



## Standard Operating Procedure

### AERODROME CONTRACTOR INDUCTION

*Rev 1.0: Reviewed 20 February 2024*

**UNCONTROLLED WHEN PRINTED**  
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## STANDARD OPERATING PROCEDURE INFORMATION

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## REVISION HISTORY AND APPROVAL

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## Document Purpose

The purpose of this document is to define procedures and protocol that are expected by ALL contracted individuals or companies carrying out works at Hood Aerodrome.

Masterton District Council (MDC) will take all reasonably practicable steps to ensure that every employee, contractor, and sub-contractor is safe from hazards and preventable harm.

Operational aerodromes can be hazardous environments to those unfamiliar with the aviation industry. This SOP contains safety instructions applicable to MDC contractors or other workers on the aerodrome.

## Scope

This SOP applies to ALL contracted operations on or near the vicinity of the Aerodrome including:

- Works undertaken on Council-owned or operated land.
- Works on Manaia Road or South Road that infringe on Runway approaches.
- Works on Private land in vicinity of the aerodrome that are likely to infringe or affect Airspace.
- Guest or external operators conducting activities at Hood Aerodrome
- MDC-endorsed activities that introduce risk to the Aerodrome, such as Airshows or Open Days

## Documents to be completed prior to work commencing

- HS42 MDC Contractor Safety Plan Template
- HS45 MDC Contractor Acknowledgement Form
- HS46 MDC Contractor Site Induction Form
- Hood Aerodrome Work Permit
- Hood Airside Vehicle Permit
- Contractor Health, Safety and Security Training Log Questionnaire

## Key steps for initiating works at hood aerodrome

Contractors are to provide the following information in writing to the Aerodrome Manager by email to: davidhayes@mstn.govt.nz at least 3 working days prior to commencement of new activity:

1. Nature of work to be completed
2. Nominated location(s) of work
3. Expected duration of task
4. Details of vehicles and machinery
5. Contact details for primary point of contact
6. Details of any Sub-contractors
7. Any restrictions, special requirements or assistance requested
8. Any unique hazards or risks specific to the task  
The intent to undertake specific high-risk activities including:
  - Hot works or welding
  - Elevated work platforms or Working at Heights
9.
  - Crane or hoist operation
  - Confined Spaces
  - Working near live in-ground services such as power/gas
  - Handling Hazardous or Noxious SubstancesA copy of the relevant safety management plan(s), which may include the following as appropriate:
10.
  - Site Safety Plan, or
  - Traffic Management Plan; or
  - One-off Health & Safety Management Plan\*
11. Standing contracts (such as mowing, bird culling or facilities maintenance) may submit reviewed safety plans annually

This information is required to allow Aerodrome Management to coordinate contractor works with airfield activities, including notification to users, deconfliction with scheduled flying and NOTAM issue.

Aerodrome Management will advise if the proposed works schedule is suitable; and will discuss changes as required. Aerodrome Management will also advise of any other aspects or safety considerations that need to be considered – including notification to other agencies or additional compliance requirements.

Large scale works or major activities may require early engagement with MDC and other agencies such as Airways, CAA or NZTA. Contractors are encouraged to engage with the Aerodrome Manager at the earliest opportunity to discuss the implications of any works or activities on or near the Aerodrome.

## Key steps for commencement of contracted works

Prior to commencement of works, a full briefing (or refresher briefing where appropriate) is required for all Contractors. Induction briefings are valid for 12 months from date of issue, and signed contractor acknowledgements are to be recorded in the Contractor Induction Log .

### **Contractor induction briefings are to cover the following:**

- |               |   |                          |
|---------------|---|--------------------------|
| <b>Step 1</b> | Aerodrome Layout, Access and Facilities | <input type="checkbox"/> |
| <b>Step 2</b> | Runway, Taxiway and Apron Orientation   | <input type="checkbox"/> |
| <b>Step 3</b> | Airside Vehicle Procedures              | <input type="checkbox"/> |
| <b>Step 4</b> | Radio and Communication Requirements    | <input type="checkbox"/> |
| <b>Step 5</b> | PPE and Aerodrome Safety Procedures     | <input type="checkbox"/> |
| <b>Step 6</b> | Hazards and Risk Management             | <input type="checkbox"/> |
| <b>Step 7</b> | Emergencies and Reporting Requirements  | <input type="checkbox"/> |

### Step 1: Aerodrome Layout, Access, and Facilities

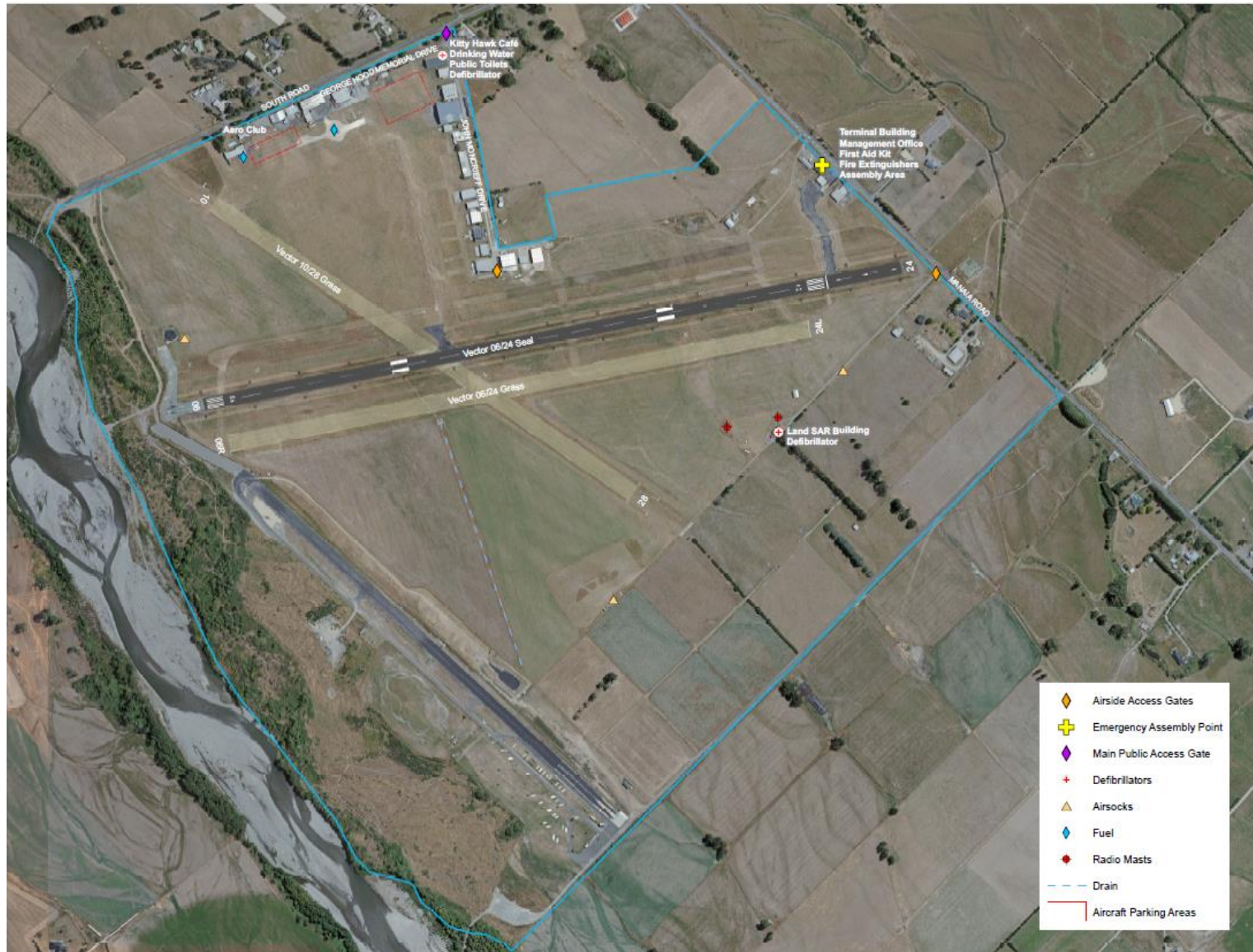
**Objective:** After this briefing, contractors will be able to orientate themselves on the aerodrome, and understand the layout, facilities and access points available to them.

Primary access to Hood Aerodrome is via the automated gate off South Road. Please contact the Aerodrome Manager for the gate code if required. For all Health and Safety queries, or to access additional equipment, report to the Management Office at the Manaia Road Terminal Building.

### **The following are prohibited items on MDC sites at all times:**

- Alcohol and non-prescriptions drugs (anyone under the influence of either will be removed).
- Children under the age of 16 are not permitted on the work site.
- Firearms (unless conducting an approved activity, or under direction of Police/Animal Control).
- Fires (No burning of rubbish on site).
- Smoking (in allocated groundside smoking areas only).
- Plant or equipment with inadequate mechanical guards.
- Any tool, machine, ladder or scaffolding that does not comply with Health and Safety requirements or is unfit for use.

# Aerodrome layout and facilities



## Step 2: Runway, Taxiway and Apron Layout

**Objective:** After this briefing, contractors will understand the operation of aircraft manoeuvring areas, the dangers associated with FOD and risks of runway incursion. Contractors will anticipate and give way to aircraft movements.

Hood Aerodrome is an *uncontrolled* aerodrome. This means there is no Control Tower, as there are no regular airline services operating into Masterton. Aerodrome Users are responsible for their own separation and safety, both in the air and on the ground. For this reason, it is vital to have *situational awareness* and be aware of the risk at all times.

### Warning – Foreign Object Damage (FOD)

FOD represents everything from stones to rubbish or vehicle parts. It has been responsible for significant incidents at airfields (Refer Figure 2). Critically, loose items may be ingested by an aircraft engine, causing major damage or critical failure. When conducting works at an airfield, it is important that you take the following steps to minimize any FOD footprint:

- Account for all tools and equipment, using lanyards or tool control where necessary.
- 'Clean as you go' ensuring loose items are secured.
- Manage waste and rubbish in closed containers.
- Complete an inspection of your site area prior to departure



Figure 2: Foreign object damage examples

Runway incursions are a major risk at aerodromes. Incursions happen when a person, vehicle or other object infringes a runway (or approach path) creating a danger to aircraft landing or taking off.



Hood Aerodrome has 3 active runway vectors (one sealed and two grass), as indicated by the **red arrows** below. Aircraft access these runways by following the paths marked in **blue arrows** below. Aircraft may land or taxi in multiple directions depending on wind conditions.



Figure 3: Runway and taxiway layout

**Contractors must comply with the following when in the vicinity of these areas:**

- Maintain a **vigilant lookout** when moving on or near the **blue arrows**.
- Always wear High Visibility vests and ear protection when moving on near the **blue arrows**.
- If you encounter an aircraft, **always give way**. Move off the taxiway or stop your activity and wait for the aircraft to manoeuvre around you.
- Never assume that a pilot can see you. Aircraft cockpits are loud environments with a limited field of view (particularly on the ground). **Never** approach an aircraft from the rear.
- Do not park, loiter or block a taxiway.
- Do not enter or cross a **red vector**, unless in radio contact and complying with Steps 3 & 4
- Remain well clear of an aircraft with flashing white or red lights. This means the aircraft is about to start engines or taxi from its current location.
- Aircraft wake turbulence and Helicopter Downwash is extremely strong, and can create damage or injury without warning. **Remain well clear of aircraft with engines running.**

### Step 3: Airside Vehicle Procedures

**Objective:** After this briefing, contractors will understand the concept of 'Airside' and how to operate a vehicle in a safe and compliant manner on the Aerodrome.

'Airside' is defined as that part of the aerodrome where aircraft can manoeuvre. 'Groundside' is the area behind the hangars where vehicles and pedestrians can safely navigate.



Figure 4: Airside vs groundside on Western Apron



Figure 5: Airside and exempted area on Eastern Apron

**Prior to operating any vehicle or machinery 'Airside' the contractor must ensure:**

- The vehicle or machinery is adequately licensed with a current WOF, COF or safety certificate.
- The vehicle or machinery is operated by an appropriately qualified and licensed operator.
- Vehicles must display hazard lights and/or a rotating beacon when proceeding airside.
- Vehicles must follow predictable paths and taxiways, and **not above** 30km/hr.
- Drivers must proceed with caution and maintain a vigilant lookout **at all times**.
- Drivers **must not** park on or block a taxiway. These allow essential access to emergency services.
- Drivers must be contactable at all times when airside, either via cell phone or radio.
- Drivers must not enter or cross a runway vector without coming to a **full stop**, conducting a thorough lookout and notifying local traffic on the appropriate frequency.

All drivers are to be aware of the risk they present to others when navigating Airside. This includes ensuring that any equipment carried or loads under tow are properly secured to prevent FOD or other damage. Drivers are to be aware of the fire risk created by hot exhausts in areas of long grass – especially during dry seasons. Drivers are to always conform to the published taxiways and roadways.

Where it is necessary to transit alongside a runway vector, drivers are to adhere to the mown strip edges where possible. If they must encounter an aircraft, they should pull to the right and pass by the left side of each other.

**WARNING: VEHICLES MUST GIVE WAY TO AIRCRAFT AT ALL TIMES**

## Step 4: Radio and Communication Requirements

**Objective:** After this briefing, contractors will understand and comply with the requirement for airfield communications, including radio communications where necessary.

- Contractors and vehicles must always be contactable either by mobile phone or by radio. Hood Aerodrome Management can provide one radio if required, however for long term contractors it is preferable that all vehicles have a radio fitted to enable communications with other operators. Either means of communication **must be monitored at all times.**
- Contractors must be aware that non radio equipped (NORDO) aircraft may operate at Hood Aerodrome. These may include vintage aircraft or smaller home-built or ultralight aircraft. Therefore, the lack of radio traffic cannot be assumed to mean a lack of aircraft activity. **A radio is not a substitute for a vigilant lookout.**
- If at any time the contractor hears a radio transmission including "MAYDAY" or "PAN PAN" they must immediately switch off their equipment (or make it safe) and evacuate away from all runways.
- If the contractor hears an aircraft transmit that they are "FINALS" for a Runway, this means an aircraft is making an approach to land. The relevant runway vector should be clear of vehicles and personnel, unless there is a NOTAM issued for a specific closure period.
- Any vehicle entering a taxiway or runway must come to a complete stop, conduct a thorough lookout, and broadcast their intentions on the appropriate frequency (currently 119.1MHz at Masterton). Current weather and activities can be obtained by dialling in the *Aerodrome Weather and Information Broadcast (AWIB)* on 132.8MHz
- Preferably, Radios should only be used by competent radio operators – either in possession of a *Radio Telephone Operators Certificate* or a Pilot's license. If the contractor requires any assistance or training with Radio equipment, they are to seek assistance from the Aerodrome Manager.

## Step 5: PPE and Safety Procedures

**Objective:** After this briefing, contractors will understand the necessary PPE requirements, and be able to follow aerodrome safety procedures.

**The following are the minimum mandatory PPE requirements:**

- Safety Footwear
- Hi Visibility Vest
- Safety Glasses or eye protection

**The following PPE may be required as per the site safety plan:**

- Hearing Protection
- Hard Hat
- Gloves
- Dust Mask
- Equipment appropriate to handling Hazardous Substances

Contractors are responsible for ensuring all persons in their employ are issued with PPE and adopt correct wear at all times. Aerodromes are dynamic environments where aircraft may operate without warning. Simply carrying PPE in a vehicle is insufficient when operating Airside.

Contractors must adhere to the prescribed work times and locations stipulated by the Aerodrome Manager. If the contractor desires to change the work location or start/finish times, they must engage with the Aerodrome Manager in the first instance. This is to ensure deconfliction can be arranged where necessary, or a NOTAM extended to inform all users.

## Step 6: Hazards and Risk Management

**Objective:** After this briefing, contractors will be aware of the Hazards and Risks associated with aerodrome use, including how to avoid, mitigate and raise risks associated with their works.

Hood Aerodrome is a dynamic environment with a diverse range of aviation activity. This includes Vintage aircraft activity, Agriculture Operations, Flying Training, Skydiving, Helicopter Operations, Air Ambulance movements, commercial repair/maintenance businesses and Private Operators. Hood Aerodrome is also a popular destination to host activities such as airshows and flying competitions, as well as a regular destination for aircraft operators throughout lower North Island.

This mix of activity poses a unique challenge to ensuring mutual compatibility and safety of all Users. As such, contractors should receive a Health & Safety brief from the Aerodrome Management Team, that is tailored to their specific type of work.

### **Safety Brief to include the following elements:**

- The expected Aerodrome activity over the period of works – and the mitigations in place.
- Any likely activity in vicinity of their work site (e.g. parachuting, private vehicles, refuelling etc)
- Any relevant Risks/Hazards identified on the *Aerodrome Risk Register*, and the mitigation plan.
- Provide a copy of the Hood Aerodrome Safety Policy (or make available).
- Outline the process to raise risks and concerns identified in relation to the Aerodrome.

The Aerodrome Management Team are committed to providing a safe and healthy workplace, to ensure all persons are free from harm at Hood Aerodrome. Our goal is to instil a culture of safety and awareness, where all parties can communicate and act to reduce hazard and risk at our aerodrome.

We encourage you to **'Take 5'** and conduct a personal risk assessment every time you commence work. We also encourage you to start with a safety brief or update to your team members, employees, or subcontractors. If in doubt, the Aerodrome Manager is normally onsite to assist or answer questions.

**Never make assumptions, ALWAYS ASK. The team are here to help!**

## Key Contact Details

|   |                                |  |              |
|---|--------------------------------|--|--------------|
| 1 | Aerodrome Manager, David Hayes | <a href="mailto:davidhayes@mstn.govt.nz">davidhayes@mstn.govt.nz</a>       | 027 606 0190 |
| 2 | Safety Officer, Karen Williams | <a href="mailto:karen.wiliams@mstn.govt.nz">karen.wiliams@mstn.govt.nz</a> | 027 944 0122 |

## Step 7: Emergencies and Reporting

**Objective:** After this briefing, contractors will understand who to notify in the event of an emergency, and how to report hazards and incidents associated with the aerodrome.

In the event of an accident or emergency, the contractor should **start first aid** and **call 111 immediately**. The local Police, Fire and Ambulance have existing procedures to respond to incidents at the aerodrome. The contractor should notify the Aerodrome Manager at the earliest available opportunity.

### Airfield Evacuation

An airfield evacuation may be triggered by a seismic event, aircraft accident, fire or environmental concern. The contractor may be notified verbally or initiate an evacuation independently in response. In any event the contractor must:

- Immediately cease all work, switch off electrical equipment and make other machinery safe.
- Proceed to the **Emergency Assembly Point at Terminal Building** notifying other persons enroute.
- Once at the assembly point, conduct a roll call of employees/sub-contractors/visitors
- Notify the incident controller or Aerodrome Manager that personnel are accounted for
- Wait for the 'All Clear' or further direction from emergency services before departing.

### Risk, Hazard, and Incident Reporting

- All injuries, accidents and near-misses must be reported to the Aerodrome Manager. This is in addition to the contractors own internal reporting system. Non-urgent reporting should be done via email, noting date, time, and relevant details.
- If the contractor observes an unsafe or non-standard practice on the aerodrome, they should report it to the Aerodrome Manager at the earliest opportunity.
- Reporting may be done by phone, in person or email to the Aerodrome Management Team or submitted directly via the public reporting on the Hood Aerodrome Website.