



Ministry of **Transport**  
TE MANATŪ WAKA

## **Milford Sound/Piopiotahi Aerodrome Health & Safety Policy**

*Version 1, 30 June 2011*

## **Introduction**

The Milford Sound/Piopiotaahi Aerodrome Health and Safety Policy is intended to assist Ministry of Transport (Ministry) managers and staff, and any contractors engaged by the Ministry, to implement and adhere to safe working practices at the aerodrome.

The Ministry is required to provide for the safety and well-being of staff and of others for whom it has responsibility under the Health and Safety in Employment Act 1992 (HSE Act). The Ministry recognises the need to provide a safe working environment for staff, and to use safe working practices for whatever work is undertaken at the aerodrome.

The Policy applies to all Ministry employees, contractors, and other persons carrying out work on the Ministry's behalf at the aerodrome. The Ministry has a general Health and Safety Policy for all work carried out at Ministry locations. This policy must be read in conjunction with the general Ministry Policy.

The objective of the Aerodrome Health and Safety Policy is to demonstrate an active commitment by the Ministry to all areas of health and safety at the aerodrome in conjunction with Airways, air operators, and contractors.

The well-being of an air operator's passengers, visitors and employees at the aerodrome is the responsibility of the air operator concerned. Air operators must comply with the Civil Aviation Act 1990 and Civil Aviation Rules, and have regard to Airways Corporation of New Zealand Ltd (Airways) advice or instructions, the Queenstown–Milford User Group Code of Practice, and the operator's own health and safety policies.

The well-being of Airways employees, visitors or contractors is its responsibility, as is compliance with its own health and safety policies.

The well-being of Milford Helicopters Ltd's employees, visitors or contractors is its responsibility, as is compliance with its own health and safety policies.

Contractors, whether engaged by the Ministry or Airways, are responsible for the wellbeing of their employees and subcontractors, and for having and complying with their own health and safety policies.

## **Overview of aerodrome activity and relationships**

The Ministry operates and maintains the aerodrome and makes it available for general use by aircraft operators without prior permission. It owns the following physical assets:

- runway
- taxiway
- aircraft parking apron
- fencing
- helipad access paths
- 6 helipads
- 3 windsock masts and socks.

The Ministry has no permanent employees working at the aerodrome. However its employees may temporarily visit the Aerodrome on business.

The Department of Conservation (DoC) administers the aerodrome land as it is situated in the Fiordland National Park.

Airways owns the Flight Service building and occupies the land under a concession from DoC.

Milford Helicopters Ltd occupies a site on the aerodrome under a concession from DoC.

Other aircraft operators are users of the aerodrome. The Queenstown-Milford User Group (QMUG) represents the interests of commercial operators using the aerodrome and has a Code of Practice regarding safe aircraft operations at the aerodrome.

## **Coverage of this Policy**

The Civil Aviation Authority is delegated to administer the HSE Act in relation to persons engaged to work on board an aircraft, their employer, or an aircraft as a place of work while an aircraft is 'in flight' (in essence 'chock to chock'). A personal injury sustained in relation to an 'in flight' occurrence may need to be reported to the Civil Aviation Authority under Civil Aviation Rules in addition to any HSE Act reporting to the employer.

*This Policy therefore applies to any other activity on the aerodrome.*

The aerodrome is non-certificated in terms of Civil Aviation Rule (CAR) Part 139 but other rules and Civil Aviation Advisory Circulars (AC) are pertinent to the safe operation of aircraft at the aerodrome and the mitigation of hazards affecting aircraft operations.

## Health and Safety Policy

Ministry management is responsible and accountable for achieving the objective of this Policy and the implementation of a documented Health and Safety Management System, including hazard identification and control, accident investigation, corrective actions, housekeeping, training for emergencies, fire protection, contractors, and protection of visitors.

Aerodrome health and safety procedures are documented in the Ministry's Milford Sound/Piopirotahi Aerodrome Health and Safety Manual. Both this Policy and the Manual are available to interested parties at <http://www.transport.govt.nz/ourwork/air/nzmf/>

The Ministry will review procedures for Health and Safety at Milford Sound Aerodrome as required for continuing improvement, but at no longer than two-year intervals.

Ministry employees and contractors will have their individual health and safety responsibilities explained prior to visiting or working at the aerodrome. This will be complemented by a specific on-site briefing by an Airways flight service specialist to advise of any known hazards, and to arrange any necessary procedures including communications while persons are on the operational areas of the aerodrome.

Air operators, Airways, Milford Helicopters and other contractors are responsible for briefing their own employees.

Any significant construction or maintenance work on the aerodrome will be the subject of a specific Method of Works Plan.

The Ministry will audit the effectiveness of the Milford Sound Aerodrome Health and Safety Policy annually.

Notification of on-aerodrome accidents involving injury shall be in accordance with the relevant employer's HSE procedures, but a copy of the notification should be copied to the Ministry for information in case hazard rectification is necessary.

An employee's rehabilitation from an injury and their return to work shall be in accordance with the relevant employer's HSE policy and procedures.

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