

Safety Pre-Qualification Application

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.

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
 Superintendent Construction Safety
 PO Box 23750 APO Richmond, BC
 Phone: 604-276-6040
 Fax: 604-232-6238

Direct all submissions and inquiries to the Superintendent Construction Safety.

Pre-Qualification Levels

Pre-qualification levels are established in relation to the value and complexity of the anticipated work. Applicants need only apply for the highest level of pre-qualification being sought, as lower levels are automatically granted upon successful award of pre-qualification status.

Stand-Alone Contractor Pre-Qualification	Level 1	Project work to a maximum value of \$100,000 where the work is performed by one contractor.
	Level 2	Project work over \$100,000 to \$1 million where the work is performed by one contractor.
	Level 2 SC	Specialty Contractor designation for select contractors. Intended primarily for earthworks and paving contracts or other specialized fields. Work is performed by one contractor. Waives dollar value associated with level 2.
Prime Contractor Pre-Qualification	Level 3	Project work from \$100,000 to \$1 million where the contractor will be the prime contractor.
	Level 4	Project work from \$1 million to \$5 million where the contractor will be the prime contractor.
	Level 5	Project work above \$5 million where the contractor will be the prime contractor.

General Requirements

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

- 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
- Details of any penalties assessed against the contractor by WorkSafeBC within the previous five years, including copies of relevant WorkSafeBC *Inspection Reports*
- Accident statistics, current to within 60 days of application, that include:
 - Employee hours: actual employee hours worked
 - Number of lost-time accidents
 - Number of lost days
- 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
- 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.

Note: The Airport Authority recognizes the Certificate of Recognition (**COR**) program of British Columbia. Contractors who are certified under this program are still required to complete the *Contractor Application for Pre-Qualification* however some sections can be omitted. Supporting **COR** documentation must be submitted with the application. For more information on the required sections reference page 1 of the *Contractor Application for Pre-Qualification*.

Specific Health and Safety Requirements

In performing the contract with the Airport Authority, the applicant is required to comply with 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 weekly safety report to the Airport Authority Project Manager and to the Superintendent 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

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.

Stand-Alone/ Subcontractor Pre-Qualification (Levels 1 and 2, and Level 2 Specialty Contractor)

Levels 1, Level 2, and Level 2 Specialty Contractor are intended for applicants seeking work as a stand-alone or sub 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.

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

Prime Contractor Pre-Qualification (Levels 3, 4, and 5)

Levels 3, 4, and 5 are intended for applicants seeking contracts as a prime contractor. 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 Officers for complex projects, 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

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*.

Criteria for Acceptance of Pre-Qualification Status

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
- WorkSafeBC *Experience Rating Assessment* not greater than 15% demerit at any time during the past three years
- Contractor is not listed as a WorkSafeBC Focus Firm
- Contractor has a lost-time accident [LTA] frequency rating of less than 7.5, and corresponding severity rating of less than 15.0
- 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 quantitative component of the safety pre-qualification application

Assessment

The assessment period for applications may take up to 10 working days after full receipt of all requested information and documentation. As necessary, interviews

will be arranged with the applicant to clarify any details and assess the applicant's commitment to safety.

Assessments will be undertaken by the following groups:

Level 1	Superintendent Construction Safety
Level 2	
Level 2 Specialty Contractor	Superintendent Construction Safety Manager, Health and Safety
Level 3	
Level 4	Superintendent Construction Safety Manager, Health and Safety Director, Engineering
Level 5	

Additional personnel may be included as deemed necessary.

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.

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 at 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.

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.

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. This notification may be in the form of a *Stop Work Order – Safety* form.

Facsimile transmission of a *Stop Work Order – Safety* form or other written correspondence will constitute proof of contractor's receipt of notification. 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
 - Airport Authority *Stop Work Order – Safety* issued 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.

Appeals and Determinations

Contractors may launch an appeal by providing Airport Authority written notification of appeal within five 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.

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 - Qualitative Application

Submissions, Program Content, and Inquiries:

Contractors are invited to apply for safety pre-qualification by completing and submitting the *Application for Safety Pre-Qualification*. For details of this process, see Appendix 6, *Safety Pre-Qualification Application*, of the *Construction Safety / Security Manual* version 6. Copies may be obtained through:

Vancouver Airport Authority
 Superintendent 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 and inquiries to the Superintendent Construction Safety (Vancouver Airport Authority).

NOTE: Certificate of Recognition (COR) certified contractors who hold a valid COR certificate are only required to complete the sections listed below:

- ✓ Part A - Qualitative Application
- ✓ Part B – Quantitative Application
 - Section 3.3.2
 - Section 3.7
 - Section 6.2 to 6.4
 - Sections 8 to 11

COR documentation must be submitted with this application.

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:

- Level 1 Project work to a maximum value of \$100,000 where the work is performed by one contractor.
- Level 2 Project work over \$100,000 to \$1 million where the work is performed by one contractor.
- Level 2 SC Specialty Contractor (SC) designation for select contractors. Intended primarily for earthworks and paving contracts or other specialized fields. Work is performed by one contractor. Waives dollar value associated with level 2.

Prime Contractor:

- Level 3 Project work from \$100,000 to \$1 million where the contractor will be the prime contractor.
- Level 4 Project work from \$1 million to \$5 million, where the contractor will be the prime contractor.
- Level 5 Project work above \$5 million, where the contractor will be the prime contractor.

3 WorkSafeBC Information

WorkSafeBC Registration No: _____ Sub-class: _____

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 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.

4.1 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: _____



Health and Safety

Application for Safety Pre-Qualification

4.2 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: _____

Part B - Quantitative Application

1 Leadership and Commitment

1.1 Commitment to Health and Safety through Leadership

1.1.1 Are senior managers personally involved in health and safety management? Yes No

1.1.2 Is there evidence of commitment at all levels of the organization?
If Yes, provide evidence. Yes No

1.1.3 Is there a positive culture towards health and safety management?
If Yes, how is this measured and demonstrated? Yes No

2 Policy and Strategic Objectives

2.1 Health and Safety Policy

2.1.1 Does your company have a health and safety policy document?
If Yes, attach a copy. Yes No

2.1.2 Who has overall and final responsibility for health and safety in your organization?

2.1.3 Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his/her employees are working? Provide name, title, and experience.

Name:	
Title:	
Experience:	

2.2 Health and Safety Policy Awareness

2.2.1 Explain how you make your employees aware of all your health and safety policies.

2.2.2 How do you advise your employees of changes in policy?

3 Organization, Responsibilities, Resources, Standards, and Documentation

3.1 Organization – Commitment and Communication

3.1.1 How is management involved in health and safety activities, objective-setting, and monitoring?

3.1.2 How is your company structured to manage and communicate health and safety effectively?

3.1.3 What provision does your company make for health and safety communications?

3.2 Competence and Training of Managers/ Supervisors / Senior Site Staff and Health & Safety Advisors

3.2.1 Have the managers and supervisors at all levels who will plan, monitor, oversee, and carry out the work at YVR received formal health and safety training suitable for their responsibilities and the work to be carried out?
If Yes, provide details of training provided externally and in-house.

Yes No

3.3 Competence and General Health and Safety Training

3.3.1 Does your company have a program for training new employees in your own company health and safety policies and practices?
If Yes, provide details.

Yes No

3.3.2 Does your company have a program for training new employees who will work at YVR in health and safety with provision for updating the program content?
If Yes, provide details.

Yes No

3.3.3 What programs does your company have to ensure new employees have been instructed and received information on any specific hazards arising out of activities?

3.3.4 What arrangements does your company have to ensure existing staff health and safety knowledge is up to date? Provide details of external and in-house training.

3.4 Specialized Training

- 3.4.1 Have you identified areas of your company's operations where specialized training is required to deal with potential dangers? (e.g., confined spaces, fall protection, lockout, hot work, etc.) Yes No

- 3.4.2 If specialized work involves chemicals, asbestos removal, or other occupational health hazards, how are the hazards identified, assessed, and controlled?

3.5 Health and Safety Qualified Staff – Additional Training

- 3.5.1 Does your company employ any staff who possesses health and safety qualifications that aim to provide training in more than the basic requirements? If Yes, provide examples. Yes No

3.6 Standards

- 3.6.1 Where do you specify your corporate health and safety standards?

- 3.6.2 How do you ensure these standards are met and verified?

- 3.6.3 Is there an overall structure for producing, updating, and disseminating standards? If Yes, explain. Yes No

3.7 Assessment of Suitability of Subcontractors from Other Companies

- 3.7.1 How do you assess the health and safety competence of subcontractors? (if applicable)

- 3.7.2 How do you assess the health and safety performance of the subcontractors and companies with whom you place contracts? (if applicable)

- 3.7.3 Where do you require health and safety standards to be met?

3.7.4 How do you ensure these standards are met and verified?

4 Risk Management

4.1 Hazards and Risks Assessment

4.1.1 Do you have a formal risk assessment program? Yes No

4.1.2 What techniques are used within your company for the identification, assessment, and control of hazards and their associated risks?

4.2 Exposure Assessment

4.2.1 Do you have in place any systems to monitor the exposure of your workforce to chemical, physical, ergonomic, and/ or biological agents? Yes No
If Yes, explain.

4.3 Handling of Chemicals

4.3.1 How is your workforce advised of the properties of chemicals encountered in the course of their work?

4.4 Personal Protective Equipment

4.4.1 What arrangements does your company have for provision and upkeep of protective clothing, both standard issue and that required for specialized activities?

4.5 Waste Management

4.5.1 Does your company have in place systems for identification, classification, and management of waste? Yes No
If Yes, explain.

5 Planning and Procedures

5.1 Health and Safety Manuals

5.1.1 Do you have a company health and safety manual with relevant sections on health and safety, which describes in detail your company-approved health and safety work practices relating to your work activities? Yes No
If Yes, attach a copy.

5.1.2 How do you ensure that the working practices and procedures used by your employees on site are consistently in accordance with your health and safety policy objectives and arrangements?

5.2 Equipment Inspection and Maintenance

5.2.1 How do you ensure that plant and equipment used on site by your employees is correctly inspected, maintained, and used in a safe condition?

5.3 Traffic Control and Vehicle Management

5.3.1 What arrangements does your company have for combating road and vehicle incidents?

6 Implementation and Performance Monitoring

6.1 Management and Performance Monitoring of Work Activities

6.1.1 What arrangements does your company have for supervision and monitoring of safety performance?

6.1.2 What key performance indicators for safety are used in your company?
Name three.

1.

2.

3.

6.1.3 What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your senior management, site superintendent, and site employees?

6.2 Health and Safety Achievement Awards

- 6.2.1 Has your company received any awards for health and safety performance achievement? Yes No
If Yes, list.

1.
2.
3.

6.3 WorkSafeBC Penalties

- 6.3.1 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

6.4 Health and Safety Performance Records

- 6.4.1 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					

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

- 6.4.2 How often and by whom is health and safety performance reviewed?

--

6.5 Incident Investigation and Reporting

- 6.5.1 Who conducts incident investigations?

--

- 6.5.2 How are incidents and the findings of an incident investigation communicated to your employees?

--

6.5.3 Are near-misses reported? If Yes, what is done with the information? Yes No

7 Auditing and Review

7.1 Auditing

7.1.1 Are you COR (Certificate of Recognition) certified?
If Yes, move to Section 8. Yes No

7.1.2 Do you have a written policy on health and safety auditing?
If Yes, how does this policy specify the standards for auditing? Yes No

7.1.3 Does your company health and safety plans include schedules for auditing?
If Yes, what is the scope of the audit process and when was the last audit completed? Yes No

7.1.4 How is the effectiveness of auditing verified and how does management report
and follow up on the recommendations made in your audits? Yes No

8 Health and Safety Management – Additional Features

8.1 Membership and Associations

8.1.1 Does your company hold membership in any industry, trade, or health and safety
organization?
If Yes, list below. Yes No

8.2 Additional Features of Your Health and Safety Management System

8.2.1 Does your company have any other health and safety features or arrangements
not covered elsewhere in your response to the questionnaire? Yes No

9 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: _____