

NÍVEL 1

Nível 1: Formação para qualquer funcionário que trabalhe na Placa (lado ar)

	1
1	√
2	a,d-f
3	b-d
4	a-e
5	√
6	√
7	X
8	√
9	√
10	√
11	X
12	X
13	X
14	X

- 1) Safety awareness
 - a) A safety culture
 - b) Company safety policy and program
 - c) Employee responsibilities
 - d) Airport airside safety regulations
- 2) Human factors
 - a) Motivation,attitude and team work
 - b) Stress at work
 - c) Ergonomics
 - d) The effects of drugs and alcohol abuse
- 3) Procedures and regulations
 - a) Safe operating practices
 - b) Emergency procedures
 - c) Dangerous Goods Regulations
- 4) Accidents and Incidents
 - a) Causal factors
 - b) Personnel injuries
 - c) Damage to aircraft,ground equipment and facilities
 - d) Accident and incident reporting
 - e) The real cost of accidents (direct/indirect costs)
- 5) Personal Protection
 - a) Working clothes including Hi-Visibility Clothing
 - b) Personal protective equipment for:feet,hands,eyes,knees and hearing
 - c) Back injury prevention:lifting and moving loads

- 6) Hazards
- Vehicular traffic
 - Aircraft movement(arrival/departure)
 - Jet engines
 - Propeller driven aircraft and helicopters
 - Aircraft antennae and other protrusions
 - Aircraft fuelling on the airside and fuel spills
 - Adverse weather operations
 - Night operations
- 7) Clean –Up
- FOD
 - Vehicle cabs
 - Airside areas
 - Food refuse
- 8) Emergency situations
- Injuries
 - Natural disasters
 - Threats
 - Fuel spills
 - Fire sources
 - Fire prevention
 - Types of fires and extinguishers
 - Equipment fires
 - Fires on aircraft
 - Location of alarms,fuel shut-offs
- 9) Airside markings

1	<p>Safety awareness</p> <p>Safety in aviation is a permanent requirement and its first commandment.in the air or on the ground, safety first is the rule.</p>	<p>A safety culture</p> <ul style="list-style-type: none"> • Training of personnel in correct operating procedures and safe work practices,with the reasons for these procedures and practices,form an integral part of any organisations ´s structure •
		Company safety policy and program
		Employee responsibilities
		Airport airside safety regulations
2	Human factors	Motivation
		Stress at work
		Ergonomics

		<ul style="list-style-type: none"> Recognized lifting techniques should be utilised at all times to reduce the risk of personnel injury
		<p>The effects of drugs and alcohol abuse</p> <ul style="list-style-type: none"> No smoking, alcohol or any banned substances are permitted to be consumed on airside
3	Procedures and regulations	<p>Safe operating practices</p> <ul style="list-style-type: none"> Jewellery such as rings and indentifications bracelets should not be worn To prevent fingers and hands becoming jammed between objects all load should be slid into place rather than lifted Personnel shall not walk or stand on a moving conveyor belt Personnel should never attempt to jump off or on a moving vehicle Personnel should not be transported on equipment unless there is a seat for them Personnel and equipment must not pass through the arc of a propeller at any time, including when it is stationary
		Emergency procedures
		Dangerous Goods Regulations
4	Accidents and Incidents	<p>Causal factors</p> <ul style="list-style-type: none"> Behaviour <ul style="list-style-type: none"> Excess speed Distraction Lack of practice in that task Equipment <ul style="list-style-type: none"> Defective maintenance Incorrect use Organisational <ul style="list-style-type: none"> Lack of standard procedures Inadequate training Physical circumstances <ul style="list-style-type: none"> Weather conditions Noise Congestion Limited space Regulations/procedures not followed <ul style="list-style-type: none"> Standard operating procedures Safety regulations Validity of operator certification

		<p>Personnel injuries</p> <ul style="list-style-type: none"> • Always be aware of your surroundings
		Damage to aircraft,ground equipment and facilities
		<p>Accident and incident reporting</p> <ul style="list-style-type: none"> • All accidents must be reported immediatly to an airport operations officer
		<p>The real cost of accidents (direct/indirect costs)</p> <ul style="list-style-type: none"> • FOD costs the aerospace industry \$4 billions USD per year and causes expensive, significant damage every year to aircraft and parts and may cause death and injury to workers, pilots and passengers.
5	Personal Protection	<p>Working clothes including Hi-Visibility Clothing</p> <ul style="list-style-type: none"> • Outer garments that contain reflective material and are high visibility colours should be worn by any person whose duties require airside access • Always wear a High Visibilty Vest • Clothing appropriate to the weather conditions
		<p>Personal protective equipment for:feet,hands,eyes,knees and hearing</p> <ul style="list-style-type: none"> • Safety shoes or boots should be worn to prevent foot injuries • Approved hearing protection should be worn when working in noise-intensity areas i.e.on the apron • Gloves should be worn by material handling personnel and equipment operators • Safety glasses should be worn
		<p>Back injury prevention:lifting and moving loads</p> <ul style="list-style-type: none"> • Loads means baggage,cargo,mail and any aircraft supplies including ballast • Personnel should assess the weight and never attempt to lift or more than their personal physical capabilities • Personnel must not ride up or down on the rear platform of a loader

		<ul style="list-style-type: none"> • Personnel must not ride on elevating platforms when the vehicle is in drive mode • When moving pallets/containers, hands and feet should be kept clear of stops/locks/guides so they do not get caught between the pallet/container and floor hardware • Operators of equipment shall ensure that other personnel are not entrapped by movement of load/pallets/containers either in the aircraft or on the loading equipment
6	Hazards	<p>Vehicular traffic</p> <ul style="list-style-type: none"> • Never park or stand within 3 meters of any aircraft unless you are directly involved in the servicing of that aircraft • Never park or stand within 15 meters of an aircraft being refuelled •
		<p>Aircraft movement(arrival/departure)</p> <ul style="list-style-type: none"> • Aircraft always have right of way over vehicles, equipment and pedestrians
		<p>Jet engines</p> <ul style="list-style-type: none"> • Never approach a jet aircraft while its engines are operating • An anti-collision beacon is a flashing red light located on the top and/or bottom of every aircraft. The pilot will activate this light when the engines are operating
		<p>Propeller driven aircraft and helicopters</p> <ul style="list-style-type: none"> • Personnel should remain clear of propellers ,engine inlets and exhausts until after the engines have spooled down and, in the case of propellers have stopped turning • Never approach a propeller driven aircraft whilst its engines are operating
		Aircraft antennae and other protrusions
		Aircraft fuelling on the airside and fuel spills
		Adverse weather operations <ul style="list-style-type: none"> • Low visibility operations (LVO)
		Night operations
7	Clean –Up	FOD

		<ul style="list-style-type: none"> • Foreign Object Damage or Foreign Object Debris (FOD) is a substance, debris or article alien to the vehicle or system which would potentially cause damage • Loose objects (FOD) dropped onto or observed on the apron must be picked up and put into FOD bins(examples of objects, catering items,bagagge tags/strapps,garbage) •
		Vehicle cabs
		Airside areas
		Food refuse
8	Emergency situations	Injuries
		Natural disasters
		Threats
		Fuel spills
		Fire sources
		<p>Fire prevention</p> <ul style="list-style-type: none"> • Fire prevention is more important than fire fighting • Smoking shall not be permitted on any apron aereas or in any vehicles on the apron
		<p>Types of fires and extinguishers</p> <ul style="list-style-type: none"> • Personnel should know the types of fire fighting equipment available and should be trained in their use
		Equipment fires
		<p>Fires on aircraft</p> <ul style="list-style-type: none"> • If fire is discovered in a parked aircraft any persons on board should be immediatley advised and evacuated
		<p>Location of alarms,fuel shut-offs</p> <ul style="list-style-type: none"> • The location of fire-fighting equipment,fire alarms,emergency shut-offs,etc,must be known to personal

		<ul style="list-style-type: none"> • Access to fire-fighting equipment, fire alarms, emergency shut-offs, etc, should not be obstructed
9	Airside markings	<p>The areas requiring safety markings are:</p> <ul style="list-style-type: none"> • Service roads • Aircraft parking stands/gates • Aprons • Pedestrian crossing/walkways • Ground Support Equipment parking areas • Push back line