

Vancouver Airport Authority Contractor Safety Compliance Management Solution – Final Notice

June 20, 2018

Dear Business Partner,

This letter is intended to update you on the Vancouver Airport Authority's Contractor Safety Management Program (CSMP) – how it relates to you and some required next steps.

The Vancouver Airport Authority holds safety as our number one value. To support this with our business partners, the CSMP was developed to better manage health and safety risks associated with contractor activities on Sea Island. You may have already received some past communication about this new program.

If you are a construction contractor, service provider, consultant, or other related supplier/vendor who is directly hired by the Airport Authority and conduct work activities on Sea Island, then the CSMP is a mandatory program that you are now required to learn about, prepare and plan for, and comply with when carrying out your work activities onsite.

While selected contractors and suppliers working with specific Airport Authority departments went live with CSMP at an earlier date, we are now advising you that all business partners directly hired by the Airport Authority conducting work onsite, for all departments, will need to be compliant with CSMP conditions and processes effective October 1, 2018.

Step 1: Prequalification

Based on your WorkSafeBC assigned industry risk level, you may have Airport Authority specific prequalification requirements. If you haven't already done so, please complete your ComplyWorks registration and prequalification process. The deadline for all business partners to achieve compliant prequalification is October 1, 2018. Failure to do so will result in your organization being suspended within the prequalification system and the discontinuation of future work with your organization.



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Supplier subscriptions for ComplyWorks depend on an organization's size and the nature and extent of the hazards and risks associated with the type of work and services that the supplier provides. Suppliers are classified into different tiers, and are asked to complete the corresponding questionnaire which will be administered by ComplyWorks. An organization may be granted an "exemption" status and not be prompted or required to register with ComplyWorks if they require access to Airport Authority holdings for the sole purpose of attending meetings, classroom training, or making deliveries. If you've been asked to register for ComplyWorks, but believe that your organization should be exempt, please contact the Vancouver Airport Authority contacts listed below.

If you haven't already registered, you will receive a final email invitation from ComplyWorks to do so shortly. If you are not currently doing business with the Airport Authority, please disregard this message. However, for any future work opportunities, you will be required to register with ComplyWorks at that time. For more information on the prequalification process, please visit www.yvr.ca/contractorsafety.

Step 2: Information Sessions

To assist with learning more about the CSMP, you are strongly encouraged to visit the CSMP website at www.yvr.ca/contractorsafety and attend one of the following information sessions:

Contractor Safety Management Program Information Sessions
Monday, July 9, 2:00pm – 3:00pm Thursday, August 2, 10:00am – 11:00am Wednesday, August 22, 10:00am – 11:00am Thursday, September 13, 2:00pm – 3:00pm

You can sign-up for one of these sessions through the CSMP website, or through this link: [HERE](#) at www.yvr.ca/contractorsafety.

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The Vancouver Airport Authority appreciates your participation in this initiative, and thanks you in advance for your cooperation. Should you have any questions, please contact us using the information below.

Contractor Safety
604-276-7797
Contractor_safety@yvr.ca

Supply Management
purchasing@yvr.ca

Kind Regards,

A handwritten signature in black ink, appearing to be 'Steve Veinot', with a long horizontal stroke extending to the right.

Steve Veinot
Director, Supply Management
Vancouver Airport Authority

A handwritten signature in black ink, appearing to be 'Kevin Hong', with a long horizontal stroke extending to the right.

Kevin Hong
Manager, Health & Safety
Vancouver Airport Authority

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