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# 0 Introduction

## 0.1 General

This standard forms part of the overall Aerodrome Manual System.

Please click here to access the Aerodrome Manual Document

Aerodrome Manual Document Appendix 1 contains the following sections:

| | | |
|---|---|---|
| A1.1 Record of Amendments | A1.4 Abbreviations | A1.7 NOTAM Originators |
| A1.2 Key Contacts | A1.5 Drawings | A1.8 Reference Documents |
| A1.3 Definitions | A1.6 System and Owners | A1.9 Nomenclature and Levels |

## 0.2 Safety Objective

1) The Safety Objective of this Standard is to outline mandatory safety requirements of all contractors working in Cork and Dublin airports

## 0.3 Summary of Standards

1) This Standard has been prepared to be in compliance with the requirements of the Safety, Health & Welfare at Work Act 2005; the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2021 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021.

## 0.4 Roles and Responsibilities

*Table 1: Aerodrome Personnel Referred to in this Airport Direction*

| Position Title | Roles/Responsibilities |
|---|---|
| **Airport Police** | Monitor and maintain security in both Dublin and Cork airports. |
| | As per their security compliance role, they can stop contractors works where there has been a breach in either the P2W or security requirements. In the event of such instances, |

| Position Title | Roles/Responsibilities |
|---|---|
| | Operational Safety in conjunction with the Project Manager may suspend the permit until further notice. |
| **Airside Operations and Safety Officers (AOSO)** | Monitor safety in the Airside environment which includes contractors and construction work undertaken on the ramp, taxiways, runways etc. |
| | Contractors who work on the airside are required to sign in with the AOSO on the commencement and completion of work each day. AOSO also have powers to stop works where they deem there are safety or aviation concerns. |
| **Airport Operations Centre (APOC)** | Have powers to stop works if informed that there has been a breach in the Permit to Work, following agreement with the Project Manager. If works are stopped, they shall inform the Safety Department, who may suspend the permit until further notice. |
| **Project Manager (PM)** | Ensures the permit application is submitted and completed prior to works commencing and to continue to monitor safety on site. If issues are found with the Permit to Work application, the PM may revert to the contractor for correction. |
| **Project Supervisor of the Construction Stage (PSCS)** | Manage and co-ordinate health and safety matters during the duration of the project if required under the Construction Regulations including preparation of Construction H&S plans, AF2 notifications, management of sub-contractors etc. |
| **Project Supervisor for the Design Process (PSDP)** | Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project and where possible, eliminate or reduce the risks if required under the Construction Regulations. |
| **Operations Safety** | Operations Safety manage the Permit to Work process at Dublin Airport. They are responsible for training, engagement with PMs / Contractors on issues related with P2W and ensuring that all relevant stakeholders have access to and are fully aware of the P2W process at Dublin Airport. |
| **Fire Safety Manager** | Provides guidance to any queries relating to Life Safety Systems (LSS) and hot works related to the P2W process |

## 0.5 Background/Context/Scope/Intro/doc overview

1) The purpose of this Standard is to outline minimum standards for Contractors carrying out work at any daa site and to follow the Aerodromes Safety Management System – See Dublin Airport Operations Library - MAN.100 Dublin Airport Safety Management System (SMS).pdf - All Documents (sharepoint.com)
2) daa recognises fully its obligations under the Safety, Health & Welfare at Work Act 2005; the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2021 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021.
3) Contractors working on any daa property are required to execute contracts in accordance with best practices designed to ensure the Safety and Health of their own employees, airport staff and any other persons who may be affected by their undertaking.
4) This document does not remove the obligation on the Contractor/Sub-Contractor to comply with all relevant Legislation, Codes of Practice and Guidelines concerning Health & Safety in the workplace and the production of Safety Statements, Method Statements and Risk Assessments relevant to their work at any daa site.
5) daa may issue further guidance /rules dictated by changes in legislation, Codes of Practice, Guides or as required by the project.

# 1 Safety & Security

## 1.1 Safety Awareness

1) Safety awareness is being aware of safety issues, and of potential hazards to yourself and others in the workplace.

### 1.1.1 Why is Health and Safety Awareness Important?

1) It could save your life and prevent you from being injured.
2) Being aware of the potential hazards within your workplace and what protection is available to you.
3) Proper training, Observation, Learning and Experience are keys to your safety!

### 1.1.2 Employer Responsibilities are to:

1) Comply with the requirements of the Safety, Health & Welfare at Work Act 2005.
2) Provide a safe and healthy workplace.
3) Train employees about potential hazards and ensure employees are certified when required, e.g. CSCS qualified to operate machinery.
4) Correct unsafe acts and unsafe conditions.
5) Ensure personal protective equipment is available for use.
6) Report and investigate all accidents and incidents.

### 1.1.3 Employee Responsibilities are to:

1) Comply with the requirements of the Safety, Health & Welfare at Work Act 2005.
2) Know and comply with all Health & Safety Regulations.
3) Protect yourself, your co-workers, and members of the public who may be affected by your work and/or actions.
4) Report unsafe acts and unsafe conditions to your employer.
5) Use personal protective equipment as required by the employer.
6) Report any accidents, incidents, or illness immediately to your employer.

## 1.2 Protecting the Public and other Stakeholders

1) Contractors are reminded that the protection of the public throughout the airport is of absolute importance. Consideration should be given to adjacent activities of the airport (e.g. check in, security, retail etc.), with specific consideration to the scheduling of noise or dust generating activities and their impact to stakeholders and the public.

### 1.2.1 Contractors are required to ensure, at a minimum the following:

1) That correct directional signage is in in place.
2) That work is hoarded/fenced / off from the public using solid barriers.
3) All works areas to have hoarding/delineation.

4) Where internal hoarding is designed, and factory manufactured, it must be assembled as per the manufacturer's assembly manual. Where hoarding is built with timber / boards, it must be designed, and a temporary works cert must be issued to the PSDP for signature.
5) Hoarding (internally within buildings) to be white with standard daa graphic.
6) Hoarding can be PVC Class O spread of flame retardant or fire rated plasterboard as required.
7) External fencing to comply with relevant BS standard
8) Roadwork barriers are in place and roadworks are well lit.
9) Ensure the public is protected from falling materials.
10) The boundary is secure.
11) All ladders are removed, and/or their rungs boarded so that they cannot be used.
12) That excavations and openings are securely covered or hoarded/fenced off.
13) That all plant and equipment is immobilised to prevent unauthorised use.
14) That materials are safely stacked and transported safely throughout the Airport campus.
15) That flammable or hazardous substances are locked away in secure storage places.

## 1.3 Appointment of Safety Staff

### 1.3.1 Site Safety Officer/s

1) Construction Contractors must appoint a Site Safety Officer/s in line with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 to 2021 or as directed by the requirements of a Preliminary Health & Safety Plan.
2) In case of visiting safety officer, the Contractor must provide a copy of a weekly site inspection report to the Site Safety File for inspection and attend Infrastructure HSSE Meetings where applicable.

### 1.3.2 Safety Representatives

1) Construction Contractors must facilitate the appointment of a Site Safety Representative by the employees on site and allow him/her to carry out the functions detailed in the Safety, Health and Welfare at Work Act 2005.

### 1.3.3 Safety Leadership Team Meetings

1) All construction contractors and directors operating at daa sites are actively encouraged to attend and participate in the daa Safety Leadership Team meetings. This safety initiative by the daa encourages the gathering of contractor directors and safety professionals to meet and exchange safety information for the benefit of all and gives updates on the current projects/ works. Meetings are generally held every 6 to 8 weeks throughout the year.
2) NOTE: All PSCSs are to display key accident data prominently on their site entrances – including hours to date, the time/date of last notifiable accidents and hours worked since the last notifiable accident.

### 1.3.4 Site Supervisors

1) Contractors shall ensure that they have an appropriate level of supervision on site for the duration of the project. For construction works all supervisors must hold IOSH Managing Safety in Construction (MSIC).

## 1.4 Safe Place of Work, Safe Means of Access/Egress



1) In certain instances, contractors may be required to work in an area to which tenants/concessionaires and members of the public have access. In these areas, it is critical that risks are controlled.

### 1.4.1 Contractors must ensure that:

1) Everyone can move around safely.
2) Roads, Gangways, Hoists, Passageways and Staircases are kept clear and safe.
3) Solid barriers are erected to designate and secure your site, and they must be maintained and inspected on a frequency identified by risk assessment.
4) Materials are stored safely.
5) Rubbish is disposed of properly.
6) Openings are fenced off and there are barriers to prevent falls.
7) Where long or difficult materials are to be carried through public or terminal areas, they should be carried by a minimum of two persons at waist height.
8) Materials, ladders and equipment must not be carried on escalators or travellators.
9) A three-meter clearance zone must be maintained at the Airside/Landside boundary fence. The storing/stocking of any materials, parking or leaving vehicles or placing displaced soil is prohibited.
10) Any damage to the fence observed or caused by the contractor must be immediately notified to the Airport Police:
    a) Dublin Airport 01 944 7777
    b) Cork Airport 021 4328840

## 1.5 Safety Signage

1) The requirements for safety signs and signals which must be used at all workplaces, including on all daa construction sites, when hazards cannot be avoided or adequately reduced are set out in the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021 Chapter 1 of Part 7: Safety Signs at Places of Work (Amended 2016).

## 1.6 Safety Observation Reporting

1) We all have a part to play in identifying unsafe acts or conditions.
    a) For ourselves:
        i) we should stop and think before doing each part of a job. Even this might not be enough, because we convince ourselves ‘it’s OK – it won’t happen to me’.
        ii) For others: we need to be able to point out to each other unsafe acts and conditions without fear of recrimination. It is impossible for us to be fully focused on safety all of the time, we will have lapses, and

we will make mistakes. That is why it is so important that we observe each other and intervene where necessary. We need an easy way to take care of our workmates and ourselves

2) We simply ask that you 'Take a 20 second scan and take immediate corrective action'
   a) The observer:
      i) Whilst carrying out your normal daily duties, make regular scans of your work areas for unsafe conditions that may be present.
      ii) Keep an eye open on those working around you to ensure that they are working in a safe manner.
      iii) If you observe an unsafe condition or see someone working in an unsafe manner – take 'immediate corrective action' i.e. an intervention to either stop the unsafe act or correct the unsafe situation.
      iv) Observations relating to safe behaviours and good practices can also be recorded and reported.
3) Immediate Intervention:
   a) The Safety Observation Reporting process will be greatly strengthened if you immediately intervene when you see an unsafe act or condition.
   b) Ideally, we should all be comfortable approaching each other to eliminate unsafe actions. However, if you elect not to do this then you must report it to your supervisor immediately. This will enable your supervisor to take the appropriate immediate corrective action to rectify the unsafe situation.
   c) Always intervene if you see someone in imminent danger – but be sure that you do not put yourself at risk.
   d) You are requested to record the observations and interventions you make and post them in the box that has been provided for this purpose.
   e) Observation/Intervention reporting books will be available for you to record your actions. The way these are issued and the location of the "post box" is explained during the site-specific induction.
   f) Recording your intervention is of the utmost importance as it will allow us to identify trends or issues regarding health and safety

4) General Hazard Identification:
   a) Contractors are required to report any hazards that they have identified. There are several means for general hazard identification reporting
      i) Inform line manager / supervisor / Project manager of potential hazard for escalation to the appropriate party.
      ii) Emailing safety@daa.ie or for Cork Airport airsidesafetycork@corkairport.com
      iii) Anonymous reporting through daa website.
5) Just Culture:
   a) The key objective of the reporting of safety events is to learn lessons from past experience, in order to reduce the likelihood of accidents and incidents recurring. It is not to attribute blame or liability.
      i) Accurate and timely reporting of relevant information related to hazards, incidents or accidents is a fundamental activity of safety management. These reports are used to support safety analyses. Front-line personnel are some of the best sources of data since they observe hazards as part of their daily activities.
      ii) A "Just Culture" is the term used to describe: "an atmosphere that is fair and encourages open reporting of accidents and incidents and near misses. However, deliberate harm and wilful damaging behaviour is not tolerated. Everyone is supported in the reporting of accidents, incidents and near misses".

iii) daa fully supports the principles of "Just Culture". Personnel and related contractors are empowered to report any safety risk without fear of retribution, on the clear understanding that daa accepts that errors and lapses of judgement may occur and that personnel, in the course of their normal, expected duties, do not intentionally commit such errors. Personnel who make honest mistakes or misjudgements will not incur punitive action – provided that they report such incidents in a proper, timely fashion, and cooperate fully with any subsequent investigation.

iv) The only exceptions to this general nonpunitive policy are where the actions or omissions involve negligence, reckless disregard, or a failure to report safety incidents or risk exposures. A contractor who acts irresponsibly in one of these ways is potentially exposed to disciplinary action. A contractor's compliance with reporting requirements will be a factor to be weighed favourably in decision making in such circumstances.

v) To protect the integrity of the reporting system, confidential reports submitted are deidentified to the greatest extent possible in the context of the needs of the subsequent investigation. The identity of the reporter will be divulged only on a need-to-know basis, as determined by the Safety Manager at daa sites.

### 1.7 Accidents and Incidents

1) All accidents, incidents and near misses must be reported immediately where appropriate by the injured worker or first aid provider to his/her employer to facilitate accident investigation and preservation of evidence. It is the responsibility of the contractor to report to the Health and Safety Authority (HSA) any workplace injury that results in lost time of over three days (not including the day of the injury, refer to HSA IR1 form (accident_and_dangerous_occurrences_reporting_2022.pdf (hsa.ie)). The contractor must also inform the HSA of any dangerous occurrence (refer to HSA IR3 form). These forms are available online at www.hsa.ie.
2) To ensure safety legislative compliance the daa advises the contractor to refer to the HSA website for further information in relation to accidents/incidents and dangerous occurrence reporting. Accidents and incidents occurring external to the contractor's site on daa property must be advised to the Airport Police. For All Fire and Medical Emergency assistance please call the Fire Service (please refer to contact numbers pg. 9).
3) The contractor must report all accidents and incidents to their designated daa Project Manager or liaison as soon as possible.
4) A copy of the contractor's investigation report on all accidents and incidents shall be provided to the daa Project Manager or liaison, who will forward all completed reports to the Operational Safety department.

# 2 Emergency Response

## 2.1 Contacts for Fire and Medical Emergencies

### 2.1.1 Dublin

1) Call Dublin Airport Fire Service: (01) 944 7777
2) Call the Dublin Airport Police: (01) 944 7777
3) Nearest Hospital: Beaumont Hospital
   a) Phone: (01) 809 3000
   b) Beaumont Rd, Beaumont, Dublin 9, Post Code: D09V2N0

### 2.1.2 Cork

1) Call Cork Airport Fire Service: 3444 or 021-4329605
2) Call Cork Airport Police: 3777 or 021-4328840
3) Nearest Hospital: Cork University Hospital
   a) Phone: (021) 492 2000
   b) Cork University Hospital, Wilton, Cork, Eircode: T12 DC4A

### 2.1.3 Nearest Swift Care Clinics

1) VHI 360 Health Centre
   a) Phone: (01) 448 2450
   b) Address: Columba House, Airside Retail Park, Swords, **Co. Dublin** Eircode: K67 R2Y9

2) Affidea Northwood
   a) Phone: (01) 866 9807
   b) Address: Building 1, Swift Square, Northwood Business Park, Santry, **Dublin 9**, Eircode: D09 A0E4

3) VHI 360 Health Centre
   a) Phone: (01) 448 2450
   b) Address: City Gate, Mahon, **Cork**, Eircode: T12 W7CV

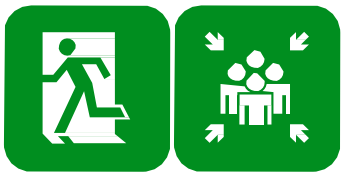
## 2.2 Fire

### 2.2.1 If You Discover a Fire



1) If you discover a fire, raise the alarm by following the following procedures:
   a) Alert other occupants in your area by shouting “Fire, Fire, Fire”.
   b) Activate the nearest Red Break Glass Unit as you exit.
   c) Call the Airport Fire Service (Dublin 01-944 7777 or Cork 021-4329605).
2) Dealing with small fires:
   a) Only use an extinguisher if you are trained to do so.
   b) Be sure to only use an appropriate extinguisher e.g. water or foam should not be used on live electrical equipment.
   c) Never place yourself in danger. If in doubt, get out!

### 2.2.2 If You Hear a Fire Alarm



1) Upon hearing a fire alarm, you should follow these procedures:
   a) Evacuate the area immediately and move to the next evacuation zone. If in doubt, follow the green running man signage to a place of safety

b) Follow the instructions of Airport Staff. Look out for Airport Fire Marshals, Fire Service or Airport Police
c) Assemble at a designated assembly point
d) If someone in your area has failed to evacuate make an effort to notify the Airport Fire Marshals, Fire Service or Airport Police
e) Do not return to your workplace under any circumstances until the All Clear has been given by the Fire Service

2) Important notes:
   a) Public areas within the Terminal buildings will have a Public Address Voice Alarm to signify a fire alarm.
   b) Back of house areas and campus buildings will have a traditional bell or sounder to signify a fire alarm.
   c) Familiarise yourself with the location of exit doors and escape routes in the vicinity of your workplace. The more familiar you are with your surroundings, the safer you will be in the unlikely event of an evacuation.

### 2.2.3 Contractors Responsibilities and Housekeeping

1) A good Fire Strategy is only as good as the people who comply with it.
2) Each and every person has the responsibility to ensure that they:
   a) Keep Fire Exits Clear
   b) Do not block Escape Routes
   c) Keep Fire Doors Closed
   d) Keep their workplace tidy
   e) Be familiar with local Fire Safety Procedures
   f) Never place the lives of others in danger as a result of their actions or omissions
   g) Contractor's temporary accommodations should be fitted with appropriate fire detection and fire fighting equipment.
3) Hot works and Life Safety Systems:
   a) Any works taking place by a contractor which can be described as "Hot Works" must follow a separate Permit 2 Work Procedure and Risk Assessment. A "Hot Works Permit" must be obtained prior to any "Hot Works" being undertaken. Hot works can include, but are not limited to:
      i) Welding
      ii) Brazing
      iii) Grinding
      iv) Use of abrasive wheels
      v) Torch on felting
   b) All petrol/spark ignition machinery is to be restricted for Airside use due to fuelling zones and areas, should this equipment have to be used, contractors are to inform the daa Project Manager and a suitable risk assessment and permit to work must be undertaken relevant to the area of operation.
   c) No naked flames from works are permitted within 30m of a fuelling aircraft or within 15m of a stationary or taxiing aircraft.
   d) Contractors must be able to demonstrate that they have considered all risks around "hot works" and have put the appropriate mitigating measures in place e.g. removal of all combustibles from the area, fire extinguishers & fire blankets on hand, fire watch, fire screen in place etc.
   e) All contractors must supply their own firefighting equipment and training.
   f) Any works that may impact on the Life Safety Systems (LSS) i.e. Sprinklers, Fire Alarm System, Emergency Lighting, PAVA etc., must follow a separate Permit 2 Work Procedure and obtain a "LSS Permit" prior to any works taking place.
   g) It is the responsibility of the contractor / PSCS to monitor associated hot works.
   h) If you are in doubt as to whether these procedures apply to you, you should contact your designated daa Project Manager or liaison.

### 2.2.4 Fire Safety Equipment

1) Red break glass unit
   a) To be activated as you leave during evacuation to signify a fire event.



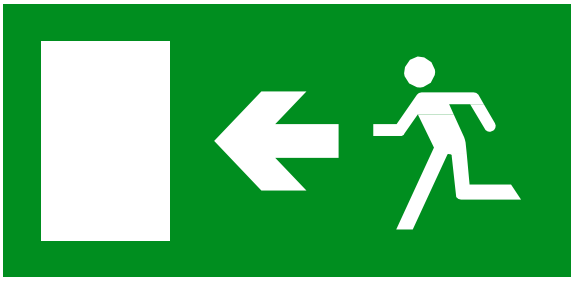
2) Green break glass unit
   a) To be used in the event of an evacuation only, to allow for escape through magnetically controlled doors that have failed to open.



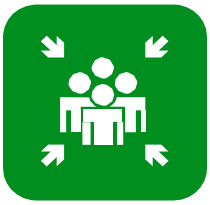

3) Fire alarm sounder and strobe light
   a) When activated they signify an evacuation



4) Running man and directional arrow
   a) Pointing in direction of escape. In an evacuation, in the absence of fire marshal instruction, follow these signs to escape.



5) Assembly point
   a) Ergate at a designated assembly point.



6) Remember:
   a) Do not compromise your safety and the safety of others by interfering with Fire Alarms, Detection Systems, Sprinkler Systems, etc. Contact the daa Fire Safety Manager prior to any work you may think will affect the integrity of the system to obtain a permit.

# 3 Contractor Responsibility

## 3.1 Contractors – What you need

1) Airport Identification Card – This is your security clearance to access the airport as your workplace and you may not work in restricted areas without it. Borrowing or lending of cards is prohibited as it contravenes both Security and Safety. Statutory penalties apply as appropriate to those found in breach of Bye-Laws and policy. All requests for an Airport Identification Card must be made by contacting your Authorised Signatory.
2) Information about Airport Identification Cards is available by contacting:
   a) Dublin: from the ID Centre behind the Airport Police Station, on the T1 Arrivals Road.
   b) Cork: ID OFFICE by check-in desks.
3) Garda vetting and Basic Security Awareness Training (BSAT) is a condition of your airport identification card, the ID Centre will have further information on these requirements.
4) Note: Escorted Passes are only issued for a maximum of 3 days within a 6-month period unless otherwise advised by Airport Police after which you must attend the daa's relevant training based on the level of airport access as determined by the requirements of your project.
5) Training:
   a) Contractor Staff must complete contractor's site induction.
   b) Additionally, contractors should ensure their employees have been given the correct training in relation to job specific safety as well as a worksite induction. This includes Airside Safety and Apron driving training as these are mandatory if working or driving airside.
6) Personal Protective Equipment:
   a) Make sure that your employees have and wear all their mandatory PPE equipment e.g.
      i) Safety Shoes,
      ii) Hard Hat,
      iii) High Visibility Clothing (EN ISO 20471:2013) with employer branding,
      iv) Ear Defenders,
      v) Safety Glasses,
      vi) Gloves and,
      vii) any other PPE as determined by task specific risk assessment.
7) Information:
   a) Contractors should ensure their employees have been given or have had access to and understand the requirements of their Safety Statement, Construction Stage Safety Plan, and all relevant Safe Plan of Actions, Method Statements, Risk Assessments Airport Byelaws and Airport Directions

### 3.1.1 Permission To Work

1) A 'Permission to Work' (P2W) application must be applied for by the Representative/Project Manager (PM) on behalf of the Project Supervisor for the Construction Stage (PSCS)/ Contractor.
2) The purpose of the P2W system is to generate a common approach to health and safety and operational management at all Airports, taking cognisance of Airport operational requirements in compliance with duties under the Safety, Health and Welfare at Work Act, 2005.
3) The P2W system does not alleviate the Contractor, PSCS, site supervisory and site employees from their responsibilities under the term/conditions of contract, current Safety & Health, Environmental Legislation, Airport Directions and Airport Bye Laws. Works must always adhere to the task specific Method Statement (MS) and Risk Assessment (RA). While onsite the contractor must always retain a copy of the permit.
4) In all circumstances where there is a requirement for works by a contractor, that the instruction of works must come from the system owner / project manager only and be within the scope of the permit.
5) The contractor must always display a signed copy of their P2W whilst working on the Aerodrome. Along with a copy of the projects AF1 and AF2 where applicable. Where a contractor is unable to display the permit, a copy must be retained on site (either physical or electronic).

### 3.1.2 Contractor Behaviour

1) Contractors must:
   a) Act Responsibly – Hoarding off and securing worksites by one of the approved methods, paying due care to atmospheric hazards, noise, dust, etc. and their impact on the Aerodrome operation.
   b) All Contractors must hold a valid daa P2W Permit when working at Dublin / Cork Airports. It is the responsibility of the Contractor to ensure their P2W Permit is valid during works.
   c) Ensure that prior to any works starting in Dublin Airport, a valid works permit must be requested, submitted and approved via the Dublin Airport P2W system, contact your daa point of contact for further information. The Dublin Airport Operations Safety Team are the custodians of the P2W system and will give approval for a works permit provided that all relevant information, documentation has been submitted within the system and 10 working days is given for review of the permit submission prior to the start of works.
   d) Report all accidents/incidents immediately to your daa point of contact and the daa Operations Safety Team. If there may be an impact to Airport Operations at Dublin Airport, all airside accidents / incidents must also be reported to the Airside Operations Safety Officers (AOSO) on 0872392277. All Landside accidents / incidents must be reported to the Airport Operations Centre (APOC) on 01-9440300 and information shared immediately with the daa Operations Safety Team. At Cork Airport, airside accidents/ incidents must be reported to the Airport Fire Service on 021-4329605.
   e) For Terminals, Piers, and Campus areas, all Contractors must contact APOC when signing on before works and signing off after works for any works taking place.
   f) For Airside areas, all Contractors must contact the AOSO when signing on before works and signing off after works for any works taking place.
   g) Contractors when withdrawing any facility / area in the Airport must contact the appropriate Airport Authority personnel. APOC (01-9440300) must be contacted in relation to works in the Terminal Building. Airside requests must be processed through Airside Technical Office and a "Withdrawal of Facilities" form completed.
      - **Assets and Equipment -** Contractor are responsible for ensuring all required engagement with Asset Management System Managers and confirming that withdraw of Facilities documentation/Notification is in place.
      - **Terminals, Piers, and Campus Areas** – Contractor are responsible for ensuring all required engagement with daa Stakeholder of the area and confirming that withdraw of Facilities documentation/Notification is in place.

- **Airside Areas** - Contractor are responsible for ensuring all required engagement with daa Airside Stakeholder of the area and confirming that withdraw of Facilities documentation/Notification is in place.

h) This section should be read in conjunction with:
   i) Dublin Airport Direction: DIR.710 Construction Projects – See Airport Directions (sharepoint.com)
   ii) Cork Airport Procedure: C-O Construction Projects – See Aerodrome Manual (sharepoint.com)

i) Contractors are reminded that the use of daa passenger trolleys by contractors is not permitted and that any such use may result in a €100 penalty fine.

j) Contractors must ensure that there is an effective exclusion zone around the works to protect the public. Solid barriers with full coverage are required as a minimum.

### 3.1.3 Contractor Employee Behaviour

1) Contractor employees must:
   a) Always follow the directions of the Airport Police and daa authorised personnel.
   b) Identification to be visible always and presented upon request.
   c) Take reasonable care of your own safety, health & welfare and that of others that may be affected by your acts or omissions at work.
   d) Co-operate with your employer in obeying the law and by following all the necessary safeguards.
   e) Always Wear clean Hi-Viz clothing free from defects with visible company branding and all appropriate PPE as required by the daa (refer to Section 23) whilst working at the aerodrome.
   f) Comply with the terms of Safe Plan of Actions (SPAs), Safe Operating Procedures (SOPs), Risk Assessments and the Method Statements given by the contractor to the Airport Authority. Not to take short cuts.
   g) Report all accidents, incidents and near misses and any defects in safety to your supervisor and daa point of contact, in line with the daa Just Culture Policy.
   h) Ensure that all sites are locked and secured and that there is no unauthorised access to your site, transport, tools or equipment.

### 3.1.4 Permit Suspension

1) This process is enacted in circumstances where a contractor has diverged from their Risk Assessment, Airside Site Work Procedure, Method Statement and / or where a significant accident / near miss has occurred.
2) If a permit is suspended by Operations, it is undertaken to ensure that;
   a) unsafe practices are prevented,
   b) lessons can be learned,
   c) controls are implemented and improvements made enabling the overall safety culture at both Dublin & Cork Airports.
3) The Airport Police / AOSO / APOC may also stop works on a similar basis. However, this must be done in consultation with the site project manager. Where works have been stopped, Dublin & Cork Airports Safety Department may suspend the permit until remedial actions have been agreed and implemented.
4) The following steps outline the process for Permit Suspension / Reinstatement:
   a) A significant unsafe practice has been observed / reported or a serious near miss / accident has occurred.
   b) The site Project Manager (PM) has been notified of the issue and after consultation, the works maybe stopped or interim measures implemented.
   c) In the event of works being stopped, Dublin & Cork Airports Safety Department is notified and the associated daa point of contact (responsible person) is informed and a review facilitated. An incident report and associated investigation is also requested from the appointed PSCS / contractor.
   d) All affected stakeholders partake in the review and based on the significance of the incident, impact on the operation and commercial considerations, a decision may be made to suspend the permit.

e) Once the permit has been suspended, actions are proposed and agreed with stakeholders and the PSCS / contractor. The communication of these actions to the affected PSCS / Contractor, is the responsibility of the PM, landlord representative, CPO etc.
f) In all circumstances, the permit will remain suspended until such time as all immediate actions have been closed or where there is sufficient evidence to show that the risk is being managed.
g) The permit is then reinstated, and this is communicated to the Dublin & Cork Airports Project Manager and PSCS / Contractor. All stakeholders are informed by the Dublin & Cork Airports Safety Department. The suspension (date and time) and reinstatement (Date and time) are recorded on the P2W system.

### 3.1.5 Safe Pass

1) Safe Pass Certification is required for all contractors working on construction projects at Dublin & Cork Airports. Please note that letters of comfort will not be accepted, and valid safe pass cards must be provided.
2) The Health and Safety Awareness Training provided under the SOLAS Safe Pass Programme complies with the provisions of the:
   a) Safety, Health, and Welfare at Work Act 2005,
   b) Safety Health and Welfare at Work (General Application) Regulations, 2007 to 2021.
   c) Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2021.
3) It is important to note that the SOLAS Safe Pass Programme does not relieve employers of their statutory duty to provide other appropriate health and safety training for their employees.

Source of information: SOLAS (https://www.solas.ie/construction-lp/safe-pass/)

### 3.1.6 Construction Skills Certificate Scheme (CSCS)

1) Legislation:
   a) Information on CSCS is provided under Schedule 5 of the Safety, Health & Welfare at Work (Construction) Regulations 2013. This schedule provides the list of the occupations which are covered under the Construction Skills Certification Scheme, click here for occupations.
   b) Source of information: SOLAS (http://www.solas.ie/Pages/CSCS.aspx)
   c) Individuals working in construction in any of the occupations listed in Schedule 5 of the Construction Regulations are LEGALLY REQUIRED to be in possession of a current SOLAS CSCS Registration Card.

### 3.1.7 Miscellaneous Charges

1) The miscellaneous charges are available from your daa point of contact and refer to non-aeronautical charges associated with daa sites. The document covers monetary charges associated with areas such as:
   a) Airport Identification Cards & Security Training
   b) Vehicle Escorts
   c) Environmental Damage and Spillage Clean Up
   d) Waste Management Charges
   e) Airside Training
   f) Provision of IT support
   g) Water & Energy Metered Supply
2) Details of the current daa Terms and Conditions of use of airports in relation to all charges can be found on the Dublin Airport website at www.dublinairport.com and Cork Airport website at www.corkairport.com. Such terms and conditions also apply specifically to the schedule of charges & fees set out in this document and are updated from time to time.

# 4 Apron User Responsibility

## 4.1 Airside

1) Part of the Airports' unique operating environment is the Airside, in either the Critical part of the Security Restricted Area (CPSRA) or in the Demarcated area. Your contact with this area could be minimal or it could form your day-to-day working environment during your time at the Airport. As such it is important to understand the following hazards and terms;

   a) Airport Identification Card: Any person entering the Airside must be in possession of a valid Airside Identification Card (AIC). Possession of an identification card does not confer an automatic right of entry; it simply acts as a means of identification and proof that contractors have received relevant Airside Safety Compliance Training in line with their access and permissions level. Airside Access is a privilege that can be withdrawn at any time for breaches of regulations, directions and acts that endanger the health & safety of persons and/or the proper operation of the Airside.

   b) This section should be read in conjunction with:

      i) Dublin Airport Direction: DIR.111 Access, Identification and Security Screening – See Airport Directions (sharepoint.com)

      ii) Cork Airport Procedure: C-A Access ID & Security Screening) – See Aerodrome Manual (sharepoint.com)

   c) Airside training for construction staff/contractors working on behalf of daa, the training is the responsibility of the appropriate daa Project Manager.

   d) Dublin Airport Training – All Contractors, who operate on the Landside (Campus and Terminals), or Airside Buildings or Apron /Manoeuvring Area must receive mandatory Contractor Safety Induction training (For queries regarding contractor's induction training please contact safety.induction@daa.ie). BSAT and Airside specific training dependant on project is required. For details on BSAT please contact bsat@daa.ie. Operations Training delivers all mandatory aviation safety compliance courses. The unit is located in the North Terminal, Dublin Airport. An Airport Identification Card cannot be issued without the completion of these courses.

| Area | Contractor Induction | BSAT | Airside Safety Awareness | Manoeuvring Area Safety Awareness | Driving: (role dependant) Apron Perimeter Escort |
|---|---|---|---|---|---|
| Landside | x | | | | |
| Airside Buildings | x | x | | | |
| Airside Apron | x | x | x | | |
| Airside Manoeuvring Area | x | x | x | x | |
| Airside Driving | x | x | x | | x |

e) Cork Airport Airside Training is delivered in the Training room terminal building. Email airsidesafetycork@corkairport.com to arrange. An Airside Permit cannot be issued without the completion of these courses. Please refer to C-O Construction projects for details.

f) In Dublin Training must be booked by the Contractors' Manager in advance with Airside Compliance Training. The Project Manager/Site Project Manager must notify Airside Compliance Training of names, numbers of attendees, the company they are contracted to, the project on which they will be working, and Badge Type/Training required. They must also supply the "Person Number" which is generated by the AIC ID1 application process, training will not be booked or provided without a valid AIC person number. The team is available at airside.training@daa.ie. It is important to note that training should be booked at least 6 weeks in advance, before any contractors are due to be on site.

g) All contractors shall ensure that their staff who need apron access shall be competent in the English language, the authorised signatory/project manager will determine the access & permission levels required by contractors this in turn will determine which airside safety compliance training courses are required, airside training do not dictate training requirements.

h) All contractors must register with the CAS office before attending airside safety compliance classes (note; Safe Pass is required during registration process)

i) The objective of Airside safety awareness training is to provide staff that requires access to airside areas, the appropriate knowledge, skills and attitudes required to work Airside. The course covers the Airside SMS, Airside requirements (PPE etc.), Airside hazard awareness (both aircraft and other hazards), human factors, FOD, bird hazard awareness, low visibility procedures, Airside layouts, operations and emergency contact numbers.

j) Personnel who apply for Airside driving must first have successfully completed their Airside safety awareness training as a mandatory training requirement.

k) Failure to successfully complete theory training assessment or associated practical assessments shall lead to refusal by daa to issue an Airside Airport Identification Card (A minimum of 80% must be achieved to pass each course).



### 4.1.1 Airside Transport

1) Before authorisation will be given to drive a vehicle Airside, it is necessary to be issued with an Airside Driving Permit.
2) The driver must hold a relevant Driving Licence for the class of vehicle they wish to drive.
3) The driver of the vehicle must also have successfully completed the Airside driving course. This course provides the candidate with knowledge of the rules and regulations and hazard awareness associated with driving on the Apron. The course has two modules, a classroom-based theory module and a familiarisation module on the apron. Both modules have examinations. A minimum of 80% must be achieved to pass both modules.
4) All vehicles & equipment operating on Airside must comply with the requirements of the Directions and Procedures below.
5) This section should be read in conjunction with:
   a) Dublin Airport Direction: Dublin Airport Operations Library - DIR.410 Control of Airside Pedestrians, Vehicles and Equipment – See Airport Directions (sharepoint.com)
   b) Cork Airport Procedure: C-O Control of Airside Pedestrians, Vehicles and Equipment – See Aerodrome Manual (sharepoint.com)
6) All vehicles and equipment must have their own separate Airside Vehicle Permit.
7) Insurance cover to daa stated levels must be in place.
8) All Contractor vehicles & equipment must have appropriate markings, permits and identification. The vehicles must be roadworthy and be equipped with a working amber beacon.
9) Contractors must maintain a process to ensure defective vehicles are not used. Including a maintenance record and schedule.
10) If it is necessary to enter the Manoeuvring Area, this may only be done whilst under escort by daa approved personnel.
11) The Road Traffic Acts apply to all Airside Roads.

# 5 Chemical Management

## 5.1 Chemicals



1) All Contractors must notify daa of the use of any chemical which may impact daa staff, other stakeholders, members of the public, and which may have environmental impact.
2) All Contractor employees must be trained as appropriate in the safe handling, use and disposal of all chemicals being used.
3) Copies of Safety Data Sheets must be available on site and on request of the daa and Airport Fire Service.
4) All Chemicals must be labelled and packaged in accordance with European Communities (EC) No. 1272/2008 on the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations.
   a) Refer to HSA construction Safety Chemicals DL 2018 HR and 2024-code-of-practice-for-the-chemical-agents-and-carcinogens-regulations.pdf (hsa.ie)
5) If a spillage or accidental release of hazardous materials occurs on Airport property, the Airport Fire Service must also be informed immediately of containment and clean-up procedures (refer to Section 5.2). Please also inform your daa point of contact.

## 5.2 Chemical Spillages

1) These procedures apply where the hazard, quantity, nature or otherwise of the spill, are such that contractor personnel cannot deal with the spill directly and immediately but require the assistance of the Airport Emergency Services.
2) Spillages shall be managed in accordance with the requirements of the Directions and Procedures below.
3) This section should be read in conjunction with:
   a) Dublin Airport Direction: DIR.314 FOD and Spillages – See Airport Directions (sharepoint.com)
   b) Cork Airport Procedure: C-O FOD Management – See Aerodrome Manual (sharepoint.com)
4) In the event of a spill:
   a) Immediately alert others and evacuate the area.
   b) In a safe location, attend to any persons who may have been contaminated.
   c) Contaminated clothing must be removed immediately, and the skin flushed with water for no less than fifteen minutes, only if chemical is known to cause irritation/ harm if in contact with skin and does not react with water. Check details on contamination as stated in Safety Data Sheets.
   d) If safe to do so leave on or establish exhaust ventilation, particularly if a volatile, flammable material is spilled, and control sources of ignition.
   e) Establish a danger zone around the area of the spill and prevent all non-essential personnel from entering this zone.
4) Immediately contact the airports emergency services.
5) Without risk to safety, establish what material spilled, the quantity involved and obtain copies of the relevant Safety Data Sheets, risk assessments, etc.
6) In a safe location, assemble the required clean-up material:
   a) Supplementary Personal protective equipment appropriate for the spilled agent, and only used where assessed as safe to do so: rubber/plastic gloves, face shields, goggles, aprons.
   b) Chemical spill kit with absorbents;

c) Large polyethylene buckets or other appropriate containers;
d) Shovels (plastic in the case of flammables);
e) Brushes, mops;
f) Polyethylene dustpans;
g) Suitable detergent/dispersing agent (only to be used on Chemicals where the Safety Data Sheet specifies dispersal).

7) The Contractor Supervisor shall take local control of the emergency including liaising with the Airport Emergency Services to confirm the following:
   a) Chemical agent(s) spilled and quantities involved;
   b) Special hazards;
   c) Recommended clean-up method;
   d) Other precautions, relevant information.
8) When the spilled materials have been either absorbed, dispersed, or otherwise cleaned-up by the Airport Emergency Services and/or Contractor, all spill contaminated materials are to be packed in appropriate containers pending licensed disposal. Polyethylene bags may be used for small spills. 25/200 L drums with polyethylene liners may be appropriate for larger spills.
9) The following steps outline the process for when there is a spillage:
   a) Arrange for proper disposal of the absorbent material and chemical waste, this will be the responsibility of the Contractor using the Chemical.
   b) Before area is reoccupied a local assessment by the Contractor Supervisor and/or Airport Emergency Services shall be carried out to determine if effected area(s) can be returned to use.
   c) Where the chemical spill poses a risk to the environment, the daa Corporate Environmental Manager should be informed and consulted on the remedial action to be taken.

# 6 Environment

## 6.1 Environmental Compliance

i) daa is fully committed to best practice environmental management of all projects at its airports and all daa sites. Accordingly, daa have produced an Environmental and Pollution Direction for Users at daa sites which must always be complied with by users on daa sites and is subject to monitoring by daa. The user guide is available upon request at sustainability@daa.ie or on the Airport Operations Library: DIR.611 Environment and Pollution – See Airport Directions (sharepoint.com)

1) Contractors and sub-contractors shall, at a minimum:

   a) Comply with all relevant environmental legislation;
   b) Identify the environmental risks associated with their activities by undertaking risk assessments for all activities and equipment/materials;
   c) Develop and implement documented operating procedures to ensure that continual attention is given to plant and equipment maintenance;
   d) Develop and implement documented procedures for operations and activities which have the potential to impact the environment;
   e) Develop site specific method statements that describe how the environmental risks during the works shall be mitigated;
   f) Follow daa instructions to implement recommended measures that mitigate or minimise environmental risks;

g) Ensure that all environmental accidents, incidents and complaints (events) resulting from their activities are documented and reported to daa, Project Manager, and Airport Environmental Department. Such events sha ll be appropriately investigated, and corrective actions shall be agreed with daa and implemented. Appropriate documentation should be retained for all events;

h) Retain records in accordance with and for the period stated in this document and relevant legislation;

i) Ensure that employees are aware of and receive training on this document and daa's sustainability policy;

j) Consider reporting sustainability measures and company sustainability policies to the HSSE Environment Department at sustainability@daa.ie.

2) All construction projects at daa airports must develop a site-specific Construction Environmental Management Plan (CEMP). The CEMP must identify aspects of the construction programme that may impact on the Environment and ensure that all staff (including sub – contractors) understands their role within the CEMP through induction training and toolbox talks. The CEMP may form part of your Environmental Management System (EMS) or be a standalone document.
3) Environmental aspects that are relevant to construction projects include (but are not limited to) the following:

a) Protection of surface water courses & all water bodies;

b) Managing and minimising of carbon and air emissions;

c) Managing and minimising the impact of dust;

d) Responsible waste management;

e) Storage of fuel & chemicals.

4) All the following requirements apply to both the **construction site and the contractor compound**.

### 6.1.1 Surface Water

1) All areas of pavement and grasslands at the airports drain to surface water streams which exit the airport sites and flow to larger bodies of water and ultimately into Dublin Bay which is Special Areas of Conservation. All water bodies in Ireland must meet standards specified in the Water Framework Directive. It is imperative that daa ensures that construction activities do not pose a risk to water quality at our sites or beyond our boundaries. As part of the CEMP all Contractors must identify the main risks to water quality from their activities and take the appropriate mitigation measures to reduce this risk. Minimum requirements are listed below.

a) Do not discharge any material into the storm water drainage network or to drains / gullies;

b) Do not block gullies with grit, sand, cement etc;

c) Use appropriate methods for dewatering excavations;

d) Address and contain all spillages and report all spills to the AOSO.

e) Do not dispose of any liquid waste or materials to surface water;

f) Do not wash construction vehicles outside designated wash bays;

g) All fuel and chemical storage must be bunded and must not be located adjacent to watercourses;

h) Do not dispose of waste water to surface water.

### 6.1.2 Waste Management

Under the Waste Management Framework Legislation, waste is defined as any substance or object which the holder (Contractor and/or PM) discards or intends or is required to discard as part of a project or series of works. The following outlines the key requirements for contractors in relation to waste:





1) All Contractors and Project Managers are fully responsible for the safe, environmentally sound handling of waste at their project site and site compounds. The CEMP must identify the main waste types that will be generated during the works / project. A suitable documented plan for the handling, storage, transport and ultimate disposal of all waste must be developed.
2) Contractors Must:
   a) Develop a waste plan appropriate to the nature and scale of the project. This may consist of a section within the CEMP. For certain large-scale projects, a separate Waste Management Plan (WMP) may be required.
   b) Contractors should adopt a circular economy approach to management of waste on site.
   c) Be fully aware of all waste legislation and compliance requirements relevant to the project.
   d) Identify and separate hazardous waste from non-hazardous waste streams.
   e) Keep skips covered at all times.
   f) Identify how you will terporarily store waste on-site and how it will be transported from the site. Identify ways to safely reuse materials such as excavated fill within the project so that waste is not generated.
   g) All waste should be removed by licensed contractors.
   h) Maintain all waste records on site for inspection by daa or other parties.

### 6.1.3 Management and Control of Dust

1) Dust from construction activities is a nuisance and may pose a safety risk if not controlled. The CEMP must identify the activities that may generate dust and present suitable mitigation measures to control the risk.
2) Measures may include (but are not limited to):
   a) Use dust suppression on cutting equipment;
   b) Install wheel washes where appropriate;
   c) Do not store dusty material in stockpiles in open areas;
   d) Dampen down stockpiles in windy conditions;
   e) Use dust suppression on site roadways;
   f) Monitor weather conditions and only undertake dust generating activities if the weather conditions are suitable;





### 6.1.4 Chemical Storage

1) Spillages of chemicals/ fuels/ paints pose a risk to surface water and soils. All Contractors must ensure that they have suitable mitigation measures in place to manage the risk from the storage of these materials.
2) As a minimum you must:
   a) Use bunded storage for all chemicals/ fuels/ paints etc;
   b) Keep in their original containers & upright;
   c) Return containers to appropriate storage area when not in use;
   d) Read and be familiar with the hazard labels;
   e) Clean up all spillages and report them; to the AOSO and Fire Station
   f) Provide & maintain adequate spill kits;
   g) Ensure employees are adequately trained;
   h) Protect bunds, drip trays & containment facilities from passing traffic & equipment.





3) All construction contractors to submit a Construction Environmental Management Plan (CEMP)
4) The CEMP to be supported with procedures below:
   a) Pre site set up-Identification and Evaluation of Environmental Aspects;
   b) Staff/operative awareness and training;
   c) SDS File Control;
   d) Environmental Emergency Response;
   e) Waste Management – Control and Disposal;
   f) Chemical Storage;
   g) Control of Spillages;
   h) Refer to any relevant Planning Conditions;
   i) Surface Water and Drainage Control;
   j) Protection of Groundwater and Dewatering
   k) Protection of Habitats and Wildlife;

l) Storage of Topsoil and Landscaping Aspects; excavation of grass areas need to consider an appropriate plan for resurfacing.
m) Minimisation of Dust;
n) Minimisation of Noise and Vibration;
o) Environmental Monitoring;
p) Non-Conformance and Corrective Actions;
q) Environmental Complaints;
r) Notification of Environmental Incidents.
s) It is the Contractors responsibility to clear their work area daily and remove all waste to a closed skip.

## 6.2 Atmospheric hazards (Noise, Dust & Fumes)



1) Precautions must be taken to protect people & equipment when carrying out any operation where dust/ fumes or noise are generated.
2) Based on the contractor's risk assessments, Contractors must ensure that all employees receive information and training so that they know what the risks are associated with noise, and what they need to do to avoid those risks.
3) Contractors need to assess all work methods and were possible use different working methods or select quieter plant to reduce the effects of noise.
4) It is essential that Airport Operators or the public are not inconvenienced or put at risk by such contractor operations.
5) Smoking and vaping are not permitted Airside except in designated areas and is prohibited in any buildings at Dublin or Cork Airport. Note: There are no exceptions in Cork.

## 6.3 Asbestos

1) daa has a framework agreement in place with a competent consultant in relation to the management of asbestos containing materials (ACM) on daa sites. Please request a copy of the daa ACM Management Policy and refer to daa's ACMs register through your daa contact before proceeding with any works.

# 7 Irregular Operations

## 7.1 Excavations

1) The PSCS shall comply with the H.S.A. Code of Practice (COP) for Avoiding Danger from Underground Services. This COP requires that adequate precautions are taken in any excavation, shaft, earthwork, underground works or tunnel to avoid risk to persons at work arising from possible underground dangers. Such dangers include underground cables or other distribution systems, the circulation of fluids and the presence of pockets of gas, and appropriate investigations to locate them must be undertaken before excavation begins.
2) The PSCS shall Risk Assess all excavations and comply with any additional daa documentation/ forms that are provided in relation to the management of excavations. The contractor must use daa breaking Ground Risk Assessment and Permit for all excavating activities.

### 7.1.1 Excavations

1) Detailed surveys, including slit trenches of the work to be completed by the PSCS prior to this work commencing. The intention of this survey is to identify the position, depth and number of underground utilities present in the location / of excavations.
2) Once completed the finding of this survey is to be fed into a master utilities plan for this area by the PSCS. The PSCS is also required to coordinate with the PM, Asset Management Utilities Manager and Infrastructure services coordinator to ensure the most up to date drawings are available and to assist in the identification of underground utilities.
3) The Master Utilities plan to include:
   a) The type and level of ground penetrating radar survey completed.
   b) The presence of known underground utilities including known position of isolation valves and stop taps.
   c) Known depths of existing utilities plus any safe distances to be maintained.
   d) Trial hole results.

### 7.1.2 Prohibitions

1) Disturbing any service (whether live or disconnected) encased in or surrounded by concrete is prohibited.
2) Access into, across or out of an excavation using waling's, struts or exposed buried services is prohibited.
3) Breaking ground without a valid daa Break Ground permit and Risk Assessment in place is prohibited. See Permits above.
4) The Break Ground Permit and Risk Assessment must be signed by the daa SPM
5) Excavating/ exposing services to be completed by Vacuum Excavation Procedures. Specialist Vacuum contractor only to operate the Vacuum Excavation Equipment.
6) Prior to breaking ground, the PSCS must ensure the following appointments are made:
   a) Utility Coordinator: formally appointed by the PSCS and to undertake the responsibility of managing all operations where utility location, breaking of ground and/or working under or adjacent to overhead utilities is to be undertaken and ensure that, when deputies are required, competent individuals are formally appointed.
   b) Excavation Dig Supervisor: formally appointed in the Project Management Plan when there is more than one breaking ground operation taking place, concurrently, on site. The DS must be a competent engineer. The DS must be present at the exact location of the excavation and cannot be the plant operator.
   c) Responsible Person: to implement the safe system of work. The appointment should be formal and the individual fully aware that they are undertaking this role. The duties of the Responsible Person are to ensure:
      i) The conditions of all relevant permits are followed.
      ii) Safe excavation techniques are applied.
      iii) The ground is scanned for utilities as work proceeds, as necessary.
      iv) Exposed utilities are supported / protected as necessary.

v) Work is stopped if circumstances change or if any pipe/cable is struck.
vi) On-going Inspection of the excavation works.

d) The PSCS shall ensure that all operatives and supervisors engaged in excavation works will be certified to Excavation Appreciation. Certs to be submitted to the Dublin Airport Safety Department.

## 7.2 Cranes

1) This section should be read in conjunction with:
   a) Dublin Airport Direction: DIR.114 Safeguarding and Control of Obstacles – See Airport Directions (sharepoint.com)
   b) Cork Airport Procedure: C-A Safeguarding and Control of Obstacles – See Aerodrome Manual (sharepoint.com)
2) All cranes brought into operation at the Airport must adhere to the D/A Safe Guarding of Obstacles (see above). In addition, The Lift Plan must pull together all the critical elements showing the works that are planned and how these comply with the Code of Practice for the Safe Use of Cranes and all relevant current Health & Safety legislation.

### 7.2.1 Project Details

1) Provide details of the Project, site location & the proposed working times and dates.
2) Provide a detailed description for the Contract Lift in line with the Condition of Hire and Code of Practice for the Safe Use of Cranes.

**Note:** All lifts on daa projects must be completed as Contract Lifts. A Lift Plan must be completed by an appointed person and reviewed by the contractor / PSCS and daa.

3) All cranes brought into operation the airport must:
   a) Be approved prior to their being brought into operation by the Aerodrome Standards Manager and have a copy of its most recent test certificate must be supplied. IAA height restrictions observed around airport at all times.
   b) Have a completed, submitted and receipt approval of a Lift Plan.
   c) Be operated by a fully trained person who holds the appropriate CSCS card.
   d) Be aware of the manufacturer's recommendations when operating cranes in adverse weather conditions.
   e) Be inspected each week and regularly examined by a competent person.
   f) Be fitted with an obstruction light.
   g) Be fitted with an automatic safe load indicator.
   h) Always work on a hard, level base.
   i) Have loads properly fixed and secure.
   j) Have the weight of the load carefully estimated by the operator.
   k) Have fully trained banksmen to give clear signals.
   l) Use tag or guidelines wherever possible particularly in high winds.
   m) Ensure all lifts are coordinated with an approved daa 'Lift Plan'.

## 7.3 Confined Spaces

1) Confined spaces are significantly more hazardous than normal workplaces. The hazards involved may not be unique to confined spaces but are always exacerbated by the enclosed nature of the confined space. The resulting injuries are potentially fatal. A seemingly insignificant error or oversight while working in a confined space can result in a tragic accident. Furthermore, there is a propensity for multiple casualties due to the insidious nature of the hazards.

2) The term CONFINED SPACE means any place, including any vessel, tank, container, vat, silo, hopper, pit, bund, trench, pipe, sewer, flue, well, chamber, compartment, cellar or other similar space which, by virtue of its enclosed nature creates conditions which give rise to a likelihood of accident, harm or injury of such a nature as to require emergency action due to the presence or reasonably foreseeable presence of:
   a) Flammable or explosive atmospheres,
   b) Harmful gas, fume or vapour,
   c) Free flowing solid or an increasing level of liquid,
   d) Excess of oxygen,
   e) Excessively high temperature,
   f) The lack or reasonably foreseeable lack of oxygen.
3) All contractors must ensure the following when undertaking Confined Space Entry:
   a) You are appropriately trained to do so;
   b) You have permission to work (permit to work in place);
   c) Potential hazards and risks have been identified (risk assessment/ confined space register held by DAA);
   d) There is a safe work procedure for entry/ exit and working in the space;
   e) The confined space atmosphere is tested by a calibrated gas monitor before entry and during work;
   f) There is a suitable emergency rescue plan in place.
4) All contractors must follow the guidelines as outlined in the Code of Practice for Working in Confined Spaces published by the Health and Safety Authority, 2017.

## 7.4 Working at Height



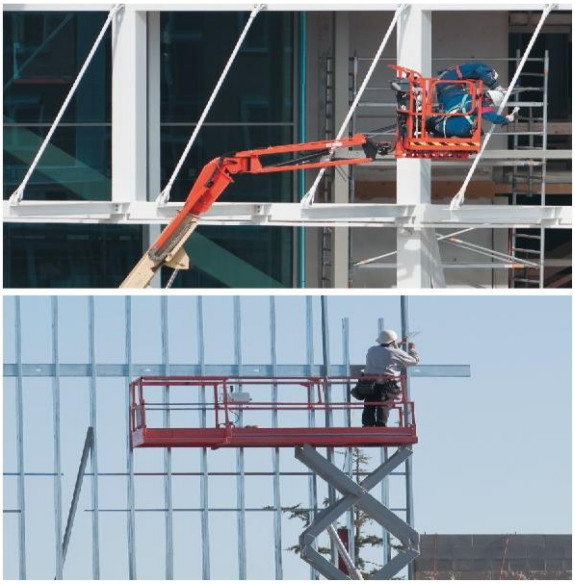
1) Work at Height is defined in Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021, Part 4 Work at Height, S.I. No. 299 of 2007 as meaning work in any place, including a place:
   a) In the course of obtaining access to or egress from any place, except by a staircase in a permanent place of work, or
   b) At or below ground level, from which, an employee could fall a distance liable to cause personal injury, and any reference to carrying out work at height includes obtaining access to or egress from such place while at work.
2) It is important that the following precautions are taken:
   a) Risk assess the work, collective safety measures such as scaffolding, edge protection and nets must be used over that of individual safety precautions such as the use of safety harness's and fall arrest equipment.
   b) Contractor must comply with the HSA Code of Practice for access and working scaffolds. Information on scaffolding materials and testing requirements are provided in I.S. EN 12811 Part 2, 2004: Temporary works equipment – Part 2: Information on materials and I.S. EN 12811 Part 3, 2002: Temporary works equipment – Part 3: Load testing. This Code of Practice applies to all places of work where scaffolds are used to provide working platforms, protection from falls or means of access during construction work.
   c) Tools must be adequately tethered.
   d) Ladders are a means of access and should not be used as a working platform, scaffolding is a safer option.
   e) If there is no suitable alternative, determined by Risk Assessment, make sure the appropriate ladder is suitable for the job, is in good condition and is secured or footed.

f) Never use incomplete Scaffolding – Make sure there are handrails and toe boards. Never alter or modify a scaffold unless you are competent, qualified and authorised to do so.
g) Do not use a scaffold without a scaffold tag in place.
h) Always inspect a roof and only walk in identified or designated areas.
i) Ensure that if other people are working underneath the Scaffolding or roof that debris cannot fall on them.
j) Always replace ceiling tiles and ensure that you have considered the load bearing of floors when using MEWPS.

### 7.4.1 Ladders

1) A' Frame Ladders/Steps are not recommended to be brought on site. All work at height should be carried out from a working platform. E.g. mobile aluminium tower, podium ladder, tele tower, boom/scissors lift etc. Only where a mobile tower/ podium tower cannot gain access or where the nature of work requires an alternative means of access, will steps type ladders be permitted. The PSCS/contractor must carry out a Risk Assessment. In such cases a 'Ladder Permit' must be issued by the PSCS site supervisor, only for the duration of the specific task and the operative must be fully tied off.
2) It is the site management's responsibility to ensure this is complied with. The ladder must then be restored in the lock up or company vehicle.
3) When using a ladder on daa sites you must comply with the Safety Health & Welfare at Work (General Application) Regulations 2007 to 2021, Part 4 – Work at Height:
   a) You must plan and organise the work
   b) You must carry out a Risk Assessment
   c) You must only use a ladder where a risk assessment shows the use of other work equipment is not practical
   d) You must select and use the most appropriate work equipment
   e) People working at height must be competent
   f) You must ensure that equipment used for work at height is inspected and maintained.

### 7.4.2 MEWPs



1) The contractor must submit a Rescue Plan for review and document in the levant Risk Assessment & P2W application.
2) 10 Ways to Reduce the Risk:
   a) Plan the MEWP route carefully
   b) Assess Floor loadings for the type of MEWP utilised.
   c) Select MEWP carefully

d) Ensure familiarisation is specific
e) Ensure good ground conditions
f) Ensure good visibility at height
g) Minimise distractions
h) Do not obstruct MEWP controls
i) Slow down, don't crouch over the controls and look!
j) Do not override the MEWP controls or use faulty MEWPs
k) Rehearse rescue procedures
l) Keys are not be left in MEWP when immobilised.

3) NOTE: Use of MEWPs in Dublin Airport can be restricted. Always check safe load limits before operating MEWPs with your daa Project Manager.

### 7.4.3 Operators







1) Operators must:
   a) Be competent to operate the MEWP in the working conditions to which they are exposed,
   b) Be instructed in local hazards and site rules,
   c) Have attended a recognised basic training course,
   d) Be familiar with the make and model of MEWP they are authorised to operate
   e) It is important to ensure that the operator has received basic training in the correct category of MEWP that they will use.
   f) Be aware of relevant emergency plans associated with the operation of the MEWP.
2) In addition to basic training, operators should be familiarised with the controls, characteristics, safety devices, decals and emergency rescue systems on the MEWPs they are authorised to operate.

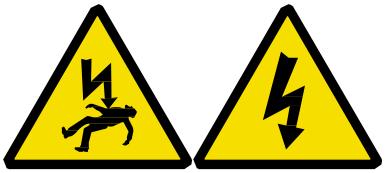
3) Note: It is daa Policy that all operatives of MEWPs must wear full body harness, lanyard, and hardhat with a chinstrap whilst operating the MEWP. Never stand on the MEWP toe-board, mid-rail or top rail or exit the basket at height.

### 7.4.4 Scaffolds



1) All contractors must comply with the HSA Code of Practice for Access and Working Scaffolds – see cop_for_access_and_working_scaffolds1.pdf (hsa.ie)
2) When erecting tower scaffolds always follow the manufacturer's instructions. All scaffold materials must be inspected prior to use. Towers scaffolds above 2m are only to be erected or dismantled by persons with a current CSCS Card. If the mobile tower scaffold is less than 2m high or where all the components are integrated, adequate training and information is required for anybody erecting, dismantling or modifying any mobile tower scaffold.
3) During the erection or dismantling of the scaffold a "Scaffold Incomplete – Danger – Do Not Use" sign must be placed on the scaffold. When a scaffold is deemed fit for use and only after signing the weekly Register (FORM GA3) by a competent person, a "Do Not Alter" sign must be placed on the scaffold and only then can permission for use be authorised. Inspections and register entries are required to be completed ever week after the scaffold is put into operation.
4) Where castors are to be used for mobility, the ground surface must be even and holes, ducts, pits, gratings, etc. must be securely fenced or covered. Castors must be securely fitted and have adequate brakes. The brakes must always be locked except when moving the tower. The Castors must be at least 125mm in diameter with maximum load stamped.
5) Access must be inside the frame through a closable trapdoor. The ladder must be on the shorter side of a rectangular tower internally. The tower scaffold should not be over 9.6m high. Mobile towers must not be used in the vicinity of overhead power lines. The tower must never be moved with a person or materials on it. The tower should be moved manually, pushing the tower at or near the base (if a mobile tower).
6) Mechanical equipment or other technical means must never be used to push or pull tower scaffolds.
7) Components from one type of scaffold tower must never be used on another system type. Top guard rails, mid guard rails and toe boards must always be fitted
8) General stability guidelines are as follows:
    a) Maximum height to least base, ratio:
        i) 3:1 (if used outside)
        ii) 3.5:1 (if used inside)
    b) Stabilisers or outriggers can be used to increase the effective base size.
9) Towers should be tied if possible but must be tied in exposed or windy conditions.
10) If the tower is used for water-jetting/grit blasting/drilling or similar or work where horizontal forces are created then further precautions will be required to ensure stability.

## 7.5 Electricity



1) Electricity must be treated with respect. Most electrical accidents are caused by contact with:
   a) Unsuitable or badly maintained equipment,
   b) Underground or overhead power lines, and
   c) Bad connections.
2) The following precautions should be taken when working with electricity:
3) Electrical work is carried out by a competent & qualified person.
4) The PSCS / Contractor must arrange a meeting on-site to identify isolation points for electrical circuits, mechanical works, LSS etc and complete a plant isolation handover permit. The permit must be forwarded to daa H&S department for inclusion in the P2W application
5) Cables are well maintained, free from defects, and do not create a trip hazard.
6) Only 110-volt hand tools and 25-volt hand lamps should be used on site.
7) If a portable appliance is rated over 2KVa 220/380Volt and is double insulated, appliances may be used with a 30MA RCD back up.
8) Electric circuits must never be overloaded using double adaptors.
9) All portable electrical equipment must be PAT tested and tagged at 3-month intervals with the appropriate colour. Monitoring of this the responsibility of the PSCS / main contractor. A colour coded system to track and monitor pat testing requirements is recommended practice
   a) Red: October to December
   b) Blue: January to March
   c) Green: April to June
   d) Yellow: July to September
10) Failure to do so will result in tools being removed from site.
11) Makeshift plugs and fuses must never be used.
12) In circumstances where redundant services Mechanical & Electrical services have been identified it is daa's policy that they should be removed as part of the project.
13) Contractor Lock Out Tag Out (LOTO) Procedure.

### 7.5.1 Objective

1) To ensure that circuits being worked on by contractors are safe and persons cannot make contact with energised systems, or the energy accidentally released or energised. Contractors must control all LOTO procedures with an Electrical/ Hazardous Energy Permit.

### 7.5.2 Live Work Procedures

1) Where a contractor is carrying out 'Live Work Procedures', the contractor must submit a 'Live Work Procedure' as part of the Method Statement and Risk Assessments.
2) Where a contractor is working with existing cable containment / trunking, a detailed Safe System of Work and Risk Assessment must be written and submitted to the daa for review.

### 7.5.3 Temporary Lighting & Emergency Escape Lighting

1) Contractor to provide temporary construction/escape lighting to site prior to commencement of strip out/ fit out works from 110-volt transformer.
2) Contractor to ensure, the electrical contractor submits a temporary electrical supply cert. Contractor to submit a temporary works cert to the PSDP and a copy retained on site.

### 7.5.4 Plant / Switch Rooms

1) Plant / Switch Rooms are controlled by asset care, and applications for entry should be made to asset care. The applicant / contractor should submit related RAMS as part of the application.

## 7.6 Lock Out, Isolation and Tagging

1) Lock out, isolation and tagging procedures in a workplace are designed to protect people and property from risks arising from machinery or equipment which has been taken 'out of service' for repair, maintenance or inspection. The significant hazard is often electricity in such cases.
2) Before any repair or other work is started, the machinery or equipment to be worked on must be disconnected from the electricity supply – unless other adequate precautions are taken to prevent electric shock.
3) Please note that electricians are not permitted to work alone when connecting battery strings. In addition, electrical apprentices are not permitted to work on battery strings.
4) Before you start work:
   a) Switch off
   b) Isolate circuits
   c) Fix appropriate Lock-Out, Isolation and Tagging devices
   d) Test that the electricity supply is isolated and
   e) Always test your test instruments.
5) The system of work shall provide for the availability and appropriate type/s of device needed for isolation.
6) It is essential that an effective isolating control device be selected that is suitable for the type of isolation identified in the risk analysis. e.g. locking of operational switches, blanking off pipes utilising capping or spade method, locking pins, locking access hatchways, electrical isolation switches, and other innovative combinations found in lockout kits.
7) The prevention mechanism of choice for multiple operators is a physical device whereby individual locks/hasps can be used to guard against the accidental release of hazardous energy. All persons working on the equipment/installation shall only attach and remove their own lock-out, isolation or tagging device.

# 8 Equipment & Transport

## 8.1 Lifting Equipment

1) Contractors must ensure that all requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021, in relation to Lifting Equipment are adhered to at all times. The requirements of the regulations are summarised, but not limited to, the following:
   a) Safe Working Load must be clearly marked on all lifting equipment.
   b) All equipment not designed for lifting persons is clearly marked.
   c) Ensure that unless required for effective operations, persons are not under suspended loads.
   d) Ensure that loads are not moved above unprotected usually occupied workplaces.
   e) Suspended loads are not left without surveillance unless access to area is controlled.
   f) Ensure that every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used, and tested after erection, installation or alteration.
   g) Ensure that all construction site lifting equipment is examined weekly and a record kept for 3 months.
   h) No person under 18 years of age to give signals or operate lifting equipment.
   i) Where alterations or repairs relevant to the safe operation have been carried out, the equipment is examined by a competent person before it's returned to use.
   j) That the equipment is used only in accordance with safe working conditions outlined in the report of an examination.
   k) That a register of lifting equipment and accessories is maintained and kept for inspection.
   l) That all lifting equipment is operated by a competent person or under the direct supervision of a competent person for training.

## 8.2 Machinery / Tools



1) Always use the right tool for the job and don't make do with a defective tool. Make sure you have been properly trained for using the equipment or tool.
2) The following precautions should be taken when working with machinery and tools:
   a) Always follow the Manufacturer's instructions.
   b) All power tools must be fitted with either integrated dust capture vacuum or dust suppression. The PSCS / Contractor shall be responsible for monitoring.
   c) Ensure that all operators are trained and competent.
   d) Check all tools/equipment before use i.e. Ensure they are properly earthed, make sure protective guards that are supplied have been fitted properly and are being used.
   e) Ensure that the right tools or machinery are being used to undertake the job.
   f) Use Personal Protective Equipment as determined by the task specific risk assessment.
   g) Store equipment or tools in a secure place when not in use.
   h) Ensure that all dangerous parts are guarded, e.g. gears, chain drives, projecting engine shafts, etc.
   i) Ensure guards are secured and in good repair.
   j) Ensure that all safety devices are operating correctly.
   k) Never leave running plant, equipment or machinery unattended at any time.

## 8.3 Personal Protective Equipment – Minimum Requirements



1) Hard hats must always be worn along with the person's name. When working at height, it is important That all hard hats have chin straps on them.

2) Safety boots must always be worn

3) Hand protection must always be worn.

4) Safety glasses must always be worn

5) Hi-Viz vests must always be worn (EN ISO 20471: 2013).

6) Hearing protection must be worn when required.

7) These items of Personal Protective Equipment are NON–NEGOTIABLE. Additional PPE may be required following a Risk Assessment by the contractor. PPE must always be clean and in good condition. The contractors name shall also be displayed on Hi Vis Vests and Jackets. The PSCS / Contractor shall also ensure that PPE is available to all visitors on-site.

## 8.4 Transport

1) Transport includes all vehicles, aircraft & work equipment. Transport in the airport is controlled by;
   a) The Road Traffic Acts, the Aerodrome Manual & Airport Bye Laws.
   b) All Vehicles and Equipment must be maintained to the standards set out in the Road Traffic Acts.
   c) Drivers must have a current driving licence for the category of vehicle they are driving. They must also have appropriate insurance cover and Airport I.D.
   d) Obey all speed limits and wear seatbelts where fitted.

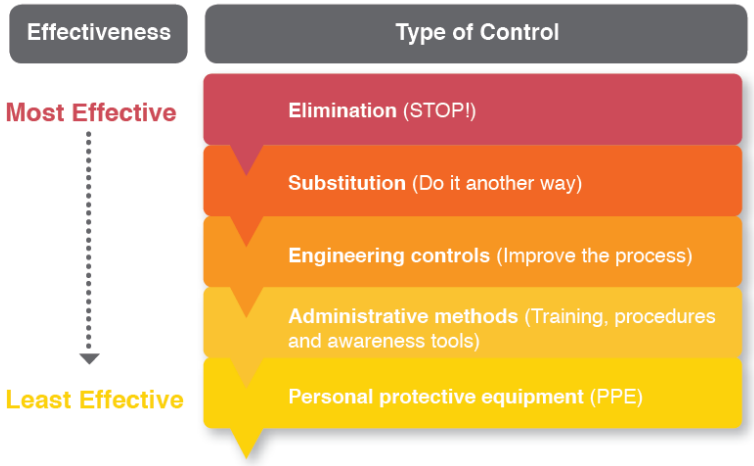
### 8.4.1 Ramp Driving

1) The PSCS will ensure a 'Check Sheet' is completed for all plant / machines / vehicles accessing the Ramp / Apron Roadways. This is to ensure they are capable of safely passing under Air bridges & tunnels. The following outlines the tunnel clearance heights:
   a) **Dublin** Airport:
      i) Pier 1 - 4.65 meters
      ii) Pier 2 - 3.8 meters
      iii) Pier 3 - 3.9 meters
      iv) Pier 4 - 4.4 meters
      v) Pier 3 Airbridges - 3 meters
   b) **Cork** Airport
      i) Gate 19 - 4.1 meters
      ii) Fixed Links - 4.5 meters

### 8.4.2 Site Plant & Machinery

1) Legal Requirements:
   a) The Safety, Health, and Welfare at Work Act (Construction Regs 2013 to 2021) contains specific regulation (87 (1) & (2)) that are aimed at ensuring the safe use of vehicles on sites.
   b) Sites need to be organised so that pedestrians and vehicles can move around safely
   c) Site vehicles should be loaded, unloaded, operated, and moved in a safe manner.
2) Key Risks:
   a) People being run over, crushed, or struck by mobile plant or vehicles.
   b) People being struck by something falling from mobile plant or vehicles.
   c) People falling off mobile plant or vehicles.
   d) Mobile plant or vehicles overturning.
   e) Causes of Plant and Vehicle Accidents.
   f) Vehicles or their loads striking people, particularly when reversing.
   g) Vehicles striking services or obstructions.
   h) Manufacturers' instructions for safe use being disregarded.
   i) Inadequate training of drivers and plant and vehicle marshals.
   j) Unsafe loading and transportation of materials on vehicles.

### 8.4.3 Hierarchy of Controls




1) Hierarchy of risk control for ensuring the safe segregation of people and mobile plant and vehicles
2) The following are examples of what the hierarchy of risk control can provide:
   a) Eliminate the need for people to be within the immediate proximity of mobile plant/vehicles through the design, planning and sequencing of the works and transport routes.
   b) Provide substantial means of separating people and mobile plant/vehicles.
   c) Eliminate the need for Plant and Vehicle Marshals. Locate pedestrian routes out of areas of mobile and plant and vehicle operations.
   d) Define safe routes for all mobile plant and vehicle operations on site.
   e) Position Plant and Vehicle Marshals in designated places of safety.
   f) Use proven technology to identify when people are encroaching near to operating mobile plant and vehicles.
   g) Traffic Management Procedures and training in place where applicable.
   h) Ensure all mobile plant and vehicles operate with 360˚ visibility by means of mirrors
   i) CCTV or Vehicle Collision Avoidance Systems (VCAS) to be effective at all times
   j) Establish exclusion and controlled access zones around operating mobile plant and vehicles

k) Ensure effective communication links between those workers who are required to approach operating mobile plant and vehicles, and the operator of the plant or vehicle.
l) Provide warning signs, visibility aids such as mirrors and suitable traffic control measures, e.g. traffic lights, passing points, or one-way systems.

### 8.4.4 Plant, Vehicle and People Interference

1) Every site where there is an opportunity for interfaces between people and plant must develop a Plant, Vehicle and Pedestrian Management Plan (PVPMP).
   a) The PSCS is responsible for ensuring adequate numbers of trained Plant & Vehicles Marshalls are in place to ensure safe movement / reversing of vehicles.
   b) Every site must identify and appoint a Plant, Vehicle and Pedestrian Management Coordinator (responsible for the development and implementation of the PVPMP).
2) PVPMP must include:
   a) Displaying plan of designated traffic routes, access and egress points, one way circuits and turning areas and the signage that is required including speed limits;
   b) Clearly showing designated pedestrian routes and crossing points;
   c) Minimising the use of vehicle marshals and if they are required identifying their position of safety;
   d) Identifying unloading bays and any fall arrest arrangements, lay down areas, fuelling points, parking and storage areas;
   e) Displaying emergency access routes and the positions of emergency facilities such as fire hydrants.
3) The 5 rules for close-proximity working are:
   a) The close-proximity worker must gain permission from the plant operator prior to entering the segregated zone. This shall be undertaken from outside the segregated zone
   b) The plant must be in a safe and stationary position once a close-proximity worker enters the segregated zone
   c) Communication between the operator and close-proximity worker must be constant and maintained throughout the work in the segregated zone. A written safe system of work must be in place
   d) Close proximity workers should never enter the plant red zone unless the plant is isolated, and all implements are grounded or placed in safe state.
   e) The plant operator must stop plant movement if there is a deviation from the safe system of work. The plant operator may refuse permission to enter the segregated zone.
4) Never commence work in a live right of way without an approved Traffic Management Plan.

### 8.4.5 Telescopic Handlers & Forklift Trucks



1) All drivers must hold a current CSCS card or approved equivalent form of Licence. The driver must ensure that the machine is in a stable position, on firm and level ground at all times. Stabilisers are to be used (where fitted) when the work conditions require their deployment. The load is to be correctly located on the forks, secured against slipping and wide loads balanced to not tilt sideways. The mast is to be vertical or tilted slightly back for all operations. When loading loads onto scaffold loading bays, additional care must be taken to ensure that no shock loading of the scaffold occurs. A banksman or operative must be at hand to guide loads being placed on scaffolding loading bays.
2) Always check for people in the vicinity of your machinery. Persons are not to stand between the operating machine or the load and/or any fixed object in order to prevent being crushed.

3) All Forklift trucks and Telescopic Handlers must undergo a report of thorough examination every 12 months. All auxiliary devices and/or attachments must be fitted and be inspected prior to use. When using a jib or hook attachment, operating procedures as per mobile cranes apply. Load charts are to be always retained in the cab. Daily vehicle checks must be made by the driver on brakes; steering; etc. weekly checks are to be recorded on the approved Form GA2.
4) Ensure regular maintenance and inspections are carried out on the vehicles.
5) Lifting of persons on the tines of Forklifts or Telescopic Handlers is strictly forbidden – only materials shall be handled.
6) All telescopic handlers should have these auxiliary safety devices:
   a) Device fitted to prevent a load being lifted beyond a given height and the machine rated load,
   b) Automatic Safe Load Indicators fitted,
   c) Levelling Indicator fitted,
   d) Check Valves, and
   e) Indicator lamp for stabilisers