



Safety & Security Manual

For Contractor Compliance



Revision 1 May 2015



24/Jun/2015

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1.0 Introduction

1.1 General

The Sangster International Airport (SIA), operated by MBJ Airports Limited is committed to be an industry leader in effective initiation and implementation of occupational health and safety and security programs on all construction projects. As continuous operation of the Sangster International Airport is paramount, no construction, renovation, or modification work shall be allowed to interfere with airport operations unless prior arrangements have been made.

1.2 Goals

The goals for this manual are to:

- ensure a safe and secure airport environment;
- reduce the potential for accidents or incidents;
- reduce the potential for enforcement action against MBJ Airports Limited;
- reduce the potential for liability to MBJ Airports Limited.

1.3 Purpose of Manual

This manual explains the minimum requirements and procedures, which must be implemented and maintained for all projects at the airport. These requirements and procedures are in addition to the Contractor's Safety Program.

1.4 Construction Safety & Security Management

Copies of this manual shall be made available by MBJ to the Contractor at the tender stage and the Contractor shall ensure that the manual is available to contractor personnel at all construction sites.

All contractors shall have a safety program in place prior to commencing work. The contractor's safety program will meet the requirements of the applicable legislation and will need MBJ's approval.

All contractor personnel will be made aware of the project safety standards and procedures of this manual during a mandatory safety/security orientation provided by MBJ Airports Limited. The Contractor shall ensure that all contractor personnel attend the orientation.

The Contractor shall ensure compliance with this manual and with the Contractor's safety program among all contractor personnel. MBJ Airports

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Limited will monitor compliance through random inspections of construction sites.

1.5 Jurisdiction

1.5.1 Construction Safety

- All construction work undertaken at Sangster International Airport shall comply with the requirements of the following:
- The Factories Act and its associated regulations.

1.5.2 Construction Security

- The Civil Aviation Act and the Jamaican Civil Aviation (JCAA) Security Regulations apply to all activities undertaken at the airport.
- Deviations from the regulations require an exemption provided by the JCAA to MBJ. Deviations are normally required to be of a higher standard than the regulatory requirements.

1.6 Purpose of Consents and Approvals

The receipt, review, approval or non-approval of anything presented by a Contractor to MBJ is not for any professional, technical or regulatory purpose but to protect MBJ's interest as the Airport Operator. MBJ, in receiving, reviewing, approving or not approving requests, is not making representations or undertaking any responsibility whatsoever of a planning, engineering or architectural nature, which is the Contractor's responsibility, liability and risk.

1.7 Interference

The Contractor shall, immediately upon receipt of notice from either MBJ Airports Limited or the JCAA, cease any activity which causes or may cause a hazard or interference with aircraft operations.

1.8 Contractor's Cost

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

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2.0 CONSTRUCTION SAFETY RESPONSIBILITIES

2.1 Project Manager/Project Coordinator

MBJ's Project Manager/Project Coordinator and Airport/Airside Coordinator have the authority to enter any construction site on the airport and to conduct random inspections. The Contractor's personnel shall cooperate with MBJ to provide information and comply with directions.

- a) For projects that occur wholly on tenant leased land and do not extend into the restricted area, MBJ's Project Manager/ Project Coordinator will:
 - Receive the Contractor's safety program and manual attestation prior to signing off the Facility Alteration Permit.
 - Receive the Contractor's minutes of safety meetings
 - Provide for the Plan of Operations to note any special safety requirements
 - Conduct random inspections
- b) For projects which occur in tenant leased areas within MBJ Airports Limited buildings, MBJ's Project Manager/Project Coordinator or his nominee will:
 - Receive the Contractor's safety program and manual attestation prior to signing off the Facility Alteration Permit.
 - Attend the pre-construction meeting
 - Receive the Contractor's minutes of subsequent safety meetings
 - Provide for the Plan of Operations to note any special safety requirements
 - Conduct random inspections
- c) For projects of limited scope, risk and duration (as determined by MBJ Airports Limited), the MBJ's Project Manager/Project Coordinator or nominee will:
 - Receive the Contractor's safety program and manual attestation prior to signing off the Facility Alteration Permit.
 - Provide for the Notice of Operations to note any special safety requirements
 - Conduct random inspections
- d) The MBJ's Project Manager/Project Coordinator shall ensure that all documentation has been delivered to MBJ Airports Limited prior to the issuance of permit. This includes:
 - Contractor Safety program (if not on file)
 - Completed Contractor Attestation from this manual


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2.2 Contractor Safety Program

Every Contractor intending to work at the Sangster International Airport shall have a safety program that meets or is in line with the health and safety standards of MBJ Airports Limited. Copies of the Contractor's safety program shall be provided, for information, to the MBJ Safety Manager prior to commencement of work.

The Contractor's safety program shall be current and appropriate for the project being undertaken. The Contractor shall be further responsible for ensuring all sub-contractors have safety programs that comply with the MBJ Airports Limited guidelines or that sub-contractors are included under the Contractor's safety program.

The Contractor shall ensure that all Contractor Personnel comply with directions given to them by the MBJ's Project Manager/Project Coordinator, Airport/Airside Coordinators and Security Manager (or nominee).

The Contractor shall also provide the completed Contractor Attestation (see section 9) to the MBJ's Project Manager/Project Coordinator prior to the commencement of any work.

2.3 Contractor's Construction Manager

The Contractor's Construction Manager shall assume the overall responsibility for the safety practices of Contractors while at the airport.

The Construction Manager is responsible for ensuring that the Contractor's supervisory personnel have the requisite knowledge of

- health and safety obligations; and
- training in health and safety procedures to supervise employees in a competent fashion.

The Construction Manager shall:

1. be responsible to ensure that all works are executed in a safe manner in compliance with the procedures of this manual, applicable JCAA regulations and the Contractor's safety program.
2. take immediate corrective action should any deficiencies in safety matters be discovered.
3. ensure compliance with all directives issued by the MBJ's Project Manager/Project Coordinator or Airport/Airside Coordinators and Security Manager (or nominee)

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2.4 Contractor Supervisory Personnel

The contractor supervisory personnel are responsible for:

- giving safety orientation to new employees
- ensuring compliance with regulations, this manual and the Contractor's safety program
- familiarizing workers with the appropriate safety requirements and procedures applicable to the work they will be performing
- investigating all accidents/incidents
- correcting unsafe acts, conditions and situations
- ensuring proper maintenance, housekeeping and equipment at the worksite
- ensuring compliance with any direction given to them by the MBJ's Project Manager/Project Coordinator and Airport/Airside Coordinator.

2.5 Contractor Employees

Contractor employees are responsible for:

- compliance with regulations, this manual and the Contractor's safety program
- properly using personal protective equipment
- reporting unsafe acts, conditions and situations to the contractor supervisory personnel and taking the appropriate steps to correct if possible
- reporting all injuries to the contractor supervisory personnel
- not working while impaired
- complying with any directions given by the MBJ's Project Manager/Project Coordinator, Airport/Airside Coordinator and Security Manager(or nominee).

3.0 CONSTRUCTION SAFETY PROCEDURES

3.1 Reporting and Investigation of Accidents

In addition to compliance with the applicable regulations and the contractor's safety program, the following accidents/incidents must be reported immediately to MBJ (see the section for telephone contact):

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

Following an accident or incident, first aid must be administered immediately and the MBJ Operations Centre notified by phone (684-1745).

3.2 Contractor's Safety Personnel

The Contractor's safety personnel must be readily identifiable and be readily and easily available to all workers. The Contractors' safety committee or safety representatives must deal with safety matters on an ongoing basis. Issues must not be left for safety meetings, but must be reviewed at the Safety Meeting.

3.3 Resolving Safety Issues

The MBJ's Project Manager/Project Coordinator or Airport/Airside Coordinator shall be contacted immediately if a safety issue arises that cannot be resolved by the Contractor's own resources (example a safety issue between two separate contractors or an item which affects the whole project).

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3.4 Contractor Employee Safety and Worksite Orientations

All new Contractor personnel must attend Safety/Security orientations conducted by MBJ personnel prior to starting work. The orientation program must include the following information:

- Site layout and worksite boundaries
- Worksite hazards (noise, chemicals, traffic)
- Personal protective equipment required
- Emergency procedures and the location of emergency equipment
- Applicable airport security regulations

The Contractor is responsible for conducting daily worksite orientations with new employees to include the above bullet points and procedures for toolbox meetings. The Contractor will ensure that all Contractor personnel are aware of the requirement to remain within the worksite boundaries. Contractor personnel who do not follow airside procedures by moving beyond the worksite boundaries will be escorted from the airside and barred from further access.

3.5 Unsafe Operations

MBJ Airports Limited reserves the right to

- request that any equipment or machinery regarded as unsafe be removed from the project; or
- request that any practice or operation regarded as unsafe immediately cease.
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3.6 Lifting and Hoisting

All cranes (including boom trucks) must have a current inspection certificate from a qualified agency or a professional engineer before coming on airport property. This also applies to swing stages or any device used to suspend workers. A copy of the certificate must be readily available to the MBJ's Project Manager/Project Coordinator.

All rigging components must have the Safe Working Load certified by a professional engineer or the manufacturer. No makeshift or homemade rigging components shall be used.

Contractors will ensure that any lifting and hoisting device conforms to the safe static and dynamic load limits that are imposed on certain floors within the facility.

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3.7 Switch-Lock- Out

The Contractor's lock-out procedure shall comply with Regulation 10 of the Factories Act. The same procedure shall be applied to the electrical circuit of any mechanical device prior to any maintenance.

All defective equipment shall be tagged to indicate "out of service."

The Contractor shall confirm with MBJ personnel that lock-outs have been removed when no longer needed by the Contractor.

All electrical lockouts or tag-outs on MBJ equipment shall be conducted in accordance with the procedure in Part 9 of this manual.

3.8 Utility Service Tie-in or Disconnection

The disconnection or tie-in of any airport utility shall be coordinated through the MBJ Project Manager/Project Coordinator with at least 2 days advance notice.

3.9 Fire Protection

The contractor shall take all necessary precautions to protect work areas and other workers from fire. This will include enough fire extinguishers to satisfy the MBJ Welding Permit conditions, fire blankets for spark control and personal protection.

3.10 Worksite Identification

Any worksite that is accessible to people other than Contractor personnel shall be barricaded and marked to prevent entry to the worksite.

3.11 Confined Space Entry Permits

Entry into confined spaces must be made in compliance with the Guidelines for Confined Space Entry Work from local Labour Workplace Safety, and Health. A copy of the Guidelines is available upon request from the Ministry of Labour. These permits must be with the workers where the job is being performed and must be properly signed by the site superintendent.

3.12 Debris

The Contractor shall prevent construction materials or debris from blowing off the worksite.

All airside areas, including roads must be kept clean of all construction debris or materials so as not to affect aircraft operations. The Contractor shall ensure that, where directed by MBJ, dust control is used on site roadways. Public and

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airside roadways must be cleaned of all construction material and debris by the Contractor as required by MBJ.

3.13 Temporary Fuel Storage Areas

All temporary fuel storage areas must be approved by the MBJ Airports Limited Environmental Manager prior to storing any fuel on the airport property.

3.14 Excavation

At Sangster International Airport, Contractors will find many underground utilities and services not normally found in other locations. Within the airport boundary Contractors will find a private distribution system for electrical, gas, communication, storm management, water and sewer utilities. Before any excavation work begins Contractors shall contact the MBJ Project Manager/Project Coordinator with at least 5 working days notice to have these utilities marked.

Contractors will also find underground services that belong to other entities on the airport. MBJ's Maintenance and Engineering department will provide Contractors with contact information to have these entities mark their underground services. All excavation in close proximity to underground services or utilities shall be conducted using high pressure water and a pump.

There shall be no open excavation on the airport except as in strict accordance with direction from MBJ. This direction will normally be contained in a project Plan of Operations. Such direction may also be communicated verbally by the MBJ Maintenance Manager.

3.15 Lighting

Adequate lighting approved by MBJ Electrical coordinator shall be installed and maintained to provide adequate safe transit of the area during all hours of the day. For public areas, the Contractor shall install and maintain lighting to a level acceptable to MBJ.

3.16 Housekeeping

Site clean up on a daily basis is mandatory. Contractors who do not maintain a clean and safe work area will have their area cleaned by MBJ and shall reimburse MBJ for all costs.

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

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areas used by the Contractor shall be maintained to ensure adequate walking and parking conditions.

3.17 Welding, Cutting and Burning Operations

(See Hot Work Policy, Section 6)

At the Sangster International Airport, there shall be no unguarded flames on aircraft servicing ramps or aprons within 100 feet of any aircraft fuel servicing operation or fuelling equipment. See Section 6 of this document for detailed restrictions. The above category also includes, but is not limited to, grinding, welding or cutting torches, blowtorches, etc.

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

During welding or similar operations, the firewatcher on the scene must be able to establish contact with the Fire hall should an emergency arise. The firewatcher must notify the Fire hall when the work is finished.

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

Hot Work Permits are required for any welding, cutting or burning in, on, or adjacent to airport buildings or aircraft movement areas. An application for a permit must be made through the MBJ Emergency Response Services Manager.

Any person found welding (or performing a similar operation) without a Hot Work permit as described above or contravening any portion of this manual, will be ordered to stop immediately and may only continue if all of MBJ's requirements are met.

3.18 Building Evacuation

Upon hearing the building evacuation alarm, all personnel shall immediately leave the building via the nearest safe emergency exit. The Contractor's Supervisors or Manager shall confirm all construction personnel have left the building and report to the nearest MBJ person of authority (Airport/Airside Coordinator, Security or Police).

3.19 Work on Airport Roadways

Any work conducted on Landside roadways shall be marked and meet the requirements of the Ministry of Transport, Works and Housing. All Contractor personnel working on airport roadways must wear a high visibility vest.

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3.20 Vehicle Operation

All vehicle operations on the airside of the airport require a special operator permit from MBJ. Details of the rules for vehicle operations are available from the MBJ Security Centre. No Contractor may operate a vehicle in the restricted area of the airport without approval and escort provided by MBJ.

3.21 Noise Management

The Contractor shall inform all Contractor personnel of the potential for high noise levels at airport worksites, especially on the airside of the airport where providing appropriate hearing protection is a requirement.

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

3.22 Safety Discipline

Upon written notice from the MBJ Safety Manager, the Contractor shall remove from the airport property persons responsible for:

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


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4.0 CONSTRUCTION SECURITY RESPONSIBILITIES

4.1 MBJ Security

~~Contracted security personnel~~
MBJ Security, ~~contracted security personnel~~ and representatives of the JCAA Inspectorate, have the authority to enter any construction site and to conduct random inspections. MBJ Security shall require Contractor personnel to provide information and to comply with directions given to them. MBJ Security requires compliance with restricted area pass programme—including background checks, screening requirements, and the control of tools and implements which are prohibited but are specially allowed as tools of trade. These include but are not limited to sharp implements and projectiles, which if not controlled may be used to cause or inflict serious harm and jeopardize the security and safety of civil aviation. MBJ Security requires strict compliance with the contents of its approved Security Programme.

4.2 Control Authority Personnel

In addition to JCAA and the Ministry of National Security Inspectors, Control Authority personnel, i.e., in the case of construction activities, Police, Customs, and Immigration, have the authority to enter any construction site and conduct random inspections. The Control Authority personnel can search and request documents as part of any investigation arising from inspection conducted on personnel within the construction area.

4.3 Contractor or Construction Manager

The Contractor or the Construction Manager is responsible to ensure that all Contractor personnel comply with airport security requirements. Security violations resulting from non-compliance with security regulations shall result in the application of sanctions, in accordance with provisions set forth, in Twentieth Schedule of the Jamaica Civil Aviation Regulations (2012) as amended. This includes, but is not limited to, immediate suspension or revocation of Restricted Access Pass (RAP) privileges, suspension of the project until corrective actions are satisfactorily met, or the arrest and prosecution of the responsible individuals, as per the JCAA regulatory requirements and Regulation 22 of the Airports Authority Act.

4.4 Contractor Personnel

All contractor personnel are required to undergo the mandatory security orientation requirements, as part of the security and background clearance procedure, as set forth in accordance with article (d) of subpart 20.038 of the Twentieth Schedule of the Jamaica Civil Aviation Regulations (2012) as amended. The personnel must undergo

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this requirement and satisfactorily complete the assessment exercise, in addition to compliance with the provisions of background checks before access is granted to the construction zone.

5.0 CONSTRUCTION SECURITY PROCEDURES

5.1 Restricted Area

MBJ Security requirements subscribe to the provision of a barrier around the restricted area and the control of all persons who enter that area. The restricted area of the airport is marked with signs that identify the areas which only authorized persons may access. These signs are located at the relevant access points or on the perimeter fence line, at 30 meters intervals.

5.2 Restricted Area Passes

Contractor personnel may only enter the restricted area if they are:

- in possession of a valid permanent restricted area pass (red in colour) visibly displayed with the picture side facing out; and must be worn above waist
- in possession of a visitor pass and under the supervision of a MBJ Security approved security escort.
- Contractor personnel are not permitted to control access to the restricted area of the airport. MBJ Security approved security personnel must be provided for projects in which access control to the restricted area is a requirement.

5.3 Security Barrier

Any project that encroaches within four-meters of the restricted area security barrier or extends into the restricted area shall have specific security arrangements approved prior to the start of that particular project. No security barrier may be opened, removed, moved, altered, or rendered inoperative without the express consent of MBJ Security Manager. This includes any temporary fence that is erected to form any part of the security barrier during the construction period.

Contractors shall ensure that Contractor personnel prevent access by unauthorized persons when using a restricted area gate or door.

Contractors shall also ensure that four meters airside clear zone is maintained at any fence line displaying a "Restricted Area" sign. No storage of material, vehicles or other objects is allowed in this clear zone

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5.4 MBJ Approved Security Personnel

MBJ contracted aviation security providers are responsible to provide escorts and control of access to restricted areas. These persons are permanent pass holders with an intimate knowledge of security regulations/requirements as well as airport operations. Their function is solely that of security and shall not be used to provide any other functions at the work site.

MBJ approved security personnel are required when:

- the security barrier is opened to allow access to a worksite in the restricted area; or
- Contractor personnel require an escort to work within the restricted area.
- It is the responsibility of security personnel to prevent unauthorized access to the restricted area. They will also ensure that all persons and vehicles are in compliance with airport standards and meet all legal obligations.
- If you have any questions regarding the deployment of security personnel, please contact MBJ Security Centre at 684 1739 or MBJ's Assistant Security Manager at 564 4026.

5.5 Access to Other Areas

No contractor shall enter or access apron, taxiways or runways without the escort of MBJ Operations personnel and accompanied by security escort. Any contractor requiring access to other areas of the airport shall contact the MBJ Security Office (684-1739) and where consent will be arranged.

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6.0 MBJ HOT WORK POLICY

It is the expectation of MBJ Airports Limited that every reasonable and prudent effort be taken to prevent or minimize the risk of fire. The safety of all persons, property, environment and equipment shall have the highest priority.

This program encompasses hot work performed inside the Terminal Buildings, on Landside and Airside. At the discretion of MBJ, fire safety requirements may be imposed on tenant leasehold space, including aprons, where the risk of fire is deemed to be detrimental to the normal functioning of the Airport.

Requirements under the program shall vary depending on the location, duration, and potential hazards identified with the work. Hot work may only be undertaken with the express written consent of the Emergency Response Services Manager or his nominee, and shall be subject to compliance with components of the program. Effective implementation of this program shall ensure that hazards associated with hot work are minimized.

6.1 Hot Work Definition

The following criteria will constitute hot work under the Safety & Security Manual for Contractors;

- Welding, cutting or soldering employing open flame,
- Arc welding or similar processes creating hot by-products,
- Equipment or processes such as grinding that create spark and/or flame.
- Any equipment that uses combustible fuels and has an open flame, and which is not tied into the building fire systems. Several examples of this are; propane heaters, hot water tanks and barbeques.
- Any other activity or equipment that could generate a heat source sufficient to cause combustion.

6.2 Hazard Assessment

Prior to any hot work proceeding, the Contractor must complete and submit the appropriate Hot Work Permit (see Appendix C) to MBJ Emergency Response Services Manager for review and approval.

The MBJ Emergency Response Services Manager or his nominee shall review the submissions and provide written instructions on the fire protection measures required pursuant to the intended work.

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6.3 Fire Safety - Airside

Airside areas are vital to the movement of aircraft and equipment, and as such hot work shall be restricted so as not to unduly influence normal airside operations. Specific time frames and or designated areas may be stipulated in which the work must be initiated, completed and where required, the area restored for use by aircraft. Contractors should contact MBJ Chief Technical Officer (CTO) for Airport projects or the Project Manager/Project Coordinator for tenant projects, a minimum of 24 hours prior to the anticipated start of hot work to determine approved work times.

Contractors are advised that weather conditions may impact hot work, even after the necessary approvals have been granted by MBJ. High winds or low visibility conditions may necessitate the temporary suspension of hot work until weather conditions improve.

6.3.1 Hot Work Restrictions – Airside

Contractors are cautioned to pay careful attention to aircraft fuelling. In some cases both wings of the aircraft will receive fuel, either from a tanker truck or the underground fuelling system. Ensure that the fuel delivery vehicle has completed both wings before commencing with hot work.

The following restrictions will apply for hot work on Airside.

1. No hot work may be done when an aircraft is at an adjacent gate, or within 100 feet of the work area, and is being fuelled,
2. No hot work may be done within 100 feet of a parked, unattended aircraft,
3. No hot work may be done within 100 feet of a fuel truck. Fuel trucks have priority when waiting to fuel an aircraft,
4. No hot work may be done in proximity to airport workers or equipment until sufficient safeguards are in place to ensure that hot work will not adversely affect the ability of others to perform their respective duties,
5. At the discretion of MBJ, safe working distances may be increased if high winds and wind direction are deemed to be a factor.

6.4 Fire Safety - Terminals

Upon review of the Hazard Assessment, MBJ may require specific conditions be met prior to authorizing shut downs. Cost and co-ordination of stipulated conditions shall be the responsibility of the party or parties requesting the shut down. Conditions may include, but are not limited to;

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1. That the ERS Manager or nominee in conjunction with the Maintenance and Engineering department review the anticipated shut down and provide written instructions on necessary protective measures,
2. That temporary installation of fire warning and suppression systems be installed to mitigate any potential risks associated with the shut downs,
3. That fire watch services be retained to monitor the building, area or structure for the duration of the system shut downs,
4. That the work be performed during periods of low occupancy of the buildings, generally between the hours of 2300 to 0600 hours.

Contractors shall be advised in writing of the relevant requirements and authorizations. Contractors shall be responsible for submitting all necessary Request for Lock Out required to facilitate shut downs.

6.4.1 Fire Watch Monitor - Terminal Occupied Areas

Where circumstances require the shutdown of fire safety systems in occupied portions of the Terminal Buildings, MBJ shall require the Contractor to retain the services of a Firewatch monitor for the express purpose of conducting regular inspections of those areas of the Terminals affected by the shutdown. The Firewatch monitor must have appropriate training and instruction to properly carry out the specified duties. MBJ reserves the right to stipulate the personnel contracted to perform this work. Depending on the area affected by the shutdown and other circumstances, MBJ will institute an hourly fire watch to be carried out by ERS personnel.

6.5 Fire Safety Plans

Pursuant to the hazard assessment review, the Contractor will be required to develop, post and update Fire Safety Plans, which shall include;

An architectural drawing (or equivalent) defining the boundaries of the project area,

1. The location of active fire hydrants and/or hose cabinets within the project,
2. The location of active hydrants and/or hose cabinets within 100 meters of the perimeter of the project,
3. The primary and secondary egress routes from any hoarded area, buildings or structures, along with the primary and secondary rally points,
4. The location of first aid facilities, telephones and portable fire extinguishers within the project area,
5. The location of any flammable and/or hazardous material storage areas, along with locations of Material Safety Data Sheets for said materials.

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6.5.1 Updating Plans

Fire Safety Plans shall be updated as required reflecting changes to;

1. Locations of portable fire extinguishers, flammable material storage areas, telephones, or rally points,
2. Changes to active fire hydrants or hose cabinets,
3. Changes to building layout where egress routes are altered,
4. The addition of floors or other structures that become part of the overall site.

6.6 Fire Fighting Equipment

The amount and types of firefighting equipment will vary from one construction site to another. In all cases, adequate fire extinguishers shall be:

1. Located inside entrances to every building,
2. Located in tanks/buildings under construction,
3. located at welding/cutting areas, tar pot operation areas or other areas specified by MBJ,
4. Any firefighting equipment specified on work permits. Sand and water pails must be made available on site.

In all cases, the fire equipment shall only be used for its manufactured purpose and shall not be moved without authorization with the exception of an emergency.

6.7 Permits and Authorizations

6.7.1 Hot Work Permit

Authorization may be obtained through MBJ Emergency Response Service. Hot Work requests must be submitted a minimum of 24 hours prior to the anticipated start of the work. Copies of Permits shall be visibly displayed at the hot work location or the Project Information Board in the MBJ Operations Centre.

6.7.2 Authorization for Impairment of Fire Safety Systems

All planned impairments to fire protection systems must be requested through the MBJ Airport Limited Technical Division. Contractors shall be provided written permission to shut down building fire safety systems, subject to review of Fire Safety Hazard Assessments and Compliance with identified protective measures and authorization by the ERS Manager or his nominee. Shutdown of MBJ fire protection systems shall be done by qualified MBJ Maintenance and Engineering Department personnel. Contractors should contact MBJ Chief Technical Officer for Airport Projects, or the Project Manager/Project Coordinator for tenant projects.

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6.7.3 Fire Alarm Request for Lock Out

All work impacting terminal fire alarm systems requires submission of the requisite Fire Protection System Impairment Authorization Form. Submissions must be made a minimum of 24 hours in advance of the intended date. Only trained and qualified personnel are permitted to work on Terminal fire alarms systems. MBJ shall provide written instruction identifying the required safety protocols for any areas affected by fire system lock outs.

6.8 Hot Work Procedures and Monitoring

The following procedures shall be required for all hot work.

1. Persons performing work are properly trained and qualified,
2. Hot work equipment shall be in good repair.
3. Ensure that work area is clear of flammable materials,
4. Combustible walls must be adequately protected by fire blankets, metal or other protective materials,
5. Combustible materials that cannot be moved must be adequately protected,
6. Fire extinguishers must be present at work area,
7. Appropriate Personal Protective Equipment must be worn/used by all worker(s),
8. Fire watch monitor must be present at work area. Fire watch monitor must not be engaged in any activities other than fire watch or direct assistance to person performing work,
9. Where several welders are performing hot work at one site, the fire watch monitor shall have a clear view of, with immediate access to each worker performing hot work
10. Where required, flash shields or other adequate protective devices must be used to prevent harmful exposure to persons within the influence of the work
11. Once hot work is completed, the area will be continuously inspected for 1 hour to ensure no lingering embers or hot spots remain,
12. Beyond the 1 hour inspection after hot work is completed, the area will be intermittently re-inspected for 3 hours to ensure that no hot zones remain,
13. For all hot work, notification shall be made to MBJ Operations prior to starting, and upon completion, of all hot work.

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6.9 Fire Prevention & Training

All employees shall receive instruction of the relevant rules and regulations in each area pertaining to fire prevention. Locations of fire fighting equipment shall be known and will be well marked and maintained to provide easy and quick access. Procedures to be followed in the event of a fire shall be posted on the Project Information Board.

Persons performing fire watch shall receive proper instruction on the use of portable fire extinguishers, and shall be trained in the operation of hydrants, hose cabinets and stations if said equipment constitutes part of the fire fighting methods employed on the construction site.

6.10 General Precautions and Requirements

1. All projects inside the terminals that are in excess of 2000 square feet must have both a primary and secondary fire egress door and route,
2. Each construction site shall institute required smoking restrictions,
3. Halogen lights shall not be placed within 2 meters of any combustible material, and shall be turned off at the end of each shift,
4. Open flame space heaters are prohibited inside the terminal building. Electric space heaters shall be equipped with, or plugged into, a Ground Fault Circuit Interrupter (GFCI) outlet,
5. All construction and office areas shall be kept clean,
6. All rubbish and papers shall be cleared daily,
7. All rags, waste, etc. soiled by paint, oil or cleaning agents shall be placed in tightly closed containers and shall be disposed of daily,
8. Any leakage or spillage of hydrocarbons shall be immediately cleaned and the cause rectified,
9. All electrical devices shall be maintained in proper working order.

6.11 Reporting Of Incidents

All fires, regardless of size, shall be promptly reported to MBJ Operations Centre at 684-1745 and the Emergency Response Service at 952-2211. An investigation shall be conducted to determine the cause of the fire, along with recommendations for adequate measures to prevent a reoccurrence.

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6.12 Waivers

At the discretion of MBJ, some components of this program may be waived if the risk of fire resultant from the hot work is such that the implementation of the component is unwarranted. Contractors should consult with the MBJ Chief Technical Officer or the Project Manager/Project Coordinator for confirmation of required components.

Waivers may be granted in circumstances where the hazard assessment and subsequent protective measures have previously been determined through the Facility Permit process. Waivers may also be granted when an existing fire safety program is already in place through a base building Contractor, to which all other Contractors shall be subject.

Waivers shall be provided in writing, itemizing which components of the program may be waived. Under no circumstance shall the granting of a waiver negate the Contractor's responsibility to follow all other aspects of the program.


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7.0 GLOSSARY

Accident:	An unplanned event resulting in personal injury and/or property damage
Airport:	Sangster International Airport, Montego Bay.
Operations Manager:	The MBJ employee responsible for the day to day airside operations of the airport.
Airside:	That area of an airport intended to be used for activities related to aircraft operations and to which public access is restricted. It is normally delineated with a metal mesh fence.
Approved:	In relation to a type of equipment and a named organization or standard, means a description that is approved or certified by that organization as meeting those standards or specifications of the organization that are applicable to that type of equipment, or, where applicable, the named standard.
Apron:	That part of an aerodrome, other than the manoeuvring area, intended to accommodate the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions
Contractor:	Includes a person, firm, municipality, corporation or other entity, who or which employs persons to do or contracts with other firms, or corporations, for doing work as defined in the Factories Act and includes the principal contractor and any subcontractor.
Contractor Personnel:	Includes all employees of the Contractor as well as all sub-contractors and their employees.
Construction site:	A location where the Contractor's personnel are, or are likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by the Contractor personnel in an occupation.

[Signature]
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Landside:	The area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.
MBJ:	MBJ Airports Limited, the operator of the Sangster International Airport
Facility Coordinator:	For the purposes of this manual, the MBJ's Facility Coordinator is the Project Manager/Project Coordinator.
Hot Work Permit:	Document issued by the MBJ Emergency Response Services Manager for welding/cutting/grinding in specific location, for a specific duration and to a specific person. Permission will be granted on an individual basis.
Incident:	An undesired event which under slightly different circumstances, could have resulted in harm to people, damage to property or loss of process.
Project:	<p>A project is defined as:</p> <ol style="list-style-type: none"> 1. The construction, demolition, repair, alteration or removal of a structure, building, complex, street, road or highway, pipeline, sewage system or electrical, telecommunication or transmission line 2. The digging of, or working in or filling a trench, excavation, shaft or tunnel 3. The installation, modification, repair or removal of any equipment; machinery or plant the operation of a manufacturing, industrial or other process; or any work designated by MBJ as a project.
Restricted Area:	That part of the airport to which access is restricted to authorized persons only and is marked with signs indicating same.
Restricted Area Pass:	A pass issued by MBJ that permits access to a certain restricted area.
Security Barrier:	A barrier used to delineate and control access to restricted areas of the airport.

Security Escort:	An individual qualified and authorized by MBJ Airports Limited to escort others into restricted areas
Toolbox Meeting:	A discussion between employees and management which is geared at keeping employees informed of safety awareness and hazards in the workplace
Visitor Pass:	A pass or block of passes that permits access to a restricted area if escorted by a person holding a restricted area pass.
Worksite:	A location where contracted employees are, or are likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by the Contractor personnel in an occupation.

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8.0 MBJ TELEPHONE LIST

AREA	TELEPHONE	OPERATING HOURS
Airport Operations	(876) 684-1745/6	24/7
Airport Fire Hall	(876) 952 2211	24/7
ERS Manager	(876) 878-3005	24/7
Airport Airport/Airside Coordinator	(876) 881-9006 (cell) 876-878-2510	24/7
Airport Security Office	(876) 684-1739	8am-5pm (Mon-Fri)
Facility Coordinator	(876) 381-3711	24/7
Project Manager/Project Coordinator	(876)-550-0788	24/7

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9.0 CONTRACTOR'S ATTESTATION

This attestation must be signed and returned to the MBJ's Project Manager/Project Coordinator prior to the commencement of any work.

I have read the Sangster International Airport, Safety & Security Manual for Contractors. I understand the requirements and procedures in this manual. I will follow and enforce the requirements and procedures in this manual throughout the project named below.

Project Name	Project Number
Company Name	Operating As (if applicable)
Address	Company Manager (Print Name)
	Signature
Telephone	Date

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10.0 MBJ ELECTRICAL LOCKOUT OR TAG OUT PROCEDURES

DEFINITIONS

"Aerodrome Equipment" is equipment used for aerodrome operations

"Qualified Person" is an employee of MBJ (or contractor) and a Certified Electrician.

"MBJ Electrician" or contractor is a Qualified Person designated to ensure this procedure is carried out each time a lockout or tag out is needed.

"Low Voltage" is a circuit of less than 750 volts.

General

1. The MBJ Electrician or contractor, in conjunction with the Electrical Supervisor (Field or Building as appropriate), shall make the final determination regarding issues pertaining to the implementation of this procedure.
2. No tagged or locked component shall be started until all tags are removed. Only the person whose name appears on a tag may remove the tag.
3. Locate area and identify equipment or machinery to be worked on. Note: Be aware of "confined entry space" safety concerns.
4. Determine whether a safety lockout is required to perform the work. This includes discussion with supervisor, safety personnel, and or peers.
5. Identify all power sources affecting the equipment or machinery. Examples of other power sources are electrical, pneumatic, hydraulic, steam, gravity, momentum, and alternate or backups.
6. Notify relevant departments or monitoring centres
7. of the impending shutdown, including expected duration, if warranted.
8. After a circuit is de-energized by a circuit protective device, the circuit may not be manually re-energized until it has been determined that the equipment and circuit can be safely energized. The repetitive manual closing of circuit breakers or re-energizing circuits through fuses is prohibited.
9. Only qualified persons may perform testing work on electric circuits or equipment. Only test instruments approved for the application and voltage shall be used.

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Low Voltage Lockout Procedure

1. If more than 2 people are involved in the work, use a written "Lockout / Tagout Identification Sheet." List all of the items identified as possible energy sources. List any ancillary items that may affect the procedure's safe conclusion. Examples are: - A tool count, personnel count, wrenches, screwdrivers, air quality checks, test tools.
2. Number each item on the list for the order in which they should be safely shutdown or dealt with, including the ancillary items.
3. A MBJ Electrician will shut down power to electrical devices.
4. A MBJ employee in other trades will shut down the energy to devices in their respective discipline.
5. If contractors are involved in the procedure, they will shut down the energy to their respective components. Only a MBJ Electrician may shut down aerodrome equipment.
6. Each person involved in all of these groups' places his respective and separately keyed lock on each component or energy source. Lockout hasps may be used for this purpose. Only MBJ locks may be attached to aerodrome equipment.
7. Each person involved in all of these groups' places his respective tags indicating name, employer, and time / date.
8. Once all energy sources have been shutdown, locked out, and tagged out, each source must be safely relieved of any stored energy. Examples are: - grounding of electrical components – capacitive & backfeed, pressure vessel relief, spring tension, movement of heavy equipment, temperature.
9. Each person involved in the procedure must agree the conditions are safe to continue, then date and sign the "Lockout / Tag out Identification Sheet."
10. This next item must be a "judgement call," for safety reasons. It presupposes the manual start attempt will not adversely affect the safety of others - remotely. (An example is a possible back feed to JPS Co.'s grid). Try to start the equipment or machinery manually. Look for any movement or functions. If none observed, verify all energy sources are at zero potential state.
11. Carry out the work.
12. When work is complete, and the area, equipment or machinery is ready to resume operation, each person involved must agree the conditions are safe for return to normal operations.
13. Review the "Lockout / Tagout Identification Sheet," specifically the numbered sequence created on the sheet.

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14. The MBJ Electrician must verify the completion of the work and readiness to energize the circuit. He/she will use the reverse order of the numbered sequence on the Lockout / Tagout Identification Sheet. The MBJ Electrician shall also ensure personnel are clear, tools are accounted for, components are reset, blockages are cleared, tags and locks are removed, and other trades or contractors services are restored.
15. The MBJ Electrician can then restart the equipment or machinery. In certain cases, depending on warranty issues, the MBJ Electrician may permit the contractor to start the equipment or machinery.
16. When the system is back in normal operation, notify relevant departments or monitoring centres the procedure is complete.
17. Each person involved in the procedure and that had dated and signed the "Lockout / Tagout Identification Sheet," must date and sign off the bottom of the sheet as "Returned to Service."
18. The MBJ Electrician is to deliver this completed "Lockout / Tagout Identification Sheet" to the Electrical Supervisor for final sign off.

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High Voltage Lockout

1. Before clearance for work is given or accepted, the MBJ Manager (or nominee) in charge of the work shall review with the crew, the switching procedure, all sources of voltage or backfeed, the location of all lockout and tagout cards, and the location of all protective grounds. If MBJ personnel are doing the work, the Manager (or nominee) shall witness the testing for voltage and application of protective grounds.
2. Jamaica Public Service Co Ltd is approved to apply lockouts on top of a MBJ lockout for high voltage equipment.
3. For all other contractors, the Contractor's person in charge of the work shall review the items in (1) with the MBJ Manager (or nominee). MBJ shall apply the lockout. The Contractor shall verify that the power is off and apply a tag on top of the MBJ lock.
4. The contractor crew shall be responsible to test for voltage and apply protective grounds for their personnel's safety. The quantity and location of grounds shall be recorded on a MBJ Lockout/Tagout Identification Sheet.
5. In general, clearance for work requires:
 - a) De-energization, testing for dead, visible air clearance, all locks and tags, protective grounds on all sources of voltages in excess of 750 volts AC.
 - b) De-energization, testing for dead, visible air clearance on all blades, all locks and tags, and hold cards on all sources of voltage. If a visible break is not available, protective grounds must be used.

Under no circumstances shall clearance for work be granted or released on a predetermined time basis.
6. When work is completed, all locks, all tags, all hold cards, ground clusters, and all persons are clear, the Manager (or nominee) shall document in writing that all is clear and return the equipment to service. The Contractor's tag shall be removed by the Contractor, signed by the Contractor and retained by MBJ before the MBJ lock may be removed.
7. Switching procedure:
 - a) The operator shall check to be sure that all phases of a switch have opened or closed.
 - b) Meters should be checked to help assure the circuit has been made or broken.
 - c) If possible, do not stand near equipment about to be de-energized.

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- d) Motor-operated disconnects should be disengaged, locked open and tagged, and switch handles shall be locked or blocked in the open position. Switches closest to the work area shall normally be used for clearance work.
 - e) Insulating high voltage gloves, insulating sleeves and face shields shall be worn during the operation of switching, fusing or disconnecting devices and energizing or de-energizing of liquid-filled electrical equipment when the worker position is closer than 6 feet to the equipment being worked on.
 - f) For Field Electrical – High voltage gloves shall be worn during the operation of switching and fusing Metal Clad Load Breakers and the primary Cradle on Constant Current Regulators.
8. Live parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. It is not up to the employer, employee, Airport/Airside Coordinator or Manager's discretion as to whether or not to de-energized electrical circuits on the basis of convenience, custom or expediency.

For Field Electrical – Constant Current Regulators and associated equipment will be worked on while in the energized state for the purposes of trouble shooting and maintenance. Only qualified persons who have been specifically trained for this work may perform it.

9. Verification of De-Energized Condition

The requirements listed below shall be met before any circuits or equipment can be considered and worked on as de-energized:

- a) A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.
- b) A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall also determine if any energized condition as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been de-energized and presumed to be safe. The test equipment shall be checked for proper operation immediately before and immediately after this test.
- c) Only a qualified person shall work on or near energized lines or equipment.
- d) Electrical distribution equipment and lines shall always be considered as energized unless they are positively proved to be de-energized and properly grounded. If it is not grounded, it is not dead.

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For Field Electrical – Due the design of the equipment, the High Voltage Cradle on the Constant Current Regulators need not be grounded to be considered to be de-energized. Before working on the primary or series circuits, the circuit shall be grounded to remove capacitance. These grounds may be removed for trouble shooting purposes.

- e) Extreme care shall be exercised when handling neutral conductors as high voltage may be encountered.
- f) Line capacitors shall be considered energized at full voltage until they have been disconnected from the line and the terminals short circuited and discharged to ground by an approved method. The terminals shall not be short circuited until the capacitors have been de-energized for at least 5 minutes. Employees shall not come in contact with an ungrounded capacitor case until the capacitor has been disconnected from the circuit and the terminals shorted.

10. Application of Locks and Tags

- a) A lock and tag shall be placed on each disconnecting means (or isolation device) used to de-energize circuits and equipment on which work is being performed, except as listed below. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.
- b) Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag, the persons name, company the person works for, phone and pager number or radio call sign of the person, emergency number to call for further information if needed and the date the lock off was started.
- c) If the lock and/or tag must remain after your assigned shift, a written statement must be handed to the Manager (or nominee)

11. Multiple Lock Out/Tag Out

If more than one individual is required to lockout equipment, each shall place his or her own personal lockout device on the energy isolating device(s). When an energy-disconnecting device cannot accept multiple locks, a multiple lockout device (hasp) may be used. A single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use His / her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his / her lock from the box or cabinet. One person shall be in charge during this procedure.

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Appendix A: LOCKOUT / TAGOUT IDENTIFICATION SHEET

Procedure Being Performed:

Possible Energy Sources	Locked By	Tagged By	Date

Ancillary Items

Sign and Date

Lockout complete - Safe to work

Lockout removed - return to Service

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Electrical Supervisor

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12. When contractors and MBJ personnel both lockout equipment, MBJ's locks will be FIRST on and LAST off.

13. Re-Energizing Equipment

A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the equipment and circuits can be safely energized.

Employees exposed to hazards associated with re-energizing equipment shall be warned to stay clear of circuits and equipment.

Each lock and tag shall be removed by the person who applied it or under his or her direct supervision. However, if this person is absent from the work place, then the lock and tag may be removed by a qualified person nominated to perform this task provided that:

- The employer ensures that the employee who applied the lock or tag is not available at the work place, and the employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at the work place, and;
- There shall be a visual determination that all employees are clear of circuits and equipment.

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Appendix B: STANDING ORDERS FOR CONSTRUCTION SITES

The following guidelines are to be observed at all construction sites at the Sangster International Airport, and are applicable both to work being carried out in the terminal building and airside manoeuvring areas. The aim is to ensure that construction sites do not pose a safety hazard to airport tenants and customers, nor provide items to persons of ill-intent that may be used in acts of unlawful interference against aviation assets.

1. All construction sites must be hoarded using ply board not less than 8 feet in height, and must completely surround the site. Doors or gates are the only openings permitted in the hoarding, and they must be kept closed and locked as is appropriate when not in immediate use.
2. Appropriate flags, lights, signs and fluorescent markings must be prominently displayed at the appropriate places to ensure that the site is visible to all users of the airport. This also applies to all vehicles and construction equipment that are being used on the airside; and generally the warning device i.e. light etc. is displayed on the highest non-moving part of the vehicle/equipment.
3. The area within the hoarding must be capable of holding all the equipment on the site, and for accommodating all the construction activity that is performed.
4. All tools, equipment and objects that could be used in acts of unlawful interference against aviation assets must be secured in such a manner that they are not accessible to passers-by.
5. In some instances, in addition to the hoarding, cones or other safety devices may be required as added delineation of the site.
6. Persons responsible for construction are to ensure that where normal movement is affected, alternative safe route(s) are provided for users of the airport.
7. Persons responsible for construction are accountable for removing all construction waste from the site daily. No waste/FOD is to remain airside on the construction site overnight.
8. Contractors performing airside construction must take extra precautions to ensure that no construction material, tools or waste become FOD.
9. Contractors operating construction vehicles/equipment airside during construction are to ensure that their operators comply with all airside policies, rules and regulations. They are to report all accidents/incidents to the Operations Centre immediately after occurrence.
10. Persons responsible for construction will ensure that all airport environmental standard and requirements are maintained.

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APPENDIX C: HOT WORK PERMIT

Routing: Forward to MBJ's Project Manager/Coordinator and ERS Manager for authorization. Authorizer will forward copies to Requestor, Airport Operations at fax: 952-7366 and Fire & Rescue at fax: 940-4381.

Project Information

Name of Project: _____ Date: _____
Location: ☐ Airside ☐ Groundside ☐ Terminal ☐ ITB ☐ DTB Facility Permit # _____
Room # or Area: _____
INCLUDE MAP OF WORK AREA _____ Contractor: _____ Site phone # _____
Name of Requestor: Site fax# _____
Work being performed for: MBJ ☐ Tenant. Tenant name: _____
Name of MBJ/Tenant Project Manager: _____
Phone# _____

Hot Work Information

Date work starting: [dd/mm/yy] _____ Are there multiple shifts? ☐ Yes ☐ No.
☐ Day shift hours of work: from: _____ Hour am/pm to: _____ Hour am/pm
☐ Afternoon shift hours of work: from: _____ am/pm to: _____ am/pm
☐ Night shift hours of work: from: _____ am/pm to: _____ am/pm
Dates of work: from: _____ to: _____ Circle work days: M T W T F S S
Are there approved timeslots for airside work? ☐ Yes ☐ No ☐ N/A. If Yes, from _____ to _____
Is project work scheduled at night due to operational reasons? ☐ Yes ☐ No ☐ N/A. If yes, detail reason for night work: _____
Type of Hot Work: (CHECK ALL APPROPRIATE BOXES)
☐ Arc welding, ☐ oxy-acetylene torch, ☐ soldering, ☐ grinding/cutting, ☐ other
Description of work: _____

MBJ Airports Authorization

Authorized by: _____ Print Name: _____
Dept: _____ Phone No: _____ Copies faxed to: ☐ Requestor ☐ OPS ☐ ARFF

Permit Valid From: _____ To: _____

Special Conditions:

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APPENDIX D: CONSTRUCTION SAFETY BRIEFING CHECKLIST

Company/Contractor:			
Location of work:			
Nature of work:			
Period of work:			
Questions	YES	NO	NA
Has the contractor submitted a work plan for assessment of logistical needs?			
Have the contractor and all affiliates been apprised of MJB's airside safety requirements and procedures. (vests, shoes plus the policy on raincoats/disposable raincoats on airside)			
Have MJB's Safety and Security requirements been reviewed with the Contractor and contractor employees?			
Has the cell phone restriction policy been explained and the logistics worked out?			
Have the Contractor's employees shown a credible understanding of the dangers posed by Aircraft operations- jet blast and ingestion			
Has the Contractor's responsibility to clean up the area at the end of the work been explained?			
Have the accident reporting procedures been explained to the Contractor? Has the Contractor been provided with MJB's emergency contact information?			
Has the Contractor been advised of his fire prevention responsibilities?			
Have the requirements for operating a vehicle/ motor powered equipment on airside been explained to the Contractor?			
Has the Contractor been apprised of escort procedures?			
Has the Contractor been given a guided tour of his operating area?			
Has the Contractor been advised of his FOD mitigation responsibilities?			
Has the Contractor been advised of his responsibility to mitigate wildlife and or any other reasonable hazards attributable to his work activities?			
If the project involves hot work, has the contractor provided a serviceable fire extinguisher for the period of welding and are the workers trained to use the extinguisher?			
Has the identity/ contact information for the contractor's onsite safety coordinator been provided?			
Has the Contractor submitted all required permits and have these been verified and correctly authorized?			
Does the contractor have a first aid plan?			
If work is to be done on the Runway, does the Contractor have an Emergency Contingency plan to remove malfunctioning equipment from the runway? (Plan must be submitted then approved by MJB prior to start of works)			
Airport/Airside Coordinators Signature:	Date:		

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APPENDIX E: AIRSIDE PROJECT HANDOVER LOG

Date/Time of work	Airport/Airside Coordinator PM	Contractor Project Manager/Contact #	
	Airport/Airside Coordinator AM	MBJ Project Manager/Project Coordinator/Contact #	
Areas earmarked for work on date above:			
1			
2			
3			
4			
Description of Work		Location	
<p>Signing the PM Handover Record below indicates that the contractor has met all the safety and security requirements outlined during the safety and security briefings conducted prior to start of project and that the contractor is now permitted to commence work on the runway as described above. Signing the AM Handover Record below indicates that MBJ is satisfied that the Runway is in an acceptable condition at the end of the work described above and all safety and security requirements were met by the contractor.</p>			
Handover Record			
PM Personnel	Checked by (print name)	Signature	Date/Time
Contractor Project Manager			
MBJ Airport/Airside Coordinator			
MBJ Project Manager/Project Coordinator			
Name of ATC personnel informed:			
AM Personnel	Checked by (print name)	Signature	Date/Time
Contractor Project Manager			
MBJ Airport/Airside Coordinator			
MBJ Project Manager/Project Coordinator			
Name of ATC personnel informed:			

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APPENDIX F: Fire Protection System Impairment Authorization Form

Sangster International Airport

MBJ Airports Limited Fire Protection System Impairment Authorization Form

This Permit must be completed and submitted for approval a minimum of 24 hours prior to any planned impairment. Once approved this authorizes the Contractor to perform the repairs and or renovations detailed herein, subject to the requirements of the Technical and Operations (Emergency Response) Divisions.

Routing: Request forwarded to Technical (Maintenance and Engineering). Forward to Emergency Response Service (Tel:952-2211/Fax:940 -4381) for authorization. Authorizer will forward copies to requester, Airport Operations. A copy will be kept on work site for inspection.

Date of Request: _____ Requester: _____

Affected Valves _Sprinkler: _____ Hydrant: _____ Smoke Detectors _____ Pull Stations _____

Building Names and Specific Area: _____

Start Date/Time: _____ Expected Duration: _____

Affected buildings/area inspected by Emergency Response Service/Maintenance and Engineering

Mitigation: Cease hot work ☐ Hourly fire watch ☐ Backfeed sprinkler

Bldg evacuated ☐ Ignition sources eliminated/fuel limited

Other (describe): _____

☐ MBJ Operations, Jamaica Fire Brigade, MBJ Security all notified.

Operations Centre Coordinator / requested to notify all affected agencies.

☐ Maintenance and Engineering department to provide tags on affected riser(s) and out-of-sight fire

Department connections

☐ Planning is in place so that all necessary tools and materials will be available at impairment site

MBJ Airport's Authorization

Authorizing Signature: _____ Date: _____

Retroactive for emergency impairment0

RESTORATION

Impairment tag with evidence of system test returned to impairment coordinator

MBJ Operations, Jamaica Fire Brigade, MBJ Security all notified.

Operations Centre Coordinator/ Airport Coordinator requested to notify all Affected Agencies.

MBJ Airport's Authorization

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