



AIRPORT OF
THE YEAR
CAPA AVIATION AWARDS
FOR EXCELLENCE

Dear Business Partner,

The Vancouver Airport Authority holds safety as our number one value, and we are committed to providing a safe and healthy working environment. In collaboration with our stakeholders, we have developed the Contractor Safety Management Program (CSMP). This new program provides clear and consistent processes to better manage the health and safety risks associated with contractor activities on Sea Island and replaces the Construction Safety Security Manual (CSSM). This includes improved structure and tools as well as expectations that contractors and employees will be required to follow.

If you are a construction contractor, service provider, consultant, or other related supplier/vendor who typically conduct work for the Airport Authority on Sea Island, the CSMP will apply to you.

This letter is to advise you that the Vancouver Airport Authority is commencing this transition and we want to inform our business partners to actively participate with the conditions and processes outlined in the CSMP. Contractors who are familiar with the CSSM will also transition to the CSMP in the coming months. These changes will be effective for contractors working with certain departments in a phased approach starting in winter of this year, and into spring 2018.

November 30, 2017 Departments Included in Phase 1	Spring 2018 Departments Included in Phase 2
<ul style="list-style-type: none">• Engineering Projects• YVR Project Management (YVRPM)• Engineering Services• Maintenance• Information Technology (IT)	<ul style="list-style-type: none">• Other Airport Authority Departments• Vancouver Airport Property Management (VAPM)

The upcoming changes will affect contractors in terms of their prequalification, safety performance management, and project/work notification and communications requirements. Education and awareness sessions for all external business partners will be conducted over the next few months (please see dates and times on following page), you are encouraged to attend one of the sessions to become familiar with the new program and resources.

In the meantime, further information on the new CSMP and other contractor safety resources is available online at www.yvr.ca/contractorsafety. If you have further questions, or require more information, please contact contractor_safety@yvr.ca or your Airport Authority contract owner.



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Contractor Safety Leaders Orientation Sessions (Please Attend One)

All sessions will occur from 8 - 10 am in the Sea to Sky Room A (DTB4 Room 4101), unless otherwise stated. Please use the link [here](#) to sign up for a session.

November Sessions:

Monday, November 27 th	Tuesday, November 28 th (1-3 pm)	Wednesday, November 29 th
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December Sessions:

Wednesday, December 6 th	Friday, December 8 th	Monday, December 11 th
Tuesday, December 12 th	Wednesday, December 13 th	Thursday, December 14 th
Friday, December 15 th	Wednesday, December 20 th	

January 2018 Sessions:

Tuesday, January 9 th	Thursday, January 11 th	All January 2018 sessions will be held at the Aylmer Road Complex (ARC) in room E106/107
Tuesday, January 16 th	Thursday, January 18 th	
Tuesday, January 23 rd	Thursday, January 25 th	
Tuesday, January 30 th (1-3 pm)		

Please sign-up for a session by entering your name, and company in parenthesis [eg. John Doe (YVR)] using the Doodle Poll located at: <https://doodle.com/poll/k7yhkiyhspkw8q9f>. For any questions, or problems registering for a session, please contact contractor_safety@yvr.ca.

Thank you for your patience and cooperation as we make this transition.

Kind Regards,

Steve Veinot
Director, Supply Management
Vancouver Airport Authority

Kevin Hong
Manager, Health & Safety
Vancouver Airport Authority