



KAPITI COAST AIRPORT

Visitor and Contractor's Guide



FIRE EVACUATION PROCEDURE

Make yourself aware of the nearest emergency exits and evacuation procedures.

If the fire alarm sounds, please leave the building by your nearest exit and go to the assembly area located next to the **Welcome to Kapiti Coast Airport** entrance sign in front of the airport terminal.

Persons are not allowed to re-enter the building until Airport Management has informed it is safe to do so.



EARTHQUAKE

In the event of an earthquake, **DROP**, **COVER** and **HOLD**.

Once the earthquake has passed, wait for further information from staff before leaving the building.

If the building is evacuated, you are not allowed to re-enter until Airport Management has informed it is safe to do so.



TSUNAMI

In the event of an earthquake that is strong enough to knock you to the ground and lasts for a period for approximately 1 minute or more, a Tsunami alert may be expected.

Airport Management will monitor Civil Defence communication and will advise of any need for evacuation.

In the event of an evacuation due to a tsunami alert, proceed to higher ground immediately.



AIRSIDE EVACUATION PROCEDURE

In the event of an airside emergency, proceed as quickly as practical to the nearest airside operational area exit, taking equipment with you only if it safe to do so, and remain there until cleared by Airport Management.

Advise Airport Management of your whereabouts without delay.



FIRST AID

First Aid kits are located under the counter at the Airport Terminal Café, and inside the Airport Inspection Vehicle.

Aircraft Operators located around the airport also have First Aid kits available.



HEALTH AND SAFETY

All personnel are required to follow all instructions of Airport Management to prevent any hazards being created on the premises that may harm you, other people or property.

The airport is a multiple hazard area.

All persons entering the airport and its associated buildings must comply with all regulations under the:

Health And Safety At Work Act

and the

Kapiti Coast Airport Register of Limitations and Operational Conditions.

All unauthorised persons and visitors must report to Airport Management and obtain prior permission to proceed into the airside operational area or any work area

Safety signs and procedures must be observed and personal protection and safety equipment must be used where applicable

Contractors must also comply with the **KCAHL Health, Safety and Environment Policy** and **HSE Management System** at all times.

Preventing harm at the workplace is a legal requirement of the Health and Safety at Work Act.

Information on the above regulations can be found on the Kapiti Coast Airport website – www.kapiticoastairport.co.nz



NO SMOKING

Smoking is not permitted in any building or within the airside operation area.

Smoking is only permitted in designated areas.

No smoking, drugs or alcohol are allowed in the airside operational area.



GENERAL SAFETY RULES

- Observe all rules and signs
- Observe your surroundings
- Know the safe working practices before you start work
- Take no action or inaction that may harm yourself or others in the workplace
- Take no unreasonable risks
- Take reasonable care of your own health and report symptoms of stress
- Keep the work area clean and tidy
- Use the correct tools and equipment
- Wear approved protective clothing as directed
- Report any injuries, accidents, incidents or unsafe conditions to Airport Management immediately
- Vehicles entering the airside operational area must have prior approval from Airport Management
- Contractors must follow safe work methods and use safety equipment. Seek assistance or advice from your manager where unsure of the safe method of completing a job



WORK PERMITS

A work permit system operates at the airport. This is to ensure all parties affected by a work activity are notified and that activities are controlled and coordinated to ensure safe working conditions are maintained.

A work permit is issued to the contractor and defines the work scope, location and conditions set by KCAHL. Any changes to the original conditions will require negotiation/approval with Airport Management.

All work on the airport (whether airside or landside) requires a work permit.



HAZARDS

The airport is a multiple hazard work zone and you must be inducted before carrying out any work.

Hazards that are known to exist when working in the airside operational area include:

- Ingestion into engine
- Propeller blades
- Propeller wash and jet blast
- Aircraft noise
- Aircraft movement
- Refuelling of aircraft
- Fuel spills – ignition of fuel
- Gliders
- Slips / trips / falls

Be aware of your surroundings.

Identify, assess and manage hazards to as low a risk as practicable.

All persons are required to review the applicable hazards for the work they are associated with.



VEHICLES AND SPEED LIMITS

An airside vehicle permit is required for **EVERY** vehicle taken airside. The permit is issued by Airport Management. Drivers must adhere to the following speed limits when airside:

- **Walking pace** (max 8 km/h) within 15 meters of any aircraft, or around other personnel including members of the public.
- **15 km/h** whilst towing an aircraft or trailer.
- **30 km/h** on grass, unpaved, and paved surfaces including aprons.
- **60 km/h** on paved taxiways and the sealed runway only.



ACCIDENTS AND INJURIES

All accidents or incidents, including near misses, involving personnel or mobile plant are to be reported to Airport Management **immediately**.

Contractors must also have their own accident/incident reporting system.

All spills, incidents or damage to plant or property are to be notified immediately to Airport Management.

Contractors are responsible for providing their own staff with first aid equipment. In case of emergency a first aid kit is available under the counter at the Airport Terminal Café, and inside the Airport Inspection Vehicle.



FOREIGN OBJECT DEBRIS (FOD)

To prevent any possibility of damage to aircraft engines, there must be no loose material, debris or rubbish left lying on or adjacent to aircraft operational areas.

Suction sweeping may be necessary to comply with this requirement.

Contractors must provide bins with tight fitting lids for the deposit of paper, plastic wrappings, cardboard or other waste materials which could become airborne. Building materials must be securely stacked.

Contractors must ensure that all materials and debris are handled in a way which prevents them becoming a hazard and must be particularly careful to avoid the possibility of windblown debris.



Personal Protection Equipment (PPE)

Contractors must provide their own protective equipment suitable for the work to be undertaken and use it when required and as appropriate.

All contractors must as a minimum wear a high-viz reflective vest.

When working airside hearing protection must be provided and worn whenever noise levels are high. For airside areas this means hearing protection of Grade 4+ protection level.