

All persons must complete this orientation training prior to starting work on any Airport Authority construction project or tenant renovation.

Name of Employee:		Date:	
Name of Employer:			
Name of Project:			

Vancouver Airport Authority recognizes that effective safety management is essential to minimize the potential for personal injury, property or environmental damage, and daily operational impacts relating to construction activities. Accordingly, the Airport Authority has developed compulsory work standards as detailed in the *Construction Safety / Security Manual [CSSM]*.

The Airport Authority reserves the right to suspend any work that is in non-compliance with the CSSM and *WorkSafeBC Occupational Health and Safety Regulations*, where the non-compliance may cause harm to persons, property, or the environment, or may adversely affect the operational integrity or security of the airport.

The Airport Authority reserves the right to take any actions, at the Airport Authority's sole discretion, to correct any situation resulting from non-compliant behavior.

Site Superintendents and/or Supervisors	
<input type="checkbox"/>	Be knowledgeable in the site-specific safety requirements, company and owner safety programs, applicable legislation, and good industry practices.
<input type="checkbox"/>	Ensure that the safety program, including the site risk assessment and inspection program, is being followed. The Superintendent may appoint qualified personnel to assist with these duties.
<input type="checkbox"/>	Ensure that subcontractors are in compliance with site-specific safety requirements, and where required, initiate any work suspensions or discipline necessary to correct non-compliance.
<input type="checkbox"/>	Ensure that all workers, contractors and site visitors have completed a formal Project/Site Orientation.
<input type="checkbox"/>	Monitor the site for compliance with site-specific requirements, applicable legislation, and YVRAA Construction Safety and Security Manual. Promptly correct any identified safety issues.
<input type="checkbox"/>	Ensure that incident/accident investigations are initiated immediately upon notification. Notify YVRAA Construction Safety as soon as possible when the incident involves a worker being sent to Medical Aid or a near miss.
<input type="checkbox"/>	Ensure that all reports, inspections, and statistics are maintained and copies forwarded to YVRAA Construction Safety.
<input type="checkbox"/>	Ensure that all equipment, processes, and work activities are in accordance with WorkSafeBC Regulation and the YVRAA CSSM, and that supporting documentation from consultants, subcontractors, inspections, and regulatory agencies are on site prior to use or implementation.
<input type="checkbox"/>	Visibly promote safety on the worksite through actions, example, and attitude.

Individual Workers are required to:	
<input type="checkbox"/>	Participate in the companies formal risk assessment process and ensure a pre-task risk assessment is conducted and documented prior to each assigned task.
<input type="checkbox"/>	Report unsafe hazardous conditions, equipment, tools and work procedures immediately to your supervisor.
<input type="checkbox"/>	Refuse unsafe work and report the condition immediately to your supervisor.
<input type="checkbox"/>	Report for duties in an acceptable condition and attire to perform your duties.
<input type="checkbox"/>	Properly use all personal protection equipment.
<input type="checkbox"/>	Be familiar with all relevant safe work procedures.
<input type="checkbox"/>	Comply with WorkSafeBC regulation, Contractor site rules and all written safe work procedures.
<input type="checkbox"/>	Report any work-related injury or illness as soon as possible to the first aid attendant and your supervisor.
<input type="checkbox"/>	Participate in hazard identification, risk assessments and make safety suggestions. Never walk pass an unsafe act or condition.
<input type="checkbox"/>	Contribute to maintaining a clean and orderly site.

YVRAA Specific Procedures	
<input type="checkbox"/>	YVRAA requires permits for: <ul style="list-style-type: none"> • Hot Work, • Lockouts, • Coring and Saw-Cutting, • Crane Operation, including mobile units and concrete pumper trucks and • Any work in the DTB (Request for Asbestos Clearance Letter).
<input type="checkbox"/>	In the event of an emergency on a YVRAA project follow the site specific emergency response plan. Call 911 and advise them of the situation and location on Sea Island. Notify Site Safety personnel and Supervisor. Notify Airport Operations at 604-207-7022.
<input type="checkbox"/>	When under escort in secured areas do not loose sight of your escort. Be aware of security screening regulations.
<input type="checkbox"/>	There is no parking or unscheduled deliveries curbside.
<input type="checkbox"/>	Material deliveries within the Terminals are required to be scheduled off hours. Passenger baggage carts are not to be used by contractors. Only service elevators should be utilized for construction material deliveries. Do not leave deliveries unattended.
<input type="checkbox"/>	Be aware of the public and tenants. YVRAA is committed to providing passengers with high levels of customer service and a good travelling experience at YVR.
<input type="checkbox"/>	Prior to working in the bag halls workers must complete a bag hall safety orientation and coordinate the work with YVRAA maintenance and Construction Safety.
<input type="checkbox"/>	Noisy work within the Terminal or near the Fairmount Hotel (even when behind hoarding) is restricted to 2200h and 0600h.
<input type="checkbox"/>	Ensure that when exiting a site you are not tracking debris and that the hoarding doors are closed.
<input type="checkbox"/>	Cooperate with Airport Personnel. Do not engage in disputes with YVRAA tenants, passengers and airline staff. If an issue arises contact your supervisor, superintendent and/or YVRAA Construction Safety for assistance.
<input type="checkbox"/>	Do not power down, shut off, isolate or disconnect any system without a YVRAA approved lockout.
<input type="checkbox"/>	When conducting work airside all workers are required to complete a separate Airside Safety Orientation conducted by Airside Safety.

I understand that failure to follow the Vancouver International Airport Authority *Construction Safety and Security Manual*, WorkSafeBC Regulation and Company Policy can result in removal from YVRAA projects and disciplinary action against me. This has been explained to me.

Date

Workers Signature

Orientation conducted by:

Date:

FORWARD Completed forms to YVRAA Construction Safety (Link Building, Level 5) or send to construction_safety@yvr.ca