CONTRACTOR START UP REQUIREMENTS

Bermuda Skyport Corporation Ltd. is committed to the Environmental, Health and Safety (EHS) of all Skyport and sub-contractor personnel. The pre-qualification of sub-contractors ensures that Skyport is employing companies with the same commitment to Health, Safety and Environment and will require the following prior to starting work at the L.F. Wade International Airport.

Contractor Safety Requirements

Safety Pre-Qualification

All sub-contractors shall complete the Skyport Pre-Qualification process and be approved by Skyport Safety Department and Facilities and Asset Management Teams. See below for a breakdown of the contractor pre-qualification process.

1. **Complete the Contractor Prequalification Application** All sections of the Contractor Prequalification Application must be complete in full with supplementary documentation attached. Once pre-qualification is approved, sub-contractors will be notified by Skyport Project Management. Prequalification Form Click Here: Contractor Pre-qualification Application (Fillable Form 2024) *Note: Subcontractor prequalification Section 3.4, Workers Compensation Insurance and all company documents must be updated annually and submitted to Skyport for retention on file in order to retain your prequalified status.*	☐
2. **Safety Training Requirements** All sub-contractors must provide proof of Basic Safety Training before being enrolled in Skyport Environmental, Health and Safety (EHS) Orientation. Proof of Basic Safety Training Certification to be attached to email requesting orientation. Accepted forms of Basic Safety Training include, but not restricted to: i. NCCER Construction Site Safety Orientation ii. OSHA 10 iii. OSHA 30 iv. CSTS v. POST vi. CSCS vii. Equivalent certifications not listed above must be submitted to ehs@skyport.bm for approval. Once proof of basic safety training has been provided, all contractor personnel working on site must completed Skyport EHS Orientation. To register staff for this orientation, all names and email addresses for all personnel coming to site must be sent to ehs@skyport.bm. In the event that a worker does not have an email address, the worker may be enrolled using a supervisor, manager or company email as the email simply provides a link to the training course, username and password (passwords are case sensitive).	☐

Note: Skyport EHS Orientation lasts for two (2) years before personnel must sit re-orientation.	
3. **Additional safety documentation** All sub-contractors conducting high risk work (as stipulated in section 3.1.a) must provide a Job Hazard Analysis (JHA) applicable to the work being conducted. This must be reviewed by Skyport Safety and approved by Skyport Director, Environment Health & Safety before work may commence. 3.1.a JHA will be required for high-risk works: i. Works with Direct Interaction with Public ii. Hoisting, Rigging and Lifting iii. Working Around Mobile Equipment iv. Working Near Traffic v. Working on or Near Energized Systems vi. Working at Height vii. Ground Disturbance and Excavations viii. Confined Space Entry	☐
4. **Hazard specific safety training** Proof of hazard specific safety training will also be required, based on the contracted work. For example, Work at Height Training Certification for personnel working at height, Confined Space Entry Training Certifications for personnel working in confined spaces, Respiratory Protective Equipment and Fit Test Training for personnel donning respirators. Certifications must be provided to ehs@skyport.bm for retention on file. Note: Online training for courses requiring practical demonstrations will not be accepted without proof of practical aspects being completed. For example, work at heights training requires practical demonstrations of harness donning, fall protection inspection and 100% tie off. An online course will not be accepted by Skyport unless the sub-contractor company provides an outline of how the practical aspects are conducted. All online training courses with supplementary practical must be reviewed and approved by Skyport Safety Department prior to Skyport accepting the online training course.	☐
5. **PPE Requirements** Minimum Personal Protective Equipment (PPE) requirements include, hard hat, safety glasses with side shields [Z87.1 standard], Steel [or composite] toe boots 6" high meets ASTM/ANSI/CSA safety standards, Class-2 Hi-Vis vest/shirt/jacket, gloves, long pants and short sleeve shirt [sleeveless shirts or shorts not permitted] 5.1 Additional, hazard specific, PPE may be required based on the type of work. For example: Fall Protection PPE, Confined Space Monitors and associated gear, Respirators, Arc Flash PPE etc.	☐
Operational Safety Requirements	
1. **Crane Activity** Cranes are inherent dangers to airport operations due to their height. All planned crane operations must be approved by Skyport Airport Operations Department. Required information includes:	

i. Crane Operators Certification or a letter of competency for the operator
ii. Sign Off of Skyport Crane Requirements (document provided by Skyport Safety Department)
iii. Crane Location and Maximum Crane Height provided to ehs@skyport.bm and Skyport Project Management dburgess@skyport.bm
iv. A lift plan (verifying crane capacity, rigging, personnel and weight of material being hoisted.

Security Requirements

Airside Access

All personnel working airside will require a Restricted Area Pass from Skyport Security, contact security@skyport.bm. Allow up to one (1) month to receive this pass once application is submitted. Personnel will have to sit the General Security Awareness Training course provided by Redline Assured Security (approximately one (1) hour of online class time).

Personnel not conducting physical hands-on work may apply for an Escorted Visitors Pass, application must be submitted 48 hours in advance of visit with a colour copy of a government issued I.D.

If you are using a vehicle to bring materials or equipment airside (i.e. truck required to access airside, concrete truck, heavy equipment etc.), you must *either:*

i. Hold a valid Airside Vehicle Operators Permit (AVOP) or,
ii. Arrange for a security escort of your vehicle to work location. Security escorts are required for all airside movements.

Note: Foreign Object Debris (FOD), defined in aviation as any object, particle, substance, debris or agent that could create a hazard to aircraft, equipment, cargo, personnel or anything else of value. FOD is a major hazard to Airport Operations and must be controlled effectively. FOD prevention plans are required for all airside works, FOD prevention plan must be approved by the Skyport Operations Department.

If you require assistance, contact ehs@skyport.bm