



# Primex

**OPERATIONS MANUAL**  
RISK ASSESSMENT



# **STALL HOLDERS SAFETY PLAN RISK ASSESSMENT**

# Stall holders safety plan

<b>Event:</b>	<b>PRIMEX FIELD DAYS - CASINO NSW</b>	<b>Compiled By:</b>	<b>BRUCE WRIGHT</b>	<b>Date:</b> April/May2025
<b>Date of Risk Review:</b>	<b>April/May2025</b>	<b>Reviewed By:</b>	<b>ANDREW MIDDELTON</b>	<b>Date:</b> April/May2025

REFERENCE	HAZARDS	RISK	RISK CONTROLS	RESIDUAL RISK		LEVEL OF RISK
				Likelihood	Consequence	
P1	BBQ, hot food cookers of any kind	Fire	<ul style="list-style-type: none"> <li>Gas bottles, hoses and connections to be checked before used to ensure they are in good condition and without leaks.</li> <li>Only gas bottles which are in date &lt; 10 years old, are to be used.</li> <li>In the event of fire, isolate gas, and apply a fire blanket or extinguisher if necessary.</li> <li>Ensure at least a fire blanket and dry powder extinguisher is supplied with each BBQ in operation.</li> <li>Ensure the fat tray is empty prior to commencing and during operation to ensure no overflow.</li> <li>Ensure BBQs are positioned so as not to expose staff and members of the public to hot fat/surface.</li> </ul>	Likely	Moderate	Low 4
P2	Demonstration of Plant	Failure of demonstration device	<ul style="list-style-type: none"> <li>Operators must be able to demonstrate evidence of inspections prior to start-up.</li> <li>For display rides and demonstrations to be deemed as competent by their business.</li> <li>A safe barrier has been set to protect persons from out of control plant and at a sufficient distance for protection from flying particles, dirt rocks etc.</li> <li>Signage advising patrons not to enter the area.</li> <li>Only competent operators are allowed to enter the arena.</li> <li>Loudspeaker announcement advising patrons event about to commence and to keep behind fenced and roped areas (5 minutes prior and just before).</li> <li>Person allocated as the supervisor located near/inside the arena with two way radio.</li> </ul>	Rare	Moderate	Negligible 1
P3	Compressed Gas Cylinders	Fire Explosion flying particles	<ul style="list-style-type: none"> <li>Compressed gas cylinders are to be clearly labelled; stored in the shade and secured in an upright position</li> <li>Cylinders are to be secured to prevent the risk of being damaged.</li> <li>Cylinders to be checked for leaks.</li> </ul>	Rare	Major	Low 2
P4	Alcohol	Public nuisance and breach of Licence agreement	<ul style="list-style-type: none"> <li>Alcohol to be served in accordance with 'Responsible Service of Alcohol Guidelines'.</li> <li>Persons qualified to serve alcohol.</li> <li>Alcohol to be consumed only in designated areas.</li> <li>Minors are not to be supplied with Alcohol.</li> </ul>	Possible	Minor	Low 4

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REFERENCE	HAZARDS	RISK	RISK CONTROLS	RESIDUAL RISK		LEVEL OF RISK
				Likelihood	Consequence	
P5	Electrical equipment	Electric shock or electrocution overload of electrical parts.	<ul style="list-style-type: none"> <li>All power outlets must be protected by RCD and tested within 12 months.</li> <li>All extension leads must be tested and tagged in accordance with AS3760. At least 35m 1.5 mm core duty leads No joining leads of a lower rating.</li> <li>Power boards to be at least Australian standard approved. No domestic lightweight boards.</li> <li>All electrical equipment owned by others and used at the event must be tested and tagged so that it complies with AS3760.</li> <li>Electrical leads to be moved away from where there is a risk that it may be damaged or exposed to the public.</li> <li>Ensuring that only a licensed electrical trades person completed the electrical system checks and repairs.</li> <li>Twice daily inspect each power outlet for overload.</li> <li>Monitor Stall use of the electrical supply to not overload in stall.</li> </ul>	Unlikely	Minor	Low 2
P6	Emergency situations	Fire explosion severe weather	<ul style="list-style-type: none"> <li>All power outlets must be protected by RCD and tested within 12 months.</li> <li>All extension leads must be tested and tagged in accordance with AS3760. At least 35m 1.5 mm core duty leads. No joining leads of a lower rating.</li> <li>Power boards to be at least Australian standard approved. No domestic lightweight boards.</li> <li>All electrical equipment owned by others and used at the event must be tested and tagged so that it complies with AS3760.</li> <li>Electrical leads to be moved away from where there is a risk that it may be damaged or exposed to the public.</li> <li>Ensuring that only a licensed electrical trades person completed the electrical system checks and repairs.</li> <li>Twice daily inspect each power outlet for overload.</li> <li>Monitor Stall use of the electrical supply to not overload in stall.</li> </ul>	Unlikely	Moderate	Low 4
P7	Food Handling	Food Poisoning	<ul style="list-style-type: none"> <li>Cold food to be covered and refrigerated at all times.</li> <li>Food handling to be kept to a minimum and hygiene standard to be monitored to minimise the spread of bacterial.</li> <li>Hot food to be served hot and must not be allowed to sit for long periods of time.</li> <li>Persons to have a food handling certification/qualification.</li> </ul>	Rare	Moderate	Negligible 1
P8	Personal injury	Inadequate supply of First Aid services and equipment	<ul style="list-style-type: none"> <li>First aid facilities and a qualified first aid attendant / registered nurse to be present at all times during the event.</li> <li>First aid facilities to be clearly signed to ensure the public are aware of its location.</li> <li>Radio access between first aid and office.</li> <li>Clear access maintained for ambulance access.</li> <li>First aid facilities to be clearly signed to ensure the public are aware of its location.</li> <li>St Johns' personnel in attendance throughout the event.</li> <li>All hazardous areas/muddy areas will be roped off to prevent entry and slips, trips and falls etc.</li> <li>Minor injuries treated by St John's.</li> <li>Serious Injuries initially treated by St John's and Emergency services/ambulance called to treat and evacuate.</li> </ul>	Likely	Minor	Medium 8

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REFERENCE	HAZARDS	RISK	RISK CONTROLS	RESIDUAL RISK		LEVEL OF RISK
				Likelihood	Consequence	
P9	Housekeeping	Injury – slips trips, falls	<ul style="list-style-type: none"> <li>Event Grounds to be checked for hazards prior to setup and at twice daily.</li> <li>All areas to be kept tidy and free from rubbish.</li> <li>Enclosed recycle bins for cans and separate food bins.</li> <li>Placed in appropriate areas and collected regularly.</li> <li>On wheels, so easy to handle.</li> <li>Walkways to be kept free from any obstructions. Exhibitors do not exceed the stall boundary.</li> <li>Sharp protrusions cutting surfaces to be protected from the public.</li> <li>Walkways to be kept free from any obstructions.</li> <li>Toilets and wash areas to be clearly signed and regularly monitored throughout the fair.</li> <li>Event convener and/or Safety Person to be the point of contact for any issues.</li> </ul>	Possible	Minor	Low 2
P10	Working at heights ladders	Falls from height	<ul style="list-style-type: none"> <li>Ladders to be checked before use.</li> <li>Aluminium ladders are not to be used for electrical work.</li> <li>No working above the third top rung.</li> <li>Ladders must not be used for work above 2m.</li> <li>Work performed with 3 points of contact at all times and firmly secured at the bottom and/or top, footing a ladder at all times the person is on the ladder will suffice.</li> </ul>	Rare	Moderate	Negligible 1
P11	Manual handling	Physical injury	<ul style="list-style-type: none"> <li>Use mechanical aids where available.</li> <li>No staff to assist stall holders with loading unloading tasks.</li> </ul>	Unlikely	Moderate	Low 4
P12	UV Radiation	Sun stroke dehydration sun burn	<ul style="list-style-type: none"> <li>Provide adequate shade for both workers and participants.</li> <li>Encourage the use of hats and sunscreen.</li> <li>Ensure drinking water is readily available.</li> </ul>	Possible	minor	Low 4
P13	Unstable loaded vehicles entering and leaving the site	Loads falling injury personal and property damage.	<ul style="list-style-type: none"> <li>All loads to be set to the Load Restraint Guide.</li> <li>Vehicles checked for stability before entering, or unloaded off site and driven in.</li> <li>Vehicles checked for stability before leaving, or driven out and loaded off site.</li> </ul>	Unlikely	Moderate	Low 4
P14	Vehicle Plant movement	Collision with other vehicles, plant and pedestrians.	<ul style="list-style-type: none"> <li>Vehicle and pedestrian access and egress are separated.</li> <li>On-site vehicle access restricted to set-up and close-down times only.</li> <li>No on-site parking during event hours.</li> <li>Clearly marked on-site access for emergency vehicles during the event.</li> <li>Emergency vehicles to be escorted into and through the event location to the injured person.</li> <li>Restricted vehicle access areas will be marked off, e.g. traffic cones.</li> <li>Approved Helmet to be worn when using a quad bike.</li> <li>Vehicle speed not to exceed 10km/h on site during setup and close down.</li> </ul>	Unlikely	Moderate	Low 4

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REFERENCE	HAZARDS	RISK	RISK CONTROLS	RESIDUAL RISK		LEVEL OF RISK
				Likelihood	Consequence	
P15	Theft assault crime	Low Security presence and systems	<ul style="list-style-type: none"> <li>All staff and stallholders are given the event Manager's number for emergencies.</li> <li>Police to be called for all reported cases.</li> <li>Office located in a central and secure lockable area.</li> <li>Floats to be collected from food and Alcohol sites and secured discreetly.</li> <li>Stall holders are responsible for all floats and monies relating to their stall.</li> <li>Site to be monitored after hours to ensure no unauthorised entry.</li> <li>Ensure that security staff are briefed to monitor the visitors and advise the event manager of issues identified.</li> </ul>	Possible	Moderate	Low 4
P16	Inclement weather	High winds, lightning, excessive rain.	<ul style="list-style-type: none"> <li>Check weather conditions immediately prior to the start of each day to determine course of action.</li> <li>Consider possible lightning and damaging winds from BOM.</li> </ul>	Possible	Minor	Low 4
P17	Insufficient information and advice to Stall holders	Conflict and issues with stall holders	<ul style="list-style-type: none"> <li>Ensure that all stallholders and contractors are well briefed prior to the event and are aware of Health &amp; Safety and environmental expectations and requirements.</li> <li>Operation of a plant that generates noise over 85db to be operated for less than 5 minutes in any 1 hour or moved to a safe zone as agreed by the event manager.</li> </ul>	Rare	Moderate	Negligible 1
P18	Chemicals on site	Spills environmental issue, fire	<ul style="list-style-type: none"> <li>As part of the site planning exhibitors to submit sufficient information that relates to the safe operation of any plant, storage of chemicals including petrol and diesel.</li> <li>Sites with petrol diesel or other chemical are to have spills containment and clean up equipment</li> </ul>	Rare	Moderate	Negligible 1
P19	Contractors	Unlicensed, uninsured, not qualified.	<ul style="list-style-type: none"> <li>Develop a list of approved contractors for the event.</li> <li>Obtain list of Insurances, qualifications licences etc. prior to event.</li> <li>Only engage a contractor who can provide the required documentation and services</li> </ul>	Unlikely	Moderate	Low 4
P20	Communicable disease	Person to person transmission.	<ul style="list-style-type: none"> <li>COVID Safe Plan</li> <li>System of Monitoring and Checks to the Plan</li> <li>Staff Trained in the Plan</li> </ul>	Possible	Moderate	Low 4
P21	Helicopter operations	Flying particles, noise, struck by objects.	<ul style="list-style-type: none"> <li>Set a staging point at a distance from the landing zone to ensure that flying particles do not reach visitors during take-off and landing.</li> <li>Inspect the take-off and landing areas prior to commencement of each day to ensure that no items can become a flying hazard.</li> </ul>	Possible	Moderate	Low 4

# Stall holders safety plan

REFERENCE	HAZARDS				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
A (almost certain)	Low 4	Medium 16	High 32	Very High 64	Extreme 128
B (likely)	Low 2	Medium 8	Medium 16	High 32	Very High 64
C (possible)	Negligible 1	Low 4	Medium 8	Medium 16	High 32
D (unlikely)	Negligible 0.5	Low 2	Low 4	Medium 8	Medium 16
E (rare)	Negligible 0	Negligible 0.5	Negligible 1	Low 2	Low 4

SCORE	ACTION
≥64	Act on these risks immediately
8- 32	Act on these risks as soon as possible – 15 min
2-4	Act on these risks within 4 hours
0-1	These risks may not require immediate attention by end of day

HIERARCHY OF CONTROL OPTIONS	
<b>Eliminate</b>	A permanent solution, eliminate the process, material or substance completely.
<b>Substitute</b>	Replace the process, material or substance with a safer one.
<b>Isolation</b>	Isolate the person(s) from the process, material or substance.
<b>Engineering</b>	Design or re-design the process material or substance.
<b>Administration</b>	Limit exposure to the risk through job rotation, procedure or training.
<b>PPE</b>	Use protective equipment.

- Some common hazards that may be present:**
1. Are there access / egress hazards (mobile/fixed plant)?
  2. Are there working at heights hazards?
  3. Have all energy sources been locked out or tagged out (electrical, mechanical, air, high pressure fluids, inertia etc.)?
  4. Is hot work being undertaken? Permit required?
  5. Is this a confined space? Permit required?
  6. Are there any traffic hazards?
  7. Are there any overhead obstructions present?
  8. Are there any underground obstructions present?
  9. Do I have the right equipment to do the job safely?
  10. Are personnel at risk of falling objects?
  11. Is there a risk of explosion? (explosives, gases)
  12. Is there a risk of fire from flammable liquids or gases?
  13. Are there any elevated temperatures products?
  14. Are all working surfaces level and stable?
  15. Have manual handling hazards been mostly eliminated?
  16. Are there any trip hazards present?
  17. Have thermal risks been controlled (heat & cold)?
  18. Are all personnel trained and competent to carry out the work safely?
  19. Has contractor safety been managed accordingly?
  20. Do persons have the correct PPE to do the work safely?
  21. Have emergency and rescue requirements been considered?



# HELITOUR RISK ASSESSMENT



# Risk assessment and environmental safe work method statement

Event: \_\_\_\_\_ Compiled By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Risk Review: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Identify applicable hazards. Add or delete as applicable

PERSONNEL INVOLVED	EQUIPMENT USED	MATERIALS USED
Gold Coast Helitours	Helicopters	
Ground Crew and Security	Radios	

IDENTIFY HAZARDS		
<input checked="" type="checkbox"/> Operator certification	<input type="checkbox"/> Cutting and grinding	<input type="checkbox"/> Over head electrical wires
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Power supplies	<input type="checkbox"/> House keeping
<input type="checkbox"/> Falls from height	<input type="checkbox"/> EPT	<input type="checkbox"/> Cranes
<input type="checkbox"/> Scaffolding	<input checked="" type="checkbox"/> PPE	<input type="checkbox"/> Lifting equipment
<input type="checkbox"/> Concrete pumping	<input type="checkbox"/> MSDS's	<input checked="" type="checkbox"/> Barricading

All Gold Coast Helitours (GCH) staff must report to the Mirage Heliport office before the commencement of work for a site induction.

**All GCH staff must read and understand the WH&S Management Plan.**

All personnel will be responsible for reporting any safety concerns or incidents onsite to the safety Manager.

All GCH staff will comply with safety instructions provided by the principal contractor or their managers.

**The following procedures are in place in accordance with Gold Coast Helitours WH&S procedures and relevant CASA (Civil Aviation Safety Authority) approved operating manuals to ensure the safe practice for operating.**

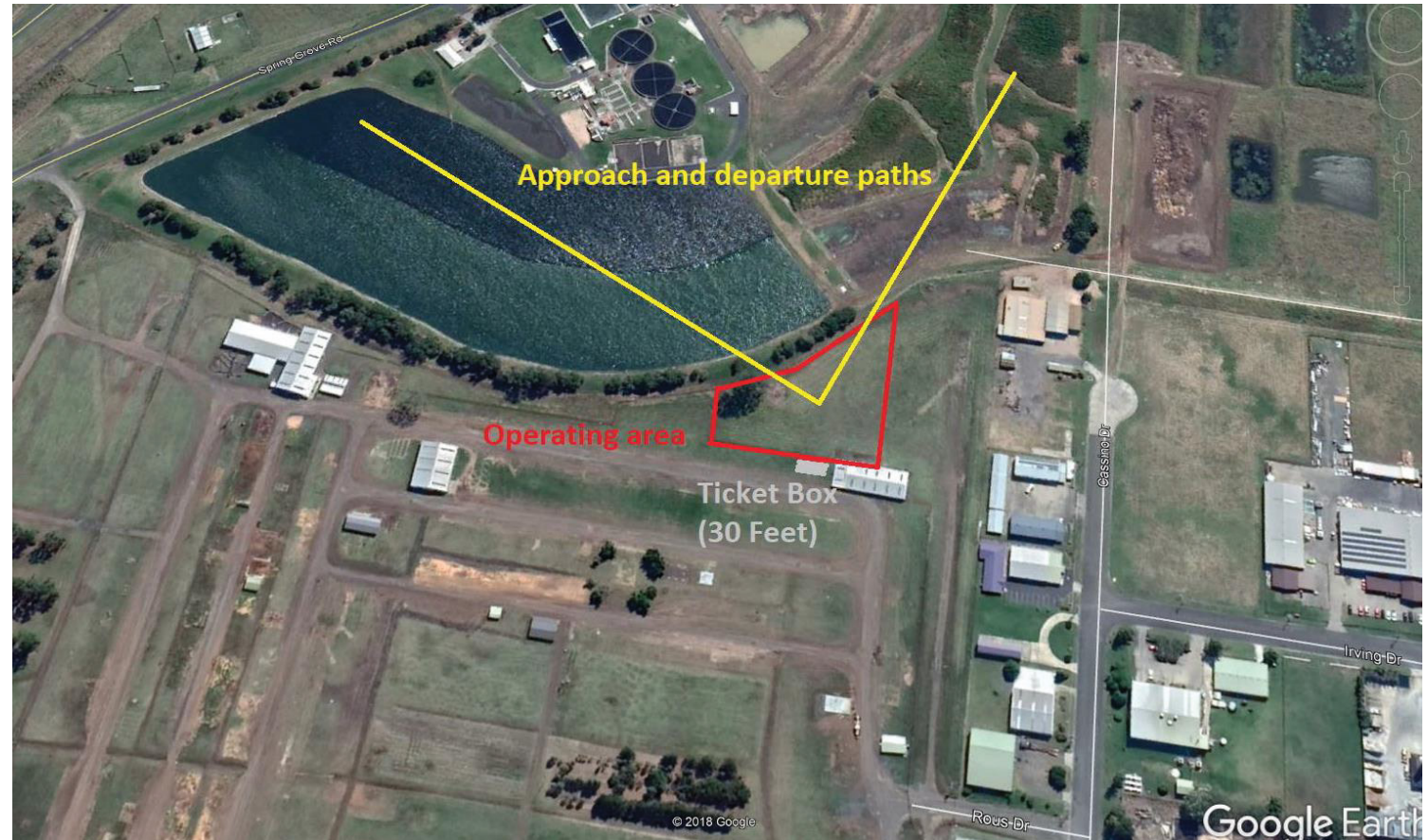
# Risk assessment and environmental safe work method statement

## HELICOPTER APPROACH AND DEPARTURE PROCEDURE

Gold Coast Helitours to inspect surrounding areas prior to the operation. The landing area is a large flat grassed field located to the North East of the PRIMEX show. All approaches and departures are to be made along the designated paths where ever possible. The general approach and departure paths are clear of any significant obstacles. No personnel are to approach the helicopter without the explicit permission of the pilot and or ground crew.

## REQUIRED PAPERWORK

- Commercial Helicopter pilot qualifications
- Radio frequencies being used on the day.
- Specifications/capabilities of the Helicopter (lifting / fuel capacity)



# Risk assessment and environmental safe work method statement

The following procedures are in place in to ensure the safe conduct of operations in accordance with Gold Coast Helitours Operations Manual. All crew members must read and understand the Safety Management Plan.

OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<b>Crew induction</b>	<p>Operating in and around new locations and facilities poses a number of hazards especially to new crew members who are unfamiliar with the operating environment.</p> <p>Hazards include unfamiliarity with the emergency procedures and exits; muster points, firefighting and other emergency equipment as well as the correct requirements for moving around areas of the airfield/ helipad.</p>	High	<p><b>Referring Gold Coast Helitours Operation Manual A1 Appendix 5 page 1</b></p> <p>All crew members must be inducted by the Chief pilot in accordance with the Civil Aviation Orders Schedule 1 Section 20.11 covering in detail the; Emergency Evacuation Procedures, Fire Extinguishing Equipment, First Aid Equipment; Ditching Procedures and Passenger Control measures for the aircraft and bases of operation they will be in.</p> <p><b>Referring Gold Coast Helitours Operation Manual A1-17 1.19 (3)</b></p> <p>A pilot shall not act as a member of the operating crew of an aircraft or perform any associated duties or functions if his/her capacity to so act is, or is likely to be, impaired as a result of having consumed, used, or absorbed any alcoholic liquor, drug, pharmaceutical or medicinal preparation or other substance. Should the use of prescribed drug by pilots raise the question of licence validity the opinion of a CASA designated Aviation Medical Examiner must be obtained.</p>	Medium
<b>Crew Briefing</b>	<p>Operating in and around helicopters poses a number of hazards especially to new crew members who are unfamiliar with the operating environment.</p> <p>Hazards include unfamiliarity with the emergency procedures and exits; seatbelts, firefighting and other emergency equipment including the emergency beacons and the correct procedures for moving around and boarding/disembarking the helicopter.</p>	Very High	<p><b>Referring Gold Coast Helitours Operation Manual A4-10 subsection 4.10</b></p> <p>All crew members must be briefed by the Pilot or appropriate qualified ground crew member in accordance with CAO 20.11.14 and Sub regulation 253 (4) of CAR 1988. Prior to embarking the pilot must ensure that all crew members are briefed and each person has been warned against the carriage of Dangerous Goods and are referred to the company's helicopter safety card (appendix 1). In addition to these procedures the pilot in command shall insure that any person who has not previously flown in helicopters is adequately instructed in the following safety procedures; To always approach the helicopter from the front and depart towards the front in full view of the pilot; If the helicopter is standing on sloping ground, to be aware that there is less than normal rotor clearance when walking down or up a slope to the aircraft; If embarking or disembarking with the rotors turning, to keep low with arms down, and loose belongings such as clothing, etc. firmly clasped, tied to the person or buttoned up; The use of the seatbelts; The no smoking requirements; Location and method of operation of emergency exits and the location of survival equipment.</p>	Low

# Risk assessment and environmental safe work method statement

The following procedures are in place in to ensure the safe conduct of operations in accordance with Gold Coast Helitours Operations Manual. All crew members must read and understand the Safety Management Plan.

OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<p><b>Aircraft pre-flight inspection</b></p>	<p>Helicopter operations require a detailed daily inspection to be completed by a qualified person on all helicopters prior to flight to insure that the helicopter is airworthy and that all components are serviceable and in date.</p> <p>Hazards include: Out of date or unserviceable component's that might otherwise be overlooked, changes in the fuel or oil levels that might have occurred while another pilots or maintenance personnel were overseeing the aircraft and unsecured latches or hatches from previous inspection or maintenance actions.</p>	<p>High</p>	<p><b>Referring Gold Coast Helitours Operation Manual A3-15 subsection 3.10</b></p> <p>Daily inspections shall be carried out in accordance with the Daily Inspection Schedule specified in the relevant aircraft log book. Persons authorised to certify for the completion of a daily inspection on company aircraft are: The pilot in command, a holder of a commercial or higher category of pilots licence endorsed for the aircraft type or group who has completed Company training for Pilot Maintenance a LAME licenced on either the airframe or engine category. Completion of the daily inspection shall be certified by the person carrying out the inspection in the space provided in part 3 of the current maintenance release for the particular aircraft (detailed in the Gold Referring Coast Helitours Operation Manual A3-3 3.1).</p> <p><b>Referring Gold Coast Helitours Operation Manual A6-3 subsection 6.1</b></p> <p>Company operated helicopters shall not depart on a flight unless the following conditions have been met: all external control surface locking devices have been removed by the pilot in command; all flights controls have been checked for full and free movement and if applicable, the second set of dual controls are not restricted in any way, all external surfaces are completely free of frost and ice all fuel and oil tank caps are correctly fitted and secure and all fuel vents are free of obstructions; and all doors, hatches and external fitments are secure for take-off. The nationality mark and registration mark is affixed and legible; Prior to taxiing on the manoeuvring area, the helicopter's radios are tested for serviceability; the compass correction card is installed, is legible and is within a three year period from the date on the card; if the fuel tank gauge(s) for the particular helicopter are marked in fractions of tank capacity, a placard showing the corrected readings at all major graduations and the un-gaugeable fuel quantity is installed and legible; and the applicable safety precautions, tests and checks as applicable to the helicopter type are completed to ensure that the helicopter is safe for flight, are properly carried out.</p>	<p>Low</p>

# Risk assessment and environmental safe work method statement

OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<p><b>Resupplying the aircraft with fuel and Oil.</b></p>	<p>Helicopter operations require the frequent handing of aviation fuel and oils. Only pilots or specifically trained crew members are to handle aviation fuel or oils. Hazards include: Errors with grades or types of fuel and oil which can cause damage to aircraft engines and running gear and errors with quantities of fuel or oil can also cause damage and unsafe flying conditions. Both fuel and oil are considered dangerous goods and require appropriate handling to ensure that the risk of spills and fires is reduced.</p>	<p>Very High</p>	<p><b>Referring Gold Coast Helitours Operation Manual A3-7 subsection 3.5</b>                      All fuel dockets shall be kept together with the daily operations records and on completion of the flight, these documents will be processes in accordance with standing company procedure. Before commencing each flight or flight segment the pilot in command shall be personally responsible for checking the amount of any fuel dispensed into the helicopter and foe verifying, by means of fuel gauges and if possible, dip stick or visually, , that the total fuel on board is sufficient for the proposed flight in accordance with the Company's "Fuel Policy" stated in sub-section 6.17 of Section A6, this Part.</p> <p><b>Referring Gold Coast Helitours Operation Manual A3-7 subsection 3.6</b>                      For the purposes of verifying the flight planning fuel consumption rate for each helicopter type operated by the Company, the pilot in command shall ensure that all fuel added during the day is recorded on the current Helicopter Flight Record for that helicopter.</p> <p><b>Referring Gold Coast Helitours Operation Manual A6-6 subsection 6.3</b>                      Except as otherwise provided for in this sub-section, flight crew members and any operational support personnel who may be delegated to carry out, supervise or assist with refuelling or de-fuelling operations shall at all times comply with the relevant provisions of CAO 20.9 in so far as they relate to their particular duties and responsibilities, namely;</p> <p>"NO SMOKING" signs shall be displayed and the limits of the no smoking area shall be at least 15 meters. Before adding fuel to the aircraft's fuel tanks, the refuelling equipment and the aircraft shall be earthed to the ground and the equipment connected to the aircraft by the use of static lines. The nozzle static line must be attached to the aircraft prior to the removal of any fuel tank cap. The fuel is to be filtered into the helicopter through approved microfilters. If the microfilter is equipped with a drain, the filter shall be drained before use.</p> <p><b>Referring Gold Coast Helitours Operation Manual A6-7/8 subsection 6.3 Helicopter Hot Refuelling</b>                      Refuelling any of Company operated helicopters listed below while the engine is running is permitted while engaged in ferry operations and those specialised operations included in Part D of this Manual where operational expediency warrants the use of this procedure.</p> <p><b>AS350 Bell 206 H500 EC120</b></p>	<p>Medium</p>

# Risk assessment and environmental safe work method statement

OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<p><b>Resupplying the aircraft with fuel and Oil.</b></p>	<p>Helicopter operations require the frequent handing of aviation fuel and oils. Only pilots or specifically trained crew members are to handle aviation fuel or oils.</p>	<p><b>Very High</b></p>	<p>The area to be used for "hot refuelling" must provide positive footing for refuelling personnel and suitable drainage in the event of fuel being spilled. Radio transmissions from the helicopter must be kept to the minimum during hot refuelling. An HF transmitter or mobile/satellite phone must not be operated. The pilot in command of the helicopter being refuelled is responsible for all aspects of the hot refuelling operation. The helicopter being refuelled must be positioned to provide the pilot with clear visual contact with the pump operator and must be as near as possible into wind. The pilot in command is personally responsible for ensuring that all fluids that he/she causes to be delivered into the aircraft comply with the required standards and specifications.</p> <p>The helicopter being refuelled must be positioned to provide the pilot with clear visual contact with the pump operator and must be as near as possible into wind. The quantity of fuel to be loaded must be decided before hot refuelling is commenced. The pilot in command must ensure that the pump operator/ refueller clearly comprehends the signal to cease refuelling operations. Communication between the pilot and the person in charge of the refuelling must be maintained by means of an electronic intercommunication system or by visual contact and an agreed system of signals.</p> <p>The refueller shall, upon completion of the hot refuelling, refit and check the fuel tank caps for security and remove earthing and static lines. The refueller shall then inform the pilot in command that fuel tank caps are fitted and earthing and static lines have been removed. If a fire occurs at the helicopter during refuelling operations, the refueller shall replace the fuel cap if possible and notify the pilot who will shut down the helicopter and apply the rotor brake, if fitted. He will then attempt to help the refueller in fighting the fire or if it is out of control, to vacate the area.</p> <p><b>After Fuelling</b></p> <p>The pilot in command is responsible for ensuring that: the aircraft has been refuelled with the correct grade or specification fuel and oil; the required amount has been placed aboard the aircraft; sufficient airspace remains in each tank to allow for anticipated expansion and all fuel and oil tank caps have been securely refitted.</p>	<p><b>Medium</b></p>

# Risk assessment and environmental safe work method statement

OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<p><b>Flight Planning</b></p>	<p>Helicopter operations require detailed planning to be completed by a qualified pilot to insure that the operation complies with all of the relevant regulations and conforms with the companies operation manual.                      Hazards include: Incursions into controlled airspace, flight into unsuitable weather conditions, fuel levels dropping below required reserves, aircraft operated outside of published parameters.</p>	<p><b>High</b></p>	<p><b>Referring Gold Coast Helitours Operation Manual A6-7/8 subsection 6.3</b></p> <p>The pilot in command shall obtain and study all available information relating to the intended operation and ensure that each flight is conducted in accordance with any legislative rule, regulation or condition applicable to that operation and in accordance with this Operations Manual.</p> <p>Company pilots shall not use any actual or forecast weather reports of meteorological conditions unless those reports were made with the authority of the Director of Meteorology or by a source approved by the CASA.</p> <p>All flight planning associated with the Company's operations shall be carried out in accordance with the relevant provisions of the AIP/Jeppesen Airways Manual and this Operations Manual. Except when conducting specialised operations where Company ground staff are in attendance, a Flight Note shall be prepared as necessary and a copy left with a responsible person. If an extended flight over water is intended, Flight Notification shall be submitted to Airservices. The minimum acceptable fuel for any flight shall be calculated using the fuel consumption rates, as shown in Appendix 1 to Section B2 of Part B (Gold Coast Helitours Operation Manual) appropriate to the helicopter type in use. The amount of fuel on board the helicopter at any particular point in a flight should be an amount that is sufficient to enable the helicopter to fly from that point: where an alternate is not required - to 1500 feet above the destination aerodrome, make an approach and land; or where an alternate is required - make a missed approach to the destination aerodrome, fly to the alternate aerodrome and make an approach and land at that aerodrome; plus for an helicopter operating on charter operations, a variable reserve of 15% calculated on the time it would take to fly in accordance with above and to provide holding fuel as required above; and to provide a fixed fuel reserve of 20 minutes calculated at the holding rate for the helicopter; and to meet the minimum fuel requirements as specified for the particular helicopter type.</p>	<p><b>Low</b></p>

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<p><b>Pilot requirements</b></p>	<p>Different Helicopter operations may require pilots with different qualifications and experiences in order to insure the safety and quality of the flight. Pilots must be well rested and have access to food and drink as appropriate.</p> <p>Hazards include: Pilots without the correct qualification or experience being assigned duties inappropriate to their capabilities.</p> <p>Pilot operating without adequate subsidence or rest.</p>	<p>High</p>	<p><b>Referring Gold Coast Helitours Operation Manual A2-5 subsection 2.4</b></p> <p>The Chief Pilot will determine the suitability, qualifications, appropriate licence/ ratings and experience of a pilot before he/she is engaged by the Company, but as a general rule, no pilot will be engaged unless his/her pilot licence is endorsed for the aircraft types which that pilot will be required to fly at the time of employment.</p> <p><b>Referring Gold Coast Helitours Operation Manual A2-5 subsection 2.4</b></p> <p>It shall be the responsibility of the Chief Pilot to ensure that before any pilot is rostered to fly as pilot in command of a Company aircraft, that pilot's Induction Record and Pilot Record has been completed by the Company and that pilot, has the required qualifications and piloting standards, meets the applicable recency provisions, meets the flight review requirements, has within the previous 27 months, completed the appropriate dangerous goods training, has within the previous 12 months undertaken training in emergency procedures for the helicopter types which that pilot will be required to fly, has satisfactorily completed the Company training for loading, cargo restraints, refuelling and maintenance training, has studied the Company Operations Manual and, by oral evaluation, is thoroughly familiar with all relevant operational procedures and practices and has signed the signature sheet in the appropriate copy of the Company Operations Manual as evidence that he/she has read, understood and agreed to apply the procedures contained therein.</p> <p><b>Referring Gold Coast Helitours Operation Manual A2-24 subsection 2.8</b></p> <p>A flight crew member shall not operate an aircraft and the Company shall not require or permit a flight crew member to operate an aircraft unless at the commencement of any duty period, the pilot has taken adequate rest, the pilot has taken adequate sustenance and the pilot is free of any fatigue, illness, injury, medication or drug which could impair the safe exercise of his or her licence privileges. When a Company pilot is required to undertake a rest period away from his/her home base, the Company shall provide for and a flight crew shall ensure that adequate rest is taken during the rest period prior to commencing or recommencing duty.</p>	<p>Low</p>



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OPERATIONAL PHASE	REASON FOR CONTROL MEASURES	RISK INDEX BEFORE CONTROL MEASURES	CONTROL MEASURES	RISK INDEX AFTER CONTROL MEASURES
<p><b>Loading procedures/ cargo restraints</b></p>	<p>Helicopter loading require planning to be completed by a qualified pilot to insure that the operation complies with all of the relevant regulations and conforms with the companies operation manual.</p> <p>Hazards include: Aircraft loaded outside of published parameters. Unrestrained objects damaging aircraft or injuring crew. Unsecure objects falling from the aircraft.</p>	<p>High</p>	<p><b>Referring Gold Coast Helitours Operation Manual A4-6 subsection 4.6</b></p> <p>The pilot in command of a helicopter operated by the Company, before any flight, shall ensure: The helicopter is loaded within the prescribed centre of gravity limits as determined by the current approved loading system specified in the aircraft Flight Manual for that helicopter; The maximum take-off weight of that helicopter or the gross weight for take-off, whichever is the lesser, is not exceeded; and The centre of gravity of that helicopter will not move outside the approved range at any time whilst in flight. The individual helicopter loading and aircraft Flight Manual limitations are to be complied with at all times. When determining the helicopter's load, the pilot in command shall take into account all factors that may affect adversely that helicopter's performance such as altitude AMSL, temperature, humidity and other local factors likely to have a detrimental effect on its performance.</p> <p>Cargo may be carried on an unoccupied passenger seat provided the cargo weight does not exceed 77 kg and such weight is evenly distributed over the squab. Cargo may also be carried on an unoccupied control seat provided the cargo and restraint do not interfere with the full movement of the controls or, where applicable, the controls removed. Refuelling equipment (pumps, hose, etc.) carried on board a Company helicopter must be completely drained of fuel and any open ends covered before loading aboard the helicopter. The pilot in command shall ensure that all cargo carried is properly restrained by the use of seat belts, approved tie-down straps and/or approved cargo nets, depending on the location and nature of the load, using normal tie-down points provided in the helicopter, in a manner which prevents any article from moving under the maximum accelerations to be expected in flight and in an emergency landing or ditching. The strength of the restraint equipment shall be suitable to restrain the cargo under the maximum load factors for flight, ground, or emergency landing conditions to which the particular helicopter is certificated.</p>	<p>Low</p>

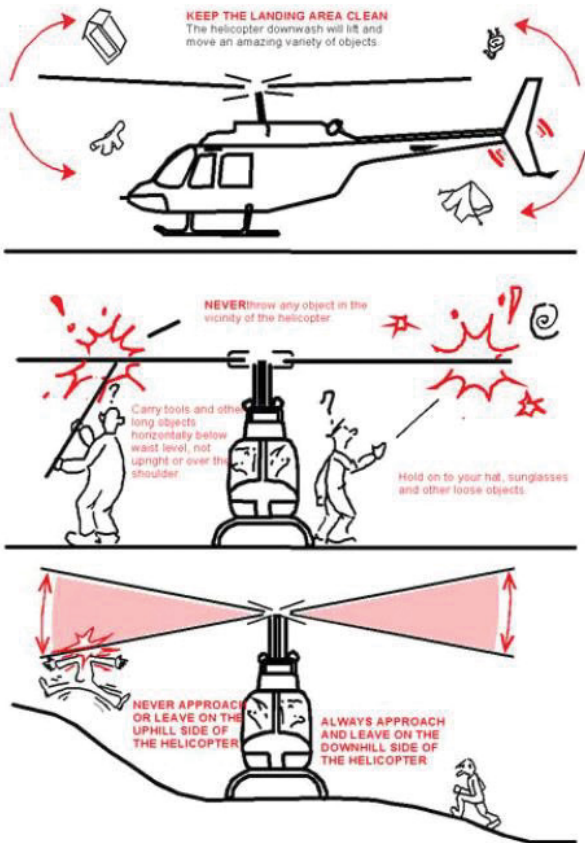
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## APPENDIX 1

Gold Coast Helitours Safety Card.

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### HELICOPTER SAFETY



**KEEP THE LANDING AREA CLEAN**  
The helicopter downwash will lift and move an amazing variety of objects.

**NEVER** throw any object in the vicinity of the helicopter

Carry boots and other long objects horizontally below waist level, not upright or over the shoulder.

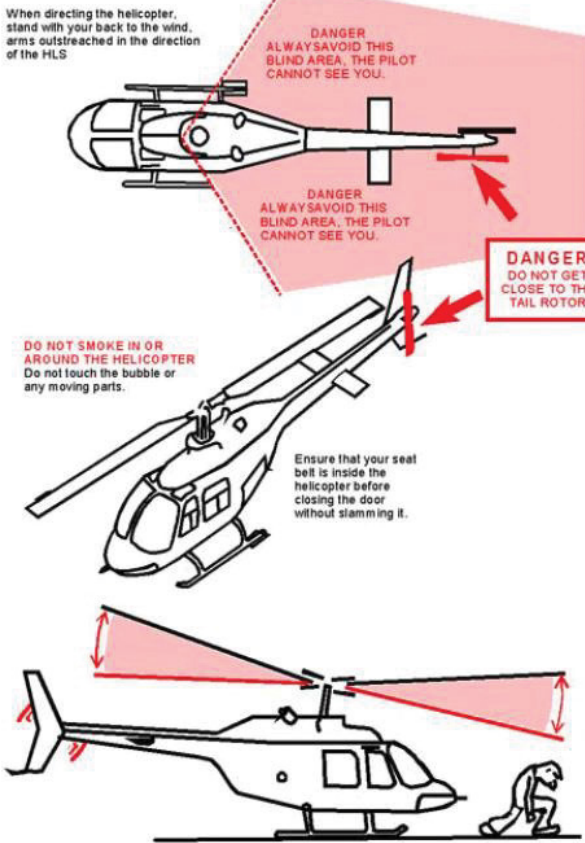
Hold on to your hat, sunglasses and other loose objects.

**NEVER APPROACH OR LEAVE ON THE UPHILL SIDE OF THE HELICOPTER**

**ALWAYS APPROACH AND LEAVE ON THE DOWNHILL SIDE OF THE HELICOPTER**

© Aeroservice 1999 See over ...

### HELICOPTER SAFETY



When directing the helicopter, stand with your back to the wind, arms outstretched in the direction of the HLS

**DANGER ALWAYS AVOID THIS BLIND AREA, THE PILOT CANNOT SEE YOU.**

**DANGER ALWAYS AVOID THIS BLIND AREA, THE PILOT CANNOT SEE YOU.**

**DANGER DO NOT GET CLOSE TO THE TAIL ROTOR**

**DO NOT SMOKE IN OR AROUND THE HELICOPTER**  
Do not touch the bubble or any moving parts.

Ensure that your seat belt is inside the helicopter before closing the door without slamming it.

Approach and leave the helicopter in a crouched position.

See over ...

# Risk assessment and environmental safe work method statement

LIKELIHOOD	CONSEQUENCES				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
5 (almost certain)	Medium 5	High 10	High 15	Extreme 20	Extreme 25
4 (likely)	Low 4	Medium 9	High 12	Extreme 16	Extreme 20
3 (possible)	Low 3	Medium 6	Medium 9	High 12	High 15
2 (unlikely)	Low 2	Low 4	Medium 6	Medium 8	High 10
1 (rare)	Low 1	Low 2	Low 3	Low 4	Medium 5

MONITORING PERIODS TABLE				
	Risk Rating		Monitor Works	Record
16-20	Extreme	Work not to commence, review control measures immediately	NA work does not progress	NA
10-15	High	Senior supervisory management to ensure all controls are in place before work commences. Strict monitoring of control measures. Work shall be conducted with Supervision and / or co-worker ie person involved with activity must not work alone.	Daily	ESWMS Inspection Sheet
5-9	Medium	Responsibilities must be defined and understood by those involved before commencing work. Minimal Supervision required.	Weekly	ESWMS Inspection Sheet
1-4	Low	Control by routine procedures	Monthly	ESWMS Inspection Sheet

C = CONSEQUENCE	L = LIKELIHOOD	HIERARCHY OF CONTROL
<b>5 = Catastrophic</b> Death, disablement, significant incident, unacceptable risk, significant financial cost.	<b>5 = Almost Certain</b> Could occur in most circumstances	<b>Elimination.</b> Modify the process method or material to eliminate the hazard completely
<b>4 = Major</b> Extensive injuries leading to lost time, major risk-damage to plant and equipment, major financial cost for repairs/reinstatement.	<b>4 = Likely</b> May probably occur in most circumstances	<b>Substitution.</b> Replace the material, substance or process with a less hazardous one
<b>3 = Moderate</b> Medical treatment, medium risk-damage to plant and equipment, medium financial cost for repairs/reinstatement.	<b>3 = Possible</b> May occur at some time	<b>Redesign/Engineering Controls.</b> Redesign or modify the plant or process to reduce or eliminate the risk
<b>2 = Minor</b> First Aid treatment, minor risk-damage to plant and equipment, minor financial cost for repairs/reinstatement	<b>2 = Unlikely</b> Could occur at some time	<b>Separate</b> Isolate the hazard from the person by safeguarding or by space or time.
<b>1 = Insignificant:</b> No injuries, slight damage, low financial cost for repairs/reinstatement	<b>1 = Rare</b> May occur only in exceptional circumstances	<b>Administration</b> Adjust the exposure time or conditions or process by training, procedure, signs etc
		<b>PPE.</b> Use appropriately designed and properly fitted equipment where other controls are not practicable or are accepted

# Risk assessment and environmental safe work method statement

ENVIRONMENTAL RISK ASSESSMENT						Before Control Measures			After Control Measures		
ACTIVITY THAT COULD HARM THE ENVIRONMENT	ENVIRONMENTAL RISK	CONTROL MEASURES TO PROTECT THE ENVIRONMENT	Likelihood	Consequence	Risk Rating	Likelihood	Consequence	Risk Rating			
Noise	Nil	Fly neighbourly	2	3	6	1	2	2			
Broken Hydraulic lines	Hydraulic oil spills	All oil spills to be contained and cleaned as per EPA and site requirements	2	3	6	1	2	2			
Broken fuel lines	Fuel spills	All oil spills to be contained and cleaned as per EPA and site requirements	2	3	6	1	2	2			

LIKELIHOOD	CONSEQUENCES				
	Disaster (5)	Environmental Harm (4)	Environmental Nuisance (3)	Insignificant Effect (2)	Day to Day Issue (1)
5 (almost certain)	25	20	15	10	5
4 (likely)	20	16	12	9	4
3 (moderate)	15	12	9	6	3
2 (unlikely)	10	8	6	4	2
1 (rare)	5	4	3	2	1

Likelihood of risk	
5	Almost Certain
4	Likely
3	Moderate
2	Unlikely
1	Rare

Consequence of risk	
5	Disaster
4	Environmental Harm
3	Environmental Nuisance
2	Insignificant Effect
1	Day to Day Issue

Hierarchy of Control	
1	Design/ Redesign
2	Elimination
3	Substitution
4	Training
5	Environmental Controls



# Risk assessment and environmental safe work method statement

Risk Assessment- SWMS Name:

Date:

Presented by:

Duration

NAME	COMPANY	SIGNATURE

Additions that the workforce added to make this a workable and safe operation.

## ADDITIONAL ACTIONS REQUIRED

The persons listed above have signed attended to a toolbox talk on the risk assessment and have had input and made adjustments if it was necessary to the work procedure, understand the requirements to carry out the task in a safe and expeditious manner.



# Primex

Australia's Sustainable Farming  
and Primary Industries Expo

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