

R/OOCIP

@ DFW AIRPORT

CONSTRUCTION SAFETY AND
HEALTH GUIDELINES



EQUIPPED
FOR SUCCESS



ROLLING OWNER CONTROLLED
INSURANCE PROGRAM
DFW RISK MANAGEMENT

DFW ROCIP SAFETY PROGRAM

Construction Safety Guidelines

Confirmation of Project Safety & Health Guidelines

It is the responsibility of each Contractor working on the Dallas/Fort Worth International Airport Board's Terminal Renovation and Improvement Program (TRIP) and non-TRIP projects to control site safety so that contractor employees, the general public and DFW airport employees are provided an environment free of hazards during construction and renovation. The safety program described in this manual does not relieve the Contractor of their individual responsibility regarding the safety of their employees, the safety of subcontractors' employees and sub-subcontractors' employees, the protection of the general public and DFW Airport employees as well as the preservation of property.

BARC, MBJ3 and TOH are the Construction Managers At Risk (CMAR) chosen by the Dallas/Fort Worth International Airport Board (DFW) to manage the work of the Contractors and to help coordinate overall project safety. Before beginning work, each Contractor shall develop a written site-specific safety and health plan for the DFW ROCIP PROGRAM. Contractor's plan shall be submitted to the appropriate CMAR Safety Manager for approval within seven (7) days following Notice to Proceed. At minimum, the Contractor's safety and health plan shall meet the requirements of 29 CFR 1926 Federal OSHA Construction regulations and all applicable State and local government regulations as well as requirements established in the DFW ROCIP SAFETY PROGRAM Construction Safety Guidelines. Each Contractor is required by law to protect the health and safety of its employees and the employees of each subcontractor and sub-subcontractor by providing a safe and healthy place workplace or work area.

The Safety Requirements of this manual apply in addition to all Federal, State and local government rules, codes and regulations. The Safety Requirements do not negate, abrogate, alter or otherwise change any provisions of government rules, codes and/or regulations, and are intended to supplement each contractor's safety program and the overall project safety effort. It is understood that each Contractor has the ultimate responsibility for providing a safe workplace or work area.

In the event of a conflict between the provisions of these guidelines and applicable local, State or Federal safety and health laws, regulations and/or standards, contract documents or the Contractor's Safety Plan the more stringent requirement shall apply.

By signature below, each individual confirms their understanding of the contents of this manual and agrees to conform to the standards of safety outlined in this manual.

Contractor – Project Manager

Contractor – Field Supervisor

Date

Date

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POLICY STATEMENT

The Dallas/Fort Worth International Airport Board (DFW) is committed to the objective that all ROCIP construction workers have the safest possible work environment while engaged in this project. It shall be the responsibility of each Contractor/Subcontractor to abide by the Safety and Health Provisions listed in OSHA 29 CFR 1926 and applicable sections of CFR 1910.

In addition, each Contractor, Subcontractor and Sub-Subcontractor shall abide by the DFW ROCIP SAFETY PROGRAM Construction Safety Guidelines, Federal Regulations, State laws and regulations, and applicable local and county laws and regulations.

The primary goal established for the DFW ROCIP SAFETY PROGRAM is to safely perform work with “ZERO ACCIDENTS”; totally free from lost time injuries for the mutual benefit of the worker, the environment, the community, the contractor and DFW.

The safety goals and objectives established for the Project can only be achieved when every participant commits each day to perform their tasks safely and efficiently, with adequate training, planning and supervision. This commitment will result in both increased productivity and the prevention of job-related accidents, injuries and illnesses.

I. SAFETY AND LOSS PREVENTION PLAN

Notwithstanding the risk management considerations inherent in a Rolling Owner Controlled Insurance Program (ROCIP), DFW is committed to an active, effective safety and loss control plan that will result in a safe workplace or work area. The programs outlined in the Construction Safety Guidelines will apply to all contractors at all levels, who are enrolled in the ROCIP, and to all visitors and non-enrolled contractors, tenants, DFW Airport employees and vendors required to be on the TRIP and non-TRIP construction sites.

In addition to the programs and requirements described herein, each contractor must and shall ensure compliance with all applicable regulations and standards of the Occupational Safety and Health Act for the Construction Industry (29 CFR 1926) and General Industry (29 CFR 1910).

SAFETY SHALL NOT BE COMPROMISED OR SACRIFICED FOR PRODUCTION.

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An accident-free project is the result of a site culture characterized by the belief that safety is a core value, both corporately and individually. Because of this principle, the most important aspect of the program must be that shared belief among all of the participants.

All contractors and their employees are responsible for demonstrating this value with the same diligence and priority as meeting production, schedule, and quality objectives.

The Safety and Loss Control Plan for the DFW ROCIP Project includes the following key elements:

- DFW ROCIP Safety Program – a unified set of minimum standards required to perform work on the DFW ROCIP Project.
- Safety Training Program – All workers will be required to attend a two (2) day Orientation and Safety Training Program before being eligible to work on the project. In addition, all Supervisors, Foremen, Superintendents or anyone having direct oversight or management responsibility of other employees must also attend a one (1) day Supervisor Awareness Training Session. The makeup and content of these programs are outlined in the Instruction and Training section of this Safety Manual.

II. PURPOSE

To establish the minimum requirements for construction safety programs and to define the minimum requirements for incident prevention and loss control for all construction activities on the DFW ROCIP Projects.

III. SCOPE

The Safety and Loss Control Plan requirements apply to all contractors and their employees involved in construction and renovation work on the DFW ROCIP Project.

IV. POLICY

This document provides general information to all Contractors and employees on the requirements and guidelines for incident prevention, safety, and loss control on the DFW ROCIP Project. DFW's safety objective is to achieve a safety culture on the construction sites that is free of accidents and injuries.

Contractors are charged with the responsibility of conducting their operations in a manner that will provide safe working conditions for all employees, and the protection of the public and all others who may come in contact with, or be exposed to, these projects.

Nothing contained in this program is intended to relieve any Contractor or supplier of the obligations assumed by the DFW Project contractors or required by law.

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Each Contractor shall prepare and submit, for the Construction Manager At Risk (CMAR) Safety Manager's review; the Contractor's Safety Plan, tailored to that contractor's specific contract work in conformance with this DFW ROCIP Construction Safety Program.

This plan should be forwarded to the CMAR's Safety Manager within seven (7) days following Notice To Proceed.

Safety will be an integral part of each job. Full participation in, cooperation with, and support of the ROCIP Safety Program is necessary and is required to ensure the safety and health of all persons and property involved on the DFW ROCIP Project.

V. PROGRAM OBJECTIVES

The DFW ROCIP Construction Safety Program has been established to promote safety and minimize risks associated with the construction on the DFW ROCIP Project.

The Loss GOALS of the DFW ROCIP Construction Safety Program are as follows:

- Incident free and hazard free work environment.
- Substance abuse free workplace.
- Continuous safety training and education to achieve a qualified workforce.
- Achievement of high level efficiency and quality.
- Creation of a strong safety and health conscious culture in management, field supervision personnel, and all crafts.

The effectiveness of the DFW ROCIP Construction Safety Program will depend upon the active participation and cooperation of all contractors enrolled in the ROCIP and all visitors and non-enrolled contractors, DFW Airport employees, tenants and vendors required to be on the ROCIP construction site adhering to the following basic guidelines:

- Pre-plan all work to minimize the potential for personal injury, property damage, and loss of productive time.
- Comply with federal, state, and local laws, ordinances/regulations, industry standards, and DFW regulations and requirements.
- Establish and conduct an education program to stimulate and maintain interest and cooperation of all employees through safety meetings and safety training programs.
- Analyze all incidents and near miss events to determine root causes and to identify possible corrective actions.

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Definitions

Air Operations Area (AOA) – The area of the airport used or intended to be used for landing, taking off, surface maneuvering, loading, unloading, or servicing of aircraft. This is a secure area requiring Secure Identification Display Area (SIDA) badges and compliance with DFW security rules.

Construction Manager At Risk (CMAR) or General Contractor– The Management Group or General Contractor that has the direct contract with the Owner for the DFW TRIP or other projects to provide overall control of the construction work at the project.

Contractor – All contractors, including construction managers, prime contractors, general contractors, and subcontractors of all tiers, that perform work on the project site.

General Public – All persons not enrolled in or under contract, subcontract or sub-subcontract involving the DFW ROCIP PROGRAM or otherwise required to be physically present on the ROCIP construction site.

ROCIP Safety Committee – The working group made up of the Owner (DFW), the insurance Broker of Record (Willis), CMAR's (BARC, MBJ3 & TOH) Safety Representatives, all applicable insurance carrier representatives and the representatives designated by other stakeholders, agencies and firms working together to implement the ROCIP program.

OWNER – The Dallas-Fort Worth International Airport Board (DFW).

Project – The Terminal Renewal and Improvement Program (TRIP) as protected by the insurance structure of the ROCIP and/or other construction work designated by DFW as protected by the insurance structure of the ROCIP.

Rolling Owner Controlled Insurance Program (ROCIP) – A coordinated master safety and claim management program, under which Workers' Compensation, Employer's Liability, Commercial General Liability, Excess Liability, Builders' Risk and Contractor's Pollution Liability are procured or provided on a project basis for all enrolled contractors while performing operations at the Project Site.

Subcontractor – A contractor that has a subordinate relationship to another contractor. A subcontractor is also known as a tier contractor.

Tier Contractor – A contractor that has a subordinate relationship to another contractor. A tier contractor is also known as a subcontractor.

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PREFACE

The DFW ROCIP PROGRAM, DFW and its partners are determined and committed to provide a safe environment for all workers and to protect the public from hazards associated with the construction of the Project.

All Contractors shall implement measures that will create safety awareness, promote safe work practices at the job site and fulfill the contract objectives in the safest possible manner. Each Contractor shall bear sole and exclusive responsibility for safety in all phases of their work. Nothing contained herein shall relieve such responsibility.

Each Contractor shall be responsible for all its subcontractor's and sub-subcontractor's compliance with the project safety requirements.

Contractors shall develop their own written site-specific safety and health plan for the DFW ROCIP PROGRAM. At minimum, the safety and health plan shall conform to the requirements addressed in the Occupational Safety and Health Act of 1970 and all additions and revisions thereto, and the requirements established in the DFW ROCIP PROGRAM Construction Safety Guidelines. Each Contractor is required by law to protect the health and safety of its employees and the employees of each subcontractor and sub-subcontractor, tenants and DFW Airport employees by providing a safe and healthy workplace or work area.

Contractor developed plans/program(s).

Plans/programs may be reviewed by the ROCIP Team. Example(s) of such OSHA mandated plans/programs are shown below.

Site Traffic Control Plan	Fall Protection Plan
Fire Protection Plan	Trench Safety Plan
Respiratory Protection Plan	Hazard Communication Program
Confined Space Entry	Scaffold Safety Program
Hearing Conservation Program	Ladder Safety Training
Dust Control Plan	Electrical Safety Plan -
Environmental Control Plan	(Lock Out/Tag Out)
Material handling program	

Emergency Procedures shall be made part of the Contractor's Safety Program. Refer to

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Appendix G for DFW-specific Emergency Plan.

- a. The highest ranking responsible on-site supervisor is responsible for the handling of any emergency that occurs during his shift. They may call upon the assistance of any available worker. A responsible supervisor must be designated for each shift.
- b. On a regular basis, at both supervisory and weekly “tool box” meetings, employees will receive instructions and updates regarding response actions to site emergencies.
- c. Contractor teams will be established to handle each of the various emergencies.
- d. Following an emergency, ranking personnel shall secure the area as expediently as possible and provide access and an account of the emergency to authorized representative(s) of DFW ROCIP PROGRAM. **Questions from the news media should be referred to DFW’s Public Affairs Department at 972-973-6397.**

Written emergency response procedures must be established by each contractor for the following categories of events that may occur during any 24 hour period:

- a. Employee injury
- b. Fire
- c. Pedestrian injury due to work activity of any kind
- d. Property damage and damage to above ground and buried utilities
- e. Severe weather
- f. Public demonstrations
- g. Bomb threats

On a regular basis, the Contractor shall review and, when necessary, update Emergency Procedures for maximum effectiveness and current site conditions. The contractor will provide the DFW ROCIP PROGRAM, the Construction Manager, and the on-site safety representative a telephone list of key management personnel, for after hours emergency contact.

Should a serious accident or emergency occur, the contractor shall immediately notify 911 Dispatch and then contact the Construction Manager At Risk (CMAR).

BARC: 214-473-9683; MBJ3: 214-325-4402; TOH 214-882-3781; Clark 501-250-3055.

Contractors, Subcontractors, and Sub-Subcontractors will be monitored for implementation and application of their respective safety programs at the work site. Contractors will be notified of any non-compliance and corrective action required. This notice, when delivered to the contractor or their representative at the site of the work, shall be deemed sufficient notice of non-compliance and corrective action will be required. After receiving the notice, the contractor shall immediately take corrective action.

If the contractor fails or refuses to take corrective action promptly, a stop work order may be issued. The cost to bring the work activity into compliance shall be incurred by the affected

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contractor, subcontractor or sub-subcontractor. The Contractor, Subcontractor or Sub-Subcontractor shall not submit a request for extension of time or increased costs as a result of any such stop work order. Members of the ROCIP Team shall not be liable for any damages experienced by the Contractor due to the work stoppage. Progress payments may also cease until the Contractor and/or its Subcontractor and Sub-Subcontractors is/are in full compliance with all applicable safety and health rules, standards and regulations.

Each Contractor and their subcontractors and sub-subcontractors shall establish and enforce an effective disciplinary program (Appendix A). Contractors shall discipline and/or dismiss employees who violate established rules and regulations. This includes immediate removal from the project for serious violations, repeated violations, or the refusal to follow safety and health rules.

Contractor's safety representative shall have the authority to effectively remove from the site, any person (including contractor supervisors and managers) who is regarded as a frequent violator of safe work practices, or who fails to ensure persons working under their supervision or in a work place they control are protected from serious work hazards. Any Competent Person who is assigned to identify existing and predictable hazards and authorized to eliminate them, and who fails to perform this duty for any reason shall be replaced by the employer.

The Contractor shall not receive additional payment or reimbursement for safety items and procedures which have been identified as required by the Project Safety and Health Guidelines, DFW Airport safety representatives, or ROCIP team member.

Failure to comply with the contract safety requirements will be considered as non-compliance with the contract and may result in remedial action including withholding of progress payments due the Contractor and/or termination of the Contractor from the site.

In the event the work or any portion thereof is shut down by either an outside regulatory agency or due to an unsafe condition as determined by the Contractor's safety representatives, the ROCIP safety representatives or DFW safety representatives, the responsible Contractor shall bear the total cost caused by that shut down.

In no case shall the Contractor be relieved of overall responsibility for compliance with the requirements of federal, state and local safety and health laws for all work to be performed under the contract.

INTRODUCTION

Construction Safety and Health Guidelines, Purpose and Scope

These guidelines are established to aid in the prevention of job-related accidents and health problems during the term of the DFW ROCIP Project. These guidelines set forth elements which all Contractors, subcontractors and sub-subcontractors shall include in their safety plan. This manual is not all-inclusive. Other elements may be added, or conveyed individually to Contractors to whom they expressly apply. There are other essentials which some Contractors, by nature of the specific type of work being performed, must include in their own safety plan.

These guidelines set forth basic rules and regulations for all personnel involved in the construction of the Project. The intent of these guidelines is to enhance and supplement the safety and health standards which are required by law, in contract documents, and which are applicable to the designated construction projects. These guidelines do not cover the full spectrum of published safety and health standards mandated by law, and Contractors shall not assume that they are responsible exclusively for those standards referenced in this manual, nor that they are current as quoted and published. It is the responsibility of the Contractor and its employees to ensure that they are in compliance with current regulations and that their safety plan is in compliance with all safety practices required by law.

In the event of a conflict between the provisions of these guidelines and applicable local, State or Federal safety and health laws, regulations and/or standards, contract documents or the Contractor's Safety Plan, the more stringent shall apply.

RESPONSIBILITIES

General

Each participant involved in the construction of the Project is individually responsible for conducting their activities to ensure compliance with all applicable safety and health requirements. Construction activities of the CMAR, Subcontractors and tier subcontractors will be monitored for compliance with, DFW ROCIP SAFETY PROGRAM, Federal, State, County, and local safety and health regulations and contract safety and health requirements.

Contractors

Each respective CMAR shall be responsible for the safety and health of employees, subcontractors, tier subcontractors, visitors, vendors, tenants and DFW Airport employees in accordance with all State, Local, County and Federal regulations, and all of the Contract Documents. Each Contractor shall establish and submit for review a written Safety and Health Plan which includes details commensurate with the work to be performed.

The Contractor's Safety and Health Plan shall clearly describe the contractor's commitment and methods for meeting its obligations to provide a safe and healthy work environment for its employees and subcontractor employees, to protect vendors, visitors, tenants DFW Airport employees and members of the general public. The Contractor's Safety and Health Plan shall reference Federal OSHA standards 29 CFR 1910 and 1926, and any other rules or regulations applicable to construction activities.

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Contractors with fifty (50) or more employees, including subcontractors, on site will designate a full time site Safety Manager to perform safety inspection and employee training services under the direction of the contractor's Project Manager. Also, for every additional one hundred (100) jobsite employees added, an additional contractor safety representative shall be required on-site. In the event that the Contractor has less than fifty (50) employees on-site during construction, the Contractor shall appoint an on-site employee who, along with other concurrent duties, shall serve as the Contractor's Safety Representative. The Contractor's Safety Manager or Contractor's Safety Representative may not be removed from the job by the Contractor without written approval from the CMAR Safety Manager. CMAR Safety Manager and subcontractor safety manager and/or representative shall be assigned to the shift with the most predominant work.

When applicable, CMAR safety manager shall submit to DFW safety and ROCIP safety team members at a minimum two proposed alternates to act upon necessary safety duties should the CMAR safety manager not be onsite for more than three consecutive days. For the time being appointed as a safety alternate, the proposed individual may not carry out any other duties other than the ones specified for the CMAR safety manager. The CMAR safety manager shall be responsible for appointing his/her alternates. Qualifications shall be submitted as well as specified below.

Each Contractor shall submit a resume of the experience and qualifications for the proposed Contractor's Safety Manager and/or Contractor's Safety Representative to the CMAR's Safety Representative. Only competent, experienced personnel will be accepted as a Contractor's Safety Manager and/or Contractor's Safety Representative.

At a minimum, the safety representative shall meet the requirements of a "competent person" as defined by OSHA for all phases of construction and have a minimum of OSHA 30 hour certification. **A documented combination of other related education and experience submitted to the CMAR Senior Safety Management may be substituted for this requirement.** The Safety Representative must understand the safety plan and site safety manual.

As a condition of their contract, all Contractors shall submit to the CMAR's Safety Representative

- A site-specific safety plan within seven (7) days following receipt of Notice To Proceed and prior to start of any construction activities
- The name and resume of the designated on-site safety representative

The Contractor shall:

- Ensure that all employees, subcontractor's and sub-subcontractor's employees are given a comprehensive Safety and Health orientation. This orientation shall include general Safety and Health procedures and policies as well as the project specific rules, regulations and specific hazards. Employees shall be advised that disregard for these rules, or any other applicable Safety and Health regulations shall be subject to disciplinary action and/or removal from the project. All workers shall complete an acknowledgment that indicates the worker has read, understood, and will abide by the rules and regulations. The following information shall be obtained from all employees: worker's name, date of orientation, Contractor's name and DFW ROCIP Program enrollment date.
 - Investigate all accidents and incidents that result in personal injury or illness to workers, damage to buildings or equipment and any incident with the general public.
 - Conduct a daily job site inspection, a daily JHA check, identify unsafe conditions or work practices and assure they are corrected, and maintain corresponding documentation.
 - Conduct weekly, documented, safety meetings with Contractor supervisory personnel.
 - Attend monthly Safety committee meetings and participate.
 - Assure that employees acting in a supervisory capacity understand and enforce all safe work practices.
 - Assure that a Competent Person is present at work locations where required by OSHA.
 - Assure that all Personal Protective Equipment (PPE) is available and being used as required (i.e. hardhat, vest, eye protection, proper footwear, gloves, long pants and 4 inch sleeve shirt).
 - Assure all construction equipment and motor vehicle certification, inspection, repair and controls are in compliance with the safety requirements of the project and OSHA. Annual crane certification shall be available for review for each crane operating on the project.
 - Prior to making a critical crane lift, a detailed lift plan shall be submitted. (See Appendix B, "Critical Lift Checklist")
 - Assure that all employees operating construction equipment or a motor vehicle are qualified to do so.
 - Assure that all hand and power tools are in safe working order.
 - Assure that all work areas are kept clear of debris and trash and that adequate trash barrels are placed throughout the work area and emptied frequently.
 - Provide the appropriate number and types of sanitary facilities for employees.
 - Assure that fall protection equipment is provided and used. Inspections of this equipment shall be documented and on file for review.
-
- Assure that all perimeter cables, barricades, or any other safety-related items are installed

correctly and maintained. If another Contractor must remove a safety item, coordinate this activity with the Contractor who installed the device and other Contractors who may be exposed. **Safety devices shall be replaced by the Contractor removing them.** Warning signs, tags, or barricades shall be installed if other safety devices are removed.

- Assure that employees receive adequate training as required by the Project and OSHA. Additional training for foreman and safety representative may be required based on unique hazards involved in a task.
- Participate in DFW's ROCIP construction security identification protocols by monitoring and ensuring that every employee on site has the appropriate project identification. Each employee participating in any ROCIP covered work shall be able to produce a ROCIP issued identification badge specific to that person and specific to their assigned ROCIP related work. The ROCIP badge or other ROCIP authorized identification shall be worn and displayed above the waist and on the front side of the worker's body. Failure to maintain and display such identification while on the construction site will result in removal from the site until the individual's ROCIP identification badge is located and worn correctly.

Workplace Substance Abuse Policy

The contractor shall submit as a part of their overall Safety and Health Plan a copy of their company Workplace Substance Abuse policy. This policy shall at minimum comply with Appendix C, "Substance Abuse". The ROCIP retains the right to require random drug/alcohol tests.

The Contractor shall ensure that all subcontractors and sub-subcontractors are in compliance. The Contractor shall submit a monthly notarized letter stating they and their subcontractors are in compliance with the Project's Substance Abuse Policy.

INSTRUCTION AND TRAINING

Safety Orientation Program

All employees who are assigned to work on the TRIP or other construction project covered by the ROCIP **must be of age 18** and shall receive an orientation regarding the general safety and health rules and regulations as well as the site-specific policies and hazards prior to starting work on the construction site. The Contractor shall be responsible for arranging the orientation of their employees, subcontractors and sub-subcontractors, and visitors through the ROCIP training facility. Documentation of this orientation shall be maintained on file for review (Appendix A). Hard hat decals and construction site badges (provided by the Project) are to be issued to an employee following completion of their orientation. Employee orientation is to be documented on the training Log Sheet. It is the responsibility of the contractor to ensure that non-English speaking employees receive these same instructions in a language they understand.

The two (2) day safety orientation and training sessions will be conducted in both English and Spanish for all personnel and shall include at a minimum the following topics:

- Unique hazards of the project
- Employer/personnel responsibilities under OSHA Standards – location of required posters
- Personal protective equipment (Appropriate work attire, 100% Eye and Hard Hat protection)
- Confined Space entry

- 6-Foot fall rule - 100% continuous fall protection (including steel erection and scaffolds)
- Hand and Power Tools
- Material Handling
- Stairway and Ladder Safety
- Crane and lifting hazards
- Scaffolding
- Asbestos Awareness, Hazard communication / Right-to-Know, location of MSDS's
- Electrical Safety (Including Lock Out / Tag Out Procedures)
- English / Spanish Construction Language Basics
- CPR / First Aid Overview (Accident / Emergency reporting procedures - First-aid facilities)
- Job Hazards Analysis / Pre-Task Planning
- Fire Protection System Impairment
- Hot Work Precautions
- Substance abuse policy
- Disciplinary procedures
- Proper use of vehicles and motorized equipment (i.e. Scissor-Lift, Boom-Lift, Fork- Lift, etc.)

The one (1) day Supervisor Training Session will include the following topics:

- Supervisory Skills Training (Communication, Conflict Resolution, Coaching)
- Cultural Awareness
- CPR / First Aid Certification (Includes Bloodborne Pathogens Training)
- Job Hazards Analysis/Pre-Task Planning

PROTECTION OF THE PUBLIC

All necessary precautions to prevent injury to the public or damage to property of others shall be taken. The "Public" is defined as all persons not employed by or under contractor or subcontractor to DFW ROCIP PROGRAM. Installation of temporary barriers and/or fencing designated to protect the Public shall be reviewed and approved by the Owner and/or their representative. Precautions shall include but not be limited to the following:

1. Work shall not be performed in any area occupied by the Public unless specifically permitted according to the terms of the contract or in writing.
2. When necessary to maintain public use of work areas involving vehicular roadways, etc., the contractor shall protect the Public in accordance with the applicable regulations.
3. Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a signal person or ground guide shall control the moving of motorized equipment in areas where the public might be endangered. All operators will have necessary equipment operating credentials on their person. All signage warnings and traffic control shall comply with the particular agency that takes judicial precedence.
4. Each project work area shall be protected per DFW contract requirements.
5. Barricades for the general public or public roadways shall be secured against accidental displacement and in place at all times, except when temporary removal is required. As such times, a flag person shall be assigned to control the unprotected area. Barricades used on the airfield will be constructed, erected and maintained per DFW requirements.

6. Required signs and symbols shall be visible at all times when work is being performed and shall be removed or covered promptly when the hazards no longer exist.

Harassment-Free Work Policy

Employee Harassment

It is the policy of DFW ROCIP PROGRAM to provide a workplace free from employee harassment on the basis of race, color, religion, sex, national origin, age, handicap, disability, etc. Improper interference with the ability of an employee to perform their work activities will not be tolerated. Harassment can appear in many forms, including derogatory comments, jokes, slurs, unwanted physical contact, derogatory drawings or threats.

Sexual Harassment

Unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated. Sexual harassing conduct includes, but is not limited to:

- Unwelcome sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature, including graphic or suggestive comments about an individual's dress or degrading words used to describe and individual
- The display in the work place of sexually suggestive objects or pictures, including nude photographs
- Other verbal or physical conduct of a sexual nature can effect an employees work performance

Reporting of Harassment

It is the policy of DFW ROCIP PROGRAM to actively investigate any alleged incidence of harassment. Anyone who believes they have been harassed should contact the project manager. Any allegation or complaint will be held in the strictest confidence.

Any employee who commits an act of harassment shall be subject to disciplinary action, up to and including termination.

Group Tours and Site Visitors

It is particularly important that a high degree of protection be afforded to all persons on authorized tours of construction work-sites. Contractors and those responsible for arranging such tours shall be subject to the following requirements, as applicable:

- a) Group tours shall be arranged and cleared through the site DFW Airport Development and Engineering office, allowing maximum advance notice.
- b) If visitors to the site will be on foot or out of the vehicle/bus, the individual or organization requesting the tour shall ensure that:
 - In all cases, the Construction Manager (CMAR), and the contractor shall be advised of any tour in a timely manner prior to the tour taking place.
 - Release and Hold Harmless Agreement – Each visitor shall be required to sign a release and hold harmless agreement prior to the commencement of the tour.
 - The ROCIP Project Manager will coordinate the tour arrangements and ensure notification of the tour schedule to the Construction Manager (CMAR)

- Tour groups are limited to a maximum of twenty-five (25) persons.
- Visitors are required to wear appropriate clothing and shoes.
- Children less than 18 years of age are not permitted on the Project tours.
- All visitors shall comply with Contractor safety requirements.
- Site safety representative or designated personnel will escort tours.
- Unescorted tours are not permitted.

REPORTING, ACCIDENT INVESTIGATION, AND RECORDKEEPING PER ROCIP CLAIMS HANDLING PROCEDURES

Medical Care for Employee Injuries

Contractors shall provide a CPR Certified First Aid representative and designate an appropriate area for the first aid and medical care to treat injured employees at the job site. The designated CPR/First Aid representative shall maintain treatment availability within OSHA's definition for First Aid under Part 1904.7(b)5. A copy of the First Aid Representative's qualifications shall be submitted to the Project Safety Manager.

Employees with serious or life threatening injuries shall be attended to by the DFW Emergency Medical Service (Call 911 Dispatch).

Employees with minor injuries requiring medical attention should be accompanied by the Contractor to any of the following clinics:

USHW Empire Central, (214) 905-5000, M-F 8:00 AM to 5:00 PM, 1450 Empire Central Suite 100, Dallas, TX

USHW Carrollton, (972) 236-1941, M-F 8:00 AM to 5:00 PM, 1837 W Frankford Rd Suite 116, Carrollton, TX 75007

Concentra, (972) 554-8494, M-F 8:00 AM to 5:00 PM, Sat 8:00 AM to 5:00 PM, 5910 North MacArthur Boulevard, Suite 103 in Irving, Texas 75309

CareNow, (817) 251-2101, M-F 8:00 to 10:00 PM, Sat 8:00 AM to 8:00 PM, Sun 8:00 AM to 5:00 PM, 5301 William D Tate Ave #100, Grapevine, TX 76051

After hour emergency care not requiring 911 should be taken to Las Colinas Medical Center, located at 6800 N. MacArthur Blvd., Irving, TX (George Bush Turnpike & MacArthur Blvd).

The contractor must designate an individual to coordinate injury treatment with the workers' compensation carrier. The contractors' designated representative should also coordinate return to work and availability of modified work.

Reporting

All accidents resulting in employee injury, property damage, or involving the general public **shall be reported immediately** to the designated project representative.

The Contractor, subcontractors and tier subcontractors shall complete a Supervisor's Incident Report Form (See Appendix D) and submit the report to the CMAR safety representative who will be responsible for submittal to the ROCIP safety representative and the ROCIP Project Manager/Willis as soon as possible, but no later than the end of shift, for all job-related accidents involving any of the following:

1. Any employee injury of the contractor, any subcontractor or sub-subcontractor.
2. Any injury and/or incident with the general public (including any alleged injuries reported by a member of the general public).
3. Equipment
4. Property

A formal accident investigation report and the "Employer's First Report of Injury" shall be submitted to the ROCIP Project Manager/Willis within 24 hours. Pertinent facts that are not available within the initial reporting period shall be submitted as soon as available in a supplemental report.

A post-accident drug and alcohol test shall be administered to employee(s) injured and/or any employees in a work crew immediately involved in an accident involving bodily injury or property damage.

Record-Keeping and Files

The Contractor and all Subcontractors and sub-subcontractors shall maintain a master or central file for safety and health related documentation on the jobsite. Files shall be maintained in such a manner that distinguishes each contractor and their subcontractors from other subcontractors and sub-subcontractors.

See ROCIP Insurance manual for claim reporting procedures.

Accident Investigation

All accident/incidents shall be investigated by the contractor's safety supervisor and/or their safety designee. An accident investigation report must be submitted to the Designated Project Representative, ROCIP Project Manager/BARC/MBJ3/TOH within twenty-four (24) hours of the occurrence.

The accident investigation should include appropriate recommendations for corrective actions to prevent recurrence of similar accidents.

Depending upon the severity of the accident, the foreman, fellow workers and witnesses to the incident, involving the injured worker may be requested to appear at the job safety meeting or the Safety Committee meeting to:

1. Describe the cause of accident.
2. Report what corrective action has been initiated to avoid future accidents.

The Contractor and all Subcontractors shall maintain a current OSHA 300 log. The log shall be available for review by any ROCIP team member at any time.

The Contractor and all Subcontractors and Sub-Subcontractors shall submit, on a monthly basis, a monthly summary of accident/incidents for the project. The summary shall follow the format contained within (Appendix F).

Under the direction of DFW ROCIP PROGRAM, a specific Safety Committee may be appointed for investigation of serious accidents that result in loss of life, injury to several workers or pedestrians or major property loss. The committee will submit a report to DFW ROCIP SAFETY COMMITTEE at the conclusion of the investigation.

Return-To-Work

Under the ROCIP, and with the direction of the treating physician, every effort shall be made to **return employees to work as soon as possible** after an accident. The insurance carrier will be in contact with the physician to establish the employee's physical capabilities and limitations.

A return-to-work program shall be developed and implemented by each Contractor to assist workers who are temporarily disabled due to an injury or illness. The Contractor and all subcontractors shall participate in the return-to-work program.

The Contractor, Subcontractor or Sub-subcontractor shall agree that their injured employees shall be treated by the treatment facility authorized by the ROCIP. The medical facility shall be utilized for initial treatment and evaluation of all injured employees. Follow-up medical care will be provided in accordance with applicable Workers' Compensation statutes.

When employees report a work related illness or injury which requires medical attention, they shall be taken to the approved medical facility for examination and/or treatment. If the doctor determines that the employee qualifies for "Return to Work" ("light-duty"), the doctor will complete appropriate forms indicating the restrictions and conditions for transitional work.

The Contractor, Subcontractor or Sub-subcontractor shall provide modified work until the employee is able to resume regular duties. All modified work is temporary in nature and is designed to facilitate a return to regular duties as soon as possible. Modified duty positions may be offered at any location of the project or on any shift. Modified work can also be provided at other Contractor work locations, with approval from the ROCIP Project Manager.

In no case shall an injured employee be laid-off or terminated from an "alternative work" position, unless first discussed with the Owner and its representatives.

WORK PRACTICE CONTROL

Overview

The primary focus of these Safety and Health Guidelines is to provide written safety guidance for Contractors. Each Contractor shall have on site and available for employee review its own written safety and health plan. This plan shall cover work exposures the contractors encounter in the course of work

operations. It is a project requirement that each and every employee conduct their work in accordance with OSHA and all other applicable city, local, county, state and federal standards for all project operations

DFW ROCIP PROGRAM prohibits the use, possession, concealment, transportation, promotion or sale of the following controlled items:

- a. Firearms, weapons, and ammunition – except as authorized by DFW for security reasons.
- b. Switchblades.
- c. Unauthorized explosives, including fireworks.
- d. Stolen or contraband items.

Hazard Communication Program

The Contractor shall develop a written Hazard Communication Program that contains at minimum the following elements:

- The name of the program coordinator.
- Lists of hazardous substances present within the Contractor's workplace or work area.
- A written system that ensures Material Safety Data Sheets (MSDS's) are obtained and made readily accessible to all employees, including lower tier subcontractor personnel, on each shift. In the event of an emergency, MSDS's shall be made available on an immediate basis.
- A labeling program that ensures that containers of hazardous substances in the workplace or work area are properly labeled with the name of the substance and any applicable hazard warnings.
- Proper storing of any hazardous substances or chemicals, to include secondary containment, venting, grounding and labeling.
- A training program regarding the hazards of substances that are used in the workplace and the protective measures that must be taken by the employee or any other persons potentially exposed to the hazardous substances.

The Contractor shall ensure that each employee, prior to working with, or being potentially exposed to hazardous substances, receives initial training on the Hazard Communication Program and the safe use, storage and transportation of the hazardous substances. Additional training shall be provided to employees whenever new substances are introduced to the workplace or work area.

Permanent records shall be maintained by the Contractor, describing all Hazard Communication Program training.

Record-Keeping and Files

The Contractor and all Subcontractors and sub-subcontractors shall maintain a master or central file for safety and health related documentation on the jobsite. Files shall be maintained in such a manner that distinguishes each contractor and their subcontractors from other subcontractors and sub-subcontractors.

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Contractors shall submit and/or have available on site:

REPORT NAME	Annual	Immediately	24 Hr.	Weekly ¹	Monthly ²	Per Occurrence	Per Request
Annual Crane Inspection	x						x
Chemical Inventory					x		x
Contractor Weekly Inspection				x			x
Critical Lift Checklist						x	x
First Report of Injury		x				x	
Incident Investigation			x			x	
MSDS's					x		x
OSHA 300 Log					x		x
OSHA Citations		x				x	
Safety Observation				x			
Safety Plan of Action or JSA ³				x		x	x
Safety Statistics					x		x
Safety Training					x		x
Substance Abuse Policy compliance notarized letter					x		x
Toolbox Safety Meetings				x			x
Daily equipment / Vehicle Inspections							x

Daily -- Daily inspections are required on all equipment / vehicles.

¹ Weekly – Weekly reports are due the following Tuesday morning

² Monthly – Monthly reports are due by the 6th of the following month.

³ Safety Action Plan or JHA – As required by contract or specification

The Owner, its Representatives and the ROCIP Safety and Project Manager shall have the right to review all documentation at any time upon request. The Contractor shall give full cooperation with these reviews.

The following documentation shall be in the contractor safety files:

- Written project site-specific Safety & Health Plan
- Hazard Communication Program, including current MSDS's.
- A project-specific MSDS file shall be maintained on-site for employee review
- Site emergency plans
- All required safety & health permits
- Weekly safety meeting reports - including meeting topic(s) and employee attendance sheets
- Specific job hazard worker training
- Daily jobsite safety inspection reports - including documentation of corrective measures

- Equipment inspection reports
- Crane inspection reports - daily and monthly (annual certification reports required prior to equipment operation)
- Employee orientation training records
- Accident investigation reports, including near-misses
- Job Hazard Analysis
- Competent person qualifications
- Written safety violations
- Noise and air quality monitoring

PRE TASK PLANNING / Job Hazard Analysis (JHA)

In order to provide Contractor employees with a safe workplace or work area by pre-planning hazardous work, a Job Hazard Analysis (JHA) shall be prepared. JHA's shall be required when, through pre-job planning, it is determined that the process, equipment or procedure indicates potential for serious injury and/or property damage. The Contractor shall also prepare a JHA upon request by a ROCIP Team member. JHA's will be done daily, signed by all crew members daily, and turned in daily to the CMAR. JHA's should be kept in the work area, possibly at the tool box and/or where they are readily available to the workers. JHA's will also be on file with the contractor.

The JHA shall be used by Contractors to analyze each of the jobs they perform, to identify the existing and potential hazards associated with each job step and to establish controls for them. These JHA's shall be used as a task-specific training tool to advise employees, inspectors, and visitors of potential hazards and required safety precautions.

Each employee working on the project shall sign a training log indicating that they understand the hazards of the project as indicated on the JHA.

GENERAL SAFETY PROVISIONS

1. The Contractor shall protect the health and safety of employees, the public, tenants, DFW Airport employees and other persons, prevent damage to property, materials, supplies, and equipment, and avoid interrupting the normal operation of the airport. To achieve these objectives, the Contractor shall conduct all work in conformance with (but not limited to) the following:
 - a. OSHA Construction Safety and Health Regulations 29 CFR 1926 and 1910; "Operational Safety on Airports with Emphasis on Safety during Construction" (FAA: AC 150/537—2A), FAA Order "Safety Requirements on Airports during Agency Funded Construction and Maintenance Activities" (EA. 5210.1 C dated 02-14-85), and the DFW ROCIP Program Construction Safety Guidelines.
 - b. Prevent employees, subcontractors, suppliers, or equipment from intruding upon the Air Operations Area (AOA), without the knowledge and concurrence of the Airport Operations Department. The DFW's Airfield Operations Department will establish the guidelines to be followed during such operations and issue appropriate user notices of changes to standard airport facilities.

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- c. Prevent trash, water, snow, dirt, debris, or other transient materials with foreign object damage (FOD) potential from entering into or remaining in construction and/or maintenance areas, whether on runways, taxiways, aprons, or in related safety areas. Further, the Contractor shall not allow any material or equipment to obscure pavement markings, pavement edges, or detract from visibility of runway taxiway markings or lighting.
- d. Not use any vehicles, equipment, excavations, or stockpiles of materials, which could degrade or otherwise interfere with the electronic signals from radios or electronic navigational aids.
- e. Establish a Fire Prevention Plan referencing OSHA, NFPA and DFW standards. Approved safety cans shall be used for flammable and combustible liquids. "NO SMOKING" or "OPEN FLAME" signs and fire extinguishers shall be provided where required. The Contractor's Fire Prevention Plan shall be submitted to the Prime Contractor Safety Manager for the Fire Marshal's approval.
- f. Maintain radio communication between the construction and maintenance vehicles and air traffic control tower or other on-field communications facility as required on the AOA.
- g. Prevent construction/maintenance activities or materials from hampering any crash-fire rescue (CFR) vehicle access to all parts of the airport, including Airfield Rescue & Fire Fighting (ARFF) roadways.
- h. Remove all bird attractions, such as edibles (food scraps, etc.) or other miscellaneous garbage, trash, or pooled water while on or near the airport.
- i. Secure all material and equipment, such as trash cans and lightweight construction materials, to prevent displacement from wind or jet blast.
- j. Provide adequate and proper fencing, barricading, marking, and lighting on construction, maintenance, or other sections that are temporarily closed to normal airport use. A traffic plan must be filed with the Airfield Operations Department.
- k. All outdoor temporary electrical wiring within the construction area will be Type SO direct burial type romex, or installed in rigid conduit. If installed outside the limits of the construction area it shall meet the requirements of the National Electric Code (N.E.C.) and DFW Building Code.
- l. Ensure that no welding or cutting operations, which may provide an open flame or hot surface, is performed until the CMAR Safety Manager has been notified and a permit obtained from the CMAR Safety Manager and the Fire Marshall to conduct such operations.
- m. Have anti-flashback devices installed on the fuel side of all fuel gas and oxygen cutting, brazing, soldering and welding torches. Equipment shall be in good repair.
- n. Control dust by using water trucks, sweeping, and other additional means.

- g. Elongated/unmarked obstructions and misleading or malfunctioning obstruction lights in the approach to any open runway, approach, or departure surface. The Contractor must provide adequate clearances for takeoffs and landing over obstructions or work or storage areas.
8. In the event a hazardous condition does exist, the Contractor shall immediately coordinate the corrective action with the Airport Operations Officer who will issue the proper notices to the airport users.
9. The Contractor shall provide or maintain the following:
- a. Temporary runway and taxiway threshold marking and lighting as required.
 - b. An employee on twenty-four (24) hour call (and another person as backup) with the authority to maintain construction barricades and signal flashers at airside.
 - c. Documented daily inspections of temporary airside fencing. Repairs shall be given top priority to deter human and animal intrusion into the Airport Operations Areas. Documentation can be incorporated onto daily jobsite inspection reports.
 - d. Lunch and other breaks for Contractors and other employees working in the Air Operations Area (AOA) only in areas approved/designated by the CMAR, after coordinating with the affected tenant and the ROCIP Program Manager.
10. Motor Vehicle Operations (Consultants and Contractors):
- a. Each Contractor, Consultant, or supplier employee driving motor vehicles on the airport shall have a valid driver's license and proof of vehicle insurance. Each such motor vehicle shall have a current safety inspection sticker as required by the State of Texas.
 - b. All Contractor or Consultant personnel driving motor vehicles into the AOA must obtain an AOA operator's permit through the Airport Operations Officer. A licensed operator using a registered vehicle must escort any unlicensed operator or unregistered vehicle entering the AOA.
 - c. After award of the contract and before commencing use of vehicles, the Contractor shall furnish the CMAR and DFW Program Manager a list showing the following:
 - I. Name and address of each of his employees and those of his Subcontractors that will be involved with the use of motor vehicles.
 - II. The operators permit number for each employee in Item above.
 - III. The registration number of each vehicle that will be used at the airport.
 - d. Only properly identified vehicles shall be allowed in the project work area. Vehicles must have the following:

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- a. A flashing yellow dome-type light when any vehicle is operating on the AOA during the hours of darkness.
 - b. Identification markings in sharp contrast to the rest of the vehicle.
11. When any vehicle other than those approved for use in the AOA is required to travel over any portion of that area, it shall be escorted into, through and out of the AOA by a vehicle properly identified to operate in the area. A flag or escort vehicle is not required for vehicles, which have been painted, marked, or lighted for use within the AOA.
 12. The Contractor shall furnish, at his/her own expense, flagmen as necessary to control the work traffic, unless otherwise directed by the DFW Program Manager.
 13. No vehicle or equipment operator shall dismount any equipment without first turning off the engine and/or securing the equipment from moving.
 14. All vehicles with obstructed view to the rear shall be equipped with a functioning backup alarm or flagman.
 15. Contractor's traffic will not be permitted to cross active runways, taxiways, and ramps in the AOA, except as specifically approved and controlled by the Air Operations Officer. It shall be the Contractor's responsibility to ascertain the status of runways, taxiways, and ramps at all times by consulting the DFW Air Operations Officer and maintaining continuous communications while on the air side through the means identified by the DFW Air Operations Officer. The clearance should be confirmed by the driver's personal observation that no aircraft is approaching or departing in that area.
 16. Spoil covers shall be used whenever trucks are loaded and operating on DFW property.
 17. The Contractor shall provide means for cleaning haul vehicles as needed to prevent mud and other deleterious material from accumulating on ramps, taxiways, runways and airport roads.
 18. Employee parking shall be as designated.
 19. All construction equipment windshields and side windows shall be clean and unbroken. Safety equipment such as head, tail, brake, and clearance lights, etc. shall be kept clean and tested daily, or at the beginning of each shift while operating in the AOA.
 20. Heavy equipment with rotating superstructure such as back hoes and power shovels including cranes shall be guarded in such a manner that rotation of the superstructure shall not present danger to pedestrians or infringe into any traffic lane.
 21. Access to the construction sites and haul roads shall be shown and described in the contract documents.

22. Prior to the start of construction on the AOA, the Contractor's Safety Representative shall tour airside with an Air Operations Officer.

Scaffolds and Stair Towers

The Project requires 100% continuous fall protection during the erection and dismantling of scaffolds where employees may be exposed to a fall greater than (6) six feet. A competent person must be present during erection, dismantling or moving of scaffold. Per OSHA, competent person determines feasibility of utilization of fall protection. The Contractor/Subcontractor shall develop and use a scaffold tagging system similar to the following:

Tagging

The tagging procedure, at minimum, shall consist of two (2) tags. The appropriate tag will be placed on a scaffold approved by the competent person. Each tag must have at least the following information and be visible by all employees:

- Date tag was placed - date of the last inspection.
- Name of person inspecting. All tags must be weather resistant.

A **GREEN** tag means the scaffold complies with federal OSHA regulations and can be used by any person.

A **RED** tag shall be placed on a scaffold that is being erected, dismantled, damaged and/or defective. No employees except members of the erection/dismantling crew shall work from a red tagged scaffold.

Employees will be instructed to read tags before using scaffolds. If a tag is not attached to the scaffold **DO NOT USE** the scaffold.

Elevated Walking and Working Surfaces

Barrier Identification Tape

Barrier identification tape is strictly prohibited from being used for any form of personnel fall protection. Tape placed must be maintained in good condition during the time it is meant to be utilized.

- YELLOW barricade tape shall be used for CAUTION/WARNING
- RED barricade tape shall be used for DANGER DO NOT ENTER

Note: Once the area barricaded is free of the hazard(s) for which it was erected the tape will be removed and properly discarded.

Aerial Work Platforms

Employees that are to operate an aerial lift shall be trained and have proof of training onsite.

Daily evidence of inspection prior to use shall be maintained on the equipment. Any deficiency that may compromise the safety of employees shall be reported to the designated competent person.

Employees shall understand the safe operation of lifts per the manufacturer's requirements and OSHA requirements.

Under the operation of a boom type lift, employees are required to be restrained 100% of the time with a full body harness and anchored onto the manufacturer's designated anchorage point in the basket.

On scissor type lifts, tie off is only required when the manufacturer has provided a designated anchorage point inside the basket.

Fall Protection

Employees shall not be exposed to fall hazards. When an employee observes a fall hazard, they will notify their supervisor of the hazard. The responsible Contractor will immediately correct the hazard. **100% continuous fall protection, for fall hazards greater than six (6') feet, shall be implemented on this Project - including steel erection and scaffold use, erection and dismantling.**

Each Contractor shall be responsible for meeting fall protection requirements in their overall safety and health program.

Each Contractor shall evaluate ALL fall exposure conditions or tasks and must develop a Fall Protection Plan which outlines what methods, procedures and/or devices will be used in their program.

Each Contractor shall be responsible for implementing the requirements to achieve fall protection in accordance with all Federal, State, local rules, regulations, and the OCIP Safety and Health Guideline.

All fall protection systems used on this project shall comply with OSHA regulations and the project safety guidelines. Fall protection shall provide a positive means of protection. **Safety Monitoring Systems are not considered positive means of fall protection and shall not be permitted.** Any employee exposed to a fall greater than six (6) feet shall use approved fall protection equipment or devices. Fall protection systems shall be designed and installed under the direction of a Registered Professional Engineer or Qualified Person.

Fall protection is required, as a minimum, under the following examples:

- Formwork and reinforcing steel. Each employee on the face of formwork or reinforcing steel shall be protected from falling 6 feet or more to lower levels by Personal Fall Arrest Systems, safety net systems, or positioning device systems.
- When working from a telescoping, articulating, or rotating type lifts and scissors lifts (if operating

on an uneven surface), personnel shall wear a safety harness with shock absorbing lanyard or SRL, secured to an approved anchorage point.

- When working on a platform or other support not equipped with an adequate guardrail, which is higher than six (6) feet from a solid surface.
- When working from a crane-suspended work platform, a safety harness with shock absorbing lanyard or SRL is mandatory.
- When an employee may have to be lowered into or raised from a confined space, a personal fall arrest system will be worn. The employee will be supported by an approved platform or a boatswain's chair, with certified hoisting device and fall arrest device. An air monitoring system should be provided when necessary.
- When working adjacent to an unguarded floor opening or sloped roof, a lifeline system is required for mobility. A positive means of fall protection must be provided unless it can be proven infeasible.
- All information supporting the infeasibility of fall protection must appear on the JHA with the signatures of all affected employees.
- When working adjacent to an excavation, pit or trench six (6) feet or greater in depth, employees will be instructed on the proper wearing and use of personal Fall Protection Arrest Systems or systems that equally provide employee fall protection.
- All excavation, pit or trench work will meet 29 CFR 1926.651 standards and requirements.
- **Barricade tape is not adequate fall protection.**

The Fall Protection Plan shall detail in writing when fall protection is required and exactly how this protection is to be provided. This written plan is required for any Contractor exposing workers to falls six (6) feet or greater.

The Contractor shall prepare a written training program to ensure that each employee who might be exposed to fall hazards is knowledgeable of the Fall Protection Plan requirements. The program shall enable each employee the ability to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to eliminate or minimize these hazards.

The Contractor shall assure that each employee has been trained.

Personnel who willfully violate the established fall protection plan/regulations shall be removed from the project IMMEDIATELY.

Confined Space Entry

All employees required to enter a confined space shall be knowledgeable of the hazards involved with confined space entry. Prior to the start of such an entry the Contractor involved in the work will develop a Confined Space Entry Procedure. The Contractor shall train all personnel who will enter the confined space. No one shall enter a confined space area until properly instructed. **Contractors shall identify all**

confined spaces within their work area with a sign identifying the area as a confined space.

A Confined Space Entry procedure shall be used to:

- Prevent inadvertent operation of equipment and/or work process while people are working in the confined space.
- Eliminate unexpected exposure to hazardous materials, oxygen deficient or inert/toxic gaseous atmosphere while working in confined spaces.
- Plan for a timely and effective response to an emergency during a confined space entry.

Confined Spaces are considered to be areas with limited entry and exit, or poor natural ventilation, and not intended for human occupancy. Examples of a confined space include: tanks, covered basins, vaults, columns, mixers, manholes, pipelines, sumps, ditches or excavations.

All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise.

Safety considerations include but are not limited to: atmosphere testing for gaseous conditions/lack of oxygen, appropriate personal protective and emergency equipment, and additional personnel as needed to assure communications and assist the individual conducting the entry.

A Permit Required Confined Space means confined space that has one or more of the following:

- May or may not potentially contain a hazardous atmosphere;
- Contains a material that has potential for engulfing entrant;
- Has internal configuration that could trap the entrant;
- Contains any other recognized serious health or safety hazard;

Contractors shall provide their own permit.

A Non-Permit Required Confined Space is a confined space that does not contain or with respect to atmospheric hazards, the potential of causing death or serious physical harm.

Employee Ground Transportation

The purpose of this section is to establish minimum acceptable guidelines for the safe transportation of all personnel traveling within the Project confines. Eliminate personal accidents and injuries resulting from improper equipment use.

Contractors are responsible for assuring that all personnel follow the requirements of this section and prohibit improper transportation of employees and visitors. Transporting employees in cargo beds of pickups, vans, etc. is prohibited, unless manufacturer approved seats and seat belts are provided and used.

- Operators must be qualified. Vehicle operators must have valid state operator's license for the class of vehicle being operated.
- All equipment/vehicles must be identified (company logo) per specifications.
- Safe speed must be maintained and adjusted to site conditions.

- Use flashers/headlamps as directed.
- Mobile cranes, forklifts, winch trucks, front-end loaders, tractors and other materials handling equipment are not permitted to transport passengers.

Trucks

- A maximum of three passengers are permitted to ride inside of the truck cab unless the cab is specifically designed to accommodate additional passengers.
- Passengers shall ride with all portions of their bodies inside the truck body or frame.
- Passengers shall be in the seated position, with the seat belts secured and adjusted properly, before the vehicle is set in motion.
- Riding on a vehicle's bumper or tailgate is prohibited.
- Tailgates will be closed and latched before the vehicle is operated.
- Passengers are not permitted to ride in the body of a dump truck, in the bed of a pickup truck or in trailers.
- Passengers are not permitted to ride on top of the load or to hold materials from shifting.
- Vehicles must be designed to accommodate passenger transportation or the vehicle shall not be used for that purpose.
- Drivers transporting passengers shall follow the posted speed limit and Project traffic rules.
- The Contractor shall establish a designated employee parking area. Employee vehicles shall not be allowed on the construction project.

Housekeeping - MUST BE A CONTINUING PROCESS

The purpose of this section is to incorporate into the day-to-day work activity a good housekeeping action plan that will be followed by all Contractors working on the project.

- Contractors, through inspection and example, are responsible for assuring that trash and debris remain out of the work areas. Contractors are responsible for all of their work areas and the work areas of their subcontractors and sub-subcontractors. If poor housekeeping practices are observed, corrective action will be discussed with the appropriate Contractor to remind them that cluttered work areas will not be tolerated and that their work area(s) pose a hazard to his employees and other personnel.
- Should the Contractor fail to address and correct their poor housekeeping, upon 24 hour written notification, the "owner" may at its option, cause the same to be removed and charge the expense of such removal to the appropriate Contractor.
- Contractors shall monitor their work areas daily or more frequently if needed to assure that all debris is removed to minimize hazards.
- Loading of haulage vehicles should be conducted to minimize spillage.

- Vehicles/equipment should be maintained so that no fluids will leak.
- Waste containers should be provided at the direction of the CMAR.

Project Electrical Requirements

- The Contractor shall implement an electrical safety program. This safety program element shall include safe installation, work practices, maintenance, and special equipment considerations. All electrical installations, either temporary or permanent, shall be in conformance with the DFW Code, National Electrical Safety Code, NFPA-70, ANSI-C1, and low and high voltage electrical safety orders OSHA code requirements. Only qualified employees shall install electrical tools and equipment, defective and/or improperly installed equipment shall be repaired immediately.
- Only qualified electricians familiar with code requirements shall be allowed to perform electrical work.
- Extension cords used with portable electrical tools and appliances shall be heavy duty (minimum 12 AWG) and of the three-wire type. Cords shall be covered, elevated or otherwise protected from damage that would create a hazard to construction site personnel.
- Electrical cords and equipment shall be visually inspected before each shift for external defects. All damaged and defective cords shall be removed from service immediately (this includes cords with the ground prong missing).
- **All temporary cords, electrical tools, and equipment shall be properly protected by ground fault circuit interrupters (GFCI).** All portable generators shall have properly functioning GFCI outlets. GFCI receptacles shall be tested monthly with a multi-range GFCI tester (the tests shall be documented) to insure the GFCI is properly functioning and protecting the worker.
- A "task-specific" lockout/tagout safety plan shall be established to ensure power sources to equipment and/or machinery are isolated and de-energized. This plan shall establish minimum steps necessary to disable equipment and machinery to prevent the unexpected release of potentially hazardous energy. Lockout/Tagout shall be performed in accordance with 29 CFR 1910.147.

Cranes and Hoisting Equipment

- Cranes and hoists shall not be used without a current annual certificate of examination and testing issued by an accredited third party crane examiner. **Annual inspection certificates shall be available when cranes arrive on-site. Operators manual shall be in the cab of each crane prior to crane operation.**
- Only certified and designated personnel shall operate cranes or hoisting equipment.
- Crane operators must have current (Certified Crane Operator) CCO certification and/or local or state certification and copy to be provided to CMAR's safety manager upon arrival.

- Rated load capacities and recommended operating speeds, special hazard warnings, or instructions, shall be conspicuously posted on all equipment; they shall be visible to the operator from his/her control station, and an accessible fire extinguisher of 10:ABC rating, shall be available at all operator stations or cabs of equipment. Crane operations position shall be kept clear of loose tools or material.
- Outrigger cribbing shall be used for all crane operations.
- All cranes working over shafts or lifting personnel platforms shall have anti-two block devices installed and operating properly.
- Radio or other positive means of communication shall be used to direct the operator when the point of operation is not in direct view of the operator.
- The operator shall respond to signals from only one person. The operator shall not follow any signal which is not understood, but shall always obey a stop signal.
- The operator shall be responsible for the operations and load under their control at all times. Whenever there are doubts about the safety of movement, the operator shall stop operations until safety is assured.
- Only properly trained, qualified personnel shall rig loads/signal crane operators. Evidence of operator qualifications must be available for review.
- A warning signal, such as a horn, shall be sounded to alert personnel to proximity of moving loads. Loads should not be passed over personnel, and personnel should not be permitted to work in the area directly under a suspended load.
- Concrete buckets - Employees shall not be permitted to work under concrete buckets while the buckets are elevated.
- **Employees shall keep out from under suspended loads at all times.**
- Employees shall not ride on loads, slings, hooks, buckets or other load handling attachments.
- All repairs, adjustments, modifications, rigging assembly or dismantling shall be conducted only by qualified and authorized personnel.
- The swing radius shall be barricaded or other positive means shall be taken to prevent personnel from entering the area between the counter weight/swing radius and any stationary and/or outside obstructions.
- A critical lift checklist will be completed and submitted anytime:
 - 2 cranes are used to make a lift
 - when a lift exceeds 75% of the load chart
 - or any unusual conditions are encountered(See Appendix C, "Critical Lift Checklist")
- Crane suspended work platforms shall **only** be used if there is no other safe means to reach the work area. The Contractor shall complete a JHA prior to the lift.
- Any overhead wire shall be considered to be energized unless and until the person owning such line or operating officials of the electrical utility supplying the line assures that it is NOT

ENERGIZED and it has been visibly grounded at the work site.

- Taglines shall be used to control all suspended loads
- Daily inspection of all cranes shall be completed and documented prior to crane use and must be onsite while crane is being operated.

Rigging (Trained & Documented as required by OSHA)

- Major rigging operations shall be planned and supervised by Competent Personnel to ensure that the best methods and most suitable equipment and tackle are employed. This should be the superintendent or foreman in charge.

Job site management shall ensure that:

- Proper rigging equipment is available.
- All rigging is inspected before use. Documented inspections are required.
- Correct load ratings are available for the material and equipment used for rigging.
- Rigging material and equipment are in proper working order and labeled with maximum capacity tags.

The supervisor of the hoisting operation shall be responsible for:

- Proper rigging of the load.
- Supervision of the rigging crew.
- Ensuring that the rigging material or equipment have the necessary capacity for the job and are in safe condition.
- Ensuring correct assembly of rigging material or equipment as required during the operation, such as the installation of lifting bolts.
- Safety of the rigging crew and other personnel as they are affected by the rigging operation.

Excavation (Any process which disturbs soil)

- A. Contact DFW Program Manager through the Construction Manager at least 72 hours prior to proposed work for location of underground hazards (cables, ducts, fuel lines, etc.) A request form will be provided to the contractor.
- B. The contractor must call at least 72 hours prior to proposed excavation for location of utilities. Contractor must make arrangements to have personnel at the site when utilities are located. Documentation of the control number must be maintained on site.
- C. **Utilities must be located/marked prior to any excavation.**

Earthmoving Equipment and Trucks

- All earthmoving equipment shall be maintained in safe working condition and shall be appropriate and adequate for the intended use.
- Only authorized personnel shall operate equipment. Operators of equipment, machinery or vehicles shall be qualified and properly licensed for the operation involved.
- Equipment maintenance shall be performed only by qualified mechanics.
- Equipment operators and truck drivers shall make a documented pre-shift safety inspection of their equipment. Any conditions that effect safe operation will be corrected before use.
- Maintain daily inspection log available for review.
- Equipment shall not be operated unless all required safety devices are in place and functioning properly.
- Careless, reckless or otherwise unsafe operation or use of equipment shall result in discipline and may constitute grounds for dismissal.
- Before performing any service or repair work, all equipment shall be stopped and positively secured against movement or operation, locked and tagged out of service, unless it is designed to be serviced while running, following the manufacturer's instructions.
- When equipment is serviced or repaired, the operator shall dismount the equipment until the service or repair is completed and then make a complete walk-around safety check before remounting.
- All heavy equipment including: cranes, forklifts, dozers, end-loaders, skid-steers, etc., shall have a reverse signal/back-up alarm audible above surrounding background noise.
- All off-highway earthmoving equipment and trucks such as loaders, dozers, scrapers, motor graders, rock trucks, tractors, rollers and compactors shall be equipped with roll-over protective structures (ROPS) and seat belts.
- Seat belts shall be used and adjusted properly by operators of all heavy equipment.
- Mobile equipment shall not be left unattended unless parked securely to prevent movement, with all ground engaging tools lowered to the ground, brakes set and the engine off.
- Equipment parked at night shall be lighted, barricaded or otherwise clearly marked when exposed to traffic. Keys shall not be left in equipment overnight.
- Personnel shall not be transported or ride on equipment or vehicles that are not equipped with seats for passengers.
- When fueling equipment or vehicles with gasoline or liquefied petroleum gas (LPG) the engine shall be shut down.

- All equipment and vehicles shall be equipped with appropriate fire extinguisher or fire suppression system.
- Haul roads shall be designed, constructed and maintained for safe operation consistent with the type of haulage equipment in use. Standard traffic control signs shall be used where necessary.
- Elevated roadways shall have axle high beams or guards maintained on their outer banks.
- Equipment, tools, and materials hauled on pickups and flat bed trucks must be secured to prevent them from falling onto the road.

Hot Work

- Hot Work is any temporary or permanent operation involving open flames or producing heat and/or sparks. This includes but is not limited to: brazing, cutting, grinding, soldering, torch applied roofing and welding.
- Consider alternative methods to Hot Work and avoid all Hot Work if possible.
- All Hot Work operations require a Hot Work permit issued by the DFW Fire Marshall, as illustrated in Appendix H. Requirements listed on the permit shall be followed at all times.
- Prior to conducting Hot Work, a "10lb ABC" rated fire extinguisher shall be within easy reach of the worker.
- A fire watch shall be stationed at the Hot Work site and all locations where sparks and/or flames may fall to a lower floor/work area or to another side of a wall.
- Fire watch must stay on guard at the Hot Work site for at least 30 minutes after work is completed, or longer as directed on the issued Hot Work permit.
- The issued Hot Work permit shall be kept at the Hot Work location.
- Welding leads and cutting hoses shall be kept clear of walkways and stairways.
- Flash arrestors shall be installed provided in both oxygen and acetylene hoses at the regulator connection.
- Welders shall wear approved eye and head protection when welding. Personnel assisting the welder shall also wear approved eye protection.
- A suitable cylinder truck, with chain shall be used to keep cylinders from being knocked over while in use.
- Spent welding rods shall be picked up and disposed of daily.
- When practical all welding and cutting operations shall be shielded by non-combustible or flame-proof screens.

- Oxygen and acetylene cylinders shall not be stored inside buildings.
- Rubber boot protectors shall be provided on all welding leads where they make connections at the welding machine.
- Requests for permits should be directed to the DFW Fire Marshall's office at 972-973-3580.

Fire Protection System Impairments

- Fire protection system impairments consist of permanent or temporary inactivity/removal of automatic fire sprinklers, smoke/heat/flame detection, alarm panels, strobes & horns.
- All impairments require an approved "Fire System Impairment Activity Request", as illustrated in Appendix I, to be issued by the DFW Fire Marshall.
- The Fire System Impairment Activity Request shall be submitted to the DFW Fire Marshall a minimum of 48 hours prior to planned impairments.
- Construction Managers at Risk shall be notified of the approved impairment, type, expected duration & loss prevention precautions being taken during the impairment.
- Construction Managers at Risk shall be informed of when the impairment has been removed and service has been restored.
- A "Fire Protection Out of Service!" tag shall be attached to the affected fire system control valves, alarm panels or fire department connections for the duration of the impairment.

Fire Watch

- A fire watch consists of authorized personnel walking in the entire construction zone within a 1-hour period. The construction zone consists of the area with an impaired fire protection system or where Hot Work is taking place.
- If the authorized person cannot patrol the entire affected area within a 1-hour period, then additional personnel are required for the fire watch.
- Only personnel deemed qualified by the DFW Fire Marshal shall serve as an on-site fire watch.
- Qualified personnel will be required to have at least one approved means for notification of the DFW Fire Department.
- A dedicated fire watch shall be conducted for at least 2 hours after torch applied roofing torches have been extinguished.

Personal Protective Equipment

Eye and Face Protection

All employees shall wear safety glasses 100% of the time while on the construction site. Minimum eye protection shall include approved safety glasses **with side shields** which meet the standards specified in ANSI Z-87.1-1989 (this shall also include prescription eye wear).

Additional eye and face protection in combination shall be worn when:

- Welding, burning or cutting with torches
- Using abrasive wheels, portable grinders or files
- Chipping concrete, stone or metal
- Working with any materials subject to scaling, flaking or chipping
- Drilling or working under dusty conditions
- Using explosive actuated fastening or nailing tools
- Working with compressed air or other gases

Only clear safety glasses shall be worn inside any building(s).

Prescription lenses must be Z87 rated with side shields or “over glasses” must be worn.

Head Protection

All construction workers shall wear hard hats which meet ANSI Z 89.1-1986, 100% of the time while on the construction site. Hard hats shall display the company decal where the employee works.

Hard hat with front brim will be worn with brim in front. No caps or hats worn under hard hats.

All delivery personnel, vendors and visitors shall wear approved hard hats while on the project.

Hearing Protection

Work areas shall be monitored to identify areas of high noise exposure (85 dBA and higher). All work areas identified as high noise exposure shall be properly posted to warn employees of the exposure.

Appropriate hearing protection shall be worn in work areas where noise levels are 85 dBA or greater.

Respiratory Protection

Contractors, whose work activities warrant that employees wear respiratory protection, shall establish and implement a respiratory protection program. The program shall meet the requirements set forth by OSHA's CFR 1926 and CFR 1910 respiratory protection program standards.

Foot Protection

All personnel on the construction site shall wear leather hard-soled work shoes or boots. No one is permitted to wear sneakers (including ANSI approved), tennis shoes or athletic shoes of any type, sandals, high heels or thongs on the construction site.

Clothing

Suitable clothing for construction shall be worn on the construction site. Ripped/torn shirts-pants not permitted. Shirts with sleeves (at least t-shirt (4 inches) in length) and full length pants shall be required. Shorts, sweat pants or tank-tops are not allowed.

Appendix A – Suggested Employee Disciplinary Guideline for Contractors

The discipline policy is intended to encourage compliance with the requirements of the Federal Occupational Safety and Health Act of 1970 (OSHA) and all additions and revisions thereto, as well as other applicable federal, state and local requirements and this Safety and Health Guideline. Workers performing work in an unsafe manner that would endanger the employee, other workers or the public shall be subject to discipline or termination.

The Project Representative in conjunction with the Project Manager and Project Foreman will determine the course of action best suited to the circumstances. The steps to be taken shall be progressive, except in the most egregious circumstances and shall include:

- a) **Non-Serious (e.g. not wearing safety glasses)** – Initial, isolated, or rare instances of violation, that do not result in danger to the employee, property, or others, should be corrected through non disciplinary discussion and instruction. Safety violations of a less serious nature will be handled as follows:

First Offense	Written Warning
Second Offense	Employee given three-day suspension without pay
Third Offense	Removal of employee from Project & badge confiscated

- b) **Serious (e.g. crossing through red tape area)** – One which could result in serious injury or loss of life or serious loss of property, shall be subject to:

First Offense	Employee given three-day suspension without pay
Second Offense	Removal of employee from Project & badge confiscated

- c) **Supervisor Accountability** – If two or more employees working for the same supervisor are found in serious violation as described above, that subcontractor supervisor is also subject to disciplinary action up to and including immediate discharge.

Documentation –

Notice of safety violation (written) prepared by the contractor shall be given to the employee, and a copy sent to the Project Safety Representative.

Appendix B - Critical Lift Checklist Guidelines

Project: _____

Date: _____

Description of Lift: _____

Name of supervisor in charge of lift: _____

Name of crane operator(s): _____

Name of signal person(s): _____

Crane Data:

Make and Model: _____

Boom Length: _____

Counterweight: _____

Capacity: _____

Load Data:

Gross Load Weight: _____

Rigging Weight: _____

Load block & line Weight: _____

Max. Load Radius: _____

Min. Load Angle: _____

Max. Boom Angle: _____

Min. Boom Angle: _____

Net Load Weight: _____

Pre-Lift Requirements:

- _____ Load is within chart limits.
- _____ Has the Center of Gravity of the Load been established and marked?
- _____ Is rigging adequate and in good condition?
- _____ Load chart utilized is for exact crane model; boom type, length, tip; counterweight.
- _____ Competent person in charge of lift: Name
- _____ Competent signal person identified: Name
- _____ Pre-pick meeting held with crew
- _____ Written crane inspection completed within 1 day of critical pick
- _____ Swing path not over personnel
- _____ Footing is sound and level (soil conditions/compaction, underground tunnel or utilities).
- _____ Pre-planning for radio or hand signal communications.
- _____ Minimum clearances from power lines can and will be maintained.
- _____ The load radius has been measured with tape measure.
- _____ Weather conditions have been checked, including wind speed.
- _____ Load will not touch boom at any time.
- _____ For dual crane lift – diagrams have been prepared.
- _____ Pad blocking is adequate and substantial.
- _____ Outriggers are fully extended.

Signed: _____
Supervisor in Charge

Appendix C – Substance Abuse Policy

Policy Statement:

The Dallas/Fort Worth International Airport Board, the DFW ROCIP Team are committed to providing project employees with a drug-free and alcohol-free workplace. It is our goal to protect the health and safety of these employees and visitors to our job site, promote a productive workplace, and protect the reputation of our project.

Consistent with those goals, the use, possession, distribution or sale at project sites of drugs, drug paraphernalia or alcohol is prohibited. A program of drug and alcohol testing will be instituted to monitor compliance with this policy.

Contractors / Subcontractors refusing to comply with this Drug and Alcohol Policy will not be permitted to work on this ROCIP project and will be noted as being in violation of their contract with the Owner, (DFW) / or other contractors & subcontractors working on this project.

This Policy does not represent a contract between the Owner, the Airport Development & Engineering Department, the ROCIP Team, Construction Managers At Risk, General Contractors, Subcontractors, employees or prospective employees of the project.

1.1 POLICY ADMINISTRATION

It is our combined goal to protect the health and safety of personnel, craft workers, and visitors to our job site; to promote a productive workplace, and protect the reputation of this OCIP.

Prohibited Substances

1. Drug or Drugs is/are defined as any substance which may impair mental or motor function including but not limited to illegal drugs, controlled substances, designer drugs, synthetic drugs, look alike drugs, and under circumstances described in this policy, prescription drugs.
2. Alcohol is defined as any beverage or substance containing alcohol, ethyl alcohol or ethanol. "Alcohol Testing or Alcohol Test" means testing by certified breath-alcohol technician using a DOT approved initial screening device or urine alcohol testing conducted by a certified laboratory and confirmed by gas chromatography/mass spectroscopy (GC/MS)". Test levels must not meet or exceed .04 grams per 210 liter of breath.

Pre-Project Testing

Prior to the beginning work on this Project, employers will be required to insure that all employees have met the requirements of this policy with a negative (passing) test result. Employers and employees not meeting the requirements will not be allowed to work on the ROCIP job site.

Additional Testing of Employees

1. **Post Accident:** It is agreed that drug and alcohol testing of employees shall be required after each and every work related incident. This testing shall take place at the medical facility providing treatment for the injury. A work related accident is defined as an accident resulting in an injury

requiring treatment by a physician to the employee or other employees injured and / or resulting in damage to property or equipment.

2. **Reasonable Suspicion:** Is defined as supervision having a reason to suspect employee drug or alcohol use. The employer will bear the cost of this test.
3. **Random**— Must be included on contractor's substance abuse program. Unscheduled – 5 – 10% of workforce per year. Random testing of project employees will also be conducted by the ROCIP at any time at ROCIP's expense.

Points of Understanding Regarding Substance Abuse Testing

1. The employer, the medical facility and the testing laboratory agree that the results of the described tests are to be held in strictest **CONFIDENCE** between the employer, the ROCIP Workers Compensation Carrier and the medical facility (MRO). This is an issue of employee – employer relationship (employment) and falls under the requirements within the employers program.
2. This statement is noted for the purpose of adjudicating a worker's compensation claim. The ROCIP Workers' Compensation Insurance Carrier requires the employer to report all accident related drug and alcohol test results to them immediately.

A. Testing Procedures

1. At a minimum pre-project and post accident testing is required.
2. Testing shall include the following drugs at a minimum:
Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene
3. For reasons of safety, any employee subject to a reasonable suspicion test shall be suspended from work until test results are available.

B. Prescription Drugs

The use of current valid prescription drugs that may impair an Employee's ability to safely perform his or her duties must be reported to the safety director, supervisor and management personnel.

C. Alcoholic Beverages

Under no circumstances are alcoholic beverages allowed on the DFW Project site.

D. Disciplinary Action

1. A positive pre-project or post accident test will result in worker dismissal from this DFW project site

2. Employees found using, selling, possessing or manufacturing drugs shall be removed from this project and may be reported to local law enforcement.

E. Confidentiality

All actions taken under this policy will be in conformance with applicable State, Federal and local statutes and regulations.

F. Subcontractors and Vendors

Subcontractors, sub-tiered contractors, vendors and their employees shall cooperate with this policy in achieving a drug-free and alcohol-free workplace or work area.

G. Amendments to Policy

Amendments to this policy may be issued to comply with project owner requirements, state or local laws, or federal contract requirements.

Guidelines for Reasonable Suspicion

Observation Checklist

- 1. **Walking** ___ Stumbling ___ Staggering ___ Falling
 ___ Unable ___ Swaying ___ Unsteady ___ Holding On
 ___ Normal
- 2. **Standing** ___ Swaying ___ Rigid ___ Unable to Stand
 ___ Staggering ___ Sagging at Knees ___ Feet Wide Apart
- 3. **Speech** ___ Shouting ___ Silent ___ Whispering
 ___ Slow ___ Rambling ___ Mute ___ Slurred
 ___ Slobbering ___ Incoherent ___ Confused ___ Normal
- 4. **Demeanor** ___ Cooperative ___ Polite ___ Calm ___ Sleepy
 ___ Silent ___ Talkative ___ Crying ___ Excited
 ___ Sarcastic ___ Fighting
- 5. **Actions** ___ Resisting ___ Fighting ___ Threatening
 ___ Erratic Communications
 ___ Drowsy ___ Profanity ___ Hyperactive ___ Hostile
 ___ Calm
- 6. **Eyes** ___ Bloodshot ___ Watery ___ Dilated ___ Glassy
 ___ Droopy ___ Closed ___ Normal
- 7. **Face** ___ Flushed ___ Pale ___ Sweaty ___ Normal
- 8. **Appearance/** ___ Unruly ___ Messy ___ Dirty
 ___ Partially Dressed
 Clothing ___ Body ___ Stains ___ Neat
 ___ Normal Excrement
- 9. **Breath** ___ Alcoholic ___ Faint Alcohol ___ No Odor
 ___ Odor
- 10. **Movement** ___ Fumbling ___ Jerky ___ Slow
 ___ Hyperactive
 ___ Nervous ___ Normal
- 11. **Eating/** ___ Gum ___ Candy ___ Mints
 ___ Other – identify
 ___ **Chewing**
- 12. Other observations: (Visible drug use, possession, sale, etc.: poor attendance; poor work performance or accident; tampering with drug test; credible reports, etc.)

Observed by: _____ Observed by: _____

Date: _____ Time: _____

Location: _____

Appendix D - Supervisor's Report of Bodily Injury



REPORT ALL WORKERS' COMPENSATION INJURIES TO LIBERTY MUTUAL
 The 1-800-641-1723 CENTER is open 24 hours a day including Weekends and Holidays. For efficient service, have the following information available for the Customer Service Representative

EMPLOYER NAME:		Subsidiary name(if applicable):	
Will Employee miss time from work? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Injury:		Time of Injury:	
EMPLOYEE INFORMATION			
Employee's SSN#:		Employee's Name:	
Date of Birth:			
Date and Time Reported to Employer:			
Did employee die: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, Date of Death:	Jurisdiction of loss (State): TX
EMPLOYER INFORMATION			
Employer Location Code:			
Work Location:	City:	State:	Zip
Mailing Address (if different):	City:	State:	Zip
Nature of Business:			
Employer FEIN:	Employer Type Code:	Employer SIC.:	
Policy (Contract) Number:			
EMPLOYEE INFORMATION			
Home Address:		City:	State: Zip:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Marital Status:	Home Phone:	
Dependents:	No. Under 18:		
Education Level:			
Employment Status			
State Hired:		Date of Hire:	
Job Description:		Department Name:	
Supervisor name:	Phone:	Reported To:	Phone:
Contact:	Phone:		
Days	Weekly Hours:	Hours Per Day	Weekly Wage: Hourly Wage:
INJURY INFORMATION			
Which Part of the Body Was Injured?		Nature of Injury?	
Injury Description:			
MEDICAL INFORMATION			
Initial Medical Treatment:		Admitted to Hospital? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	
Hospital- Name	Address:	Phone:	
Clinic- Name	Address:	Phone:	

ACCIDENT INFORMATION	
Nature of Accident:	
Give a Full Description of the Accident:	
Did the Accident Occur at the Work Location? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO , where did the accident occur?
Accident Address:	City: State: Zip:
Are Other WC Claims Involved? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Safeguards Provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safeguards Utilized? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time Workday Began:	
Specific Activity at time of injury:	
WITNESS INFORMATION	
Were There Any Witnesses? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, List Names and How to Contact Them:	
DISABILITY STATUS INFORMATION	
Date Last Day Worked:	First Full Day Out:
Date Disability Began: Time:	
Date Returned to Work:	OR Estimated Return to Work Date:
Light Duty Available? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	Employee returned/will return on what type of duty?
Paid for Date of Injury?	Paid wages while disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>
ADDITIONAL COMMENTS & INFORMATION	

DFW ROCIP SAFETY PROGRAM

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Appendix E - Report of Damage to Equipment or Property

FORM – ROCIP ACCIDENT / INCIDENT REPORT

PROJECT NAME/DESCRIPTION: _____ PROJECT/CONTRACT # _____

CONTRACTORS NAME: _____

NAME OF PERSON REPORTING	EMPLOYER	PHONE	EMAIL OR FAX
_____	_____	_____	_____

ACCIDENT / INCIDENT INFORMATION

DATE OF ACCIDENT / INCIDENT: _____ TIME OF ACCIDENT / INCIDENT: _____ AM PM DATE NOTIFIED: _____

ADDRESS OR LOCATION WHERE ACCIDENT / INCIDENT OCCURRED (BE SPECIFIC): _____

WERE THE POLICE CONTACTED? YES NO REPORT NUMBER _____

BRIEF DESCRIPTION OF ACCIDENT / INCIDENT (Use a separate sheet and diagram if necessary) _____

CLAIMANT INFORMATION

CLAIMANT NAME	HOME PHONE#	WORK PHONE#	EMAIL
_____	_____	_____	_____

ADDRESS _____ INJURED PARTY IS MALE FEMALE

INJURY INFORMATION

WERE ANY INJURIES INCURRED? YES NO IF INJURY OCCURRED, GIVE BRIEF DESCRIPTION: _____

WHAT INITIAL TREATMENT DID THE CLAIMANT RECEIVE? (FIRST AID, EMERGENCY, ETC) _____

WITNESS INFORMATION

WITNESS NAME	PHONE#	EMPLOYER	EMAIL
_____	_____	_____	_____

ADDRESS _____

WITNESS NAME	PHONE#	EMPLOYER	EMAIL
_____	_____	_____	_____

ADDRESS _____

WITNESS NAME	PHONE#	EMPLOYER	EMAIL
_____	_____	_____	_____

DFW ROCIP SAFETY PROGRAM

Construction Safety Guidelines

Appendix F - Contractor Monthly Report of Safety Statistics

MONTHLY ACCIDENT EXPERIENCE SUMMARY	CONTRACT NO:		
	CONTRACTOR/SUBCONTRACTOR NAME:		
	MONTH	YEAR	
	REPORTING PERIOD: THROUGH:		
	THIS MONTH	YEAR TO DATE	PROJECT TO DATE
HOURS WORKED			
PAYROLL			
OSHA Recordable Incidence Rate* Lost Time Incident Rate*			
A. FIRST AID CASES B. OSHA RECORDABLE CASES C. LOST TIME CASES (list each under comments) D. TOTAL LOST WORK DAYS E. PROPERTY DAMAGE F. EQUIPMENT G. GENERAL PUBLIC			
COMMENTS:			
Prepared By:	Date	PM/Superintendent	Date

**APPENDIX G
EMERGENCY PLAN
DFW INTERNATIONAL AIRPORT BOARD**

INTRODUCTION

This procedure is the guide for construction personnel to follow in the event of an emergency condition on the site, which may result from a fire, explosion, natural disaster, etc. The following outlines the action to be taken by construction personnel in accordance with the DFW Contractor Emergency Notification Procedures.

DFW CONTRACTOR EMERGENCY NOTIFICATION PROCEDURES

**DFW TELEPHONE
COMMUNICATION PROCEDURES
DURING AN EMERGENCY**

Primary Line of Communication: TELEPHONE

If a cell phone is used for 911 notification, caller must inform the 911 operator that they are located at DFW International Airport in order to insure connection to DFW's 911 service.

I. MEDICAL EMERGENCY

- A. Call 911. Provide as much information as possible:
 - * Where is the patient? (Grid or terminal/gate number)
 - * What is the patient's complaint? Has this happened before?
 - * What medications are they taking?
- B. Contact each of the following:
 - * Operations (972) 973-3112
 - * ROCIP Safety Manager (972) 768-7452
 - * ROCIP Claims Manager (817) 226-8307
- C. If busy or unanswered lines are encountered, proceed to the next number
- D. Repeat list until all parties have been notified
- E. Remain available for assisting C/ERT or DPS when they arrive

II. UTILITY DISRUPTION

- A. Call 911. Provide as much information as possible:
 - * What is the problem?
 - * Where is the problem? (Grid or terminal/gate number)
 - * Is it continuing? Is the problem contained?
 - * Is anyone injured?

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Construction Safety Guidelines

- B. Keep everyone away from the hazard.
- C. If a gas leak, de-energize sources.
- D. Contact each of the following **as Appropriate or Affected:**

Airport Operations Center	(972) 973-3112
ROCIP Safety Manager	(972) 768-7452
ROCIP Claims Manager	(817) 226-8307

- H. Repeat list until all affected parties have been notified.
- I. Remain available for assisting DPS personnel when they arrive.

III. **FIRE**

- A. Warn others in area to evacuate, then retreat to a safe distance.
- B. Keep everyone away from the hazard without endangering yourself.
- C. Call 911. Provide as much information as possible.
 - * Where is the problem? (Grid or terminal/gate number)
 - * Do you smell smoke? If you smell smoke, what color is it?
 - * Do you see flames?
 - * Is anyone hurt/ill?
 - * Can everyone get out?
- D. Use a fire extinguisher if it is safe to do so.
- E. Contact each of the following:
 - * Airport Operations Center (972) 973-3112
 - * ROCIP Safety Manager (972) 768-7452
 - * ROCIP Claims Manager (817) 226-8307
- F. If busy or unanswered lines are encountered, proceed to the next number.
- G. Repeat list until all parties have been notified.
- H. Remain available for assisting DPS personnel when they arrive.

IV. **CRIMINAL ACT**

- A. Call 911. Provide as much information as possible:
 - * What is happening?
 - * Where is the problem? (Grid or terminal/gate number)
 - * How many people are involved? What do they look like?
 - * Does anyone have a weapon? What kind?
 - * Is anyone hurt?
- B. Do not confront/challenge individual.
- C. Remain available for assisting DPS personnel when they arrive.

V. **RESCUE (Trench, Confined Space, Etc.)**

- A. If in a trench or confined space, exit if possible. Do not enter unsafe trench or confined space.
- B. Keep everyone away from the hazard without endangering yourself.

DFW ROCIP SAFETY PROGRAM

Construction Safety Guidelines

- C. Call 911. Provide as much information as possibly:
 - * What is the problem?
 - * Where is the problem? (Grid or terminal/gate number)
 - * Is the person still trapped?
 - * Is the person in immediate danger?
- D. Contact each of the following:
 - * Airport Operations Center (972) 973-3112
 - * ROCIP Safety Manager (972) 768-7452
 - * ROCIP Claims Manager (817)-226-8307
- E. If busy or unanswered lines are encountered, proceed to the next number.
- F. Repeat list until all parties have been notified.
- G. Remain available for assisting DPS when they arrive.

VI.

AIR OPERATIONS EMERGENCY

- A. Call 911. Provide as much information as possibly:
 - * What is the problem?
 - * Where is the problem? (Grid or terminal/gate number)
 - * Is anyone injured?
 - * Is security still intact?
- B. Keep everyone away from the hazard without endangering yourself.
- C. Contact each of the following:
 - * Airport Operations Center (972) 972-3112
 - * ROCIP Safety Manager (972) 768-7452
 - * ROCIP Claims Manager (817) 226-8307
- D. If busy or unanswered lines are encountered, proceed to the next number.
- E. Repeat list until all parties have been notified.
- F. Remain available for assisting DPS when they arrive.

VII.

HAZARDOUS MATERIAL

- A. Retreat a safe distance (uphill/upwind).
- B. Call 911. Provide as much information as possibly:
 - * Where is the problem? (Grid or terminal/gate number)
 - * What is the problem? What is the hazardous material?
 - * Is the situation getting worse? Is the material contained?
 - * Is anyone injured?
- C. Keep anyone away from hazard without endangering yourself.
- D. Contact each of the following:
 - * Airport Operations Center (972) 973-3112
 - * ROCIP Safety Manager (972) 768-7452
 - * ROCIP Claims Manager (817) 226-8307
- E. If busy or unanswered lines are encountered, proceed to the next number.

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- F. Repeat list until all parties have been notified.
- G. Remain available for assisting DPS when they arrive.

If an evacuation notice is given, go to the designated meeting point for your company. Wait to be counted by your supervisor. DO NOT LEAVE the meeting point until the All Clear Signal is given or you are released by your supervisor.

MEDIA RELATIONS/PUBLIC AFFAIRS

2. MEDIA RELATIONS/PUBLIC AFFAIRS

The Public Affairs Department of the Airport Board is responsible for media relations and public affairs. All inquiries from the media and general public shall be referred to the Public Affairs Department for response at 972-973-6397.

The Public Affairs Department issues a MEDIA IDENTIFICATION BADGE for the purpose of identifying media representatives and facilitating news coverage at the Airport. Media representatives to whom a MEDIA IDENTIFICATION BADGE has been issued may be authorized/escorted access to the scene of emergency events at the Airport.

UNDER NO CIRCUMSTANCES WILL MEDIA REPRESENTATIVES BE PERMITTED UNESCORTED ACCESS TO ANY EMERGENCY EVENT AT THE AIRPORT.

Media organizations and representatives shall not interfere with aircraft, airline and/or airport operations, and/or the response to or handling of any emergency condition while on Airport property.

Media organizations and representatives shall obey any directive or order issued by personnel representing the Airport Department of Public Safety.

A "DFW Airport Media Guide" outlining the protocol of responding to emergencies and covering the Airport is in effect and updated as needed.

APPENDIX H

DFW ROCIP SAFETY PROGRAM

Construction Safety Guidelines

Hot Work Permit Request

Print Date: 3/23/2011



Permit Report

Hot work operation

Issued By

DFW Airport Fire Prevention
2900 E. 28th
DFW Airport, TX 75261
Phone: 972-973-3580
Fax: 972-973-3453

Permits#: P-9045-11-0018

Valid Dates: From 3/14/2011 To 3/18/2011

Issued To

C Level 1(119)
GRAPEVINE, TX 75261

COPY

HOT WORK = Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar situation.

The following guidelines apply to hot work in the following areas:

1. Public exhibitions and demonstrations where hot work is conducted.
2. Use of portable hot work equipment inside or outside a structure.
3. Fixed-site hot work equipment such as welding booths.
4. Hot work conducted within a hazardous fire area.
5. Application of roof coverings with the use of an open flame device.
6. Approved "hot work" self regulated programs approved by the Code Official.

COPY

Fire Safety Requirements:

1. Operators in charge of hot work operations shall be qualified to perform the hot work operations safely.
2. A pre-hot-work check report shall be performed prior to work. This report shall be available during and 48 hours following the hot work process.
3. Where hot work is accessible to persons other than the operator of the hot work equipment, signs shall be posted to warn others before they enter the hot work areas. ("CAUTION – HOT WORK IN PROGRESS – STAY CLEAR")
4. Hot work areas shall not contain combustibles or shall be provided with appropriate shielding to prevent sparks, slag or heat from igniting exposed combustibles.
5. Openings or cracks in walls, floors, ducts or shafts within the hot work area shall be tightly covered to prevent the passage of sparks to adjacent combustible areas or shielded by metal fire-resistant guards or curtains.
6. Floors shall be kept clean within the hot work area.
7. Conveyor systems capable of carrying sparks to distant combustibles shall be shut down and/or shielded.
8. Partitions segregating hot work areas from other areas of the building shall be noncombustible and prevent the passage of sparks, slag, and heat from the hot work area.
9. Fixed hot work areas shall have floors with noncombustible surfaces.
10. Hot work shall not be performed on containers or equipment that contains or has contained flammable, liquids, gases or solids until the containers and equipment have been thoroughly cleaned, inerted or purged. Exception: Hot tapping of tanks and lines when approved.
11. Precautions shall be taken to avoid accidental operation of automatic fire detection systems when so equipped.
12. Fire watches shall be provided during and 30 minutes after the conclusion of the work. The 30 minutes may be extended as conditions warrant. Exception: Where the hot work area has no fire hazards or combustible exposures
 - a. Fire watch shall include the entire hot work area. Vertical and horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to ensure that exposed areas are monitored.
 - b. Individual designated to fire watch shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.
 - c. Where hose lines are required, they shall be connected, charged and ready for operation.
 - d. A minimum of one portable fire extinguisher with a minimum 2-A:20B:C rating shall be readily accessible within 30 feet of the locations where hot work is performed.
13. Prior to hot work, the individual responsible for the authorizing hot work operations shall inspect the area to ensure that it is a fire safe area.

APPENDIX I

FIRE PROTECTION SYSTEM IMPAIRMENT Request

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Construction Safety Guidelines

This request/notice document is intended to help protect the public, guests, employees and property at DFW Airport from work that may impact the performance of fire protection systems or cause false fire alarms. Adhering to these instructions will allow work to progress, but in a controlled setting to sustain a reasonable level of safety and accountability to protect you and DFW Airport.

This document is for use in:

** Airport Terminals and Terminal Concessions*

This notice requires a minimum of 48 hours advance notice for planned fire protection system impairments.

Impairments longer than 24 hours must be coordinated directly with DFW Airport Fire Prevention and Planning office at (972) 973-3580. Maintenance that exceeds 24 hours will require completion of this request.

Notice: The requestor should fill out the top portion of the form, down to "Notification Group". Fire Prevention personnel will take care of the rest.

This notice may be completed electronically or faxed to the Fire Prevention & Planning office for processing. Upon review and approval of the impairment, work may commence in accordance with the approval and any additional precautions required due to the impaired system.

EXCEPTIONS:

Emergency maintenance requires only a notice to DFW DPS Communications at (972) 973-3210 of fire protection system emergency impairment.

FAILURE TO COMPLETE THIS PROCESS MAY SUBJECT VIOLATORS TO PENALTIES AS REQUIRED UNDER THE AIRPORT FIRE CODE.

DFW ROCIP SAFETY PROGRAM

Construction Safety Guidelines

Dallas/Fort Worth International Airport TRIP Enrollment & Site Access Procedure

