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Preface

The Contractor Safety and Health Plan provides general information to Tenants and their designers, contractors, subcontractors, employees, and suppliers, hereinafter referred to as “Tenant” or “Contractor” on the requirements of and procedures for accident prevention, safety, and security, at the Cincinnati/Northern Kentucky International Airport (CVG). This plan outlines procedures to be followed by Tenants and Contractors related to construction, repair, or services required by CVG Airport Authority (CVGAA). The Airport’s safety and security objective is to achieve incident-free and secure construction projects. This plan does not replace OSHA requirements or a Tenant’s or Contractor’s own safety manual and procedures.

Tenants and Contractors shall conduct their operations in a manner that will provide safe working conditions for all employees, protection of the public and all others who may be affected by construction activities. Nothing contained in this plan or the overall CVGAA Construction Standards is intended to relieve any Tenant or Contractor of the obligations assumed by the Tenant or Contractor under Contract with the Airport, or as required by law.

Safety and security must be an integral part of each job. Full participation, cooperation, and support are necessary to ensure the safety, security, and health of all persons and property involved in the project.

This plan includes CVGAA safety requirements and procedures applicable to Contractors while conducting work within CVGAA property including construction and maintenance.

All other requirements of the applicable codes and standards, the specific requirements of this plan serve to ensure all contracted work proceeds in an orderly manner while maintaining maximum personal health and safety, and minimum disruption to CVGAA operations.

Potentially hazardous conditions inherent to the operations of an airport dictate that compliance with these requirements, as supplemented by any observations resulting in notification by the Planning and Development Department (P&D) Office, or other authorized representative of CVGAA, to Contractors shall be considered mandatory and mitigated, controlled or ceased promptly.

Airport operations can be incidentally impacted and influenced by contracted activities that may occur in three distinct areas: Airside, Landside, and Terminals.

To ensure that execution of the work causes the least possible interference or disruption to the operations of the Airport, Tenants, employees and the public as well as the normal use of premises, aircraft operating areas, roadways, parking areas, sidewalks or passageways, the Contractor may be required to perform the work or portions thereof during off-hours or as prearranged with an authorized representative of CVGAA.

A CVGAA representative or designee shall monitor Contractors to verify that acceptable and reasonable standards of safety and health practices are being maintained.

CVGAA reserves the right to retain the services of an Independent Construction Safety Consultant to monitor the safety performance of Contractors involved in contracted work.

It is the duty of the Contractor, the Contractor’s supervisor, and every person at the jobsite and areas affected by the work to follow proper procedures, to observe all regulations, government and otherwise, pertaining to the work and to operate with the objective of occurrence-free performance.

The Contractor shall always ensure compliance with the respective applicable health and safety regulations and statutes and treat the same as minimum standards for the work, as further outlined in this plan.

The Contractor shall always demonstrate an industry “best practices” approach to health and safety while at the Airport.

All persons entering a construction area that is under the responsibility of the Contractor shall obtain approval and shall comply with the stipulated conduct and requirements of the Contractor.

CVGAA reserves the right to review the Tenant’s or Contractor’s safety program and record, attend construction safety meetings, and regularly inspect work sites to ensure compliance with the requirements described in this plan and Contract documents. Corrections to the jobsite for compliance with this plan must be completed in a timely manner or construction activities may be ceased or restricted by CVGAA. CVGAA reserves the right to dismiss employees, companies, and Contractors who are habitual safety violators as further described in this Manual.

The Tenant or Contractor shall always have copies of the project’s Construction Safety Phasing Plan (CSPP) and Safety Plan Compliance Document available for reference.

Airport Contact Information

Emergency Telephone Numbers

- 911 (indicate that you are at the Airport); or
- 859-767-3123 for Police/Fire/Rescue

Information/Compliance/Assistance

Section	Phone	Hours
Airport Operations Center	859-767-3123	24 hours/day 7 days/week
Planning & Development Department (P&D) Office	859-767-3166	Monday – Friday 8:00 am to 4:30 pm
Airport Badging Office	859-767-3171 (Office) 859-767-7823 (FAX)	Monday – Friday 8:00 am to 5:00 pm

1.0 Plan

CVGAA has established this Construction Safety and Health Plan (CSHP) to promote safety and to minimize and control hazards and risks associated with construction projects at the Airport.

It is CVGAA’s goal to have zero safety incident projects where all personnel can perform assigned tasks in a safe environment and in accordance with governmental requirements and industry standards as specified within this plan.

In this plan, the Airport Safety Representatives may include Airport personnel and consultants under contract with the Airport.

The following Contractor submitted plans require approval by the Airport and other agency approvals as applicable before construction work can be started:

- Site-Specific Safety Plan (SSSP)
- Fire Prevention Plan (FPP)
- Hazard Communication Plan (HCP)
- Maintenance of Traffic (MOT)
- Trench Excavation Plan (if required) (TEP)

- Mobilization Plan
- Emergency Plan

1.1 Government Requirements and Industry Standards

The Contractor will comply with all applicable laws and governmental requirements and industry standards pertaining to safety and health at any jobsite, including, but not limited to:

- OSHA Construction Safety and Health Regulations, including CFR part 1926, as amended
- CFR Part 1910, as amended
- NFPA/NEC Standards
- Operational Safety on Airport Construction (FAA Advisory Circular 150/5370-2G or latest edition)
- ANSI Standards
- EPA Standards
- Manual of Uniform Traffic Control Devices (MUTCD) Standards

The Contractor and all their employees and subcontractors must always comply with all aspects of this plan. The Contractor shall provide full cooperation to CVGAA and its designated persons in connection with audit functions and examinations by regulatory authorities.

2.0 Roles and Responsibilities

2.1 Airport

The Airport designee monitors all contracted work for compliance with all health and safety requirements on behalf of CVGAA.

The Airport shall have the right to photograph, videotape, film, or otherwise document the progress of any contracted work at any time and to use such documentation for its own purpose.

2.2 Contractor Responsibilities and Obligations

The effectiveness of this plan depends on the active participation and cooperation of the owners and managers of contracted companies, its subcontractors and employees performing work at the Airport.

- Promote workplace safety as a core value in keeping with the expectations of an operational Airport
- Include safety on the agenda of all meetings
- Ensure competent supervisors have been appointed
- The Contractor's Project Safety Manager may conduct as many inspections as deemed necessary daily. However, Contractor must conduct at least one inspection per day of the Contractor's work, jobsites and storage areas to assure safe conditions and practices. The Project Safety Manager will determine the number of daily inspections based on the sensitivity of the work being performed and in a sufficient manner to monitor safe operations on the project.
- Prior to work on an Airport project, the Contractor must provide for training of all employees and Contractor safety orientation. Documentation of such training must be provided to the Airport upon request.
- Report to Airport Safety Representatives any death, injury or damage to property at any jobsite (or work storage area) on the Airport or any other property adjacent to or near the Airport at which work under a Contract is being performed.
- Ensure full cooperation in the conduct of inspections by Airport Safety Representatives, governmental agencies, and other agencies of competent jurisdiction (e.g.: OSHA). Copies of citation notices received by Contractor or its subcontractors from such agencies must be submitted to the Airport Safety Representatives immediately upon receipt.
- Require and ensure proper use of equipment and protective devices as required by applicable law, regulatory agencies, and the Airport.
- Immediately correct any unsafe conditions or unsafe acts by its employees, subcontractors, vendors, suppliers, etc.

- Conduct a thorough investigation of safety incidents to ensure the inclusion of witness statements, completed incident forms, development of lessons learned that are fully distributed through the contractor’s team and its subcontractors, and incident investigation follow-up when new information has been obtained.
- Ensure that all workers understand, prior to commencing work:
 1. Hazards present in the area of work
 2. The Personal Protective Equipment (PPE) and apparel individuals must use or wear as specified under OSHA, applicable law and this plan
 3. Incident and Accident reporting procedures
- Ensure all employees and subcontractors are made aware of the steps to take in the event of an accident or incident and the location of first aid facilities.
- Conduct incident assessments and root cause analysis following ALL employee, subcontractor equipment, incidents, and near-miss incidents.
- Assist the Airport Safety Representative in the follow-up incident assessment and root cause analysis, to include all documentation requested by the Airport Representative.
- Cooperate with Safety Managers of other contractors and take necessary steps to promptly implement appropriate safety recommendations.
- Hold safety meetings on a weekly basis. Documentation of topics discussed, and attendees must be maintained by Contractor and provided to the Airport Safety Representatives on the Monday following each week of the project work. Meetings must be conducted to accommodate all language requirements of the individuals attending.

The Contractor shall include as part of their safety program a disciplinary and corrective action policy for all workers on the project. This must include as a minimum, procedures for violation of high-risk activities, violence and harassment, intoxication and fitness for duty, and violations of the Airport Construction Code.

2.3 Contractor Mobilization Plan

The Contractor shall establish a plan layout and procedures for mobilization that identify the following:

- Assessment of existing site conditions
- Trailer or office location
- Traffic plan
- Material and machinery movement
- Pedestrian safety measures
- Parking
- Laydown areas
- Fire extinguisher staging areas for “empty” and “full/spare” fire extinguishers
- Compressed gas storage
- Fencing and hoarding
- Location of all waste containers
- Access/egress routes
- Fire, first aid, emergency facilities and mustering points
- Washroom facilities
- Lunchroom, break, and smoking areas (if permitted)
- Storage of gas and other type of fuels

3.0 Construction Area

Construction will be confined to within the outlined jobsite. This includes all equipment, tools, materials, etc. At no time will any Contractor unload or store its equipment, tools, materials, etc. into any adjoining space. The Airport will work with the Contractor/Tenant to identify an area for secure tool storage if deemed necessary for the project. No tools, equipment, fixtures, and materials shall be left unattended at any time in areas accessible to the public. Where access

poses a security concern, a door(s) with a lock and approved lock box with code must be installed. The tools, equipment, fixtures, and materials in the premises are the responsibility of the contractor.

4.0 Employee Requirements

Due to direct public exposure, all employees must maintain professional behavior at all times. Employees must be dressed in an orderly and neat manner, which consists of long pants, shirts (long or short sleeved), shoes and socks. All personnel are required to wear attire that complies with all OSHA requirements for safety at all times

5.0 Material Handling Safety

- Where removal of Asbestos-Containing Material (ACM) forms part of the construction, the Contractor shall follow the Airport Environmental Unit work authorization procedures.
- If ACM is disturbed because of Contractor’s activities or is unexpectedly found to be present at the jobsite, all work shall stop within the room or floor area where the ACM is found, and the affected area cordoned off by a barricade until appropriate authorities are notified.
- The Contractor shall comply with requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, and regarding labelling and provision of material safety data sheets (WHMIS).
- Maintain copies of the Safety Data Sheets (SDS) or the former Material Safety Data Sheets (MSDS) at the jobsite readily available for review by workers, emergency personnel, and the Airport Project Manager.
- Hazard-specific procedures must be established for the use, handling, storage, and disposal of hazardous materials.
- All persons on site must have a valid Record of Training for WHMIS that has been updated or reviewed within the previous 12 months.

6.0 Safety Requirements

The Contractor is fully and solely responsible for always conducting all operations under the Contract in such a manner as to avoid the risk of endangerment to health, bodily harm to individuals and damage to property. Contractor must continually and diligently inspect all equipment, materials, and work to discover any conditions that might involve such risk and is solely responsible for discovery and correction of any such conditions.

6.1 General Safety Provisions

The Contractor must protect the health and safety of employees, the public and other persons, prevent damage to property, materials, supplies, and equipment and avoid interrupting the normal operation of the Airport. Although the list below is not exhaustive, Contractor must:

- Ensure only approved safety cans are used for flammable and combustible liquids. “No Smoking or Open Flame” signs must be provided where required or as directed by Airport’s Safety Representative. Approved safety cans must be metal with flash arresters and spring-loaded tops.
- Prevent construction or maintenance activities, or materials from hampering any Airport Rescue and Fire Fighting (ARFF) vehicles access to any parts of the Airport.
- Continuously remove all bird and wildlife attractions, such as edibles (food scraps, etc.) or other miscellaneous garbage, trash, or pooled water at all Jobsites where Contractor is performing Work.
- Secure all material and equipment to prevent displacement from wind or jet blast. No survey or barricades tape is to be used on any project inside the Aircraft Movement Area (AMA)
- Have temporary electrical service equipped with ground fault circuit interrupters
- Provide adequate and proper fencing, barricading, marking, and lighting of construction, maintenance or other sections of the Airport that are temporarily closed to normal Airport use
- Ensure that all Employees working on, erecting, dismantling or modifying any scaffolding are trained by a competent person
- Ensure all documentation of project safety training as well as competent person training are maintained and are easily accessible, if required.

7.0 Condition of Construction Site and Housekeeping

7.1 General Site Housekeeping

- The Tenant and Contractor must maintain a clean and orderly project site. All trash and debris must be removed from the premises on a daily basis and made safe for traffic.
- The Tenant and Contractor may be required to provide a barricade around the project site in accordance with Airport requirements. This barricade may not be installed or removed except with prior permission of the Airport. The Contractor must maintain the condition of the barricade throughout the construction project. If the barricades are supported or attached to any airport structure, the Contractor, after removal, is responsible to restore all the finishes back to their original condition. If barricade is used to prevent access to a secure area, the access point must be always monitored to keep unauthorized persons from entering.
- Each Tenant and Contractor is responsible for dust protection to ensure that no dust created within its jobsite is creating a hazard to air navigation.
- The Contractor or agent may not store or install any hazardous materials or unmarked containers within the Airport property.
- The Contractor is responsible for removing trash from the jobsite as well as cleaning up all dumpster areas daily at a minimum. If required, the Contractor shall provide an approved covered construction dumpster that will have the Contractor's and project name. The Contractor is responsible for the placement and maintenance of covered dumpsters. The Contractor shall provide daily general clean-up of work areas and deposit large-scale debris in contractor supplied dumpsters.
- Airport disposal systems of any type may not be used at any time for construction debris.
- Dumping of any material on Airport property is prohibited.
- Public spaces in Terminal buildings must be always kept clean and clear of equipment and obstructions during normal operating hours. When working during night hours, prior to the start of the Terminal's operating day, any work-related debris, materials and equipment must be cleared from all such spaces.
- Where the work occurs next to public spaces, walk-off mats must be provided on the inside of all egress points from the jobsite to minimize dirt and debris from tracking beyond the limits delineated for the work. Contractors shall clean up all dirt and debris caused by construction access, and repair/replace any materials damaged by Contractor's access to match existing materials.
- Oils, grease, dust and other chemicals and materials which could cause a slip hazard, damage to the floor materials, or the applied finish or otherwise reduce the friction coefficient of the surface of Airport-maintained floors, must be cleaned immediately upon contamination.
- During final cleaning activities at the jobsite, and where it applies to the work, the Contractor must:
 1. Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces and fixtures including glass and other polished surfaces.
 2. Clean lighting reflectors, lenses, bulbs and other transparent surfaces.
 3. HEPA vacuum all affected surfaces.
 4. Broom clean paved surfaces and rake clean other surface areas of grounds. Remove construction-related waste, debris and surplus materials from the jobsite and areas adjacent to it.
 5. Flush and clean out maintenance holes and catch basins including gratings, where affected by the work.

7.2 Trash Chutes

- Trash chutes may not empty into a building but shall empty directly into an exterior dumpster, unless adequate dust control and area separation measures are provided as detailed in the Contractor's SSSP and reviewed by the P&D Office.
- Trash chute openings must be secured at the end of the day with a protective cover that will prevent the potential spread of fire into the building via the chute.

7.3 Maintenance of Road/Surfaces/Sidewalks

- The Contractor must clear ice and snow from the jobsite and accesses to the areas, and to remove and dispose of accumulated ice and snow from Airport property.
- Whenever the Contractor is hauling pavement base, dry fill or other granular material or debris on or across aprons, taxiways, runways or airport roads, all necessary precautions to prevent spillage or dropping of the vehicle content

shall be taken. Foreign Object Debris (FOD) control will be the responsibility of the Contractor and included in their SSSP for work on the Airfield. Where spillage of material occurs, the Contractor shall promptly notify Airport Operations Center (AOC) and implement procedures to clean up the spillage.

- The Contractor is responsible for roadway sweeping/cleaning per project's Erosion Control Plan or at Airport's request.

7.4 Tripping Hazards

Temporary installations (i.e.: power cords, pipes, etc.) or activities that create an uneven floor surface require adequate transition strips and markings to prevent tripping hazards as detailed in the Contractor's SSSP and reviewed by P&D Office.

8.0 Protection of the Public and Property

Contractor must take all steps necessary to ensure protection of the public and property, including, but not limited to, adhering to the following requirements:

- The public must be kept clear of obstructions to always permit safe ingress and egress of the public.
- Appropriate warnings, signs, and instructional safety signs must be conspicuously posted where necessary. In addition, a signalman must control the movement of motorized equipment in areas where the public might be endangered, in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). It is the Contractor's responsibility to coordinate with the Airport for appropriate wayfinding signage that may be required due to the phasing plan.
- Sidewalk sheds, canopies, catch platforms, and appropriate fences must be provided when it is necessary to maintain public pedestrian traffic adjacent to the erection, demolition, or structural alteration of outside walls on any structure.
- A temporary fence must be provided around the perimeter of above ground operations adjacent to public areas, except where a sidewalk shed, or fence is required. Perimeter fences must be at least six feet high. They may be constructed of wood or metal frame and sheathing, wire mesh or a combination of both. When the fence is adjacent to a sidewalk near a street intersection, at over four feet above the sidewalk and extending at least 25 feet in both directions from the corner of the fence. Fences, which serve also as a component of the airfield security fence or within the Air Operations Area (AOA), must be constructed in accordance with applicable Airport specifications.
- Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the work at intervals not exceeding 300 feet (90m) must be maintained, unless otherwise modified by the Airport Project Manager or Airport Safety Representative.
- The Contractor must furnish, erect, and maintain all barricades, warning signs and markings for hazards necessary to protect the public and the work. When used during periods of darkness, such barricades, warning signs and hazard markings must be suitably illuminated, in accordance with the MUTCD.
- Warning signs and lights, meeting CVGAA and FAA requirements, must be maintained from dusk to sunrise along the guardrails, barricades, temporary sidewalks, and at every obstruction to the public. These items must be placed at both ends of the protections or obstructions and not over 20 feet apart alongside of the protections or obstructions.
- Temporary sidewalks must be provided when a permanent sidewalk is obstructed by Contractor's operations. Guardrails must be provided on both sides of temporary sidewalks.
- Fuel-burning lanterns, burn barrels, torches, flares, or other open-flame devices are prohibited.

Terminal building passenger elevators may not be used for the removal of construction debris or the delivery of equipment or materials unless permitted by the Airport and adequate provisions and protection of the elevator are assumed by the Contractor. It is the Contractor's responsibility to coordinate the loads placed upon the Airport's conveying equipment so it does not exceed its capacity. The Contractor may be required to show evidence of loads, or partially disassemble equipment. Designated freight elevators may be provided for this purpose during off-hours, arranged with the Airport. Handcarts used for material deliveries must conform to the requirements of the Airport. No handcarts, dollies or similar devices are permitted on escalators and moving walkways.

Adequate protection of floor and wall finishes and all existing installations during the transportation of materials to access the jobsite is required. Floor surfaces and pediments shall be protected by acceptable methods for distributing the loads of heavy transported materials and equipment. No hard-wheeled carts/buggies shall be permitted on the Terminal surfaces and either white rubber or socked tires will be used. The Contractor may be required to submit an Engineer Stamped route and terminal point plan when loading Airport buildings with staged materials and new equipment.

Acceptable soft-wheeled carts or buggies must be checked before each use to remove any embedded hard contaminants (i.e.: stones, metal, etc.) from the wheels.

Any marking or damage to Airport property is the responsibility of the Contractor to clean, repair, refurbish, and/or replace at its expense.

Subject to the provisions of this chapter, the Contractor may use portions of existing Airport property for hauling equipment and materials or other operations, provided such use does not interfere with or constitute hazards to aircraft operations or other Airport activities, and does not endanger or damage pavements, drainage systems, above and below ground structures, lighting, navigational equipment and any other placements.

The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules, regulations, and lawful orders of the Airport's Insurer and any external authority bearing on the safety of property or its protection from damage, injury, or loss and further, and shall cooperate and keep Tenants, the Airport and other Contractors informed of all the Contractor's precautions for the protection of the respective property.

The Contractor is solely responsible for the design, installation and maintenance of all temporary structures including, but not limited to, all necessary bracing, framing and structures or structural elements to prevent the failure of materials or temporary facilities required in the execution of the work that could result in damage to property or the injury or death of persons.

The Contractor shall take all reasonable precautions to ensure that no part of any structure of any description is loaded beyond its rated bearing capacity.

9.0 Accident Investigation and Reporting

WARNING

All accidents, incidents, near misses, unsafe acts or unsafe conditions must be immediately reported per the incident reporting protocol and followed up with a written report within 24 hours of the occurrence.

NOTE

For all emergencies, call 911. Ensure individuals identify they are on Airport property if calling 911 in an emergency situation.

The Contractor must post Project Information Form with emergency contact information at the exterior entrance of the jobsite.

9.1 Reporting Incidents to AOC

Contractors shall report to the Airport Operations Center (AOC) all incidents or accidents at the jobsite that may or have resulted in property or facility damage, damage to building services, or have the potential to disrupt Airport operations, by calling (859) 767-3123. An operator is accessible 24 hours daily, 7 days per week including holidays.

9.2 Occurrence Investigation and Reporting

- The Contractor must secure the affected area immediately after the incident or accident in order to prevent any alteration of the scene before the investigation. The area is to be cordoned off and an individual posted by the Contractor to restrict unauthorized personnel as necessary.
- All occurrences at the jobsite shall be investigated by the Contractor and reported in writing to the proper Airport Representatives. The Airport Representatives will review the report and may attend or assess the situation at its discretion and limitations.
- In the case of an occurrence, CVGAA may at its discretion, conduct its own investigation, or oversee the Contractor's investigation.
- The Contractor must not make any news releases or statements to the public regarding matters related to the project. Coordinate any media related activity with by contacting CVGAA Communications Department.
- The Contractor should obtain witness statements when there has been an incident or accident. The witness must sign and date the statement. The Contractor must provide the Airport Safety Representative will all witness statements within 24 hours of completion of witness statements.
- Appropriate drug screening should be conducted after any incident or accident within 4 hours.
- The Contractor may be required to conduct root cause analysis with the appropriate parties involved in the incident or accident and other stakeholders within 48 hours of the incident. A detailed summary report of the results of the analysis must be provided to the Airport Safety Representative.

9.3 Reporting Unsafe Conditions

The Contractor shall report to the Airport Operations Center (AOC) all unsafe conditions and/or observed unsafe acts of construction that may result in a fire or other type of incident causing property or facility damage, damage to building services, or have the potential to disrupt Airport operations, by calling (859) 767-3123. An operator is accessible 24 hours daily, 7 days per week including holidays.

10.0 Site-Specific Safety Plan (SSSP)

The SSSP is intended as a universal document for all work the Contractor is to perform per the Contract. Once approved by the proper Airport representative, it must be fully briefed and disseminated to all contractor personnel and subcontractor personnel. The SSSP is a “living document” and will be updated as needed.

11.0 Emergency Plan

The Contractor must develop an Emergency Plan that addresses all potential emergency vulnerabilities, procedures for reporting, procedures for evacuation, communications, special assistance, training, gathering points and roll call.

All contracted personnel, including subcontractors, working on Airport property must be instructed in and be familiar with the Emergency Plan.

12.0 Fire Prevention Plan

A Fire Prevention Plan must be submitted in writing to the Airport Safety Representative, for review and coordination with other jobsite activities prior to commencing work at any jobsite. The plan must include:

- OSHA and NFPA standards
- Restriction of hot work designated areas. No unauthorized hot work is permitted on jobsite without prior approval from the Airport Fire Department
- Assignment of fire watches trained and equipped to prevent or control fire for all welding operations
- Proper identification, storing, handling and use of inflammable material to prevent accidental ignition
- Adequate fire extinguishing equipment appropriate for the operations being performed must be provided and employees must be trained in the maintenance of use of such equipment
- Excavation procedures and fire drills as required by the Airport Safety Representative

12.1 Fire Safety During Construction

Smoking on Airport property is prohibited except in approved areas designated by CVGAA. See [Airport Rules and Regulations](#) for additional information.

12.1.1 Exits

All doors and egress paths shall be kept clear at all times. If an emergency exit must be temporarily closed, it must be coordinated with the Airport Fire Department and the exit sign covered.

12.1.2 Fire Protection

An advanced notice of 3 business days is required for all requests for a shutdown of the sprinkler system and/or fire alarm system. All requests for shutdown of a fire system must be made to the Airport PM or ARFF Inspection Bureau. The Airport Operations Center must be notified of all out-of-service fire alarm systems and the Airport Operations Center will notify the Airport Fire Department. Only authorized Airport personnel may shut down a fire system.

The Contractor's Fire Prevention Plan must address the requirements of this chapter where the work or jobsite may include or affect:

- Open flames
- Smoke
- Heat or sparks, not limited to welding, brazing, cutting, grinding, soldering, torch applied roofing, etc.
- Explosives
- Compressed gases
- Natural gas
- Flammable liquids
- Spray painting
- Temporary heat
- Temporary disabling of a life safety system
- Fire routes, fire hydrants, fire cabinets or extinguishers

The Contractor shall conduct a hazard assessment and establish written procedures that include:

- Hot work
- Housekeeping/disposal
- Material storage
- Isolation of Work or Jobsite from occupants or general public
- Protection of equipment, plant or facilities
- Fire extinguishing equipment and fire watch
- Emergency response

12.1.3 Fire Watches

- Where heat, sparks or flame may come in contact with combustible, flammable or explosive materials or where life safety systems, emergency or fire routes are affected, provide a designated person (other than the person(s) doing the work) to be present at all times to act as a fire watch.
- Provide a designated competent person to perform fire watch. The fire watch must be always present and must not perform other duties.

12.1.4 High Risk Activities, Locations and Systems Shutdown

- Where the Work compromises the performance of any fire protection system, where the system is temporarily shut down or inoperable, fire watch must be provided and conducted according to the National Fire Code and the requirements of the Airport Fire Department.
- Where a significant area of a building is subject to the requirement of a fire watch approach, the Contractor shall be required to provide review and assessment of building code requirements and interventions affording equivalent levels of life safety provision for the temporary duration. Such assessment will be conveyed to Airport Fire Department to administer it further.
- During Contractor work involving extreme and potentially high-risk fire hazard conditions, Airport Fire Department must be informed prior to the event. If deemed necessary by the Contractor's assessment due to the nature of work. This should be discussed during the Contractor's mandatory meeting upon their mobilization on site with the Airport Fire Department. Such provision requires the approval of the Fire Chief and may be subject to costs payable by the Contractor involved.

12.1.5 Open Burning/Flame Operations

- No open burning of any material is permitted at the Airport.
- No open flames from construction activities involving tar kettles, torches, welders, salamanders, barbecues, smudge pots or similar equipment are allowed unless a Hot Work Permit is in place as reviewed and discussed with the Airport Fire Department.

12.1.6 Explosives

- The use of explosives is prohibited at any jobsite at the Airport unless written permission is obtained from Authorized Airport Personnel and the FAA.
- The use of powder-actuated fastening devices is prohibited at any jobsite at the Airport unless written permission is obtained from the proper airport personnel and the operation is monitored by the Contractor's Site Superintendent.
- The use of any such devices must be specified in the Contractor's SSSP as reviewed and authorized by the proper Airport Personnel.

12.1.7 Fire Extinguishers

- Sufficient Type 4A 40BC fire extinguishers (minimum rating) must be readily available as prescribed throughout the Jobsite and at each location where hot work is performed.
- They must be properly maintained, inspected and be visible within the maximum travel distance of 75 feet in any area under construction.
- Each extinguisher must have a valid inspection data tag affixed.

12.1.8 Fire Hose Cabinets

- Fire hose cabinets must be kept clear of obstructions and accessible at all times.
- Wherever an existing fire hose cabinet is obstructed by construction, the Contractor shall provide access acceptable to the Airport Fire Department.

12.1.9 Fire Hydrants

- Fire hydrants must always be kept clear of obstructions and accessible.
- No parking is permitted within the pavement markings of a hydrant.
- Fire hydrant use or shut down by Contractors is strictly prohibited unless Airport Facilities authorize permission for use in advance. Metering and back-flow prevention requirements for use will be determined by and requires pre-authorization by the Airport to use designated hydrants that are metered and have a back-flow prevention device installed.
- The Airport has several hydrants specifically equipped to load water trucks at the Contractor's expense for dust control purposes. Instructions for obtaining access to a fire hydrant and for use and operation of Airport fire hydrants may be obtained from the Airport Project Manager. Requests must be submitted to the Airport Project Manager no later than 72 hours prior to the required use date.

12.1.10 Fire Routes

- All proposed and designated fire routes on the Airport property must comply with the specified requirements of Airport Fire Department for each project.
- Fire routes to and from all buildings must be established and always kept clear. Vehicles, storage dumpsters, materials or other obstructions must not block fire routes at any time.
- Surface gravel areas within a designated fire route must be capable of supporting and withstanding live loads of responding fire apparatus in all weather conditions.

13.0 Hazard Communication Plan/Program

14.0 Traffic Control Plan

Contractor must submit a comprehensive plan detailing how traffic will be maintained on all work under the contract, to the Airport Project Manager for approval. For vehicular and pedestrian traffic, the Contractor must furnish, erect and maintain barricades, warning signs, lights and other traffic control devices in reasonable conformity with the Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways (published by United States Government Printing Office).

All temporary traffic or lane closures must meet the MUTCD requirements. Depending on the complexity of the temporary requirements, a site-specific procedure including a professionally engineered traffic plan may be requested.

The Contractor shall establish and implement a procedure to ensure that all equipment and vehicles are operated in a safe manner at the jobsite, and any other area associated with the work. The procedure shall minimize the backing up on the site, identify overhead or other hazards, ensure adequate delineation and signage, ensure safe access and egress from the site, ensure vehicles are equipped with the appropriate protective and warning devices and ensure traffic control/signal persons have the appropriate equipment and are trained.

The Contractor's plan shall also address pedestrian traffic routes to minimize the interaction between construction workers, materials and equipment with the general public and occupants. The plan must identify appropriate wayfinding/signage.

All persons operating vehicles shall have a valid driver's license or certification for the type of vehicle operated.

All persons providing traffic control or signaling of vehicles or cranes must have readily available a valid Record of Training and must understand the site-specific procedures.

Obstruction of any traffic lane or any interruption of roadway traffic as a result of work must be authorized by the Airport P&D Department.

Existing traffic control systems such as street signs, traffic signals, traffic lane markings and any other equipment or facilities that aid in the control of traffic must be protected. The Contractor is liable for any damage to these systems or any injury or damages to persons and property, which might result from failures in the traffic control system caused by the Contractor's operations.

15.0 Trench Excavation Plan

Before excavating any trench 5 feet or more in depth, the Contractor must submit to the Airport Safety Representative and Construction Representative a detailed plan showing the design of shoring, bracing, sloping or other provisions to be

made for the employee’s protection from the hazard of caving ground during the excavation of such trench. The plan must be designed per OSHA standards and applicable law.

16.0 Confined Spaces

Tenant and Contractors accessing Confined Spaces at the Airport must fill out the CVGAA Confined Space Entry Permit. Once construction ongoing the contractor will notify the Airport Operations Center (859-767-7777) any time someone enters a confined space. (Refer to Appendix A for the link to the Confined Spaces Permit Form.)

The Contractor shall identify all existing labeled confined spaces within their jobsite and conduct an assessment prior to accessing these areas.

The Contractor shall identify where their work could create a confined space as defined by the applicable regulations.

The Contractor shall establish and implement site-specific procedures for confined space assessment, monitoring, entry, work and rescue.

All persons supervising, entering, monitoring, attending or providing rescue from a confined space shall possess a valid Record of Training by a qualified confined space training provider.

17.0 Fall Protection Requirements

Fall Protection Requirements are mandatory for all trades and individuals involved in performing work on the project. The Contractor to adhere to fall protection per OSHA Requirements.

Airport Safety Representative may request a fall protection plan for review prior to work commencing on Airport property.

The Contractor shall establish and implement a written safe work procedure to identify all potential fall hazards and the methods of fall protection with fall prevention and/or fall arrest measures to be provided to protect all persons who may be exposed to a fall hazard.

The fall prevention procedure shall address as a minimum and at each stage of the work:

- Guardrails/handrails (i.e.: location, type, required rating, inspection and maintenance)
- Floor coverings (i.e.: location, type, required rating, inspection and maintenance)
- Travel restraint (i.e.: location, type, personal protective equipment, approved anchor points)
- Personal protective equipment (i.e.: type, inspection, maintenance and limitations)
- Barriers and signage

The fall arrest procedure shall address as a minimum and at each stage of the work:

- Fall restraint (i.e.: location, type, personal protective equipment, approved anchor points)
- Fall arrest (i.e.: location, type, personal protective equipment, approved anchor points)
- Personal protective equipment (i.e.: type, inspection, maintenance, and limitations)
- Rescue procedures

17.1 Ladders, Scaffolds and Work Platforms

The Contractor must develop written procedures that address the selection, design, use, maintenance and inspections of ladders, scaffolds and work platforms.

Where frequent access or emergency egress is required to a work area above or below ground scaffold stairs must be provided.

17.2 Falling Materials

The Contractor must develop written procedures to prevent equipment, materials or tools from falling.

Where work is performed adjacent to or above a public thoroughfare or access to the jobsite, overhead protection shall be provided in accordance with the Occupational Health and Safety Act R.S.O 1990, C. 0.1 and O. Reg. 213/91 Regulations for Construction Projects.

17.3 Roof Access

Contractors must develop procedures to restrict, control and monitor access to roof areas.

Access to Terminal building roof areas is restricted and must be coordinated with Authorized Airport Personnel.

18.0 Eye, Face, and Head Protection Policy

All personnel shall must always wear American National Standard Institute approved safety glasses, hard hats and face shields as indicated in the SSSP while working on the jobsite.

19.0 Lighting and Other Hazard Markings

Contractor must furnish, erect and maintain markings and associated lighting of open trenches, excavations, temporary stock piles and its parked construction equipment that may be hazardous to the operation of emergency fire-rescue or maintenance vehicles on the airport in reasonable conformances to FAA guidelines, including FAA Advisory Circular 150/5370-2G (or latest edition), Operational Safety on Airports During Construction, as amended. The Contractor must identify each motorized vehicle or piece of construction equipment in conformance to FAA Advisory Circular 150/5370-2G, as amended.

The Contractor must always maintain a minimum illumination level of 45 lux at while work is in progress. Contractors may be required to provide additional task lighting depending on the nature of the work.

20.0 Compressed Gases

20.1 Storage Restrictions

No compressed gases may be stored at the jobsite unless provisions are in accordance with Airport Fire & Emergency Services requirements. Storage locations must be identified in the Contractor's mobilization plan.

The storage of flammable gases within buildings is strictly prohibited. Safety Data Sheets (SDS) or the former Material Safety Data Sheets (MSDS) shall be readily available at the jobsite. All other storage must comply with the requirements of Part 3 of the National Fire Code.

The Contractor's name must be clearly identified on all cylinders, storage and transportation cages.

20.2 Usage Restrictions

The use of flammable gases within buildings must conform to the requirements of the National Fire Code, and the Occupational Health and Safety Act.

The use of flammable gases within below grade levels of buildings or structures, or within maintenance holes, service tunnels or similar locations must be reviewed and approved by all authorities having jurisdiction, including the Airport Fire Department, as well as comply with all applicable code requirements.

20.3 Natural Gas Installations

Installation of any natural gas and propane systems and equipment at the Airport must conform to the requirements of the following:

- National Fire Code
- Occupational Health and Safety Act
- Natural Gas and Propane Installation Code
- Technical Standards and Safety Act

Installation of natural gas and propane systems and equipment must be performed only by persons having a G.1 or G.2 certificate as issued by the Technical Standards and Safety Authority.

20.4 Temporary Heat

Temporary heating units exhibiting an open flame or any type of glowing element to be used within a building must be specified in the Contractor's SSSP with provisions in accordance with Airport Fire Department requirements. Persons connecting propane or natural gas heating units must have a valid Record of Training.

21.0 Use, Handling, Storage and Disposal of Flammable Liquids

Storage of flammable liquids is prohibited within buildings unless permission is granted by Airport Fire Department in accordance with the following requirements:

- Storage and handling of flammable liquids and their containers conform to the requirements of Part 4 of the National Fire Code.
- Storage is not permitted in or near public spaces.
- Storage of permitted liquids must be in ULC labelled containers stored within a ULC labelled flammable liquid storage cabinet.

The Contractor shall establish and implement written procedures for the safe use, handling, storage, transportation and disposal of flammable liquids pursuant to current SDS or the former MSDS which must be available to its employees.

No rags contaminated with oils, fuels, solvents, paint products or other flammable substances are allowed to accumulate at the jobsite unless they are stored in approved self-closing metal containers.

22.0 Spray Painting/Paint Restrictions

Spray painting with flammable liquids, solvents, thinners, etc. is prohibited near aircraft unless permission is obtained Authorized Airport Personnel.

Paints and other associated products including solvents, thinners, urethanes, etc. may not be left in open containers where permitted to be stored during the work. Covers must be replaced to ensure that containers are properly sealed.

Specific restrictions apply within and near Terminal Public Spaces as determined by the Airport Fire Department in accordance with the National Fire Code.

23.0 Maintaining Exits

All exits and access to exits must remain free and clear of any and all obstructions and impairments that may restrict access and exiting.

Temporary fire separations and fire-rated construction assemblies must always remain in service during the work or as long as practicable to prevent the unwarranted spread of fire.

Doors in fire separations may not be blocked in any manner, or left open at any time during any phase of the work.

24.0 Electrical Safety

- The Contractor shall provide electrical safety procedures relevant to the work or jobsite. These procedures must address considerations such as:
 1. Clearance and identification of overhead power lines, work near live electrical conductors
 2. Arc flash protection
 3. Access to electrical rooms, vaults, or corridors
- Electrical extension cords must be UL Listed and suited for their intended purpose.
- Ground fault circuit interrupters (GFCI) must be provided where code applies.
- Electrical appliances, tools and equipment must be disconnected when not in use.
- All contracted work-related wiring and equipment for lighting, heat or power must be in accordance with the NEC and inspected by the Authority Having Jurisdiction.
- When a tenant moves out of a space an outgoing inspection will be required to ensure the safety of all electrical connections.
- No open wiring is allowed at the jobsite. Wires must be capped, taped, and enclosed within a secured UL listed junction box complete with a cover.

25.0 Offices, Trailers and Temporary Workshops

Contractor trailers, material, and equipment trailers must be identified on a mobilization plan and must be authorized by the P&D Office.

Trailers shall not be positioned so as to expose existing building areas to fire exposure or safety hazards, and shall be located a minimum of 10 feet clear from all building, structures and primary security lines (PSL).

All Contractor offices, trailers and temporary workshops must be equipped with adequate fire, emergency equipment and signage.

A final review of the Contractor offices, trailers and temporary workshops is required by the Airport Fire Department before being used.

- The temporary structure wall must be taped, filled and painted (2 coats) white. Damage to boarding must be promptly repaired.
- The opening between the top of the temporary structure wall and the bulkhead or ceiling must be covered with a dustproof fire retardant 6 mil poly plastic cover sheet to prevent construction dust from escaping the worksite. The sheet must be stapled and taped neatly to the inside of the boarding and to the underside of the bulkhead or ceiling.
- Temporary structures may not be fixed to the base building demising caps, floor, bulkhead or ceilings.
- Graphics on temporary structures, if required, will need to be coordinated with the Airport and will be subject to Airport approval.
- The Contractor shall provide painted lockable steel doors and frames for required access to and egress from temporary structure construction areas. The Contractor shall provide access to all construction areas to the Airport Fire Department, Airport Project Manager and Construction Inspector.
- Temporary structures or barriers must not impair required access to or egress from adjacent areas.
- Where temporary structures or barriers must be placed in front of fire alarm pull stations, fire hose cabinets or other life safety equipment requiring access, openings in boarding must be provided for access to such items with appropriate signage to indicate their location.
- When the temporary structure is removed, any damage to the base building bulkhead, ceilings, floor, and demising caps must be repaired immediately by the contractor at their expense.
- When installing temporary structures or barriers in the Sterile Area the Contractor is responsible for ensuring that there is a locking system applied so no unauthorized access can be made to the jobsite. The barriers must be sufficient to prevent unauthorized access. An access key must be placed in an approved secure box on the storefront for emergency access.

25.1 Canvas and Tarpaulins

All canvas and tarpaulins used to enclose either interior and/or exterior building areas must be ULC Listed fire-resistant material with a Flame Spread Rating of 150 or less.

Tarpaulins must be adequately secured at all times against wind gusts and jet blasts.

26.0 Surface Penetrations

The Contractor shall establish and implement written procedures for the penetration of the ground (any surface penetration) and other surfaces including walls and floors.

Airport Utility Locates Request Procedures for services are required before commencing any operations that penetrates any ground surface. Refer to Airport Project Manager for further direction.

All surface penetrations must have barriers or guards and signage placed around them in all directions to prevent the access of any person. Trenches and excavations that require entry by a person(s) must have an engineered system to protect the person(s).

Any surface penetrations (i.e.: drilling, coring or cutting) involving concrete slabs, walls, or structural members of a building must follow the specific procedures for such building.

27.0 Air Quality

The Contractor shall establish procedures to eliminate or control the generation of dusts, mists, fumes, vapors, smoke and offensive odors created by their work.

The Contractor shall monitor oxygen levels as well as the levels of potential airborne contaminants to ensure they do not exceed acceptable limits.

The SSSP should include competent worker and procedures for testing and maintaining records.

28.0 Equipment, Tools and Machinery

The Contractor shall establish and implement a procedure to ensure that all equipment and machinery are inspected and certified as required by a competent person prior to arrival at the jobsite and by the operator prior to each use. The procedure must be accompanied by:

- Applicable Manufacturers' Specifications
- Engineers' Drawings and Specifications
- Log Books
- Operator's Manuals
- Other safe operating instructions applicable to the equipment or machinery. Such documentation must be maintained at the Jobsite.

All mobile equipment being used within Terminal areas must come equipped with:

- Signage clearly identifying the owner of the equipment along with contact information
- Non-marking wheels and/or wheel covers
- Drip containment absorbent pads

28.1 Crane Request Form

All cranes and other hoisting equipment on Airport property and in the vicinity of the Airport must be authorized by the Airport Project Manager for specific requirements and scheduling of their use. Contractors shall allow at least 3 weeks advance notice to obtain such authorization.

Once the crane use is authorized, the crane operator will be issued written notice with specific conditions from the Airport Project Manager to commence operating the crane. All requirements and restrictions stated in the notice must be followed without exception, including the Airport Operations Center (AOC) being contacted prior to starting the activity, and again upon its completion.

Crane operations are monitored and persons found not complying with the above requirements will be ordered to take down the crane at no cost to the Airport. Contractors working on Airport property may be subject to being removed from the Airport after a first offense.

29.0 Airport Systems Disruptions

29.1 Building modifications/Utility Shutdowns

Refer to the Utility Shutdown SOP for guidance on Planned Utility Outages - Planned Outages must be coordinated through the Airport Project Manager.

29.2 Construction Barricades and Maintenance of Traffic

The Contractor shall take all necessary action to eliminate hazards, which might reasonably be expected to cause injury to the public, prevent property damage or to keep the public out of the construction area. In addition to the regulations identified within the specific contract documents, the following precautions are required:

- **Barriers/Barricades** - All barriers used on the project must comply with Airport standards and be approved by the Airport. The Contractor shall provide adequate visibility and protection when public use of work areas must be maintained on sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways. Appropriate barriers (i.e.: guardrails, barricades, temporary fences or partitions, overhead protection) must be secured against accidental displacement and maintained in place except where temporary removal is necessary to perform the work.
- **Caution Tape** - The use of caution tape for marking unsafe conditions, open hazards, or work areas is prohibited.
- **Egress** - Sidewalks, building entrances, lobbies, corridors, aisles, doors, or exits in use by the public must be clear of obstructions to permit safe ingress and egress of the public at all times.
- **Maintenance of Traffic** - The SSSP must clearly delineate the maintenance of traffic plans as relates to both off and on the Airport property, as will be affected by the Tenant/Contractor's project. Public road MOT plans must be prepared in accordance with KYTC standards. Coordinate with the Airport for appropriate wayfinding requirements.

29.3 Airport Transportation Systems

People moving devices including; trains, busses, Automated People Mover (APM), conventional elevators, and escalators must remain in service at all times. When construction activities will compromise these systems, the Contractor must submit a comprehensive mitigation plan for approval by the Airport.

People moving devices are meant for the use of airline passengers and Airport personnel travelling between Terminals, or to and from designated parking areas.

Such systems may be used for the general movement of Contractor personnel between designated parking areas and Terminal Buildings.

Such systems may not be used for the movement of construction debris, tools, and equipment of any type, supplies or materials used for work or work-related activities.

30.0 Special Procedures for Work in Terminals

30.1 Surface Penetrations – Coring, Drilling, Chipping, & Cutting

All surface penetrations in any concrete floor or wall structure must be kept to a minimum and planned with the Planning and Development Office. Where possible, installations should use existing penetrations.

Prior to any surface penetrations commencing, the Contractor must confirm that all applicable reviews have been completed, all applicable reports are in hand and that the CSPCS form has been fully completed and signed by all the applicable parties including the General Contractor, the structural engineer and by Airport Project Manager.

In any location where the public or Airport employees may be present, the Contractor shall provide signage, barricades and spotters at the level of coring and at the area below the core. Core drills may also be subject to a pre-start inspection by the Airport Project Manager.

30.2 Service Room Access

Contractors performing Work requiring High Voltage (HV) Substation access will be permitted entry only by having Airport Facilities and Maintenance Department unlock the HV locations, escort during the work in progress, securing them at the completion of each shift, and securing them at the completion of the work.

Where access to other mechanical or electrical service rooms is required, keys may be signed out to the Contractor by following the Key Request Process.

All keys must be returned upon completion of the work. The requirements of Access and Security Section of this Manual apply to lost or unreturned keys.

31.0 Limitations

Contractor’s implementation of their SSSP and work activities may be reviewed on a random basis based on factors such as contract value, risk and/or duration. These evaluation reviews have been established to ensure compliance with this chapter as part of a quality assurance system of the Airport. These reviews in no way reduce, restrict, limit or in any way affect the autonomy of each Contractor’s responsibility as an “Employer” to ensure the work meets statutory and regulatory requirements or this chapter.

These reviews may identify physical and procedural deficiencies that must be corrected by the Contractor to ensure compliance with statutory and regulatory requirements. Some components of the evaluations are based on construction industry “best practice.”

32.0 Work in Progress

Authorized Airport Personnel will make random visits to the jobsite, as warranted by the circumstances, to conduct reviews.

Depending on the size and complexity of the scope of the work, the Authorized Airport Personnel may report findings of their reviews via email.

The Authorized Personnel may invite the Contractor’s site superintendent, safety representative, Airport Project Manager or other stakeholders to tour the jobsite while making observations of work in progress respecting health and safety practices and procedures.

The Authorized Airport Personnel may request confirmation from the Contractor that noted deficiencies are acknowledged and are corrected immediately.

Where circumstances exist that may result in harm or damage, the Authorized Airport Personnel may request immediate corrective actions prior to the continuation of the work.

33.0 Completion Stage

At the completion of the work, the Contractor may be evaluated based on their performance as it relates to the Contractor safety.

34.0 Appendices

34.1 Appendix 1 - Components of a Contractor Health and Safety Plan (CHSP)

Section 1

This section should include a safety commitment letter signed by the President of Contractor’s company. The following items must be addressed by this letter:

- Company commitment to being incident and injury free, and its philosophy on safety.
- Company acknowledgement that it will support and participate in a light duty/return to work policy.
- Company acknowledgement that it will commit to drug free workplace.
- Company acknowledgement that it will comply with OSHA Standards 29 CFR 1926, 29 CFR 1910 and 49 CFR (if applicable), as amended.
- Project Safety Manager’s name and lines of authority, as well as his/her authority regarding safety matters.
- The following attachments should follow the safety commitment letter:
 1. Project Safety Manager and Alternate Project Safety Manager’s resumes (must meet specification qualifications).
 2. Contract list for Supervisory staff:
 - Name
 - Job Title
 - Office Telephone Number
 - Cellular Phone Number
 - E-mail Address
 3. List of Subcontractors
 - Name of Subcontractor
 - Address
 - Contact Person
 - Job Title
 - Office Telephone Number
 - Cellular Phone Number
 - E-mail Address

Section 2

This section should include Contractor’s company disciplinary policy, which incorporates Section 6 of Exhibit 2 – Safety Rules for All Projects.

Section 3

This section should include Contractor’s company disciplinary policy, which incorporates Section 2 of Exhibit 2 – Safety Rules for All Projects.

Section 4

This section should include the site-specific job hazard analysis for the project. It should take the tasks in the project schedule, analyze the hazards and list the proposed safety measures to abate those hazards.

Section 5

This section should include Contractor's Health and Safety Program administration.

- How Contractor intends to conduct the on-site, day-to-day operations of Contractor Company's program and roles and responsibilities of those in its organization in compliance with applicable law, including state, federal and local jurisdictions, and its commitment to safety education and training.
- How Contractor handles new hire training, employee responsibilities, first aid, CPR, Return to Work Program, etc.
- How Contractor will address the items included in 29 CFR 1926 Subpart C General Safety and Health Provisions, as amended.

Section 6

This section should be broken up into safety categories. At a minimum, it shall include sections on the following:

- Safe Work Practices
- Housekeeping
- Personal Protective Equipment
- Respiratory Protection
- Hearing Protection
- Fall Protection
- Fire Prevention
- Ladder, Stairway, and Ramp Safety
- Scaffolding
- Electrical Safety
- Lock-Out/Tag-Out Procedures
- Tool Safety
- Personal Hoists / Man-Lifts
- Welding and Cutting
- Compressed Gas Cylinders
- Excavation and Trenching
- Mobile Equipment Operation and Operator Training
- Trucking
- Steel Erection
- Cranes & Rigging
- Hazardous Material Handling
- Hazard Communication Compliance
- Confined Space Entry Program
- Concrete and Masonry Construction
- Demolition
- Explosives
- Work Zone Safety – MUTCD
- Site Security
- Miscellaneous (include any applicable items not covered above needed to successfully complete your contract)
- Other Engineering and Administrative Controls.

Note

Not all items in this Section 6 may be used during Contractor's Work. If an item is not relevant, Contractor may leave it out of the CHSP, but indicate under that item that it is not needed for the project. There may also be items not included above that are relevant, but which are not included above. Those items must still be addressed in the CHSP plan.

A failure to include items in the CHSP which may be needed later will not relieve Contractor of the responsibility to comply with all applicable laws and government standards that apply and the Airport reserves the right to require a supplemental safety submission to address such specific issue(s).

34.2 Appendix 2 - Safety Rules for All Projects

34.2.1 Drug and Alcohol Testing

- Use or possession of intoxicants, alcohol or drugs, are strictly prohibited. Use or possession will result in immediate termination and removal from the Project.
- Drug testing shall be a regular part of Contractor's program and include the following types of testing:
 1. Post-Accident – A worker who has an accident will be drug tested at the hospital or clinic. This applies to property and personnel incidents.
 2. For Cause – Workers who exhibit behavior of a nature consistent with possible drug use will be subjected to immediate drug testing. Failure to comply with a request for testing will result in immediate removal from the Project.
 3. Random – Random testing will be done at the company level. The cost of all drug testing will be borne by the Contractor.

34.2.2 Personal Protective Equipment (PPE)

All Contractor personnel, Airport personnel, and Airport/owner representatives, vendors, suppliers, and all visitors to be jobsite will dress as follows:

- Hard Hats/Construction Helmets – must be worn 100% of the time while workers are on the Project. The bill will face the front. No caps of any kind will be worn under hard hats. Hard hats must meet the applicable ANSI standards.
- Safety glasses will be worn 100% of the time while workers are on the project. Safety glasses must meet the applicable ANSI standards.
- Shirts with sleeves (minimum 4") – no cut-offs or tank-tops are allowed.
- Long pants extending to the boot.
- Work boots.
- Reflective vests.
- Hearing protection in accordance with OSHA standards.
- Work gloves (as required by contractor internal policies).

The following items of clothing or manner of dress are not considered appropriate attire and will not be allowed:

- Cut-off shirts (sleeves or midriff)
- Workers without shirts
- Tennis shoes or hiking boots
- Glasses that are not safety glass (meet ANSI Z87 standard)
- Jewelry – rings, earrings, body piercing, necklaces, etc. will not be worn around or near moving parts or tools.

34.2.3 Housekeeping

Housekeeping shall be done on a daily basis or as needed to ensure a safe working environment. Dumpsters shall be provided on each project for the removal of construction debris. Construction debris shall be removed to dumpsters daily or more often as needed. Work areas shall be cleaned as needed to provide for worker safety. Trash receptacles shall be provided on site for the disposal of cans, garbage and trash. These receptacles shall be clearly marked “Trash” and shall be emptied as needed to comply with sanitary requirements.

34.2.4 Restrictions

- No glass containers are allowed on the jobsite. Workers may use aluminum cans or plastic bottles and these must be disposed of properly.
- When working on the Aircraft Operations Area (AOA), workers are to place all uneaten food; food wrappers, bottles and cans back in their lunch box and remove them. No debris (Foreign Object Debris (FOD)) is to be left on the AOA.
- Use of music devices shall not be allowed on the jobsite, including but not limited to radios, cellular phones, cassette players, CD player, MP3 players or iPods.
- No yellow caution tape, red danger tape, or survey tape is to be used on projects inside the Aircraft Operations Area (AOA).
- Use of foul or condescending language is prohibited.

34.2.5 Imminent Danger to Life and Health Situations (IDLH)

Anyone (e.g.: visitors, consultants, excluding contractors, OCIP enrolled contractors, etc.) who observes, has knowledge of, or is observed acting in a manner, which exposes themselves or a coworker to serious injury or death will be disciplined as follows unless the act is so egregious that it requires immediate termination:

- First Occurrence = 72 hour suspension from project
This suspension period will exclude weekends and all holidays. Within 2 hours of the suspension, Contractor must provide the Airport Safety Manager with documentation of who has been suspended and when they are allowed back on the project. Included in the documentation will be the date and type of retraining that will occur before the suspended individual is allowed to return to work.
- Second Occurrence - Removal from project
- Incidents that would result in a violation of this policy include, but are not limited to the following:
 1. Fall protection issues (i.e.: not being properly anchored and/or not using fall protection)
 2. Excavation issues (i.e.: no trench box or sides of the excavation not properly sloped)
 3. Electrical safety – failure to use proper lock-out/tag-out procedures
 4. Welding or cutting without proper eye protection
 5. Ladder safety – dangerous practices
 6. Riding in the back of a pick-up truck or other unsafe or improper use of vehicles or equipment
 7. Confined Space Entry Safety (i.e.: monitor, permit, training, etc.)
 8. Riding in or driving a truck or operating heavy equipment without using a seatbelt. The driver will be held responsible for compliance of the seatbelt policy by all passengers.

34.2.6 Temporary Power

All temporary power shall be on ground fault circuits at all times. If outlets are not ground fault circuit interrupter (GFCI) protected, a GCFI pigtail shall be used between the tool and the power source. All GCFI circuits should be tested before being used.

34.2.7 Loitering

There will be no loitering in the parking lots once the workday is completed. All employees should leave the jobsite in a reasonable period after the completion of their shift.

34.2.8 Hot Work

The following procedures will be followed for all hot work, cutting, grinding, or welding:

- Flash arrestors shall be installed at the regulator on all cutting torches. An additional flash arrestor shall be installed on the manifold if used.
- Flash shields or blinds shall be used to prevent exposure of workers in the vicinity any welding operation. All efforts shall be made to prevent exposure of workers to ultraviolet rays and radiation energy.
- Fire extinguishers of the proper size and type shall be provided in all areas where hot work such as cutting, welding, grinding, etc. is taking place. The minimum size and type of fire extinguisher that is acceptable is a 5 lb. ABC fire extinguisher. Fire extinguisher inspection tags must be in place on the unit and inspections must be current (within the last 6 months)
- “Hot Work Permits” must be obtained from the CVG Fire Inspector prior to the use of any open flame cutting, welding, etc. A copy of the permit must be always on site during any “Hot Work” activity.

CVGAA requires that the Contractor who has been issued a FAP for a Project has established their own Hot Work Permit Process and shall be fully responsible for all Hot Work activities carried out under the contractor’s scope of Work.

The Contractor will issue all Hot Work Permits (HWP) required to complete its and its subcontractors’ scope of Work. Each HWP issued by the Contractor must have an expiry date which cannot exceed 30 days from the date of issue at which time the HWP shall be reviewed and reissued as required.

In issuing HWP’s the Contractor must understand, incorporate, and maintain all applicable mitigating fire safety measures as detailed in the Project Specific Safety Plan (PSSP) which forms part of the conditions for the FAP issued to the Contractor for the Project.

A “competent person” employed by the Contractor must review and assess each applicable site where Hot Work will be carried out and then fully complete, sign and post the HWP Sign-off Checklist on site near the immediate location of the Hot Work activities producing heat and/or sparks, which may include: welding, brazing, cutting, grinding, soldering, torch applied roofing or utilization of an open flame of any type within the limits of the Airport property.

The Contractor’s “competent person” must have fire extinguisher training and specific knowledge and understanding of: fire hazards and fire safety; requirements of the National Fire Code; requirements of the Airport Construction Code; cutting and welding practices; and the Contractor’s safety policies, procedures and the SSSP submitted to the Airport Project Manager for the hot work being carried out.

Upon mobilization on site, the Contractor’s “competent person” must contact the Airport Fire Prevention Office (859-767-3123) before any work begins to discuss potential fire hazard, general fire safety issues, expectations and the requirements for the Hot Work Permits being issued by the Contractor under the FAP.

Prior to commencing any hot work activities each day or shift, each worker must have read, fully understand and have checked that all the required precautions as detailed in the posted Hot Work Sign-Off Checklist are in place, and that it is safe to proceed with their work.

Airport Fire Prevention and the Airport Project Manager will be conducting random site audits to ensure that the Contractor's Hot Work Permit Process is being implemented for all project activities involving Hot Work.

Failure of the Contractor, their subcontractors, suppliers, or individual employee(s) to follow Contractor's Hot Work Permit Process, or failure to implement, maintain and/or follow all fire safety precautions, will result in the immediate stoppage of all work under the applicable FAP. Work will then not be allowed to commence until the contractor submits an incident report to Airport Project Manager detailing the noncompliance with the Hot Work Permit Process; and the corrective actions taken to remedy the noncompliance.

34.2.9 Energy Control and Lockout Procedures

Lockout requirements come into effect when a system or pieces of equipment represent a potential hazard to life and property, and apply to the following energy sources:

- Electricity
- Pneumatics
- Hydraulics
- Steam
- Pressure pipelines
- Pressure vessels
- Gravity
- Residual energy

The Contractor must develop a work specific lockout procedure to ensure the safety of its workers, all persons affected by the work and protection of equipment and installations.

Procedures must be reviewed by the Airport Project Manager, prior to use, where the work will affect operating systems. The Contractor shall make application to the Airport Facilities and Maintenance Department for a Shut Down request.

Procedures must comply with Part II of the Occupational Health and Safety Act R.S.O 1990, C. 0.1 and O. Reg. 213/91 Regulations for Construction Projects, and all other applicable codes and standards including CSA-Z460-13; Control of Hazardous Energy-Lockout and Other Methods.

Procedures must contain as a minimum, the concepts of; Isolate-Lock-Tag-Test; "First lock on - Last lock off"; and every worker affected by the energy source must utilize a lock and tag to control the energy source.

34.2.10 Fire Protection System Shut Downs

No fire protection impairment due to the Work shall take place in any Airport building unless a minimum of 72 hours advanced notice is given to Airport Fire Department.

Fire protection impairments in existing buildings may require that a fire watch be provided at the expense of the Contractor for the full-time duration of the impairment and as prescribed by Airport Fire Department requirements. The preservation of existing fire protection systems or an equivalent thereof, is essential during all phases of the work in occupied buildings.

Expenses for false alarms, caused by any Contractor work activity after failing to perform the above procedure, may be charged to the Contractor by the Airport.

34.2.11 Respect

Airport passengers and airline employees will be treated with the utmost respect and courtesy. Anything less may result in removal from the project site.

34.2.12 Harassment

Harassment of any kind (e.g.: sexual, personal, property, etc.) will not be tolerated in any area controlled by the Airport. Proof of harassment will be grounds for removal from the project and possible action by the Contractors.

34.2.13 Work Place Violence

All acts of work place violence will be reported to the supervisor, who shall report in accordance with the Project's incident reporting protocol.