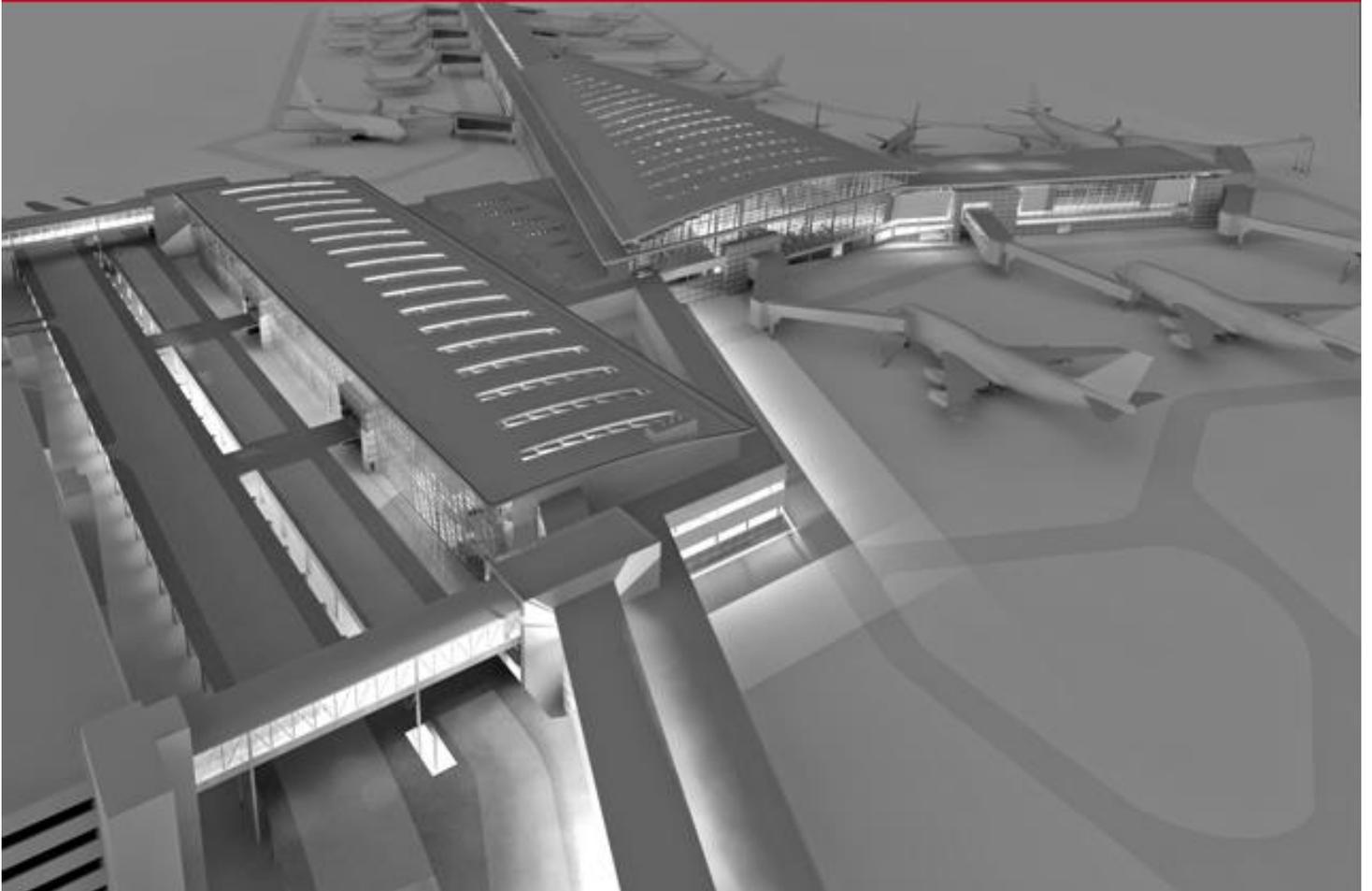


# **Standards – (Contractor Management Safety)**

**November 2016**



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# CONTENTS

**VERSION CONTROL ..... 4**

**INTRODUCTION..... 5**

**SCOPE..... 5**

**REFERENCES..... 5**

**DEFINITIONS / ACRONYMS ..... 6**

**STANDARDS..... 7**

- 1. **General Safety Standards .....7**
- 2. **Specific Safety Requirements .....7**
- 3. **Alcohol and Drug Policy ..... 13**
- 4. **Safety Management Plans for Public Areas ..... 13**

**AUTHORITY TENANT POLICIES..... 13**

- 5. **Airside Vehicle Operators Permit (AVOP) Policy ..... 14**
- 6. **Distracted Driving and Work on Airside Policy ..... 14**
- 7. **Emergency Medical Services Policy ..... 15**
- 8. **Emergency Response Plan Policy ..... 15**
- 9. **High Visibility Vests on Airside and in Baggage Areas Policy. 15**

**10. Ladders, Scaffold, and Aerial Work Platform Use Policy ..... 16**

**11. Motorized Equipment use in the Terminal Building and Tunnels Policy ..... 19**

**12. Welding Operations – Authority Owned and Operated Buildings and Lands ..... 21**

**13. Incident Reporting and Investigation ..... 23**

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## **Plan Revision**

The Safety Manager is responsible for establishing, administering and maintaining this plan. The plan will be reviewed annually and revised as required or following an event which identifies a requirement for immediate amendment. All revisions will be made in consultation with the stakeholders.

For information about this plan or obtaining an official copy, please contact:

Safety Manager  
Calgary Airport Authority  
2000 Airport Road NE  
Calgary AB T2E 6W5  
Phone: 403 735 1200

# VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	Nov 2016	Created Standard	Jennifer Koenig	Cameron Nicolson

## INTRODUCTION

The Calgary Airport Authority (The Authority) is committed to maintaining a safe workplace for all people who work at the Calgary Airport. We hire contractors who conduct their activities in a manner consistent with appropriate legislated requirements and best industry health and safety practices. Contractors shall remain independent of The Authority as to all work performed.

This standard identifies safety expectations while establishing a process for work performed by Contractors and Tenants to protect the health and safety of all Authority employees, Contractors, the public and Authority property. A Contractor performing work for The Authority is to meet or exceed The Authority's safety requirements.

## SCOPE

This standard specifies the following safety requirements applicable to all contractors working on Authority projects on Authority property:

- General Safety Standards
- Specific Safety Requirements for Contractors
- Alcohol and Drug Policy
- Safety Management Plans for Public Areas
- Authority Tenant Policies

## REFERENCES

- Alberta Occupational Health and Safety Act, Regulation, Code (2009). Retrieved from the Government of Alberta website [http://work.alberta.ca/documents/whs-leg\\_ohsc\\_2009.pdf](http://work.alberta.ca/documents/whs-leg_ohsc_2009.pdf)
- Government of Canada Canadian Labour Code, Part II (2013). Retrieved from the Government of Canada website [http://www.labour.gc.ca/eng/health\\_safety/pubs\\_hs/overview.shtml](http://www.labour.gc.ca/eng/health_safety/pubs_hs/overview.shtml)
- NFPA 51B: Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
- The Calgary Airport Authority's Alcohol and Drug Policy



# STANDARDS

The following applies to all Contractors working for The Authority. Strict compliance with these standards is expected.

## 1. General Safety Standards

All Contractors working for The Authority will:

- not disrupt or impede airport business at any time except as permitted by The Authority
- ensure the protection and safety of the public, workers, vehicular traffic, the airport and the environment
- comply with all applicable Federal, Provincial and local safety legislation; where more than one law or regulation applies, the more stringent provision will apply
- ensure that Authority safety standards and guidelines are adhered to while working on Authority projects and property
- when working in shared space with other Contractors, work together while following the Prime Contractors requirements
- ensure the Contractor, Contractor workers and Sub-Contractors comply with applicable legislation on the worksite
- take proper precautions to protect the public and airport community from any health and safety risks resulting from construction activity

## 2. Specific Safety Requirements for Contractors

### 2.1. *Cables and Hoses*

- All cables or hoses used in public or traffic areas for less than 1 hour do not have to be taped down as long as they are a different color than the floor and are properly delineated
- All cables or hoses used in public or traffic areas greater than 1 hour but less than 24 hours must be taped down with no portion of the cable or hose exposed which might cause someone to trip
- All cables or hoses used in public or traffic areas greater than 24 hours must be hung overhead with sufficient head clearance at 7.5ft or 2300 mm minimum, or through the ceiling
- If any of the above specifications cannot be met, a request must be submitted to the Safety Manager for approval



Example of cable hung overhead

## 2.2. *Noise*

- Contractors must report any anticipated excessive noise levels from work prior to work beginning
- Contractors will follow approved work schedules provided by The Authority to ensure that airport operations are not adversely affected
- Contractors will provide workers with applicable hearing protection and ensure workers follow applicable hearing protection legislation

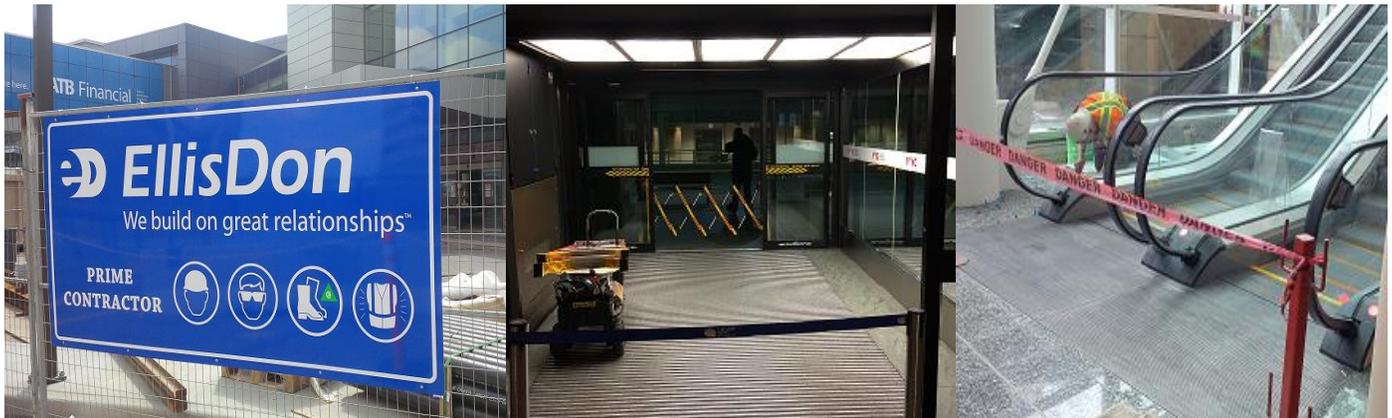
## 2.3. *Tools*

- Tools must not be left scattered in a work area at any time unless the area is secured from public and employee access
- Tools are not to be left unattended in restricted access areas
- During work breaks or overnight, tools must be removed from restricted access areas, or securely locked in an approved location
- If working in public areas, an area for the storage of tools and materials will be provided
- When working from heights all tools must be tied off

**NOTE:** The use of powder-activated tools is restricted in the airport. Approval must be obtained before this type of equipment is used. In addition, the operator of the tools must have the proper certification to use the equipment.

## 2.4. *Barricades, Delineation and Signage*

- Contractors must provide barricades, lights and any other safety measures requested or directed by The Authority
- Proper barricades or delineation must be placed around work sites when in public or high-traffic areas
- Barricades or delineation must be highly visible and able to adequately block off access to the work site
- The use of shoddy barricades (e.g. 2 x 4 posts, string, furniture, garbage cans etc.) is not acceptable and under no circumstances can be used as part of a barricade
- When working from ladder Contractors can either use barricades or delineation or if working for less than 1 hour can assign a watch to stand at the base of the ladder
- The location of barricades must be approved by The Authority and/or the Airport Duty Manager (ADM) to ensure they are placed in an appropriate location without interfering with operations
- Appropriate bilingual (English French) signage must be used in all public areas, handwritten, unilingual, temporary signage is not permitted



Examples of appropriate barricades, delineation and signage

## 2.5. *Access Authority*

Contractors must identify all access requirements prior to the start of the work to ensure its availability and that proper authorization is obtained. Areas where access may be required include restricted access areas, electrical panels, water and power sources, fire alarm stations, and sprinkler systems.

## 2.6. *Shutdown, Locates and Excavation Permits*

If any shutdown of services (utilities, mechanical systems, structural facilities, etc.) is required, The Authority and the ADM must be notified a minimum of 48 hours in advance. The following are work permits required by The Authority prior to certain work beginning:

- Airfield Lighting Isolation Permit
- Building Services Shutdown Permit
- Hot Work Permit

- Excavation Permit
- Directional Drilling Permit
- External Services Shutdown Permit
- Utility Location Permit
- Marriot Hotel Shutdown Permit
- Marriot Hotel Hot Work Permit

## 2.7. *Welding*

- The Authority and the ADM must be notified 48 hours in advance of any welding that is to take place in the Terminal before the work occurs to ensure the safety of the public and that airport operations are not affected
- Flash guards must be used when welding, and fire extinguishers must be present in the welding areas
- Proper ventilation must be provided if fuel powered units are used
- Welding and Cutting operations must conform to guidelines in the latest version of NFPA Section 51B “Standard for Welding and Cutting”

## 2.8. *Dust*

- Contractors must notify The Authority and the ADM if the work will cause any volume of dust so proper precautions and notifications can take place prior to work commencing
- Proper barriers or dust-collecting units must be in place if the work will result in mass amounts of dust

## 2.9. *Materials*

- Contractors must identify all materials they plan to have delivered to the work site due to weight restrictions on access to all automatic-man doors and elevators in the Terminal
- Large and oversize material may require special handling procedures (e.g. raising over railings to third level) and must be identified at the start of the project
- Contractors must notify The Authority in advance of deliveries to ensure they do not affect Airport operations and activities as this may affect the times that the material can be delivered
- Contractors are not to use luggage carts for transporting materials, equipment or tools



Luggage cart

## 2.10. Hoarding

- Hoarding may be required depending on the location and the type of the work (e.g. noise, dust, control, appearance etc.)
- All hoarding must be approved by The Authority to ensure when in public view it is aesthetically suitable for the area
- Only new material will be used when hoarding inside the Terminal unless otherwise approved by the Authority



Example of hoarding used in the Terminal

## 2.11. Cleaning/Housekeeping

- Any tracking of mud, dust, debris, etc. through the Terminal is the responsibility of the Contractor and must be cleaned immediately
- Contractors working airside must strictly account for all materials and garbage and dispose of accordingly to avoid FOD
- Contractors must keep all work sites on Authority property in a neat a tidy fashion



Examples of poor housekeeping

## 2.12. Aircraft Maneuvering Areas

- If work is performed in an Aircraft maneuvering area, any and all debris or material dropped in the area must be picked up and removed immediately
- Any welding that takes place in an Aircraft maneuvering area, must be scheduled in advance and requires “Emergency Response Services” standby
- Open flames are not allowed around the gate positions

## 2.13. Delay in Task Schedule

- If work is delayed for any reason and as a result an extension of the assigned task is required, Contractors must notify The Authority during regular office hours and the ADM during off hours immediately
- Contractors will be advised if the extension is acceptable or if the task must be rescheduled due to operational requirements

## 2.14. Hazardous Materials

- Contractors and employees must be familiar with, understand and comply with the Workplace Hazardous Material Information System (WHMIS)
- Contractors must comply with the Hazardous Products Act and the Controlled Products Regulations when working for The Authority or on Authority property
- Contractors are responsible for providing The Authority with an emergency contingency plan for the handling and storage of hazardous materials including a spill prevention plan
- Contractors are responsible for:
  - storing volatile wastes in covered metal containers and removing those containers from the Work Site daily
  - preventing accumulation of wastes which create hazardous conditions
  - ensuring adequate ventilation during the use of volatile or noxious substances

## 2.15. Safety Apparel & Practices

- Contractors must wear CSA approved personal protective equipment (PPE), (e.g. hard hats, steel toed safety shoes, glasses, goggles, shields)
- Contractors are responsible for wearing the appropriate PPE for the work being completed
- Contractors must be familiar with and comply with PPE legislation, industry best safety practices at all times



### 3. Alcohol and Drug Policy

- All contractors providing services to The Authority are required to have an Alcohol and Drug policy that meets or exceeds The Authority's Policy
- If a Contractor does not have an Alcohol and Drug policy, or it does not meet The Authority's policy, the Contractor will follow and enforce The Authority's Alcohol and Drug Policy for its employees and sub-contractors
- A copy of the Authority's Alcohol and Drug Policy can be requested from Human Resources at [hr@yyc.com](mailto:hr@yyc.com)

### 4. Safety Management Plans for Public Areas

The following moderate to high risk construction activities require a Contractor to complete a Safety Management Plan before performing in public areas:

- movement of any item larger than a vending machine through the public areas of the terminal, or larger than a normal commercial truck through outdoor areas
- movement of toxic, hazardous, explosive or similar materials in public areas that may "spill" and have negative consequences
- when something is being moved overhead and has the potential to fall
- when there is impact on normal traffic flows (vehicle, aircraft, pedestrian)
- when the process is not covered with a normal Tenant Policy
- when noise or smells come from the worksite into public spaces
- when the project is going to cause outrage or diminish public confidence in The Authority or Airport Community

Situations requiring a Safety Management Plan include, but are not limited to:

- any of the above high risk activities
- a Contractor operating out of their controlled space
- a Tenant hiring a Contractor to complete work outside of their rented space

If any of the above apply, Contractors must complete and submit a Safety Management Plan to the PM and Safety Manager prior to beginning which includes the following:

- step by step description of what work will be performed (written, diagrams, timing, signage, pictures or other formats may be helpful)
- identify the hazards for each step – describe what could go wrong (to a reasonable level)
- establish hazard mitigation to be implemented – describe what will be done to control each foreseeable hazard (to a reasonable level)

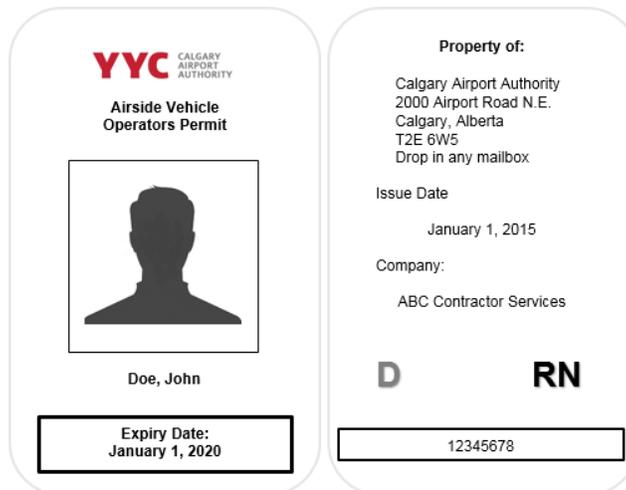
## AUTHORITY TENANT POLICIES

All Contractors providing services to The Authority are required to follow all tenant policies applicable to their scope of work.

## 5. Airside Vehicle Operators Permit (AVOP) Policy

Contractors working airside are required to comply with the following:

- If operating a vehicle airside it must be in accordance with the Authority's Airside Traffic Directives
- Contractors operating vehicles airside must have a valid AVOP license
- If Contractors do not have a valid AVOP license they must be escorted airside by an current AVOP licensee
- In additional to possessing a valid AVOP, Contractors driving airside must also have a valid "NO ESCORT REQUIRED" RAIC



Airside Vehicle Operators Permit (AVOP)

For additional information regarding the Authority's Airside Traffic Directives, please contact the Manager, Safety at 403-735-1216.

## 6. Distracted Driving and Work on Airside Policy

Contractors required to drive airside or on Authority "public" property for the purpose of work are required to comply with the following:

### Airside:

- Contractors are strictly prohibited from using personal mobile electronics (e.g. cell phone, audio, video, gaming etc.) when driving vehicles or working airside
- Contractors are permitted to use company audio or video equipment, such as two-way radios and video monitors used to help operate a vehicle (e.g. back-up cameras)
- Airside Staff that are on-duty but not actively involved with work related duties or driving are permitted to use personal mobile electronics
- Aircraft Mechanics are permitted while actively maintaining aircraft that require the use of computers and/or to communicate on phones or radios for the specific purpose of diagnostics or relaying repair procedures

**Public Roads:**

- Contractors are strictly prohibited from using personal mobile electronics (e.g. cell phone, audio, video, gaming, DVD players, computers or similar whether factory or personally installed) with or without headphones on public roads
- Contractors are strictly prohibited from using cell phones (including texting devices, Bluetooth, and hands-free phones) in a vehicle unless it is in park and the vehicle is located in a safe area

Non-compliance with this or any other Apron Safety Policies or Procedures, as well as any unsafe acts or operational practices should be reported to the ADM 403-735-1300 or the Security Operations Centre (SOC) 403-735-7400.

## 7. Emergency Medical Services Policy

- Emergency Medical Services (EMS) are onsite from 0700hrs to 1900hrs, 7 days per week
- Anyone requiring EMS, Fire or Police at the Airport must first contact 911 then the ADM 403-735-1300
- Requests for the on-site medics must be done through 911

For further information regarding Medical Response procedures contact the Manager, Emergency Preparedness at 403-735-1316.

## 8. Emergency Response Plan Policy

- Contractors are responsible for completing and submitting to The Authority, their own up-to-date Disaster/Emergency Response Plan appropriate to their operation, and to initiate an appropriate response depending on the type of disaster/emergency
- The Emergency Response Plan should provide an overall framework for managing emergency incidents affecting The Authority
- The Emergency Response Plan must document the processes in place to minimize the consequences of emergency events by ensuring a prompt, safe, effective, and well-coordinated response
- Contractors are responsible for designating their own muster points and ensuring workers are accounted for during emergency evacuations

For additional information regarding the Authority's Emergency Procedures Manual, please contact the Manager, Emergency Preparedness at 403-735-1316.

## 9. High Visibility Vests on Airside and in Baggage Areas Policy

Contractors working for The Authority are responsible for adhering to the following PPE requirements:

- the use of high-visibility vests or clothing with reflective bands is mandatory for all Contractors working or being present Airside or in the Baggage Areas, including in a vehicle that does not have a fully enclosed driver's compartment

- high-visibility clothing must be a partial or complete luminous color (fluorescent yellow-green, orange-red, red or similar color)
- high-visibility clothing must have reflective banding including one or more horizontal bands of reflective material around the torso and bands of reflective material from the front to the back over each shoulder/arm
- clothing items can include coveralls, jackets, vests, shirts, trousers, and sash belts
- Contractors within the boundaries of their tenants leased areas are strongly encouraged, but not required to wear high-visibility vests or clothing with reflective bands
- Contractors performing traffic control on Airport property are required to wear high-visibility vests and/or clothing



Examples of high-visibility vests

Non-compliance with this or any other Apron Safety Policies or Procedures, as well as any unsafe acts or operational practices should be reported to the ADM 403-735-1300 or the SOC 403-735-7400.

## 10. Ladders, Scaffold, and Aerial Work Platform Use Policy

Contractors are required to adhere to the following safe operating practices and requirements when using ladders, scaffold, and aerial work platforms in public, tenant and restricted use areas at the Airport:

- When ladders, scaffold, and/or aerial work platforms are used, the safety of the user, the public, and other by-passers is of paramount importance
- Contractors are responsible for ensuring workers are properly trained to use the ladder, scaffold, or aerial work platform they are using; properly trained to identify risks and protect against risks to by-passers; and that the ladder, scaffold, or aerial work platform is in proper working condition
- Contractors using ladders, scaffold, or aerial work platforms must ensure that the risk of any personal injury and/or property damage due to their work is minimized to as low as reasonably possible
- All tools and equipment carried onto ladders, scaffold, or aerial work platforms must be secured to avoid the risk of the items falling onto those below
- If a tool or piece of equipment cannot be secured then the secured work area must be large to protect the public and by-passers from being struck by falling objects, workers within the work area must also be protected from falling objects

- Contractors must follow all applicable laws and regulations when using ladders, scaffold, and aerial lift platforms at the Airport

### General Ladder Requirements

- Contractors must inspect ladders prior to each use and follow the manufacturer's recommendations for use
- All ladders must meet CSA (or similar) standards
- Ladders are not permitted in front of a doorway unless the door is locked, blocked, or guarded
- Ladder users must maintain their centre of gravity over the ladder at all times, if this is not possible, the user must wear fall protection and the ladder must be secured against falling
- Conductive metal ladders are not permitted in energized areas
- Ladders may not be erected on boxes, tables, scaffold platforms, or aerial work platforms
- Ladders may not be placed against an unsafe support (e.g., windows)
- Ladder work areas must be secured by one of the following methods:
  1. Secure the work area with hoarding, safety tape, or work in a secure enclosed space
  2. Have a second person "guarding" the base of the ladder
- Ladders must be removed from the worksite and stored out of the public spaces once the task is complete and the worker is on the ground



Example of delineation around a ladder in a public area

### General Scaffold Requirements

- Contractors must inspect scaffold prior to each use and follow the manufacturer's recommendations for use
- Where required by law a scaffold must be designed and certified by a professional engineer
- All scaffold must meet the applicable occupational health and safety regulations
- Only a competent worker shall supervise the erection, alteration, and dismantling of a scaffold
- Scaffold work areas must be secured by one of the following methods:

1. Secure the work area with hoarding, safety tape, or work in a secure enclosed space
  2. Have a second person “guarding” the base of the scaffold
- In public areas, scaffold structural components that may potentially injure a by-passer must be modified to minimize the potential and/or severity of the injury to as low as reasonably possible. Mitigation can include installing padding, enclosing the scaffold structure in hoarding, or other preventative methods



Example of scaffold in a public area

### High Wind Location Scaffold Requirements

- Scaffold decks must have functional wind latches, all scaffold decks within the scaffold must have functional wind latches
- Scaffold decks must correctly run within the structure so that toe boards will provide back up to the wind latches
- Wire **MUST** be used as a backup in all circumstances where wind will be considered a factor
- Scaffolding that will be subject to high winds will require weekly inspections by a designated competent person, if intervention is required this must be documented

### General Aerial Lift Platform Requirements

- All aerial lift platform users must be certified and be able to demonstrate that they are certified while operating an aerial lift platform at the Airport
- A work area, sufficiently large to protect the public and by-passers, must be barricaded off around the aerial lift platform by using one of the following methods:
  1. Secure the work area with hoarding, safety tape, or work in a secure enclosed space
  2. Have personnel “guarding” the base of the aerial lift platform and work area
- Do not leave the equipment unattended while the equipment is extended or in operational use
- Proper fall protection (harness/seat belt) must be worn

- Aerial lift platforms can be parked overnight in public areas but must be secured so that they cannot be started, moved, or operated
- Aerial lift platforms are too heavy to be carried in most elevators and in some parts of the Terminal, Contractors must ensure an elevator or structure has sufficient capacity prior to moving an aerial lift platform, contact Maintenance Base 403-735-1330 for further information



Example of an aerial lift platform being used airside and parked in public

Non-compliance with this or any other policy or procedure, as well as any unsafe acts or operational practices, should be reported to the ADM 403-735-1300 or the SOC 403-735-7400.

**NOTE:** Tenant staff, or tenant contractor staff, within the boundaries of their Leased Areas are strongly encouraged, but not required, to follow the requirements of this policy.

## 11. Motorized Equipment use in the Terminal Building and Tunnels Policy

Contractors are required to adhere to the following safe operating practices and requirements for the operation of motorized materials handling equipment, motorized and mechanically assisted equipment, and personnel transportation vehicles in the Terminal, tenant leased facilities, the tunnels and related utility level corridors.

Term	Definition
Motorized Materials Handling Equipment	Any piece of equipment used to transport, lift, move, or position materials, goods, or other items (e.g., pallet jack). It does not include trash carts, baggage carts, or similar non-motorized equipment.
Personnel Transportation Vehicles	Any vehicle designed for the purpose of safely transporting one or more personnel (e.g., golf cart).
Non-Motorized Vehicles	Equipment or devices that have no motors but provide a mechanical advantage to propulsion beyond normal human propulsion (e.g., bicycle, skate board, in-line skates, and other mechanically assisted vehicles).

Non-Motorized Equipment	Equipment or devices that are pushed, pulled, or otherwise propelled by the operator without use of a motor or other propulsion device and offer no mechanical advantage over normal human propulsion (e.g., baggage cart).
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### Motorized Material Handling Equipment in Public Areas of the Terminal

- The use of motorized materials' handling equipment, personal transportation vehicles, and non-motorized vehicles is prohibited in the public areas of the Terminal
- The use of non-motorized equipment is permitted in the public areas of the Terminal
- Contractors may request an exemption from The Authority to allow the limited use of prohibited equipment in the Terminal
- Contractors are permitted to use "man-lifts" and other similar motorized lift devices which are covered in the "*Ladders, Scaffolds and Aerial Work Platform Use Policy*"
- This policy does not limit the use of motorized wheelchairs or carts prescribed to improve mobility due to a handicap or medical condition



Example of non-motorized equipment in public areas

### Motor Vehicle Use in Public Areas

- Contractors are not permitted to use motor vehicles in public areas
- If the use of a motorized vehicle is required requests for approval must be submitted to the Manager, Safety 403-735-3476

### Vehicle and Equipment Use in the Utilities Level

- The use of motorized materials handling equipment, personal transportation vehicles, non-motorized vehicles, and non-motorized equipment is permitted on the Utilities level of the Terminal
- The operator of the vehicle is responsible for the safe operation of that vehicle
- Vehicle operators must be familiar with the "Tunnel Driver's Handbook", which describes the safe operation of vehicles in the Utility level. Copies of the Handbook are available from Stores on the lower floor of the Airport Corporate Centre
- Contractors are responsible for ensuring that workers are trained on the proper use of vehicles used on the Utility level
- Contractors must submit proof of training and/or inspection of equipment to The Authority upon request, only trained operators can operate vehicles on the Utility level
- No equipment shall be parked in a corridor, aisle, doorway, crosswalk, intersection, or other place where it may interfere with the safe movement of persons, materials, goods or other items

- Out-of-service or long-term parking is in designated areas only
- Access to fire pull stations, firefighting equipment, stairwells, elevators, fire exits and emergency telephones, as well as the free swing of fire doors may not be obstructed at any time
- Only electrically driven motorized equipment is permitted, propane, gas or other fuel-driven vehicles or equipment are not permitted
- Use of in-line skates, skateboards, scooters, or other similar means of transportation is not permitted
- Operators of bicycles must wear a CSA approved safety helmet

### **Pedestrians, Storage & Other Information**

- There are clearly defined walkways, in addition to pedestrian crosswalks and other painted areas in the tunnels, which must not be used for storage of any type even on a temporary basis
- Pedestrians must use the defined pedestrian walkways wherever practical and use caution when walking outside the pedestrian walkway
- Use of devices with headphones is not permitted by tunnel pedestrians or vehicle operators
- Yellow emergency phones have been installed in the tunnels at regular intervals, these phones connect the user directly to the SOC
- All spills must be cleaned up immediately and/or reported to Maintenance Base 403-735-1330 if required the yellow emergency phone can also be used
- Storage of materials, supplies, equipment, or products is not permitted in the common use tunnels, corridors, or adjoining alcoves without the permission of The Authority
- Unsafe operating practices must be reported to the SOC 403-735-7400 or ADM 403-735-1300

Non-compliance with this or any other policy or procedure, as well as any unsafe acts or operational practices, should be reported to the ADM 403-735-1300 or the SOC 403-735-7400.

## **12. Welding Operations – Authority Owned and Operated Buildings and Lands**

Contractors are required to adhere the following when performing hot work operations Airside, Groundside or in Authority Buildings as well as the requirements for Calgary Fire Department (CFD) standby.

<b>Term</b>	<b>Definition</b>
Airside	That area of the Calgary International Airport located within the security perimeter fence. This area includes aprons or aircraft servicing ramps and any free-standing buildings or structures located near aprons or aircraft servicing ramps. This area excludes those buildings or other structures which are considered to be part of the security fence.
Fire Watcher	A person who is acceptable to the Calgary Airport Authority (the Authority) and because of his knowledge, experience and/or training is qualified to assume fire watch duties.
Groundside	That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

Authority Building	Any building at the Calgary International Airport that is owned and operated by the Authority including both groundside and airside
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### Airside

- Contractors are not permitted to have open flames or open flames lit on aircraft servicing ramps or aprons (excluding designated smoking shelters) within 200 feet of aircraft fuel servicing operations or fueling equipment which includes grinding, welding, cutting torches or blowtorches, etc.
- Contractors must submit all Hot Work Permits to the Manager, Emergency Preparedness prior to work beginning, all standby requests are then forwarded to CFD Station 13
- Contractors must notify the ADM a minimum of 48 hours prior to any welding taking place within 200 feet from any part of an aircraft airside and/or the Terminal building airside, the ADM will then notify CFD Station 13 at 403-291-3567 at least one hour prior
- The CFD Captain will evaluate the situation and determine if the site is safe at the time of the inspection and decide if CFD has to provide a standby service
- If a standby is required and in the event that the CFD vehicle is called away, all welding or similar operations being performed by a Contractor, must cease immediately and may only resume when the CFD vehicle has returned
- Contractors welding airside must have and be familiar with the operation of a portable 20lb A-B-C rated fire extinguisher, which must have been checked in the last 12 months by a recognized company and have an inspection tag attached to it
- Contractors are required during welding or similar operations, to have a fire watcher on the scene that must be able to call 911 and subsequently the ADM 403-735-1300 should an emergency arise
- The fire watcher must notify the ADM when the work is finished
- The welding scene must be checked by CFD when the work is finished and if CFD deems it necessary, within one hour thereafter

### Groundside and Authority Buildings

- CFD notification is not required for welding groundside or in and around Authority buildings groundside
- Contractor's welding groundside or in the Terminal building within 150 feet of any fuel servicing operation or fueling equipment must have and be familiar with the operation of a portable 20lb A-B-C rated fire extinguisher, which must have been checked in the last 12 months by a recognized company and have a current inspection tag attached to it
- Contractors are required during welding or similar operations, to have a fire watcher on the scene that must be able to call 911 and subsequently the ADM 403-735-1300 should an emergency arise
- The fire watcher must notify the ADM when the work is finished
- The welding scene is to be checked by the fire watcher after the work is finished, as well as within one hour thereafter
- Welding (or any similar operation) will not be permitted if fire protection for the area is unavailable

## Welding Permits

- **Hot Work Permits** will only be issued to a qualified welders (proof of qualification may be required)
- **Hot Work Permits for Contractors:** arrangements must be made through the PM to obtain a Hot Work Permit at least 48 hours in advance of work beginning
- **Other Hot Work Permits:** arrangements must be made through the Planning and Development Department to obtain a Hot Work Permit at least 48 hours in advance of work beginning
- **Emergency Hot Work Permits:** arrangements must be made through the ADM when emergency hot work is required and a permit cannot be acquired through normal channels, copies of the relevant documentation will be sent to the Development Department for follow-up and record keeping

**NOTE:** Any Contractor found welding or performing a similar operations without a Hot Work Permit as described above will be ordered to stop immediately and may only continue if all of the above requirements are met. In addition to a Hot Work Permit, a Shutdown System may also be required to conduct work at the Calgary International Airport

## 13. Incident Reporting and Investigation

### 13.1. Incident Reporting

- Serious (medical/fire) emergencies are to be reported to 911 and the ADM 403-735-1300
- Operational emergencies are to be reported to the ADM 403-735-1300
- All incidents whether personal injury, property or equipment damage are to be reported immediately to the PM and Manager, Safety 403-717-3476

### 13.2. Incident Investigation

- All Contractors must investigate any injury, property and equipment damage related incidents estimated to be in excess of \$1000.00 occurring on Authority property
- The PM and Safety Manager must be notified of incidents within an hour of the incident occurring
- Initial investigation reports are to be submitted within 72 hours of the incident occurring
- Completed investigation reports must be submitted within 30 days of the incident occurring

### 13.3. Monthly Safety Metrics

- All Contractors are responsible to reporting monthly safety metrics (e.g. near misses, first aids, medical aids, lost time, vehicle incidents, property damage) to the PM and Safety Manager on a monthly basis or as otherwise determined