

## **Contractor Startup 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.

Prequalification Form Found Here: [Contractor Prequalification Application \(Fillable Form\)](#)

All Skyport documents are available on [www.bdasafety.com](http://www.bdasafety.com) under “VIEW SKYPORT DOCUMENTS”

### **Section 1: Contractor Pre-Qualification**

- 1.1 All sub-contractors shall complete the Skyport Pre-Qualification process and be approved by Skyport Safety Department and Facilities and Asset Management Teams.
  - a. Once pre-qualification is approved, sub-contractors will be notified by Skyport Project Management.
  - b. For guidance:
    - i. All sections of the Contractor Prequalification Application (link to form above) must be complete in full with supplementary documentation attached.
- 1.2 All sub-contractors must provide proof of Basic Safety Training before being enrolled in Skyport Environmental, Health and Safety Orientation. See Section 2 for an outline of courses that would be accepted as ‘Basic Safety Training’.

**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.

### **Section 2: Safety Training Requirements**

The Skyport EHS Orientation is a one (1) hour online class that must be completed prior to being permitted to work on Skyport property. To enroll personnel for Skyport EHS Orientation an email must be sent to [ehs@skyport.bm](mailto:ehs@skyport.bm) with the below information:

- 2.1 Proof of Basic Safety Training Certification to be attached to email requesting orientation.
  - a. 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

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- vii. Equivalent certifications not listed above must be submitted to [ehs@skyport.bm](mailto:ehs@skyport.bm) for approval.
- 2.2 Names and Emails for all personnel coming to work on site.
- 2.3 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.

### **Section 3: Additional Safety Documentation & Requirements**

- 3.1 All sub-contractors conducting high risk work (as stipulated in section 3.1.a) must provide a Job Hazard Analysis applicable to the work being conducted. This must be reviewed by Skyport Safety and approved by Skyport Head of Safety before works may commence.
  - 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
- 3.2 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]
  - 3.2.1 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.
- 3.3 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](mailto: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.

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- 3.3.1 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.

### **Section 4: Operational Safety & Security Requirements**

#### **4.1 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:

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

#### **4.2 Airside Requirements**

All personnel working airside will require a Restricted Area Pass from Skyport Security, contact [snurse@skyport.bm](mailto:snurse@skyport.bm) or [stavares@skyport.bm](mailto:stavares@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 color 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*:

- a. Hold a valid Airside Vehicle Operators Permit (AVOP) or,
- b. 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

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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](mailto:ehs@skyport.bm)