

Safety Pre-Qualification Application Introduction

The Vancouver Airport Authority [Airport Authority] is the functioning body that oversees the safe and efficient operation of Vancouver International Airport. To meet the needs associated with passenger and cargo growth, the Airport Authority is continuing with a significant program of expansion and renovation. Contractors will have a key role in ensuring the work is performed in a safe, secure, and environmentally conscious manner.

To confirm that the work is performed in accordance with Airport Authority safety requirements, applicable legislation, and good industry practices, contractors are required to meet our established levels of safety competence and compliance by successfully completing the *Application for Safety Pre-Qualification*, which will be administered during the tendering process for construction contracts. Through this process, contractors will be expected to provide evidence of an acceptable construction safety record along with a corporate commitment that ensures safe establishment and maintenance of work sites and practices.

Subsequent to successful completion of the *Application for Safety Pre-Qualification*, construction work will not begin until the contractor has completed their site-specific safety program based on the unique hazards and related risks associated with their airport project, and has submitted this material to the Airport Authority for review.

Safety pre-qualification will apply to all construction contracts undertaken by or on behalf of the Airport Authority, and, at the discretion of the Airport Authority, may be applied to any airline, tenant, or other contracts where the work is deemed to have the potential to impact sensitive operational areas.

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2. Application, Submission, and Inquiries

Applicants are required to apply for safety pre-qualification by completing the *Application for Safety Pre-Qualification*. **Copies of the application may be obtained through:**

Vancouver Airport Authority
Supervisor of Construction Safety
PO Box 23750 APO Richmond, BC
Phone: 604-276-6040
Fax: 604-232-6238

The Vancouver Airport Authority website. Scroll to the bottom of the homepage, and select Construction, and then Construction Safety. A link is provided in order to download the pre-qualification application.

<http://www.yvr.ca/en/business-at-yvr/construction/Construction-Safety.aspx>

Pre-Qualification Levels

There are two pre-qualification levels.

1. Stand-Alone Contractor Pre-Qualification - The work is performed by one contractor.
2. Prime Contractor/Construction Manager Pre-Qualification - The contractor will be the prime contractor, construction manager and contracting sub trades.

3. General Requirements

Applicants are required to submit the following documentation in support of their safety pre-qualification application:

- Completed Safety Pre-qualification application
- Completed Safety Program Matrix
- Completed YVRAA Safety Pre-qualification Submission Checklist
- Proof of registration with WorkSafeBC

- Letter of Good Standing from WorkSafeBC
- Copies of WorkSafeBC *Experience Rating Assessment* [ERA] letters for the previous five years, including all sub-classes for which the contractor receives an ERA
- Copies of WorkSafeBC *Claims Cost Summary* for the previous five years
- Copy of contractor occupational health and safety [OH&S] program complete with a general construction safety orientation program for all workers, duly signed and dated within the previous year
- Details of any penalties assessed against the contractor by WorkSafeBC within the previous five years, including copies of relevant WorkSafeBC *Inspection Reports*
- Health and safety performance records, current to within 60 days of application.
- Copy of recent safety audit conducted by or on behalf of the contractor
- Names of Project Managers, Superintendents, Construction Coordinators, Supervisors, and Site Safety Coordinators anticipated to work on airport projects, along with documentation of safety training and experience for each person

In addition, the applicant is required to affirm, in writing, the following:

- The contractor will undertake all health and safety matters in accordance with the requirements described in the Airport Authority *Construction Safety / Security Manual*.
- The contractor will undertake all health and safety matters in accordance with applicable legislation and good industry standards,
- The contractor will undertake all health and safety matters in accordance with company occupational health and safety program and the site-specific safety program that will be developed based on the safety, environmental, and operational risks associated with their specific airport construction project.
- The contractor will promote, assist at, and demonstrate a positive safety attitude at the workplace.

The Airport Authority will request and require authorization for release of information or documentation as necessary to complete the safety pre-qualification assessment.

Where the Airport Authority requires modification to submitted documents to make them acceptable, the applicant may be requested to make such modifications and resubmit the documents.

For new contractors with no past safety history, the Airport Authority may request records of the parent company, associate company, or previous company. The Airport Authority may also request records of firms managed by the principal managers and senior supervisory personnel of the new company to use as evidence of the safety commitment of the new company.

4. Specific Health and Safety Requirements

In performing the contract with the Airport Authority, the applicant is required to comply with the Construction Safety and Security Manual (CSSM) V6.0 2010 as well as the following health and safety conditions. The Airport Authority reserves the right to require or impose on the applicant additional health and safety conditions as may be identified or necessary to ensure the safety and security of the airport, including tenants, passengers, the public, and applicant employees.

Risk Assessment

The applicant will conduct a risk assessment before starting any activities that could pose a hazard to people, the environment, or the operation, which includes the applicant's work site and normal operations of the airport. The contractor's site-specific safety program will be based upon the unique hazards faced at the airport. Copies of all risk assessments must be kept at the airport and made available for reference and review by the Airport Authority.

Site-Specific Safe Work Procedures

The applicant will develop and implement appropriate site-specific safe work procedures for all tasks and activities performed in respect to the contract where the task or activity is identified by federal or provincial *Occupational Health and Safety Regulation* as requiring a safe work procedure, including tasks and activities identified during site-wide risk assessments and ongoing risk assessments. The contractor's site-specific safety program based upon the unique hazards and risks associated with working at the airport must be kept onsite and made available for reference and review by the Airport Authority.

Employee Training

For all work activities identified through risk assessment, or requiring safe work procedures in respect to the contract, the applicant will provide the necessary

training to all applicant employees prior to permitting the activity or safe work procedure being performed. Training will be to a method and degree that ensures proper understanding by applicant employees.

Copies of training curriculum and training records confirming completion will be kept at the airport and made available for reference and review by the Airport Authority.

Workplace Hazardous Materials Information System

The applicant will ensure that all materials subject to Workplace Hazardous Materials Information System [WHMIS] requirements are properly identified, labeled, used, and stored in accordance with the general requirements of the *Hazardous Products Act* and the *Hazardous Materials Information Review Act*, as amended from time to time, and the specific requirements of the Material Safety Data Sheet [MSDS] for the specific product.

The applicant will ensure that all hazardous materials are properly labelled and have the accompanying MSDS prior to arrival and use at the airport. Copies of MSDS will be made available for reference and review by the Airport Authority.

Note: The Airport Authority reserves the right to disseminate copies of MSDS sheets to tenants that have employees who may have a vested interest in the materials being used in the facilities.

The applicant will ensure that all applicant employees receive WHMIS training before using any hazardous materials at the airport. Records of training and competency will be kept at the airport for reference and review by the Airport Authority.

Monitoring and Reporting

To validate compliance with the requirements of safety pre-qualification and the contractor's site-specific safety program, the applicant is required to submit a monthly safety report to the Airport Authority Project Manager and to the Supervisor of Construction Safety. The report will identify the following:

- All lost-time accidents occurring to any workers on site while working at the airport
- All incidents or accidents occurring to any workers on site while working at the airport
- All incidents or accidents caused by any workers on site that result in operational delay to the facilities or tenants

- Incidents or accidents involving tenants, passengers, or the public
- Incidents or accidents that result in damage to Airport Authority property or equipment
- Incidents or accidents that result in damage to tenant, airline, or other contractor or third-party property or equipment
- Incidents or accidents that result in property damage to the public or passengers
- Statistics and copies of tool box talks, Joint Occupational Health and Safety committee meeting minutes, site inspections, near misses and other leading indicators as requested by the Airport Authority

An incident is defined as a preventable, unplanned, work-related event or exposure, or series of events or exposures that had the potential to result in personal harm and/or damage to things but did not. A “near-miss” is considered an incident.

An accident is defined as a preventable, unplanned, work-related event or exposure, or series of events or exposures that result in personal harm and/or damage to things.

Submission of Records

The Airport Authority requires submission of applicant records on request that demonstrate that Occupational Health & Safety Committee meetings, investigations including incident investigations, inspections, equipment certification and testing, risk assessments, or other pertinent health and safety matters are being conducted as required by applicable *OH&S Regulation*.

Inspections and Auditing

The Airport Authority may conduct periodic health and safety inspections and audits of the applicant to ensure that all health and safety requirements are maintained in accordance with the requirements of this safety pre-qualification.

5. Stand-Alone and Subcontractor Pre-Qualification

A *Stand-Alone* contractor is an applicant seeking work directly with the Airport Authority.

A *Subcontractor* is an applicant seeking work under the direction of a Prime Contractor.

In addition to the requirements described under section *General Requirements* above, the applicant's occupational health and safety program will be reviewed to verify that appropriate instructions, procedures, and documentation are in place that supports their role and responsibilities.

Construction Safety Officer or Workplace Safety Representative

The Airport Authority requires that Stand Alone and Subcontractors have a designated Construction Safety Officer (CSO) or a Workplace Safety Representative responsible for overseeing the safety activities. Workplace Safety representative will be qualified and have the appropriate levels of training and experience necessary to perform their duties in accordance with the *Workers Compensation Act*, to the extent practicable. Airport Authority requires the contractor to provide documentation supporting the qualifications of the proposed Workplace Safety Representative.

In addition to the duties within the *Workers Compensation Act* the Workplace Safety Representative will liaise with Airport safety personnel as necessary to demonstrate the activities of the project are in accordance with applicable legislation, Airport Authority *Construction Safety / Security Manual* requirements, and this safety pre-qualification program.

The applicant's occupational health and safety program must include the following information:

- Policy statement of company on safety goals and objectives
- Description of safety roles and responsibilities for project management, supervisors, site safety coordinators, foremen, and workers

- Process for obtaining information from an owner or prime contractor on workplace hazards
- Process for evaluating project risks, including actions to eliminate, minimize, or control these risks, at project start-up and throughout course of project
- Process for providing site-specific safety orientations to workers and visitors prior to going on site
- Process for identifying and controlling hazardous materials according to WHMIS requirements
- Identification of requirement to attend prime contractor Occupational Health & Safety Committee meetings, where applicable
- Process for investigating incidents including near misses and accidents occurring at the workplace
- Process for providing and maintaining appropriate first aid supplies and personnel
- Process for ensuring that all injuries, incidents, and accidents are reported
- Appropriate safe work procedures for the tasks performed by the contractor's forces
- Acknowledgement of Airport Authority *Construction Safety / Security Manual* requirements, including provisions for implementing these requirements
- Process for holding safety toolbox and tailgate meetings as necessary to ensure proper communication of safety information to workers
- Description of contractor policy for inappropriate behaviour at the workplace, including drug and alcohol use
- Process for disciplinary action taken against workers for non-compliance with Airport Authority, contractor, or WorkSafeBC requirements
- Process to ensure that workers have appropriate training before undertaking work activities
- Policy and provision for supply and use of personal protective equipment
- Provision for maintenance procedures for site tools and equipment, including tag-out procedures for defective equipment or tools
- Provision for inspecting equipment prior to use on site

- Process for conducting site safety inspections as required to eliminate unsafe acts or conditions, including identifying procedures to correct unsafe site or working conditions
- Identification of contractor emergency response program procedures, including training for workers and visitors, where applicable
- Provision for security program to meet Airport Authority Security requirements, where applicable
- Provision for environmental management program to meet Airport Authority Environment Department requirements, where applicable
- Policy for ensuring that registered professional documentation, manufacturers' operating instructions, or other such documentation is received and maintained at the workplace prior to process, structure, or equipment use

6. Prime Contractor or Construction Project Managers Pre-Qualification

Under WorkSafeBC *OH&S Regulation 20.3*, prime contractors have the responsibility for coordinating the safety activities of all persons on the work site under their control or direction.

In addition to the requirements described under section *General Requirements* above, applicants are required to demonstrate that they are knowledgeable in their intended role as prime contractor, that their occupational health and safety program provides appropriate instruction for their forces and those of subcontractors, and that they have processes to qualify subcontractors based on acceptable safety competence and compliance.

Construction Safety Officer

The Airport Authority requires prime contractors to have designated Construction Safety Officer/s responsible for overseeing the safety activities of all workers and sub contractors under the direction of the prime contractor. Construction Safety Officers will be qualified and have the appropriate levels of training and experience necessary to perform their duties. Airport Authority requires the prime contractor to provide documentation supporting the qualifications of the proposed Construction Safety Officers.

In addition to the duties assigned by the prime contractor, the Construction Safety Officer will liaise with Airport safety personnel as necessary to demonstrate the activities of the project are in accordance with applicable legislation, Airport Authority *Construction Safety / Security Manual* requirements, and this safety pre-qualification program. Construction Safety Officers are required to attend weekly coordination meetings held by the Airport Authority.

Verification of Subcontractors

Airport Authority requires prime contractors to ensure all sub contractors have completed a thorough safety prequalification, including all other contracts executed for or on behalf of a subcontractor as part of the principal contract.

Occupational Health and Safety [OH&S] Program

The applicant's OH&S program will include information about the following:

Requirements of Prime Contractor

- Policy statement of company with respect to safety goals and objectives
- Description of safety roles and responsibilities for project management, supervisors, site safety coordinators, foremen, and workers
- Policy statement for obtaining information from the owner on workplace hazards
- Process for providing site-specific safety orientations to workers, subcontractors, and visitors prior to going on site
- Process for identifying and controlling hazardous materials according to WHMIS requirements
- Corporate risk assessment process for evaluating project risks, including actions to eliminate, minimize, or control these risks, at project start-up and throughout course of project
- Process for establishing and maintaining Occupational Health & Safety Committee meetings, including record-keeping
- Process for investigating incidents and accidents occurring at the workplace
- Process for providing and maintaining appropriate first aid supplies and personnel

- Process for ensuring that all injuries, incidents, and accidents are reported
- Appropriate safe work practices for the tasks performed by the prime contractor's workforce
- Acknowledgement of Airport Authority *Construction Safety / Security Manual* requirements, including provisions for implementing these requirements
- Process for holding safety toolbox / tailgate meetings as necessary to ensure proper communication of safety information to workers
- Policy statement on inappropriate behaviour at the workplace, including drug and alcohol use
- Process for disciplinary action taken against workers for non-compliance with safety requirements
- Process to ensure that workers have appropriate training prior to undertaking work activities
- Policy and provision for supply and use of personal protective equipment
- Provision for maintenance procedures for site tools and equipment, including procedures for defective tools
- Provision for inspecting equipment prior to use on site, including subcontractor equipment
- Process for conducting site safety inspections as required to eliminate unsafe acts or conditions, including identifying procedures to correct unsafe site or working conditions
- Identification of contractor emergency response program procedures, including training for workers, subcontractors, and visitors
- Provision for security program to meet Airport Authority Security requirements, where applicable
- Provision for environmental management program to meet Airport Authority environmental requirements, where applicable
- Policy for ensuring that registered professional documentation, manufacturers' operating instructions, or other such documentation is received and maintained at the workplace prior to process, structure, or equipment use

7. Out-of-Province Applicants

Applicants based outside of British Columbia will submit documentation from the local agency responsible for compliance with safety on construction sites for their province or state. Documentation should mirror the requirements established in sections *General Requirements*, *Specific Health and Safety Requirements*, and *Stand-Alone and Subcontractor Pre-Qualification*.

8. Pre-Qualification Acceptance Criteria

The applicant will be recommended for their requested pre-qualification level if the applicant meets the following criteria:

- Registered with WorkSafeBC
- WorkSafeBC assessments are paid in full
- Contractor occupational health and safety program and practices are acceptable to the Airport Authority for the level of pre-qualification being sought
- Qualifications of management and supervisory personnel are acceptable to the Airport Authority for the level of pre-qualification being sought
- Demonstrated record of conducting business in a safe, efficient, and environmentally conscious manner
- Achieves an acceptable score on the safety pre-qualification evaluation
- Preference will be given to contractors with a lost-time accident [LTA] frequency rating of less than 7.5, and corresponding severity rating of less than 15.0
- Preference will be given to contractors with WorkSafeBC *Experience Rating Assessment* not greater than 15% demerit at any time during the past three years

9. Assessment

The assessment period for applications may take up to 15 working days after full receipt of all requested information and documentation.

Assessments will be undertaken by the Supervisor of Construction Safety, or designate.

Notification of Assessment

Applicants will be advised in writing of the outcome of their pre-qualification assessment.

Applicants who are unsuccessful in their application will receive written notification itemizing the reasons for the rejection. The contractor may re-apply at any time, subject to demonstrating that the reasons for the rejection have been resolved to the satisfaction of the Airport Authority.

10. Pre-Qualification Period and Renewal

Pre-qualification status is valid for three years from the date of approval, subject to maintaining approved status and may be extended based on length of a particular project should it exceed three years. The Airport Authority reserves the right to request and require re-submission of documents prior to the contractor pre-qualification anniversary date.

Contractors are responsible for seeking renewal prior to the expiration date of their pre-qualification period. Contractors will not be eligible to receive contracts after the expiration date of their pre-qualification status.

Contractors should submit the full safety pre-qualification application a minimum of four weeks prior to their expiration date. The contractor's previous record and demonstrated efforts toward operating a safe, efficient, and environmentally conscious manner while working at the airport will be a major consideration when evaluating request for renewal of safety pre-qualification.

Maintaining Pre-Qualification Status

Maintaining safety pre-qualification status is subject to the contractor's ongoing demonstration that the work is performed in accordance with the requirements described in this document and the Construction Safety/Security Manual.

11. Inspections and Auditing

The Airport Authority will inspect, audit, and review relevant documentation as necessary to confirm ongoing compliance with pre-qualification requirements. Contractors are required to provide this information as necessary to assess compliance. Contractors will be provided with copies of all inspection reports and audits, with the expectation that any noted deficiencies are immediately corrected.

12. Non-Compliance and Disciplinary Action

Non-compliance with this program will not be accepted and will precipitate disciplinary action appropriate to the severity or frequency of the non-compliance. Airport Authority will provide the contractor with written notification specifying the nature of the non-compliance and corresponding disciplinary actions.

These written notifications will remain on file and will be reviewed and taken into consideration by the Airport Authority during subsequent applications for pre-qualification status by the contractor.

Non-compliance may include the following:

- **Gross misconduct.** Categorized as:
 - Serious injury or death to worker, visitor, tenant, or public due to negligence by contractor
 - Significant property damage or environmental disaster due to negligence by contractor
 - Significant operational impact on facilities due to negligence by contractor—e.g., false fire signal resulting in terminal evacuation, friable asbestos spill
 - Damage to aircraft due to negligence by contractor
- **Significant misconduct.** Categorized as:
 - Injury to tenant or public due to negligence by contractor

- Aggravation of worker injury due to inadequate or inappropriate treatment
- Penalties levied by WorkSafeBC for infractions on airport projects
- Violation of *Construction Safety / Security Manual* requirements, resulting in operational impact to the facilities—e.g., indoor environmental quality, unauthorized lockouts, hot work
- Repeated safety issue notices against the contractor
- **Ongoing misconduct.** Categorized as:
 - Unacceptable injury, incident, or accident rates on the project from failure to take appropriate actions
 - Repeated failure to rectify reported safety deficiencies
 - Repeated failure to comply with WorkSafeBC, the Airport Authority, or contractor safety requirements
 - Repeated failure to enforce subcontractor compliance with safety requirements
 - Repeated complaints from Airport Authority, airlines, or tenants due to contractor's failure to follow safety requirements

Disciplinary action may include the following:

- Notification to the contractor that safety pre-qualification status has been suspended until the offence has been corrected to the satisfaction of the Airport Authority
- Notification of non-compliance with WorkSafeBC *OH&S Regulation* to a WorkSafeBC officer and request for follow-up by the WorkSafeBC officer

Revocation or suspension of safety pre-qualification status during the execution of Airport Authority contracts will be considered a breach of the General Conditions of Contract. The Airport Authority may levy penalties as stipulated in the contract documents for failure of the contractor to meet contractual obligations.

13. Appeals and Determinations

Contractors may launch an appeal by providing Airport Authority written notification of appeal within ten working days after receipt of the non-compliance

letter. Appeals launched after five working days of notification will not be considered.

Airport Authority will only accept appeals under the following criteria:

- To challenge the circumstances resulting in the disciplinary action
- To demonstrate that the circumstances resulting in the disciplinary actions have been rectified to the satisfaction of the Airport Authority
- To make recommendations to replace contractor on-site management or supervisory personnel
- To make recommendations to replace a subcontractor in circumstances where the subcontractor was responsible for the non-compliance resulting in disciplinary action against the prime contractor
- To request an appeal extension by providing valid reasons for extension

Appeals will not extend beyond 30 calendar days from the contractor's receipt of the non-compliance letter, except where an appeal extension has been granted in writing.

Appeals and determinations will be undertaken by a Disciplinary Review Board consisting of the Airport Authority Project Manager, the Assessment Group granting safety pre-qualification status, and Airport Authority Corporate Counsel. At the discretion of Airport Authority, additional representation may be added.

Decisions of the Disciplinary Review Board are final and binding.

14. Limitations of Liability

The Airport Authority accepts no responsibility or liability incurred against the contractor for failure to meet the General Conditions of Contract.

The Airport Authority accepts no responsibility or liability for loss incurred against the contractor or other parties resulting from a revocation or suspension issued against the contractor under the conditions described in this document.

Part A

Submissions, Program Content, and Inquiries:

Contractors are invited to apply for safety pre-qualification by completing and submitting the *Application for Safety Pre-Qualification*. Contractors are required to read the information above prior to the completion and signing of this application. For more details on the construction safety program and requirements as well as the pre-qualification process contact:

Vancouver Airport Authority
Supervisor of Construction Safety
PO Box 23750 Airport Postal Outlet
Richmond, BC V7B 1Y7
Phone: 604-276-6040
Fax: 604-232-6238
Email: construction_safety@yvr.ca

Direct all submissions to the Supervisor Construction Safety (Vancouver Airport Authority).

Direct all questions to construction_safety@yvr.ca

1 Company Identification

Business Name: _____
 Address: _____ Postal Code: _____
 Telephone: _____ Fax: _____
 Contact Name: _____ E-mail: _____
 Mailing Address (if different): _____
 Company is a: Sole Proprietorship Partnership Limited Company
 Number of Years in Business: _____
 Parent Firm of: _____ Subsidiary/Division of: _____

2 Level of Pre-Qualification

Indicate the level of pre-qualification being sought.

Stand-Alone Contractor:

SAC Project work is performed by one contractor directly for the Airport Authority.

Subcontractor:

Subcontractor Project work where the contractor will be working under the direction of a prime contractor.

Prime Contractor/Construction Project Manager:

PC/CPM Project work where the contractor will be the prime contractor on behalf of the Airport Authority.

3 WorkSafeBC Information

WorkSafeBC Registration No: _____ Classification Unit: _____

WorkSafeBC Letter of Good Standing attached? Yes To follow

Experience Rating Assessments [ERA] attached? Yes To follow

Year-end WorkSafeBC Claims Cost Statements attached? Yes To follow

4 Organizational Type

<i>Please choose the industry type that best applies to your organization:</i>			
Demolition	General Contractor	Doors and Windows	Hazardous Material Abatement
Fire Systems	Blacktop/Paving	Tree Service	Automation
Security	Landscaping	Painters	Ground Improvement
Pile Foundations	Roofing	Drywall	Baggage Handling
HVAC	Electrical	Structural Steel	Sign Fabrication
Mechanical	Civil Works	Flooring	Engineering
IT – Systems	IT - Infrastructure	Millwork	Carpentry
Other (please describe): _____			

5 Personnel

Provide the following information relating to experience and qualifications of company officers, senior management, project management, and supervisory personnel who are employed on a permanent basis. Attach additional information as necessary.

5.1 Head Office

Name: _____ Title: _____

Years with Company: _____ Years of Construction Experience: _____

Largest Contract Managed: Name: _____ \$ _____

Safety Training/Accreditation: _____

Name: _____ Title: _____

Years with Company: _____ Years of Construction Experience: _____

Largest Contract Managed: Name: _____ \$ _____

Safety Training/Accreditation: _____

Name: _____ Title: _____

Years with Company: _____ Years of Construction Experience: _____

Largest Contract Managed: Name: _____ \$ _____

Safety Training/Accreditation: _____

5.2 Site Personnel

Name: _____ Title: **Project Manager**
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: **Site Superintendent**
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: **Supervisor/ Coordinator**
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: **Site Safety Coordinator**
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: **First Aid Attendant**
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: _____
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

Name: _____ Title: _____
Years with Company: _____ Years of Construction Experience: _____
Largest Contract Managed: Name: _____ \$ _____
Safety Training/Accreditation: _____

6 Safety Program Matrix

Mandatory Safety Program Components for Airport Authority Safety Pre-qualification

1. Established Policies dealing with the applicable components of *Part 3 of the Workers Compensation Act* including but not limited to:
 - General duties of employers, workers and others
 - Policy on prohibition against discriminatory action
 - Joint committees and worker representatives
 - Hazards assessment procedure
 - Accidents and incidents reporting and investigating procedure
 - Policy and procedures for orientation and training including young and new workers
 - Prevention policy dealing with bullying and harassment

2. Established Policies and/or procedures for dealing with applicable components of *Parts 1 to Part 4 of the BC Occupational Health and Safety Regulation* including but not limited to:
 - Occupational health and safety programs
 - Workplace inspections
 - Correction of unsafe conditions
 - Refusal of unsafe work
 - Occupational first aid
 - Emergency preparedness and response
 - Impairment
 - Working alone or in isolation
 - Workplace conduct
 - Violence in the workplace
 - Work area requirements
 - Storing and handling materials
 - Ergonomics (MSI)
 - Work area guards and handrails
 - Illumination
 - Indoor air quality
 - Environmental tobacco smoke
 - Occupational environmental requirements (noise, vibration, radiation and temperature controls)
 - Personal protective clothing and equipment requirements

Additional program requirements for Airport Authority Safety Pre-qualification.

In addition to mandatory components of your safety program, where applicable, mark **X** to identify the estimated frequency with which your organization anticipates undertaking the following activities at YVR.

For each activity identified, documentation outlining how these activities are safely controlled must be submitted with the safety pre-qualification application.

	Yearly	Monthly	Weekly	Daily	Never
Use of Sub-Contractors					
Chemical Agents and Biological Agents					
Management of Substance Specific Requirements (Part 6 of the BC OHS Regulation)					
Ladders, Scaffolds, and Temporary Work Platform Use					
Confined Space Entry					
De-energization/Lockout					
Working at Height					
Tools, Machinery and Equipment Use					
Crane and Hoist Use					
Rigging Use					
Mobile Equipment Use					
Transportations of Workers					
Traffic Control					
Electrical Safety					
Construction, Excavation and Demo					
Blasting					
Diving					
Underground Workings					

Part B

1 Performance and Monitoring

1.1 Health and Safety Achievement Awards

Has your company received any awards for health and safety performance achievement? Yes No

If Yes, list.

1.2 Audit

1.2.1 Has your company completed a third party external OH&S audit? Yes No
 1.2.2 Has your company successfully completed a Certificate of Recognition audit? Yes No

Please include a copy of the completed audit and or Certificate of Recognition.

1.2 WorkSafeBC Penalties

Has your company suffered any penalties from WorkSafeBC in the last 5 years? Yes No
 Responses should include dates, most frequent types, causes, and follow-up preventive measures taken.

Date	Type	Causes	Preventive Measures

1.3 Health and Safety Performance Records

Have you maintained records of your incidents and health and safety performance for the last 5 years? Yes No

If Yes, provide details for the past five years.

Item	Year	Year	Year	Year	Year
Employee-hours worked ¹					
Lost Time Accidents [LTA]					
LTA frequency ²					
Lost Time Days [LTD]					
LTD severity ³					
Medical Treatment [MT]					
MTA frequency ⁴					
Total Reportable Injuries [TRI]					
TRI frequency ⁵					

¹ MUST BE EMPLOYED BY THE APPLICANT. DO NOT INCLUDE SUB-CONTRACTOR MAN-HOURS

² LTA FREQUENCY CALCULATION: # OF LTAs X 200,000, DIVIDED BY EMPLOYEE-HOURS WORKED

³ LTD SEVERITY CALCULATION: # OF LTDs X 200,000, DIVIDED BY EMPLOYEE-HOURS WORKED

⁴ MEDICAL TREATMENT INJURIES ARE INJURIES THAT HAVE REQUIRED A PHYSICIAN TO PROVIDE TREATMENT

⁵ TRI FREQUENCY CALCULATION: # OF LTA'S + MT'S X 200,000, DIVIDED BY EMPLOYEE-HOURS WORKED

2 Conditions

Pursuant to their request for safety pre-qualification, the applicant hereby certifies, through his/her signature, that the company named in this application understands and agrees to the following conditions:

1. That the Company shall undertake all health & safety matters in accordance with the requirements as stipulated in the Vancouver International Airport Authority Construction Safety / Security Manual.

2. That the Company shall undertake all health & safety matters in accordance with applicable legislation and good industry standards.

3. That the Company shall undertake all health and safety matters in accordance with Company occupational health and safety program and company site-specific safety program, which will be based on the unique hazards associated with working in an airport environment.

4. That the Company shall promote, assist at and demonstrate a positive safety attitude at the workplace.

Signature

Signature

Signature

Signature

10 Authorization for Release of WorkSafeBC Information

I, the undersigned, do hereby authorize the Vancouver Airport Authority to obtain safety information, pursuant to the *Freedom of Information Act*, from WorkSafeBC. I understand and agree that said information shall be used, in whole or in part, for the purpose of evaluating the applicant for safety pre-qualification.

Name: _____ Position: _____

Signature: _____ Date: _____

11 Declaration

I, the undersigned, in application for safety pre-qualification with Vancouver Airport Authority, do hereby certify that all information contained in this application is accurate to the best of my knowledge.

Name: _____ Position: _____

Signature: _____ Date: _____

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2 Conditions

Pursuant to their request for safety pre-qualification, the applicant hereby certifies, through his/her signature, that the company named in this application understands and agrees to the following conditions:

5. That the Company shall undertake all health & safety matters in accordance with the requirements as stipulated in the Vancouver International Airport Authority Construction Safety / Security Manual.

6. That the Company shall undertake all health & safety matters in accordance with applicable legislation and good industry standards.

7. That the Company shall undertake all health and safety matters in accordance with Company occupational health and safety program and company site-specific safety program, which will be based on the unique hazards associated with working in an airport environment.

8. That the Company shall promote, assist at and demonstrate a positive safety attitude at the workplace.

Signature

Signature

Signature

Signature

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Name: _____ Position: _____

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