

JERSEY AIRPORT








CONTRACTOR INFORMATION

A GUIDE FOR CONTRACTORS WORKING AT JERSEY AIRPORT FOR THE AIRPORT AUTHORITY AND ON BEHALF OF AIRPORT TENANTS



Issue One
2011

CONTENTS

1. INTRODUCTION		3
2. PLANNING WORK		4
3. BECOMING AN AUTHORISED CONTRACTOR		6
4. CONTRACTOR RESPONSIBILITIES		10
5. AIRPORT ENTRY AND LEAVING PROCEDURE		20
6. MONITORING PERFORMANCE		22
7. CONTACT NUMBERS		23

1. INTRODUCTION

Jersey Airport recognises its duties and responsibilities under health and safety legislation and best practice to ensure that work activities undertaken by contractors on airport property are carried out in a safe manner.

The purpose of this document is to provide clear and concise information for all contractors of the process to be followed before, during and after carrying out work activities at Jersey Airport.

The document applies to both contractors working directly for Jersey Airport and contractors working on behalf of the airport's business partners and tenants.

The objectives of this document are to:

- Safeguard all employees, visitors and members of the public on Jersey Airport's premises from injury or ill health.
- Minimise the risks associated with contractor work activities as low as is reasonably practicable.
- Ensure compliance with health and safety legislation and best practice.

All queries relating to contractor management should be directed to Jersey Airport's Engineering Department who, with the support of the Safety Compliance Department, are responsible for overseeing and implementing the contractor management process at Jersey Airport.



2. PLANNING WORK



The following process is to be followed when planning work at Jersey Airport:

Define the Work Activity

The proposed work activity must be clearly defined. All contractors working at the airport must be able to answer the following questions:

- ✓ What does the work activity entail?
- ✓ Has appropriate information been obtained to assist with the definition of the proposed work activity (e.g. plans, drawings, asbestos management plans and registers, data sheets etc)?
- ✓ Does the work activity require access to the Critical Part (previously known as the restricted zone (RZ))?
- ✓ Could the work activity affect the operation of the airport?
- ✓ How can the work activity be carried out safely (e.g. what control measures are required)?
- ✓ Do I hold appropriate insurance to carry out the work activity in the airport environment?
- ✓ Have all employees received appropriate training to carry out the work activity?
- ✓ Have I consulted with Jersey Airport's Engineering Department?



Identify Hazards and Assessing the Risks

Jersey Airport expects all contractors to carry out and record suitable and sufficient risk assessments in accordance with Article 3 of the Health and Safety at Work (Jersey) Law 1989. Risk assessments will be specific to the airport environment and the work activities being undertaken. This applies to both routine and non-routine work and work undertaken airside and landside at Jersey Airport.

How will the work be done safely

Once risk assessments have been completed all contractors will be expected to implement a safe system of work by providing a method statement or safe system of work to compliment the completed risk assessments.

Permits to Work




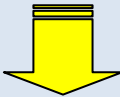
Jersey Airport operates comprehensive permit to work systems. Contractors should note that separate permits must be obtained from Jersey Airport's Engineering Department for the following work activities:

- All hot works
- All roof work
- Entry into confined spaces
- The digging of trenches and excavations
- Work on electrical systems
- Work on pressure systems
- Limitation of access (used to control access to sensitive areas of Jersey Airport)
- Airside Works Permit
- Sanction To Test

These requirements apply to both contractors working directly for the Airport Authority and contractors working on behalf of airport tenants.





3. BECOMING AN AUTHORISED CONTRACTOR





Jersey Airport will only permit contractors who have been through Jersey Airport’s contractor authorisation process to work at the airport. Contractors who are found to be working at Jersey Airport without authorisation will be immediately asked to leave. Contractors wishing to carry out a work activity should select the process most appropriate below to their anticipated work at Jersey Airport and follow the procedure.

CONTRACTORS ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT ROUTINE WORK 	CONTRACTOR ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT NON-ROUTINE WORK 	CONTRACTOR ENGAGED BY AIRPORT TENANT TO CARRY OUT ROUTINE WORK 	CONTRACTOR ENGAGED BY AIRPORT TENANT CARRYING OUT NON-ROUTINE WORK 
Complete Contractor Assessment Form And Submit To Jersey Airport’s Engineering Department	Complete Contractor Assessment Form And Submit To Jersey Airport’s Engineering Department	Airport Tenant To Arrange Completion Of Appropriate Assessment Of Contractor Prior To Appointment (Note: Jersey Airport Reserves The Right To Request A Copy Of This Assessment)	Airport Tenant To Arrange Completion Of Appropriate Assessment Of Contractor Prior To Appointment (Note: Jersey Airport Reserves The Right To Request A Copy Of This Assessment)
Submit Completed Risk Assessments And Method Statements/Safe Systems Of Work Specific To The Work Activity	Submit Completed Risk Assessments And Method Statements/Safe Systems Of Work Specific To The Work Activity	Obtain Completed Risk Assessments And Method Statements/Safe Systems Of Work Specific To The Work Activity	Obtain Completed Risk Assessments And Method Statements/Safe Systems Of Work Specific To The Work Activity
Submit Employee Competency Training Records	Submit Employee Competency Training Records	Submit Completed Risk Assessments And Method Statements/Safe Systems Of Work To Jersey Airport’s Engineering Department Prior to Work Activity Commencing	Submit Completed Risk Assessments And Method Statements/Safe Systems Of Work To Jersey Airport’s Engineering Department Prior to Work Activity Commencing

CONTRACTOR INFORMATION



<p>CONTRACTORS ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT NON-ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED BY AIRPORT TENANT TO CARRY OUT ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED BY AIRPORT TENANT CARRYING OUT NON-ROUTINE WORK (continued)</p> 
<p>Submission Reviewed By Jersey Airport's Engineering Department With The Assistance Of The Safety Compliance Department giving due consideration to hazards and associated risks such as consideration of the potential disturbance of asbestos containing materials and any potential effect on the safe operation of the aerodrome</p>	<p>Submission Reviewed By Jersey Airport's Engineering Department With The Assistance Of The Safety Compliance Department giving due consideration to hazards and associated risks such as consideration of the potential disturbance of asbestos containing materials and any potential effect on the safe operation of the aerodrome</p>	<p>Submission Reviewed By Jersey Airport's Engineering Department With The Assistance Of The Safety Compliance Department giving due consideration to hazards and associated risks such as consideration of the potential disturbance of asbestos containing materials and any potential effect on the safe operation of the aerodrome</p>	<p>Submission Reviewed By Jersey Airport's Engineering Department With The Assistance Of The Safety Compliance Department giving due consideration to hazards and associated risks such as consideration of the potential disturbance of asbestos containing materials and any potential effect on the safe operation of the aerodrome</p>
<p>If Submission Is Acceptable – Contractor Added To Authorised Contractor Database (Administered by Jersey Airport's Engineering Department)</p>	<p>If Submission Is Acceptable – Contractor Added To Authorised Contractor Database (Administered by Jersey Airport's Engineering Department)</p>	<p>Contractor Invited To Attend Airport Induction Course</p>	<p>Contractor Invited To Attend Airport Induction Course</p>

<p>CONTRACTORS ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED DIRECTLY BY JERSEY AIRPORT CARRYING OUT NON-ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED BY AIRPORT TENANT TO CARRY OUT ROUTINE WORK (continued)</p> 	<p>CONTRACTOR ENGAGED BY AIRPORT TENANT CARRYING OUT NON-ROUTINE WORK (continued)</p> 
<p>Contractor Invited To Attend Airport Induction Course</p>	<p>Contractor Invited To Attend Airport Induction Course</p>	<p>If Submission Is Acceptable Airport Tenant Given Permission For Contractor To Commence Work Note: Unless There Is A Change In Work Procedure, Location Or Activity Permission Is Not Required Every Time Routine Work Activity Is Proposed At Jersey Airport</p>	<p>If Submission Is Acceptable Airport Tenant Given Permission For Contractor To Commence Work Note: Permission Is Only Specific To The Non-Routine Work Proposed. Any Changes To The Work Activity Will Require Further Permission From Jersey Airport's Engineering Department</p>
<p>Contractor Given Permission To Commence Work Note: Unless There Is A Change In Work Procedure. Location Or Activity Permission Is Not Required Every Time Routine Work Activity Is Proposed At Jersey Airport</p>	<p>Contractor Given Permission To Commence Work Note: Permission Is Only Specific To The Non-Routine Work Proposed. Any Changes To The Agreed Work Activity Will Require Further Permission From Jersey Airport's Engineering Department</p>		

Definitions

Airport Tenant: A person or company occupying a property under the ownership or management of Jersey Airport.

Contractor: Anyone either Jersey Airport directly or an airport tenant employs to work for them who is not a direct employee.

Routine Work: Usually planned, preventative maintenance work activities undertaken by competent employees on a regular basis (e.g. weekly, fortnightly, monthly).

Non-Routine Work: Non planned, preventative maintenance activities or emergency response work. Can be a low, medium or high risk one off work activity undertaken by competent employees. Additional control measures may be required including obtaining a permit to work from Jersey Airport's Engineering Department.

4. CONTRACTOR RESPONSIBILITIES

4.1 General Contractor Responsibilities

All contractors working at Jersey Airport will, without exemption, comply with Jersey Airport's policies and procedures. They will in particular:

- Ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation and best practice
- Provide trained and competent employees (including all employees holding current Passport to Safety identification)
- Ensure all employees **report in** and **report out** at Jersey Airport's Engineering Department's offices recording their name, company and time on site in the contractor register
- Ensure all employees are provided with suitable and sufficient personal protective equipment
- Cooperate fully with Jersey Airport's Engineering Department and Health and Safety Advisor
- Conform to the requirements contained within this document and related Jersey Airport documentation
- Report immediately any incidents to Jersey Airport (see 3.2)

4.2 Reporting Incidents

Contractors must report the following incidents to both the Health and Safety Inspectorate and Jersey Airport:

- Serious or fatal accidents must be reported immediately by telephone.
- Less serious injuries where the injured person is unfit to do their normal job for more than three consecutive days must be reported to the Health and Safety Inspectorate and Jersey Airport.

- If there is a dangerous occurrence, for example, scaffold collapse or serious equipment failure.
- If an employee suffers from a specific disease whilst carrying out their work at Jersey Airport.

Contact Numbers

Health and Safety Inspectorate: 01534 447300

Airport Emergency Numbers: Internal Exchange & Non-Aviation Emergencies): 2222
External Exchange: 01534 446336

Jersey Airport Duty Engineering Manager: 07797 738 582

4.3 Working At Height

Falls from height are the greatest single cause of accidental death in the work place. Most of the accidents could have been prevented by the provision and proper use of the correct equipment and control measures. If there is the possibility of any person falling a distance liable to cause personal injury from the edge of any working place or access route guard rails or other suitable barriers must be provided.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-31 – Working at Height
- Jersey Airport Health and Safety Directive – JA-HSD-049 – Working at Height

4.4 Manual Handling

The main hazards from manual handling are heavy loads, poor posture when lifting, slips, trips and falls and sharp edges. In order to minimise the risk of injury Jersey Airport expects all contractors to take suitable and sufficient precautions.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-024 – Manual Handling

4.5 Lifting Operations

All lifting operations must be subject to a lift plan and a safe system of work developed by a competent person. The system of work should be communicated to all those who are involved in the operation in any way.

All contractors must obtain permission in writing to use cranes at Jersey Airport from the Airfield Operations Department. It should be noted that contractors are expected to give a minimum of three working days notice. The contractor's attention is drawn to Jersey Airport Operating Procedure JA-AOP-05 which requires an application form to be completed every time a crane will be used on site at Jersey Airport.

Related Documentation:

- Jersey Airport Airfield Operating Procedure – JA-AOP-05 – Safeguarding Crane Operations
- Jersey Airport Health and Safety Directive – JA-HSD-024 – Cranes, Lifting Appliances and Lifting Accessories

4.6 Buried Services

Jersey Airport requires contractors to obtain a permit to dig before carrying out any digging, trench or excavation works.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-21 – Cable Protection
- Jersey Airport Health and Safety Directive – JA-HSD-054 – Buried Services

4.7 Confined Spaces

Jersey Airport operates a confined space permit which must be obtained before accessing any confined space or carrying out any confined space work. Only contractors who have been specifically trained will be authorised to carry out confined space work activities.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-006 – Confined Spaces

4.8 Control Of Substances Hazardous To Health

The UK's Control of Substances Hazardous To Health Regulations require employers to protect people who may be exposed to health risks arising from hazardous substances in the work place. The contractor must provide Jersey Airport's Engineering Department with COSHH Assessments for any hazardous substances which will be used at Jersey Airport. This information must be provided before the substances are brought to the airport.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-19 – Tenant's Responsibilities
- Jersey Airport Health and Safety Directive – JA-HSD-008 – Control of Substances Hazardous to Health (COSHH)

4.9 Asbestos

Jersey Airport has comprehensive asbestos management plans and registers for its premises. As part of the contractor authorisation process Jersey Airport will provide appropriate information to the contractor in order to ensure that any asbestos containing materials are identified and not disturbed.

There is always the possibility that asbestos containing materials could be discovered whilst a contractor is working at Jersey Airport. In these circumstances work must immediately stop and the area vacated until Jersey Airport's Engineering Department have been contacted and the area checked by a competent person.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-19 – Tenant's Responsibilities
- Jersey Airport Health and Safety Directive – JA-HSD-003 – Asbestos
- Jersey Airport's Asbestos Management Plan and Asbestos Registers (for each premise)

4.10 Noise

Due to the nature of the airport environment high noise levels are an everyday occurrence. All contractors are expected to assess the personal noise exposure of employees and record the results of the assessments, provide suitable hearing protection where it is not possible to reduce noise levels below the noise action levels, inform employees of the noise levels they are being exposed to and what they must do to protect their hearing and designate, where practicable, ear protection zones.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-030 – Noise

4.11 Vibration

The vibration from hand-held tools such as pneumatic breakers can affect the fingers and hands. Where the use of such tools is unavoidable contractors are expected to assess the risk of harm and decide on the precautions to be taken.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-045 – Vibration

4.12 Personal Protective Equipment

Contractors are expected to provide employees with appropriate personal protective equipment where risks have not been properly controlled by other means in order to allow them to carry out work activities at Jersey Airport safely.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-68 – Use of Personal Protective Equipment Airside and Landside
- Jersey Airport Health and Safety Directive – JA-HSD-032 – Personal Protective Equipment (PPE)

4.13 Electricity

All electrical work is subject to Jersey Airport Engineering's electrical permit to work.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-012 – Electricity
- Jersey Airport Health and Safety Directive – JA-HSD-031 – Permit To Work Systems

4.14 Portable Electrical Equipment

Hand held tools used at Jersey Airport should either be cordless or operated from a 110 volt supply which is centre tapped to earth. Contractors will ensure that a system of regularly planned maintenance inspections and tests should be in place and suitable records should be available of these checks.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-012 – Electricity

4.15 Airport Operations

All contractors are reminded that most work activities will be undertaken whilst the airport is open and operating. Contractors will ensure that all work activities undertaken are carried out in a manner in which there is no effect on the safe operation of the airport.

All contractors are expected to carefully manage the work activities and site to prevent the migration of materials, dust and smoke clouds so that they do not become a foreign object debris (FOD) hazard to aircraft.

Contractors should contact Jersey Airport's Engineering Department immediately should they have any concerns or issues about the effect of work activities on the safe operation of Jersey Airport.

Related Documentation:

- Jersey Airport Airfield Operating Procedure – JA-AOP-05 – Safeguarding Crane Operations
- Jersey Airport Airfield Operating Procedure – JA-AOP-20 – Jersey Airport FOD Policy
- Jersey Airport Health and Safety Directive – JA-HSD-031 – Permit To Work Systems

4.16 Hot Works

Hot works are under the control of a strict hot works permit system coordinated by Jersey Airport’s Engineering Department. No other hot works are permitted.

Related Documentation:

- Jersey Airport Engineering Operating Procedure – JA-EOP-07 – Hot Works Permits
- Jersey Airport Health and Safety Directive – JA-HSD-031 – Permit To Work Systems

4.17 Fire

Contractors are expected to take appropriate precautions to reduce the risk of the possibility of outbreaks of fire at Jersey Airport. Fire precautions include good housekeeping, carrying out hot works under permit only, ensuring all unattended plant and machinery is turned off and waste materials are regularly removed from work areas.

In the event of a fire starting the following emergency numbers should be used:

Airport Emergency Numbers: Internal Exchange & Non-Aviation Emergencies): 2222
External Exchange: 01534 446336

Contractors will cooperate with Jersey Airport for the performance of any evacuation drills. Contractors will be informed in advance of any planned drills when reporting in at the airport.

Should a fire alarm activate whilst at the aerodrome contractors will leave via the nearest fire exit and report to the nearest muster point. Detailed information relating to fire evacuation at Jersey Airport will be provided during the induction course.

Related Documentation:

- Jersey Airport Terminal Operating Procedure – Section 5.3 – Fire Evacuation
- Jersey Airport Health and Safety Directive – JA-HSD-015 – Fire Precautions and Emergency Evacuation Procedure
- Jersey Airport Fire Safety Management System

4.18 General Public

Contractors are reminded that work activities may be undertaken in areas occupied by members of the public travelling through the airport. Therefore, it is imperative that the control measures agreed with Jersey Airport are adhered to at all times.

Related Documentation:

- Jersey Airport Airfield Operating Procedure – JA-AOP-18 – Safety of General Public When Airside
- Jersey Airport Engineering Operating Procedure – JA-EOP-50 – Segregation of Engineering Work From Members of the Public

4.19 Smoking

The States of Jersey, in compliance with the Restriction on Smoking (Workplaces) (Jersey) Regulations 2006, which were effective from 2 January 2007, have agreed the following policy.

The States of Jersey recognises that it has a duty to ensure, as far as is reasonably practicable, that employees and users of our services have the right to work and visit our premises without being exposed to tobacco smoke.

This policy applies to all employees, business partners and contractors and is part of the States of Jersey's commitment to the health, safety and wellbeing of its workforce.

The States of Jersey has prohibited smoking in:

- All of its workplaces at all times, except for those premises exempted in the Regulations.
- Any vehicle owned or leased by the States of Jersey
- Smoking Airside at Jersey Airport is by specific permission of the Airport Director only

Any person found smoking airside without authorisation from the Airport Director will have their security pass removed permanently.

Related Documentation:

- Jersey Airport Airfield Operating Procedure – JA-AOP-22 – Smoking Policy
- Jersey Airport Health and Safety Directive – JA-HSD-040 – Smoking in the Workplace

4.20 Machinery, Tools and Equipment

All machinery, tools and equipment will be suitably inspected and maintained as per the manufacturer's instructions and evidence of inspection should be easily available for verification at all times.

Machinery, tools and equipment will only be used by appropriately trained persons. Jersey Airport carry out periodic audits to verify the training records of contractors. Contractors will cooperate fully with any queries from Jersey Airport.

Jersey Airport reserves the right to prohibit, confiscate or dispose of machinery, tools or equipment which it deems to be unsafe or dangerous. Any costs incurred by Jersey Airport will be charged back to the contractor.

The use of cartridge operated tools is strictly prohibited.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-023 – Machinery Safety

4.21 Alcohol and Drug Abuse

Persons under the influence of alcohol and drugs can be a danger not only to themselves but others. Contractors will ensure that they have a suitable and sufficient policy in place to deal with anyone found to be under the influence of alcohol or drugs.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-002 – Alcohol and Drug Abuse

4.22 Lone Working

Contractors will avoid lone working where ever practicable. Where lone working is unavoidable contractors will ensure that appropriate control measures are put in place to safeguard employees working at Jersey Airport. Such arrangements will need to be specifically detailed in risk assessments and accompanying safety systems of work provided to Jersey Airport as part of the contractor authorisation process.

Related Documentation:

- Jersey Airport Health and Safety Directive – JA-HSD-022 – Lone Workers

4.23 Radios and IPODS

The use of radios or any other musical device by contractors is strictly prohibited without authorisation.

5. AIRPORT ENTRY AND LEAVING PROCEDURE

This section applies to contractors carrying out routine or non-routine work on behalf of Jersey Airport only.

Contractors carrying out **authorised** routine and non-routine work on behalf of airport tenants (e.g. contractors who have been authorised to conduct work activities on behalf of airport tenants by Jersey Airport) are not **normally** required to report in and report out at Jersey Airport Engineering Department. There will be exemptions but these will be detailed to the contractor on a case by case basis as part of the contractor authorisation procedure detailed in section 2.

5.1 Airport Entry

- a. Whether a Contractor is carrying out routine or non-routine work on behalf of Jersey Airport, all employees must report and sign in at Jersey Airport's Engineering offices. It is assumed that the contractor has received written confirmation that they have been added to Jersey Airport's 'authorised contractor' database. If a contractor has not received confirmation then they are **not** authorised to work at Jersey Airport.
- b. Upon signing in each employee will be allocated a Contractor ID. This is not an airside pass but a method of identifying a contractor whilst they are working at Jersey Airport. The ID must be displayed at all times.



- c. Any deviation from the agreed risk assessment and/or method statement should be brought to the attention of Jersey Airport's Engineering Department before work commences and resubmitted to Jersey Airport for authorisation.
- d. Jersey Airport's Engineering Department will ensure that contractors are notified of any hazards specific to the day in which the work activity is being carried out. The contact details for the Duty Engineering Manager will be verified with the contractor.

5.2 Leaving the Airport

- a. The contractor will ensure that all employees sign out at Jersey Airport's Engineering offices and that all contractor ID cards are returned.
- b. The contractor will ensure that any issues or incidents are reported to the Duty Engineering Manager before leaving Jersey Airport.

6. MONITORING PERFORMANCE



Jersey Airport expects all contractors to monitor their health and safety performance whilst conducting work activities at the airport.

In addition, Jersey Airport reserves the right to audit contractor's health and safety performance and review the health and safety documentation provided by the contractor or airport tenant in order to ensure that it is current and continues to reflect the work activities undertaken by the Company.

Jersey Airport reserves the right to withdraw a company's 'authorised contractor' status in the event of breaches of health and safety legislation, subsequent enforcement action taken by the Health and Safety Inspectorate or unauthorised deviations from an agreed risk assessment and/or method statement.

7. CONTACT NUMBERS

Emergency Numbers (Non-aviation)	
Internal Phone Line	2222
External Phone Line	01534 446336
Jersey Airport Engineering Department	
Main Office	01534 446222
Duty Engineering Manager	07797 738582
Jersey Airport Airfield Operations Department	
Airfield Operations	01534 446108
Jersey Airport Fire And Rescue Fire Fighting Service	
Duty Station Manager	01534 446061