



WINNIPEG
AIRPORTS AUTHORITY

Safety, Security, Environment & Health (SSEH) Manual for Contractors

Key Contacts

24-HR Airport Emergency Line 204.987.9797
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REVISION HISTORY

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2	07/15/2022	Full revision of content and topics; addition of OHS, Environment and Sustainability; Change of document name (previously Safety and Security Manual).
3	07/25/2022	Added FAP, Building Code, and other permits and notifications
4	08/22/2022	Updated 'Safety and Operations Compliance' to 'Sustainability and Risk Management' department; removed 'WAA Permits Coordinator' from 2.7; updated Glossary.

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1 INTRODUCTION

1.1 General

Winnipeg Airports Authority and its subsidiaries (“WAA”) is committed to be an industry leader in effective initiation and implementation of environmental protection, occupational health and safety, and security programs on all projects that take place on airport campus grounds and air terminal building, both groundside and airside. Continuing safe operation of Winnipeg Richardson International Airport (YWG) and all the supporting functions and services is paramount and is the responsibility of all stakeholders, including contractors. No construction, renovation, or modification work shall be allowed to interfere with airport operations unless prior arrangements have been made.

1.2 Goals

The goals for this manual are to:

- ensure a safe and secure airport environment for all stakeholders, including but not limited to passengers, employees and contractors;
- ensure environmental protection and stewardship;
- reduce the potential for accidents or incidents;
- ensure clear understanding of roles and responsibilities and reduce the potential for liability and enforcement action against WAA.

1.3 Purpose of Manual

This manual outlines minimum requirements to be implemented by contractors performing work for WAA and its subsidiaries in addition to the contractor’s own procedures and applicable legislation.

The contractor shall ensure the manual is available to all contractor personnel working on site and shall ensure compliance with this manual and with the contractor’s safety program. The contractor shall also ensure that contractor’s supervisory and management staff turnover and job role changes do not affect the availability and enforcement of this manual to contractor personnel expected to perform duties on WAA premises.

WAA will monitor compliance through random inspections of project sites.

1.4 Legislated Jurisdiction

Contractors performing work at WAA will be required to comply with the environment, health, safety, and security legislation listed in 1.4.1, 1.4.2, and 1.4.3. Where there is a conflict in information in this document, the contractor’s environment, health and safety program, or legislation having jurisdiction, the highest standard will prevail.

1.4.1 **Environment**

- Canadian Impact Assessment Act
- Canadian Environmental Protection Act
- City of Winnipeg Sewer By-Law
- Manitoba Environmental Protection Act, and Regulations

1.4.2 **Occupational Health and Safety (OHS)**

- Canada Labour Code – Part II
- Manitoba Building, Fire, and Electrical Codes
- Manitoba Workplace Safety and Health Act, and Regulations
- Manitoba Workers' Compensation Act, and Regulations
- National Fire Code

1.4.3 **Security**

- The Aeronautics Act, Canadian Aviation Security Regulations, and Aerodrome Security Measures are the primary documents applicable to all activities undertaken at the airport.
- Deviations from the regulations, (e.g., erecting a temporary fence which does not meet permanent fencing standards), require an approved Aviation Security exemption from Transport Canada (TC). These exemptions outline specific security requirements which must be met to mitigate any risks associated with deviating from the legislated standards. A minimum of at least sixty (60) days is required by Transport Canada (TC) to request any exemption.

1.5 **Compliance with Regulations and Standards**

WAA reserves the right to suspend any work that is non-compliant with WAA's contractor safety management program and applicable legislation, where the non-compliance may cause harm to persons, property, or the environment, or may adversely affect the operational integrity or security of the airport.

WAA reserves the right to take any actions, at WAA's sole discretion, to correct any situation resulting from non-compliant behaviour.

1.6 **Purpose of Consents and Approvals**

The receipt, review, approval, or non-approval of anything presented by a contractor to WAA is not for any professional, technical, or regulatory purpose but is only to protect WAA's interest as a manager and operator of the airport.

WAA, in receiving, reviewing, approving, or not approving anything, is not making representations, or undertaking any responsibility whatsoever of a planning, engineering, or architectural nature, which is the contractor's responsibility, liability, and risk.

1.7 Interference

The contractor shall, immediately upon receipt of notice from either WAA or Nav Canada, cease any activity which causes or may cause a hazard or interference with aircraft operations.

1.8 Contractor's Cost

If, and whenever WAA exercises its right to cause any person, equipment, or materials to be removed from the airport or to cause any activity to cease or requires the contractor to implement procedures or practices necessary for environment, health and safety, or security reasons, the costs thereof shall be borne by the contractor, including all consequential and incidental costs. WAA shall bear no liability arising out of the exercise by WAA of its rights.

2 ASSIGNMENT OF RESPONSIBILITY

2.1 WAA Contract Owner

WAA contract owner is the individual responsible for planning the contracted work, including to:

- incorporate environment, health, and safety expectations into the planning of work;
- hire a contractor to complete the work safely
- contribute to the oversight of the safe completion of the work;
- evaluate performance of contracted work regarding environment, health, and safety expectations.

A contract owner is assigned by WAA for every project and for all contractors working on site.

2.2 Contractor Representative

The contractor representative shall:

- Assume overall responsibility for safety practices of the contractor while on site;
- Provide safety orientation to new employees;
- Ensure contractor's supervisory personnel have the requisite knowledge of environment, health, and safety obligations to supervise employees in a competent fashion;
- Ensure all works are executed in a safe manner in compliance with legislation, this manual, and the contractor's safety program;
- Investigate all accidents/incidents;
- Ensure proper maintenance, housekeeping, and equipment on site;
- Correct unsafe acts, conditions, and situations;

- Ensure compliance with any direction given by WAA contract owner.

2.3 Contractors

The general role of contractors is to:

- Comply with applicable federal and provincial occupational health and safety regulations;
- Establish safety accountability of its employees and subcontractors and demonstrate visible safety leadership;
- Be familiar with WAA safety programs and meet or exceed the requirements of applicable programs;

2.4 Prime Contractor

- Ensure applicable contractor safety forms are duly completed, and all additional documents required are submitted to WAA contract owner;
- The contractor's safety management system is implemented as documented with a focus on hazard assessments, training, safety meetings, site inspections, and site incident management;
- Attend start-up meeting and maintain record of attendance and meeting minutes;
- Ensure subcontractors are aware of their safety responsibilities;
- Post project posting form at project site;
- Administer permits and shut down notices and/or notify or coordinate through WAA contract owner as appropriate;
- Not use WAA equipment and tools unless special permission is granted by WAA. If permission is obtained to use WAA owned equipment (e.g., aerial lift, ladder, heavy equipment, etc.), the contractor must ensure employees are trained and qualified to use the specific equipment;
- Ensure all contractor personnel complete WAA safety orientation before work begins;
- Engage qualified or competent persons as defined in the applicable federal or provincial OHS legislation;
- Provide all personal protective equipment, emergency equipment (e.g., first aid kits, spill kits, fire extinguishers) for employees, including tools and equipment, in good working order;
- Discuss work conditions and safety as agenda items at all safety meetings;
- Submit monthly reports to WAA, including the required safety information, and ensure appropriate follow-up based on monthly reporting;
- Safety issues arising from work of the contractor is actioned and resolved in a timely manner;
- Provide appropriate documentation to WAA as requested (such as an assurance to WAA contract owner that all equipment used on WAA property is adequately maintained and in good working condition);

- Monitor health and safety compliance and performance;
- Undergo post-job contractor evaluation as required by this program.

When WAA is the prime contractor or there is no prime contractor, WAA contract owner shall:

- Ensure the contractor is informed of health and safety rights and responsibilities;
- Communicate to contractor personnel of health and safety responsibilities and performance accountability;
- Ensure contracted workers have received WAA contractor safety orientation training;
- Ensure contractor is aware of WAA safety programs and obligation to meet or exceed the requirements of applicable programs;
- Advise contractors of the specific hazards of their work at WAA and methods to protect their employees;
- Ensure project start-up meetings are conducted and recorded;
- Ensure field level hazard assessments are completed;
- Take necessary measures to ensure safety issues arising from work of the contractor are resolved in a timely manner;
- Post a project form at each entrance to the project site, if applicable;
- Provide necessary level of supervision during execution of work;
- Notify appropriate authority whenever a safety or environmental incident occurs, including first aid, medical aid, and lost time incidents;
- Collaborate with contracted workers to resolve safety issues;
- Take the appropriate steps when a violation of health and safety requirements is identified.

2.5 Contractor Workers

All contracted workers must, at a minimum, fulfil the responsibilities of workers as defined in the applicable legislation, including, and not limited to:

- Take reasonable care not to expose themselves to any condition that may endanger themselves, or any other worker, visitor, or guest;
- Promptly report any unsafe act or condition and any environmental or safety incident or concern that they may become aware of to their supervisor;
- Not proceed with any work or operate any equipment for which they're not qualified;
- Conduct themselves in a safe, respectful, and orderly manner while on site;
- Understand and comply with all relevant safety regulations, codes, procedures, standards, and policies.

2.6 WAA Sustainability and Risk Management

- Establish content and delivery process for WAA contractor safety orientation;
- Support compliance with contractor safety management requirements;
- Review scope of work and hazard assessment and identification. Provide consultation on hazards as applicable;
- Immediately communicate all health, safety, and environmental concerns to the appropriate site supervisor and/or WAA contract owner;
- Audit contractors' environment, health, and safety performance;
- Attend site meetings and orientations where appropriate.

3 NOTIFICATION AND PERMITS

Notification and permit requirements must be completed by the contractor in conjunction with WAA contract owner, prior to commencing work. The project site safety plan must be used to identify basic notification and permit requirements.

3.1 WAA Facility Alteration Permits (FAP)

WAA has the responsibility to control and provide Transport Canada with information regarding all development at YWG. WAA administers the FAP process to track, monitor, and record Tenant Leasehold construction and ensure that it complies with WAA standards.

Tenants and facility operators shall apply for a FAP prior to starting a leasehold development. The WAA FAP application form is available for download from the WAA website at www.waa.ca. The FAP application form must be filled out in its entirety and returned to WAA along with all detailed construction drawings and specifications outlining the work that is to be performed.

The WAA FAP review process ensures the integration of new elements to WAA buildings and site services are compatible with existing services and systems and allows for maintenance of as-built facility records.

For projects involving a major undertaking, such as a new structure being constructed on Airport land, it may be preferable to submit the proposal in two (or more) stages, coordinated with lease negotiations or approvals. For such projects, the initial review stage shall be considered during lease negotiations to confirm the project is compatible with airport activities and to ensure the project complies with WAA developmental requirements.

Tenants or their agent shall retain an architect or engineer of record, entitled to practice in the Province of Manitoba, to complete the design and inspection of construction works. The Tenant's Architect and/or Engineer shall be responsible for the preparation of drawings and specifications and for the inspection of

construction to ensure conformity with the drawings, specifications, and applicable Building Codes.

FAP applications shall be completed and submitted electronically with associated construction drawings and specifications to: WAA Permits Coordinator, in electronic format to email: permits@waa.ca.

Once a completed FAP application is received, it will be screened for completeness and be subject to WAA's internal review processes. The application and supporting documents will be circulated to WAA departments, allowing the appropriate divisions of WAA to consider and comment on the impact to their areas and associated conditions for works.

WAA review comments shall be compiled and issued to the Tenant's authorized representative. Submissions may require revisions if they do not meet the standards identified by WAA or are incomplete. Should WAA refuse an application for a FAP, the applicant will be provided with written reasons for refusal.

3.2 Permits from City of Winnipeg and other Authorities

Additional building permits may be required from the authorities having jurisdiction at the Airport, including the City of Winnipeg or South Interlake Planning District (RM Rosser). Where a City of Winnipeg building or demolition permit is required, a City of Winnipeg Owner's Statement form shall be required from WAA by the Tenant. The Owner's authorization must be issued in conjunction with the Tenant application for any such municipal permits. The City of Winnipeg shall not process a Building Permit application for work on Airport lands without an Owner's statement approved by WAA.

Tenants shall apply for City of Winnipeg Building Permits and comply with any and all requirements and conditions identified by the City. The Tenant must obtain the City of Winnipeg Building Permit and provide copies to WAA where necessary, prior to WAA issuing a FAP for the Tenant work. Tenants must obtain the FAP from WAA prior to proceeding with any construction work at the Airport.

The Tenant shall apply for and obtain additional permits and/or approvals which may be required during construction, including, but not limited to, permits from electrical and natural gas utilities, and special approvals for gas or electrical equipment. All permits issued by Authorities having jurisdiction shall be displayed at the Tenant worksite.

Construction shall not commence until all permits have been secured and copies have been delivered to the WAA Permits Coordinator.

The Tenant shall apply for and obtain an Occupancy Permit from the City of Winnipeg for the developed Leasehold prior to the occupancy and use of the space. A copy of the Occupancy Permit shall be provided to WAA.

3.3 Internal Permits

Internal permits and systems shutoff forms must be obtained for high-risk work (e.g., hot work, confined space entry, shutoffs, HVAC, and water systems). Work occurring on site must be coordinated through WAA contract owner and the Airport Operations Centre OneCall (204.987.9798).

3.4 External Permits

A Notice of Project to Manitoba Workplace Safety and Health Branch is required by the contractor if the project involves:

- alteration, renovation, or demolition a building or structure that contains asbestos-containing material that may release asbestos-containing material into the atmosphere;
- excavation more than 1.5 metres deep, in which a worker will be required or permitted to enter;
- use of a suspended work platform at a height more than 3 metres above ground or intention to use a crane to suspend a personnel basket or cage at any height.

3.5 Aeronautical Zoning

A detailed site assessments may be required for new structures, site development work, towers, and cranes, to determine development limits and confirm aeronautical zoning restrictions. WAA shall assist with aeronautical zoning reviews and applications for work on Airport lands.

3.6 Transport Canada

- The Aeronautics Act and federal zoning regulations are enforced by Transport Canada.
- Applicable to Airport lands are the Winnipeg International Airport Zoning Regulations (SOR/81-708), published by the Minister of Justice at <http://laws-lois.justice.gc.ca> and on deposit in the Land Titles Office, Winnipeg, Manitoba, under No. 32700 (Oct 23, 1981).
- Clause 4 of the regulation states that “No person shall erect or construct, on any land to which these Regulations apply, any building, structure or object or any addition to any existing building, structure or object, the highest point of which will exceed in elevation at the location of that point any (a) approach surface; (b) outer surface; or (c) transitional surface.”
- Applications for structures and equipment shall require submission of Transport Canada Aeronautical Obstruction Clearance form, available

direct from: <https://tc.canada.ca/en/aviation/general-operating-flight-rules/marking-lighting-obstacles-air-navigation>.

- Buildings, towers, and cranes shall be marked and lighted in accordance with Canadian Aviation Regulations, Standard 621.

3.7 Nav Canada

Land development in the vicinity of the airport is subject to Electronic Zoning protections for Air Navigation Facilities operated by Nav Canada. Nav Canada's Land Use Program provides guidance and assessment criteria for their Land Use Submission process (<https://www.navcanada.ca/en/aeronautical-information/land-use-program.aspx>).

3.8 WAA

Additional requests for use of cranes and over-height equipment shall be submitted to WAA for authorization prior to use on Airport lands.

4 CONTRACTOR OCCUPATIONAL HEALTH & SAFETY (OHS)

4.1 Contractor Prequalification

As part of the bidding process, WAA requires most bidders to submit proof of an "acceptable" OHS program. Bidders who do not provide proof will not be awarded the contract. Requirements for prequalification of contractors will depend on the risk level, nature, and scope of work. Contractors who perform low risk work for WAA may be exempted from specific requirements of this manual.

4.2 Proof of Acceptable Safety & Health Programs

Contractors who have COR™/SECOR™ or [SAFE Work Certified](#) are considered to have met the requirement of an acceptable OHS program as long as their certification remains in good standing. [SAFE Work Certified](#) companies must submit a notarized copy of their certificate along with the most recent letter of good standing to WAA contract owner **or** written evaluation and verification by an independent safety professional with a Canadian Registered Safety Professional (CRSP) or Certified Health and Safety Consultant (CHSC) designation.

In addition, WAA expects contractors to maintain good standing with the Workers' Compensation Board by providing a clearance letter.

Contractors that conduct routine work for WAA within a defined scope can be prequalified annually as part of a pre-approved contractor list. Contractors that have been found to have an acceptable OHS program are an OHS program

prequalified contractor for three years from the date of the evaluation of their program.

4.3 Site Safety Plan

Where requested by WAA, the contractor is to provide a site-specific safety plan and/or written procedures which address the hazards identified in the hazard identification process completed by WAA, as well as the contractor's own site-specific hazard assessment. To ensure the site safety plan includes consistent information, the contractor will be required to fill out WAA project site safety plan.

The prequalified contractor shall submit a contract specific project site safety plan to WAA contract owner no later than 3 working days before the start-up meeting and no later than 14 working days before work commences.

WAA contract owner will ensure reasonable plans have been developed based on the scope of work. Revisions to the project site safety plan may be required as circumstances change. The revised copy must be submitted to WAA contract owner for review prior to commencing modified scope of work. The project site safety plan shall not replace the contractor's existing safety program but serve as a complement to what is expected of a contractor under applicable legislation.

4.4 Project Start-Up Meeting

A project start-up meeting shall be held before work commences. Topics to be covered in the meeting shall include but not be limited to:

- Roles and responsibilities of relevant parties
- Hazard identification and risk control
- Site Safety Plan and requirements
- Emergency response
- Training certificates and qualification records
- WAA environment, health and safety programs and permit requirements that apply to the work

A project start-up meeting agenda and meeting minutes shall be completed and signed by both WAA contract owner and a representative of the contractor, confirming all information was discussed, agreed upon, and understood.

4.5 Prime Contractor Designation

A prime contractor is assigned when there is more than one employer working on the same project. WAA will determine if a prime contractor is required and, if so, whether the contractor will be prime before the tender documents are prepared. WAA may designate prime contractor status and associated responsibilities to a contractor by written agreement.

4.6 Posting Project Signage

The contractor must post a project notification at the project site or always make it available for review during the project. The notification must contain the following:

- The period over which the work is to be conducted;
- WAA contacts and contractor contacts for the project;
- If applicable, the contractor must also post signage at the project site indicating that the contractor is prime.

4.7 Site Access

The contractor must establish and maintain check-in areas to the contractor's project site with appropriate signage.

The contractor must require all persons entering the project site to register at a check-in area. At the time of check-in, the contractor shall communicate to them:

- its role as prime contractor for the project site;
- existing and potential hazards at the project site and how those hazards shall be eliminated or controlled;
- the contractor's health and safety requirements for the project site.

4.8 Subcontractors

In the case where the contractor is hiring subcontractor(s) to work on site, the contractor will be fully responsible for ensuring the health and safety of the subcontractors.

The contractor must have a contractor safety management program to ensure competent subcontractors are hired and comply with all applicable legislation, WAA procedures, and general contract conditions. Examples of subcontractor requirements: SAFE Work certification, unionized sub-trades, valid WCB coverage, adequate liability insurance coverage, and trained and qualified employees.

4.9 Orientation, Training, and Awareness

4.9.1 General Orientation

All contractor workers are required to complete WAA's orientation, in person or virtually, prior to working on site. The orientation reviews WAA policies, procedures, and potential hazards.

Orientation attendance records must be maintained by the contractor and made available to WAA upon request for verification purposes.

4.9.2 **Project Specific Safety Orientations – Prime Contractor**

In addition to WAA orientation, the contractor is required to conduct orientation for all workers performing work on site for which the contractor is prime. The orientation informs workers of specific site hazards and associated hazard mitigations, emergency response plans, and key elements of the contractor's safety management program.

Records must be retained to demonstrate that all workers on site have successfully completed the contractor's safety orientation.

4.9.3 **Training**

Each party involved in a construction project or maintenance work must ensure its workers meet the definition of a "Qualified or Competent Person" as defined by legislation.

The contractor shall produce, upon request, "proof of competency", which includes but is not limited to training certificates.

4.10 Hazard Identification and Risk Assessment

Contractors are responsible to develop their own hazard identification and risk assessment program that meets the Manitoba Workplace Safety and Health requirements as well as the standards set out in WAA contractor safety management program.

When the contractor is prime, WAA will communicate to the contractor the site hazards that WAA is aware of associated with site operations and infrastructure. When the contractor is not prime, WAA contract owner will communicate to the contractor the site hazards that WAA is aware of associated with site operations and infrastructure. The contractor is expected to establish controls related to the identified hazards.

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

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

Contractors are required to ensure the following:

- All supervisory personnel are fully trained and knowledgeable in hazard identification and risk assessment;
- All workers are trained to identify hazards concerning their work on site;
- A field-level risk assessment must be completed by workers before all moderate/high risk work activities that pose a hazard to people, the project site, or WAA operations;

- Outcomes of formal risk assessments are communicated to all stakeholders as well as to others who are working in the area;
- The established safe work practices for each contracted activity are adequate with regards to the findings of the hazard analysis and subsequent risk assessment for the contracted work

4.11 Emergency Response Plan

WAA requires that the (prime) contractor develop a contractor emergency response plan based on the hazards and associated risks identified in a site risk assessment for each project site before contracted work activities start. The contractor emergency response plan must be in accordance with the standards outlined in the National Fire Code.

The contractor emergency response plan will address risks associated with the contracted work due to:

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

Each contractor emergency response plan will have an emergency contact list that includes a list of all persons and agencies that may require notification of an event. This information will be prominently displayed at the site (if applicable) or available upon request.

Where the contractor is not prime, WAA contract owner must supply a copy of the emergency response plan for the area work is to be conducted.

4.12 Reporting Unsafe Conditions, Equipment, and Tools

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

Report unsafe conditions to the Airport Operations Centre OneCall (204.987.9798).

4.12.1 Incident Reporting and Investigations

All contractors are required to have an incident investigation program in accordance with Manitoba Workplace Safety and Health requirements.

WAA requires all incidents be reported to WAA contract owner, including:

- Injury incidents, including first aid, medical aid, lost time;
- Environmental incidents (e.g., release of hazardous materials to the environment)
- Near misses – unplanned events which, under slightly different circumstances, could cause or have caused injury.

Incidents resulting in an injury or environmental release must be investigated by the prime contractor (or WAA). The prime contractor must immediately report to WAA contract manager all incidents required to be reported to external agencies and provide copies of the associated incident investigation reports.

WAA has the right to conduct investigations into contractor environment, health, and safety incidents.

4.12.2 Reporting and Investigation of Serious Incidents

The following accidents/incidents must be reported immediately to WAA:

- Any accidents resulting in death or those of a critical nature with a serious risk of death;
- Any accidents which resulted in injury requiring medical aid;
- Any accidents which did not involve injury but had potential for causing serious injury (near miss);
- Any accidents involving a major structural collapse or failure of a building, falsework, hoist crane, or excavation;
- Any release of a toxic or hazardous substance which causes or may cause environmental damage;
- Any contact with any utility service, above or below ground.

Following an accident / incident, first aid must be administered immediately, and the 24-HR Airport Emergency Line (204.987.9797) must be called. WAA will assist with serious incident investigations.

4.12.3 Unsafe Practices and Equipment

WAA reserves the right to require that any equipment or machinery regarded as unsafe removed from the project; or require that any practice or operation regarded as unsafe immediately cease.

4.13 General Occupational Health and Safety Requirements

This section provides a listing of safety precautions required by WAA. Not all required safety precautions are listed. In the event of an inconsistency between

the precaution in this manual or applicable OHS regulations, the most stringent is to apply.

4.13.1 **Access and Egress**

All means of entry to and exit from a work area must be maintained in a good state of repair and free from materials, equipment, and other obstructions that might endanger workers or impede their exit from the area in an emergency. Routes of worker entry include ramps, runways, walkways, stairways, ladders, and doors.

4.13.2 **Airside**

Airside at YWG poses a variety of hazards which the contractor must consider and address prior to starting work. These hazards include such things as aircraft, jet blast, and noise. Contractors on airside must utilize high visibility vests and appropriate hearing protection at a minimum. Contact WAA contract owner prior to working airside.

4.13.3 **Alcohol and Drugs**

Alcohol and drugs, including cannabis, are prohibited on WAA property and work sites. Any persons under the influence of alcohol or drugs will be refused entry or removed from the premises. Personnel using a medically prescribed drug that may impair performance or judgement must inform their supervisor, who must act in accordance with the contractor's site-specific safety plan.

4.13.4 **Anchors (Fall Protection)**

Anchor points for fall protection systems are not available in all areas where work may be required. All anchor points must be inspected prior to use. It is the responsibility of the contractor to ensure that any fall protection system is adequately secured to comply with the provisions set out in the applicable OHS regulations for fall protection.

4.13.5 **Arc Flash**

An arc flash is a phenomenon where a flashover of electric current leaves its intended path and travels through the air from one conductor to another, or to ground. Contractors working on electrical panels must demonstrate that they have completed arc flash awareness training in the last three (3) years per CSA Z462. Contractors must ensure adequate company procedures are established and followed with respect to arc flash.

4.13.6 **Asbestos**

Asbestos may be present in some locations at WAA. If asbestos is suspected, all work is to be suspended and WAA is to be immediately notified. Special procedures are required when working with or around asbestos.

4.13.7 **Automated External Defibrillators (AED)**

WAA has installed AEDs throughout public locations within the ATB. Contractors are encouraged to become familiar with the locations of these units.

4.13.8 **Barricading**

All open excavations, trenches, open manholes, temporary ground or floor openings, where there could be a hazard presented to any person, must be adequately and properly barricaded in accordance with health and safety legislation.

4.13.9 **Cables and Hoses**

All cables and hoses must be secured to prevent tripping.

4.13.10 **Compressed Gas Cylinders**

Contractors are expected to follow all safety precautions related to working with compressed gases including use, storage, transportation, and disposal. At a minimum contractor must.

- inspect cylinders for damage and proper labeling;
- secure cylinders to a wall or rack in an upright position;
- leave cylinder cap in place until the cylinder is secured and ready for use.
- use compressed gases only in well-ventilated areas;
- transport cylinders using a hand truck or cart designed for the purpose.

4.13.11 **Confined Space Entry**

Confined space entry permits are necessary before a worker enters a confined space. These permits must be with the workers where the job is being carried out and must be properly signed by the site superintendent.

Entry into confined spaces must be made in compliance with the relevant code of practice for confined space entry work.

4.13.12 **Debris**

The contractor shall prevent construction materials or debris from blowing off the project site. All airside areas, including roads, must be kept clean of all construction debris or materials so as not to affect aircraft operations.

The contractor shall ensure that, where directed by WAA, dust control is used on site roadways. Public and Restricted Area roadways must be cleaned of all construction material and debris by the contractor as required by WAA.

4.13.13 **Dust**

Proper barriers or dust collecting units must be in place for dust generating activities. Excessive dust may also affect the first alarm system. 48-hour notice is required to isolate fire alarm devices that may be affected by the creation of excessive dust.

4.13.14 **Electrical**

No work shall be performed; no material piled, stored, or handled; no scaffolding erected or dismantled; nor any tools, machinery, or equipment operated near electrical power sources, where contact or arcing may occur. Applicable lockout/tagout procedures, in accordance with regulations and WAA procedures must be complied with.

4.13.15 **Emergency Evacuation**

Upon hearing the building evacuation alarm (a steady ringing sound with strobe lights at the bells), all personnel shall immediately leave the building via the nearest safe emergency exit. The Contractor Representative shall confirm all construction personnel have left the building and report to the nearest WAA person of authority (Manager, Airport Operations; Security; or Police).

4.13.16 **Equipment Usage**

Contractors are expected to use their own equipment, tools, and materials to conduct work on site. However, in rare circumstances, if WAA equipment must be used by contractors to conduct the work, contractor must identify this need on the project site safety plan and obtain approval from WAA contract owner ahead of time.

The contractor must ensure that employees who will be using the machine be qualified and trained to use the specific equipment safely. Validity of the equipment operation certifications will be verified by WAA contract owner. WAA contract owner must ensure equipment to be used by the contractor is in good working order and maintained as per manufacturer and any applicable legislation and standards.

4.13.17 **Excavations/Trenches**

All excavations and trenches shall be prepared in accordance with the Canada Labour Code Part II and the Manitoba Workplace Safety and Health Act and

Regulations. All open excavations or trenches must be properly guarded by a railing or barricade.

4.13.18 **Fall Protection**

Contractors must establish a fall protection system if work is to be performed from a structure or vehicle at a working height of 3 meters or above. In the event where the surface onto which a worker might fall poses greater danger than a solid flat surface, the contractor must implement a fall protection system even if the working height is lower than 3m. All fall protection devices or equipment in use by the contractor must meet CSA or ANSI standard.

4.13.19 **Falling Objects**

When there is a risk of material falling into work or public areas, the work areas must be barricaded to prevent entry and warning signs must be prominently displayed on all sides and approaches, or a safety watch must be present to ensure persons do not enter the area.

4.13.20 **Fire Alarm Systems**

Contractors must notify WAA contract owner and Airport Operations Centre OneCall (204.987.9798) of any work that may affect the fire alarm system. 48-hour notice is required to isolate fire alarm devices that may be affected by contractor activities (including creation of excessive dust).

4.13.21 **Fire Protection**

The contractor shall take all necessary precautions to protect work areas and other workers from fire, including a fire prevention plan, enough fire extinguishers to satisfy WAA hot work permit conditions, fire blankets for spark control, and personal protection.

4.13.22 **First Aid**

Contractors must ensure that a first aid attendant is available on site, maintain adequate first aid supplies that meet requirements set out in *CSA Z1220-17 First Aid Kits for the Workplace* and a first aid procedure.

4.13.23 **Foreign Object Debris (FOD)**

All materials shall be stored in a manner to prevent such materials becoming airborne in windy conditions or possible jet wash. All garbage shall be placed in proper covered containers or in bags tied at the top (depending on the size of the project). The contractor is responsible for hauling their garbage off site. All areas used by the contractor shall be maintained to ensure adequate walking and parking conditions.

4.13.24 **Guardrails**

All openings in floors, roofs, or other surfaces to which people have access must have a cover in place strong enough to withstand any load that may be applied to it. In conjunction, there should be a guardrail and posted signs to identify the hazard.

The perimeter, open sides, and ends of roofs and other surfaces where workers could fall must have guardrails or appropriate travel restraints.

Access to roofs and other surfaces where workers could fall must be controlled in guardrails or appropriate travel restraints are not provided.

Guardrails must meet the requirements of the Canada Labour Code Part II and the Manitoba Workplace Safety and Health Act and Regulations.

4.13.25 **Hazardous Materials**

Hazardous materials placed in containers must be labelled with the name of the material and stored in approved locations per WHMIS regulations. Safety Data Sheets (SDS) must be readily available for every hazardous material brought to the site.

4.13.26 **High Visibility Clothing**

Contractors are required to wear high visibility clothing when working airside. At minimum, the body coverage and visibility level must meet The CSA Standard Z96-15, High-Visibility Safety Apparel Class 2 Level 2 or higher.

4.13.27 **Housekeeping**

Daily site cleanup is mandatory. Contractors who do not maintain a clean and safe work area will have their area cleaned by WAA and shall reimburse WAA for all costs.

4.13.28 **Jet Blast**

When an aircraft's engine is running, contractors must maintain safe distances from the aircraft as measured from the aircraft tail to ensure protection from jet blast or propeller wash.

Maintain a distance of at least one-and-a-half to two plane lengths from the tail of an aircraft with engines at idle or low thrust. Increase the distance as engine thrust is increased.

4.13.29 **Ladders and Scaffolds**

The contractor shall ensure that ladders meeting the requirements of applicable legislation are provided when no other safe means of access or egress between levels is present.

Scaffolds shall be designated to the requirements stated in the Manitoba Safety and Health Act and Regulations and the CSA Standards governing Scaffold Equipment and Erection. Thrust outs used to suspend scaffolds shall be secured against movement or attached to the building or structure as prescribed by the regulations.

4.13.30 **Lifting and Hoisting**

The use of cranes poses extreme danger to landing and departing aircraft and requires WAA approval before use. **Contact WAA contract owner during the work planning stage** as Nav Canada's Land Use Permit approval process can take 12 weeks to complete.

Obtain permission from WAA contract owner prior to every lift. All lifts must be done in a manner that ensures the safety of the contractor's employees, WAA employees, tenants, and the public. Temporary traffic control procedures are required where vehicle and/or pedestrian traffic is impacted.

Only authorized personnel are permitted to operate material hoisting equipment. Safe lifting loads marked on lifting devices must not be exceeded. All hooks on lifting equipment must have the safety latch in place. Persons must not stand or pass under any suspended load. The use of a crane, forklift, or other equipment not intended as a personnel lift device is strictly prohibited. When there is a danger of material falling into work or public areas, areas must be barricaded against entry and warning signs prominently displayed on all sides and approaches, or a safety watch must be present to ensure persons do not enter area.

4.13.31 **Lighting**

Adequate approved lighting shall be installed and maintained to provide adequate safe transit through the area during all hours of the day. For public areas, the contractor shall install and maintain lighting to a level acceptable to WAA.

4.13.32 **Lightning Protection**

WAA maintains and monitors a lightning prediction system at YWG. Should the system indicate the potential for lightning in the area, strobe lights and horns airside will activate. Workers must take cover if notified of a potential threat or

witness the operation of the system. Contractors are required to establish procedures to be followed by workers should the system activate.

4.13.33 **Locating Underground Utilities**

At WAA, several underground utilities and services, including a private distribution system for electrical, communication, water, and sewer utilities, are located within WAA boundary.

Contractors shall submit a locate request through ClickBeforeYouDigMB.com and contact the Airport Operations Centre OneCall (204.987.9798) within at least 5 working days' prior to commencing any excavation work to have these utilities marked.

Contractors shall also locate underground services that belong to other entities at WAA. The Airport Operations Centre (OneCall) will provide Contractors with contact information to have these entities mark their underground services. Hydro excavation shall be used for all excavation in close proximity to underground services or utilities.

There shall be no open excavation at the airport unless permission, and directions are provided by WAA. This direction will normally be contained in a project Plan of Operations. Such direction may also be communicated verbally by the Airfield Duty Manager.

4.13.34 **Lockout/Tagout**

Lockout procedures apply to any work being carried out on machinery or systems, including items that are powered, pressured, or energized, or to all situations where a device is required to be put in place so that work can be carried out safely.

Lockout procedures are mandatory and will be strictly enforced. Non-compliance with procedures is considered a breach of contract. Contractor's Equipment Isolation and Lockout procedures shall conform to the provision of the Canada Labour Code II or Manitoba Workplace Safety and Health Act and Regulations and WAA Lockout procedure. All contractors shall supply their own locks.

4.13.35 **Manual Materials Handling**

Manual Materials handling (MMH) includes the moving or handling of materials by pushing, pulling, lifting, lowering, carrying, holding, or restraining. Contractors must implement measures to reduce risks related to material handling including

- Use of mechanical aids to lower the risk of injury to workers;
- The maximum amount of weight a single person may lift may be reduced after a hazard assessment is complete, considering, in addition to weight:
 - the physical size and configuration of the object;

- distance to be moved;
- number of items to be moved;
- level (above shoulders, below waist);
- any other factors which may increase the likelihood of injury resulting from the manual task.

4.13.36 **Noise**

The contractor shall inform all workers of the potential for high noise levels on site, especially in the Restricted Area of the airport and provide appropriate hearing protection when needed. Hearing protection must be worn where noise level exceeds 85dBA Lex.

Noise generated from contractor activities and potential affected stakeholders shall be identified prior to commencing work. Plans to effectively manage noise will be required in the contractor project site safety plan.

Contractors shall take all necessary steps to reduce or eliminate noise resulting from activities on site. Noise that interferes with airport operations will not be tolerated and activities may be ordered to cease if not of an urgent nature.

4.13.37 **Odours/Fumes**

Low odour paints, glues, solvents, etc. shall be used on site which may expose WAA employees, tenants, or the general public to volatile organic compounds (VOC). Fumes from welding or other hot work operations affecting workers in their normal place of employment must be addressed by the contractor. Fumes must be mitigated or eliminated when justified complaints are received. The contractor is responsible for maintaining a complete on-site inventory of Safety Data Sheets (SDS) for the project.

4.13.38 **Personal Protective Equipment (PPE)**

If other control measures (engineering and administrative) are impracticable to eliminate or reduce hazard(s), then PPE shall be used as the last resort of controlling worker exposure to the hazard(s).

The use of PPE must conform to federal or provincial regulations and be based on a hazard assessment for the work being done.

Contractors must provide their own protective clothing and equipment when required for access to any restricted location on WAA campus.

Specialized PPE may be required for certain activities and/or when using specific equipment and/or materials. It is the responsibility of the contractor to ensure the required equipment is supplied and used.

4.13.39 **Respiratory Protection**

Contractors shall require the use of respiratory protection where work may result in workers being exposed to contaminated or oxygen deficient or enriched atmosphere. The contractor shall develop a procedure that will govern the selection, maintenance, and use of the equipment.

4.13.40 **Roof Work**

Work on YWG roofs pose safety, security, and operational risks. The work must be coordinated appropriately with WAA contract owner. Fall protection is required when working within 2 metres (6 feet) of a roof edge.

4.13.41 **Securing of Equipment and Materials**

All loads and materials shall be secured from unintentional movement that could adversely affect the safety of workers and/or the general public.

4.13.42 **Site Identification**

Any project site accessible to people other than contractor personnel shall be barricaded and marked to prevent unauthorized entry to the site.

4.13.43 **Smoking**

WAA Smoking Policy complies with City of Winnipeg Outdoor Smoking By-law 62/2011 and Manitoba's The Smoking and Vapour Products Control Act C.C.S.M. c. S150.

Smoking is prohibited in all buildings. The use of cigarettes, and electronic cigarettes are prohibited within all buildings, parkade, and airside areas. Groundside smoking is permitted in designated locations only.

WAA will enforce compliance with this policy.

4.13.44 **Temporary Fuel Storage**

All temporary fuel storage areas shall be approved by WAA Environmental Specialist.

4.13.45 **Traffic Hazards**

Contractors shall take appropriate measures to ensure workers and, where specified, the public, are protected from traffic hazards. Control measures include:

- High visibility clothing;
- Barricades and signs directing traffic;

- Flag personnel directing traffic away from workers;
- A combination of these control measures.

4.13.46 **Utility Service Tie-in or Disconnection**

The disconnection or tie-in of any airport utility shall be coordinated through the Airport Operations Centre OneCall (204.987-9798) within at least 2 working days' notice.

4.13.47 **Vehicle Operation**

All vehicle operations in the Restricted Area of the airport require a special operator permit and a WAA registration plate. Details of the rules for vehicle operations are available from WAA Pass Office. No contractor shall operate a vehicle in the Restricted Area of the airport without the approval of WAA.

4.13.48 **Welding, Cutting, and Burning Operations**

There shall be no unguarded flames on aircraft servicing ramps or aprons within 100 feet of any aircraft fuel servicing operation or fueling equipment. The above category also includes, but is not limited to, grinding, welding or cutting torches, blowtorches, etc.

Every person welding airside must have, and be familiar with the operation of, a portable 20lb A-B-C rated fire extinguisher. This extinguisher must have been checked in the last twelve (12) months by a recognized company and have an inspection tag attached to it.

The contractor's representative must notify the Airport Operations Centre OneCall (204.987.9798) at least one hour prior to the proposed commencement of welding, cutting, or burning. WAA may require that such work be delayed, if necessary for safety and security reasons.

During welding or similar operations, the firewatcher on the scene must be able to establish contact with the Airport Operations Centre OneCall (204.987.9798) should an emergency arise. The firewatcher must notify the Airport Operations Centre OneCall (204.987.9798) when the work is complete.

Welding (or a similar operation) will not be permitted if the fire protection in WAA building is unavailable.

Hot Work Permits are required for any welding, cutting, or burning in, on, or adjacent to WAA buildings or aircraft movement areas. An application for a permit must be made through the Airport Operations Centre OneCall (204.987.9798).

Any person found welding (or performing a similar operation) without a hot work permit as described above or contravening any portion of this manual, will be

ordered to stop immediately and may only continue if all WAA's requirements are met.

4.13.49 **WHMIS**

Contractors shall maintain inventory of all hazardous material used on the project site. All hazardous materials must be properly labeled in accordance with WHMIS requirements. SDS for all hazardous material shall be maintained and kept on site and within reach of all workers.

4.13.50 **Work on Airport Roadways**

Any work conducted on groundside roadways shall be marked in accordance with the City of Winnipeg - Manual of Temporary Traffic Control on City Streets. All contractor personnel working on airport roadways must wear a high visibility vest.

4.13.51 **Working Alone**

When a contractor worker is expected to work alone or in isolation, contractors must implement a working alone plan including:

- check-in procedure;
- practicable means of communication;
- Where applicable, emergency supplies;
- Train worker in the work alone plan.

4.14 **Safety Discipline**

Upon written notice from WAA, the contractor shall remove from the airport any person found to violate any of the following provisions:

- Failure to replace handrails, covers, or other protective devices;
- Deliberate unsafe acts which endanger personnel or property;
- Failure to properly perform electrical lock outs;
- Theft of safety equipment;
- Vandalism that causes an unsafe condition to occur;
- Fighting;
- Failure to properly use PPE;
- Working while impaired.

4.15 **Inspections**

4.15.1 **Prime Contractor Inspections**

Prime contractors are required to perform regular documented site safety inspections, including necessary actions to be taken, who is responsible for completion of those actions, and anticipated timelines to correct any identified

unsafe conditions and/or work practices. The inspection must include a follow-up process to ensure previously identified unsafe conditions and/or work practices are corrected. The contractor may be required to demonstrate due diligence by confirming that corrective actions were completed in a timely manner. Reports must be available for review upon request by WAA.

WAA, upon request, may attend periodic inspections performed by prime contractors for the purposes of fulfilling owner safety responsibilities and to ensure the protection of WAA public spaces, its workers, and the public.

All documents pertaining to project safety shall be retained for no less than 5 years after project completion and shall be reviewable upon request by WAA.

4.15.2 Non-Prime Contractor Inspections

Spot inspections will be conducted by WAA contract owner in collaboration with the contractor representative and with support from the Sustainability and Risk Management department as needed.

Factors such as hazards associated with the work and the contractor's safety record will be considered when inspecting contractor. An inspection checklist shall be used when conducting these inspections. Completed checklists shall be retained for a five-year period.

When a recommendation is made to correct an unsafe act or condition that cannot be corrected at the time of the inspection, written documentation must be provided by the contractor to verify the correction of the unsafe act or condition.

4.15.3 Post Job Activities

A post-job evaluation will be conducted for all high and medium risk projects completed on WAA campus. Upon completion of the project, WAA contract owner will ensure the site is inspected to verify that:

- contract conditions have been met;
- all required work and documentation have been completed;
- materials have been returned, if applicable;
- any unsafe or environmentally hazardous conditions have been rectified;
- the site has been properly cleaned up and material properly disposed;
- Hazards identified in the inspection that cannot be immediately controlled shall be identified and corrective actions assigned.

5 SUSTAINABILITY AND ENVIRONMENTAL COMPLIANCE

Contractors must ensure their operations are conducted in accordance with applicable federal, provincial, and municipal environmental legislation, and in conformity with WAA's environmental requirements.

Contractors are required to obtain and manage any environmental permits or licences required for its operations.

When a contractor's activities at WAA may impact compliance with environmental permits or licences, the contractor must coordinate with WAA contract owner and WAA Environment. Such contractor activities may include but are not limited to potential release to sewer or storm drain, air emissions, or work on equipment or a system that is regulated under an environmental permit or licence.

5.1 Environmental Policy

Winnipeg Airports Authority Inc. (WAA) continually strives to understand and account for the context in which we operate. Within this context, we want our operations and development activities to be as sustainable as possible. To this end, we are committed to the following:

1. We will communicate WAA's definition of sustainability, and our commitment to it, both internally and externally: we view sustainability as a continuous state of consideration and action that yields a fiscally strong corporation, minimal negative impact to the local and global natural environment, and an engaged, informed WAA community;
2. We will integrate sustainability thinking and design into our policies, business process, and operations wherever we can;
3. We will do our very best to protect the natural environment and prevent pollution;
4. We will comply with all applicable legislation and voluntary obligations (such as international standards, protocols, community agreements, etc.);
5. We will seek to continually improve by setting goals, monitoring and measuring our performance, and taking action if our goals are not met;
6. We will be transparent as we can, while considering safety, security, legal and other obligations, with our employees, our customers, our regulators, and our surrounding community.

5.2 Waste Management

The contractor is responsible for managing and disposing of all hazardous and non-hazardous waste generated as part of its operations at WAA, in compliance with applicable regulations. No waste shall be disposed of on site without prior consent and approval by WAA.

Contractors must store waste in approved containers. Waste should not be stored for excessive periods of time and should be transported off-site for disposal as soon as possible.

In accordance with WAA's commitment to waste minimization, contractors must make reasonable effort to minimize waste, reuse materials, and recycle where feasible.

5.3 Water Quality Management

Contractors must not allow any material to enter the sewer system. Contractors must adhere to all applicable regulations and WAA requirements with respect to their operations on site, including activities such as outdoor material handling, construction activities, and washing of equipment.

5.4 Hazardous Materials

Contractors must notify WAA prior to bringing or storing hazardous materials on site. The contractor must have current safety data sheets (SDS) readily available at the job site for each hazardous material brought on site. WAA reserves the right to review and approve the use of hazardous materials prior to being brought on site.

Contractors must transport, handle, store, and use hazardous materials in accordance with all applicable legislation and in accordance with WAA requirements. All hazardous materials must be labelled to identify contents and health hazards, according to Workplace Hazardous Materials Information System (WHMIS) and Globally Harmonized System (GHS). WAA must review and approve any work with hazardous or highly odorous chemicals that are used adjacent to interior occupied areas, near air handling equipment, etc.

Contractors are prohibited from disposing of hazardous materials, including empty containers, by any means, on site. Contractors must remove all hazardous materials from WAA property upon completion of the project.

5.5 Air Emissions

Use of hazardous or odorous chemicals or dust-producing activities must be assessed and approved by WAA Environment prior to work commencing.

5.6 Spills and Environmental Releases

Effective precautions shall be taken to prevent spills or environmental releases on WAA property. The circumstances of individual spill/release incidents will vary widely depending on specific factors such as location, type of product, source, rate of discharge, time of day or week, and weather. The initial response actions described below are the actions necessary to invoke spill/release management and clean-up:

- Ensure the safety of all personnel;
- Stop the product flow if safe to do so;
- Isolate/secure the area;
- Assess the situation;
- Notify the **24-HR Airport Emergency Line (204.987.9797)**
- Contain/recover, clean-up.

5.7 Bird and Wildlife

Contractors performing work on airside shall take necessary precautions to eliminate wildlife attractants (e.g., food, garbage, wildlife habitat etc.) on the project site. Contractor shall notify Airport Operations Centre One Call (204.987.9798) immediately, when there's unusual presence of wildlife or when wildlife remains are found around the project site. Unless there's significant risk of injury or damage, contractors must not attempt to chase wildlife or tamper with the remains of wildlife.

6 CONTRACTOR SECURITY RESPONSIBILITIES

6.1 Director, Security & Public Safety / Police & Security Services Coordinator

The Director, Security & Public Safety along with the Police & Security Services Coordinator have the overall responsibility for security at the airport. As such, it may be necessary for the Director and/or Coordinator to conduct random inspections within the work site to ensure compliance with regulatory and WAA specific requirements. All contractors are expected to cooperate fully with any requests or directions given them.

The Director and Coordinator will issue project specific security requirements through the Plan of Operations which must be followed throughout the course of the project.

6.2 Transport Canada Security

Transportation Security Inspectors are responsible to enforce all applicable aviation security legislation at the airport. As such, they have the authority to enter any construction site to conduct random inspections. All contractors are expected to cooperate fully with any requests or directions given them.

6.3 Access to Project Sites

All persons entering a project site shall comply with applicable workplace safety and health requirements and any mandatory company safety orientations. All required safety equipment must be worn, and the directions of site escorts followed. The contractor has the right to limit or temporarily

refuse access to areas if unsafe conditions exist. They also may refuse access to or remove anyone not observing all prescribed site safety and security requirements.

6.4 Contractor or Construction Manager

The contractor / construction manager is responsible to ensure all contractor workers are informed of all security requirements affecting them and to ensure they fully comply with those requirements. Any security violations resulting from non-compliance with security regulations may result in enforcement action being taken. This includes, but is not limited to, immediate suspension of the project, suspension or revocation of Restricted Area passes/access, and the possibility of monetary penalties.

6.5 Contractor Workers

Contractor workers shall comply with all WAA security requirements and with direction given by WAA Director, Security & Public Safety, Police & Security Services Coordinator, Airport Security or Police personnel, Transportation Security Inspectors, WAA Project Manager/Coordinator, Manager, Airport Operations, Airfield Duty Manager, WAA contract owner, or any other authorized representative of WAA.

7 CONTRACTOR SECURITY PROCEDURES

7.1 Restricted Area

The airport is required to maintain a security barrier around the perimeter of the airport and control access into that area. The area within the barrier is referred to as the 'Restricted Area' and is marked with signs every 150 meters (approximately 500 ft.). Signs are also placed on every gate along the security barrier as well on any building doors that access the Restricted Area. Only authorized persons with the appropriate document of entitlement may access the Restricted Area.

7.2 Security Passes & Escorts

Contractor workers may only enter the Restricted Area if they are:

- a) in possession of a valid RAIC (Restricted Area Identity Card) visibly displayed with the picture side facing out; or
- b) in possession of a purple temporary pass or visitor pass decal (VPD) and under the supervision of a WAA approved escort.

The RAIC is only issued to contractors that have applied for and have been granted a transportation security clearance by Transport Canada. This process

may take eight weeks or more, depending on the person's personal circumstances. It may take considerably longer if the person has not resided in Canada for at least the last five years or if they have traveled extensively outside the country in the last five years. Details about obtaining a security clearance can be obtained from the Airport Pass Office or WAA Police & Security Services Coordinator. Normally the RAIC is only issued to those contractors that are required to work in Restricted Areas on a regular ongoing basis.

Contractors working casually in Restricted Areas, outside the terminal building or Ground Services Equipment Building would be issued a construction pass. Contractors required to work in the terminal building or Ground Services Equipment Building would be issued a visitor pass decal (VPD). Contractor staff needing one of these passes are required to produce government issued photo identification i.e., driver's license or passport, to obtain one. WAA approved security personnel must be provided for projects in which it is necessary to control access into the Restricted Area of the airport. Contractor personnel are not permitted to assume this responsibility.

WAA designated escorts are required for contractors with temporary passes, construction passes or VPD's. The escort ratio is dependent on the area in which the work is being done and will be determined by WAA Police & Security Services Coordinator. Generally, the ratio is 1:20 when the work is clearly confined to a designated area but may be reduced to 1:10 when it is not.

7.3 Lost, Stolen, Damaged Passes or Vehicle Plates

The contractor is responsible for the safekeeping of all passes/plates issued to them. If a pass or plate is lost, damaged or stolen, it must immediately be reported to the escort or WAA contract manager. A replacement fee, as per the current Pass Office fee schedule, will be assessed for each item not returned or damaged.

7.4 Security Barrier

The security barrier may not be opened, removed, moved, altered, or rendered inoperative without the express consent of WAA contract owner, Director, Security & Public Safety or Police & Security Services Coordinator. This includes any temporary fence that may be required to form part of the security barrier during the construction period. Coordination of this type of work with WAA contract owner is required to ensure the appropriate security controls are in place while the work is being conducted. Inspections are also necessary to ensure altered, new, or temporary fencing meets security requirements. These inspections can be arranged with WAA contract owner.

Contractors with RAIC's that are using any gate or door along the security barrier to access a Restricted Area, that is not controlled by WAA Security

personnel, shall prevent access by unauthorized persons and must ensure the gate or door is properly secured prior to leaving it. This is a legislative requirement and must be strictly adhered to.

Contractors shall also ensure the 'three-meter groundside' (3m) and 'one meter airside' (1m) clear zone is always maintained along the security barrier. No storage of material, vehicles, or other objects are permitted within either clear zone.

7.5 WAA Approved Security Personnel

WAA approves personnel to provide escorts and control access to Restricted Areas. They are RAIC holders with an intimate knowledge of security regulations/requirements as well as airport operations. Their function is solely that of security and may not be used to provide other functions at the work site.

- a) WAA approved security personnel are required when it is necessary to open the security barrier to allow access in or out of a project site. It is their responsibility to prevent unauthorized access to the Restricted Area. They also control construction/visitor passes and vehicle plates and ensure all persons and vehicles comply with airport standards and regulatory requirements
- b) WAA approved escorts are assigned when contractor personnel require an escort to work within the Restricted Area.

Any questions or concerns about security requirements or the hiring of escorts can be referred to WAA Police & Security Services Coordinator.

7.6 Access within the Air Terminal Building

Access to the Restricted Area within the Air Terminal Building is done through one of the four main access points.

On Level 1 there are two (2) ATAP's (Anti-Tailgating Access Portals) and one (1) Exit Portal. On the second floor there is a Security /NPS Checkpoint located at Lane 7, in Domestic Pre-Board Screening, which is staffed by a security guard and CATSA Screeners. On level 0, there are two ATAP's, one for the movement of goods and one for pedestrians. These points allow RAIC holders and their visitors access to the Restricted Area.

If your work site is located within the Restricted Area of the Air Terminal Building, WAA contract owner will explain which access route(s) is to be used. Escorts will also assist in getting contractor staff through security checkpoints in the most efficient manner possible.

Access to areas within the Air Terminal Building may be limited to certain times dependent on operational requirements. WAA contract owner or Manager, Airport Operations will advise of these limitations which must be strictly adhered to. Limitations may also be placed on activities which are excessively noisy, disruptive or cause undue hardship to airport operations.

7.6.1 Non-Passenger Screening (NPS)

All non-passengers (staff, contractors, etc.) with RAIC's that require access to Restricted Areas within the Air Terminal Building are subject to random non-passenger screening. Screening is mandatory for those with temporary or visitor passes. When selected for screening, compliance with the directions of the CATSA screening officer is mandatory. Any tools needed to perform your duties will be permitted, however, Security is required to do a check of all tools that are destined to be used in the Sterile Area. Other items such as pocketknives or other prohibited items are not allowed in any Restricted Area and will be confiscated. If an item is deemed illegal, however, your pass may also be confiscated, and the police may be dispatched.

Some limits are also placed on the amount of liquids and gels that may be taken into the Sterile Area but non-Passengers are permitted to bring in a quantity that would typically be used in a day.

7.6.2 Use of Tools in Passenger Lounges (Sterile Areas)

As stated above, tools required to perform your duties are permitted inside Restricted Areas of the Air Terminal Building. When working inside a Sterile Area, it is extremely important that extra care be taken to ensure tools are not left unattended or accessible to any passengers at any time.

Before leaving the area, all tools must be accounted for and removed or properly stored. When leaving the Sterile Area with tools, Security is to be called so they can verify all items are accounted for. If any tools are missing, the Manager, Airport Operations is to be immediately contacted and provided with the details. Carelessness with tools in Sterile Areas constitutes a serious security breach and could have serious operational impacts and may result in severe consequences.

7.6.3 Site Security

When working in any areas of the Air Terminal Building, especially in Sterile Areas, it is critical the worksite be properly secured. Hoarding, or other means of sealing off a project site, must prevent access to unauthorized persons i.e., passengers, airport staff, etc. Appropriate measures must be in place to ensure the area is kept secure during normal work hours as well as after hours.

7.7 Access to Other Areas

Any contractor requiring access to other areas of the airport not addressed in this document shall make such arrangements with WAA contract owner or Manager, Airport Operations.

7.8 Reporting Security Incidents

The contractor is required to report any security incident(s) that occur or are observed while on the project site. All such incidents must immediately be reported to the Manager, Airport Operations.

8 GLOSSARY

Acceptable: program meets or exceeds the elements required of a standardized safety program or as in applicable legislation such as in Section 7.4(5) of the Manitoba Workplace Safety and Health Act.

Accident: an unplanned event resulting in personal injury and/or property damage.

Airport: Winnipeg Richardson International Airport

Manager, Airport Operations: a WAA employee responsible for the day-to-day operations of the airport.

Airside: the Restricted Area of the airport to which public access is restricted.

AOC: Airport Operations Centre.

Approved: in relation to a type of equipment and a named organization or standard, means a description that is approved or certified by that organization as meeting those standards or specifications of the organization that are applicable to that type of equipment, or, where applicable, the named standard.

Apron: that part of an aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions

ATAP: Anti-Tailgating Access Portals are security-controlled access points within the terminal building and Ground Services Equipment Building that allow authorized airport staff entry into the restricted area using their Restricted Area Identity Card.

CATSA: the Canadian Air Transport Security Authority is responsible for the screening of all passengers as well as the random screening of airport staff entering Restricted Areas of the terminal building.

Contractor: includes a person, firm, municipality, corporation, or other entity, who or which employs persons to do or contracts with other firms, or corporations, for the doing of work as defined in the Canada Labour Code and includes the principal contractor and any subcontractor.

Construction Pass: a temporary pass issued to contractors working in airport Restricted Areas outside the Airport Terminal Building or GSE (Ground Services Equipment) Building. A valid WAA approved escort must be assigned to those using these passes.

Construction site: a location where the contractor's personnel are, or are likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by the contractor personnel in an occupation.

Contractor Representative: a person assigned by the contractor to act on its behalf and take charge of contractor work / site.

Contractor Workers: includes all employees of the contractor as well as all sub-contractors and their employees.

Critical Area: the area of the airport consisting mainly of the main terminal Apron and fuel farm. All persons/vehicles entering this area are required to first be biometrically validated and are subject to non-passenger screening.

Groundside: the area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

Escort: an individual qualified and authorized by WAA to escort those with temporary, construction and visitor passes into Restricted Areas.

Incident: an undesired event which, under slightly different circumstances, could have resulted in harm to people, damage to property or loss of process.

NPS: Non-Passenger Screening is conducted on a random basis by CATSA. All airport staff is subject to screening when entering a Restricted Area from within the Airport Terminal Building or at the Apron I Security Checkpoint when entering the Critical Area.

Prequalification: the process of assessing a contractor's OHS related information to determine the state of their safety program.

Prime Contractor: Contractor responsible for coordinating health and safety management systems of multiple employers and to do what is reasonably practicable to ensure that OHS legislation is complied with. The duties of a prime contractor are set out in the Manitoba Workplace Safety and Health Act and Regulations.

Project: a project is defined as:

- The construction, demolition, repair, alteration or removal of a structure, building, complex, street, road or highway, pipeline, sewage system or electrical, telecommunication or transmission line;
- the digging of, or working in or filling a trench, excavation, shaft or tunnel;
- the installation, modification, repair, or removal of any equipment; machinery or plant the operation of a manufacturing, industrial or other process; or
- any work designated by WAA as a project.

Project site: a location where the contractor's workers are, or are likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by the contractor workers in an occupation.

Qualified or competent person: means, in respect of a specified duty, a person who, because of their knowledge, training, and experience, is qualified to perform that duty safely and properly.

RAIC: Restricted Area Identity Card. This is a biometric identity card issued by WAA Pass Office once a person has been granted a transportation security clearance by Transport Canada. It positively identifies the holder as a person authorized to enter and remain in an airport Restricted Area without an escort.

Restricted Area: that part of the airport to which access is restricted to authorized persons with a valid document of entitlement only and is marked with signs indicating so.

Security Barrier: the barrier used to delineate and control access to the Restricted Area of the airport.

Sterile Areas: Sterile areas are areas in which passengers have undergone passenger screening and are waiting to board an aircraft.

Visitor Pass Decal (VPD): a temporary pass that permits access to a Restricted Area if escorted by a RAIC holder. Also, all VPD holders must undergo screening when entering Restricted Areas within the Airport Terminal Building or Critical Area.

WAA: Winnipeg Airports Authority Inc., the operator of Winnipeg Richardson International Airport, and all its subsidiaries, including but not limited to YWG Inc. and ACW Ltd.

WAA Contract Owner: a representative assigned by WAA, who is accountable for managing the Contractor.

Hot Work Permit: document issued by the AOC or for welding in specific location, for a specific duration and to a specific person.

9 Contractor's Attestation

This attestation must be signed and returned to the Supply Chain (supplychain@waa.ca) and WAA Permits Coordinator (permits@waa.ca).

I have read Winnipeg Airports Authority Safety, Security, Environment & Health (SSEH) Manual for Contractors. I understand the requirements and procedures in this manual. I attest that I am a person in the position of authority within my organization and that I (or my successor in the role) assume responsibility to ensure that all personnel, including subcontractors, are familiar with and will follow the requirements and procedures outlined in this manual. I further attest that I shall provide WAA Supply Chain copies of all documents found in the checklist below prior to commencing work on WAA premises:

Name:	
Title:	
Signature:	
Date:	

Note: WAA, at its discretion, may require re-attestation following 12 months from the signature date to ensure that updates to this document (if any) are understood and acknowledged.

Document Checklist:

Signed SSEH Manual Attestation	
Proof of insurance	
Proof of WCB Coverage	
COR™/SECOR™ or SAFE Work Certification + recent letter of good standing	
Signed Equipment Use Attestation Form (if using WAA equipment)	