



# Milford Sound Aerodrome Health and Safety Manual

---

Ministry of Transport

## Authority for issuing and amending this manual

This is a Ministry of Transport (Ministry) document. The Manager Milford Sound aerodrome will make amendments as required.

## Record of amendments

Revision: Amendment	Date	Nature of amendment
1	June 2011	Initial issue
2	October 2016	Revised to account for the Health and Safety at Work Act 2015
3	July 2017	Minor amendments made to reflect current management and feedback from consultation with WorkSafe.

## Distribution

Copy No	Organisation	Location	Hard Copy	Electronic Copy
1	Ministry of Transport	Ministry of Transport electronic filing system		•
2		Adjacent the Aerodrome Manager's desk	•	
3		Milford Sound webpage at <a href="http://www.transport.govt.nz/air/nzmf/">http://www.transport.govt.nz/air/nzmf/</a>		•
4	Airways	Aerodrome Flight Information Service, Milford Sound aerodrome	•	

## Contents

Purpose .....	4
Aerodrome Emergency Plan .....	4
Ministry contact.....	4
Aerodrome operational framework .....	5
Health and safety responsibilities .....	7
<i>Duties of care - workers</i> .....	7
<i>Duties of care – other persons</i> .....	7
<i>Duties of care - PCBUs</i> .....	7
<i>Risk Assessment</i> .....	8
<i>Contractor Management</i> .....	9
Hazard Identification, Assessment and Management .....	10
<i>Hazard Identification Procedure</i> .....	10
<i>Hazard assessment</i> .....	10
<i>Hazard controls</i> .....	11
<i>Hazard Register review</i> .....	11
<i>Hazard warnings</i> .....	11
<i>Visitors</i> .....	12
Information & Training .....	12
<i>Visiting</i> .....	12
Incident/injury reporting, recording and investigation.....	12
Compliance with Civil Aviation requirements .....	15
Annex A.....	16
Emergency planning and readiness .....	16
Annex B.....	18
Safety around aircraft.....	18
Annex C.....	19
Hazard management .....	19
Annex D .....	24
Notifiable event definitions.....	24

## Purpose

- 1) This Manual provides health and safety information and procedures for activities and for hazard identification and mitigation, at the Milford Sound Aerodrome. It enacts the commitments and obligations laid out in the Milford Sound Aerodrome Health & Safety Policy.
- 2) Compliance with this Manual is compulsory for all users, staff, and contractors and, where appropriate, any other visitors to the aerodrome.

## Aerodrome Emergency Plan

- 3) The Milford Sound Aerodrome Emergency Plan (AEP) is available at <http://www.transport.govt.nz/air/nzmf/>
- 4) PCBUs should familiarise themselves with the AEP prior to developing a Health and Safety Plan or carrying out any work or activity at the aerodrome.
- 5) The AEP lists types of potential emergencies and provides practical guidance on what to do should an emergency occur.

## Ministry contact

- 6) The Ministry contact for aerodrome health and safety matters is:

Peter Mee

Senior Adviser and Aerodrome Manager

Aviation and Maritime Group

Mob: 021 846 442

[p.mee@transport.govt.nz](mailto:p.mee@transport.govt.nz)

## Overview of aerodrome activity and relationships

- 1) The Ministry operates and maintains the aerodrome and makes it available for aircraft operators' general use without the Ministry's prior permission. It owns the following physical assets:
  - runway
  - taxiway
  - aircraft parking apron
  - fencing
  - helipad access paths
  - nine helipads
  - three windsock masts and socks.
- 2) The Ministry has no permanent employees working at the aerodrome. However, its employees may temporarily visit the aerodrome on business.
- 3) DOC administers the aerodrome land as it is situated in the Fiordland National Park. DOC provides authority to operators to use the aerodrome by issuing concessions, based on landings at the aerodrome.
- 4) Airways owns the Flight Service building (the 'tower') and occupies the land under a concession from DOC.
- 5) Milford Helicopters Ltd occupies a site on the aerodrome under a concession from DOC.
- 6) 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 an Operations Handbook that provides guidance on safe aircraft operations at the aerodrome.

## Aerodrome operational framework

- 7) Milford Helicopters, the Ministry, DOC, Airways and each air operator using the aerodrome are all persons conducting a business or undertaking (PCBUs) for the purposes of the Health and Safety at Work Act 2015 (HSW Act). Responsibilities are shared among PCBUs as shown in the following table.

PCBU	Responsibility
The Ministry of Transport (the Ministry)	Operator of the aerodrome. It manages the assets and ensures the aerodrome's safe operations.

Airways Corporation of New Zealand Ltd (Airways)	Provides flight information services.
Milford Helicopters Ltd	Resident on the aerodrome, and has its own concession with the Department of Conservation for its activities.
Queenstown-Milford User Group (QMUG)	Represents the majority of commercial operators in the region. Those operators are based away from the aerodrome.
Department of Conservation (DOC)	Administers the Fiordland National Park, the land on which the aerodrome is situated. DOC provides authority to operators to use the aerodrome by issuing concessions, based on landings at the aerodrome.
Other private users of the aerodrome	There are other users of the aerodrome who are not members of QMUG, but retain responsibilities as PCBUs.

- 8) The aerodrome is non-certificated in terms of Civil Aviation Rule (CAR) Part 139 but other rules and Civil Aviation Advisory Circulars (ACs) are pertinent to the safe operation of aircraft at the aerodrome and the mitigation of hazards affecting aircraft operation, for example obstacles. Relevant CARs and ACs are:

CAR Part 12	Accidents, Incidents and Statistics
CAR Part 77	Objects and Activities Affecting Navigable Airspace
CAR Part 157	Notice of Construction, Alteration, Activation, and Deactivation of Aerodromes
AC 12-1	Mandatory occurrence notification and information
AC 12-2	Incident Investigation
AC 139-5	Operational safety during works on aerodromes
AC 139-6	Aerodrome Standards and Requirements: All aeroplanes conducting Air Transport Operations
AC 139-8	Aerodrome design, heliports
AC139-10	Control of obstacles

- 9) The Ministry and the other PCBUs have responsibilities in addition to the CARs and ACs in relation to people using the aerodrome, whether visiting on business associated with the aerodrome or as passengers of air operators using the aerodrome.

## Health and safety responsibilities

### ***Duties of care - workers***

10) Workers have a duty to take reasonable care:

- for their own health and safety at work
- that no act or omission by them while at work adversely affects any other person's health and safety.

11) This includes:

- complying with reasonable instructions given by a PCBU given to enable the PCBU to comply with the HSW legislation
- co-operating with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

### ***Duties of care – other persons***

12) Other persons at a workplace have a duty to take reasonable care:

- for their own health and safety
- that no act or omission by them adversely affects any other person's health and safety
- complying with reasonable instructions given by a PCBU given to enable the PCBU to comply with the HSW legislation.

### ***Duties of care - PCBUs***

13) It is the primary duty of a PCBU to ensure, as far as is reasonably practicable, the health and safety of workers who work for that PCBU, and the health and safety of other workers whose work is influenced or directed by the PCBU. A PCBU must also ensure, as far as is reasonably practicable, that other persons' health and safety are not put at risk from work carried out at the workplace.

14) Other more specific duties of a PCBU include, but are not limited to:

- ensuring , *so far as is reasonably practicable*, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of anyone
- providing and maintaining safe plant, structures and systems of work
- providing adequate facilities for the welfare of workers while carrying out work
- identifying hazards that could give rise to reasonably foreseeable risks to health and safety

- implementing control measures to eliminate risks to health and safety, or minimise those risks that cannot be eliminated
- ensuring that control measures are effective, maintained, fit for purpose, suitable for the work, and installed, set up and used correctly
- reviewing and revising control measures so as to maintain as far as reasonably practicable, a risk-free work environment, such as when there is a change at the workplace
- ensuring that workers have adequate knowledge and experience of similar work, places or plant to be unlikely to adversely affect or harm themselves or other persons, or are adequately supervised by a person with the necessary knowledge and experience
- ensuring that workers are adequately trained in the safe use of relevant plant, substances and protective equipment
- ensuring the workplace is designed, laid out, equipped and maintained to allow work to be carried out without risks to health and safety
- providing first aid equipment and first aid training
- preparing, maintaining, implementing and testing an emergency plan for the workplace
- providing personal protective equipment as required to minimise risks to health and safety
- monitoring the health and safety of workers and conditions at the workplace.

15) With reference to activities at the aerodrome, a PCBU should:

- Make sure all new employees, contractors and visitors (including passengers) have explained to them the relevant health and safety procedures at the aerodrome
- Identify tasks/areas that fail to comply with health and safety standards and initiate the appropriate corrective and preventative actions
- Prepare health and safety plans as required
- Facilitate hazard management
- Ensure that all accidents and incidents are accurately reported, recorded and investigated
- Ensure staff training on health and safety matters is kept up-to-date and documented
- Ensure that accident trends are identified and appropriate action taken
- Ensure annual internal audits take place without undue delay
- Provide training or supervision so that work is done safely
- Monitor the health of staff to ensure their work is not having a detrimental effect on them
- Provide opportunities for staff to participate in all of the above

### **Risk Assessment**

16) The Ministry, in cooperation with the other PCBUs at the aerodrome, will systematically identify hazards and risks and manage them by taking all reasonably practicable steps to either

eliminate the hazard/risk, substitute it with something that is less of a risk, isolate the hazard/risk, or minimise its effect by implementing engineering or other controls, in that order of preference. Any remaining risk posed will be minimised by implementing administrative controls, and providing suitable protective clothing and equipment to staff.

- 17) The Ministry will publish and regularly update a Hazard & Risk Register, which lists all hazards, risks and their controls at the aerodrome, on a quarterly or more frequent basis.
- 18) A Milford Sound Aerodrome Management Coordinating Committee (the Committee)<sup>1</sup> will meet quarterly to:
- review hazard/risk assessments as set out in the latest Hazard & Risk Register
  - determine appropriate hazard/risk elimination or mitigation actions
  - address other health and safety issues identified by any of the parties.

19) The composition of the Committee is:

Peter Mee (or nominee)	Ministry of Transport
Mike Skudder (or nominee)	Airways
Paul Cooper (or nominee)	Queenstown-Milford User Group
Jeff Shanks	Milford Helicopters Ltd

- 20) Meetings may be held either at the aerodrome, at Queenstown, or by teleconference or videoconference as appropriate to the circumstances. At least one meeting a year will be held physically in Milford Sound. The Ministry will bear the cost of meeting arrangements including travel expenses for any on-aerodrome meetings.
- 21) Outside of quarterly Committee meetings, PCBUs are required to raise all newly identified, or changed, hazards/risks with a member of the Committee or directly with the Aerodrome Manager.

### **Contractor Management**

- 22) Airways will brief all contractors undertaking work for the Ministry on the onsite health and safety procedures. Contractors will receive the same health and safety briefing as Ministry employees. All contractors are to ensure that they report to Airways (at the Airways building) in the aerodrome, before entering the airfield (the area behind the carpark fence).

---

<sup>1</sup> The Aerodrome Management Coordinating Committee also acts as a forum for other issues related to the Aerodrome, which are not listed here. However its primary focus remains health and safety concerns.

- 23) Briefings will take place at the start of work on site. Airways is to record the names of people they have briefed, and the dates and times of the briefings.
- 24) Contractors in breach of health and safety requirements risk having their contract suspended or terminated.

## **Hazard and Risk Identification, Assessment and Management**

- 25) The Ministry will apply a systematic procedure to identify and record actual and potential hazards and risks at Milford Sound Aerodrome (refer Annex C). The Ministry may seek the services of a 'Ministry representative' to carry out functions where its presence is required at the aerodrome.

### ***Hazard and Risk Identification Procedure***

- 26) A hazard is an event, situation, object, thing, product or set of circumstances that has the potential to cause death, injury, or illness to a person. Risk is the probability and consequence of the hazard being realised.
- 27) The initial step in the management of hazards and risks is to identify and document them in a Hazard & Risk Register. This register will be published on the Ministry's website and a copy is to be made available for perusal at the Airways Flight Service building.
- 28) The Ministry representative, in conjunction with the Committee, must complete an annual inspection of the Aerodrome, to ensure the Hazard & Risk Register is up-to-date, and that the identified controls for each hazard/risk are in place and effective.
- 29) Before commencing the inspection, the Ministry representative will provide each member of the Committee with a list of current hazards and risks for the area to be inspected (i.e. the Hazard & Risk Register), including details of the controls in place for those hazards/risks.

### ***Hazard and risk assessment***

- 30) After identifying existing and new hazards and risks, the Ministry will decide whether:
  - they are significant hazards and risk, and need a specific hierarchy of control measures to be applied, or
  - any control methods are to be introduced to reduce or eliminate the likelihood of injury from those hazards and risks that are not identified as significant.

- 31) A hazard and/or is 'significant' if it is an actual, or potential, cause or source of death or 'notifiable injury or illness'. To decide if a hazard/risk is significant, consideration will be given to whether there is an actual or potential cause, or source of:
- a. serious harm (i.e. could this hazard/risk cause serious harm?)
  - b. harm that increases with exposure to the hazard/risk?
  - c. harm that is not detectable until a significant time after exposure to the hazard/risk? (i.e. could this hazard/risk result in illness in later years?)

#### ***Hazard/risk controls***

- 32) The Committee will consider whether hazard/risk controls are reasonably practicably to implement, before implementing the most appropriate control.

#### ***Hazard & Risk Register review***

- 33) The Committee shall undertake a review of the Hazard & Risk Register on a quarterly basis, in accordance with their meeting schedule. During the review, the following will be evaluated:
- whether the hazards/risks listed are still present and/or relevant
  - whether the controls are still in place
  - whether the controls are appropriate (there may be newer, more efficient ways of managing the same hazard/risk)
  - whether any other hazards/risks should be added
  - the monitoring of actions taken to control the hazard/risk to ensure that they are timely and achieve the desired result.
- 34) On completion of the review, the Hazard & Risk Register must be dated and re-issued in both paper and electronic versions (this must occur even if there are no changes to the text of the document).
- 35) Any hazards/risks identified and recorded as a result of an accident (injury, non-injury, property damage, or near miss) must contain the following information:
- what the hazard/risk is
  - whether the hazard/risk is significant.

#### ***Hazard/risk warnings***

- 36) The emergence of any hazards creating risk for aircraft operations (e.g. frost or ice on the sealed surfaces) will be the subject of a Notice to Airmen (NOTAM) issued by the Ministry contact, or Airways on the Ministry's behalf.

- 37) Ongoing hazards will be notified via the Hazard Register, and publicised through the Flight Information Service or the Ministry website. The Register will also be made available by posting it on the notice board at the Aerodrome tower.

### **Visitors**

- 38) Visitors with business at the aerodrome (other than passengers) are required to report to Airways on arrival for a health and safety briefing. If visitors' business involves going onto the sealed or grassed area where aircraft operate ('airside'), the briefing will include the hazards associated with aircraft operations and safety procedures, as well as identification of any known hazards previously identified.

## **Information & Training**

### **Visiting**

- 39) Before any Ministry staff or contractors enter the airfield, they are to be briefed by the appropriate Ministry or Airways staff. Health and safety issues that will be covered include:
- specific hazards and safety measures
  - access to first aid facilities and first aiders
  - the Ministry's health and safety reference documents
  - accident and hazard reporting systems
  - PCBU responsibilities and designated rules for health and safety worker responsibilities
  - any questions that the worker or contractor may have of the Ministry/Airways staff.

### **On-site**

- 40) Before Ministry staff or contractors proceed onto the operational areas of the aerodrome, they are to be briefed by an Airways Flight Service officer about any specific hazards and risks, and agree a means of communication in the event that the staff or contractors need to be warned, or recalled from the area they are in.

## **Incident/injury reporting, recording and investigation**

- 41) The Ministry requires that all incidents, illnesses or events are reported, recorded, and investigated. The term 'incident' or 'event' also refers to near-miss events, and injury or non-injury accidents.

### **Notification**

42) All incidents, injuries or illnesses arising out of the operation of the aerodrome are to be notified to the Ministry as soon as practicable after the event. This includes the scenarios listed below:

- Injury/fatality accidents
- “Near miss” accidents (incidents)
- Gradual process injuries like occupational overuse syndrome (e.g. injuries such as chronic muscle pain from manual handling)
- Property damage accidents affecting Ministry assets

It is the responsibility of people involved in the incidents, injuries or illnesses to report them to the Ministry. These people include staff, contractors, or other visitors to the aerodrome.

### **Ministry staff or contractors**

- 43) It is the responsibility of Ministry staff or contractors to report any incident or event to the Ministry.
- 44) Staff and contractors are also required to report a serious-harm accident to WorkSafe immediately.

### **Other employees or contractors**

- 45) The reporting of incidents or events affecting other employers’ employees or contractors or visitors shall be in accordance with the employers’ own Health and Safety procedures and copied to the Ministry contact.
- 46) The Ministry is to maintain a register of all incidents, injuries or illnesses reported to it.
- 47) A notifiable event occurs when someone dies, or when a notifiable incident, illness or injury occurs.
- 48) The definitions of notifiable events are provided in Annex D
- 49) PCBUs, including the Ministry, must ensure that WorkSafe New Zealand, and where appropriate the CAA, are notified of an event, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking at the aerodrome has occurred.
- 50) The CAA is to be notified of any notifiable event that occurred while an aircraft is in operation i.e. taxiing, taking off, flying or landing. Aircraft in operation are sometimes referred to as being in ‘chock to chock’ operations. A full description of the CAA’s delegation to investigate is provided at <http://hsu.caa.govt.nz/report-event/> Refer to the heading *Definition of 'In Operation' and 'Work On Board'*

51) WorkSafe New Zealand can be notified by:

- calling 0800 030 040
- completing an online form at <http://forms.worksafe.govt.nz/notifiable-event-notification>
- completing a notification form linked at <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events/forms/form-notifiable-death-injury-illness.pdf> and emailing the completed notification form to [healthsafety.notification@worksafe.govt.nz](mailto:healthsafety.notification@worksafe.govt.nz)

52) The CAA can be notified by:

- calling 0508 4 SAFETY (0508 472 338)
- completing a printable or interactive form available at <http://hsu.caa.govt.nz/report-event/>
- forms can be emailed to [isi@caa.govt.nz](mailto:isi@caa.govt.nz)
- forms can be faxed to 04 560 9611

If emailing or faxing the form is not practical it may be posted :

Manager Health and Safety Unit  
Civil Aviation Authority  
PO Box 3555  
Wellington 6140

### ***Accident site protection***

53) Under the HSW Act, a PCBU controlling a workplace at which a notifiable event has occurred must take reasonable steps to ensure the site is not disturbed until a WorkSafe inspector has given authorisation. Exceptions exist for actions:

- to assist an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risk of further harm
- done by or under the direction of a constable
- for which an inspector has given permission.

### ***Accident / incident investigation process***

54) The Ministry will investigate *incidents* that have harmed or have the potential to harm, if the investigation is warranted (the Ministry will determine this). Once notified of an *accident*, the

Ministry will immediately investigate the circumstances of the event and determine what follow up action is required.

55) Actions following an accident will include:

- Contacting families of those involved in the accident
- Contacting WorkSafe New Zealand
- Advising staff that the accident has occurred
- Securing the site to prevent disturbance where the accident involves serious harm
- Information gathering relative to the accident
- Organising preventative measures to reduce the risk of further injury or damage

56) Other PCBUs at the aerodrome are expected to investigate incidents and accidents that impact on the overall health and safety of people at the aerodrome, or their own operations.

#### ***Corrective action procedure***

57) Where an investigation highlights system deficiencies, the Milford Sound Aerodrome Health and Safety Committee is to discuss the system deficiencies and any necessary corrective actions. The Aerodrome Management Coordinating Committee will take into consideration any feedback given by relevant stakeholders and/or employees and contractors, prior to initiating any changes to the system.

## **Compliance with Civil Aviation requirements**

58) Aircraft operators, Airways and the Ministry must ensure their actions at the aerodrome conform with the appropriate requirements of the Civil Aviation Act and Rules listed in paragraph 7)

59) The Ministry will ensure conformity with the appropriate Civil Aviation Advisory Circulars (139 series) in relation to the aerodrome design and control of obstacles.

Nick Brown

**General Manager Aviation and Maritime**

July 2017

## Emergency planning and readiness

The following are the most likely emergency situations to occur and the procedures for dealing with them.

### *Serious injury*

- Keep calm – so that you can help.
- Make the accident scene safe (e.g. stopping an aircraft engine).
- Stop any serious bleeding, by applying direct pressure.
- Provide first aid as appropriate.
- If necessary, telephone for an ambulance on 111. Clearly describe the address of your site and the type of injury.
- Monitor and maintain: Airways, Breathing, Circulation.
- Do not move the casualty unless the person is in danger of further injury, as further movement may aggravate the injury.

### *Electric shock*

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating dry gloves, or something made of rubber, dry cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Mark the power source-isolating switch as 'UNSAFE'.

### *Gases and fumes*

- Ventilate the area immediately and keep exposure to a minimum.
- Wear goggles and respirator.
- Extinguish cigarettes and open flames.
- Do not use cell phones or radio telephones near the incident.

### *Severe burns*

- To smother flames, roll the victim in a blanket or coat.
- Treat burns with cold water. If burns are extensive, place victim in cold water until ambulance arrives.

### *Earthquake*

- If indoors, keep clear of windows and furniture that could overturn. Shelter under doorways or desks.
- If outside, stay clear of buildings and overhead electrical wires.

- When shaking stops, check all present for injuries. Provide first aid where necessary.

#### *Fire*

- If the fire is in the Airways building, evacuate immediately in accordance with Airways evacuation procedure.
- Dial 111 for assistance
- Depending on location of the fire, an attempt may be made to extinguish, but ONLY if you are not putting yourself or others at risk.

#### *Severe weather*

- Stay indoors if possible.
- If the roof begins to lift, open a window on the sheltered side of the building.
- If caught outside, beware of fallen electrical lines, flying glass or other hazardous objects.

#### *Flood*

- Where possible, ensure that chemical containers are tightly sealed and raised above expected water level.
- Do not enter flood waters unnecessarily.
- Be aware that floodwaters may be contaminated with spilt chemicals and fuels.

All injuries, property damage and near-miss incidents must be reported immediately to the respective PCBU. Treatment must be sought for all injuries, no matter how minor. Where there has been damage or serious harm, nothing relating to the accident scene is to be disturbed without the express approval of the PCBU, except for the purpose of preserving life or relieving suffering (see paragraph 50) above).

## Safety around aircraft

It is the aircraft operator's responsibility to escort passengers between the carpark and aircraft parked on the apron.

All employees, contractors, and visitors of PCBUs should be aware of hazards associated around aircraft operations, particularly on the apron. There are commonsense precautions to take, as follows:

- If approaching an aircraft, do so from a direction that places you in the pilot's vision (the pilot sits in the left front seat in all aeroplane types, and the right hand front seat in helicopters).
- Do not approach any aircraft [fixed wing or helicopter] while the engines are running. The propeller and rotors may be invisible – keep at least 5 metres away until propellers or rotors have stopped.
- Watch propeller wash from other aircraft when walking between aircraft – remove and hold hats or other items (e.g. clipboards) that could blow away and potentially into another moving propeller.
- Vehicles must have hazard lights and or beacons operating, and if being driven near aircraft, keep at least 5 metres away.

## Hazard management

The initial step in the management of hazards is to identify the hazards and document them in a hazard and risk register. The Hazard & Risk Register is available at [\[link\]](#)

The Milford Sound Aerodrome Management Coordinating Committee shall carry out a hazard and risk review on a quarterly basis. The Ministry nominee shall record all hazards and risks identified in the aerodrome's Hazard & Risk Register.

### *The inspection process*

Before commencing the inspection, the Ministry representative will need to have on hand the Hazard & Risk Register, including a record of the controls in place for these.

The inspecting Committee needs to look beyond the obvious physical hazards/risks when completing a workplace inspection. The Committee should also identify hazards/risks that can result in harm over a long period of time, such as noise or chronic pain injuries.

Consideration needs to be given to hazards/risks created by:

- services or work processes
- the way work is organised, and workload
- poor information or communication
- management of people
- layout design
- new or modified equipment or material
- housekeeping, maintenance and purchasing.

While moving through the workplace, the Committee should be looking for the following potentially hazardous situations:

- sub-standard conditions
- sub-standard practices
- changes in existing hazards/risks from previous inspections
- hazards/risks not previously identified
- inadequate hazard/risk controls

A sub-standard condition is a situation where safety measures or hazard/risk controls are not working properly. Things such as damaged or missing signs, broken or uneven paving,

damaged fencing, and equipment overdue for certification, are all examples of sub-standard conditions.

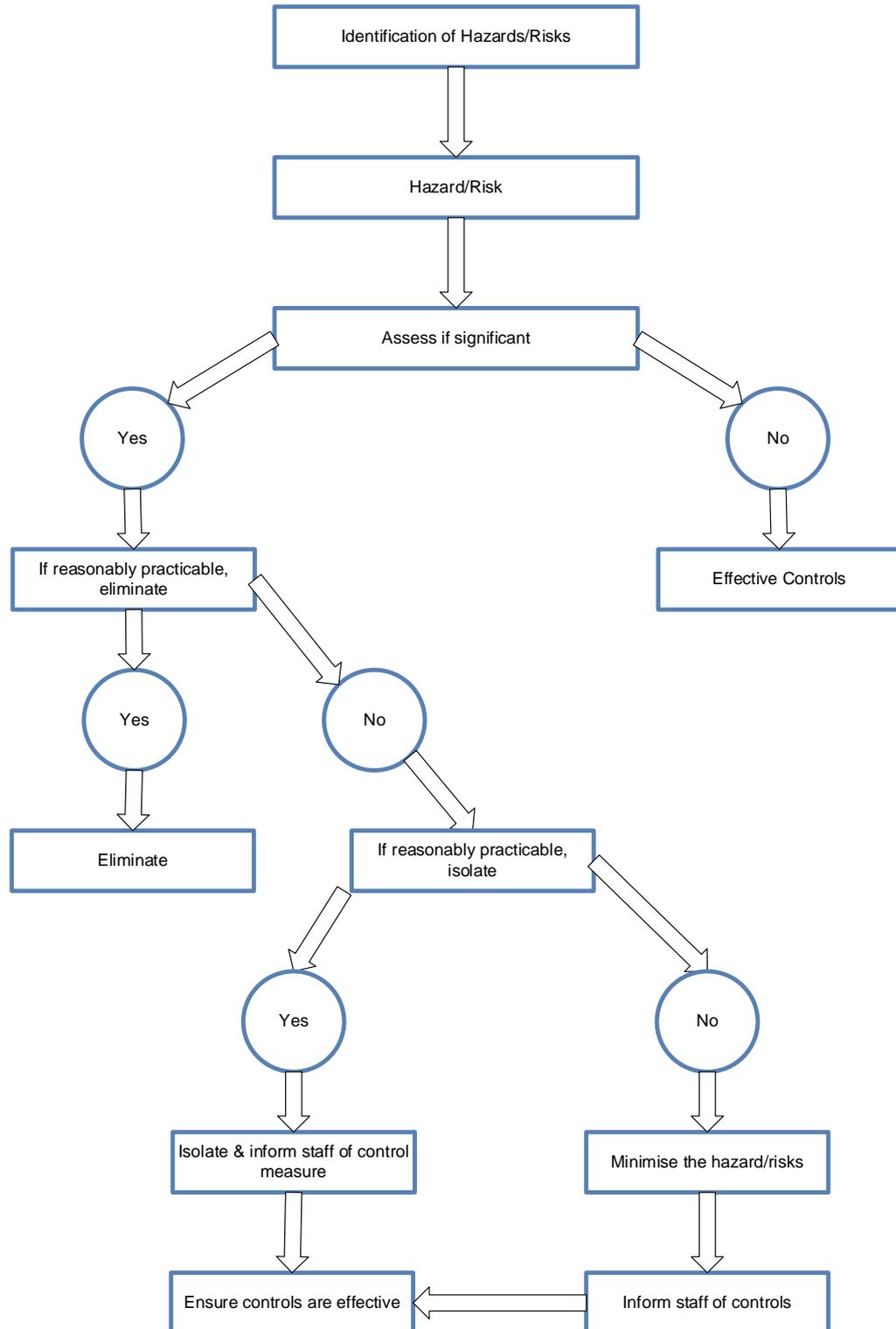
The Committee should ensure that any new hazards/risks identified during the inspection are prioritised and appropriate control action taken, and that the Hazard & Risk Register is updated accordingly.

If new or modified equipment or practices are introduced, the PCBU introducing the new equipment or practice is responsible for assessing and reporting the related hazards/risks before its introduction. Any hazard/risk identified must then be controlled as per the hazard/risk management flowchart in figure 1. This may involve updating the Hazard Register and training staff.

It is up to the relevant PCBU to make a judgement call with regard to whether the equipment or practice has sufficient risk to require a hazard assessment.

Figure 1 - The Hazard/Risk Management Flowchart

## HAZARD/RISK MANAGEMENT FLOWCHART



### *Hierarchy of controls*

PCBUs should consider the following hierarchy when determining the level of controls to minimise the risk to exposure to the hazards/risks identified.

- 1 Elimination: Modification of the process method or material to eliminate the hazard
2. Substitution: Replace the material, substance or process with a less hazardous one
- 3 Separation: Isolate the hazard/risk from people
- 4 Engineering controls:
- 5 Administration: Adjusting the time or conditions of risk exposures
- 6 Training: Improving skills, thereby making tasks less hazardous to persons involved
- 7 Personal protective equipment: Appropriately designed equipment where other controls are not practicable.

The procedure for the assessment of hazards is to ask the following questions:

- What are the consequences if an accident happens as a result of the hazard?
- What is the likelihood of the accident occurring and resulting in these consequences?

### *Hazard assessment*

Once hazards have been identified, they need to be assessed as to whether:

- they are significant hazards and need a hierarchy of control measures applied, or
- they are not significant hazards and any control methods should be introduced to reduce or eliminate the likelihood of injury from those hazards

To decide whether a hazard is significant the following questions should be considered.

*Is there an actual or potential cause or source of:*

- a) *Serious harm (i.e. could this hazard result in serious harm)?*
- b) *Harm which increases with exposure to the hazard?*
- c) *Harm which is not detectable until a significant time after exposure to the hazard (i.e. this hazard could result in illness in later years)?*

Refer to the Hazard Management Flowchart in Figure 1.

### *Hazard controls*

The probable control measures for hazards and significant hazards will be based on advice and on information contained in appropriate documents such as the QMUG Operations Handbook.

Hazard controls will be discussed by the Milford Sound Aerodrome Health and Safety Committee and consideration will be given to all suggested control measures deemed to be reasonably practicable before implementing the most satisfactory and cost effective control. The cost of corrective action must be approved by the Manager, Aviation and Security.

## Notifiable event definitions

### *Notifiable event*

A notifiable event means any of the following that arise from work –

- a) the death of a person
- b) a notifiable injury or illness
- c) a notifiable incident.

### *Notifiable injury or illness*

A notifiable injury or illness, in relation to a person, means—

- a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
  - i. the amputation of any part of his or her body:
  - ii. a serious head injury:
  - iii. a serious eye injury:
  - iv. a serious burn:
  - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping):
  - vi. a spinal injury:
  - vii. the loss of a bodily function:
  - viii. serious lacerations:
- b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
  - i. with micro-organisms; or
  - ii. that involves providing treatment or care to a person; or
  - iii. that involves contact with human blood or bodily substances; or

- iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - v. that involves handling or contact with fish or marine mammals:
- e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

*Notifiable incident*

A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

- a) an escape, a spillage, or a leakage of a substance; or
- b) an implosion, explosion, or fire; or
- c) an escape of gas or steam; or
- d) an escape of a pressurised substance; or
- e) an electric shock; or
- f) the fall or release from a height of any plant, substance, or thing; or
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- m) any other incident declared by regulations to be a notifiable incident.