Vancouver Airport Authority

Contractor Safety Management Program [CSMP]

Contractor Expectations – Health & Safety 2018

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VANCOUVER AIRPORT AUTHORITY III

CONTRACTOR SAFETY MANAGEMENT PROGRAM [CSMP] III

CONTRACTOR EXPECTATIONS – HEALTH & SAFETY 2018 III

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1. Introduction

1.1 Purpose and Scope

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 contractor activities. Accordingly, the Airport Authority has developed compulsory work standards as detailed in the *Contractor Safety Management Program [CSMP]* and this *Contractor Expectations* document.

These standards represent the minimum requirements implemented throughout our contracts and projects and will meet or exceed general industry standards and regulatory requirements. Information pertaining to the CSMP can be found online at YVR.ca/ContractorSafety .

1.2 Jurisdiction

The Airport Authority and airlines come under federal jurisdiction for occupational health and safety [OH&S] standards while the majority of contractors fall under Provincial legislation. With differences between the Canada Labour Code Part II and provincial occupational safety regulations, some uncertainty may exist about which legislation applies to the contractors who do business at the airport. For purposes of clarification, the following information, approved by Employment Skills Development Canada's Labour Program, and WorkSafeBC, is provided:

> *All construction of facilities, including renovations and repair, falls under provincial jurisdiction. The only exception to this ruling is when work is being performed by employees of a federally regulated employer. This is based on the Canada Labour Code, which indicates that "activities essential to the operation of an airline or aerodrome" come under federal jurisdiction.*

Therefore, all contractors working on Airport Authority property, whether contracted by a federally or provincially regulated body, are required to comply with applicable provincial legislation.

1.3 Compliance with Regulations and Standards

The Airport Authority reserves the right to suspend any work that is in non-compliance with the CSMP and *WorkSafeBC Occupational Health and Safety Regulation*, 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 behaviour.

In addition to projects and/or contracts initiated by the Airport Authority, the CSMP and these expectations apply, without limitation to:

- All second or other party contracts executed from a contract originating with the Airport Authority
- Any contracted work performed on behalf of the Airport Authority where safety issues are not specifically addressed yet are inherent in the work
- All tenants, lessees, their designated representatives, or other parties performing work under the following criteria:
  - Within the established airside areas of the airport
  - Inside any terminal, structure, or property owned or operated by the Airport Authority
  - Any work performed on or across a public road surface on Airport Authority property (essentially all of Sea Island)
  - Any ground, road, or other surface penetration on Airport Authority property (essentially all of Sea Island)

1.4 Airport Restrictions

Certain airport restrictions may apply that could affect the cost, scheduling and duration of the project/contracted service. The CSMP requirements and Contractor Expectations should be reviewed thoroughly to ensure that these restrictions are known and accounted for during the planning and implementation stages of the project or work.

2. General Safety Requirements

The Airport Authority expects contractors to be knowledgeable of the applicable *Occupational Health and Safety Regulation*, and to ensure compliance with the regulation for all aspects of the work performed on behalf of the Airport Authority and tenants.

2.1 Coordination of Safety Activities

According to *Occupational Health and Safety Regulation*, the prime contractor will ensure that requirements under regulation are complied with where conditions or activities affect the workers of more than one employer. Prime contractors will be provided with authority under contract to take all necessary measures to ensure that all contractors working on the project site, regardless of contract origin, are in compliance with applicable legislation, regulation, and the Airport Authority CSMP.

Prime contractors may stop work on their site if subcontractors fail to comply with site safety requirements. Prime contractors will immediately notify the Airport Authority Contractor Safety representative (email: contractor_safety@yvr.ca or 604-276-7797) of any work stoppages. Subcontractors and all other contractors assigned to a prime contractor are required to meet the requirements established by the prime contractor as well as complying with applicable *OHSR* and the *CSMP* requirements as amended from time to time.

2.2 Contractor Safe Work Plan [CSWP]

A *Contractor Safe Work Plan [CSWP]* is required for all contracted activity. The contractor safe work plan (CSWP) is intended to plan key health and safety aspects of the contracted work. This considers:

- Stakeholders – how they should be engaged, how to meet their expectations, and how to maintain positive working relationships
- Risk Management – how to identify, assess, and eliminate or control risks associated with the contracted work

Before mobilizing at the workplace, the contractor will need to complete their portion of the the CSWP online. For more information about the CSWP process refer to *Guide to CSWP* online at YVR.CA/Contractor Safety

2.3 Site Specific Health & Safety Plan

A site-specific health and safety plan will also be developed and will demonstrate an understanding of the unique safety issues and safe work practices relevant to the work being done, including a formal risk assessment program and appropriate directions for all subcontracts executed as part of the original contract. The Site Specific Health & Safety Plan must be included with the Contractor Safe Work Plan [CSWP].

Subcontractors will also be required to have a current OH&S program and risk assessment program, including safe work procedures for all aspects of work being done. Safe work procedures based on the site-wide risk assessment will be subject to review and acceptance by both the prime contractor and the Airport Authority.

2.3 Formal Hazard Identification and Risk Assessment Program

Contractors are responsible to develop and design their own hazard identification and risk assessment program that meets WorkSafeBC requirements as well as the standards set out in the Airport Authority's CSMP.

A formal job hazard analysis and risk assessment should be documented whenever:

- The work assignment and associated hazards and risks are new
- There is a significant risk of harm or environmental/operational impact
- There is a risk to public safety

Contractors are required to complete a Hazard ID and Formal Risk Register prior to work commencing. **This is a required section of the *Contractor Safe Work Plan* (CSWP) document. A risk register must be submitted with a CSWP prior to work commencing.**

Contractors are required to ensure the following:

- All supervisory personnel are fully trained and knowledgeable in hazard identification and risk assessment
- All employees are trained to identify hazards concerning their contracted work
- A responsible person is designated to conduct a job hazard analysis and risk assessment before moderate and high-risk contracted activities start
- All formal job hazard analysis files and risk assessments are reviewed and kept on site for the duration of the contracted activities

- A field-level risk assessment must be conducted by employees before all moderate/high risk work activities that pose a hazard to people, the work site, or Airport Authority operations

- The outcomes of formal risk assessments are communicated to all stakeholders as well as to others who are working in the area

- The established safe work practices for each contracted activity are adequate with regards to the findings of the hazard analysis and subsequent risk assessment for the contracted work

- All new workers under their supervision receive instruction in the risk assessment program

- High risk work such as confined space, working at heights, use of radioactive sources, and energy isolations may require further documentation and a written plan.

For detailed information on Risk Assessment requirements refer to *Hazard ID and Risk Register* at YVR.ca/ContractorSafety

2.4 Project Information Board

Each construction work area will establish and maintain a Project Information Board [PIB] at the outside of the main entry route into the contracted work site. The prime contractor will ensure the following information is posted onto the PIB:

- Name and telephone number of prime contractor

- Name of site Superintendent along with regular and emergency contact telephone numbers

- Name of Safety Officer along with regular and emergency contact telephone numbers

- Any applicable Permits (expired and existing)

- BRHEMP Conditional Report (if applicable)

- Contractor Emergency Response Plan (CERP)

- Emergency Contact List

- Site-specific risk assessments (formal and ongoing)

- Site-specific Fire Safety Plan

- Notice of requirement for site safety orientations
- Notification for visitors to report to site office
- General site precautions—e.g., hard hats, work boots, hearing protection
- Other safety information necessary to provide warnings or understanding to persons entering the site

2.5 Safety Briefings

At a minimum the Airport Authority requires:

- All contractors performing moderate to high risk work are to conduct at least one tool box per month. The meeting subject should be relevant to the work being conducted.
- All contractors conduct a pre-work safety briefing to discuss the days contracted work acitivities and review hazards, risk and controls.

All the above must be documented, posted and made available to Airport Authority personnel upon request.

2.6 Safety Orientations

All contract workers must complete the Airport Authority Contractor Safety Orientation before starting work. This orientation must be completed online and renewed every two years.

All contractor Managers, Supervisors, Superintendents, Safety Officers working on contracted work for the Airport Authority must also complete the *Contractor Safety Leaders Orientation (CSLO).* This orientation is facilitated in person and is an instructor lead orientation. This orientation must be renewed every two years.

Each contractor will develop and provide a site-specific safety orientation.

Proof of orientation completion must be retained on site for the duration of the contract work, and made available upon request.

For detailed information about the Contractor Safety Orientation refer to YVR.ca/ContractorSafety

2.7 Reporting Unsafe Conditions, Equipment, and Tools

Every individual has the duty to report unsafe or hazardous conditions, equipment, tools, and work procedures immediately to their Supervisor so that corrective action can be taken to prevent incidents. In addition, the Airport Authority encourages the reporting of any unsafe conditions outside the boundaries of their contracted work area, where these conditions may adversely affect other stakeholders or airport operations.

Please report unsafe conditions to Airport Operations at 604-207-7022. For more information on reporting please refer to YVR.ca/ContractorSafety

2.8 Contractor Emergency Response Plan

The Airport Authority requires that the contractor develop a Contractor Emergency Response Plan (CERP) based on the hazards and associated risks identified in a formal site risk assessment for each contracted work site/area before contracted work activities start. The Contractor Emergency Response Plan must be in accordance to OHSR requirements. **This is a required *Contractor Safe Work Plan* [CSWP] document and must be uploaded to the CSWP prior to work commencing.** A copy of the CERP should also be posted on the PIB (if applicable) or available upon request.

The *Contractor Emergency Response Plan* will address risks associated with the contracted work due to:

- Working in remote locations on airside, where response times of emergency services personnel may be increased
- Working inside the terminals, where minor events could have adverse effects on tenants and the public
- Working in proximity to airside and aircraft, where minor events could have the potential for creating substantially larger events, such as fire, aircraft damage, or flight delays
- Where site access and exit routes change frequently as areas are added to the project or turned over to the Airport Authority or tenant

Each *Contractor Emergency Response Plan* will have an Emergency Contacts List that will include a list of all persons and agencies that may require notification of an event. This information will be prominently displayed on the site Project Information Board (if applicable) or available upon request.

The following page demonstrates a sample of the minimum requirements for an Emergency Contacts List.

EMERGENCY AGENCIES	
Richmond Fire-Rescue (24-hour response)	911
BC Ambulance Service (24-hour response)	911
RCMP (24-hour response)	911
Airport Authority Operations and Maintenance (24-hour response)	604-207-7022
Poison Control Centre	604-682-5050
Terasen Gas	1-800-663-9911
BC Hydro (emergencies in Richmond)	1-888-769-3766
AIRPORT AUTHORITY PERSONNEL	
Airport Authority Operations and Maintenance (24-hour response)	604-207-7022
Contract Owner/Project Manager	
Contractor Safety	604-276-7797
Contractor Safety Cell	778-836-2192
REGULATORY AGENCIES	
Environment Canada (24-hour response)	604-666-6100
Canadian Coast Guard (24-hour response)	604-666-6011
Metro Vancouver (24-hour response)	604-451-6610
WorkSafeBC (Emergency & Accident) Monday–Friday 8:30–4:30	1-888-621-7233
WorkSafeBC (Emergency & Accident) After Hours (Richmond)	1-866-922-4357
INDUSTRIAL AND SUPPORT	
Richmond General Hospital – Emergency	604-244-5151
KEY CONTRACTOR PERSONNEL (specific to each project)	
Project Manager	
Site Superintendent	
Emergency Response Coordinator	
Site Safety Coordinator	

2.9 Incident Reporting and Investigations

All contractors are required to have an Incident investigation program in accordance with WorkSafeBC requirements. The following conditions apply to all contractor incidents involving injury requiring medical attention, property damage, or environmental damage or a near-miss that had the potential for injury, property damage or environmental damage:

For detailed information, more information on reporting incidents please visit YVR.ca/ContractorSafety

2.10 Smoking

Smoking is strictly prohibited in Airport Authority buildings and in the Airside Operational Area (AOA). Smoking is restricted to designated groundside areas and at least 6 m from any opening, heating, ventilation, and air conditioning [HVAC] intake, or entrance to Airport Authority buildings.

2.11 Personal Protective Equipment

The Airport Authority will require personal protective equipment to be employed as a last resort to ensure the safety of everyone on site. Based on the hazards and associated risks that apply to a worksite, appropriate PPE will be required.

- Approved hardhats, safety eyewear, safety gloves, steel-toed footwear and high-visibility clothing are required for construction sites.
- All personnel working airside, on roadways or around mobile equipment are required to wear high-visibility clothing.

2.12 Noise

Noise generated from a contractor activity while working at YVR will need to identify all affected stakeholders and work with the Terminal Construction Co-ordinators to minimize the impact on those effected. Plans to effectively manage noise will be required in the Contractor Safe Work Plan (CSWP) before the work begins.

3.Activity Specific Safety Requirements

3.1 Building Related Hazardous Exposure Management Program [BRHEMP]

The Building-Related Hazardous Exposure Management Program (BRHEMP) is designed to identify, inventory, and control building-related hazardous materials (BRHMs) throughout Vancouver Airport Authority holdings.

For detailed information and contractor requirements pertaining to BRHEMP refer to the *Building-Related Hazardous Exposure Management Program* section on YVR.ca/ContractorSafety

3.2 Containment and Hoarding Requirements

Where required Contractors must complete a Containment and Hoarding plan to minimize impact to the public, tenants, and airport operations.

3.2.1 Projects Requiring Full Containment

Projects require full containment as follows:

- Any demolition of existing walls, ceilings, flooring, building support systems, or operational equipment
- When the following processes are employed: finishing gypsum wallboard, concrete cutting or placement, applying fire sprays, installing insulation, or when structural welding or soil penetration is required
- Where materials used contain toxins or carcinogens at levels where uncontrolled exposure could result in harmful effects
- Where there is the potential for disturbing existing fire retardant sprayed-on materials

- Where, at the discretion of the Airport Authority, full containment is deemed necessary to prevent the unwarranted escape of potentially hazardous substances, emissions, or processes

3.2.4 Full Containment Requirements

Requirements for full containment include:

- Construction will be permitted only after establishment of physical containment of the construction site, blanking, rerouting, or locking out of building HVAC systems from the construction area, and installation of negative airflow systems to exhaust contaminated air from the construction area. Contractors should contact the Airport Authority Project Manager for Airport Authority projects, or Engineering Services for tenant projects, to obtain details and specifications for HVAC requirements.

- Wooden hoarding, drywall or other protective barrier suitable for the conditions should be sealed. Openings between hoarding and the underside of ceilings will be sealed with white plastic and taped to ceilings and hoarding.

- All exit points from the construction site to public or occupied interior areas will have barrier vestibules installed to block migration of pollutants. All exterior doors from barrier vestibules will be equipped with self-closing devices and appropriate signage indicating “Construction Area, Authorized Access Only.” All entry/exit points are required to open into the construction site.

- When the work requires openings through the suspended ceilings, containment barriers will be established as required to prevent migration of pollutants within the ceiling spaces or plenums.

- All mechanical, HVAC, electrical and electronic access routes (chases), building systems, and subsystems (baglines, elevator shafts, etc.) will be sealed to prevent migration of pollutants.

- Negative airflow systems will incorporate a HEPA filtering system on all air being discharged from the construction site. Negative airflow systems will provide at least four complete air changes per hour differential between the supply air and exhaust air. At the discretion of the Airport Authority, HEPA filters on the negative airflow systems may be waived when air is discharged directly to outdoors and other effective means of controlling particulate emissions are in place.

- At the discretion of the Airport Authority, charcoal filtering of negative airflow emissions may be stipulated in circumstances where odours from construction products or processes could migrate into occupied areas.

- The Airport Authority reserves the right to stipulate specific contractors for the purpose of establishing site containment.

- Daily inspections of the containment barriers are to be performed by the contractor or designated representative to ensure barriers remain intact. Any deficiencies in the barriers will be immediately rectified.

- Air quality testing may be requested by the Airport Authority after initial establishment of the containment area, and as required throughout the construction process to demonstrate the ongoing effectiveness of containment procedures.

- Prior to the removal of any containment barriers, air clearance testing may be stipulated to demonstrate that the occupational environmental levels are within the Airport Authority acceptable established levels for occupied or public environments.

3.2.3 Projects Requiring Local Containment

Projects require local containment as follows:

- Short-duration projects, where the work does not require demolition or other dust- and fibre-generating processes

- When the work is in public areas or corridors that must remain operational

- Where establishment of containment barriers is physically impossible due to location

- Where the work is cosmetic, with little or no potential for using products containing human toxins or carcinogens at levels where ambient exposure could result in harmful health effects

- Where the work is limited to modifications of mechanical, electrical, electronic, or building systems where the potential for exposure from harmful materials is minimal

- When a project is undertaken in a location where exterior roll-up doors are part of the project site and are required to be maintained to provide access to other tenants

- Where local mechanical ventilation is deemed adequate to capture or dissipate fugitive emissions

- Where hot work is being performed in areas that are not fully contained

- Where, at the discretion of the Airport Authority, full containment procedures are deemed unnecessary

3.2.4 Local Containment Requirements

Requirements for local containment include:

- Work involving removal of ceiling tiles from public or occupied areas will be subject to approval by the Airport Authority. All ceiling tiles will be replaced, and the surrounding area satisfactorily cleaned, prior to leaving the work area. Any ceiling tiles that are cut or damaged will be over-sealed with plastic and taped to the surrounding T-bar grid. Local mechanical ventilation will be used to remove or dissipate any fugitive fumes from the construction processes.

- Local HEPA filtering and exhaust devices will be used to remove any potentially harmful substances or emissions from the work area and adjacent occupied or public spaces.

- SDS will be available for reference by the Airport Authority, provincial or federal regulatory agencies, or other concerned parties. The Airport Authority reserves the right to request the use of acceptable alternate products that contain less harmful materials, human toxins, or carcinogens.

- When WHMIS-controlled substances are being used, air quality testing may be required to ensure that the work is not generating any harmful emissions or by products above established levels.

- The work area will be thoroughly cleaned to the satisfaction of the Airport Authority, during and after each work period or day, before being deemed safe for occupancy.

- The Airport Authority reserves the right to restrict work in public areas to certain time periods when the areas can be closed or vacated during the work.

3.3 Traffic Management

Effective operation of the airport depends on maintaining surface travel routes to and from Sea Island. Accordingly, all work on public roadways must be done in a fashion that minimizes any negative impact on normal traffic flow. The Airport Authority requires that all traffic management work adhere to the BC Ministry of Transportation *Traffic Control Manual for Work on Roadway* and OHSR. The contractor is required to submit a detailed traffic control program for review and approval by the Airport Authority prior to any lane closures extending beyond one calendar day.

3.3.1 Lane and Road Closures

During peak times in the day, the closure of one or more lanes on the approach or exit from the main terminal buildings may cause unacceptable delays for motorists. Prior to any lane closures on Grant McConachie Way, contractors must contact the Airport Authority Project Manager for Airport Authority projects or Contractor Safety for tenant projects to confirm the lane closure.

For all roadways on Sea Island, one open lane in either direction must be maintained between the hours of 6:00 a.m. and 11:00 p.m. This is essential for the movement of motorists and emergency services equipment. Contractors requiring a full road closure should anticipate doing this work at night, when traffic is at a minimum. Full road closures may only proceed after approval has been received from the Airport Authority.

3.3.2 Airside Operating Areas

Any rerouting, obstruction, or closure of airside aprons, vehicle corridors, roads, or access routes must be approved by the Airport Authority Airside Operations before taking effect.

3.3.3 Area Closures Inside Terminal Buildings

Short duration work: Work performed in public areas inside the terminal buildings that may disrupt the normal operation of the airport may be restricted to certain times when the work will not adversely affect passengers or tenants. Contractors must consult with the Airport Authority Project Manager or a Contractor Safety representative to receive approval before closing any public area.

Long duration work: For Airport Authority projects, the Project Manager will provide specifications for hoarding requirements. Tenant contractors are requested to contact Airport Authority Engineering Services for specifications.