**S | Aerodrome Safety**

**Training**

# Operational Safety Instruction
## Minimum Induction Training for Staff Operating Airside

**18th February 2019**

**ASGrOps_041**

**v3.0**

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

## 1. Introduction

**1.1**   This OSI describes the minimum induction training required for the staff of all Heathrow Airport companies operating airside. Training is described by a list of mandatory syllabus items. The minimum refresher training requirement is also stated.

**1.2**   The European Aviation Safety Agency (EASA) regulation (EU) No 139/2014 section ADR.OR.D.017 states that unescorted persons operating on the movement area or other operational areas of the aerodrome, shall be adequately trained and that personnel must demonstrate their capabilities through a proficiency check at adequate intervals to ensure continued compliance. In addition, Civil Aviation Publication (CAP642 -2018) recommends that each company should have a written policy which sets out the aims of the company with respect to airside safety training. Four categories of training are listed;

**1.2.1**   Induction Training

**1.2.2**   General Safety Training

**1.2.3**   Safety Skills Training

**1.2.4**   Refresher Training

**1.3**   The requirement for an employer to provide training and instruction to staff is also contained in section 2(2c) of the Health and Safety at Work Act 1974.

**1.4**   The training requirement applies to all new staff including temporary staff and those transferring from another company. Employers are advised to take action which will demonstrate that the new employee has understood the training.

**Heathrow**
*Making every journey better*

S **Aerodrome Safety**

## 2. Definitions

| Abbreviation | Description |
| --- | --- |
| EASA | European Aviation Safety Agency |
| CAP | Civil Aviation Publication |
| LGV | Light Goods Vehicle |
| PCV | Passenger Carrying Vehicle |
| DVLA | Driver and Vehicle Licensing Agency |

## 3. Minimum Personnel Requirements

**3.1** As an adjunct to company policy statements all companies should detail minimum staff requirements for operating on airside roads and the ramp area. Minimum requirements include;

**3.1.1** Language Proficiency – All staff working airside must be able to demonstrate their ability to communicate to a satisfactory level in English language in order to understand safety information.

**3.1.2** The ability to understand all airside signage relevant to their role.

**3.1.3** Sound judgement and a responsible attitude to their own and others' safety.

**3.1.4** Be able to understand instructions and warnings that may be encountered in their role.

**3.1.5** Medically fit for assigned duties, particularly in respect of eyesight, colour vision and hearing.

**3.1.6** Requirements to report illness and use of medication.

**3.2** Minimum Syllabus Requirements for Induction Training

**3.2.1** Topography/airside familiarisation

**3.2.2** Rules relating to Smoking, Alcohol and Drugs

**3.2.3** Personal Protection Equipment including hearing protection, safety footwear, and wearing of high visibility clothing.

**3.2.4** Identification of hazards and how to minimise risks; dangers from propellers, jet ingestion and jet blast, awareness of aircraft and vehicle movements, and any role-related hazards.

**3.2.5** Pedestrian Safety, walking routes and crossings.

**3.2.6** Awareness of Foreign Object Debris (FOD)

**3.2.7** Byelaws, Heathrow Operational Safety Instructions (OSIs) and company rules.

**3.2.8** Incident response – Actions in the event of a fire, accident or incident. Mandatory Occurrence Reporting and investigations.

**3.2.9** Fault Reporting including reporting perceived faults or suspected damage to aircraft or vehicles.

**3.2.10** Airside Driver Training if applicable.

**3.2.11** Disciplined parking of equipment and vehicles.

**3.2.12** Use of specialist equipment and manual handling.

**3.2.13** Reporting of spillages and hazardous substances.

**3.2.14** Security regulations (movement between critical and controlled areas).

**3.2.15** Weather hazards including Low Visibility Procedures, strong winds and winter conditions.

**3.2.16** Human factors such as fatigue and stress and how they impact performance.

**3.2.17** Night Operations.

**3.2.18** Environmental considerations (noise, air quality, waste).

**3.2.19** First aid and hygiene facilities.

**3.2.20** Authority of Police and Heathrow Officials.

**3.2.21** Training records and refresher training.

**3.3** Refresher Training

**3.3.1** All staff operating on Airside roads and ramp areas must undertake refresher training at intervals not exceeding 2 years. Where the nature of work is uncomplicated and repetitive (i.e. no more demanding or hazardous than driving on public roads) a training/competence assessment may be judged adequate by the employer. All training and assessments should be recorded and records retained for audit purposes.

## 4. Audit of Training Standards

**4.1**  CAA, HSE and Heathrow may undertake safety audits of any company whose staff operate Airside at Heathrow. This OSI will be used as a basis for checking the training syllabus for the induction of new employees and for checking training records.

## 5. References

EASA Regulation (EU) No 139/2014

Civil Aviation Publication 642

Health and Safety at Work Act 1974.

## 6. Enquires

**6.1**  Any queries relating to the content of this instructions should contact the Airside Operations Learning Manager at Nicholas.Clifton-Welker@heathrow.com