



# Contractor Health, Safety and Environment Handbook

March 2020



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### **Plan Revision**

The Manager, Contractor Safety 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:

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Calgary AB T2E 6W5  
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# 1.0 VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
0.1	NOV 2016	Previous document – Contractor Management Safety Standard	Jennifer Koenig	Cameron Nicolson
1.0	MAR 2020	UPDATED- Title changed	Jamey Stefanishion Luz Mendez	Roger Dwyer

## 2.0 INTRODUCTION

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

This handbook identifies safety expectations while establishing a process for work performed by Contractors 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.

## 3.0 SCOPE

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

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

## 4.0 REFERENCES

- The Authority [Electrical Safety Program](#)
- The Authority [Contractor, Subcontractor and Agents Alcohol and Drug Policy](#)
- Energy Safety Canada Fatigue Risk Management: [A Program Development Guide](#)
- Work Safe Alberta [Driving for Work](#)
- Alberta Occupational Health and Safety (OH&S) Legislation
- WorkSafe Alberta's [Noise at the Work Site](#)
- Energy Safety Canada [Ground Disturbance and Damage Prevention](#)

## 5.0 DEFINITIONS

ASP	Airport Security Program
ARFF	Air Rescue and Fire Fighting
ATB	Air Terminal Building
AVOP	Airside Vehicle Operator's Permit
AWP	Aerial Work Platform
BHS	Baggage Handling System
CATSA	Canadian Air Transport Security Authority
CEC	Canadian Electrical Code
Contractor	Person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.
CSA	Canadian Standards Association
CSCS	Contractor Safety Compliance System
DTB	Domestic Terminal Building
DFC	Deputy Fire Chief
EEWP	Energized Electrical Work Permit
ESP	Electrical Safety Program
FLHA	Field Level Hazard Assessment
FOD	Foreign Object Debris
GPR	Ground Penetrating Radar

IOC	Integrated Operations Centre – is a coordination centre where operational staff are positioned in one area to manage regular daily operational activity and to minimize impact on the airport during irregular operations, including power outages, IT service issues and other interruptions to business. The IOC allows for one point of contact for all maintenance, security, safety and IT requests, improving customer service, communication between operational teams and operational response.
ISN	ISNetwork
ITB	International Terminal Building
JHA	Job Hazard Assessment
LOTO	Lockout/Tagout
NPS	Non-Passenger Screening
OH&S	Occupational Health and Safety
PASO	Positive Air Shut Off
PPE	Personal Protective Equipment
PC	Prime Contractor (The Contractor that is responsible for directing the work and activities of two or more employers at the worksite.)
Pro-Tec	Provides Air Rescue and Fire Fighting (ARFF) services 24 hours per day, 7 days per week and responds to all airside emergency events at The Authority.
PSN	Physical Security Notice
RAIC	Restricted Area Identification Card
SBO	Safety Behaviour Observation
SSSP	Site Specific Safety Plan

TSC	Transport Security Clearance
TVOP	Terminal Vehicle Operator's Permit
WHMIS	Workplace Hazardous Materials Information System
ZEO	Zone Evacuation Officer

## 6.0 ROLES AND RESPONSIBILITIES

### 6.1 Calgary Airport Authority

- Ensure the health and safety and welfare of workers and the public.
- Inform contractors of any known or potential hazards.
- Provide general safety orientation specific to The Authority's work sites and expectations.
- Designate a Prime Contractor, in writing, where required.
- Conduct a safety pre-qualification review of the contractors' safety program.
- Complete spot checks as often as needed.

### 6.2 Contractors

- Protect all personnel at the work site from the hazards associated with the work of the contractor, including the employees of the company, the contractor, any subcontractors, other authorized personnel, and the public.
- Comply with all regulatory requirements and The Authority's policies and provide notice to The Authority of any non-compliance or potential non-compliance.
- Protect property and facilities from physical damage and environmental degradation.
- Ensure all personnel are competent and have the appropriate Personal Protective Equipment (PPE), tools and equipment to complete their job.
- Ensure that all workers are properly trained for the tasks being conducted.
- Ensure that only qualified and competent workers are present at the work site.
- Provide all workers with appropriate company safety orientation.
- Ensure that sub-contractors are aligned with legal and The Authority's requirements.
- Based on the level of risk or project size, Contractors may be required to submit their Health and Safety programs to The Authority Contractor Safety Compliance System for evaluation. Where the contractor does not perform the type of work for which a program is intended, a hazard awareness program may be substituted.
- Establish a joint work site health and safety committee if the employer employs 20 or more workers, and work is expected to last 90 days or more (as per the Alberta Occupational Health and Safety Legislation).

### 6.3 Subcontractor Designation

All Subcontractors, unless otherwise specified in contracts, shall be regarded as workers of the Approved Contractor and treated accordingly. The Approved Contractor

shall assume all employer responsibilities for the Subcontractor workers. It is the responsibility of the Approved Contractor to ensure that Subcontractors complete the appropriate Safety Orientation.

## 6.4 Prime Contractor Designation

The Authority shall designate contractors (employers) working on site to act as the “Prime Contractor”. The Authority will make the designations in writing, outlining the roles and responsibilities of the designated party, and all the affected parties shall be notified.

The designated Prime Contractor representatives supervising work activities on Authority premises shall confirm they understand, are qualified to carry out, and accept and undertake all the responsibilities of a Prime Contractor.

Prime contractors play an important role in coordinating health and safety of workers and persons on the work site. They are responsible to coordinate, organize, and oversee the performance of all work at the work site to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of or in connection to the work site.

# 7.0 HSE POLICY

## Corporate Safety Policy



June 21, 2019

**This Policy applies to all Authority staff:**

The Authority is committed to and supports physical, psychological, and social well-being as an important part of the Safety Program.

Safety is one of our core values and a legislated mandate, we will continuously strive to eliminate hazards to persons and property.

A safety culture is the foundation of responsible risk management and operation of a safe airport.

YYC is committed to establishing and maintaining an active Safety Program by;

- Investing in the safety of our staff through training, understanding, and compliance
- Ensuring our staff return home every day
- Prompt reporting and investigations of workplace incidents
- Safeguarding employees through hazard assessments and controls.
- Leadership taking all reasonable steps to prevent incidents and accidents
- Providing resources, guidance and visible support for the Authority's Corporate Safety Program

We require all partners to perform in a manner that conforms to this Policy and encourage all stakeholders to do the same. We will strive for continuous improvement to meet or exceed recognized industry standards in all aspects of safety.

The Authority confirms its commitment that no negative consequences will arise for any staff member making a report, in accordance with our Non-Punitive Reporting Policy.

Bob Sartor  
President and CEO

Rob Palmer  
VP, Finance & CFO

Chris Miles  
VP, Operations

Cynthia Tremblay  
VP, HR

Mike Maxwell  
VP, IT & Infrastructure

Michael Hayward  
VP, Marketing & Guest Experience

Carmelle Hunka  
General Counsel, VP, Risk & Compliance  
and Corporate Secretary

Doug Francoeur  
Director, Safety & Compliance

2000 Airport Road NE • Calgary, AB • T2E 6W5

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Corporate Safety Policy

# 8.0 LIFESAVERS

The Calgary Airport Authority has established the following 12 LifeSavers. These 12 LifeSavers were established as a part of The Authority Contractors Safety program and any incident related to the LifeSavers program has to be properly investigated.

## YYC CONTRACTORS LIFESAVERS



**Confined Space**  
Ensure that a valid entry permit is completed before access to a confined space



**Ground Disturbance**  
Ensure all safety precautions are in place for ground works



**Line of Fire**  
Keep yourself and others out of the line of fire



**Driving Safety**  
Follow all the applicable safe driving rules



**Hazardous Material**  
Ensure that hazardous materials are handled and store safely



**Permits**  
Work with a valid permit when required



**Electrical Work**  
Verify isolation and zero energy before work begins



**Hot Work**  
Control flammables and ignition sources



**Safe Work Systems**  
Complete safe work planning/field level hazard assessment process and comply with the permit system where required



**Elevated Work**  
Protect yourself against a fall when working at height



**Lifting and Rigging**  
Plan Rigging and lifting processes to ensure that they are suitable for the job. Never walk under a suspended load



**Fit for Duty**  
Be in a state to perform work safely

## 9.0 CONTRACTOR'S HEALTH, SAFETY AND ENVIRONMENT PRE-QUALIFICATION.

The Authority established a Contractor Safety Compliance System ([CSCS](#)) to collect High Risk contractors written health and safety programs and review them to ensure they meet The Authority and legal requirements. Contractors are required to maintain a green status on the CSCS.

Contractors will be graded on components that include but are **not limited** to:

- Incident Statistics
- Safety Questionnaire
- Alberta Written Program (RAVS)
- Certificate of Recognition (Bonus)
- Alberta Workers' Compensation Account Status
- Alcohol and Drug Policy
- Fatality Questionnaire

Where the contractor does not perform High Risk work for which a program is intended, a hazard awareness program may be substituted. Additional documentation may also be requested. Project Managers, Business Owners and Contractor Safety will review to verify that contractors meet requirements.

## 10.0 ONBOARDING

General Safety orientations are required for all contractor workers that work at the Calgary Airport and Springbank Airport. The orientation will be provided online on the CSCS's site (Contractors Onboarding – General) and will include presentation / safety video with a test directly afterwards. Contractors are allowed two attempts to pass the test (passing grade = 90%). Various training associated with the orientation which may include but is not limited to: Electrical Safety, Baggage Safety, Active Assailant, etc.

In addition to the general safety onboarding, Managers, Supervisors, Prime Contractors and the Safety representative(s) need to complete the Contractors Onboarding – Leadership on the CSCS's site.

## 11.0 SAFETY STANDARDS

### 11.1 Site Specific Safety Plan (SSSP)

The Site Specific Safety Plan (SSSP) is required of each contractor project at The Authority. Each SSSP must be tailored specifically to the contractor / project work. The level of detail within each SSSP should commensurate with the size, complexity and risk level of the construction project. At a minimum, the SSSP should include:

- Scope of work
- Contact information (site safety manager, site manager, supervisor, etc.)
- Number of employees
- List of subcontractors accessing the area
- List of equipment (i.e. compressed gas cylinders, power mobile equipment, grinding tools, etc.)
- Safety roles and responsibilities
- Safety rules for the job
- Mandatory PPE for the job
- Formal hazard assessment for the job that will be completed at the Calgary Airport Authority
- Field Level Hazard Assessment template
- Safe Work procedures, practices, codes of practice, standards and/or guidelines to carry out assigned work safely
- Incident reporting (procedures)
- Emergency management and response plan(s)
- A list of hazardous materials that may be introduced by the contractor or subcontractor to the work site

The **Prime Contractor** safety plan at a minimum should include, but is not limited to:

- Site responsibilities;
- Site control (i.e. delineation, access, legislation compliance, and emergency response planning);
- Site safety contact (i.e. twenty-four hour contact);
- List of subcontractors
- Incident Reporting and Investigation; and
- Monthly safety metrics.

Your completed SSSP is to be submitted to the YYC Project Manager and YYC Contractor Safety for review prior to performing work. If changes to the scope of work occur, the SSSP must be reviewed and updated as necessary.

## 11.2 Site Safety Visits

Our goal is to have anyone and everyone who carries out work at the Calgary Airport to do so without harm. One tool available to ensure this happens is the **Site Safety Visits**.

Site Safety Visits are performed by our Contractor Safety and Compliance team, Project Managers and Business owners. The frequency of these visits and verifications are based on the contractor's work scope. To track these visits and/or report non-compliance, The Authority uses a mobile application (Contractor Safety Compliance System Inspection Tool) to report non-compliance or unsafe conditions. When a report is logged, the application will alert the contractor and track the time for the report to be closed. Items that are looked at during a site safety visit may include but are not limited to:

- Housekeeping;
- Fire Prevention;
- Electrical;
- Hazardous Product/Chemical storage; and
- PPE.

## 11.3 Safety Behaviour Observation

The Calgary Airport Authority has a behavior observation process called SBO (Safety Behaviour Observation). Observations can be performed by anyone from the Authority and can take place anywhere that is on Authority property. The intent is to proactively recognize safe and unsafe behaviours that are used at our work site by our contractors and subcontractors. The observations are also tracked using the Contractor Safety Compliance System and will be shared with the contractor.

Site Safety Visits and Behavioural Observations will be completed with the goal of not unnecessarily disrupting work activities. If there are items needing immediate correction, they will be discussed with the contractor workers.

## 11.4 Personal Protective Equipment (PPE)

Contractors must ensure that the appropriate PPE is provided to workers. It is also essential that contractors provide workers with the appropriate training on selection, use, inspection, care, and maintenance of PPE. This includes but is not limited to:

- Head Protection – (CAN/CSA-Z94.1-05) (CAN3-D230-M85)
- Hearing Protection – CSA Approved Ear Muffs or Plugs
- Foot Protection – (appropriate to the season(s)/terrain) (CAN/CSA Z195-02)
- Eye Protection – (CSA Z94)

- Hand Protection – Gloves (appropriate to the nature of the work)
- High-Visibility Clothing – (CSA Z96-09, Class 2 and 3)

Task-specific protective equipment, such as:

- Fall Protection Equipment – (body harnesses/life-lines)
- Respiratory Protective Equipment (RPE) - (CAN/CSA Z94.4-02)
- Face Shields
- Chemical or welding goggles
- Electrical arc flash suits and/or high voltage gear

### **High Visibility Vests on Airside and in Baggage Areas**

- 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

## **11.5 Training Requirements**

The Authority expects that contractor personnel will have all training required to perform their job safely. It is the responsibility of the contractor to ensure that their personnel have all necessary safety training required prior to the commencement of the job at The Authority.

The training could include but is not limited to:

- Standard operating procedures
- Motor Vehicle Safety
- Machinery
- First Aid
- WHMIS
- Fall Protection and other associated PPE

- Confined Space
- Aerial Work Platform (AWP)
- Trade-specific training and certification (e.g. journeyman apprentice)
- Special certifications (e.g. scaffolding, welding, quality control certification)

A Calgary Authority representative will advise if there are any other mandatory training requirements associated with the job. All workers must be in possession of valid training certificate(s). Tracking and monitoring of employee training will be maintained through The Authority contractor safety compliance system.

## 11.6 WHMIS

- Contractors and employees must be familiar with, understand and comply with the Workplace Hazardous Material Information System (WHMIS 2015)
- Contractors will ensure that chemicals are disposed of in accordance with The Authority and regulatory requirements.
- 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 storing all hazardous products in appropriately labelled containers complete with secondary containment or equivalent, provided by the contractor.
- Contractors must ensure that Safety Data Sheets (SDS) are readily available.

## 11.7 Working at Heights / Fall Protection

Contractor's health and safety program shall include an inventory of work tasks where working at heights exceeding three (3) meters is required. For those tasks identified as work at heights, employees must wear fall protection and a fall protection plan must be developed (*[OH&S Code – Part 9 fall protection](#)*). The plan must include but is not limited to:

- Fall hazards related to each task;
- Fall protection devices and systems assigned to control the hazards;
- Anchor points for fall arrest, fall restraint, and travel restraint systems;
- Planned use of control zones and guard rails;
- Fall protection equipment use and maintenance instructions;
- Fall rescue plans (equipment, personnel, and procedures); and
- Training certification.

## 11.8 Ladders

Contractor's health and safety program shall include a program that addresses the safe use of all portable ladders, including step ladders. Only ladders in good condition and meeting Canadian Standards Association (CSA) standards are to be used. Wood

ladders **are not** to be used while working at The Authority. Fiberglass ladders should be used instead.

When ladders are in use:

- Inspect the ladder before and after each use.
- Follow all the labels and markings on the ladder.
- Get help when handling a heavy or long ladder.
- Keep ladders away from power wires.
- Tie off extension or straight ladders at the top and secure bottom to prevent them from slipping.
- Set up barricades and delineation when using ladders. Warning signs are to be set up when using a ladder in a doorway or passageway.
- Do not work from the top two rungs of any portable ladder.
- Always use three points of contact when ascending or descending all ladders (fixed or portable).
- Ensure only one person on a ladder at a time (fixed or portable).
- Carrying of items not permitted.
- For instances where a three-point stance cannot be maintained, a suitable fall protection system shall be used.
- Metal ladders are not to be used for electrical work.
- Securely store ladders that are not in use.
- Contractors must maintain an inventory of all ladders belonging to them.

## 11.9 Scaffold

Contractors are required to adhere to the following safe operating practices and requirements when using scaffold at the Airport:

- When scaffold is used, the safety of the user, public, and other by-passers is of paramount importance
- Contractors using scaffold 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
- Instruction/training must be provided to workers dependent on their duties regarding scaffolding (e.g. erection or use of)
- A process to ensure colour coded inspection tags are used and affixed to scaffolds. Tags must identify any known hazards and be signed and dated by a competent person who conducted the scaffold inspection
- All tools and equipment carried onto scaffold must be secured to avoid the risk of the items falling onto those below
- Ensure scaffold planks are in good condition and are cleated properly
- Scaffolds must not be used unless they have guardrails
- Contractors must follow all applicable laws and regulations when using scaffold at the Airport (as per Part 23 of the Alberta OH&S Code)

## 11.10 Ground Disturbance

In accordance with Part 32 of the Alberta Occupational Health and Safety Code, ground is disturbed if a work operation or activity on or under the existing surface results in a disturbance or displacement of the soil, but not if the disturbance or displacement is a result only of

Routine, minor road maintenance,

Agricultural cultivation to a depth of less than 450 millimeters below the ground surface over a pipeline, or

Hand digging to a depth of no more than 300 millimeters below the ground surface, so long as it does not permanently remove cover over a buried facility.

If applicable to the contractor's scope of work, ground disturbance and locate permits need to be completed ([see permits section](#)). Ground disturbance activities must also be addressed in the contractor's health and safety program.

Any open excavation must be protected by means of fence or barrier to prevent injuries and property damage.

**Note:** Ground disturbances at The Authority can include, but is not limited to, the following:

- Digging
- Excavation
- Trenching
- Tunneling
- Chipping
- Boring/drilling/pushing
- Topsoil stripping
- Land levelling/grading
- Tree planting
- Clearing and stump removal
- Driving of fence posts, bars, rods, pins, anchors, signs or pilings.

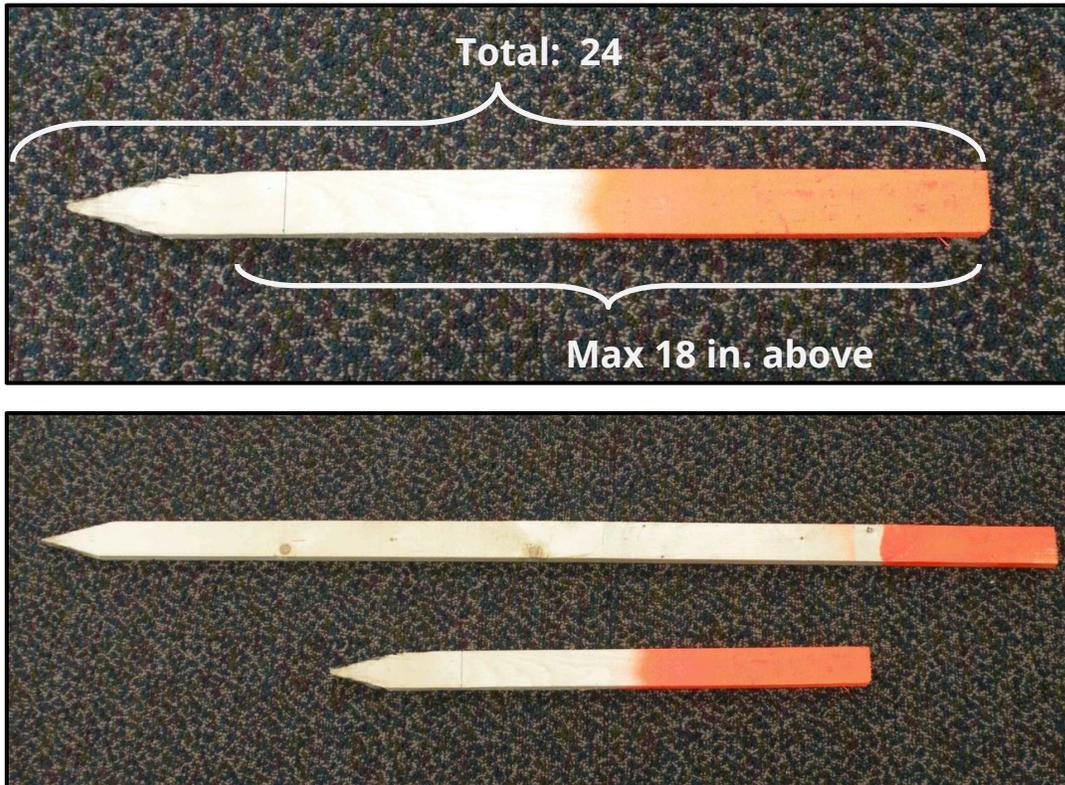
For more examples of ground disturbance see Energy Safety Canada – Ground Disturbance and Damage Prevention.

### 11.10.1 *Pin Flags or Survey & Excavation Stakes in a Taxiway Strip*

Survey stakes, or stakes intended to mark an open excavation are to be installed according to the following specification:

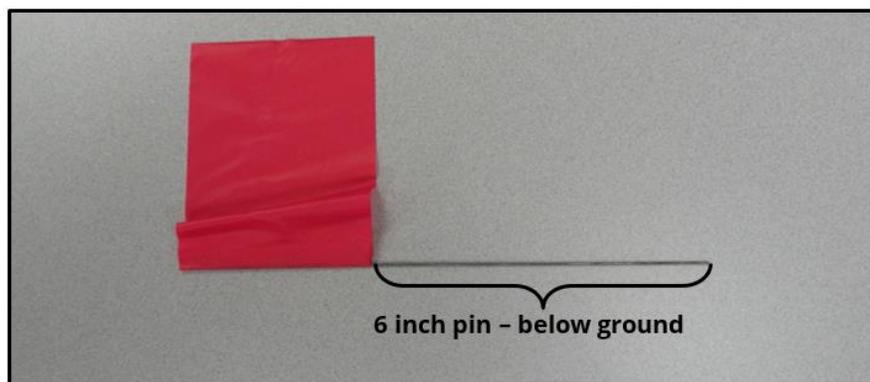
- Maximum height of 18 inches above ground
- Minimum depth of 6 inches into ground

- No caution tape is to be attached to the stake. Tops of stakes should be painted in a high-visibility color. To differentiate between survey stakes and excavations, consider the use of different colours of paint.
- If necessary to adequately mark an excavation, install a stake at each corner to the above specification.



### 11.10.2 *Utility / Electrical Locate Markings*

As grass within the runway or taxiway strip is usually cut short, every effort should be used to mark utility locations using only spray paint on the ground. When grass length or other factors do not permit the use of paint, pin flags are acceptable.



Pin Flags used for utility and electrical locates are to be installed according to the following specification:

- Metal “pin” to be cut to a length of 6 inches below the start of the flag material.
- Flag to be installed so that all 6 inches of the pin is in-ground, with only the flag above ground.

At the end of the project, all stakes and pin flags must be removed from the site immediately.

## 11.11 Aerial Work Platform

Contractors are required to adhere to the following safe operating practices and requirements when using aerial work platforms at the Airport:

- When aerial work platforms are used, the safety of the user, public, and other by-passers is of paramount importance
- Contractors must follow manufacturer’s guidelines and operation instructions when using elevating platforms
- Lifts must only be used by workers that have received appropriate training
- Ensure that operator controls are at platform level and remain accessible to the operator. Emergency override controls should be placed at ground level
- A log of all inspections and repairs must be kept and available

Anyone wanting to use aerial lifts from YYC Stores must present valid Aerial Lift and Fall Protection certification to staff and to The Authority upon request (e.g., during monthly site safety visits and behavior-based observations).

**YYC** CALGARY AIRPORT AUTHORITY

### AERIAL LIFT EQUIPMENT SIGN OUT

By following the safe work practices listed below, you can help reduce the risk of injury when working with aerial lift equipment.

<p><b>1</b> Review training certificate (fall protection &amp; aerial lift)</p> 	<p><b>2</b> Ensure operator understands specific design features of aerial lift being operated</p>
<p><b>3</b> Operator must complete a visual inspection of the equipment and surrounding area</p>	<p><b>4</b> Inspect equipment when it is returned to ensure there is no damage</p> 

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## 11.12 Tools and Equipment

Contractors are responsible for ensuring that all machine, equipment, and hand tools are the proper type for the job and in good working condition. Workers must be trained in the proper use of these tools and equipment. **Tools must not be left scattered or unattended in a work area at any time unless the area is secured from public and employee access.** These tools and equipment must be used according to manufacturer specifications and must be removed from use, tagged and repaired when required.

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 storage of tools and materials will be provided. When working from heights, all tools must be tied off.

If a contractor is bringing in their own powered mobile equipment (aerial work platform, bobcat, crane, etc.), or equipment supplied by a third party company, it is the responsibility of the contractor to ensure that inspection records (including post-incident inspections) are maintained.

Contractors must submit an inventory of equipment as part of their Site Specific Safety Plan (i.e. saws, forklifts, aerial lifts, etc.)

## 11.13 Materials

Contractors must identify all materials they plan to have delivered to the work site due to the weight restrictions on all automatic-man doors and elevators in the Terminal.

- Large and oversize material may require special handling procedures (e.g. raising over railings to the 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

## 11.14 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. The contractor's health

and safety program must include a specific program for managing worker exposure to excessive noise (85dBA) which must include at a minimum:

- Documented noise exposure hazard assessment; and
- Noise management procedures or reduction strategies.

If the contractor's work is generating noise that exceeds 85dBA a mitigation plan must be included in the [SSSP](#).

For more information regarding hearing conservation see the *WorkSafe Alberta's [Noise at the Work Site](#)*

## 11.15 Dust

Contractors must notify The Authority 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.

## 11.16 Barricading

### 11.16.1 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 that when in public view, it is aesthetically suitable for the area. Only new material will be used when the hoarding is inside the Terminal unless otherwise approved by The Authority. Hoarding needs to be well maintained and properly secured to stay in place anytime workers are not present. Contractors must ensure that hoarding is assembled and disassembled safely and that it does not present a hazard to workers or the public.

### 11.16.2 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 in public and non-public work 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.

- Contractors name and contact information must be posted in a conspicuous place at the work site.



## 11.17 Hot Work

Contractors are required to adhere the following when performing hot work operations Airside, Groundside or in Authority Buildings as well as the requirements for Pro-Tec standby (airside only).

Term	Definition
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 Watch	<ol style="list-style-type: none"> <li>Patrol area once per hour.                             <ul style="list-style-type: none"> <li>Keep watch for fires in affected area.</li> <li>Know locations or pull stations and or be able to call 911 and subsequently the IOC at 403-735-1300 (option 5) should an emergency arise.</li> <li>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.</li> <li>Do not perform any other duties during fire watch.</li> </ul> </li> </ol>

Term	Definition
	<ol style="list-style-type: none"> <li>2. Record each patrol on YYC Fire Watch Form.</li> <li>3. Report any hazards or issues pertaining to fire. <ul style="list-style-type: none"> <li>• In the event of fire, extinguish immediately.</li> <li>• Contact IOC to activate 9-1-1.</li> </ul> </li> <li>4. Fire watch must remain in place 1 hour after hot work is completed and ensure that hot embers do not ignite.</li> <li>5. After the hour timeframe, report to IOC that the inspection revealed that no hot areas remain.</li> </ol>
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

Precautionary checklist from the online hot work permit form must be completed prior to the start of any hot work and it must be available at the worksite.

### 11.17.1 *Airside*

- Contractors are not permitted to have open flames or open flames lit on aircraft servicing ramps or aprons (excluding designated smoking shelters) within 100 feet of aircraft fuel servicing operations or fueling equipment which includes grinding, welding, cutting torches or blowtorches, etc.
- Contractors must have Airport Authority approval prior to work beginning. All airside hot work permits will be forwarded to Pro-Tec Fire Services.
- Contractors must notify the IOC a minimum of 48 hours prior to any hot work taking place Airside. The IOC will then notify YYC Station 1 at least one hour prior.
- Pro-Tec will conduct a pre hot work inspection with contractor representative and The Authority project manager/business owner, on project start day. If Pro-Tec deems the site unsafe, the Project Manager/Business owner will be briefed by Pro-Tec as to the corrective actions to render the site safe for hot work.
- Pro-Tec Fire Services will evaluate the situation and determine if the site is safe at the time of the inspection and decide if Pro-Tec has to provide a standby service.
- If a standby is required by Pro-Tec vehicle(s) and Pro-Tec is called away, the main vehicle will switch their safety lights from Amber to Red Emergency light and will activate the siren for 5 seconds. This action will indicate that all hot work or similar operations being performed by a Contractor, must cease immediately and may only resume once Pro-Tec has returned.
- In the event uninterrupted Pro-Tec standby is required, a fee will apply.

- Contractors welding airside must have and be familiar with the operation of a portable 20lb Fire Extinguisher with a minimum rating of 4A, 40BC, which must have been checked in the last 12 months by a recognized company and have a signed and dated inspection tag attached to it.
- Contractors are required during welding or similar operations, to have a fire watch on the scene that is able to call 911 and subsequently the IOC at 403-735-1300 (option 5) should an emergency arise.
- Fire Watch must remain in place 1 hour after hot work is completed to ensure that any hot embers do not ignite, and the area is cool.
- Always follow your own company hot work permit and ensure that all permits are available on site.

### **11.17.2 *Groundside and Authority Buildings***

- Fire Department notification is not required for welding groundside or in and around Authority buildings groundside
- Contractors welding groundside or in the Terminal building within 100 feet of any fuel servicing operation or fueling equipment must have at least one portable fire extinguisher available in the hot work area. The type of fire extinguisher must match the class of hazards present at the site.
- Contractors are required during welding or similar operations, to have a fire watch on the scene that is able to call 911 and subsequently the IOC at 403-735-1300 (option 5) should an emergency arise.
- The welding scene is to be checked by the fire watch 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.
- Always follow your own company hot work permit and ensure that all permits are available on site.

## **11.18 Preventative maintenance program**

Contractor's health and safety program shall define a program for inspecting and maintaining all contractor supplied powered mobile equipment (aerial work platforms, forklifts, pallet jacks, scissor lifts, tractors, cranes, etc.). The program must contain at a minimum:

- Equipment inventory
- Preventative maintenance plans for each type of equipment
- Operator certification and training requirements
- Availability of operator's manual
- Visual pre-use inspections including safety devices such as horns, back up alarms, grounding cables, and positive air shut off (PASO) for diesel equipment
- Periodic mechanical inspections

- A process for reporting defects and tagging out equipment to protect against unintentional movement when not in use
- A process to track repairs or service orders and return to service.

Records will be maintained by the contractor as part of their preventative maintenance program and available to The Authority upon request.

## 11.19 Roof Access

Every contractor before accessing the roof should consider the following information:

- Access to the terminal building roof requires coordination well in advance. Depending on the location of work, special permitting, escorting and procedures may apply.
- Roof access points are armed with an alarm. All persons shall enter and exit the roof via the same roof access point.
- If required, a key and access application form must be submitted to Security for authorization unless access is under escort.
- All persons accessing the roof must call the Integrated Operations Center (IOC) at 403-735-1300 (option 5) to notify and provide:
  - Name and last name
  - Phone number
  - Company name
  - Location
  - Work duration (estimated time)
  - Scope of Work
  - YYC contact person
- All non RAIC holding personnel require an escort when accessing the roof.
- Any items dropped into the restricted area must be reported to the IOC immediately.
- Protection of the integrity of the roof should be considered prior to initiate any work on the roof. Any damage caused to the roof must be properly identified and reported to the IOC immediately.
- Employees working 6 feet from unprotected edge must wear fall protection, and a fall protection plan must be developed. (OH&S Code – Part 9 fall protection)
- Fall protection training records should be submitted to ISN.
- Reflective safety vest should be worn prior to access to the roof.
- FLHA must be completed prior to access to the roof.
- Follow all signage and specific rules related to the roof.
- Material and supplies should be secured. Falling Material should be prevented.
- Any hot work must be approved prior to start.

## 11.20 Cables and Hoses

Temporary power distribution cables shall be protected from damage by ensuring they are routed away from high traffic areas. Where this is not possible, mechanical protection must be provided (e.g. wooden covers, plastic cable troughs, pipe, suspended above ground, etc.). When cables are suspended above ground, ensure they are high enough to avoid encroachment by vehicles or other construction equipment or are routed where vehicles are not permitted to go. Signaling with tape and flags may be required for cables that are suspended above ground.

The following requirements apply to the use of portable cord-and-plug-connected electrical equipment, and extension cords:

- Extension cords shall only be used to provide temporary power.
- Portable cord-and-plug-connected electrical equipment and extension cords shall be visually inspected before use for external defects such as loose parts, deformed and missing pins, damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed outer jacket. Any defective cord or portable cord-and-plug-connected electrical equipment must be removed from service, tagged, and given to a Supervisor and no person may use it until it is repaired and tested to ensure it is safe for use.
- Extension cords must be of the three-wire type. Extension cords and flexible cords must be designed for hard or extra hard usage (for example, types S, ST, and SO). The rating or approval must be visible.
- Personnel performing work tasks using extension cords where work is performed in damp or wet locations shall be provided with and must use a GFCI (e.g. integrated into receptacle or of the portable in line type, Class A required).
- Personnel performing work using extension cords shall use a Class A GFCI device on cords and equipment with cords as the best practice. GFCIs are reliable devices that limit fault current and prevent electrocutions. The range of current permitted in a GFCI protected circuit is much below that necessary for an electrocution to occur (e.g. 6 mA for Class A). GFCIs shall be required for all temporary installations and in wet conditions.
- At YYC the use of portable GFCI protection is the most practical solution to assure that a GFCI is used.
- Portable GFCIs shall be inspected and tested before each use.
- Portable electrical equipment must be handled in a manner that does not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment.
- Extension cords shall be protected from damage. Sharp corners and projections must be avoided. Flexible cords shall not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords shall not be run above ceilings, inside or through walls, ceilings or floors,

through doors, and may not be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.

- Cords must be covered by a suitable cord protector and/or tape when they extend into a walkway or other path of travel to avoid creating a trip hazard.
- Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment grounding conductor. Clipping the grounding prong from an electrical plug is prohibited.
- Flexible cords may only be plugged into grounded receptacles. Adapters that interrupt the continuity of the equipment grounding connection may not be used.
- All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where employees are likely to contact water or conductive liquids, shall be approved for those locations.
- Employee's hands must be dry when plugging and unplugging flexible cords and cord-and-plug-connected electrical equipment if energized equipment is involved.
- If the connection could provide a conducting path to the worker's hands (for example, if a cord connector is wet from being immersed in water), the energized plug and receptacle connections must be handled only with insulating protective equipment.
- Locking-type connectors must be properly locked into the connector.
- Incandescent lamps for general illumination must be protected from breakage, and metal shell sockets must be grounded.
- Temporary lights must not be suspended by their cords unless they have been designed for this purpose.
- Extension cords are considered to be temporary wiring and must also comply with temporary power systems.

For more information refer to the [Electrical Safety Program](#).

## 11.21 Confined Space

Over 300 confined spaces have been identified at the Calgary International (YYC) and Springbank (YBW) airports. The Project Manager or contract owner can help contact the confined space inventory administrator to clarify any questions.

Where the contractor's scope of work includes confined/restricted space entry, the contractor's program must include, at a minimum:

- Entry permit system
- Pre-job hazard assessment
- Confined space code of practice
- Confined space training for any workers involved in confined space entry work
- Emergency response procedures



## 11.22 Restricted Space

Over 100 restricted spaces have been identified at the Calgary International (YYC) and Springbank (YBW) airports. The Project Manager or contract owner can help contact the confined space inventory administrator to clarify any questions.



## 11.23 Cleaning / Housekeeping

Contractors must keep all work sites on Authority property in a neat and tidy fashion while ensuring there is no impact to operations. If any unsafe condition(s) are identified, it is the responsibility of the contractor to contact the Integrated Operations Centre (IOC) at 403-735-1300. Once the work activities are completed and the site is handed back over to The Authority, it is the responsibility of the contractor to ensure that the site is neat and tidy and there is no impact to operations.

### 11.23.1 Foreign Object Debris (FOD)

The presence of FOD (Foreign Object Debris) on the Airport's movement area poses a threat to the safety of air travel. FOD has the potential to damage an aircraft not only during critical phases of flight, which can lead to catastrophic loss of life, but also on the apron during startup and taxi when FOD ingestion can still result in increased maintenance and operating costs and delay to our passengers.

### 11.23.2 *Terminal*

Any tracking of mud, dust, debris, etc. through the Terminal is the responsibility of the Contractor and must be cleaned immediately.

### 11.23.3 *Groundside*

Contractors working Groundside must strictly account for all materials and garbage and dispose of accordingly to avoid creating potential hazards or Foreign Object Debris (FOD).

### 11.23.4 *Airside*

Contractors working Airside must strictly account for all materials and garbage and dispose of accordingly to avoid Foreign Object Debris (FOD).

All personnel that work on the airside of an airport must be aware of FOD as a result of their activities. They have the responsibility for picking up or reporting any litter that they observe.

#### **Be aware of FOD sources**

- Conduct an inventory of your tools and supplies
- Watch out for personal items that can result in FOD (Cups/Newspaper/Lunch Waste)



## 11.24 **Fatigue**

Contractors working at The Authority are expected to have a fatigue risk management program that incorporates:

- Work scheduling
- Work Task Type and Length
- Work and Workplace Conditions

- Worker Health and Stress
- Worker Awareness
- Reporting
- Treatment options

For more information regarding Fatigue Risk Management program development see *Energy Safety Canada's Fatigue Risk Management: [A Program Development Guide](#)*

## 11.25 Smoking

Smoking is not permitted on Arrivals and Departures Level sidewalks adjacent to the Air Terminal Building (ATB) and by building entrances. There will be signage indicating the location of the nearest designated smoking area near the ATB or adjoining facilities. Smoking is only permitted in designated smoking areas.

[Smoking Shelter Airside](#)

[Smoking Shelter Departures](#)

[Smoking Shelter Arrivals](#)

## 12.0 THE AUTHORITY POLICIES

### 12.1 Drug and Alcohol

Contractors will be expected to have their own Alcohol & Drug Policy in place as part of their contract agreement with the Authority, prior to commencing contract work. Contractors are expected to enforce these requirements with their employees, sub-contractors and agents. Any violation is considered a breach of their contract and will be dealt with accordingly. A contractor's alcohol and drug policy must meet or exceed the Authority's corporate policy on Alcohol & Drugs. All contractor Alcohol and Drug Policies will be reviewed on an annual basis by The Authority or representative.

To access The Authority's Policy:

- Go to [www.yyc.com](http://www.yyc.com).
- Click on the CALGARY AIRPORT AUTHORITY tab and select Forms & Applications on the left.
- Scroll down the page, click the Contractors tab.
- Select the Contractor, Subcontractor and Agents Alcohol and Drug Policy (PDF)
- The Policy can also be found on the CSCS's website.

The Authority will be grading the contractors Drug & Alcohol program as a showstopper in the Contractor Safety Compliance System. Failure to upload a program that meets or exceeds the requirement in the CSCS will result in a Red grade.

[Contractor, Subcontractor and Agents Alcohol and Drug Policy](#)

## 12.2 Violence / Harassment

The Authority will make every effort to ensure that no one at the Calgary International Airport is subjected to discrimination, harassment or sexual harassment. Such conduct is not acceptable at any level of the Authority.

Violence in our workplace will not be tolerated. It is the responsibility of all employees to report any incident of violence in the workplace that they may have witnessed or have knowledge of. It is expected that contractors have separate violence and harassment prevention plans in place. These plans require review at least one every 3 years.

## 13.0 HAZARD MANAGEMENT

The Authority communicates site related hazards and prescribed controls via safety orientations, Project Kick-off Meetings, and/or safe work permits. Contractors must ensure understanding, communication, and implementation of hazard controls to all affected workers. Furthermore, contractors must have a Hazards Management Program which incorporates structured processes for both formal Hazard assessment (e.g. Job Hazard Analysis) and site specific hazard assessment (Field Level Hazard Assessment).

A site-specific hazard assessment (also called field-level) must be completed as part of the Site Specific Safety Plan and submitted to The Authority PM/Business Owner and Contractor Safety prior to starting contracted work.

## 14.0 PUBLIC SAFETY

Contractors must be ever mindful to conduct work activities in such a manner as not to have a negative impact on the traveling public or operations.

Any medium to high risk work activities performed in public areas must be included in the contractors Site Specific Safety plan. Some examples of work that would need to be included in the SSSP include but are not limited to:

- 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 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.

## 15.0 AIRSIDE CONSTRUCTION PROJECTS

All construction activities occurring inside the airport perimeter fence will be completed under the direction of a Project Manager assigned by the Calgary Airport Authority. Each project is evaluated for risks to aviation safety, and if deemed necessary, a project specific safety plan will be created by the Authority. Contractors are expected to adhere to this plan in all respects. Changes to this plan requested by the Contractor will be evaluated and approved only if the change does not increase safety risks to aviation operations.

When necessary, the Contractor’s key site representatives will be expected to attend a project-specific safety briefing delivered by the Authority that covers the critical elements of the safety plan including:

- Access and egress routes to/from the work area
- Emergency response
- Identification of protected areas critical to maintaining the safety of aviation operations at our Airports.

## 16.0 EMERGENCY RESPONSE

### 16.1 Airport Authority’s Response Role

- The Authority will be involved and play a key role in all emergency incidents that impact YYC’s operations.
- Mandated by various legal and/or regulatory requirements
  - Facilitate and encourage inter-agency coordination, and provide overall direction and support for airport operations
  - Provide emergency response personnel and services to support site response and AEOC activities
  - In coordination with and with the support by other emergency response agencies, ensure that emergency response goals and airport priorities are achieved

## 16.2 Calling 911

If you require EMS, Fire or Police, Dial:

- 911 or 9-911 from Internal Phones (If you dial 911 by mistake do not hang up!)
- IOC 403 735 1300 option 5. The IOC coordinates response with the emergency agencies

### Medical emergencies

For medical emergencies, call 911 when:

- Someone's airway or breathing is compromised
- There is severe or uncontrolled bleeding
- Someone is complaining of chest pain
- Someone is experiencing a change of consciousness
- Ask injured party, "Do you want me to call you an ambulance?"
- Use your First-Aid Attendants

Know your location, the most important piece of information is the address of the emergency. 911 does not know all Airport terminology so use plain language and be specific: Airside, Terminal, Level, Gate, Pre-security, and Post-Security. Do not provide routing or directions to 911, that is the responsibility of the IOC.

## 16.3 xMatters

xMatters is a tool used for communication for operational issues and emergencies. This tool can send out broadcast notifications to personnel and agencies via xMatters APP, email, text and in some cases by voice (weather notifications).

- On-the-spot messages can also be created
- Users must manage and subscribe to the notifications they wish to receive
- Active Assailant and Airport Incident All Users scenarios are an automatic push to everyone who has an account in xMatters

To have an account created or deleted, email [xmatters@yyc.com](mailto:xmatters@yyc.com).

[xMatters User Guide](#)

## 16.4 Evacuation/Online Training

- Each person is responsible for knowing how to evacuate.
- Get familiar with the muster point and evacuation route designated by your employer.
- If you have been assigned as a Zone Evacuation Officer (ZEO) for your company, complete the Zone Evacuation Familiarization Training on the CSCS site.
- Active Assailant training MUST be completed by every contractor employee working at YYC.

[Zone Evacuation Officer Manual](#)

## 17.0 INCIDENTS

### 17.1 Incident Reporting

Serious (medical/fire) emergencies are to be reported to 911 (9-911 from internal phones) and the Integrated Operations Centre (IOC) at 403-735-1300 ext. 5. All unsafe conditions or incidents that may result in damage, injury or a near miss, must be reported immediately to the Project Manager / Business Owner and Contractor Safety Manager / Contractor Safety Specialist (less than 1 hour).

### 17.2 First aid

The Authority expects that immediate first aid treatment or care is rendered to someone suffering from an injury or illness until complete medical care or treatment can be provided. The Authority expects contractors to meet or exceed the minimum first aid requirements regulated by the Alberta Occupational Health and Safety (OH&S) Code. This means having the necessary equipment, supplies and trained personnel available while conducting work at The Authority.

### 17.3 Investigation

Contractors are responsible for completing and submitting the initial incident investigation report within 24 hours to the Project Manager/Business Owner and Contractor Safety Manager/Contractor Safety Specialist. The initial investigation should include a brief description of the events that occurred. A completed incident investigation report that includes an action plan is required within 5 days. The Authority will review incident investigation reports and communicate any discrepancies to the contractor.

### 17.4 Stats

Depending on services offered and duration of contract, there are contractors that will be required to enter monthly incident and injuries stats in our contractor safety compliance system. The Authority will track contractor monthly key performance indicators (KPI) in the system. Reminders and missed deadline communications are automatically sent to both The Authority and the contractors on a monthly basis.

Contractors that are project based are required to submit statistics through the Infrastructure team as per the requirements. Statistics are required to be submitted on a quarterly basis to our contractor safety compliance system.

## 18.0 SECURITY AWARENESS

### 18.1 YYC Security Policy

Security is one of the Calgary Airport Authority's key values. Calgary Airport Authority ensures that all decisions about the airport take into account the potential impact on security. It is the responsibility of the whole airport community to adhere to this policy.

YYC is committed to be a leader in both physical and electronic security and to continually improve security through the following objectives:

- Enhancing cooperation and collaboration with our security partners;
- Promote a culture of security vigilance and awareness;
- Implementing effective processes and procedures that meet national and international standards and complying with all applicable regulatory requirements;
- Correct and adequate equipment and facilities are in place to maintain security;
- Reviewing all security incidents and breaches including implementation of corrective actions and lessons learned; and
- Communicating and informing the wider airport community regarding security issues.
- Achieving these objectives requires everyone at the airport fully understanding their security responsibilities and their commitment to fostering a proactive security culture

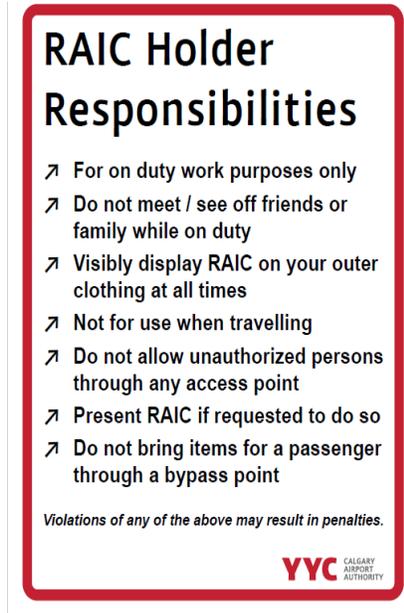
### 18.2 Pass Holder Responsibilities

- Being in possession of a Restricted Area Identity Card (RAIC) / Visitor Pass is a privilege and a RAIC/Visitor Pass is only to be used for work purposes.
  - Do not meet/see off friends or family in the restricted area while on or off duty
  - Do not use a Pass to enter the Restricted Area when travelling as a passenger
- While in the Restricted Area your Pass must always be worn highly visible on the outer most clothing.
- Do not allow unauthorized persons through any access point, door, or gate
- Present your Pass to any authorized Security Personnel (ASP, AAI, CATSA, Garda) or Police if requested.

- Do not bring any items through a bypass point that are meant for a passenger
  - All items that are to be provided to passengers in the Restricted Area must follow the YYC Secure Supply Chain Program

Failure to  
Pass  
and/or fine.

comply may result in a  
suspension, revocation,



## 18.3 Issuing Visitor Passes

- Visitor passes are not to be issued to any person if Transport Canada has refused to grant or has suspended or cancelled a person's clearance
- Not to be issued to any person who has a valid Canadian Transport Security Clearance (TSC), is a holder of a Valid RAIC or Temp Pass who has arrived to work without their pass
- Only to be issued to persons with a valid need and right of access into the Restricted Area in the performance of their duties
- Only issued to persons with a valid government issued photo ID
- Only to be issued for a maximum of 24 hours

## 18.4 Escort Responsibility

- Escorts must hold a valid YYC RAIC
- Always maintain an escort ratio of 10 visitors/contractors to 1 escort
- Maintain a proper care and control of persons under escort. If an escort is to be transferred to another RAIC holder, the new escort must be aware of their responsibilities

- Any persons found to be noncompliant will be subject to a RAIC suspension, revocation, and/or fine
- If you require booking escorts, contact your YYC project manager or contract owner.

## Escort PASS-ON Procedures

When handing off a contractor or compound, the following is required:

- Explanation of who is being watched
- Number of people, location and what they are watching
- Explanation of any operational concerns or hazards
- Exchange of contact information with Escort of relief
- A full inventory of all contractors and their locations
- A hot swap of communication equipment, if necessary
- Clearing work area of any personal items or garbage
- ALWAYS verify Visitor Block Pass Certificates, ensure they're filled out correctly when crossing to the secure side
- ALWAYS maintain care and control, along with a clear line of sight of the person under escort

*At NO time should a position be vacated without a replacement or without authorization of the I/C or F/C. Violations of any of the above may result in penalties.*

**YYC** CALGARY AIRPORT AUTHORITY

## 18.5 Availability of Prohibited Items

- All items that are listed on the [CATSA Prohibited Items list](#) must remain under care and control at all times.
- Any time prohibited items are left unattended must be secured
- Any prohibited items made easily available to the public within the Sterile Area will result in a halt in work and the offenders are subject to a \$25,000 fine per prohibited item

## 18.6 Physical Security Notice

- During construction whenever a change needs to be made to the Primary Security Line (PSL), Critical Area, etc., a Physical Security Notice (PSN) must be submitted to the YYC Security Department. Please contact the Security Department for more details ([security@yyc.com](mailto:security@yyc.com)).
- All safeguards listed in the plan or required by the YYC Security Department must be followed 100%
- Work cannot begin until the PSN is approved by the YYC Security Department
- It is the responsibility of the YYC Security Department to notify the Minister of Transport (Transport Canada) of any changes
- Transport Canada can audit any worksite at any time to ensure compliance

- The Operator of the Aerodrome (YYC) can audit any worksite at any time to ensure compliance

## 18.7 Access Control

- All access into the Restricted Area within the Terminal must be through a designated Non-Passenger Screening (NPS) point unless otherwise approved by the YYC Security Department.
- If approved, the Security Operations Center can remotely open a door controlled by the YYC Access Control System.
- All non-RAIC holders are subject to 100% screening when entering the Restricted Area.

[NPS Locations Arrivals Level](#)

[NPS Locations Departures Level](#)

[NPS Locations Utilities Level](#)

## 19.0 PERMITS

Work conducted at the Calgary International Airport that involves any of the following requires an approved permit from our permits team:

- Airfield Lighting Isolation Permit
- Building Services Shutdown Permit
- Baggage Safe Work Permit
- Hot Work Permit
- Excavation Permit Request
- Directional Drilling Permit
- Utility Locate Permit Request
- External Services Shutdowns
- Coring Permit
- Temporary Hydrant Use Form
- Dewatering Permit \*\*
- Hot Works BBQ permit
- Crane Assessment
- Marriot Hotel Shutdown Permit
- Marriot Hotel Hot Work Permit
- Energized Electrical Work Permit\*\*

Most forms and applications are found [here](#).

\*\* Contact Project Manager or business owner for these permits.

**A copy of the approved permit must always be available at the worksite. This must be posted on the hoarding or available on mobile device. The Authority Operations Team may request a copy of the permit during work activities.**

## 19.1 Airfield Lighting Isolation

Airfield Lighting Isolation forms are for any circuits that need to be isolated to change out the light bulbs or to shutdown electrical on airfield.

Complete the Airfield lighting Isolation application and submit at least two (2) business days prior to the requested start date (12:00pm cut-off).

## 19.2 Building Services Shutdown

An approved Building Services Shutdown Permit is required prior to any work on electrical distribution, fire/smoke alarm systems, HVAC system, Baggage system, sprinkler systems, etc.

Complete the Building Services Shutdown application and submit at least five (5) business days prior to requested start date (cut of 12:00pm).

Electrical distribution shutdowns must include a copy of the panel schedule.

## 19.3 Baggage Safe Work Permit

- When work is to be performed above or near the Baggage Handling System a Safe Work Permit must be completed. The permit is to be completed by the company supervisor who is involved with the work at least five (5) days prior to work activity.
- Permit must be submitted to [permits@yyc.com](mailto:permits@yyc.com)
- Permit is valid for the duration of the specific work and specific work area.
- Company supervisor must be able to produce this permit while work is being performed.

Please contact [baggage@yyc.com](mailto:baggage@yyc.com) or call 403-735-1300 (baggage control room) for approved protection practices if unsure.

**A safety orientation is required to do any work in the baggage hall.**

## 19.4 Hot Work

An approved Hot Work Permit is required when any cutting, grinding, welding, or soldering work is being done. This includes any work that can create a dust cloud potentially setting off the sensitive smoke detectors.

Complete the Hot Work Permit Application and submit it at least five (5) business days prior to the requested start date (cutoff 12:00pm) to [permits@yyc.com](mailto:permits@yyc.com).

## 19.5 Ground Disturbance

An approved Utility Locate Permit and Excavation Permit is required prior to any ground disturbance on Airport lands.

Complete the Excavation Permit application and submit at least five (5) business days prior to the requested start date (12:00pm cutoff).

## 19.6 Directional Drilling

An approved Directional Drilling Permit and Excavation Permit is required prior to any directional drilling on Airport lands.

All directional drilling permits must have a pre-directional meeting with the YYC Project Manager and Airside Electrical Coordinator. Details of the drilling, including the cross-sections and profiles, must be included.

Complete the Directional Drilling Permit application and submit at least five (5) business days prior to the requested start date (12:00pm cut-off).

## 19.7 Utility Location Permit

An approved Utility Locate Permit is required to locate utilities prior to an application for an Excavation Permit (Ground Disturbance).

Complete the Utility Locate Permit Application and submit at least two (2) business days prior to the scheduled work (12:00pm cut-off).

Any issues with the locations should be communicated to the Calgary Airport Authority or Contract Owners immediately.

## 19.8 External Service Shut Down

An approved YYC External Services Shutdown permit is required prior to any work on external systems as Domestic Water Supply, Sanitary Sewer System, Storm Water Collection System, Roadway Work – Pedestrian, Vehicle, Electrical Distribution, Telecommunications, Shaw Cable, PLH Fuel Lines, ATCO Gas Line, Temporary Hydrant, etc.

Complete the External Services Shutdown Permit Application and submit at least five (5) business days prior to request start date (cutoff 12:00pm).

## 19.9 Coring

An approved Coring Permit is required prior to any coring for both Domestic (DTB) and International Terminal Buildings (ITB).

Complete the Coring Permit Application and submit at least ten (10) business days prior to the requested start date (12:00pm cut-off). All Coring Permit Applications must include a copy of the Ground Penetrating Radar (GPR) scan.

All Coring Permit Applications are reviewed by the YYC designated core consulting company and any comments and suggestions must be followed. For further information or to schedule a review, contact the Project Manager or business owner.

## 19.10 Temporary Hydrant Use

The following procedures are required for non-emergency use of fire hydrants:

- Obtain written authorization for use of hydrant from the Calgary Airport Authority, Manager Mechanical Facilities (Complete and submit the required form). For more information during business hours, you can contact Calgary Airport Authority Mechanical Coordinator at 403-735-7533, after business hours, please contact the IOC at 403-735-1300.
- Use approved adaptor and valve on outlet of hydrant – do not use hydrant valve for routine opening and closing. Open hydrant fully after installing approved adaptor and valve.
- Notify Calgary Airport Authority upon completion of use of hydrant.
- Proper City of Calgary approved back flow preventer or air gap fill connection and water meter is required.
- There will be a hydrant inspection and test before and after a hydrant is used. Any damages found will be the responsibility of the contractor and will be charge back accordingly.

## 19.11 Dewatering

The contractor must request approval from the Airport Authority prior to pumping any ponded water into the YYC storm water system. At a minimum the Authority will require that this water will have a turbidity under 100 NTU. Turbidity should be tested daily, and a record should be kept on-site and available upon request. If turbidity levels exceed 100 NTU, pumping should cease and the YYC environment group will be contacted regarding next steps. The contractor will be responsible for arranging a qualified person for this monitoring. All testing will be done at the cost of the contractor.

Under some special circumstances the Authority may request that the contractor apply for a drainage permit from the City of Calgary.

## 19.12 BBQ Permit

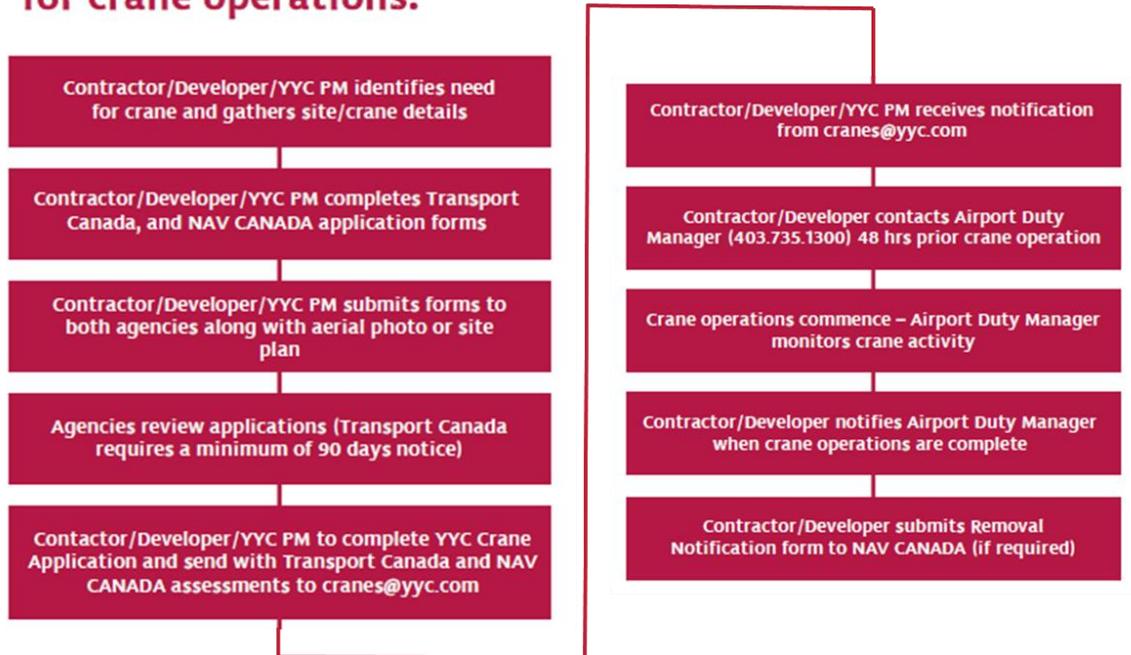
- An approved Hot Work BBQ Permit is required when a BBQ is being used for an event on Airport property.
- This is to provide notification of the event in case any smoke is detected.
- Complete the Hot Work BBQ Permit Application and submit at least two (2) business days prior to request start date (12:00pm cut-off).

## 19.13 Crane - Assessment Process

To access crane assessment form:

- Click on the **CALGARY AIRPORT AUTHORITY** tab
- Select **Forms and Applications** from the menu on the left-hand side of the screen, then **Crane Assessment** from the main menu

### The assessment process for crane operations:



## 19.14 Energized Electrical Work Permit (EEWP)

An Energized Electrical Work Permit (EEWP) is required when crossing the Restricted Approach Boundary. Please refer to The Authority Electrical Safety Program (ESP). All electrical work at any and all YYC facilities shall comply with the minimum requirements contained in the ESP.

[Electrical Safety Program](#)  
[Energized Electrical Work Permit](#)

## 20.0 ELECTRICAL SAFETY

### 20.1 Electrical Specifics

- Contractors must meet the safety standards outlined in the 24th edition of the Canadian Electrical Code (CEC)
- Contractors must follow the guidelines of the YYC Electrical Safety Program.
- Contractors must apply for permits to isolate circuits
- Lockout/Tagout (LOTO)
- Contractors working on Series Circuit Lighting must follow CSA Z463-18

A priority and policy of the Electrical Safety Program (ESP) is that when working on energized electrical equipment, it must be placed in an “Electrically Safe Work Condition” before any repair or alteration related work is undertaken. Energized electrical work must be justified, authorized and may require the use of an EEWP.

Contractors must comply with the Alberta Occupational Health and Safety Act, Regulation and Code regarding Managing the Control of Hazardous. Each contractor must follow their own lockout/tagout policy. If required, both the contractor and Authority can place lockout/tag out equipment. When multiple locks are placed, The Authority locks will be **first on** and **last off**.

The requirements of the ESP must be followed when de-energizing electrical equipment as this work may involve exposure to an arc flash and shock.

Only authorized qualified workers can de-energize electrical equipment.

There is ZERO TOLERANCE for working on energized equipment without an energized electrical work permit (EEWP) which has been submitted and approved.

Relevant legislation and Codes & Standards pertaining to Lockout/Tagout are as follows;

#### **Alberta Occupational Health and Safety Code**

- Part 2 - Hazard Assessment and Elimination
- Part 15 - Managing the Control of Hazardous Energy

#### **CSA Z460-13 Control of hazardous energy — Lockout and other methods**

- 7.3.2 General requirements for lockout

#### **CSA Z462-18 Workplace electrical safety**

- 4.2.2.4 Recognized lockout procedures

An Electrical Safety Briefing may be required depending on the project specifications.

## 20.2 Airside Electrical

Relevant legislation, Codes & Standards pertaining to Airfield Series Circuits:

CSA Z463-18 Maintenance of electrical systems

9.19 AGL systems

9.19.3.1.3 Airfield Electrician

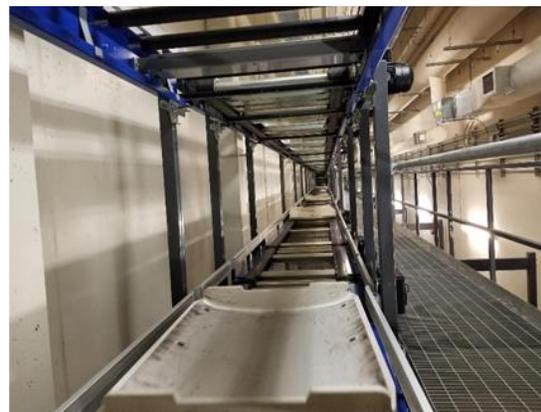
## 21.0 BAGGAGE SAFETY

YYC Calgary International Airport (YYC) has a tote based baggage system to transport baggage throughout the airport using an automated sortation system. Due to its automation, special care is needed when working near the baggage handling system (BHS). Unless there is an emergency, BHS equipment is not to be powered off without an approved [shutdown permit](#).

### 21.1 General considerations

Maintain situational awareness to avoid injuries or potential injuries due to:

- Live system, even when elements are not moving
- Improper use of the BHS equipment.
- Varies headroom height.
- Fast moving heavy totes that move 1.8 meters per second and weigh 40 lbs empty.



The BHS consist of different type of equipment such as:

- CrisBelt

- CrisBag
- CrisBag Lifts and Discharges
- CrisBag Toploaders
- Claim and Makeup Units



### 21.1.1 *CrisBelt*

CrisBelt is the conventional conveyor of the BHS which is controlled by Variable Frequency Drive (VFD) also known as a Frequency Converters (FQ).

### 21.1.2 *CrisBag*

CrisBag is a tote based baggage transport system, where bags are loaded into a tray that navigates the conveyor lines. Crisbag is controlled by Variable Frequency Drive (VFD) also known as a Frequency Converters (FQ) and single elements can have multiple FQ's.

### 21.1.3 *Crisbag Lifts and Discharges*

This equipment is used to move baggage vertically and discharge baggage to Crisbelt. This is a **high risk** area safe guarded by fencing. To access to this area, **approval** from baggage control room is required.



### 21.1.4 *Crisbag Toploaders*

BHS equipment that transitions baggage from Crisbelt to Crisbag.



### 21.1.5 *Claim and makeup units*

BHS equipment is where baggage is dispensed for retrieval. There is a startup buzzer/chime before the unit starts. Claim Units and DTB Makeup need coordination with control room to cross.



	<ul style="list-style-type: none"> <li>• BHS equipment will move automatically if “photo eye” beam is blocked/broken.</li> <li>• Do not use the e-stop to cross. Pressing the e-stop de-energizes more than one belt.</li> <li>• Do not cross a live/unknown belt.</li> <li>• Conveyors can start or stop at any time and are controlled remotely.</li> <li>• Elevated walkways and safe access points must be used to cross the conveyor lines.</li> <li>• When there are multiple FQ’s, there is still only one main disconnect/ lock out point for the element.</li> <li>• Baggage maintenance team must lockout any equipment prior to a contractor completing their own lockout procedure.</li> </ul>
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## 21.2 System navigation

### 21.2.1 *Safe access/step through*

- Disable the element so that it is safe to cross. This will also stop the baggage flow.
- To Cross:
  - Press the Green Button and there will be any of the following options:
    - A Red light means “DO NOT CROSS”
    - Flashing Green light means “WAIT”
    - A Solid Green light means “CROSS”
- After crossing over:
  - Press the Red Button
    - Flashing Red Light means “WAIT”
    - Solid Red light means that system is re-energized, and it is safe to continue.



#### **Domestic Terminal Building makeup unit crossover points**

There are at least two safe access points at each domestic make up unit. **Coordination with the BHS control room is required at (403) 765-4917** to have the Baggage maintenance team to provide location of portable tools and support during the set-up process. Lockout should be in place to secure the crossover switch.

When the work is completed, contact BHS control room for assistance to return the cross over point to service.

### 21.2.2 *Emergency Stops*

Used only when there is hazard to life, limb or potential hazard to the BHS/property

- To reset, twist red button until it releases and inform BHS control room.
- E-stop will stop everything within line of sight – large areas are impacted

**Temporary Bag hall (concourse B) E-stop**

- Can be used to stop local conveyor belts in a small area
- Press orange button to reset and green button to restart
- Reset/Restart without Control room

**21.2.3 E-Stop Procedure****When the E-stop should be activated:****Accidental press of E-stop:**

- Release E-stop and contact BHS Control Room at (403) 765-4917.
- Explain the situation and request a reset.
- Remain on the phone until the BHS is operating again.

**Risk to life or limb, or damage to equipment**

- If you activate the e-stop to avoid the risk of life or limb (near miss) contact BHS control room.
- For property damage call BHS Control Room and IOC.

**Medical Emergency**

- If someone is caught in the equipment PUSH E-STOP
- Call 911
- Remain on scene until help arrives, contact IOC at (403) 735-1300 ext. 5 and BHS control room.

### 21.2.4 FQ/VFD Disconnect

For situations when a contractor can't find an e-stop quickly, it is another way to power down an element that may be readily available.

- FQ's can be manually powered off via a twist switch. Baggage maintenance must be contacted to coordinate and assist with lockout procedure.
- Ensure baggage control room is aware of the timeline.



### 21.2.5 Exceptions and unknowns

If unsure, or more information is needed, please contact the IOC at 403-735-1300 Ext 2 option 1. Do not risk injury by not getting more information or help.

## 22.0 DRIVING AT YYC

### 22.1 Driving vehicle safety

Contractor's health and safety program must include a driving safety program that is aligned with guidelines set forth in the *WorkSafe Alberta's Driving for Work* document. The Authority specific requirements and rules include:

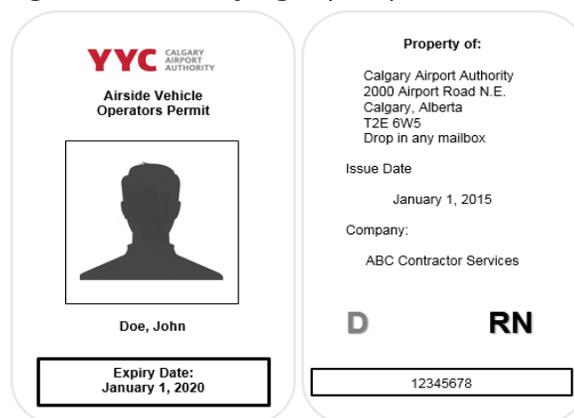
- All personnel driving a vehicle shall have a valid driver's license;
- Distractions such as mobile devices (phones, tablets, mp3 players) are not permitted while driving;
- Contractor company shall obtain, and review driver abstracts for any of their workers and subcontractors who drive company-owned vehicles at The Authority;
- Drivers shall not drive under the influence of alcohol or drugs;
- Drivers shall obey all applicable traffic safety act requirements, not exceed posted speed limits, and shall drive according to the weather and road conditions;
- Drivers and passengers must wear their seat belts while in a moving vehicle; and
- All vehicle incidents must be reported to The Authority.

Work Safe Alberta [Driving for Work](#)

## 22.2 Airside Vehicle Operator's Permit (AVOP)

No person shall operate a vehicle in the Airside area of the airport unless:

- That person holds a valid The Authority-specific AVOP.
- That person is escorted or accompanied by a person who holds a valid The Authority-specific AVOP.
- That person is authorized by the Authority AVOP Coordinator to do so without the requirement to hold an AVOP.
- The employer is responsible for ensuring that appropriate insurance is maintained, that drivers are properly trained, have passed appropriate exams, and are qualified to operate vehicles airside.
- The Calgary Airport Authority is responsible for the provision of oversight, as well as the maintenance of the airside traffic directives, materials and safety compliance for the AVOP program.
- The AVOP holder escorting a vehicle will assume liability for the duration of the trip.
- When under escort, understand and comply with the expectations, as laid out by the individual doing the escorting.
- 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:

- It is expected that contractors follow the Alberta Traffic Act with regards to distracting driving.

For more information regarding application for an AVOP Program, please refer to the Airside Traffic Directives (AVOP Manual) and Apron Operations Plan or contact the Calgary Airport Authority's Public Safety Manager at (403) 735 -1216.

[Airside Traffic Directives \(AVOP Manual\)](#)

[Apron Operations Plan](#)

## 22.3 Terminal Vehicle Operator's Permit (TVOP)

Below grade level, beneath the Air Terminal Building (ATB) and adjoining building facilities at the Calgary International Airport, there are a number of common use connecting tunnels, utility corridors, alcoves, and separating doorways to Authority and tenant leased facilities. Various airport, tenant, or contracting staff use these non-public facilities either as pedestrians or operators of motorized or other mobile equipment in the course of their duties.

To operate a Motorized Materials Handling Equipment at the ATB Utility Level Tunnels, a TVOP training must be completed. For more details about the training, please contact [stores@yyc.com](mailto:stores@yyc.com).

Additional considerations:

- Operators of materials handling equipment or personnel transportation vehicles shall be instructed and trained by the employer in the inspection and safe usage of the equipment.
- The employer shall keep records of instruction or training for as long as the employee remains in his employ. Tenants and contractors must submit proof of training and/or of inspection of equipment to the Authority upon request.
- Pull stations, firefighting equipment, stairwells, elevators, fire exits, and emergency telephones shall not be obstructed at any time.
- Only electrical driven motorized equipment is permitted. Propane, gas, or other fuel driven vehicles or equipment are not permitted
- All spills must be cleaned up immediately and/or reported (follow instructions from [environmental section](#)).
- Unsafe operating practices should be reported, with or without attribution, to the IOC 403-735-1300.

## 22.4 YYC Mobile Equipment

Contractors are responsible for ensuring that workers are competent to operate equipment. In order to have access to any mobile equipment at YYC, the contractor must prove they have the appropriate training required to operate the equipment.

The equipment operator must also provide a signature on the equipment sign out log book prior to equipment being taken out and upon return to stores. Contractors must verify proof of training and/or inspection of equipment to The Authority upon request.

## 23.0 ENVIRONMENTAL

Calgary International Airport is located on Federal land. This means that all projects are subject to federal regulations and guidelines and must receive an environmental assessment as required by the [Impact Assessment Act](#). While projects conducted on Calgary International Airport lands are subject to federal environmental regulations and guidelines, provincial and municipal, regulations and bylaws can also play a role in any given project.

Before a project receives a Construction Installation Permit (CIP), the Calgary Airport Authority Environment Department must conduct an environmental assessment. Potential and known environmental impacts of a project are considered during the environmental assessment review.

A typical project environmental assessment considers numerous aspects related to:

- Project design
- Project materials selected
- Construction activities and emissions
- Post construction remediation
- Post construction operational environmental impacts

### 23.1 Environmental Requirements and Considerations

The outcome of an environmental assessment review may require additional documentation such as credentials or certifications, Environmental Construction Operations ECO plans, Erosion and Sedimentation Control (ESC) plans or additional information pertaining to any aspect of a project. It all depends on the scope of work and location of the project.

The environment staff will work with the Calgary Airport Authority Project Manager assigned to the project and in some cases directly with the project proponent and their contractors if required.

[ECO Plan Framework](#)

[Erosion and Sedimentation Control](#)

## 23.2 What to do in the Event of a Spill or Release?

Immediately report the spill to the Integrated Operations Center (IOC) at 403-735-1300 with the following information:

- Location of spill
- Type of material spilled
- Quantity
- Any immediate safety or environment dangers
- Your name and phone number

**In the event of a spill or release, do not enter the area unless safe to do so. Where there is an immediate danger to personnel, the environment or property, DIAL 911 (OR 9-911) then call the IOC (403) 735-1300**

**USE PROTECTIVE EQUIPMENT WHERE REQUIRED – REFER TO SDS**

## 23.3 Hazardous Materials and Waste

It is the contractor's responsibility to properly manage the use, storage and disposal of any hazardous materials brought onto Authority lands including hazardous waste generated during the completion of a project.

## 23.4 Wildlife

### **Do not feed wildlife**

Wildlife pose a significant hazard to aviation safety. Poor housekeeping of a project site or discarding food items improperly can attract unwanted bird and wildlife activity. Always keep a tidy project site and dispose of food waste in a covered bin to make it unavailable to wildlife.

### **Report wildlife activity**

Wildlife pose a significant hazard to aviation safety. It is everyone's responsibility to report wildlife activity on Authority lands.

### **Who Should Report?**

- Contractors
- Tenants & subtenants
- Authority employees
- Airline service providers
- Airline employees

**Who should I report airport wildlife activity to?**

- Integrated Operations Center 403-735-1300

## 24.0 COMMUNICATIONS

Social media is now the way we communicate with our friends and family. Sometimes we like to share interesting things that we're doing in our workplace and YYC is no exception as we do some cool things here. Who knew there were tunnels under the airport, right?

If you're posting something on social media regarding your work at The Authority:

**Do**

- Exercise good judgment.
- Be professional.
- Be accountable.
- Be positive.
- Share our posts with your networks.
- Like and comment on our posts.
- Email or DM us content you think we should share online.

**Don't**

- Post complaints and concerns about YYC and any of its tenants or services.
- Share any unfolding operational issues.
- Provide your networks with any updates during a crisis or emergency —unless you are reposting the official YYC accounts.
- Divulge any proprietary information related to your job or YYC.
- Use profanity or derogatory language.
- Publish anything that shows YYC or your fellow Crew members in a bad light.



Contact: [safety@yyc.com](mailto:safety@yyc.com)