

# WHS INFORMATION SHEET

## WORKING FOR BAC– THE BASICS

### Two types of approval

#### Works Approval

*The approval granted to a contractor company when they are engaged by BAC under a contract (or other similar formal arrangement).*

#### NORA

**(notice of risk activity)**

*The individual approval granted each time a nominated high risk activity is performed.*

As a person conducting a business or undertaking under WHS law, BAC has a number of duties in relation to ensuring the health and safety of workers and others at the airport. In addition, certain work activities pose specific risks to the health and safety of airport workers and members of the public. For that reason, BAC requires all contractors to be registered and has identified particular works that require a Works Approval before they can commence. This information sheet provides an overview of how to obtain necessary approvals.

#### Becoming an 'approved' contractor

A BAC Works Manager must endorse the engagement of any new contractor. For this, please send an email to your BAC contact with the:

- ⇒ Name of your company;
- ⇒ Name of your company's nominated admin user;
- ⇒ Email address of your company's nominated admin user; and
- ⇒ Phone number of your company's nominated admin user.

The BAC Works Manager endorses this by forwarding this information via email to [BACOHS@bne.com.au](mailto:BACOHS@bne.com.au). Please note, emails received direct from contractor companies will not be accepted.

Once you have been endorsed, your nominated company administration contact will be provided with login details to Beakon (BAC's contractor management system). Company details and employees may then be entered and updated as required.

There is a cost of \$95 per year associated with registering your company on Beakon as well as \$30 per year per employee. Your company will be billed on an annual basis

#### Applying for a Works Approval

Company users with contract manager user rights in Beakon will be able to create (and submit for approval) a Works Approval under the applicable contract reference in Beakon.

The Works Approval prompts the completion of a number of fields, and for a range of safety information to be attached. All requested information must be submitted before the Works Approval will be accepted by BAC.

#### Applying for a NORA

You apply for a NORA by submitting an application via Beakon. Certain safety documentation must be attached (unless provided earlier, and accepted, as part of the Works Approval).

#### BAC high risk work:

- ⇒ Work at heights > 2m
- ⇒ Work on telecommunication towers
- ⇒ Demolition works
- ⇒ Work on or near asbestos (including removal)
- ⇒ Structural alterations requiring temporary support
- ⇒ Work on or near confined spaces
- ⇒ Work in a trench or shaft > 1.5m or a tunnel
- ⇒ Work involving explosives
- ⇒ Work on or near pressurised gas distribution mains or piping
- ⇒ Work on or near chemical, fuel or refrigerant lines
- ⇒ Work on, in or adjacent to a road or other traffic corridor used by non-pedestrian traffic
- ⇒ Work on or near contaminated or flammable atmospheres
- ⇒ Work involving tilt-up or pre-cast concrete
- ⇒ Work on, in or adjacent to a road or other traffic corridor used by non-pedestrian traffic
- ⇒ Work involving movement of powered mobile plant
- ⇒ Work in areas where there are artificial extremes of temperature
- ⇒ Work carried out on or near water (or other liquid) that involves risk of drowning
- ⇒ Diving work
- ⇒ Excavation work >0.3m and <1.5m
- ⇒ Work in an area accessible by public where simple barrier controls will not be sufficient to manage the risk of harm
- ⇒ Work that may result in dust, smoke, fumes or noise
- ⇒ Work that requires supply, isolation or disconnection of BAC assets/plant (including water, sewer, drainage, electrical, other)
- ⇒ Works requiring connection or supply from HV networks
- ⇒ Penetrations into the ceiling, wall or floor of a BAC-owned building
- ⇒ Hot work outside of a designated workshop area
- ⇒ Work requiring a BAC key to be issued
- ⇒ Work that requires impairment of fire systems
- ⇒ Work requiring a building approval
- ⇒ Works requiring a crane
- ⇒ Works within 10m of the Airtrain viaduct
- ⇒ Works within 25m of the JUHI fuel line
- ⇒ Works in the vicinity of Airservices Australia fibre optic cables
- ⇒ Works that are airside and require a MOWP
- ⇒ Works within 6m of Energex underground high voltage lines

#### Complying with these processes

BAC staff actively manage this process via a robust audit, inspection and observation programme and, if you are caught performing any of these activities without evidence of approval, you will be directed to cease work.

Further action may also be taken against your company as a result (up to, and potentially including, financial penalties and termination of contracts).