Christmas Island Airport
Site Induction Information Package
Toll Government and Defence

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1. Induction Preamble

This Induction and its contents cover a basic induction for Christmas Island Airport.

Please review the Airport Security and Safety Modules of this induction whether you are working Landside or Airside.

It is the responsibility of yourself and your employer to ensure that you are competent and qualified to do your job safely at this Toll Controlled Airport.

2. Scope

The requirements of this induction apply to Toll controlled businesses within G&D Airports.

3. Welcome

Christmas Island Airport is an International Airport with regular scheduled air services to Perth and Cocos (Keeling) Islands, as well as occasional scheduled flights to Jakarta.

Christmas Island Airport is 2604 Kilometres (1618 Miles) from Perth and 490 Kilometres (304 Miles) from Jakarta.

The Airport services Regular Public Transport (RPT) Aircraft Virgin Australia Regional Airlines (VARA) as well as a fortnightly freighter service provided by TEXELAIR.

It also services General Aviation (GA), Medevacs and Australian Border Force Aircraft.

4. Airside and Landside

There is a perimeter fence around the Airport Building and Apron Areas, the Runway Strip is delineated by large white triangular gable markers with signage attached.

If you are on the Carpark side of the fence, you are Landside and if Runway side you are Airside.

Under NO CIRCUMSTANCES are you to enter or depart the Runway or Runway Strip areas unless under escort from either an Airport Reporting Officer (ARO) or a Works Safety Officer (WSO).

The Airside Area is a secure area and there are special requirements and permissions to be able to enter this area, under no circumstances should you try and enter these areas without notifying Airports Staff who will ensure that you have completed the relevant paperwork and are issue with any required passes etc.

We also ask that you sign in on the visitors register located outside the office door (Including Time In) and sign out when leaving (Including Time Out), this will assist us in any emergency to ensure that all persons are accounted for.

5. Airside Security

Whilst you are either visiting or working at Christmas Island Airport you will be required to adhere to stringent security measures as required by the Department of Home Affairs, failure to adhere to these requirements may see your visitation rights withdrawn and serious breaches reported to law enforcement.

Please see the following regarding these security measures.

5.1 Identification Cards

While visiting and or working at Christmas Island Airport within the Airside Area you will be required to carry an Identification Card, this may either be a valid Aviation Security Identification Card (ASIC) or a valid Visitors Identification Card (VIC).

All (VIC) Pass holders are required to be under direct supervision of a Valid (ASIC) card holder, it is an offence under the Aviation Transport Security Act 2005 Sections 6.38 (1) and 6.40 to not adhere to this requirement.

VIC Passes can only be issued for a total of 28 Days, unless proof of ASIC application can be shown to Airports Staff prior to the 28 Day expiry.

All VIC passes must be returned to Airport Staff at the end of each work shift/visit.

5.2 Security Signage

Christmas Island Airport takes Aviation Security extremely seriously.

The Aviation Transport Security Act 2005 mandates all security measures undertaken at the Airport as well as being governed by other State and Federal Legislation.

Please adhere to all information provided by the Airports Security signage.

Should you witness any suspicious behaviour or activity whilst at the airport, please report to Airport Staff or direct to Law Enforcement (AFP).

5.3 Prohibited Items

There are several items that prohibited to be bought Airside at the Airport, these items include, but are not limited to:

- Firearms
- Weapons
- VHF Radios – Other than those issued (If required) by Airport Staff.
- Illicit Drugs
- Prescribed Drugs (In Large Quantities)
- Animals

If unsure, please check with Airport Staff.

5.4 Airside Access Points

If you are required to access the airside areas, then there are certain stipulations regarding this.

If accessing by vehicle then:

- If accessing via Gate 2 (Electric Gate), ensure gate is closed before departing the area (to prevent unauthorised access) and ensure that you are not tailgated through by other persons/vehicles.
- If accessing via any other padlocked gate, please ensure gate is locked before departing, under no circumstances are gates to be wedged open and left unattended.

If accessing by door then:

- Please ensure that door closes behind you (Locked).
- Ensure you are not tailgated through by any unauthorised persons.

Please report any damage to Doors or Gates Immediately to Airport Staff.

5.5 Reporting Suspicious Behaviour

If while working in or around the airport and you notice anything suspicious, please report either to Airport Staff or if unable to locate, please utilise the below contact information for Airport Watch (AFP)



6. Airport Safety

Just like Airport Security, we also take Airport Safety extremely seriously.

As a visitor/contractor we want to ensure that you are always safe and as such please observe the below measures designed to create a safe environment.

Please see Tolls Health and Safety Policy in Appendix 1 of this Induction.

6.1 Evacuation Procedures

Christmas Island Airport has in several areas around the Airport displayed Evacuation Diagrams, including one in the Airport Office, please take time to familiarise yourself with this.

The Evacuation Assembly Areas are situated in the Northwest Corner of the Public Carpark (Landside) and adjacent to the Small Green Workshop Shed (Airside).

In a Terminal Based Fire Emergency, an audible alarm will sound, please make your way to your nearest assembly point and await instructions from Fire Wardens.

Should you be required to evacuate, please leave work items (Tools Etc) behind as this may slow down any evacuation.

Christmas Island Airport has 2 defibrillators located within the Terminal Areas, 1 in the Check in Hall and 1 in the Arrivals Hall.

Christmas Island Airport staff complete mock Emergency Evacuation Drills every 12 Months.

6.2 Drugs, Alcohol and Smoking

Under no circumstances are you to be under the effect of Drugs or Alcohol whilst working at Christmas Island Airport.

Airport staff are trained DAMP Officers and will on occasion perform random Drug and Alcohol Testing, this is a requirement driven by both Toll as well as Civil Aviation Safety Authority (CASA).

Should you be involved in a work-related incident then Drug and Alcohol Testing will be mandatory.

Please notify Airport Staff if you are taking any medications that may affect your ability to work safely.

Smoking is strictly prohibited in any Airside Area and within the Terminal Buildings.

Smoking may be undertaken within the Smokers Stand at the front of the Terminal, any smoking other than this area landside, must not be within 10 metres of any Airport owned building.

Please see Tolls Drug and Alcohol Policy in Appendix 1 of this induction.

6.3 Licenses, Paperwork

If Driving or Operating Plant or Equipment airside, you must always carry your State or Territory Driver's License with you as well as any other High-Risk Licenses.

Depending on works and length of works, you may also need to complete an Authority to Drive Airside Permit HSE-05-TRN-GAD-WCI-010-Airports.

Should you not be required to complete an ADA, you will need to be escorted if driving Airside.

Any contractor works will require the below to be submitted and sighted by Airport Staff prior to works commencing:

- Risk Assessment for Works.
- Insurances
- Licenses
- Any other work-related documents as requested

Please keep in mind that some Business Insurances do not cover works at airports, it is your responsibility to ensure that you have coverage.

6.4 Aircraft Emergencies

In the highly unlikely event that an Aircraft Emergency occurs, you will need to observe the below:

- Stop Work Immediately
- Move any equipment to an area designated by the Works Safety Officer.
- Move to designated Assembly Area.
- Move when directed to a Landside Area as directed by the Works Safety Officer.

You Must Not:

- Stop to collect your belongings, unless directed to do so by the WSO.
- Take photos or videos/
- Delay the evacuation from airside in any way.

6.5 Underground Services

Whilst working at the Airport, unless performing specific works on any underground services, you must not disconnect or block (Unless granted permission by Airport Manager or their Delegate) any services including:

- Electrical
- Water
- Communications
- Sewer/Stormwater
- Fibre Optics
- Any other unidentified service

6.6 Passengers

Should there be a requirement to work near passengers then the passengers will always have right of way over any works activity, the only exception would be for safety and or security concerns.

If working near passenger walkways, please ensure that any tools and or machinery is not accessible to passengers.

6.7 Spills

Any incidents with spills involving Fuels, Oils or Hazardous Materials must be reported IMMEDIATELY to Airport Staff.

If you are working with or bringing with you any of the above, please ensure that you have and are across the Safety Data Sheet/s (SDS) and make yourself aware of the location of spill kits.

Christmas Island Airport has procedures in place to deal with spills, so please report ASAP.

6.8 Asbestos

A small area of the Terminal has been identified as containing Asbestos (Sealed).

The area is clearly identified with warning stickers.

Christmas Island Airport has an Asbestos Register should you wish to view prior to works.

6.9 Environment

Toll has detailed policies and procedures regarding the environment; any environmental issues must be report to Airport Staff Immediately. Please see attached Environmental Policy in Appendix 1 of this Induction

7. Wellbeing/First Aid

The Airport takes our Employees, Contractors and Visitors safety extremely seriously so please ensure that you have the correct PPE for any task that you will be carrying out at the Airport.

If you are tired or fatigued it is harder to concentrate and you are more likely to make mistakes, no job is so important that it cannot be done safely, we want us all to go home to our Family and Friends in one piece.

Christmas Island Airport Staff have several trained first aiders if required, if more extensive treatment is required, the below image (Also on office noticeboards) explains where the nearest medical facility is located.



8. Appendix 1

Toll Group
Drugs and Alcohol Policy

Overview

This policy sets out Toll's position on the use of drugs and alcohol.

Scope

This policy applies to everyone who works for, visits, or performs any duties on behalf of Toll in any capacity. This includes employees, contractors, subcontractors, and visitors.

Principles

The key principles of this policy are:

- the possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited on any Toll site or while performing any duties on behalf of Toll,
- the soliciting, selling or distribution of prescribed drugs on any Toll site or while performing any duties on behalf of Toll is prohibited,
- Toll workers and visitors must not be under the influence of any:
  - illicit drugs or alcohol whilst they are on any Toll site, operating any Toll equipment or while performing any duties on behalf of Toll, or
  - prescribed or non-prescribed drugs to a level where it could risk injury to any person, including the user.

The consumption of alcohol is prohibited:

- in all Toll vehicles, and
- in any Toll operational area under any circumstances.

Any alcohol consumed at a Toll hosted social event or business function must be done on a responsible basis at all times.

The Company will:

- provide appropriate awareness and/or training programs to employees on the effects of drugs and alcohol,
- conduct a structured random drug and alcohol testing program,
- conduct drug and alcohol testing of those involved in any workplace incident or where there is reasonable opinion that a worker may be under the influence of drugs or alcohol,
- reserve the right to discipline any Toll Worker who breaches this policy or any statutory requirements including, but not limited to, termination of employment, and
- immediately remove any visitors in breach of this Policy from the Toll site.

Breaches of this Policy

All suspected breaches of this policy will be investigated, and appropriate disciplinary or remedial action taken.

Further Information

For further information contact your manager, HSE representative or Human Resources representative.
This document can be found on the Group Policy SharePoint page.

Alan Beacham
Managing Director
Toll Group
1 July 2024

Toll Group
Environment Policy

Overview

Toll Group is committed to reducing our environmental impacts while providing superior service and value to our customers. This policy sets out Toll's position on the environment. It covers all Toll Group activities that impact on the environment that we live and work in.

Scope

This policy applies to everyone who works for, visits, or performs any duties on behalf of Toll in any capacity. This includes employees, contractors, subcontractors, and visitors.

Principles

At Toll we will:

- comply with environmental laws, licences and regulations,
- ensure an environmental management framework that includes environment standards, practices and procedures is developed, implemented and reviewed to identify and manage our material environmental risks,
- ensure climate change has been considered in all aspects and risks within the development, maintenance and effectiveness of the management system including from relevant interested parties,
- develop a culture of sustainable environmental management by developing the awareness and involvement of our employees, implementing programs for environmental management and energy reduction,
- establish business unit-specific environment management strategies for reducing our rate of emissions and energy through improvement initiatives that are economically viable,
- commit to actively considering the use of alternative energy sources and low emissions technology, as they become economically viable.
- share best practices for environmental management and energy efficiency across our Divisions.
- incorporate environmental and energy conservation considerations into our business decision-making processes, particularly for capital allocation, and
- engage with our suppliers, customers and joint venture partners to develop improved environmental sustainability practices.

The safety of people, the impact Toll has on the environment and the reputation of Toll is paramount to all of us and compliance with this Policy will enable us to achieve this.

Further Information

For further information contact your manager, HSE representative or Human Resources representative.
This document can be found on the Group Policy SharePoint page.

Alan Beacham
Managing Director
Toll Group
1 July 2024

Toll Group
Health and Safety Policy

Overview

This policy sets out Toll's position on health and safety.

At Toll we are Safety Obsessed, believing everyone has the right to get home safely. We are committed to deliver a culture which prevents incidents and injuries by promoting genuine care for the health, safety and wellbeing of our people, customers, communities and the environment.

Fundamental to achieving this is holding every worker including management, responsible and accountable for health and safety. Working safely is a condition of all employment arrangements.

Scope

This policy applies to everyone at a Toll workplace in any capacity, whether full-time, part-time or casual, including temporary employees, contractors, subcontractors and visitors.

Principles

Toll will specifically undertake to:

- create a Safety Obsessed culture where safety is felt, seen and understood to be everyone's responsibility,
- drive continuous improvement through the setting and monitoring of measurable health and safety objectives and targets aimed at eliminating work related illness and injury,
- comply with all legal, regulatory and other requirements,
- ensure employees, contractors, customers and visitors understand their obligations with respect to health and safety,
- ensure an operating framework that includes health and safety standards, practices and procedures is developed, implemented, followed and reviewed,
- provide the required resources, facilities, plant, tools and equipment for people to work safely,
- be proactive in identifying workplace hazards, reducing workplace health and safety risks, reviewing incidents, and identifying incident trends,
- provide the necessary health and safety information, training, instruction and supervision to all who carry out work in our business,
- engage, consult and communicate with impacted stakeholders and their representatives (where they exist) to build a shared commitment to ongoing health and safety improvement,
- ensure ongoing monitoring, auditing and review of health and safety performance and management systems,
- demonstrate effective felt and visible safety leadership, and
- define and implement a governance structure that defines our health and safety responsibilities and accountabilities.

Further Information

For further information contact your manager, HSE representative or Human Resources representative.
This document can be found on the Group Policy SharePoint page.

Alan Beacham
Managing Director
Toll Group
14 February 2025

Effective Date: 22 July 2024
Approver: D Bridges
Author: G Hogan

9. Amendments

Version	Amendment	Section	Date	Author
1.0	New Document	All	22/07/24	G Hogan
1.1	Added Environment Section Added Appendix containing Toll Policies	All		