

# Contractor Guidance Note

## Demolition

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### Purpose

To outline the management and control of Demolition works conducted by contractors (including third-party contractors) on the Perth Airport Estate.

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### Scope

Perth Airport has separated Demolition works into two categories:

**Structural Demolition** - The demolition or dismantling of a structure or part of a structure that is load-bearing or otherwise related to the physical integrity of the structure.

**Non-Structural Demolition** - The demolition or dismantling of a structure or part of a structure that is not deemed load bearing or is hollow in construction.

NOTE: This Guidance Note does not alleviate the contractor of any responsibilities as detailed in the *Occupational Safety and Health Regulation 1996, Part 3, Division 9, Subdivision 7 – Demolition*

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### Process

#### OSH Works Planning Meeting

An OSH Works Planning Meeting must be undertaken before any works commence. On completion of the OSH Works Planning Meeting the following must be understood:

#### **Non-Structural Demolition**

- Extent of the Demolition works (drawing illustrating what is to be demolished)
- Services to be affected
- Review and verification of Asbestos / Asbestos Survey Report (if applicable)
- Verification of method by which hidden services will be identified
- Hot Works requirements
- Life Safety Systems Impairment requirements
- Risk Assessment for the works
- Confirmation a review of “As Built” drawings has been or will be undertaken

#### **Structural Demolition**

- As per Non-Structural Demolition above
- Confirmation Engineering Investigation / Structural Engineering Report to be undertaken
- Confirmation Temporary Works will be designed and signed off by an Engineer (if applicable)

NOTE: The Supporting Documentation must be developed in accordance with all legislative requirements and AS 2601 - 2001 demolition of structures.

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**Process  
[continued]**

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**Demolition Permit Request**

Contractors MUST raise a Permit Request for all Demolition works which may impact on Perth Airport's infrastructure, services, operations or personnel, using Perth Airport's electronic Permit to Work System (PEMAC). Link to PEMAC available here: <https://hra.perthairport.com.au/PCARE/Security/SignIn.aspx>

**NOTE: The Perth Airport Representative is responsible for issuing the Contractor with a PEMAC login.**

Contractors must:

- Complete a Perth Airport HRA DEMOLITION Request along with the required Supporting Documentation online at least three working days before the planned works.
- NOT commence Demolition works until the Permit Request has been approved and signed by all parties.

**Supporting Documentation**

All Supporting Documentation must be submitted with the Demolition Permit Request. The type of documents required must be agreed in the OSH Works Planning Meeting and will vary depending on the extent of the Demolition works.

**Non-Structural Demolition**

- Safe Work Method Statement for the works
- Demolition Plan
- Site Plan
- Drawing illustrating what is to be demolished
- Services Management Plan
- Verification of identification of hidden services
- Life Safety Systems Impairment Permit (if required)
- Hot Works Permit (if applicable)
- Verification of Asbestos / Asbestos Survey Report (if applicable)
- Isolation of Energy (Isolation Permit if applicable)

**Structural Demolition**

- All Supporting Documentation as per Non-Structural Demolition above
- Engineering Investigation /Structural Engineering Report and Sign Off
- Temporary Works Design and Engineering Sign Off (if applicable)

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### Review of Supporting Documentation

The Perth Airport Representative and Permit Issuer are responsible for reviewing the Demolition Permit Request and Supporting Documentation within the allocated three-day period to ensure the request has adequately assessed the hazards and controls associated with work.

### Site Inspection

When the Permit Issuer is satisfied the Demolition Request and Supporting Documentation is adequate, the Permit Issuer must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

### Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the Permit Issuer must sign and issue the Demolition Permit to enable work to commence.

### Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Demolition Permit are being implemented.

### Completion of Work

On completion of the works the Permit Applicant is required to notify the Perth Airport Representative and Permit Issuer. The Perth Airport Representative will close the Demolition Permit on PEMAC.

### Permit Cancellation

Should a non-compliance occur with the agreed controls in the Demolition Permit and Supporting Documentation, the Permit Issuer may cancel the Permit. If this happens the Permit Applicant must stop work immediately until further instruction from the Perth Airport Representative.

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## Demolition Work Safety Rules

### General Requirements

- A HRA – DEMOLITION Permit is required for all Demolition Works within a building or structure controlled by Perth Airport.
  - The contractor must notify the Commissioner of Demolition works in accordance with *Occupational Safety and Health Regulation 1996, Part 3, Division 9, Subdivision 7 – Demolition*.
  - The contractor must ensure the Demolition contractor has the appropriate license to undertake the demolition works (Class 1,2 or 3).
  - The 'Hierarchy of Control' must be applied when planning and/or considering control measures for any Demolition works.
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- A SWMS must be drafted and be specific to the works at Perth Airport.
  - Any Demolition works that requires Working at Heights or Hot Works (or other HRA) will require the appropriate permit for that works in addition to the Demolition Permit.
  - All equipment should be inspected before use.
  - The contractor must ensure that plant and equipment is operated by a competent person and that it is fit for purpose.
  - The contractor must ensure debris/waste is removed from the workplace regularly and not allow it to become a fire hazard.

#### Engineer's Reports

- For Structural Demolition - All demolition of structural or load bearing members requires an Engineer to sign off that the work will not impact the structural integrity of the member. All works must be undertaken within the specifications made by the Engineer. Any unexpected conditions or changes to the planned Demolition works must be reported to the Engineer, the contractor as well as the Perth Airport Representative/ Permit Issuer.
- Post tensioning strands (PTS) are used in some of the floor slabs within terminal buildings. Damaging these may cause catastrophic impacts to the integrity of the floor slab. Adequate controls must be in place to prevent damage to PTS, which may include; high resolution, accurate scanning; minimum distances between penetrations and PTS; exclusion/No-Go zones marked on the slab.

#### Security Requirements

- In some instances, Demolition works may impact on security boundaries within the airport. The contractor must ensure all Demolition works are assessed by the relevant stakeholders for their potential to impact on the security of the airport and passengers both during the works and following the works.
- The passing of tools or materials from one side of a physical barrier to the next may pose a specific security threat and must be addressed in the methodology.
- Leaving tools in sterile areas is prohibited. Tool registers are required for all sterile area works.

#### Services Within Ceilings, Walls and Floors

- Prior to any Demolition works a thorough investigation of the services which may be within the work area must be undertaken by the contractor, including appropriate sub-surface detection for the
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surface being penetrated. The sub-surface detect scans must be attached as supporting documentation to the Demolition request.

- Services in the works area must be isolated before any Demolition works being undertaken. Where this is not practical, live services must be suitably marked and communicated to the workforce that they are live.

#### Asbestos

- Prior to undertaking any Demolition works, the contractor must review the Asbestos Register. Should no Asbestos Register not exist and the building was constructed before 31 December 2003 an Asbestos Survey must be undertaken by a competent person. A copy of the report must be sent to the Perth Airport Representative.
- Where the works involve the removal of Asbestos, the contractor must ensure the sub-contractor removing the asbestos has the appropriate licences (Restricted or Non-Restricted Licence, depending on the type of Asbestos).
- An Asbestos Removal Plan must be submitted to the Perth Airport Representative for approval by the OSH Team.

#### Public Safety

- Safe public access must always be maintained during the Demolition works.
- Suitable control measures should be implemented to prevent objects falling on staff and members of the public who maybe in the vicinity of the works area.
- An exclusion zone should be erected to prevent unauthorized personnel from entering the work area.

## Legislation and Standards

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Occupational Safety and Health Regulation 1996, Part 3, Division 9, Subdivision 7 – Demolition

Australian Standard 2601 - 2001 demolition of structures

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