

# Procedure



## Security regulations for external companies (EN)

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## Procedure – Security regulations for external companies (EN)

Abstract:	This procedure ensures the security of technical equipment and objects as well as the occupational health and safety of contracted staff (outside companies) working at Austro Control premises. If you have any further questions, please contact: <a href="mailto:corporate.security@austrocontrol.at">corporate.security@austrocontrol.at</a>
Abstrakt:	Zweck der VA ist die Sicherstellung von Arbeitssicherheit (Personen-Gebäude-Objekt- Brand- und Arbeitnehmerschutz) an Anlagen und Gebäuden der Austro Control GmbH. Diese Anweisung gilt für alle Firmen (z.B.: Baustellen, Montage) und deren Mitarbeiter, die im Zuge von Arbeiten an Anlagen und Gebäuden auf dem Firmengelände der ACG beschäftigt sind. Für weitere Fragen kontaktieren sie bitte: <a href="mailto:corporate.security@austrocontrol.at">corporate.security@austrocontrol.at</a>
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## **0. Updates to the previous version**

This procedure has been created in ECM and replaces the procedure VA\_ACG\_SE\_001\_EN.

Point 4.1 Actions to take in case of an incident supplemented

Point 8 Reference to the "Confirmation of external companies" form provided for this purpose included (thus eliminating duplication with the form)

Point 9 Records supplemented and presented as a table

Point 10 FO release certificate for fire hazardous work included in the ACG

Point 10 VA Report and process environmental incidents recorded

## **1. Purpose**

The purpose of the VA is to ensure occupational safety (person-building object, fire and employee protection) at facilities and buildings of Austro Control GmbH (ACG).

## **2. Scope**

This instruction applies to all companies and their employees who are employed in the course of work in facilities and buildings on ACG's premises.

The safety and environmental protection guidelines for the respective air traffic control unit (section: Code of Conduct for Contractors), which cover site-specific requirements, must be observed by each contractor as a supplement to this instruction.

This Directive shall apply from the date of its entry into force until further notice.

## **3. General**

All persons must comply with the relevant employee protection regulations and environmental protection regulations (including waste avoidance, waste separation and proper disposal, avoidance of energy waste).

The responsibility for this lies with the respective supervisor of each individual company and each individual work job.

Each company and each job must name a supervisor from ACG who has the responsibility in the group and towards ACG. This supervisor is obliged to instruct his employees.

Each company must carry out a risk assessment appropriate to its scope of work and implement the measures contained therein in the interests of overall safety.

Every person must be aware that the business must continue undisturbed. This means that the strain caused by the construction or assembly operation must be reduced to the necessary minimum (dust, noise, etc.).

Every order of the ACG responsible person and the construction site coordinator (if appointed) must be followed specifically and immediately. Everyone is aware that persons may be expelled from ACG's premises in the event of non-compliance and a one-off warning.

## 4. General conduct on the ACG premises

### 4.1 **Actions to take in the event of an incident**

#### Actions to take in the event of an incident *with* possible impairment of air traffic control / air navigation facilities

- Incidents with a possible impairment to air traffic control or damage to air traffic control facilities or parts thereof must be reported IMMEDIATELY:
  - to the ACG responsible person and
  - to the ACG Service Control Center 24/7 - SCC Tel.: 051703 / 3115

#### Actions to take in the event of an accident at work or sudden illness:

- In the event of an accident at work or a sudden illness of an external company employee, the general "actions in the case of first aid / accident" of the respective external company applies.
- A sufficient number of trained first aiders and suitable first aid equipment (ÖNORM Z1020) must be available in each work job or group. In addition, first aid facilities are available in the ACG at the designated locations. Defibrillators are also available at the ACG air traffic control centres (main locations at the airports). The supervisors of the respective work sections must familiarise themselves with the local conditions of the ACG First Aid facilities.
- In the event of accidents at work or sudden illnesses, each company is responsible for the alarm and the rescue call itself. ACG's telephones are also available for alerting external emergency services (emergency doctors, rescuers, etc.).
- In the event of an accident at work or a sudden illness of a contractor employee on ACG's premises during which an external rescue operation was carried out, a report must also be made to ACG:
  - the ACG responsible person and
  - the ACG Department SQ-SE - Employee Protection via Email: [asgm@austrontrol.at](mailto:asgm@austrontrol.at)

#### Actions to take in case of fire:

- In the event of a fire, the fire protection regulations applicable to the location and the associated notice "Actions to take in the event of fire" apply.
- At ACG sites, fire protection facilities (e.g. push-button alarms, fire extinguishers) are available at marked locations. The supervisors of the respective work areas must familiarise themselves with the local conditions of the ACG fire protection equipment.
- In the event of a fire, each company is responsible for the alarm and the emergency call itself. The stationary ACG telephones and push-button alarms are also available for the alarming of external emergency forces (fire brigade, etc.).
- Every case of fire on the ACG premises must be reported to the ACG responsible person as soon as possible.

#### Actions to take in the event of an environmental incident

- In the event of a major environmental incident, each company is responsible for the alarm and the emergency call itself. ACG's stationary telephones are also available for alerting external emergency services (fire brigades, etc.).
- Environmental incidents include, for example, the release of hazardous substances, oil, fuel or lubricants, solvents, refrigerants, etc. or the release of large quantities of waste water into the ground and the resulting immediate danger to running waters or groundwater.

- Environmental incidents must also be reported to:
  - the ACG responsible person and
  - the EB-FM department under Tel.: 051703 / 1818 or via email [umwelt@austrocontrol.at](mailto:umwelt@austrocontrol.at)

#### 4.2 Smoking ban

There is a total and complete ban on smoking within the entire ACG premises. Smoking is only permitted in the designated smoking areas.

#### 4.3 Alcohol / drugs

Entering and working on the premises of ACG is strictly prohibited for persons under the influence of alcohol or drugs. Bringing or depositing illicit substances or alcohol is also forbidden.

#### 4.4 Social facilities

Each company is responsible for its own statutory facilities.

#### 4.5 Tools, work equipment, vehicles

Each company must have the necessary work equipment at its disposal and is responsible for it. ACG does not provide or lend any work equipment. Exceptions must be agreed individually with ACG. On ACG's premises, only work equipment that complies with the relevant laws and regulations may be used that has been inspected.

Lights and equipment should be switched off when not in use or at the end of the work in order to avoid unnecessary energy consumption or emissions.

#### 4.6 Order and cleanliness / storage

This is of utmost importance and ensures undisturbed operations. Each company is responsible for the disposal of its own waste at its own expense. Waste must be separated according to type and disposed of professionally. Special care must be taken when disposing of hazardous waste (solid, liquid and gaseous).

ACG does not provide any waste collection points.

Traffic routes and escape routes must always be free of storage facilities or waste.

Hazardous materials must be stored and disposed of in accordance with the law.

The storage of highly flammable, explosive, environmentally or health-endangering materials requires the express approval of the ACG responsible person.

In the event of violations, ACG reserves the right to commission third parties with the cleaning or disposal at the expense of the respective company.

#### 4.7 Entering the ACG

Every person and every company must register upon entering the company premises and deregister upon completion of work.

Only those areas may be visited in which the relevant work is carried out and which are approved by ACG or, if applicable, by the site coordinator.

#### **4.8 Misconduct**

It is expressly pointed out that misconduct can have serious consequences for air traffic control systems. Careful work is therefore essential. Access and work are only permitted in the assigned areas.

### **5. Fire prevention**

#### **5.1 Emergency exits and fire extinguishers**

It is strictly forbidden to obstruct emergency exits or fire extinguishers.

Escape routes must always be accessible and must not be obstructed or restricted. They must not be limited by objects that can easily be knocked over.

#### **5.2 Emergency**

In the event of an emergency, the emergency services and the ACG person in charge must be notified immediately.

#### **5.3 Garbage incineration**

The incineration of garbage is strictly prohibited on the construction site.

#### **5.4 Gas bottles**

Only store and place properly when using (do not store below ground level, secure from rolling and falling over, protect with protective cap).

Only bring as many bottles with you as are necessary for the work.

#### **5.5 All types of work involving heat**

Welding, soldering, scarfing, etc. and all cutting and cutting work with sparks must be reported to the ACG responsible person and approved by means of a release certificate.

#### **5.6 Types of work which generate dust, smoke or heat**

In order to deactivate the fire alarm system locally, such work must be logged. The completion of the work must also be indicated.

Areas where hot material may collect (shafts, intermediate floors, etc.) must be kept under constant observation for sufficient time.

#### **5.7 TRVB A 149 85 (fire prevention at construction sites)**

Is binding for all persons working on the construction site.

## **6. Approach and access / parking spaces / storage areas**

The access roads, parking spaces and storage facilities are to be used in consultation with ACG. All companies and persons must comply with agreed upon requirements.

The StVO applies in all areas of ACG.

Location-related restrictions must be observed.

Regarding storage of hazardous substances and disposal see 4.6.

Vehicles and construction machinery must keep a suitable distance from slope edges and edges (recommendation:  $\leq 12t \geq 1.0$  m,  $> 12t \geq 2.0$  m).

## **7. Conduct and operation at the construction site / during work**

### **7.1 General**

All employees of contracted companies and their subcontractors must possess a valid work permit for Austria, be duly registered in accordance with social insurance and tax regulations, be suitable for the relevant work (BauV §5, ASchG §6) and have received sufficient instruction in accordance with ASchG (§§ 12,14).

### **7.2 Personal protective equipment (PPE)**

All persons must have the necessary PPE, which must be tested and suitable in accordance with legal requirements.

In general it is expected that, all persons on the construction site must have safety shoes, a safety helmet, suitable protective clothing (weather protection) and hearing protection. Depending on the amount of work, there may also be fall protection (rope protection), hand protection, eye protection, face protection, etc.

All persons are obliged to use the PPE prescribed by ASchG or by signage. Failure to do so may result in a reference to the construction site.

ACG does not provide PPE.

### **7.3 Tools**

These must be provided by each company itself.

The use of ACG tools or equipment is not permitted. Each company must properly store its tools and lock them at the end of operation. Tools must be in perfect condition and must not show any defects, especially concerning electric tools. Only machines and equipment with the CE mark may be used.

### **7.4 Safety barriers / safety measures**

All safety measures in accordance with ASchG and BauV must be taken in order to avoid accidents as far as possible.

In particular, it should be mentioned that all floor or shaft openings must be covered in a stable and non-slip manner (BauV §7) and that fall edges from 2m height (1m for stair runs) must be sufficiently stable (BauV §8). These protective devices may only be removed in consultation with the ACG responsible person and must be reinstalled immediately in the event of danger.

Work on sites with a risk of falling (higher than 2m) may only be carried out for a short time and using suitable rope protection. For longer work, stable sites with fall protection must be constructed (e.g. mobile scaffolding).

## 7.5 Scaffolding, ascent support, ladders

These must comply with the relevant regulations and standards. In particular, they must be stable and undamaged. Rungs and steps of ladders must be sure-footed and immovably inserted into the ladder uprights. The manufacturer's instructions and operating instructions must be strictly observed.

**Scaffolds** (7th section BauV, §§55-73) must be of stable design, stable and have a safe ladder.

For stationary scaffolds, a scaffold acceptance protocol must be available.

Mobile scaffolds must be erected on a level surface and must be fixed before climbing. They may only be moved when empty.

Ladders must be designed and used in accordance with the AM-VO (3rd section). Ladders may only be used as a stand for carrying out work if only so few tools and material are carried that when climbing up and down from the ladder it is ensured that one can safely stop at the ladder. The external influences must not impair the stability of the ladder. They must be stable and specially secured in the area of pedestrian or traffic routes (barriers or warning posts). Ladders may only be used for short-term work in the gripping area, such as simple assembly and installation work or the repair of paintwork.

Only instructed, experienced and physically suitable employees may be consulted for this work.

**Single ladders** must project at least 1 m beyond the point of entry or exit and may only be used up to the height and load specified in the manufacturer's specifications.

**Stepladders** must be suitably secured to prevent the ladder legs from sliding apart. Ladders must be secured against tipping and slipping. Walking on/with a stepladder is prohibited.

**Working on the roof:** Special care must be taken here (see also 11. section BauV, §§87-90). Do not enter skylight domes under any circumstances.

Access ladders must be properly constructed if erected from the outside. As far as possible and available, internal access ladders or inner ladders must be used as roof access ladders.

Appropriate fall protection must be installed.

Only in exceptional cases and for minor work is rope protection sufficient.

**Crane operation:** Cranes (with the exception of truck loading cranes) may only be erected in consultation with the ACG person responsible and the site coordinator.

Cranes must be inspected after installation in accordance with AM-VO (§7). Cranes may only be operated by trained and instructed persons unless statutory training is prescribed.

The crane operator must be able to see the load directly. If this is not possible, trained instructors with hand signals or radio equipment must be available.

The safety distances to the crane and construction machinery must be observed. Never step under the raised working equipment or load.

## 8. Confirmation

For this please use the form FO SQ SE 00244 Confirmation form for external companies (EN).



## 9. Records and control of document

### 9.1 Records

Name of record	Contact / Division	Archive location	Archiving period	Comments
Recording of building access (access cards, keys, alarm system...)	EB	EB	7 years	
Completed form Confirmation of external companies	BSB	BSB	1 year	
Completed release certificate for fire hazardous work in the ACG	BSB	BSB	1 year	

### 9.2 Archiving

7 years.

## 10. Relevant documents

- FO SQ SE 00244 Confirmation form for external companies (EN)
- Release certificate for fire hazardous works within the ACG
- Fire protection regulations for out stations
- Fire protection regulations for air traffic control units
- Safety directive for the air navigation service provider
- TRVB A 149 85 (fire protection on building sites)
- Reporting and processing environmental incidents (VA EB MG 00003)

## 11. Glossary

<https://services.win.austrocontrol.at/glossar>