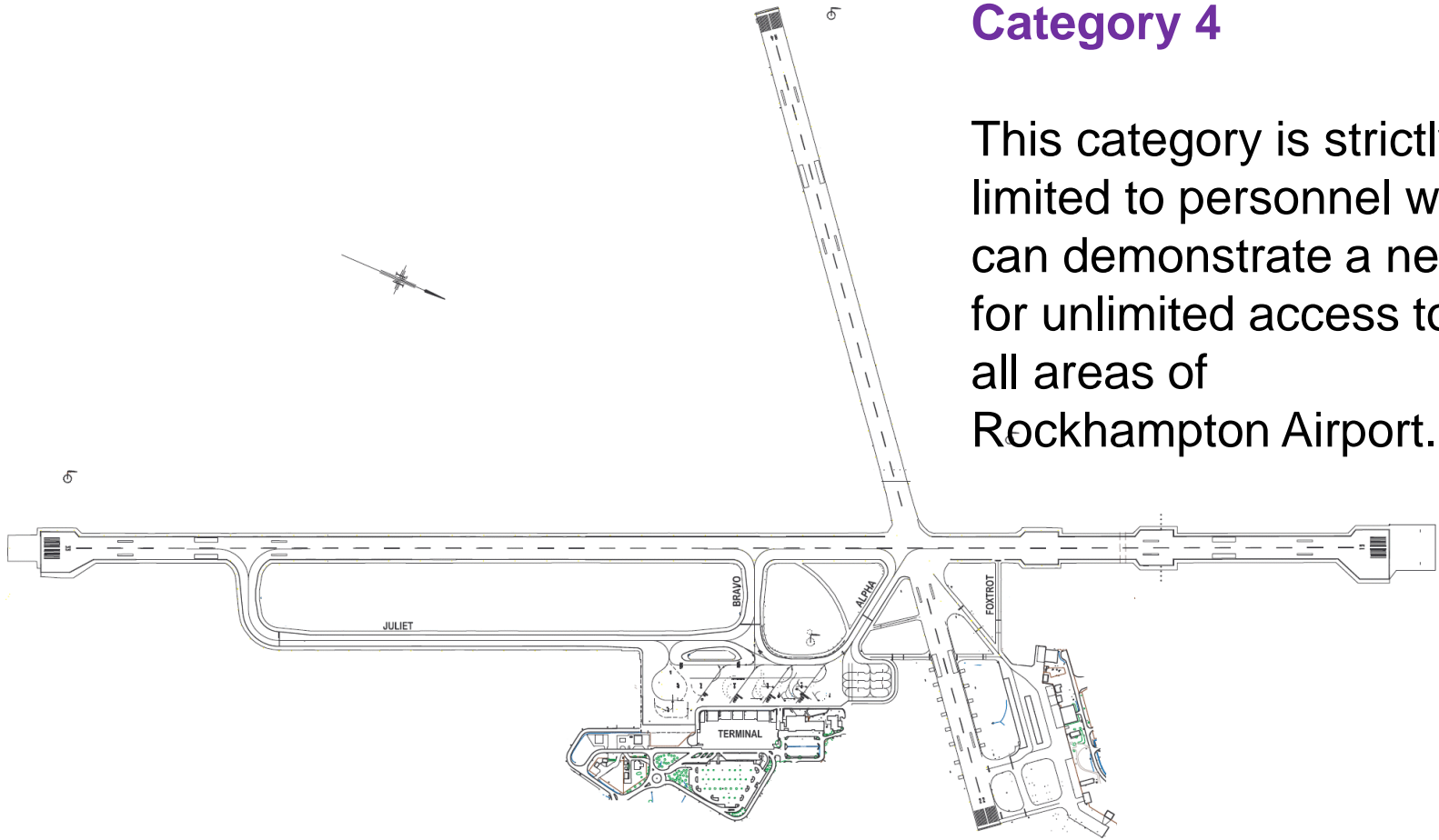
At this time, **Cat 3A**, **3B** & **4** ADA's are authorised to transit this area for operational purposes only (e.g. refuelling).

Information will be distributed advising where on RWY 04/22 ATC clearance is required.

Category 4

Category 4

This category is strictly limited to personnel who can demonstrate a need for unlimited access to all areas of Rockhampton Airport.



Category 5

Category 5 ADA approval and issuing will be determined for each site deployment event.

The AOC will liaise with senior defence officers to establish the limits of vehicle access, existing driver competencies and site training required.

Obtaining an ADA



- Before you apply for an ADA, you need to be qualified and competent to drive the specific vehicle you plan to use.
- The next step is to gain experience driving airside as a passenger or “driver under instruction”.



Obtaining an ADA – Specific Requirements

Radio Licence

Persons seeking a:

Category 3B; or
Category 4 ADA

must first obtain a Radio Telephone Licence and be proficient in Air Traffic Control communications.

Aircraft Radiotelephone Operator Certificate of Proficiency or Flight Radio Operator Licence ARN:

Section A: Qualification Details

1. Personal Details*

Have you ever held a Flight Crew Licence? Yes – complete details below No

Class: Number: Country of Issue:

2. Security Check Requirements* Refer to the Aviation Transport Security Regulations Act 2005

To be completed for Flight Radio Operator Licence ONLY*

Please select the option below that applies to you:

I am at least 18 years of age and hold a valid Aviation Security Identification Card (ASIC). Provide details below and attach a certified true copy:

ASIC Number:	<input type="text"/>	ASIC Expiry Date:	<input type="text"/>
ASIC Issuing Body:	<input type="text"/>		

- I am at least 18 years of age and hold a valid Aviation Identification (AVID).
- I am under 18 years of age and an Australian citizen.
- I am under 18 years of age and not an Australian citizen – please provide details for an immigration status check:
- Nationality: Passport Number:
- Arrival date (most recent): Place where you entered Australia:
- AVID renewal application form attached

3. Medical Certificate Details

To be completed for Flight Radio Operator Licence ONLY*

Place of Medical Examination	Date of Examination*	Expiry Date of Medical*	Doctor's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Particulars of Radio Certificate or Licence Held

Note: A Radio Operator Licence or Certificate issued by the competent authority in any country or details of the ADF qualification must be submitted if recognition is desired.

License	Type	Number
Certificate of Proficiency		
Flight Radio Operator Licence		

5. Test Results* (to be completed by CASA FOI or Approved Check Radio Operator)

Examinations	Result	Examined by	Signature/ARN	Date
Flight Radiotelephone Practical Operating Test	PASS			<input type="text"/>
Flight Radiotelephone Theory Examination	PASS			<input type="text"/>
Name of Training Organisation or Company of Testing officer:	<input type="text"/>			

Aircraft Radiotelephone Operator Certificate of Proficiency or Flight Radio Operator Licence ARN:

6. Fit and Proper Person Requirements (FROL only)* Refer to CAR 5.09(1)(c), CASR 11.055 and 6.55 and 6.56 of the Aviation Transport Security Regulations 2005

Have you submitted an AVID renewal application or another licence application with this form?

- Yes - Proceed to Section B: Applicant Checklist. There is no requirement to complete this section.
- No - Please answer the following questions.

Note: If you have concerns regarding privacy issues, please discuss your options with your flying school.

Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by any organisation?

Yes No

Have you ever been refused the issue of a transport related licence or certificate? (eg. pilot's licence, pilot certificate, driver's licence, boating licence.)

Yes No

Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Yes No

Note: You should also include all motor vehicle traffic-related convictions including those from overseas.

Is suspension or cancellation action pending in relation to any aviation licence you hold?

Yes No

If you have answered 'yes' to any of the questions above, please provide details below. Include details about dates, actions, charges, convictions and imprisonment in Australia and Overseas (attach a separate page if necessary).

Section B: Applicant Checklist* Enter 'Y' or 'N' in applicable boxes.


- I am at least 16 years old
- I meet the security requirements, and have attached a certified true copy of my ASIC, if applicable (for FROL only) OR (for FROL only)
- AVID renewal application attached (for FROL only)
- I hold a current Class 2 medical (for FROL only)
- Radio Operator Licence or Certificate or details of the ADF qualification attached, if applicable
- Payment Authorisation completed (cheque or money order attached if applicable)
- All sections of the form are completed and I have signed the application declaration

Section C: Applicant Declaration*

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all regulatory references included in this application. I consent to CASA using and disclosing my personal information in accordance with CASA's privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (see www.casa.gov.au/privacy). I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false statement is an offence against the Criminal Code Act 1995.

Signature: Date:

Obtaining an ADA

	ROCKHAMPTON AIRPORT Airside Drivers Authorisation No. ADA xx/16
JOHN SMITH	
Drivers License. No.	QLD 555 555 555
Authorisation Expires:	31 October 2018
Is authorised by Rockhampton Regional Council to operate vehicles/equipment at Rockhampton Airport in accordance with Chapter 2, Part 10 of the Rockhampton Aerodrome Manual – Airside Vehicle Control, within the areas applicable to:	
CATEGORY 3B	
Only applies to vehicles/equipment permitted by RRC. Registered vehicles must comply with the class endorsed on the drivers Licence.	
T Baxter – Airport Operations Coordinator for;	
T Heard – Manager Airport	

To drive airside you need an Airside Drivers Authorisation (ADA).

You also need:

- An Aviation Security Identification Card (ASIC) and

A current state, territory or international driver's licence, this excludes a learner's licence / permit.



ROK
APR 18
CHERYL JONES



Obtaining an ADA

Rockhampton Airport Airside Driving Authority Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorized to do this under the Freedom of Information Legislation 2000, Civil Aviation Safety Regulations 1988, Manual of Standards Part 133, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorized by law.

This form is to be completed when a customer wishes to apply for an airside driving authority (ADA), enabling them to operate a motorised vehicle in airside areas of the Rockhampton Aerodrome. Applications must be submitted to the Rockhampton Airside Driving Authority (ADA) at least 14 days before the start of the proposed work. Please refer to the Rockhampton Aerodrome Airside Driving Authority (ADA) Part 133 for further information. PO: 07 4932 9000 | E: enquiries@rarc.qld.gov.au | W: www.rarc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Rockhampton Regional Council

Applicant Details			
Organisation name:	Position:		
Contact name:			
Postal address:			
Preferred contact number:	Email:		
Current ADA no.:			
Drivers Licence Details (Please note a photo copy must be provided at the time of lodgement)			
Drivers licence no.:	Expiry:	State:	Class:
Conditions/restrictions:			
ASIC Details (Please note a photo copy must be provided at the time of lodgement)			
ASIC no.:	Expiry:	Colour: <input type="checkbox"/> Red <input type="checkbox"/> Grey	Identifier: <input type="checkbox"/> ROK <input type="checkbox"/> AUS
Company Endorsement			
I certify that the above applicant is required to drive / operate Company vehicles / equipment on the Aprons / Taxiways / Runways at Rockhampton Aerodrome (as indicated in the category on page two of this form).			
Authorised signatory name:	Position:		
Signature:	Date:		
Applicant Declaration			
I have completed the Rockhampton Aerodrome Driver Training Program and read Sections 2.10 and 2.16 of the Rockhampton Aerodrome Manual. I also understand the applicable rules for driving on the airside areas of Rockhampton Aerodrome and know the extent of the areas I am permitted to drive in.			
In making this application, I undertake and agree that I will at all times operate vehicles airside in accordance with the Part 2.10 of the Rockhampton Aerodrome Manual as amended from time to time. I acknowledge also that Rockhampton Aerodrome may cancel or suspend the Authority without refund at any time.			
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.			
Name:	Signature:	Date:	
Theory examiner:	Signature:	Date marked:	
Practical assessor:	Signature:	Date assessed:	
Approved by:	Signature:	Date approved:	
Completed Airside Vehicle Indemnity and Release signed by vehicle owner/operator: <input type="checkbox"/> Yes <input type="checkbox"/> No			
ADA no.:	ADA category:	Issue date:	Expiry date:

ADA Categories (Please select the applicable category)	
<input type="checkbox"/> Category 1	Perimeter road only
<input type="checkbox"/> Category 2a	GA Apron (all of the GA Apron including the GA Apron taxiways and taxiways)
<input type="checkbox"/> Category 2b	RPT Apron (limited) (excludes RPT Apron Taxiway to the west of the parking clearance line)
<input type="checkbox"/> Category 3a	All RPT Apron
<input type="checkbox"/> Category 3b	RPT and GA Aprons (also permits crossing of RWY 04/22 via TWY 'H', 'G' & 'E')
<input type="checkbox"/> Category 4	All airside areas
<input type="checkbox"/> Category 5	Defence access areas as determined for the current exercise
Radio Telephone Licence (only applicants applying for category 3b and 4 ADAs are required to complete this section)	
Category 3b & 4 Authority may only be issued to those applicants who have a requirement to enter runways or taxiways in radio equipped vehicles and who are in direct contact with Air Traffic Control and hold an Aircraft Radiotelephone Operator Certificate of proficiency.	
Radio telephone licence number:	Date issued:
Supporting Documentation	
Please remember to provide the following supporting documentation when submitting this form:	
<input type="checkbox"/> Covering letter stating that the applicant has an operational requirement to drive unescorted on the airside on a regular basis (i.e. at least weekly).	
<input type="checkbox"/> A copy of a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit to drive the class of vehicle / equipment to be operated or for other plant / equipment, the nearest equivalent where a class or qualification does not exist.	
<input type="checkbox"/> Evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or: <ul style="list-style-type: none"> That the applicant has applied for an ASIC and holds a valid Visitors Identification Card (VIC) for Rockhampton Aerodrome or; In the case of short term ADA applications (eg during military exercises), the AOC may approve an ADA for a person holding a valid Visitors Identification Card (VIC) or an appropriate defence identity document. 	
<input type="checkbox"/> A completed RRC Vehicle Indemnity and Release Form.	
<input type="checkbox"/> Evidence that the applicant has completed all airside driver training (ie completed questionnaire and practical competency assessment).	
<input type="checkbox"/> If applying for a Category 3b or 4 ADA, the applicant holds a Radio Operators Certificate of Proficiency, issued by the Civil Aviation Safety Authority or its delegate. Aerodrome staff will copy this document when produced.	
<input type="checkbox"/> If applying for a Category 3b or 4 ADA, the applicant has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas.	

Once you have met the training and licensing requirements for the category of ADA, complete the application form.

Your ADA will need to be renewed every two years.

You must apply for an ADA renewal and take the test before your ADA expires.

Obtaining an ADA

Rockhampton Airport Airside Driving Authority Application Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the Aviation Transport Security Regulations 2009, Civil Aviation Safety Regulations 1989 - Manual of Standards Part 139, Rockhampton Airport Transport Security Program and Rockhampton Aerodrome Manual. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a customer wishes to apply for an airside driving authority (ADA) enabling them to operate a motorised vehicle in airside areas of Rockhampton Aerodrome. Applications must be submitted not less than seven working days before the ADA is required. Please refer to the Rockhampton Aerodrome Airside Driving Authority (ADA) Fact Sheet for further information.
 P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details	
Organisation name:	Position:
Contact name:	
Postal address:	
Preferred contact number:	Email:
Current ADA no:	
Drivers Licence Details <small>(Please provide details of all licences held by applicant)</small>	
Drivers licence no:	State:
Conditions/restrictions:	
ASIC Details <small>(Please provide details of all ASICs held by applicant)</small>	
ASIC no:	Colour: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Gold
Identifier: <input type="checkbox"/> ROK <input type="checkbox"/> AUS	
Company Endorsement	
I certify that the above applicant is permitted to drive / operate Company vehicles / equipment on the Aprons / Taxiways / Runways at Rockhampton Aerodrome (as indicated in the category on page two of this form).	
Authorised signatory name:	Position:
Signature:	Date:
Applicant Declaration	
I have completed the Rockhampton Aerodrome Driver Training Program and read Sections 2.10 and 2.16 of the Rockhampton Aerodrome Manual. I also understand the applicable rules for driving on the airside areas of Rockhampton Aerodrome and know the extent of the areas I am permitted to drive in.	
In making this application, I undertake and agree that I will at all times operate vehicles airside in accordance with the Part 2.10 of the Rockhampton Aerodrome Manual as amended from time to time. I acknowledge also that Rockhampton Aerodrome may cancel or suspend the Authority without refund at any time.	
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.	
Name:	Signature: Date:




Application Assessment

Upon receipt of an application the Airport Management will assess if there is sufficient justification for the approval of an ADA.

Airport Management reserves the right to refuse the issue of an ADA to any person for either safety or security reasons.

OFFICE USE ONLY	Theory examiner:	Signature:	Date marked:
	Practical assessor:	Signature:	Date assessed:
	Approved by:	Signature:	Date approved:
	Completed Airside Vehicle Indemnity and Release signed by vehicle owner/operator: <input type="checkbox"/> Yes <input type="checkbox"/> No		
ADA no:	ADA category:	Issue date:	Expiry date:

ADA Validity

	ROCKHAMPTON AIRPORT Airside Drivers Authorisation No. ADA xx/16
JOHN SMITH	
Drivers License. No.	QLD 555 555 555
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The seven (7) ADA categories are only applicable to Rockhampton Airport and are not transferable to other airports.

A driving authority issued for another airport does not constitute an authority to drive airside at Rockhampton Airport.

Documentation

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	JOHN SMITH
Drivers License. No.	QLD 555 555 555
Authorisation Expires:	31 October 2018
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CATEGORY 3B	
Only applies to vehicles/equipment permitted by RRC. Registered vehicles must comply with the class endorsed on the drivers Licence.	
T Baxter – Airport Operations Coordinator for;	
T Heard – Manager Airport	

- Airport Safety Officers or other authorised persons may require you to prove that you have a valid ADA.
- You must have your ADA, ASIC and driver's licence, this excludes a Learner's Licence / Permit, when driving airside.



**ROK
APR 18
CHERYL JONES**




Licence Suspension



If your state, territory or international driving license is suspended, you must inform Rockhampton Airport Management within 48 hours.

Once notified, Airport Management will determine the appropriate course of action.

		ROCKHAMPTON AIRPORT Airside Drivers Authorisation No. ADA xx/16
JOHN SMITH		
Drivers License. No.	QLD 555 555 555	
Authorisation Expires:	31 October 2018	
Is authorised by Rockhampton Regional Council to operate vehicles/equipment at Rockhampton Airport in accordance with Chapter 2, Part 10 of the Rockhampton Aerodrome Manual – Airside Vehicle Control, within the areas applicable to:		
CATEGORY 3B		
Only applies to vehicles/equipment permitted by RRC. Registered vehicles must comply with the class endorsed on the drivers Licence.		
T Baxter – Airport Operations Coordinator for;		
T Heard – Manager Airport		

Safety Management

**Aerodrome Safety Management
System**

**Rockhampton
Aerodrome**

**Version 6
2 October 2015**

Civil Aviation Regulations require Rockhampton Airport to have a Safety Management System (SMS).

Details about the SMS can be found in the Rockhampton Aerodrome Safety Management System Policy Document.

This document describes how safety will be managed at the airport.

The Manager Airport (Trevor Heard) is the SMS Safety Officer.

Safety Management



Rockhampton Aerodrome Safety Management System (SMS) Committee Constitution
(V7 Dated 02 October 2015)

1.0 POLICY STATEMENT

All relevant levels of management of Rockhampton Regional Council (RRC) are committed to be involved in the Safety Management System for Rockhampton Aerodrome.

The Rockhampton Regional Council CEO:

- has approved the aerodrome's safety policy and operating safety standards, which are based on the Rockhampton Regional Council's SafePlan Workplace Health and Safety system; and
- will ensure that appropriate resources will be allocated to support the SMS in consultation with the SMS SO

The Aerodrome Safety Management System Policy Document provides the guidelines and information to effectively implement the Rockhampton Aerodrome SMS.

The General Manager Corporate Services has appointed the Manager Rockhampton Airport to be the SMS Safety Officer (SO) for Rockhampton Aerodrome.

The SMS SO has an open line of communication to the General Manager Corporate Services for all safety related matters. The SO will also be the Chairperson of the SMS Committee.

2.0 AIMS / OBJECTIVES

The aims and objectives of the Committee are to:

- recommend actions for the implementation of the Aerodrome's Safety Management System and monitor its progress;
- consider all matters related to Aerodrome operational safety in accordance with relevant CASA legislation or regulations and assist in the resolution of those matters;
- review the circumstances surrounding recent incidents, injuries, accidents and dangerous occurrences at the Aerodrome and suggest recommendations for correction;
- recommend methods to inform workers and others of the safety rules, policies and procedures at the Aerodrome;
- discuss and make recommendations on the management of hazards and risks at the Aerodrome; and
- keep records of the meeting including any recommendations made.

There is a **Safety Management System (SMS) Committee** and all tenants are encouraged to participate in this committee.

Committee meetings agendas and minutes can be obtained from the Airport Management Offices.

Safety Management

Hazard Report Form
Workforce & Strategy

Enquiries: 1300 22 55 77
Address: PO Box 1860, Rockhampton

www.rockhamptonregion.qld.gov.au

PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of investigating your hazard. The Council is authorised to do this under WHS Act 2011. Some of this information may be given to Workplace Health & Safety Queensland, Local Government Work Care and Council management for the purpose of reporting, investigation and workplace hazard management. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



Person Reporting Hazard: Riskware Ref. Number: _____

First Name: _____ Last Name: _____

Gender: Male Female Date of Birth: ____/____/____ Phone: _____

Relationship to Council: Employee Contractor Labour Hire Site Visitor
 Member of the Public Volunteer Other

Occupation / Position: _____ Supervisor: _____

Section: _____ Unit: _____

Hazard Details
Describe the hazard with as much detail as possible:

Date the hazard was noticed: ____/____/____ Time the hazard was noticed: ____ AM / PM

Hazard Location: _____

Task at the time hazard was noticed: Working Break Travel to/from work Other

Immediate Action Taken (What have you done to remove the Hazard?):

Suggested Remedial Action (What additional actions do you think are required to remove the Hazard?):

Mechanism of Injury (Identify what could occur as a result of this Hazard. Select the most serious possible result)

<input type="checkbox"/> Animal (including snake) bite / attack	<input type="checkbox"/> Falls on the same level (including trips and slips)
<input type="checkbox"/> Being hit by moving objects	<input type="checkbox"/> Fire
<input type="checkbox"/> Caught in, or trapped in, a space, object or area	<input type="checkbox"/> Human factors / behaviours
<input type="checkbox"/> Contact or exposure to heat and cold	<input type="checkbox"/> Insect / Spider bites and stings
<input type="checkbox"/> Contact with / Hitting objects with part of the body	<input type="checkbox"/> Long term contact with chemical or substance
<input type="checkbox"/> Contact with chemical or substance	<input type="checkbox"/> Long term exposure to sounds
<input type="checkbox"/> Contact with electricity	<input type="checkbox"/> Musculoskeletal injury
<input type="checkbox"/> Contact with, or exposure to, biological factors	<input type="checkbox"/> Other and multiple mechanisms of injury
<input type="checkbox"/> Exposure to mechanical vibration	<input type="checkbox"/> Slide or cave-in
<input type="checkbox"/> Exposure to mental stress factors	<input type="checkbox"/> Suspected ACM (asbestos) identification
<input type="checkbox"/> Exposure to radiation or thermal factors	<input type="checkbox"/> Suspected explosives identification
<input type="checkbox"/> Exposure to variations in pressure (other than sound)	<input type="checkbox"/> Unspecified mechanisms of injury
<input type="checkbox"/> Falls from a height	<input type="checkbox"/> Vehicle accident

Agency of Injury (What do you believe is the likely cause of this Hazard? Select the most likely cause)

<input type="checkbox"/> Animal factors / behaviours	<input type="checkbox"/> Human factors / behaviours
<input type="checkbox"/> Biological factors	<input type="checkbox"/> Insect / Spider bites and stings
<input type="checkbox"/> Chemicals and other substances	<input type="checkbox"/> Manual handling / Muscular stress
<input type="checkbox"/> Contact with / Hitting objects with part of the body	<input type="checkbox"/> Needle stick
<input type="checkbox"/> Design factors	<input type="checkbox"/> Repetitive movement
<input type="checkbox"/> Electricity	<input type="checkbox"/> Slips, trips and falls
<input type="checkbox"/> Environmental factors	<input type="checkbox"/> Sound and pressure
<input type="checkbox"/> Equipment / Machinery / Structural deterioration	<input type="checkbox"/> Spontaneous combustion (fire)
<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Suspected ACM (asbestos) identification
<input type="checkbox"/> Heat source	<input type="checkbox"/> Suspected explosives identification
<input type="checkbox"/> Hit by a falling object	

Name: _____ Signature: _____ Date: ____/____/____

WHS-FORM-2.2.1 Page 1 of 2
Version: 4

If you find a safety issue on the airport, you should complete a **Hazard Report Form** and deliver to the Airport Management Offices.

The report will be reviewed by the Safety Management Officer and Council's Safety Management Unit. You will be notified of the outcome of the review.

All Hazard Reports will be tabled at the Safety Management Committee for everyone's awareness.

All original hard copies must be sent to the Safety Unit. If further information can be provided, please attach additional sheets.

Safety Management

Safety related incidents must be reported using the Rockhampton Regional Council's (RRC) **Safety Incident Report Form.**

All incidents will be investigated by the Airport Safety Management Officer and the RRC Safety Team.

You will be notified of the outcome of the report.

Incident reports will be tabled at the Safety Management Committee for everyone's awareness.

Incident Report Form
 Workplace & Strategy
 Enquiries: 1500 22 58 77
 Address: PO Box 1660, Rockhampton
 www.rockhamptonregion.qld.gov.au

Rockhampton Regional Council

PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of investigating your incident. The Council is authorized to do this under 58(2) Act 2011. Some of the information may be given to Workplace Health & Safety Queensland, Local Government Work Care and Council management for the purpose of reporting, investigation and workplace hazard management. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Person Involved in Incident Details Riskware Ref. Number: _____
 First Name: _____ Last Name: _____
 Gender: Male Female Date of Birth: ____/____/____ Phone: _____
 Relationship to Council: Employee Contractor Labour Hire Site Visitor
 Member of the Public Volunteer Other
 Occupation / Position: _____ Supervisor: _____
 Section: _____ Unit: _____
 Injury/Incident Type: People Asset Both People and Asset

Incident Details
 Describe the incident with as much detail as possible. (What happened?):

 Date (of accident): ____/____/____ Time: ____ AM / PM Date (of report): ____/____/____ Time: ____ AM / PM
 Incident Location: _____
 Task at time of incident: Working Break Travel to/from work Other
 Specific task being undertaken at time of incident (e.g. driving, shovelling, lifting boxes):

 Immediate Action Taken (What immediate action, if any, has been taken?):

 Suggested Remedial Action (What further actions do you recommend to prevent this from happening again?):

 Witnesses and contact details (if known):

 Job Number (where applicable): _____
 Was there any asset/property involved/damaged? None Own Asset/Property Third Party Asset/Property
 Building / Structure Park Furniture / Assets Theft / Break and Enter
 Electrical Equipment Playground Equipment Tools & Equipment
 IT / Electronic Equipment Powered Mobile Plant (inc. Attachments) Underground Services
 Light Vehicle Public Amenities Work Truck
 Office Furniture, Fixtures & Fittings Road Furniture / Infrastructure
 Description of actual / potential damage:

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Personal Injury Details (Complete only for Personal Injuries or Illnesses)

Mechanism of Injury (Identify what occurred. Select the most severe incident type)
 Aggressive / Threatening behaviour Falls on the same level (including trips and slips)
 Animal (including snakes, lizards, attacks) Fire
 Being hit by moving objects Human factors / behaviours
 Caught in, or trapped in, a space, object or area Insect / Spider bites and stings
 Contact or exposure to heat and cold Long term contact with chemical or substance
 Contact with / hitting objects with part of the body Long term exposure to sounds
 Contact with chemical or substance Medical episode
 Contact with electricity Multiple mechanisms of injury
 Contact with, or exposure to, biological factors Musculoskeletal injury
 Exposure to mechanical vibration Other and multiple mechanisms of injury
 Exposure to mental stress factors Side or over-in
 Exposure to radiation or thermal factors Suspected ACM (asbestos) identification
 Exposure to variations in pressure (other than sound) Suspected explosives identification
 Failure to follow instructions / direction Unspecified mechanisms of injury
 Falls from a height Vehicle accident

Agency of Injury (What was the most significant cause? Select the most severe possible cause)
 Human factors / behaviours Human factors / behaviours
 Biological factors Insect / Spider bites and stings
 Chemicals and other substances Manual handling / Muscular stress
 Contact with / hitting objects with part of the body Head/neck
 Design factors Repetitive movement
 Electricity Slips, trips and falls
 Environmental factors Sound and pressure
 Equipment / Machinery / Structural deterioration Spontaneous combustion (fire)
 Equipment failure Suspected ACM (asbestos) identification
 Heat source Suspected explosives identification
 Hit by a falling object

Nature of Injury (Identify what type of injury or illness sustained. Select the most severe)
 Amputation Dehydration / Heat Stress Infection / Disease Puncture Wound
 Bite / Sting Dislocation Internal Injury Irritation / Dermatitis
 Bruise Electric Shock Laceration / Cut / Graze Strain / Sprain
 Burns / Scalds Fracture Poisoning / Toxic Effects Wound / Rash
 Deafness Fume Inhalation Psychological Other

Bodily Location (What part of the body was most affected? Select the most severe)
 Back Ear - Left/Right Internal Organs Nose
 Ankle - Left/Right Foot - Left/Right Knee - Left/Right Respiratory System
 Arm - Left/Right Groin Leg - Left/Right Shoulder - Left/Right
 Back Hand / Finger - Left/Right Mouth Skin
 Buttock Head Multiple Locations Other
 Chest Hip - Left/Right Neck Other

Treatment Details:
 None
 First Aid - Name of First Aider: _____
 Medical (doctor, physiotherapist or other practitioner) Treatment
 Hospital Admission (if a person attends hospital, though is not admitted as an inpatient, 'Medical Treatment' is to be selected)

Details:

 Last Time (one or more complete shifts lost) Number of Days Lost: _____

Person Reporting Incident:
 Name: _____ Signature: _____ Date: ____/____/____

All original hard copies must be sent to the Safety Unit.
 If further information can be provided, please attach additional sheets.

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Runways



- Runways are used by aircraft for take-off and landing.
- Unless you hold a Category 3 or 4 ADA you must never drive on either Runway.

Runways are clearly marked by **continuous white lines** on either side, and a dashed centre line.

Runway Strip

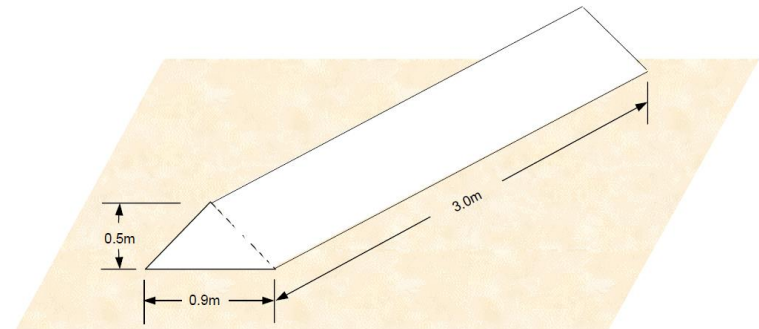


Runway Strips are designed to keep the runway clear so aircraft can take off and land safely.

Runway Strip



The Runway Strip includes the sealed runway and extends into the grassed areas either side, and is marked by white gable markers.



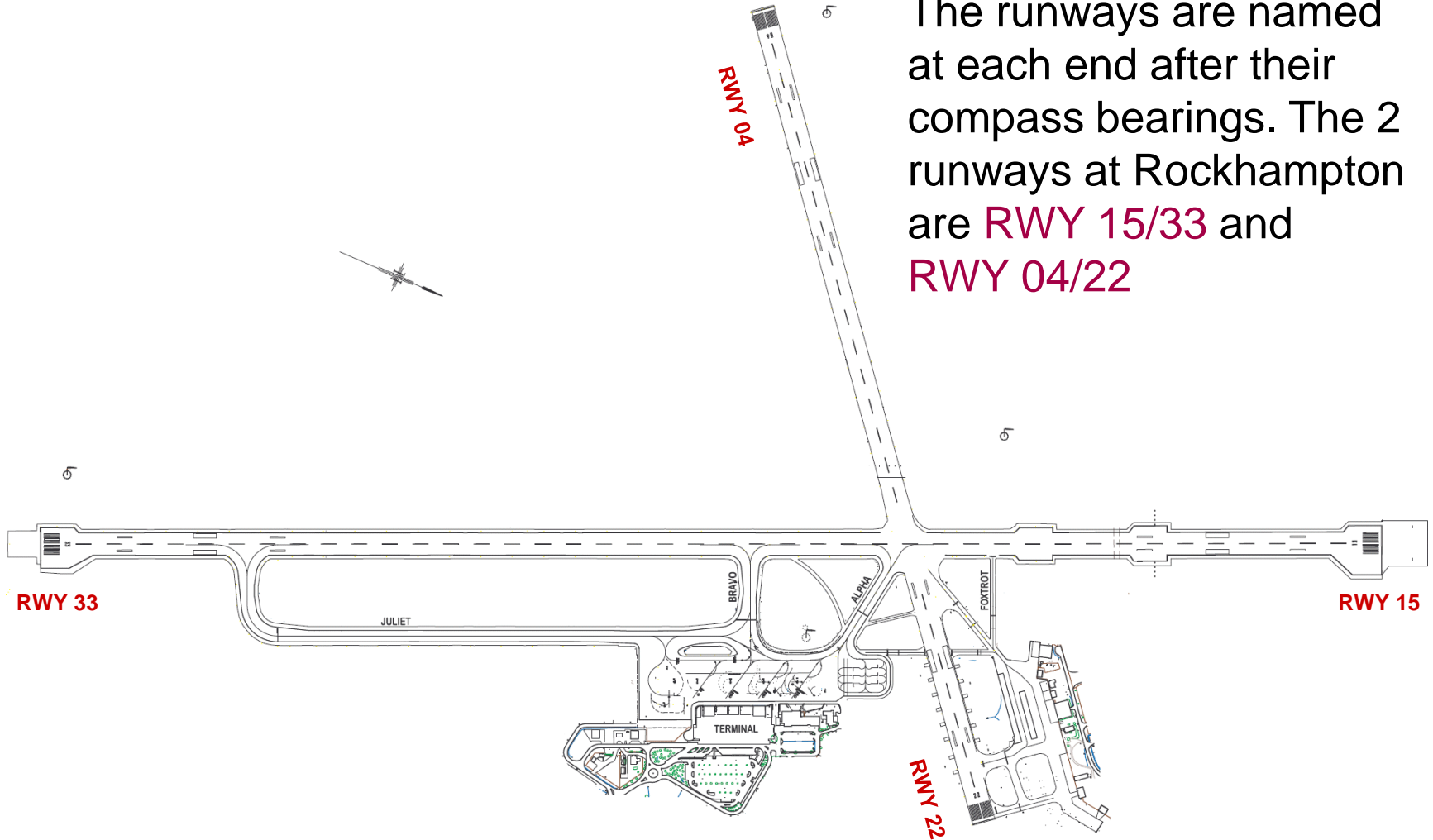
Runway Lighting



At night, runways are lit by white edge lights.

Runway Names

The runways are named at each end after their compass bearings. The 2 runways at Rockhampton are **RWY 15/33** and **RWY 04/22**



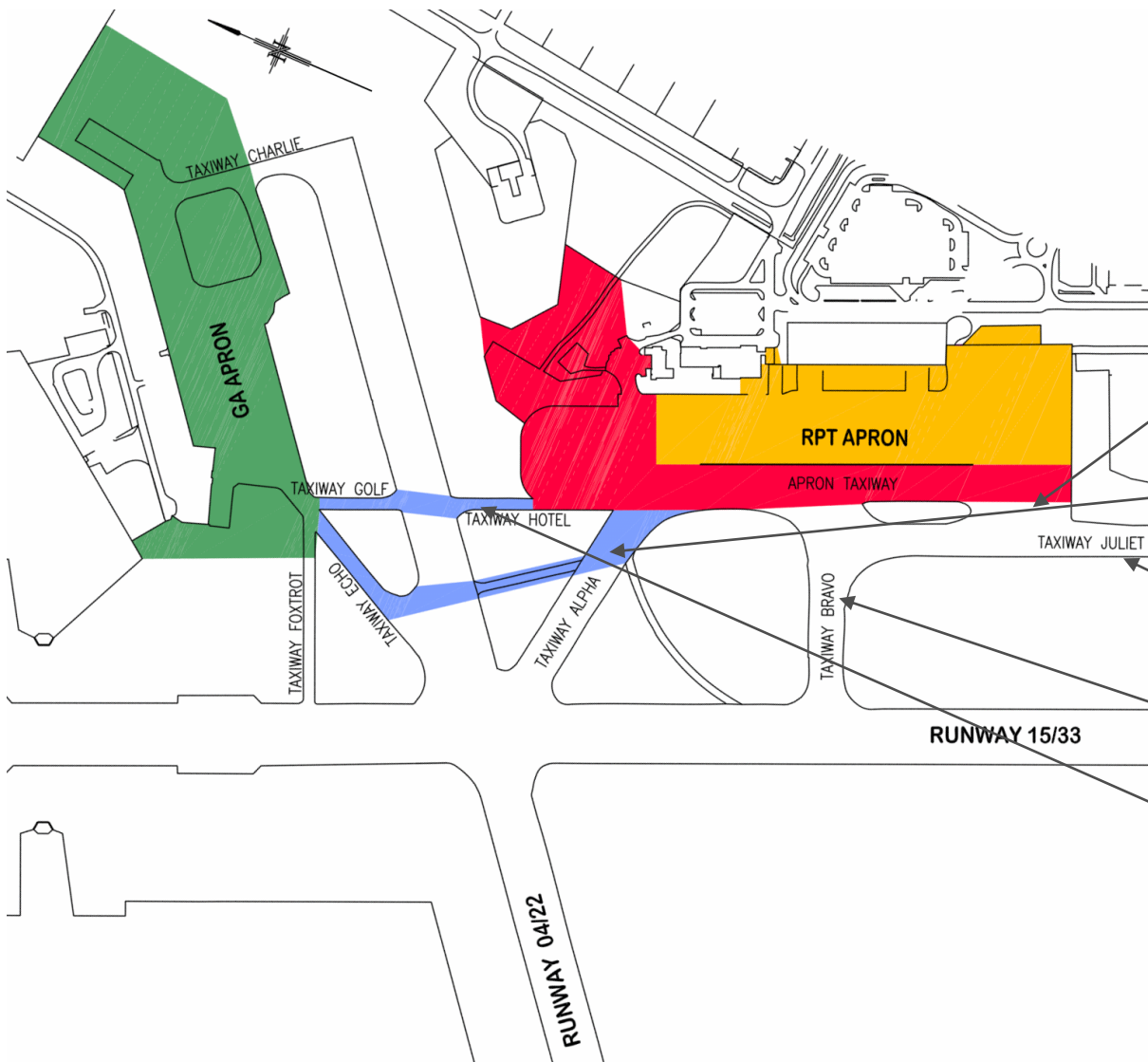
Taxiways



Aircraft use a network of taxiways to travel between the runways and the aprons.

Your ADA may not allow you to drive on taxiways so it is important you can recognise them.

Taxiways



Taxiways are named by letter. The RPT taxiways are:

Taxiway KILO

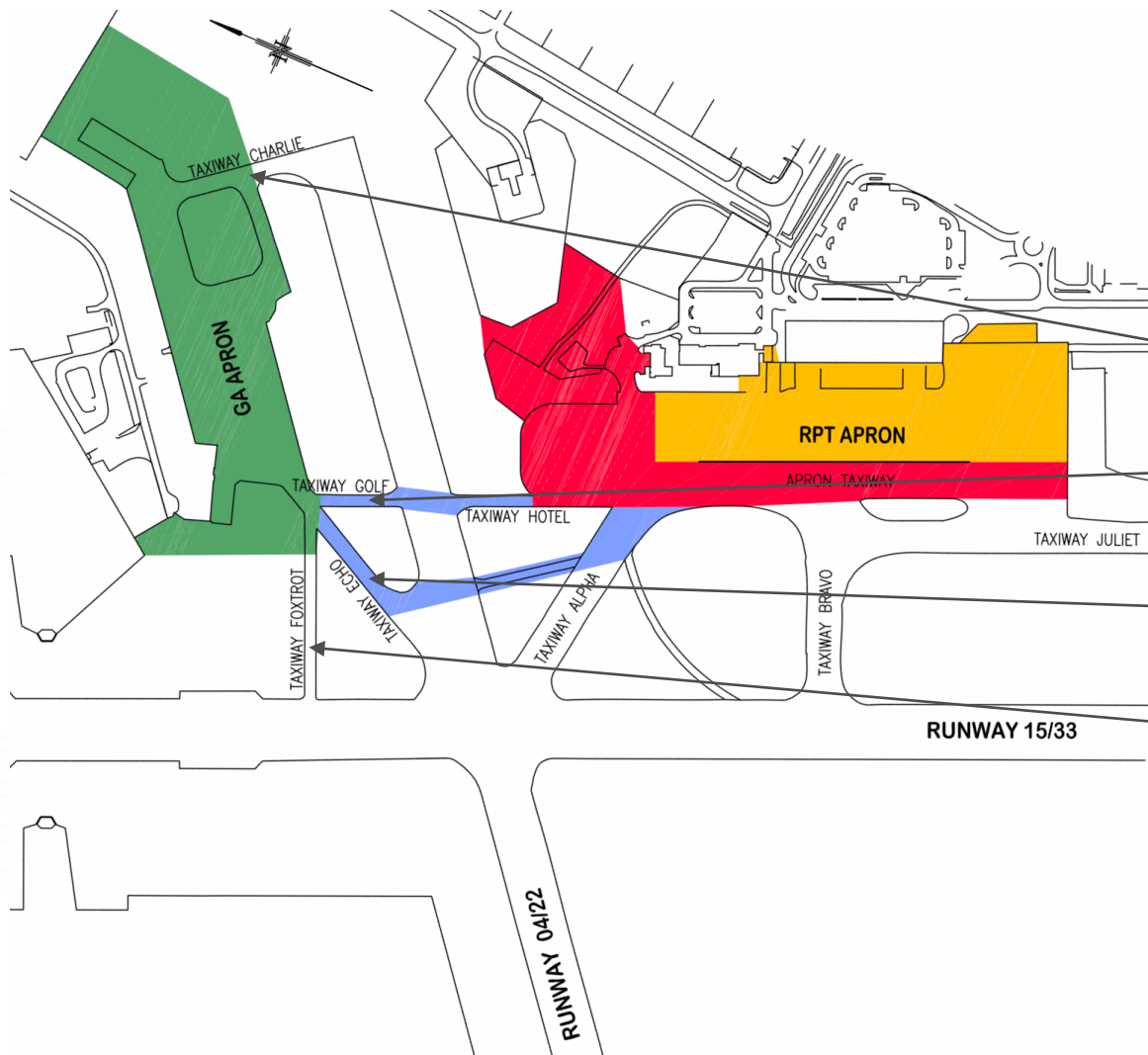
Taxiway ALPHA

Taxiway JULIET

Taxiway BRAVO

Taxiway HOTEL is generally used only by GA (light) aircraft.

GA Taxiways



The General Aviation taxiways are:

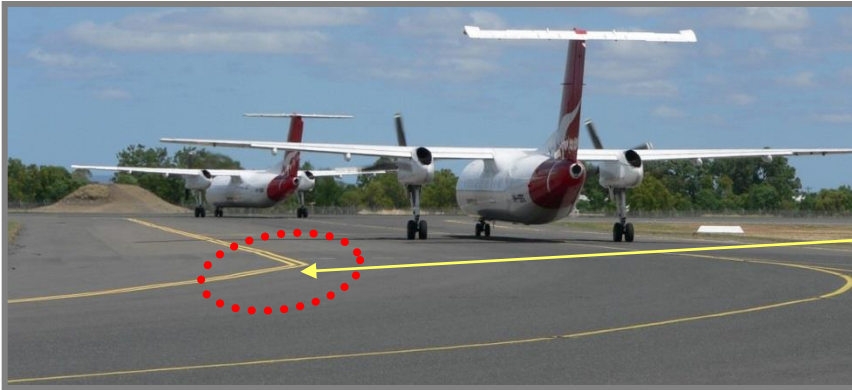
Taxiway CHARLIE

Taxiway GOLF

Taxiway ECHO

Taxiway FOXTROT

Taxiway Markings

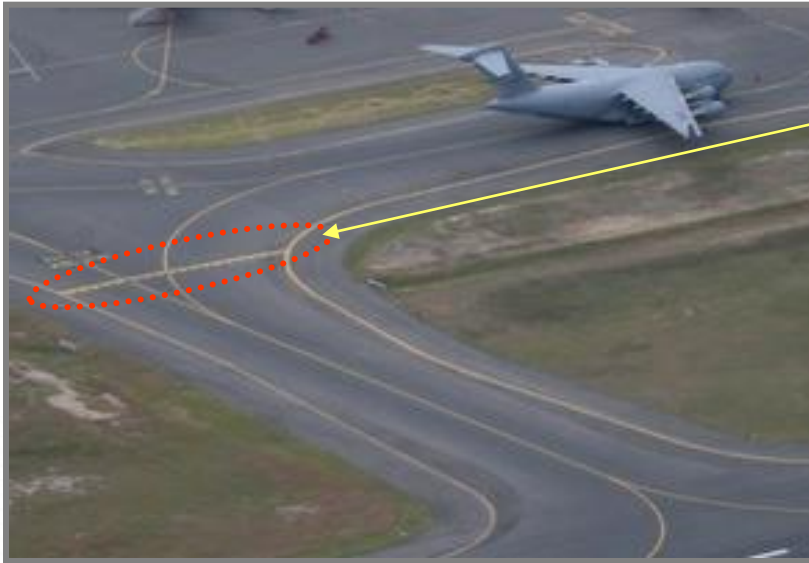


Taxiways are clearly identifiable by double yellow edge markings and a single yellow centre line.



Note that taxiways at the GA Area may not have edge markings.

Taxiway Markings



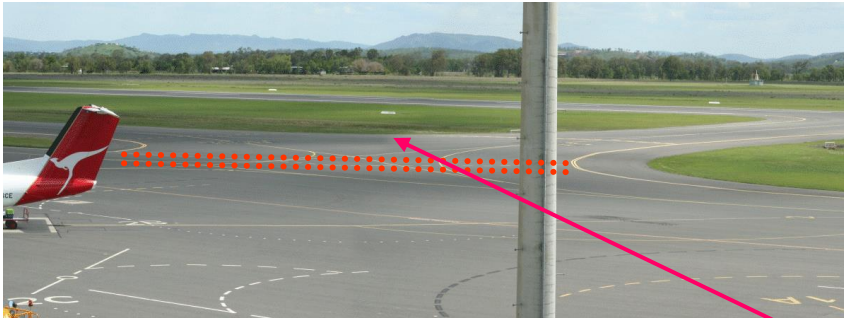
Runway holding position markings are provided whenever a taxiway joins or intersects with a runway.

Aircraft must receive ATC permission to enter the runway.



Vehicles must stop and wait at a holding point for ATC permission to enter the runway.

Taxiway Markings



The Intermediate Taxiway Holding Position Markings show where ATC clearance is required to proceed.



ATC Clearance Required for this area



Taxiway Lights



- At night the yellow centre line of the main RPT taxiways (TWY 'A' 'B' & 'J') are marked by **green lights**.
- Note; some taxiways at Rockhampton Airport are not illuminated at night

Runway MAGS



Runway intersections may be marked by Movement Area Guidance Signs at the edge of the Runway Strip.

These MAGS have white lettering on a red background. These colours refer to mandatory information.

Taxiway MAGS



- At Rockhampton Airport Taxiway MAGS have been marked on the pavement surface.

Aprons

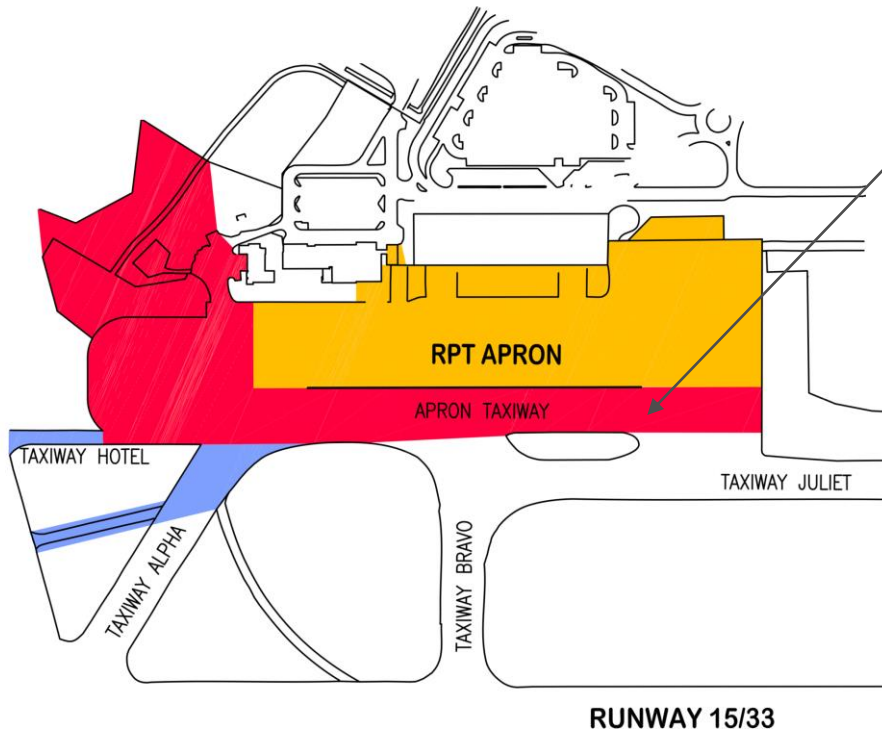


- Airport Aprons are often busy places, where passengers embark / disembark, cargo is loaded / unloaded and aircraft are fuelled and serviced.
- Category 2B, 3A, 3B and 4 airside drivers can drive on the RPT Apron.

RPT Apron Taxiway

The RPT Apron is bounded by the Apron Taxiway.

A Parking Clearance line separates the RPT Apron from the Apron Taxiway.



Cat 2B – Go Areas



The Cat 2B area stretches from the Terminal and associated buildings up to the aircraft **Parking Clearance Line** painted on the Apron.

Cat 2B – No Go Areas



You should also recognise the signs and line markings for areas you're not allowed to go, namely taxiways and runways.

Cat 2B – No Go Areas



Cat 2B no go area



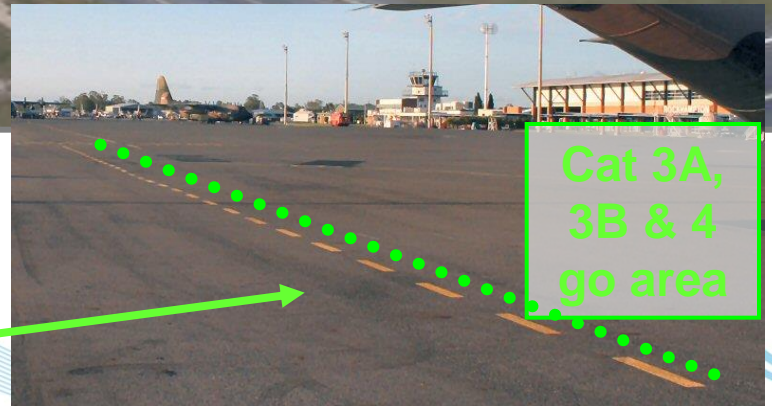
Cat 2B no go area

You should also recognise the signs and line markings for areas you're not allowed to go, namely taxiways and runways.

Cat 3A, 3B & 4 – Go Areas



Access to Taxiways requires ATC clearance beyond the aircraft **Holding Position Markings** painted on the Apron. Airport Safety Officers are generally exempt from this requirement.

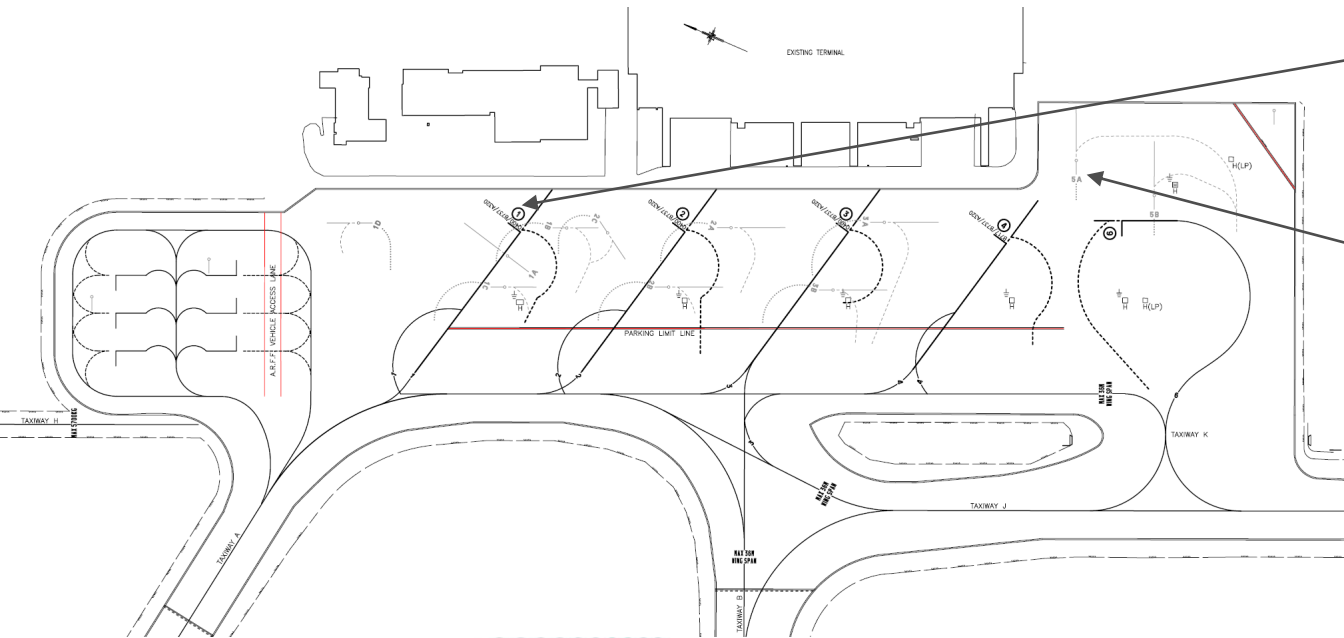


Crossing Undershoot / Runway End Area



- Where this sign is displayed the ADA holder must obtain clearance from ATC before proceeding into the Runway End Area. These requirements are for **all** aerodrome users with the exception of authorised RRC ARO's.
- Outside of ATC hours the normal CTAF radio procedures apply for accessing an aircraft movement area.

RPT Parking Bays



The RPT Apron has 5 main aircraft parking bays.

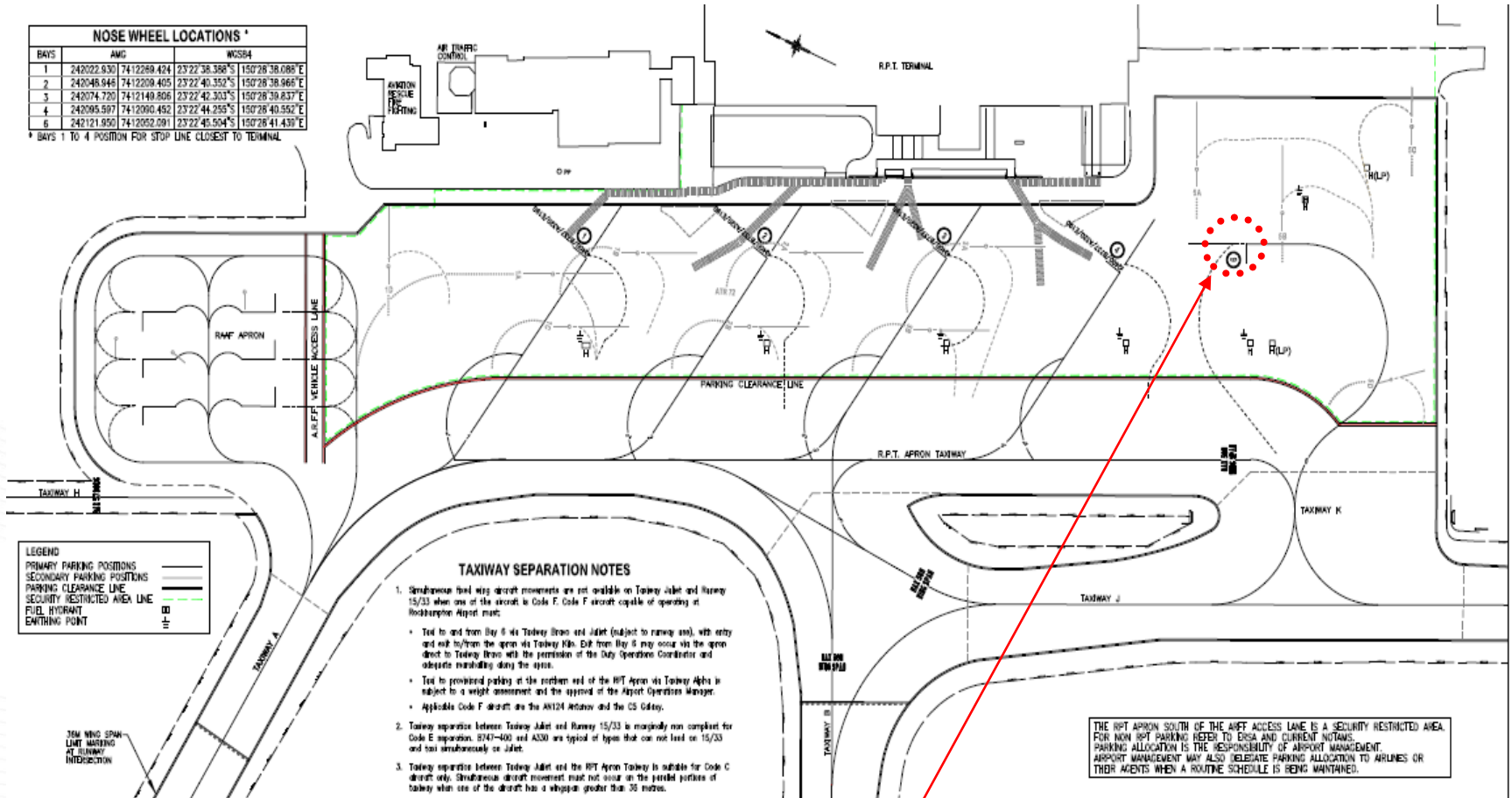
There are also several secondary parking bays.

Aircraft are parked with reference to the Apron Parking Plan issued by the Airport Management.

RPT Parking Bays

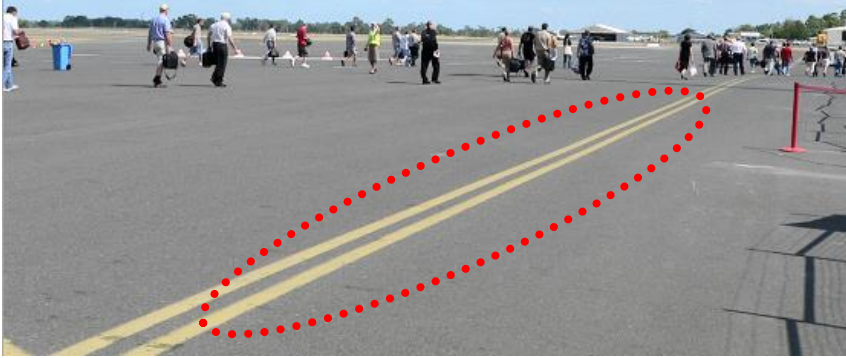
NOSE WHEEL LOCATIONS *			
BAYS	AMC	WGS84	
1	242022.930	7412288.424	23°22'38.398"S
2	242048.946	7412208.405	23°22'40.352"S
3	242074.720	7412149.806	23°22'42.303"S
4	242095.597	7412080.452	23°22'44.255"S
6	242121.950	7412052.091	23°22'45.504"S

* BAYS 1 TO 4 POSITION FOR STOP LINE CLOSEST TO TERMINAL



The RPT Parking Bays are identified by number.

High Strength Pavement



Double yellow lines on the apron indicate the limit of high strength pavement. They are **not a driving or passenger limit line.**

It is legal for a pilot to maneuver their aircraft wheels up to the high strength limit line.

This may result in the aircraft wings and engines protruding into the low strength pavement area.



Helipads



- During military exercises, there are concrete pads to the north of the main apron where helicopters park (Helipads).
- Capricorn Helicopter Rescue Service has a helipad at the eastern end of Runway 04/22 (near Canoona Road).

Helipad Safety



Always look out for helicopters when you are near or on the Helipads by scanning around you and above you.

Leased / Licenced Areas

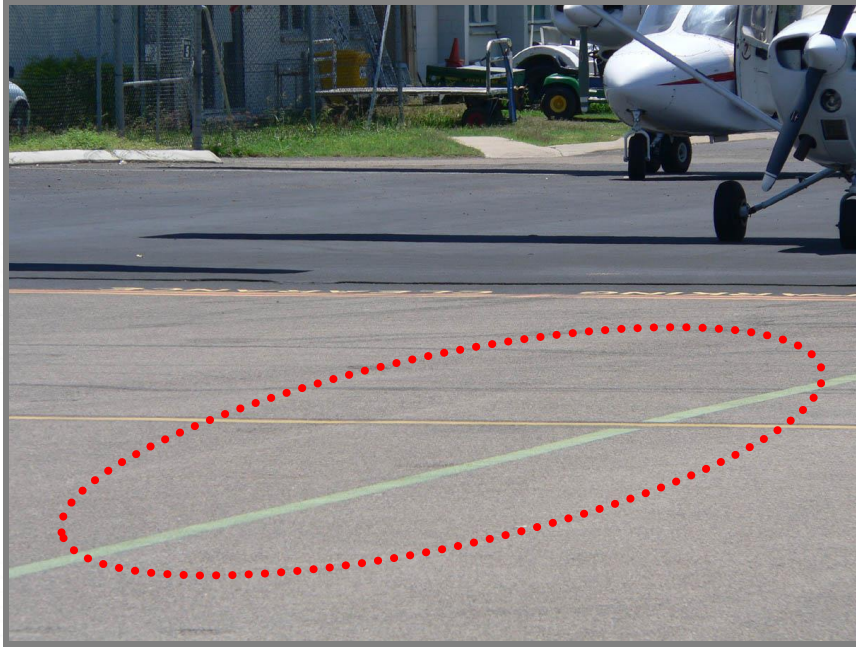


There are specific areas around the Airport which are leased or licenced by airport users.

To drive in a leased or licenced area, you must have a reason to be there.

You must also have permission to enter the area from the lease or licence holder.

Leased Areas



Leased areas on and around the General Aviation (G.A.) Apron are marked by **green lines**.

No Drive Area



Areas where you cannot drive include Works Areas, which are marked by **white, red or orange markers.**



No Drive Area



During repair and maintenance works an area may be temporarily “off-limits”.

Areas unserviceable to aircraft are marked by **white cones with a red band** and red lights during night works. These areas are generally unsuitable for vehicle access.



Airside Driving Rules



You may have your ADA and / or airside access suspended or withdrawn if you ignore the rules (e.g. speeding, not giving way to an aircraft or smoking airside).



Radio Failure – Category 3 & 4

LIGHT SIGNALS FROM CONTROL TOWER

If you receive signals from the Tower, you should respond immediately. These signals are as follows:

Green Flashes Permission to cross runway or to move on a taxiway



Steady Red Stop immediately



Red Flashes Move off the runway or taxiway and watch out for aircraft



White Flashes Vacate the manoeuvring area in accordance with local instructions and contact ATC



Note: *In emergency conditions or if the signals are not observed, the following meaning will be indicated by lighting*

Flashing Runway or Taxiway Lighting Vacate the manoeuvring area immediately and observe the Control Tower for light signal.

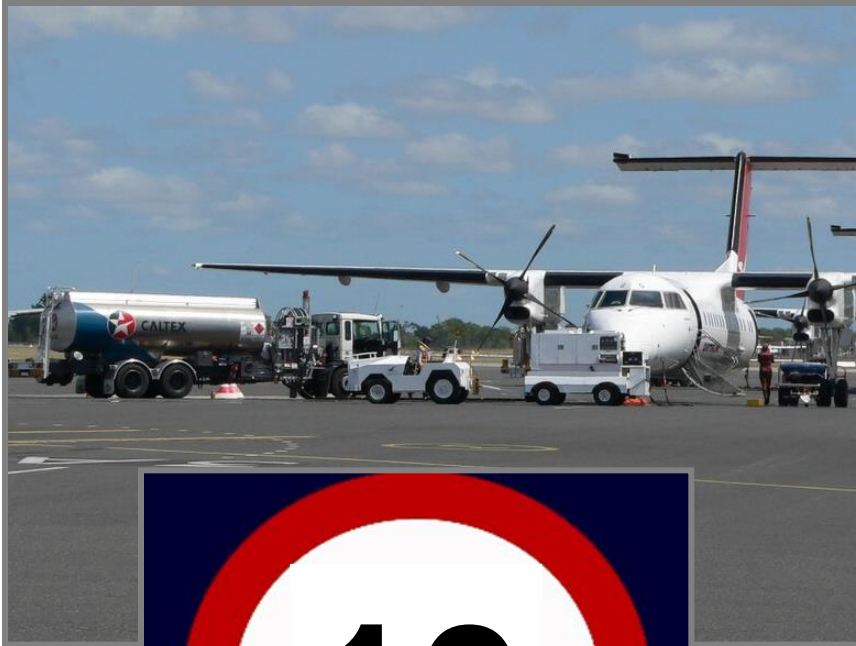
If a radio failure occurs anywhere on the movement area, immediately move clear of the manoeuvring area until the failure is rectified. Air Traffic Control (ATC) will still require a report that the vehicle has vacated a runway or taxiway. Another radio or a telephone should be used to advise ATC.

Correct Speed



When driving airside on aprons you should not go faster than **25km/h**.

Correct Speed



When driving within 15 metres of aircraft you should not go faster than 10 km/h (walking pace).

Foreign Object Debris (FOD)



Items lying around are referred to as Foreign Object Debris.

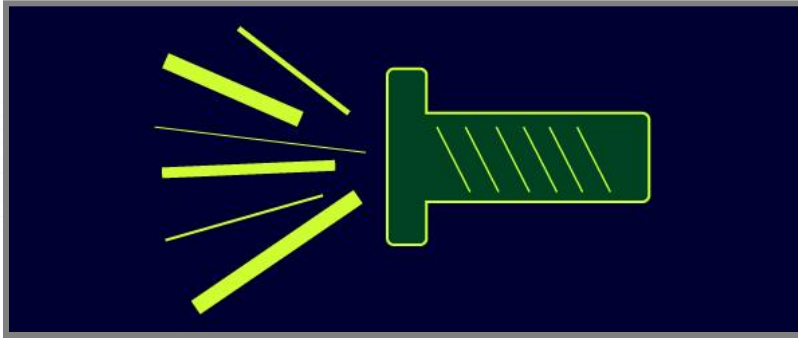
Any **loose items** - including tools, drink cans, nuts / bolts or sunglasses - can become **dangerous missiles** if caught in an engine's jet blast.

Foreign Object Debris (FOD)



Even simple things like a plastic bag, if not secured can be sucked into a jet engine and cause **costly damage**.

FOD and Jet Blast



Solid metallic or even heavy plastic items can become **dangerous missiles** if caught in a jet blast.

Parking on the Apron



Double yellow lines on the apron indicates the limit of high strength pavement and are for pilot guidance.

They are not driving limit lines.

Equipment Storage or Clearance Lines define where vehicles and GSE may be parked. **Equipment Clearance Lines** refer to areas for temporary use only.



Parking Near Airside/Landside Boundary



- Airside vehicles are prohibited from parking within two (2) metres of the airside/landside boundary fence or within three (3) metres of the fence when parked landside.

Situational Awareness



- Situational awareness is a critical skill needed for safe airside driving.
- Being alert and keeping a constant watch on what is happening around you is the key to maintaining situational awareness.

Situational Awareness



Remember that an aircraft may not be in front of you, or even in your field of vision.

Situational Awareness



Taxiing aircraft often travel quickly. As a result they can come up behind you before you realise.

Situational Awareness

Scanning



One of the most important airside skills is scanning - looking around at regular and frequent intervals to maintain a sense of the activity and traffic patterns around you.

Situational Awareness

Scanning



Scanning Airside, this means not only scanning for other vehicles, pedestrians and road signs, but also scanning for aircraft.

Situational Awareness

Predict

When driving airside, this means anticipating what aircraft and vehicles are going to do (e.g. whether an aircraft will power out from a parking bay or cross your path).



Situational Awareness

Predict

When driving in wet conditions, you need to allow for the possibility of a slippery surface.



Remember that it will take longer to stop when you brake or slow down, especially if you're towing a load.

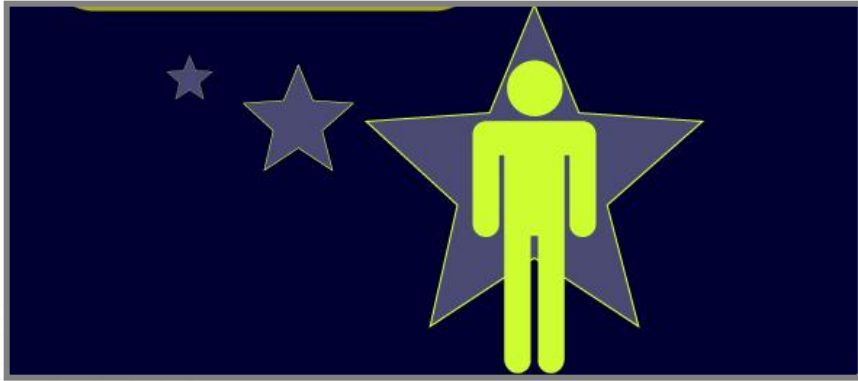
Low Visibility Procedures



For all low visibility operations all non-essential vehicles shall **not be permitted** on the manoeuvring area.



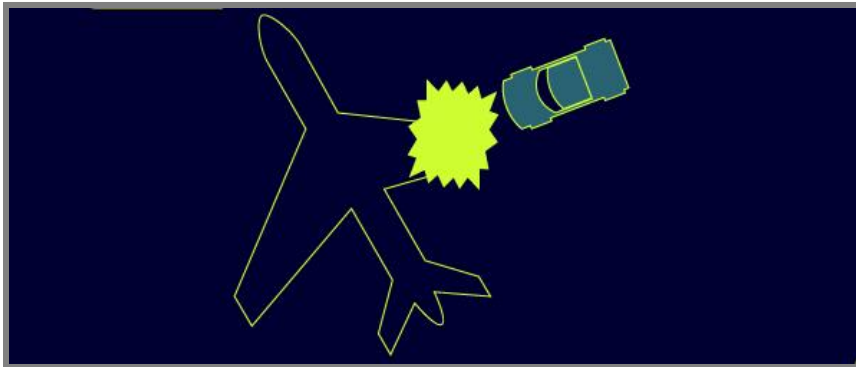
Attitude



Having the right attitude means your mind needs to be alert, focused and not distracted.



Attitude



Your actions need to be appropriate to the situation, so reducing the risk of an accident.



A person will be tested for the presence of alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst they are performing, or available to perform, a SSAA.

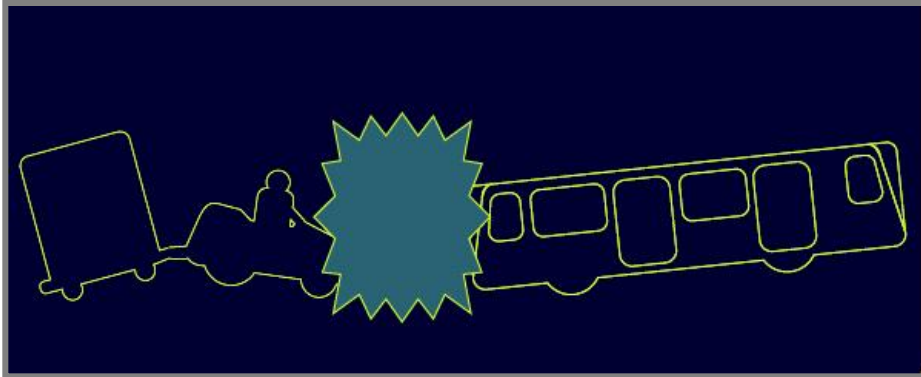
Safety

You must take responsibility for yourself and the safety of others around you.



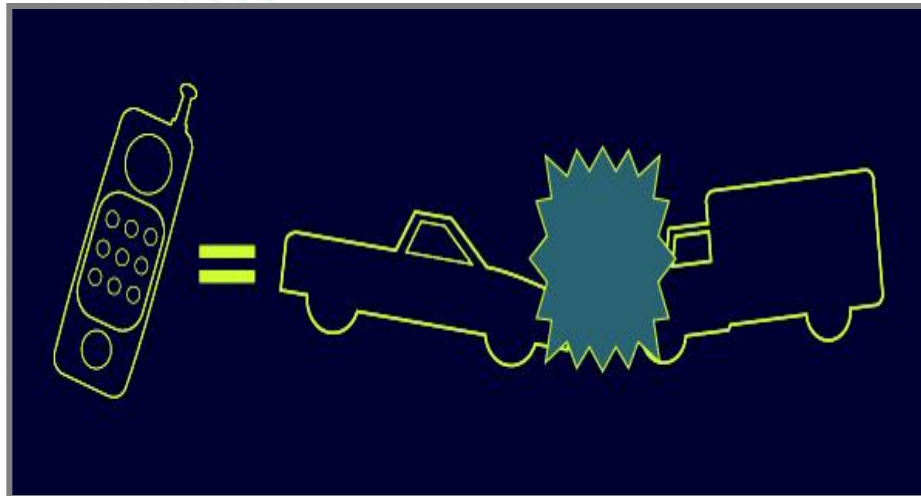
No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated / constructed capacity of that vehicle (e.g. No Seat – No Ride).

Safety



Distraction

To drive safely you need to have your mind on your driving.



If your mind's on your destination and not your immediate surroundings, you're an accident waiting to happen.

Safety

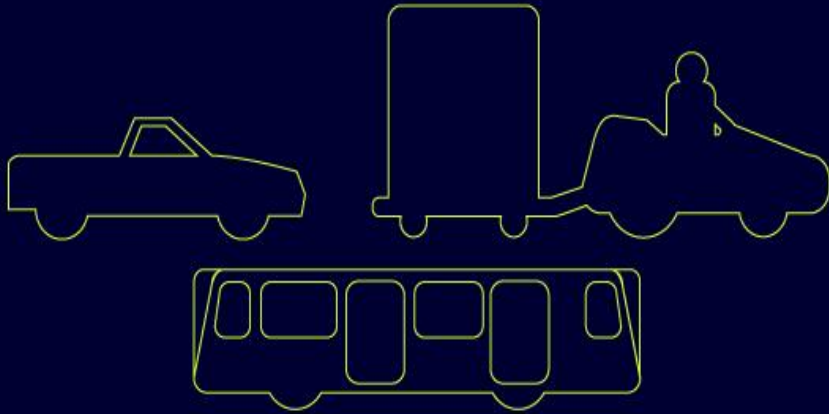
Taking Risks



Effective airside driving demands a balance between efficiency - or 'getting the job done'- and safety.

Being rushed can lead to unnecessary risk taking (poor judgment).

Airside Traffic



When you drive airside you need to be **aware** of and **respond** to the traffic around you.

Airside Traffic



Aprons can become congested with traffic and airside drivers can be just as unpredictable as landside drivers...

The movement of vehicles can be hard to predict so pay close attention and never assume you know exactly where they're going.

Pedestrians



You must **give way**
to pedestrians.

Pedestrians



You must **not drive between** an aircraft and the terminal buildings when passengers are embarking or disembarking from an aircraft.

Pedestrians



You need to be aware of pedestrians and anticipate what they might do next.

Aside from being harder to see, pedestrians may not be familiar with their surroundings.

Aircraft – Right of Way



Remember that aircraft have right of way over vehicles at all times, whether they're moving by themselves or being towed.

Aircraft – Right of Way



You must **never** drive in front of a moving aircraft if there's any chance it will cause the aircraft to slow down, stop or change course.

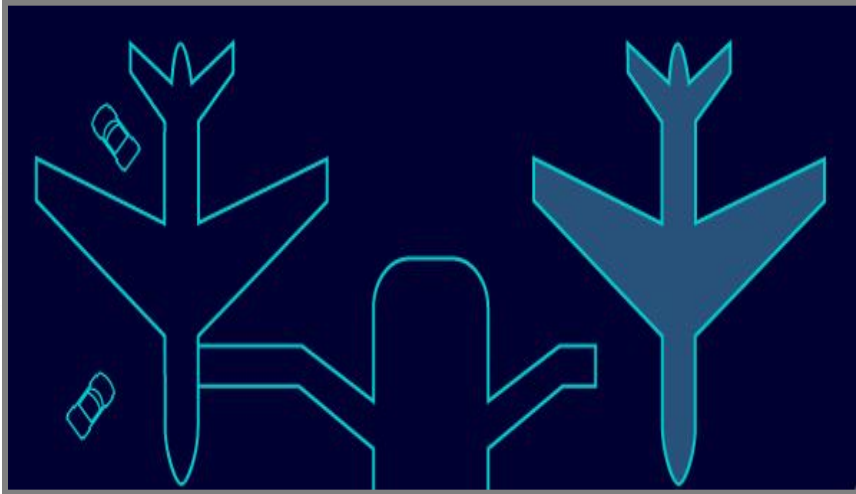
Aircraft – About to Move



Moving aircraft are generally easy to spot, but aircraft about to **power off**, **push back** or **taxi** may be less obvious.

It's vital that you can identify the signs that indicate when an aircraft is about to move.

Aircraft – About to Move



An aircraft may be about to move when service vehicles are no longer close to the aircraft.

Aircraft – About to Move



An aircraft may be about to move when passenger and cargo doors are closed.

Aircraft – About to Move



An aircraft may be about to move when the mobile stairway has been moved away.



Aircraft – About to Move



An aircraft may be about to move when the wheel chocks have been removed from the wheels.

Aircraft – About to Move



An aircraft may be about to move when the ground engineer is standing by the nose of the aircraft.

Aircraft – About to Move



An aircraft may be about to move when the power unit is removed from the nose of the aircraft.

Aircraft – About to Move

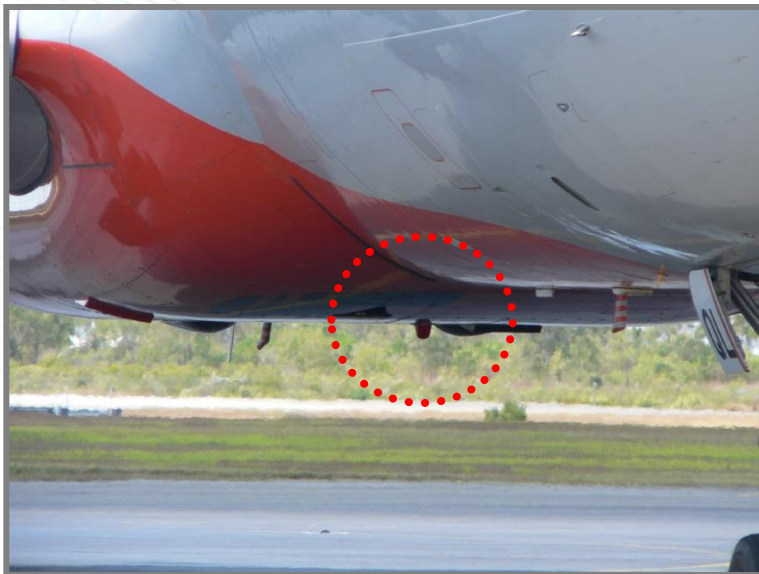


An aircraft may be about to move when an aircraft tug is attached to the nose wheel.

Aircraft – About to Move



An aircraft may be about to move when rotating beacons or strobes are operating. They are flashing or rotating lights, generally found on the top and bottom of the aircraft body.

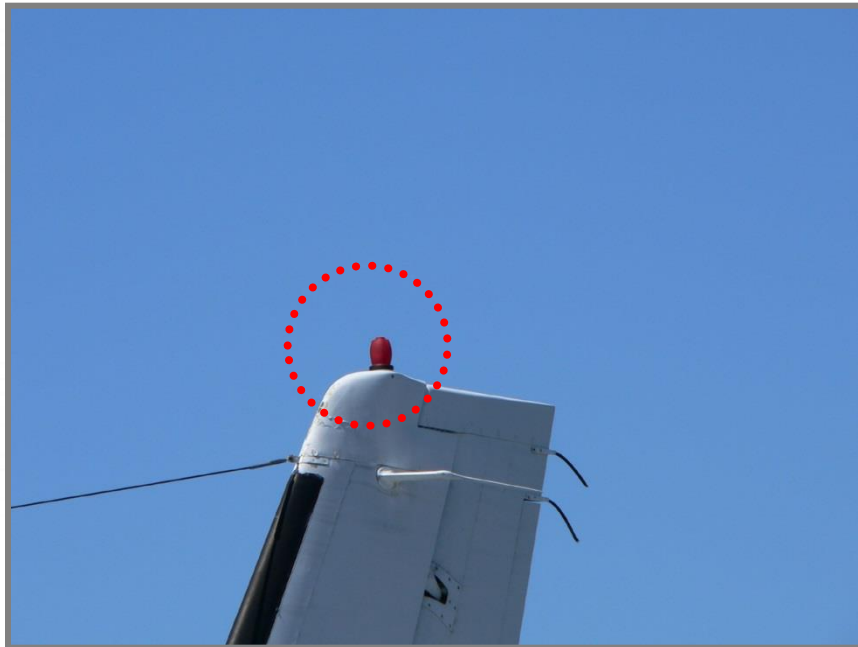


These lights may also indicate that the aircraft engines are running or about to start.

Aircraft – About to Move



Note that the exact position of the flashing or rotating lights may differ between aircraft types.



Aircraft – About to Move



Do not approach an aircraft when its flashing or rotating beacons are operating unless you are involved in the servicing of that aircraft.

Prop Wash / Jet Blast



You should stop to avoid **prop wash**.

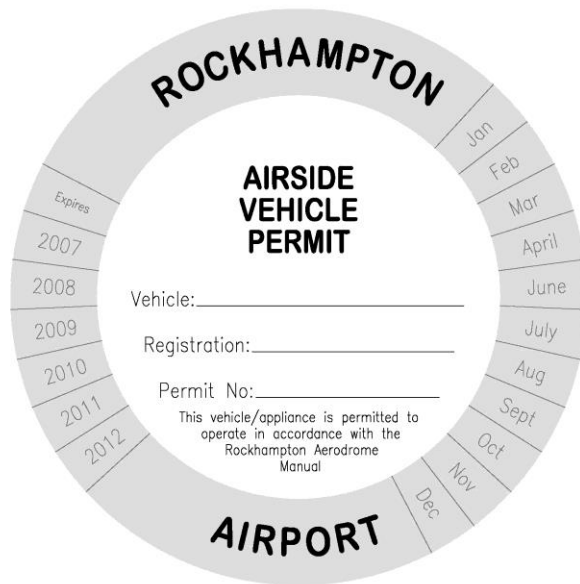
You should stop to **avoid** being caught in a **jet blast**.

Refuelling



Refueling vehicles are not permitted to pass or park within 15 metres of the RPT Terminal building.

Airside Vehicle Permit



- All airside vehicles must be approved for airside use.
- When the vehicle is approved, it will have an Airside Vehicle Permit (AVP).
- Before operating a vehicle, check that the AVP attached to the vehicle is current.
- AVP's are issued by the Airport Management.

Vehicle Check



- Before you operate any plant or machinery it must be serviceable.
- Where appropriate the vehicle must be roadworthy, (i.e. steering, lights, brakes, tyres, in good condition).
- Airport Management reserves the right to inspect vehicles for compliance.
- Check your vehicle at the start of every shift.

Vehicle Identification



- In certain circumstances Airport Management will require a company logo be displayed on vehicles and equipment.
- This is assessed on a case by case basis.

Assessment

Congratulations! You have completed the Airside Driving training module.

Please arrange to take your Assessment, which you will need to pass before you will be issued with your ADA.

