

SAFETY ALERT NOTICE

Date Issued:	08/06/2021	Stakeholders:	<ul style="list-style-type: none">• JAH Operations Team• Airside Driver Test / Familiarisation Participants
Safety Alert No:	2020-07 REV3	Authorised by:	Kevin Smith, Operations Manager, Bryce Ivey, Senior Airport Services Officer, Safety & HR Advisor

AIRSIDE DRIVERS TESTS AND FAMILIARISATIONS

Jandakot Airport Holdings Pty Ltd (JAH) has resumed Airside Drivers tests and familiarisations. In doing so, we are acutely aware that there is currently a virulent, global pandemic. It is vital for the ongoing operation of Jandakot Airport that our staff are not exposed.

Whilst we are doing well (comparatively) in WA; it is important to remember that within a workplace both the employer and employee are required to (as far as practicable) maintain a working environment where we are not exposed to health risks. This includes employees (and contractors) being at risk of contracting viruses such as COVID-19 / Coronavirus.

This being the case, we also recognise that industry needs to maintain / upgrade airside drivers. We have undertaken a risk assessment and determined that airside drivers' familiarisations and tests are able to occur if the below mentioned Conditions are met.

As Airside driving tests and familiarisations are within a closed space (possibly within 1.5m) for up to 4 hours, this places JAH personnel within the "close contact" risk profile.

Please note that if the below conditions are not met, the Participant may have their booking postponed and a re-booking fee may apply and/or their airside access cancelled.

CONDITIONS

- The Participant will not attend if they feel unwell, including experiencing symptoms of cold and flu.
- Hand sanitising will be required to be performed before and after test / familiarisation.
- JAH personnel will wipe over vehicle with alcohol wipes before and after test/familiarisation.
- The Participant agrees to self-monitor for a week after the test/familiarisation and report to the Safety & HR Advisor immediately (*via email preferred*) if:
 - They start experiencing symptoms,
 - Become a close or casual contact case (please see below for definition), and/or
 - Return a positive COVID-19 test.
- The Participant permits the JAH to contact me by email / phone to confirm they have not experienced symptoms or been exposed via close / casual contact.
- **ARO FAMIL:** If requested by JAH masks and gloves must be worn.
- **For CAT2** airside driving, the Participant is *not* required to wear a mask, however JAH recognises that persons may feel more comfortable doing so and request the participant provide a mask (at their own cost)
- **For CAT3** airside driving, due to the shared use of radios during familiarisations and tests, it has been determined that the Participant is required to provide and wear a face mask and gloves (at their own cost) if requested by JAH.

By signing and returning this safety alert to: reception@jandakotairport.com.au (see page 2), the Participant agrees to the abovementioned conditions.

DEFINITIONS

A **“CLOSE CONTACT”** is someone who:

- has had more than 15 minutes of face-to-face contact over the course of a week (in any setting) with a person with confirmed or probable COVID-19. *Including the 48 hours before their symptoms appeared.*
- has shared a closed space with a person with confirmed or probable COVID-19 for more than 2 hours. *Including the 48 hours before their symptoms appeared.*

A **“CASUAL CONTACT”** is someone who has been in the same general area as a person who has tested positive for COVID-19 while infectious. You are a casual contact if:

- you have had less than 15 minutes face-to-face contact over the course of a week (in any setting) with a confirmed or probable case. *Including the 48 hours before their symptoms appeared.*
- you have shared a closed space with a confirmed or probable case for less than 2 hours. *Including the 48 hours before their symptoms appeared.*

By signing below, I confirm that I agree to comply with the following conditions:

- I will not attend if I feel unwell, including experiencing symptoms of cold and flu.
- ARO FAMIL:** I understand that if WA moves into any restrictions related to COVID my FAMIL will be cancelled until further notice.
- CAT 2 ONLY:** I understand that I am not required to wear a mask, however if I feel more comfortable doing so, I will provide a mask at my own cost.
- CAT 3 ONLY:** I understand that due to shared use of radios during familiarisations and test that I am required to provide and wear a face mask and gloves, at my own cost if requested by JAH.
- I agree to self-monitor for a week after the test/familiarisation and report immediately to the Operations Manager on 0438 921 918 or ohs@jandakotairport.com.au if:
 - I start experiencing symptoms,
 - I become a close or casual contact case (please see over for definition), and/or
 - Return a positive COVID test.
- I permit JAH to contact me by email / phone to confirm I have not experienced symptoms or been exposed via close / casual contact.
- I understand that non-compliance with any of the above may result in postponement of my familiarisation / test and/or airside access and that a re-booking fee may apply.

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_____ / _____ / _____ / _____
FIRST NAME **SURNAME** **SIGNATURE** **DATE**

FURTHER INFORMATION

For further information in relation to this safety alert, please feel free to contact the following:

- JAH Safety & HR Advisor, Esmeralda Melnick on ohs@jandakotairport.com.au or 08 9417 0903
- JAH Operations Manager, Kevin Smith on ksmith@jandakotairport.com.au or 08 9417 0914
- JAH Senior Airport Services Officer, Bryce Ivey on bivey@jandakotairport.com.au or 0488 452 242
- JAH Operations Coordinator, Nicole Hardy on operations@jandakotairport.com.au or 08 9417 0981
- JAH Reception on reception@jandakotairport.com.au or 9417 0900

OFFICE USE ONLY			
<input type="checkbox"/>	Pending Airside Drivers spreadsheet updated	<input type="checkbox"/>	Signed copy saved
<input type="checkbox"/>	Airside drivers familiarisation/test booked (/ /20)	<input type="checkbox"/>	Completed (/ /20)
<input type="checkbox"/>	Followed up by OHS to confirm health (/ /20)	<input type="checkbox"/>	OK to close out / further action required
Comments:			