

Vancouver Airport Authority

Contractor Safety Management Program [CSMP]

Airside Escort Service – 2017



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Introduction

This document will assist contractors working on the airside of Vancouver International Airport. It provides an overview of the responsibilities of Airport Authority–approved Airside Escort Service Provider(s). It also details the important role that Airside Escorts play in the contractor’s Airside Emergency Response Plan.

Contractors working on airside are required to enter into a contract with an authorized Airside Escort Service Provider for the provision of Airside Escort services. The Airside Escort Service Provider, in conjunction with an Airport Authority Project Manager and/or Operations Project Coordinator, will work with the contractor to determine the number and type of escorts required to safely facilitate the contractor’s work plan. The contractor will discuss the availability and scheduling of the Airside Escorts directly with the Airside Escort Service Provider. Details of the services provided including costs and other terms and conditions are available in the *Airside Escort Program* document.

Airside Construction Safety

1.1 Airside Escort Service Provider

The Airside Escort Service Provider is authorized by the Airport Authority to provide operational safety and security services to contractors working in post-security or airside portions of Vancouver International Airport.

The Airside Escort Service Provider is required to ensure that the contractor maintains compliance with Transport Canada and Airport Authority aviation safety regulations. The Airside Escort Service Provider will provide frequent and regular updates to Airport Operations and Engineering on the progress of airside projects, and advise of any contractor transgressions and of subsequent corrective actions taken to resolve a situation.

Contractors are advised that the Airside Escort Service Provider is mandated by the Airport Authority to ensure the safety and security of the airfield at all times during construction work. If the contractor provides to the Airside Escort Service Provider instructions that are contrary to law or regulation, the requirements detailed in the Contractor Safety Management Program [CSMP], or the procedures and methodology established in the Plan of Construction, the Airside Escort Service Provider must refuse, without risk of penalty, to accept the instructions.

1.2 Airside Emergency Response Programs

Every contractor is required to have a prepared plan to deal with potential site emergencies. The plan will include the role of the Airside Escort in resolving the emergency. Airside Escorts must review the emergency plan prior to the start of the work, or at the beginning of the duty shift if the project is underway.

In addition, an emergency situation unrelated to the construction work may arise and require the work to be stopped, and further could require immediate egress of construction personnel and equipment from airside. Contractors and Airside Escorts must be familiar with the requirements of the emergency plan and ensure the plan is implemented immediately upon notification or discovery of the emergency.

1.2.1 Site Emergency Procedures

The contractor is responsible for developing and implementing the specific procedures to address site emergencies occurring on construction sites. The following general requirements apply to most airside construction projects.

1.2.2 Emergency First Aid

Worker injuries take precedence over construction and work site activities and normal airside operations. The site First Aid Attendant [FAA] will evaluate the injured worker and make decisions about the need to transport the injured worker, including the appropriate level of transportation.

WorkSafeBC Occupational Health and Safety Regulation stipulate that the FAA's transportation decisions cannot be overruled by supervisory personnel.

In medical situations, the Airside Escort will:

- Take direction from the First Aid Attendant or designate in all matters relating to transporting the injured worker. However, all decisions about the safest means of transport from the site to non-airside are still the responsibility of the Airside Escort.
- Immediately notify Airport Operations of the emergency and confirm whether an Airside Escort is proceeding to the designated airside gate to escort the ambulance to the work area.
- Request that Operations notify the Airside Safety Officer of the situation and await any instructions to be communicated to site personnel or the Airside Escort supervisor.
- Immediately inform the Airside Escort Supervisor of the emergency and any instructions issued by the Airside Safety Officer.
 - As instructed, the Airside Escort will immediately proceed to the designated airside gate and wait for the ambulance.
 - As instructed, the Airside Escort will immediately escort the ambulance to the injured worker location.
- Unless otherwise directed by Airport Operations, the Airside Safety Officer or the Airside Escort Supervisor, the Airside Escort will stand by to escort the ambulance back to groundside.

1.2.3 Non-Emergency First Aid

If a worker sustains an injury that the First Aid Attendant deems to require routine transfer to medical facilities, the Airside Escort will:

- Advise the Airside Escort Supervisor of the worker injury and advise that the Airside Escort has been asked to assist in removing the injured worker.

Note: The Airside Escort Supervisor should communicate with the contractor supervisor and advise of any delay in activities as a result of removing the Airside Escort from normal duty to assist with the escort of the injured worker non-airside.

- Escort the injured worker to non-airside.
- Retrieve any temporary passes and vehicle placards.

1.2.4 Accidents

The severity and location of the accident will dictate the response efforts by construction personnel, the Airport Authority, and the Airside Escorts. If the accident has occurred on a non-enclosed airside surface, Airport Operations will have overall control of the accident scene and response efforts.

If the accident has occurred Airside, within the confines of an enclosed construction area, then the contractor, Project Manager, or designate will have overall control of the accident scene.

In either situation, the scene controller will provide instructions on the actions to be taken to prevent any further injury or damage, or in resolution of the accident.

In either situation, the Airside Escort will immediately notify Airport Operations of the accident and:

- Advise on the location of the accident and who is designated to be the scene controller [Airport Operations or contractor]
- Advise on any potential impacts to normal operations
- Request instruction on any actions to be taken by the Airside Escorts while awaiting the arrival of the Airport Response Coordinator

Regardless of the nature or location of the accident, the Airside Escorts will assist in resolving the accident and report all details to the Airside Escort Supervisor for further review.

1.2.5 *Airport Emergencies*

If the Airport Authority declares an emergency situation that necessitates removal of the contractor personnel for safety or security reasons, the Airside Escorts will be informed of the emergency by Airport Operations, or the Airside Escort Supervisor. The Airside Escort receiving such notification will communicate the relevant requirements immediately to the contractor Project Manager or designate and all other Airside Escorts. Without delay, the Airside Escorts will assist the contractor personnel in preparing to return to a safe location as identified by Airport Operations personnel.

The Airside Escort will use best judgment when advising the contractor of the emergency and the timeframe for abandoning the work area. Depending on the nature and urgency of the emergency, the Airside Escort should assist the contractor to shut down the work to the extent that the equipment or processes are not unduly at risk due to the unexpected departure from the work area.
