



North Queensland Airports Pty Ltd Policy

Wearing of High Visibility Clothing / Vests Policy

Reference No: 4530 PC
Version 5 – 1st October 2016

**Any alterations to this Policy must be approved by the:
GM People, Communications & Compliance**

The current copy of this Policy is held on Sharepoint

Document Control

Reference No	Version	Status	Sponsor	Author
4530 PC	5	Approved	Chief Executive Officer	GM People, Comms & Compliance

Amendments	Date	By whom
Version 5 - no editorial amendments required during this annual review	01/10/2016	GM People, Comms & Compliance
Version 4 – Annual Review	01/10/2015	GM People, Comms & Compliance
Version 3 – Annual review inclusive of new document identifier and number in footer as per Document Control procedure	01/10/2014	GM People, Comms & Compliance
Version 2 – Annual Review	01/10/2013	GM People, Comms & Compliance
Version 1 – Annual Review	01/10/2012	GM People, Comms & Compliance
Summary		
Document created to capture Wearing of High Visibility Clothing / Vests Policy for NQA.		

POLICY: North Queensland Airports (NQA) has a mandatory requirement for the wearing of High Visibility garments in any airside area and in hazardous working situations in landside areas including roadways, terminals and other buildings.

DEFINITION: High visibility garments are items of clothing manufactured to meet the recognised Australian/New Zealand Standard AS/NZS 4602.1:2011 *High Visibility Safety Garments* and AS/NZS 1906.4, *Retro reflective materials and devices for road traffic control purposes - High visibility materials.*

For specific aviation applications, clothing should also be consistent with recommendations in the Australasian Aviation Ground Safety Council (AAGSC) Recommended Industry Practice (RIP) – Aviation High Visibility Safety Garment RIP No. 1 Issue 2 dated August 2009.

APPLICABILITY: This policy applies equally to all individuals who are working airside and in hazardous working situations in landside areas such as on and beside roadways.

This includes pilots, airline staff and technical crew during their walk around the aircraft prior to flight, as well as all contractors and other persons under escort who require airside access.

In addition airside drivers and passengers in open top vehicles are required to comply with this standard.

The following exemptions apply:

- Staff walking to and from airside work areas via designated walkways.
- Passengers moving between the aircraft and the terminal, (who are being supervised and marshalled by the handling agent).
- Drivers and passengers in enclosed vehicles that are not required to get out of the vehicle while airside.

**PROCEDURES/
GUIDELINES:** High visibility clothing must be compliant with AS/NZS 1906.4 and AS/NZS 4602.1:2011. While yellow compliant garments are preferred under AAGSC RIP for aviation specific activities, orange garments which are compliant with the required standards are also acceptable.

High visibility clothing falls into 3 main categories:

- ‘D’ Day compliant;
- ‘N’ Night compliant; or
- ‘D/N’ Day/Night compliant.

Persons working at night or in poorly lit areas must wear night compliant garments. These garments are fitted with retro reflective strips according to AS/NZS 4602.1:2011 and are labelled either ‘N’ or ‘D/N’. Items labelled ‘D’ will not have retro reflective strips on them and are not to be worn for night work.

Note: *While retro reflective strips will normally run over the top of shoulders an exemption exists for clothing worn in hot climates and in particular when worn during the day (i.e. D/N garments) due to health concerns regarding heat absorption.*

The garment should also be designed to accommodate an Aviation Security Identification Card (ASIC) and have a means of securing the garment i.e. buttons, Velcro, zip front or pull over the head styles. The pocket must be made of clear material so that the ASIC card is clearly visible when being worn.

As detailed in AS/NZS 4602.1:2011 part C4 persons required to wear high visibility garments must wear them so that they are fastened in a way that the full surface of the garment is visible.

Garments must also be maintained to limit fading and damage. Damaged garments and those that have had the reflectiveness compromised must be replaced. Where High Visibility clothing is supplemented with a warmer piece of clothing (e.g. non-High Visibility jumper or vest), High Visibility clothing must be layered over the top to ensure high visibility compliance.

For personnel involved in aircraft/vehicle refuelling operations, the material should encompass a minimum of 50% natural fibre or some other anti-static or static reducing properties to reduce the risk of ignition sources in the presence of fuel vapours.

APPROVED BY: Chief Executive Officer **DATE:** 01/10/2016

CUSTODIAN GM People, Communication and Compliance

COMMENT: Reviewed by GM People, Communications and Compliance – 1 October 2014

REVIEWED BY: GM People, Communication and Compliance

REVIEW DATE: 01/10/2017