

Baggage Hall Construction Safety Guidance Document

1. Introduction

The Vancouver Airport Authority provides guidance on contractor expectations in the Contractor Safety Management Program (CSMP) which can be found on the Construction Safety website:

<http://www.yvr.ca/en/business/work-with-yvr/contractor-safety>

In addition to the general requirements for construction contractors working for the Vancouver Airport Authority, or within Sea Island, or the Vancouver Airport Authority there are specific hazards, and requirements for the Airport Baggage Halls.

Key areas of concern in relation to working, or entering into the baggage halls are outlined in this guidance document.

Contractors undertaking work in the YVRAA Baggage Halls can:

- Expose their workers to baggage hall specific health and safety hazards
- Create additional health and safety hazards due to their work
- Generate hazards that can impact airport operations

2. Contractor Requirements

There are requirements for All contractors when working in baggage halls at YVR:

The CSSM touches on some of the responsibilities in sections:

- Request for Change – Request for permission for work in baggage halls or on baggage systems
- CSMP Vision Statement and Objectives – Overview of expectations for contractor work at YVR
- CSMP Roles and responsibilities – Clarity on roles and responsibilities expected for Contracted Work at YVR
- CSMP Safety Definitions – Clarity on terms and definitions used for Contractor Safety at YVR

Other requirements are regulatory in nature including for example:

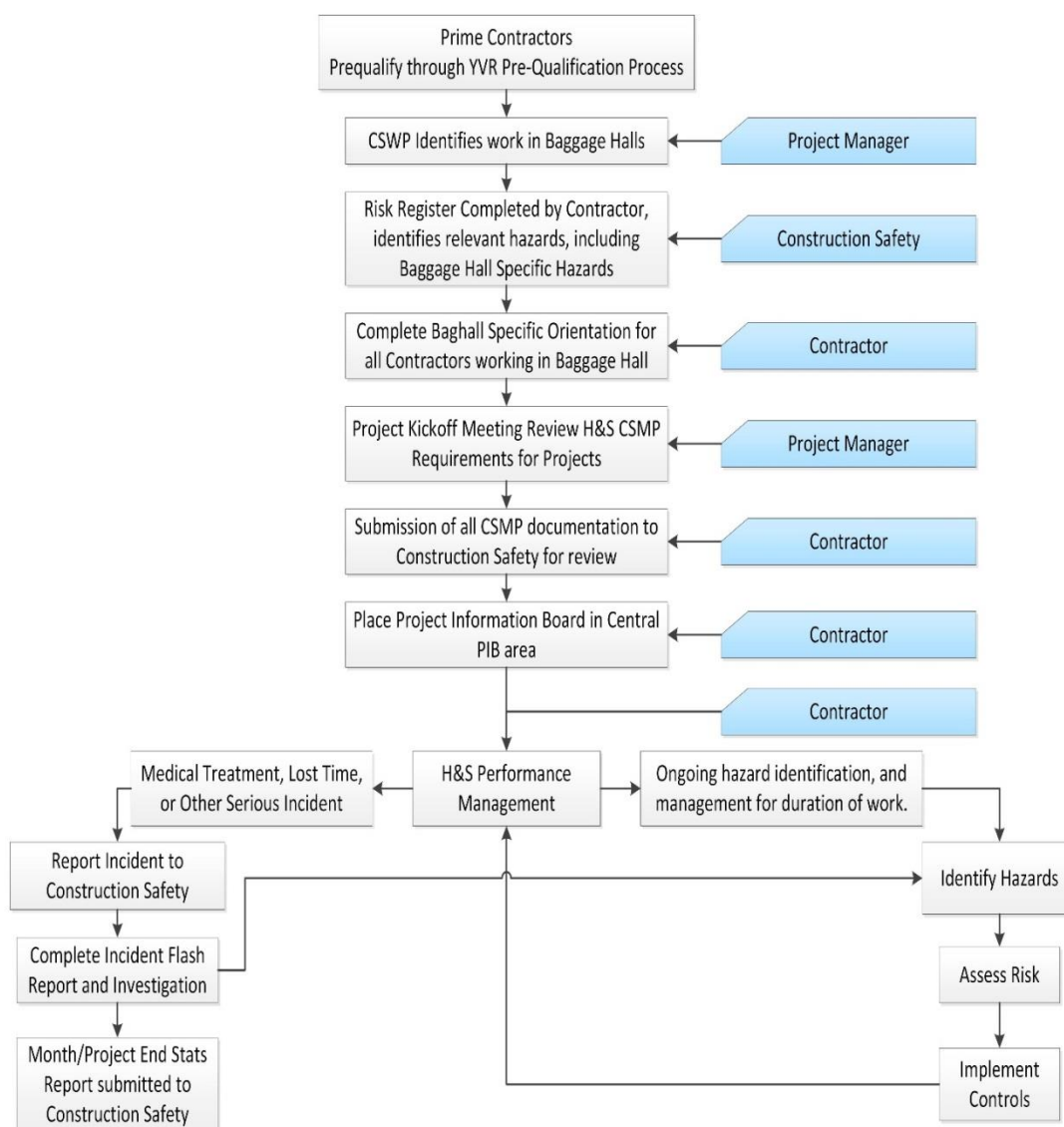
- WorkSafeBC Occupational Health and Safety Regulation section 20.3 - Coordination of multiple employer workplaces
- Workers Compensation Act Part 3 Division 3 – General Duties of Employers, Workers, and Others
- For federally regulated contractors, Canada Labour Code, paragraph 125(1)(y)

All contractors are expected to meet and comply with contractor expectations related to the CSMP, and regulatory requirements while working in the baggage halls.

3. YVR Baggage Hall Safety Requirements

Flowchart 1a below outlines requirements for contracted work. While these requirements mirror many of the general requirements for contractors working at Vancouver Airport, there are specific requirements for working in the airport’s baggage halls.

Flowchart 1a Construction Safety Project Process



4. Overview of Baggage Hall Risk

As outlined by WorkSafeBC OH&S regulation, employers, supervisors, and employees each have responsibilities for identifying, reporting, and controlling hazards in order to ensure a safe workplace. The following table provides some baggage hall related examples of potentially hazardous conditions, equipment, vehicles, activities, and other aspects associated with operating baggage halls. The table below is not an exhaustive list of baggage hall hazards, and is only a guide.

Activities	Hazards	Requirements
Accessing Baggage Halls	There are a significant number of hazards associated with the operation of the YVR baggage halls.	Undertake an appropriate baggage hall orientation, specific to baggage hall hazards.
Vehicle Operation	Risk of being struck and injured by vehicles operating in and around the baggage hall areas.	Compliance with AVOP requirements for vehicle and equipment operations.
Movement of Baggage Lines	Risk of having clothing or body parts caught in and around moving parts of the baggage lines.	Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Hazardous Building Materials	Exposure to hazardous building materials is possible if appropriate precautions are not taken.	Compliance with the Building Related Hazardous Materials Management Plan
Noise	The baggage hall equipment can generate a significant degree of noise, and may make hearing instructions, or communications difficult. Exposure over a prolonged period may also create an occupational health hazard.	Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Hot Work	Contractors, as well as YVR Maintenance crews may be required to undertake hot work activities such as welding, grinding, and soldering. Inadequate control of these emissions may create exposure to health and safety hazards.	Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Work at Height	Catwalks, ladders, and mobile equipment are regularly accessed in the baggage halls. Using this equipment creates hazards related to falling from this equipment, and infrastructure. Materials, or objects dropped are also a potential hazard.	Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Storage and Housekeeping	Baggage halls are multi-employer workplaces with various stakeholders. Inadequate management of materials, equipment, tools, and waste materials can create fire, slip, trip, fall, pest and hygiene hazards.	Compliance with YVR laydown, and housekeeping requirements.

Activities	Hazards	Requirements
Stored Energy	Electrical panels, equipment, and other sources of energy may be dormant, but create a hazard related to the energy stored within the system, equipment etc.	Ensure YVR lockout processes are being complied with. Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Lighting	Although there are primarily well lit areas within the baggage halls, lighting may poor in certain areas. This may create additional hazards.	Risk assessment to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.
Confined and Restricted Spaces	Access may be required for some areas of the baggage hall that create hazards based on the size, condition, or environment within the areas.	Compliance with regulatory requirements, and adequate assessment of risk to assess degree of risk created while undertaking the anticipated project, task, or activity. Implementation of appropriate controls relevant to the degree of risk.

5. Contractor Baggage Hall Safe Work Expectations

The YVR baggage halls are a unique environment at Vancouver Airport. In addition to the baggage halls themselves, this guidance includes areas that directly provide access and egress to baggage halls.

There are a number of hazards that those working in, or passing through the baggage halls may be exposed to. In particular, contractors and other workers in the baggage halls may create, and be exposed to health and safety hazards. Contractors working in baggage halls need to consider, and be aware of the Vancouver Airport Authority (VAA) expectations for work in these areas.

General Construction

- A Conditional Report must be issued by Construction Safety, read, and signed by all project workers before any work may start in the baggage halls
- All work in Baggage Halls requires a written hazard assessment that considers hazards of the contractor's activities, and the hazards of the baggage hall environment
- Segregation of contractor work must be adequate, and based on the level of risk the contractors work generates
- Work must be conducted at times, and in manners that reduce exposure of public, tenants and other stakeholders to the contractors work

Communication

- Request for change form (RFC) must be authorised and kept on site at all times for the duration of the work, and available on request
- Contact the Integrated Operations Center (IOC) at the start and completion of each job, provide the RFC number, location and name of project, and the name of the contractor and main contact
- All projects must post a Project Information Board (PIB) complete with all relevant information and documentation
- PIB must go in the central location designated for each specific baggage hall (PIB required for each baggage hall where projects span multiple baggage halls)
- Laydown areas must have a posted sign indicating name of project, YVR contact, and contractor contact phone numbers available at all times
- Any injury requiring medical treatment from a physician, or that is reportable to WSBC must be reported to the YVR Project Manager, and Construction Safety immediately by phone on 778 836 2192

Orientations

In addition to the YVR Construction Safety online orientation, Prime Contractors must ensure their employees, and/or all sub-contractors receive an orientation that:

- Adequately outlines contractor generated hazards that could have health, safety, or operational impacts in the baggage hall.
- Provides an overview of baggage hall related hazards that could impact contractor health and safety.
- Is suitable and adequate for the location, time, and type of activity/work being undertaken by workers/sub-contractors
- Has evidence of completion

Work on Roadways

As a Federally regulated workplace, all of the YVRAA airside roadways are regulated by the Airside Traffic Directives that are part of the Airport Operators Manual (AOM) that is submitted to Transport Canada. This manual reflects all that we do at YVR and is signed off by the federal government. The Airside Traffic Directives exist as a part of that document and provide some of the requirements below for contractors working in or near baggage hall roadways, and operating vehicles. Provincially regulated workers, such as construction contractors, must also ensure compliance with relevant provincial regulation around work on or near roadways, and operating vehicles.

- YVRAA defines a vehicle as a conveyance used to transport personnel and/or cargo. Examples include tugs, cars, trucks, vans, buses, aircraft beaching gear.
- Construction equipment such as forklifts, and other equipment moving people or cargo on roadways will also be considered vehicles.
- YVRAA roadways are considered any areas where vehicles may be reasonably expected to travel
- All YVRAA roadways require compliance with WSBC Regulations, Part 18 Traffic Control
- For construction work and provincially regulated contractors, the MOTI Traffic Control Manual should be considered the minimum standard for such work
- YVR Airport Vehicle Operations (AVOP) require a D/A AVOP designation to operate vehicles and equipment airside, including baggage halls.
- Vehicles with a fully enclosed cab must have a rotating or flashing beacon mounted on the roof.
- Vehicles with a partially-enclosed cab must mount a beacon wherever possible.
- Vehicles that do not have a cab are required to use their four-way flasher lights instead.
- Beacons and flashers must be in good working order at all times and must be turned on whenever the vehicle is being operated.
- Contractor vehicles used on baggage hall roadways that do not have beacons or four-way flasher lights must be escorted by a worker with a D/A AVOP designation.
- Movement airside of over-height or oversized (will not fit within designated corridors or marked roadways) vehicles or loads must be approved by AVOP and be escorted by an airside escort.

Work in Shared Areas

- Work in baggage hall requires notice to Baggage Hall Operations via the integrated change management process and formal approval via the RFC (request for change)
- All work must only be completed during authorized times as outlined on the RFC

- Any vehicles that will be accessing the baggage hall areas via airside access points must provide airside operations 24 hours notice
- All work should be scheduled within times, and locations identified in informational lockouts or notices of approval
- Work that does not comply with approved work parameters will be shut down
- Approval from ground crew or other baggage hall workers will not be considered formal approval
- Where two prime contractors are operating within the same work area, YVR Project Management must determine which will assume Prime Contractor responsibilities

Overhead Work

- Any work at height requires compliance with the WSBC Regulations, for Fall Protection
- Workers must ensure that materials and objects being used at height are secured to prevent the unintended release of materials/objects
- Areas beneath overhead work areas must be assessed, and adequately segregated to prevent unauthorized individuals from entering into a hazard area
- A spotter may be required for high risk work that cannot be mitigated or eliminated
- Details must be included in the work plan as outlined in the authorized RFC

Hot Work

- A YVRAA hot work permit is required for all work that generates enough heat to cause combustion
- Hot work emissions must be controlled as far as is reasonably achievable. This may include the use of, and any combination of, poly sheeting, smoke eaters, negative air, natural/mechanical ventilation, fire blankets amongst other appropriate controls.
- Air quality must not be impacted by hot work activities

Life Safety Systems and Stored Energy

- A YVR lockout is required for work that may impact life safety systems
- A YVR lockout is also required for any work that may affect stored energy, inclusive of electricity, gas, water etc.
- Contractor lockouts should be in place for any work around any form of stored energy, and must meet regulatory requirements as a minimum

Confined Spaces

Entry into signed and registered YVRAA baggage hall confined spaces (as defined by WorksafeBC in the WorksafeBC Regulations) requires:

- Notification to the YVR Project Manager and on duty Baggage Supervisor of intent to access
- Written approval (email or otherwise) from the YVR Project Manager and YVR Baggage Operations before access may be granted
- Completion of a written confined space entry program compliant with WorksafeBC regulations

Materials, Tools, and Equipment Storage

- All materials, tools, equipment, and other property of contractors is required to be stored in designated laydown, and storage areas as approved by YVR project managers and Baggage Operations
- Laydown and storage areas must be kept in an orderly manner to eliminate hazards generated by poor housekeeping
- Designated laydown, and storage areas must be signed with the name of the contractor organization, the name of project, the YVR Project Manager, and a contact names and phone numbers for the contractor to ensure someone is available to field enquiries at any time of the day or night

Compliance

- Contractor work is subject to a stop work request where authorized Airport Authority employees, or representatives deem work is non-compliant with any safe work requirements
- Work may not proceed until the Airport Authority is satisfied that identified risks have been adequately eliminated, or mitigated
- Contractors are subject to removal from baggage halls either temporarily or permanently where repeat instances of non-compliance are deemed by the airport authority to create unacceptable levels of risk to other baggage hall stakeholders
- Continued non-compliance may result in removal of contractors from the Airport Authorities approved contractor program, and prevent the contractor from working on any Airport Authority owned properties, and projects

6. More Information

For more information on requirements related to Health and Safety while working at YVR, please:

- Visit the YVR website construction safety page at <http://www.yvr.ca/en/business/work-with-yvr/contractor-safety>
- For any health and safety related questions please contact the Construction Safety Team at Contractor_Safety@yvr.ca
- For any operational or request for change related questions please contact the Baggage Operations Team at ICM@yvr.ca