

# **Vancouver Airport Authority**

## **Contractor Safety Management Program [CSMP]**

### **Airside Contractor & Construction Safety - 2017**

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# Introduction

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This document describes legislative requirements that apply to parties working airside, as well as the roles and responsibilities of these parties and standards that must be followed in completing airside construction projects.

# Airside Construction Safety

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## 1.1 Objective and Goals

The objective of this document is to communicate airport operational requirements applicable to airside projects.

The goals of the Airport Authority Airside Construction Safety document are to:

- Maintain compliance with Airport Authority Aerodrome Certification
- Maintain the lowest degree of impact on airside operations
- Maintain the Airport Authority first priority of “safe production” mandate

The Airport Operations Department is dedicated to the safe movement of people, baggage, and aircraft at Vancouver International Airport. We do this by making safety our first priority.

We require that all employees, contractors, and tenants follow our safety principles when entering our workspace.

All parties involved with airside construction projects are required to comply with the standards detailed in this document. Non-compliance will result in disciplinary action or fines.

## 1.2 Operating Certificate Compliance

Vancouver Airport Authority is certified in accordance with Standards and Recommended Practices as defined by Transport Canada. Ensuring compliance with these certification requirements, the Airport Authority maintains operating procedures for all aspects of airport operations.

Any changes to an airside facility or operating procedures can directly impact operating certification. Therefore, any deviations to airport certification are subject to review and approval by Airport Operations and Transport Canada.

Vancouver Airport Authority expects all airside construction projects to be undertaken in a manner that complies with the *Contractor Safety Management Progeam [CSMP]* requirements, and applicable airside safety and security

standards, while ensuring that construction activities minimize, as much as possible, any disruption to aircraft operations.

## **1.3 Legislative Requirements**

Federally mandated aviation safety and security standards apply to all parties working airside. The Airport Authority stipulates standards of performance to ensure the safety and security of the airfield, aircraft, employees, tenants, and contractors. The following lists some of the applicable standards:

- *Airport Authority Contractor Safety Management Program*
- *Aeronautics Act*
- *Canadian Aviation Regulations*
- *Canadian Aviation Security Regulations*
- *Aerodrome Security Measures*
- *Transport Canada TP 312 Aerodrome Standards and Recommended Practices*
- *Transport Canada TP 322 Helicopter Standards*
- *Transport Canada TP 382 Standard Obstruction Markings*

## **1.4 Roles and Responsibilities**

The Airport Authority, Airside Safety and Security Escorts, NAV CANADA, Transport Canada, and individual contractors each have roles and responsibilities towards the successful completion of airside projects. All parties must understand their respective roles and responsibilities before entering the airside environment.

### ***1.4.1 Vancouver Airport Authority***

Various departments within the Airport Authority have roles with airside projects.

Most of the responsibility for ensuring safe and efficient management of airside operations lies with the Airport Operations Department.

### **1.4.2 Airside Safety Officer**

The Airside Safety Officer [ASO] has overall control and responsibility for daily operations. Instructions set by the ASO must be followed at all times. The ASO reviews and approves changes to the scheduled work plan, and investigates all incidents/accidents, and damage reported.

At the end of a work shift, the ASO inspects the work areas for cleanliness and identifies any deficiencies.

### **1.4.3 Airside Project Coordinator**

The Airside Project Coordinator is the primary liaison between Airport Authority Engineering, external stakeholders, contractors, and Airport Operations. All airside projects must be communicated through the Airside Project Coordinator before work begins.

The Airside Project Coordinator reviews and approves the following information provided by the Airport Authority Project Manager/Contract Owner (on contractor management):

- Scope of work
- Weekly lookahead
- Daily airside activities
- Hours of operation

The Airside Project Coordinator chairs the daily airside construction meetings that are held Monday through Friday. The Airside Project Coordinator can reject work activities if the information provided is insufficient prior to work commencement, or is not provided in a timely manner.

### **1.4.4 Airside Escort**

The Airside Escort has overall control and responsibility for maintaining airside safety and security requirements. A brief orientation of airside safety and airside escorting requirements will be provided by the assigned Airside Escort prior to entering the restricted areas. All personnel must remain in visual contact with the Airside Escort at all times while airside, and follow all instructions given by the Airside Escort.

Note: For more information on Airside Escorts and Airside Security, see *Airside Escort Services* and *Security – Restricted Area Access* documents.

### **1.4.5 Contractor Management**

Contractor management (contractor Project Manager, Project Superintendent, or designate) is responsible for communicating work plans before work begins.

Contractor management is required to provide the following information for all airside work to the Airport Authority Project Manager (or Airside Project Coordinator if this communication route is established for the project):

- Scope of work
- Weekly lookahead
- Daily airside activities
- Hours of operation

Contractor management must attend and present all work plans at the daily construction meeting held Monday through Friday and chaired by the Airside Project Coordinator.

Contractor management must notify the Airport Safety Officer at least 30 minutes in advance of the end of the work shift for an inspection of all work areas. This timeline may be subject to change due to project scope. Changes will be communicated to the contractor in advance of project commencement.

### **1.4.6 Worker Responsibilities**

Personnel will follow the work plans as instructed by their management. Any changes to work plans must be approved by the contractor Project Manager, Project Superintendent, or designate and Airport Operations before the work plan is changed. All personnel must follow the direction of the Airside Escort at all times when airside. All personnel must wear a high-visibility vest plus any additional required PPE while working airside.

Personnel working airside are issued a temporary security pass to wear. All temporary passes must be worn on the chest and visible at all times. A charge will be levied against the contractor for each lost temporary security pass.

Note: For more information on security requirements, see *Security – Restricted Area Access* document.

## 1.5 Emergency Procedures

If the Airside Escort must get the attention of contractor personnel in a noisy environment, the Airside Escort will give two long blasts of the car horn or air horn to signal an emergency. Contractor personnel must proceed calmly to the Airside Escort and await further instruction.

In case of a serious injury, call 911 immediately. Report the work location as "Airside – Vancouver Airport." The 911 operator will automatically connect to the Airport Operations Centre.

## 1.6 Foreign Object Debris / Site Cleanliness

Foreign object debris [FOD] is a very significant danger to aircraft and must be controlled. All personnel must keep their work area clear of FOD at all times. Control of FOD and site cleanliness is the responsibilities of everyone who works airside. All debris must be cleaned up as the work proceeds. It is not acceptable to leave debris lying around at any time.

**The following are some examples of FOD:**

- Paper
- Metal
- Sand
- Tools
- Plastic
- Mud
- Gravel
- Garbage
- Screws/Bolts
- Construction Waste
- Earplugs

Ensure that any loose materials cannot blow away or fall off vehicles. If FOD is blown away from the work area, **do not chase after it**. Immediately report any transient FOD to the Airside Escort. Always keep track of all hand tools, parts, and equipment, and ensure vehicle tires are clean from loose dirt or gravel. Never leave any items unattended.

Birds and other wildlife pose a hazard to aircraft. Personnel are responsible for ensuring no wildlife attractants, such as food, is left unattended, and that all garbage is discarded responsibly in assigned waste bins.

At the end of a work shift, all areas must be thoroughly cleaned and inspected before leaving the work area. The Airport Safety Officer must be notified at least 30 minutes in advance of any requested inspection.



## 1.7 Environment

All personnel must carry spill containment kits with vehicles and equipment. Any spill must be reported to the Airside Escort and the Airport Response Coordinator / ASO / Environment Department. Never dispose of chemicals or solvents on the airfield. All contaminated soils must be taken groundside for treatment.

Note: For more information on the environment, see *Environmental Construction Standards*.

## 1.8 Notice to Airmen

*Notices to Airmen* [NOTAMs] are advisory documents broadcast to pilots that contain information on the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard, the timely knowledge of which is essential to flight operations. A *Request for NOTAM* must be submitted to the Airside Project Coordinator a minimum of seven days prior to the anticipated date that the NOTAM is scheduled to take effect. This must be taken into consideration for project commencement and any work plan changes.

## 1.9 Work Plan Changes

If any changes are required to a scheduled work plan or the project is delayed, all information must be reported to Airport Operations before the work may proceed. Changes to a scheduled work plan are not permitted without prior approval from Airport Operations.

## 1.10 Incidents, Accidents, Damage

All incidents, accidents, or property or environmental damage along with equipment, machinery, or vehicle breakdowns must be reported to Airport Operations.

Note: For more information on incident reporting, see [Reporting Incidents](#).

## 1.11 Inspection at End of Work Shift

At the end of a work shift, Airport Operations personnel inspect the work area for cleanliness. Personnel must notify Airport Operations (604.207.7022) at least 30

minutes in advance of any requested inspection. All deficiencies must be immediately corrected to the satisfaction of Airport Operations.

## **1.12 Contractor Internal Communication**

The contractor Project Manager or designate communicates work plans to all company personnel so workers understand their duties and work areas before entering airside.

## **1.13 Permits**

Contractors must have approved construction/safety permits, as per the *Contractor Safety Management Program* [CSMP], for all hot work, lockouts, saw-cutting/coring, and trenching/excavations. Excavation and trenching permits must be kept in the excavation equipment. Contractors must have electrical as-built drawings at every work area. Contractors must have drawings showing locations of underground utilities at work areas.

An Airport Zoning Assessment [AZA] must be submitted and approved by an Airside Coordinator prior to any lifting equipment being used airside. This permit would be in addition to the Crane Operating Permit when airside.

Note: For more information on permits, see [Permits](#)

## **1.14 Underground Systems**

All personnel are responsible for reporting any contact with underground facilities, lighting, or other airside systems. All electrical systems will be treated as energized until notified otherwise. If any airside system has been damaged, repairs must be inspected by Airport Authority personnel.

## **1.15 Lightning**

Vancouver International Airport is equipped with the **THOR GUARD** Lightning Prediction System. If lightening is detected by the system, the Airport Authority will advise supervisory staff of the threat. Removal of personnel from airside is at the discretion of the supervisors.

## **1.16 Wind**

Strong winds do occur at the airport, so personnel should ensure appropriate clothing and eyewear is worn at all times. Jet blast can also impact construction sites adjacent to operating areas, so precautions are required to protect both personnel and materials.

## **1.17 Wildlife**

Birds and any wildlife pose a significant hazard to aircraft. Personnel are not to leave food or garbage unattended. Coyotes are regularly sighted on the airfield and can pose a hazard to aircraft. They have been known to seek food from open truck doors at work sites. Waste is to be disposed of responsibly and removed from the airfield.

## **1.18 Airside Traffic Directives**

Persons driving on the airside must have successfully completed an airside driver training and certification course to drive unescorted. A valid Restricted Area Identity Card and BC driver's license are required prior to being considered for an Airside Vehicle Operator's Permit [AVOP]. A contractor must show valid reasons why an AVOP application should be considered.

Note: For more information, see the *Airside Traffic Directive* section of the Health & Safety Requirements document.

## **1.19 Situational Awareness**

Airport Authority airfield personnel and wildlife control officers may be working in proximity to contractor work areas. Never assume that these workers can see you. Use situational awareness at all times.

Always be aware of your surroundings. Aircraft may be manoeuvring in proximity to the work area.

## **1.20 General Requirements**

- No smoking.
- No sleeping.

- Urinating/defecating is not permitted unless proper facilities have been provided.
- Inappropriate behaviour will not be tolerated. Airport Operations and Patrollers have the authority to remove personnel from work sites if deemed necessary.

## **1.21 Violations**

Violations to any of the safety, security, and environmental requirements will not be tolerated. Persons in violation may be permanently removed from airport projects.

Failure to report incidents, accidents, or damage to airport systems may also result in permanent removal from airport projects.

Violations to contractor safe work procedures or WorkSafeBC regulations will be reviewed case by case.

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