



**ACAA**

Allegheny County  
Airport Authority

# Contractor Manual

## Safety, Security, Environmental

January 2026

THIS IS A CONTRACT DOCUMENT



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## A. Introduction

It is the policy of the Allegheny County Airport Authority to foster a safe, secure, and healthy work environment where incident-free construction activities are achievable. The Allegheny County Airport Authority's imperatives of safety, security and environmental protection for Pittsburgh International Airport and Allegheny County Airport are top priorities and core values that will not be compromised. The ACAA and contractor partners shall work safely or not at all on all ACAA projects.

This contractor manual for safety, security and environmental requirements has been established by the Allegheny County Airport Authority to assist contractors in promoting safe work practices and helping to limit hazards or risk associated with construction, repair, maintenance, or related services on ACAA property.

While under contract to the ACAA or working on ACAA property, contractors are responsible for conducting safe operations in order to protect anyone exposed to activities in association with their work. Nothing contained in this manual relieves a contractor of its obligations assumed under contract with the Allegheny County Airport Authority or required by law.

To achieve world-class safety, security and environmental performance, all aspects of these disciplines must be interwoven into all every operation and function. While working on Allegheny County Airport Authority projects, performance must meet or go beyond regulatory requirements, commonly accepted practices, and expectations from agencies such as the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Transportation Safety Administration (TSA) and the Federal Aviation Administration (FAA).

Every employee is given the authority, without fear of reprimand or retaliation, to:

- Stop any activity that presents danger to any employees, the public, or the environment.
- Challenge individuals as necessary while working in SIDA areas.
- Report suspicious behavior to 911.
- Get involved, stop work, and rectify any situation that is identified as not adhering to our safety, security, and environmental requirements.
- Report any unsafe conditions or potential negative environmental impact.

## **B. Definitions**

The definitions below shall apply to the terms used in this document. Where terms are not included, common usage of the terms shall apply.

### **Activity Hazard Analysis (AHA)**

A plan outlining all associated hazards and corrective measures for a specific task. The AHA shall be completed to describe all tasks associated with each contractor's scope of work as part of their site-specific safety plan.

### **Air Operations Area (AOA)**

Areas of the airport used or intended for landing, taking off, surface maneuvering, loading, unloading, or servicing of aircraft, operational vehicular traffic, and cargo operations. This is a high security area requiring badging and compliance with security regulations.

### **Airport Operations Duty Manager**

A representative from the ACAA Operations Department has the authority to intervene if the contractor's actions on the airport are detrimental to the airport's operational safety or security.

### **Aircraft Rescue and Fire Fighting (ARFF)**

Airport Fire Department, designation for Aircraft Rescue and Fire Fighting stations and equipment.

### **Allegheny County Airport Authority (ACAA)**

The Allegheny County Airport Authority (ACAA or Airport Authority) operates Pittsburgh International and Allegheny County airports.

### **Authorized Person** (In reference to an employee's assignment)

Selected by the employer for that purpose.

### **Competent Person**

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these conditions.

### **Confined Space**

Any space not intended for continuous human occupancy, having a limited means of egress, which is subject to a potentially hazardous atmosphere. These spaces include, but are not limited to, manholes, vaults, sewers, storage tanks, boilers, and other new construction.

### **Contract**

The written agreement by and between the Allegheny County Airport Authority and a Contractor.

### **Construction Manager**

The entities under the contract with the ACAA to perform construction management / agent services for the terminal and landside projects.

### **De - Energizing Requestor**

Requestors for system de-energizing may include competent persons from the Allegheny County Airport Authority, airport contractors, concessionaires, airport tenants, concessionaire contractors, airport engineering, and maintenance departments.

### **Employee**

Person employed by an employer as defined by this section.

### **Employer**

Firm or entity that has employees working on ACAA Projects. The term employer includes the contractor and subcontractors of all tiers.

### **General Public**

All persons not employed by the contractor or subcontractor, PMSS or other consultants, tenants, other ACAA contractors involved in the project. This will include ACAA employees not directly involved with the project, facilities, or other construction-related contracts.

### **Imminent Danger**

Any conditions or practices on the job site in which an immediate danger exists which could reasonably be expected to cause death or serious physical harm to any persons, property damage, or before the imminence of such danger can be eliminated. It may be a safety hazard such as an unstable trench or exposed electrical wire that could cause a serious or fatal accident immediately under present conditions or activities that could damage aircraft or other structures. It also may be a health hazard such as toxic substances or dangerous fumes, dusts, or gases that could cause death or irreversible physical harm, shorten life, or reduce physical or mental performance.

### **Immediately Dangerous to Life and Health (IDLH)**

Any condition that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere. Examples of this during construction include fail to follow the fall protection policy, unsafe or reckless operation of motorized vehicles or equipment, enter or allow to enter an unprotected excavation or trench, enter, or allow to enter a confined space, failure to follow lockout/tagout procedures.

### **Job Site**

The site of contract work is to include storage and laydown facilities on ACAA properties.

For all work, job site is referred to as “on-site” which means the location of the permanent work, and those areas that the ACAA has designated or may, from time to time, designate for contractor’s use in performance of the work. For purposes of this document, “on-site” is synonymous with “Job Site.”

### **Locking**

Locking is a method of controlling hazardous energy by preventing a switch or other electrical circuit opening device or energy restraining device from becoming accidentally altered.

### **Lock Out Tag Out (LOTO)**

Specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

### **Near Miss**

Near miss describes incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

### **Occupational Health and Safety Administration (OSHA)**

The federal agency responsible for providing the rules and regulations on safety and health requirements in the workplace.

### **Owner**

The Allegheny County Airport Authority, operator of the airport, may also be deemed the owner when a project is being performed on the ACAA’s behalf.

### **Pennsylvania Department of Environmental Protection**

The Department of Environmental Protection shall be responsible for administering and enforcing compliance with all PA environmental regulations and laws.

### **Pennsylvania Department of Labor and Industry**

The Department of Labor and Industry shall be responsible for administering and enforcing occupational safety and occupational health activities as required by the Federal Occupational Safety and Health Act of 1970 in accordance with the state plan for enforcement act.

### **Prime Contractor**

An individual, firm, partnership, or corporation undertaking a project through one or more contracts with the Allegheny County Airport Authority, program manager, or a tenant, performing work at a job site located on the airport.

**Professional Engineer (PE)**

An individual, who has fulfilled education and experience requirements and passed rigorous exams that, under state licensure laws, permits them to offer engineering services directly to the public.

**Project**

The entire scope of work, including the provision of labor, equipment, materials, and services as described in the contract between the ACAA and the Prime Contractor.

**Public Area**

Any area of the airport accessible to the public without requiring the issuance of a badge or escorting. Work areas within public areas need to be controlled to prevent attractive nuisances (e.g., ladders, lifts, equipment, and tools).

**Qualified Person**

A person designated by the employer who by possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the Project.

**Security Identification Display Area (SIDA)**

A restricted area defined by the Airport Security Program. This area requires a background check, a badge, and/or be escorted at all times by an approved badged individual.

**Secured Area**

A secured controlled area defined by the ASP. This area requires entry through a designated entry point (checkpoint, vehicle gate, or designated entry door). This area requires a background check, a badge, or escorted at all times by an approved badged individual.

**Shall**

The use of the word “shall” or “will” means mandatory compliance.

**Should**

The use of the word “should” means recommended compliance.

**Site-Specific Safety Plan (SSSP)**

The contractor’s site-specific safety plan prepared in accordance with the requirements of the ACAA safety, security and environmental contractor manual and aligned with the included submittals template.

**Sterile Area**

An area accessible to the public only after processing through a security checkpoint.

**Subcontractor**

Firm or other entity awarded work by a prime contractor for the project. Subcontractor as used herein shall apply to all tiers of subcontractors, as well as vendors, suppliers, and service providers performing work for the benefit of the contractor or any subcontractor.

**Supervisor**

Supervisor shall mean any person in charge of work, regardless of title or classification.

**Tenant**

An airline, concessionaire, or an entity that has a lease agreement with the Allegheny County Airport Authority and undertakes renovations or new construction on airport premises.

**ACAA Environmental Department**

Department in charge or managing the overall environmental program and other risk management activities associated with all ACAA activities or projects.

**ACAA Safety Department**

Department in charge of implementing and managing the overall safety program(s) and other risk management activities associated all ACAA activities or projects.

## **C. Contractor Manual Applications**

### **1.) Allegheny County Airport Authority Projects**

For Allegheny County Airport Authority (ACAA) construction projects, all provisions included in this contractor manual shall apply in full. The contractor shall implement and promote safe work practices at the job site and pursue the contract objectives in the safest possible manner. Each contractor shall bear sole and exclusive responsibility for safety in all phases of their work and contract requirements. The contractor and all their subcontractors are responsible for fully complying with all applicable laws, statutes, ordinances, rules, regulations, or orders of any public authority (federal, state, local) as they relate to safety, security, environment property or the public. Changes in these guidelines made during the duration of a contract will be immediately binding and enforced. This document is not an attempt to reiterate applicable health and safety standards pertaining to scope of work. In the event of a conflict between the provisions of these guidelines and applicable local, state, or federal safety and health laws, regulations or standards, contract documents or the contractor's plan, the most stringent regulation or guideline shall apply.

The contractor shall develop its own written site-specific safety plan for their project and shall be responsible for administering their plan throughout the duration of the project. The site-specific safety plan shall be submitted and accepted before the contractor initiates any work under the scope of their contract. Review and acceptance of the contractor's site-specific safety plan shall not impose any liability on the ACAA or its representatives. Neither this document, nor ACAA personnel associated with any specific project are intended to serve as a substitute for the responsibility of the contractor to provide a safe work environment for their employees and the public.

The contractor shall monitor and enforce all subcontractors for implementation of their respective safety programs at the work site. The contractor, ACAA or their representative shall have the authority to intervene with work when either site conditions or work practices present an imminent danger or noncompliance with the safety program.

The contractor will be notified of any observed non-conformance. 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 contractor. Progress payments may also be stopped until the contractor or subcontractors are in full compliance with all applicable safety and health rules, standards, and regulations.

### **2.) Licensee and Lessee Projects**

This contractor manual is provided by the Allegheny County Airport Authority (ACAA) as a part of the space modification request process. The licensee or lessee and their contractors are charged with the responsibility for conducting safe operations to protect anyone exposed to construction activities in association with their work. This manual is intended to assist the licensee or lessee and their contractors by helping to limit, reduce, and control hazards and risks associated with construction, repair, maintenance, or related services associated with their work.

This document shall be provided by the licensee or lessee to all contractors hired under their charge to perform construction or maintenance related work. This document shall be provided in ample time prior to the start of work to allow the contractor(s) to provide the required submittals. The submittals will be gathered by the ACAA as a part of the space modification request process.

- For projects inside of the main terminal buildings at either Pittsburgh International Airport (PIT) or Allegheny County Airport (AGC), parking lots or roadway systems, all provisions contained in this document, including site-specific safety plans and preconstruction safety meetings, shall apply in full.
- For projects being performed on ACAA owned buildings aside from the main terminal buildings, parking lots or roadway systems, all provisions contained in this document, with exception of, site-specific safety plans, preconstruction safety meetings, and all hands safety meetings shall apply in full. However, site-specific safety plans and preconstruction safety meetings may be required once the ACAA performs a full review of the scope of work.

Nothing contained in this plan relieves a contractor of its obligations assumed under contract with the ACAA or required by law.

### 3.) Land Leases

For land leases or property aside from the ACAA buildings, parking lots or roadway systems, it is the sole responsibility of the licensee or lessee to oversee their own EHS program for any construction or maintenance related work for the entirety of their agreement with the ACAA. While the licensee or lessee has the responsibility to ensure safe and secure operations, certain provisions contained in this document will still apply.

The provisions that apply for all ACAA buildings and property are listed below:

- Safety Requirements
  - Confined Space
  - Hot Work
  - Trenches and Excavations
- Environmental Requirements
  - Spill Response
  - Storage Tanks
  - NPDES Permit Requirements for Stormwater Pollution Prevention
  - Suspected Contaminated Materials
  - Waste Management
  - Other Regulatory Requirements

### 4.) On Call Contractors

On Call Contractors are charged with the responsibility for conducting safe operations to protect anyone exposed to activities in association with their work. The Allegheny County Airport Authority

shall require all on call contractors working on ACAA property to be in compliance with all training required per 29 CFR 1926, Construction Industry Regulations. The training may include, but is not limited to, trenching and excavation, lock out tag out, mobile elevating work platforms, fall protection, confined space, globally harmonized system, crane operations, rigging, etc.

At the time of each contract award or renewal, the contractor shall submit their company's safety policy for review and acceptance from the ACAA.

In addition to their own safety standards, all contractors shall adhere to all safety, security and environmental requirements included in this document. Due to the nature of the work, on call contractors are exempt from holding a formal pre-construction safety meeting and providing a site-specific safety plan (SSSP), however, these items may be requested at any point by the ACAA along with any other safety, security, or environmental related item.

Nothing contained in this document relieves a contractor of its obligations assumed under contract with the Allegheny County Airport Authority or required by law.

#### **5.) Air Operations Area**

All construction work on the Air Operations Area (AOA) is under the jurisdiction of the Airport Operations Department. The Airport Operations Department has established procedures to be followed during construction operations in the AOA which abide by FAA regulations. The Airport Operations Department shall be notified in advance and give approval prior to the start of any work on the AOA. Activities on or within the vicinity of an active runway, approach or departure must not be distracting, confusing or alarming to pilots during aircraft operations. The contractor shall comply with all current FAA advisory circulars and airport orders and instructions if assigned to work within the parameters of the AOA. Specific safety requirements will be issued if work in the AOA is scheduled.

## D. Project Safety Requirements

### 1.) Site-Specific Safety Plan (SSSP)

Prime contractors and subcontractors are required to submit a site-specific safety plan (SSSP) no less than two weeks prior to mobilization. This plan shall be approved by the Allegheny County Airport Authority (ACAA) prior to commencing work.

The SSSP shall clearly define the contractor's commitments for meeting its obligations to provide a safe and healthy work environment for its employees and subcontractor employees, to protect consultants, suppliers, visitors, and members of the public. The prime contractor's SSSP shall reference federal OSHA standards, and any other rules or regulations applicable to their construction activities. Each SSSP must be tailored to the risks of the project. Some projects involve a variety of complex hazards and require substantial SSSP development with comprehensive guidance.

The contractor shall maintain a copy of all SSSP's applicable to their contract on site. This includes SSSP's developed by their subcontractors.

The contractor shall conduct a review of their SSSP on an annual basis to verify it addresses all potential hazard exposures related to their work. This documented annual review should be performed on the contractor notice to proceed anniversary date or due to operational changes or conditions.

Contractors shall comply with all ACAA requirements and all applicable laws while preparing their SSSP.

The template for the SSSP included in this document ([Appendix I](#)). The contractor shall use this template while preparing their SSSP.

### 2.) Pre-Construction Safety Meeting

Pre-construction safety meetings with all prime contractors and subcontractors shall be conducted prior to work being performed. These meetings shall be hosted by the construction manager in conjunction with the ACAA and have representation from each contractor. Representation shall include, but is not limited to, the project manager, superintendent, foreman and EHS professional. Agendas and meeting minutes shall be submitted to ACAA.

- These meetings shall include the following:
  - Review of the contractor's responsibilities.
  - Review of and discussion on the submitted Site-Specific Safety Plan.
  - Review of the ACAA personal protective equipment requirements.
  - Review of required OSHA training with respect to scope of work.
  - Review of project-specific fall protection requirements.
  - Review of other training required by the scope of work, which may include ladders, scaffolding, confined space, excavations, respiratory protection, rigging and hand signals, tools, etc.
  - Review of the submitted Activity Hazard Analysis's.
  - Review of the Competent and Qualified Persons Logs.

- Review of the ACAA fire protection and prevention requirements.
- Review of the ACAA project-specific emergency action plan and site evacuation plan.

### 3.) **All-Hands Safety Meetings**

An all-hands safety meeting is an organized break from work initiated by the ACAA in conjunction with the construction manager and prime contractors. These meetings may be scheduled on a “as needed” basis by the ACAA or their representative.

- Discussions should focus on a designated safety topic, review of past incidents, or lessons learned and other related safety communication.
- These meetings can occur any time the ACAA deems necessary, and all personnel shall attend as requested.

### 4.) **Disciplinary Policy**

The disciplinary process outlined below is not intended to replace those of the employee’s employer. Penalties for non-conformance with applicable federal, state, and local regulations, contract requirements and the ACAA Contractor Manual requirements are as follows:

- ACAA has the right to request correction of the non-conformance to be paid at the contractor’s expense.
- The ACAA has the right to request the dismissal or removal of any employee of a contractor on a jobsite for continued non-conformance or a serious safety and health infraction.
- The ACAA has the right to stop any work for any safety, security, or environmental violations.
- The ACAA has the right to restrict individual SIDA badging for any violation.
- The ACAA may issue a Notice of Violation (NOV) for infractions pertaining to work in the Air Operations Area (AOA).
- The prime contractor shall take all necessary precautions to protect the safety and health of its employees, subcontractors’ employees, the public and others on the jobsite. They shall be compliant with all applicable federal, state, and local regulations and building codes. They shall adhere to and enforce the items set forth in their own site-specific safety plan (SSSP) and this document.
- The ACAA’s representatives may report observed non-conformances which may result in disciplinary process be invoked towards the responsible contractor. The disciplinary process applies to both the employee(s) observed violating requirements and their employer.

## 5.) **Contractor On-Call Personnel**

An employee, and a back-up individual, shall be on call 24 hours a day when work is not being performed on the job site. A fully operational telephone or other means of two-way communication shall be available at the site before construction begins and at all times when construction is in progress.

## 6.) **Safety Training**

As part of the site-specific safety plan (SSSP), the contractor shall submit all required training certifications and records. All training records there after shall be updated monthly and made available upon request by the ACAA and construction manager (CM).

- Each contractor must ensure that their personnel assigned to ACAA projects are properly trained in accordance with tasks or duties to be assigned.
- Training needed may include but are not limited to scaffolding, trenching and excavation, lock out tag out, forklift, mobile elevating work platforms, fall protection, confined space, globally harmonized system, crane operations, rigging, etc.
- Foremen and superintendents must have completed the OSHA 30 Hour Construction course within the past 5 years.
- A minimum of one qualified person with a First Aid and CPR certification is required per 25 employees.

## 7.) **Safety Representation**

Based on the scope of the project, the following requirements may be deemed necessary by the ACAA. If necessary, separate detailed contractual documents will be provided at the time of bid for review. The additional requirements are as follows:

- Dedicated full time site safety representative(s) provided by the construction manager (CM) to work directly with the ACAA Safety Department. Their role will be to support the project and assist prime contractors with their safety efforts to promote continuous improvement.
- Dedicated full time site safety representative(s) provided by the prime contractor(s) to support project safety efforts to promote continuous improvement.
- Formal jobsite specific orientation.

## 8.) **Incident Reporting, Investigating and Recordkeeping**

All incidents that occur on ACAA projects to include near misses, loss time, property damage, and environmental impacts shall be reported to the ACAA and construction manager (CM) in a timely manner. Written incident reports shall be provided to ACAA and CM within 24 hours of the incident. The incident report shall be completed by the responsible prime contractor in conjunction with any subcontractor involved.

All incidents shall be investigated and reported in accordance with ACAA requirements. An incident investigation report template is included in this document as (Appendix VIII).

- All injuries requiring immediate medical attention shall be reported to 911. Work locations and building numbers shall be clearly relayed to and reviewed with team members.
- Incident investigation will:
  - Provide a specific description of the incident, including any underlying deficiencies, root causes and other factors that may have caused or contributed to the incident.
  - Identify the need for corrective action and preventative action.
  - Identify opportunities for continual improvement.
  - Communicate preventative actions and lessons learned.
- All serious accidents, environmental breaches and potential fatalities must be followed by a post incident reflection document. A template is included as (Appendix IX). A post incident reflection document may be requested by the ACAA or CM for any other incident if deemed appropriate. Incident reports will be maintained on file by the ACAA.
- The construction manager and prime contractor executives, superintendents, and foremen may be required to attend a post incident review meeting which may be required for any severity level of incident. This meeting will be used to explain the nature of the incident, results of the related investigation and actions necessary to prevent reoccurrence.
- For incidents involving fire or hazardous materials releases 911 shall be called. The ACAA Operations Department shall be notified thereafter to then alert the ACAA Environmental Department, and ACAA Safety Department.
- For all major incidents, except for rescue and emergency procedures, the incident area must be tightly and quickly secured. The incident scene shall not be disturbed until released by the investigating officials.
- Information concerning incidents shall only be provided to authorized personnel (i.e., the Office of Public Safety, Airport Operations Department, and Office of Legal Counsel). Questions from the media are to be referred to the ACAA Communications and Brand Department.

## 9.) **Hazard Identification and Risk Assessment**

As part of the site-specific safety plan (SSSP), the contractor shall submit an activity hazard analysis (AHA) for all work activities deemed applicable, prior to the start of work.

An AHA is a procedure which integrates accepted safety principles and practices into a particular operation. In an AHA, each basic step of the overall task is examined to identify potential hazards, environmental impacts and to determine the safest way to do the job.

- Below are basic elements to consider when preparing an AHA:
  - Selecting the activity to be analyzed.

- Breaking the activity down into a sequence of steps.
- Identifying potential hazards, environmental impacts and equipment used for the work activity.
- List training requirements for personnel performing activity.
- Determining preventive measures to overcome these hazards.

AHA's are intended to be a starting point and must be reviewed, and modified as appropriate, by the entire work team prior to initially conducting the activity. AHA's are living documents and shall be reviewed and updated as necessary to address changes in site conditions, operations, equipment and as hazards originally not anticipated for the activity arise.

AHA's shall be required when it is determined that the process, equipment, or procedure indicates potential for serious injury or property damage. The contractor shall also prepare an AHA upon request by ACAA or CM. If an AHA is requested, the contractor will be responsible for completing and submitting the AHA to the ACAA and CM prior to beginning the activity on the site.

- The following hazardous work operations are examples but not limited to those requiring AHA's:
  - Utility repair or installation.
  - Excavation, trenching, or boring.
  - Potential release of stored energy (electrical, pressure, explosive, line breaking etc.)
  - Crane supported work platform.
  - Crane critical lifts.
  - Crane assembly and disassembly.
  - Overhead lifting and rigging operations.
  - Asbestos or lead abatement, requiring ACAA Environmental Department Coordination.
  - Concrete work (forming, placement, form stripping.)
  - Demolition.
  - Painting or coating.
  - Potential exposure to uncontrolled hazardous materials or wastes.
  - Abrasive sand or hydro blasting, requiring ACAA Environmental Department Coordination.
  - Potential injury from burns, both chemical and thermal.
  - Respirator use.
  - Entry into confined space.
  - Work in or along streets and highways.
  - Lock-out tag-out.
  - Operations involving fall exposure 6 feet or greater.
  - Structural steel erection.
  - Handling of hazardous materials, requiring ACAA Environmental Department Coordination.
  - Powder actuated tool use.
  - Suspended scaffolds.
  - Scaffold erection or dismantlement.
  - Geotechnical, rock, or pile drilling.
  - Electrical work (installation and live work.)

To complete a detailed AHA form, the responsible supervisor or competent person obtains an AHA form and identifies individuals who will be performing the activity. With the assistance of those employees performing the activity, the responsible supervisor or competent person should go through the 5 stages of planning listed above.

If an activity requiring an AHA is being performed in an unsafe or non-compliant manner, the ACAA or CM will request the AHA for review. Where the ACAA or CM identifies that an AHA is deficient, the contractor will be informed of the deficiencies and requested to revise the AHA. All work associated with that deficient AHA must stop until the revised AHA is submitted, reviewed, and approved.

The ACAA or CM will periodically verify AHA's are present where the work is being performed and were prepared by a supervisor or competent person as required. During progress or safety specific meetings, the ACAA or CM will discuss upcoming work activities with the contractors and identify AHA's that are required to be prepared prior to starting the work.

The responsible supervisor must review all AHA's with all project personnel who will be performing the activity in a safety briefing, prior to activity performance. Any new crew members shall be briefed on the AHA prior to performing the activity. The completed AHA will be the basis for regular contact between supervisors and workers on health and safety. It will serve as a teaching aid for initial job training. The AHA is to be used as a standard for health and safety observations and it will assist in completing comprehensive accident investigations.

#### **10.) Project Safety Audits and Inspections**

All prime contractors are responsible for inspecting their own work areas and those of subcontractors employed under them.

- All contractors are subject to periodic compliance audits by the ACAA or CM. Examples include, but not limited to:
  - Site-specific safety plan
  - Activity hazard analysis
  - Crane, mobile equipment, and aerial lift check lists
  - Weekly safety meeting agendas and attendance logs
  - Competent person rosters
  - OSHA 10 hr. and 30 hr. confirmation
  - Training documentation
- Prime Contractors shall conduct documented inspections on a weekly basis. The inspection shall be by the end of each week. A member of the CM team shall participate in these walkthroughs. Attendance must be documented on the inspection log. Inspection reports and logs shall be submitted to the construction manager upon completion and made available to the ACAA upon request.
- Prime contractors may be requested by the ACAA or CM to perform additional jobsite audits, inspections, and other field applications and to measure the effectiveness of their programs.

## 11.) Housekeeping

The Allegheny County Airport Authority requires all contractors to ensure that their work areas are maintained in a clean and orderly manner in all construction activities they are performing. These housekeeping requirements are intended to improve productivity, reduce waste and construction debris, improve housekeeping, and increase worker safety through increasing on-site efficiencies, cleanliness, and material organization. Contractors are required to clean daily and turnover all areas of work in a clean and orderly manner. It will be the responsibility of the contractor to maintain good housekeeping practices. The following enhanced housekeeping elements shall be implemented:

- Just-in-Time Deliveries.
  - Materials are to be delivered to site in a timely manner ahead of the planned completion of installation and coordinated with the ACAA or CM. Materials delivered shall be sized in manageable batches to be stored within a trades work area. Exceptions to just-in-time deliveries shall be approved and coordinated with ACAA or CM.
- Waste Removal
  - Every effort should be made for debris and waste to be deposited directly into trash containers and not allowed to fall onto the ground; countermeasures include mobile trash buggies, cut off containers, etc.
  - Contractors are encouraged to remove all shipping and packing debris from materials as it enters the jobsite. This will minimize waste and foreign object debris (FOD) that enters the work areas and requires subsequent housekeeping efforts.
  - Large trash containers that are in the air operations area (AOA) shall have a secured cover over the entire container to prevent debris from entering the airfield.
  - A sufficient number of waste receptacles shall be made available in the work area.
  - Trash receptacles shall be removed immediately when full.
  - Employees shall clean up as they perform their work and not wait until the end of the shift to clean up their work area.
- Material and Equipment Storage
  - Locations for stored materials and equipment will be coordinated with all contractors and the ACAA or CM. Materials and equipment may be required to be returned to determined staging areas at the end of each workday or week.
  - All materials shall be stacked, blocked, interlocked, and limited in height of 5 feet, so that it is stable and secured against sliding or collapse.
  - Aisles and passageways shall be kept clear at all times for the safe movement of material handling equipment and employees.
  - Propane shall not be stored inside a building.
  - All gas cylinders shall be secured and in a vertical position. Acetylene and oxygen tanks when not in use shall be separated by 20 feet or have a fire rated barrier between the two gases. When storing tanks, tanks shall be stored outside of a building.
  - Any type of gas cylinders shall not be stored in gang boxes.

- Materials shall not be placed next to any guardrails or leading edge. Materials cannot be stored with 10 feet of exterior edges or 6 feet within interior openings.
  - Materials shall not be placed in front of any electrical panel or equipment. Shall have a minimum of 4 feet clearance in front of any electrical panel.
  - Materials shall not be placed on top of gang boxes or any movable parts where materials could be displaced.
  - All cords are to be away from walkways or protected from damage.
- Work Environments.
    - Materials, debris, and equipment shall not block or hinder access to valves, pipes, manholes, vaults, fire hydrants, fire extinguishers, fire alarm panels, smoke detectors, sprinklers, warning signs, fire lanes, electrical equipment, building entrances or exits.
    - Stairways, aisles, corridors, and passageways shall be free from material, debris, and equipment for emergency access and egress.
    - Work construction areas shall have adequate lighting, minimum 5-foot candles, so work can be performed safely. Temporary lighting or task lighting shall be installed if there is limited visibility in the work area.
    - Ventilation shall be required based on the work being performed such as work that produces the accumulation of dust and fumes.
    - Protective covers shall be provided under equipment that could possibly leak to prevent oil, grease, or other fluids from saturating the floor. Protective coverings shall be flame resistant, oil resistant and heavy gauge material. Oil and chemical storage must have clear signage and labels with proper secondary containment.
    - Tools and equipment that are not in use shall be placed back in tool gang boxes.
    - In the event of a spill, the contractor must dial 9-1-1 if the volume is one (1) gallon or more on pavement or if any volume enters into a drain or soil.
    - Spills shall be cleaned up immediately to avoid fall hazards. If the spill cannot be cleaned up immediately, the area shall be appropriately guarded to prevent fall hazard exposure until the spill is cleaned up. A spill kit of appropriate size shall be readily available. If able, take necessary measures to contain the spilled material by using appropriate spill response materials. Preventing the contaminant from reaching any drain or soil is critical when possible.

## 12.) **Personal Protective Equipment**

The Allegheny County Airport Authority requires each contractor working on an ACAA Project to be in compliance with 29 CFR 1926, Construction Industry Regulations, Subpart E – Personal Protective and Lifesaving Equipment, American National Standards Institute (ANSI), and product safety data sheets recommendations by the manufacturer, in addition to the following procedures and requirements:

Allegheny County Airport Authority employees, representatives, contractors, vendors, delivery employees and visitors who enter a construction project are required to adhere to the following personal protective equipment (PPE) requirements:

- Eye Protection:
  - Appropriate eye protection shall be worn on all ACAA construction projects.

- All safety glasses shall comply with ANSI Z87.1 standards.
- Head Protection:
  - Appropriate head protection shall be worn on all ACAA construction projects.
  - Hardhats shall comply with ANSI Z89.1 standards.
  - ANSI Z89.2 Type hardhats must be worn when exposed to 600 Volts or greater.
  - Hardhats shall be worn per manufacturers' specifications.
- Hand Protection.
  - Appropriate hand protection shall be used in accordance with the contractors provided SSSP and AHA's.
- Arm Protection.
  - Appropriate arm protection shall be used in accordance with the contractors provided SSSP and AHA's.
- Foot Protection.
  - Appropriate foot protection shall be used in accordance with the contractors provided SSSP and AHA's.
- Construction Clothing.
  - Full length trousers without rips or tears shall be worn.
  - Shirts that cover entire midsection and sleeves that cover the entire shoulder shall be worn.
  - FR clothing may be required for certain tasks accordance with the contractors provided SSSP and AHA's.
- High-Visibility Clothing.
  - A minimum of ANSI Class 2 high-visibility clothing or vests are required while working on any ACAA associated project.
  - ANSI Class 3 high-visibility clothing or vests are required for any street and roadway operations.
- Hearing Protection.
  - Hearing protection shall be worn while working in close proximity to jet engines.
  - Appropriate hearing protection shall be used in accordance with the contractors provided SSSP and AHA's.
- Respiratory Protection.
  - Each contractor shall have a written respiratory protection program if their work requires the use of a respirator. The written respiratory protection program shall

include selection of respirators, medical evaluation and monitoring, fit testing, respirator use, care and maintenance, training and record keeping.

- Respiratory protection shall be used in accordance with safety data sheets (SDS) and manufacturer's recommendations.
- Appropriate respiratory protection shall be used in accordance with the contractors provided SSSP and AHA's.

### 13.) **Demolition**

As part of the site-specific safety plan (SSSP), the contractor shall submit a demolition plan for the safe dismantling and removal of all building components and debris, prior to the start of work.

The Allegheny County Airport Authority shall require contractors performing demolition operations to perform such operations in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart T – Demolition, in addition to the following procedures and requirements:

- An engineering survey shall be done, depending on scope of work. The engineering survey will determine the condition of the framing, floors, and walls of the structure. In addition, the survey shall identify areas subject to unplanned collapse of any portion of the structure and the existence of other potential or real demolition hazards.
- A PE stamped demolition plan shall be provided for the safe dismantling and removal of all building components and debris.
- An environmental survey shall be conducted to assess potential hazards that might exist such as, but not limited to, asbestos and lead.

### 14.) **Fire Protection**

The Allegheny County Airport Authority requires all contractors to perform work in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart F – Fire Protection and Prevention, in addition to the following procedures and requirements:

- Flammable liquids shall be used only in small amounts in approved self-closing safety cans and shall be stored in designated flammable and combustible material storage areas.
- No person shall engage in the act of smoking or possess a lit tobacco smoke producing instrument, including but not limited to electronic and vaporless cigarettes. Designated smoking areas on airport property outside the AOA may only be defined at the discretion of ACAA Fire Department.
- At least one portable fire extinguisher having a rating of not less than 20 lb. ABC units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
- A 20 lb. ABC fire extinguisher, or equivalent, should be provided for each 3000 square feet of working area. An extinguisher should be placed at every stairwell on each level.

- A hot work permit shall be issued for open flame, heat or spark producing activities including brazing, cutting, grinding, soldering, welding, and torch applied roofing. The ACAA Fire Department will issue all hot work permits. (Refer to hot work section for details).
- A fire watch must remain on-site, with the permit, for at least 30 minutes after the completion of the hot work.
- Hot work performed within 50 feet of an aircraft will require an ACAA Fire Department standby.
- Use of fuel trucks must follow ACAA Airport Certification Manual procedures and requirements.

#### Fire Department Emergency Access

- Construction or maintenance activities and materials shall not hamper access for an Airport Fire Department vehicle to any part of the airport. Signage shall be posted to indicate where emergency access is located. Letters must be a minimum of 12 inches high and made of red reflective material on white background.

#### 15.) Silica

As part of the site-specific safety plan (SSSP), the contractor shall submit a silica control plan, prior to the start of work.

The contractor shall verify hazard awareness training conducted for all employees involved in this work. A silica competent person shall be identified to oversee tasks that could generate airborne silica dust.

Before starting a task that could generate airborne silica dust, an AHA shall be developed to identify engineering controls, work practices, and required respirator protection to minimize employee exposure.

#### 16.) Highway and Secondary Roadway Work Zone

As part of the site-specific safety plan (SSSP), the contractor shall submit a traffic control plan (TCP), prior to the start of work.

The plan shall be in accordance with the most current version of PA DOT Regulations. Safety Inspections shall focus on the effectiveness of the TCP, traffic control devices and equipment, worker PPE, and equipment safety devices and procedures such as back-up alarms and signaling spotters.

#### 17.) Vehicles and Equipment

As part of the site-specific safety plan (SSSP), the contractor shall submit all training certifications and records, prior to the start of work. All training records there after shall be made available upon request by the ACAA or their representative.

The Allegheny County Airport Authority requires all contractors to perform work in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations in addition to the following procedures and requirements:

- Any employee operating a piece of equipment shall be trained in the safe operation of that specific equipment.
- All vehicles and equipment in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. If found to be in need of repair, it must be taken out of service and tagged as defective until it has been restored to a safe operating condition.
- Only qualified mechanics may make repairs or adjustments.
- When vehicles or equipment are stored on site, they shall be stored in a safe manner with emergency braking on and proper barricading surrounding the location adequately marked.
- Seatbelts shall be utilized and fastened according to manufacturer's recommendations before all equipment is operated.
- All speed limits shall be adhered to.

#### Mobile Elevated Work Platforms (MEWP)

- All Mobile Elevated Work Platforms shall be utilized in accordance with the manufacturer's operating manual.
- Only operators who have been trained and certified shall be allowed to operate a MEWP.

#### Powered Industrial Trucks (PIT)

- All Powered Industrial Trucks shall be utilized in accordance with the manufacturer's operating manual.
- Only operators who have been certified by approved testing shall be allowed to operate a PIT.

### 18.) Cranes

The Allegheny County Airport Authority requires all crane operations to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Cranes and Derricks in Construction – Subpart CC Cranes, Derricks, Hoists, Elevators and Conveyors, American National Standards Institute (ANSI) guidelines, Federal Aviation Administration (FAA) regulations in addition to the following procedures and requirements:

- As part of the site-specific safety plan (SSSP), the contractor shall submit all training certifications and records prior to the start of work. All training records there after shall be made available upon request by the ACAA or CM.

- Before a crane is placed in use on the project site, it is to be inspected by an independent third party on site. Third party crane reports must be submitted the ACAA or their representative prior to mobilization.
- Before a crane is placed in use on the project site, the contractor must ensure each crane has a current annual inspection performed by a qualified person. The annual inspection report shall include the deficiencies report as well and be submitted to the ACAA or CM prior to mobilization.
- Before a crane is placed in use on a project site, Airport Operations Department shall be notified. ACAA Equipment/Crane Air Spacing Form shall be completed online and submitted to the ACAA Engineering Department for review and approval (Appendix VI).
- FAA Form 7460 shall be completed (Appendix V).
- Prior to any crane lift, a crane lift plan must be submitted to the ACAA and CM. The weights of all lifts shall be determined and verified prior to lifting the load. Lift plan requirements that need to be submitted for review are as follows:
  - Crane load capacity % calculated.
  - Annual inspection with deficiencies report
  - Rigging plan with Rigger and Signal Man certifications
  - Fall Protection Plan
  - Certifications of crane operator with medical exam documentation
  - Size/required dunnage used for crane pad placement.
  - Wind speed limits calculated.
  - Prime/Subcontractor shall use the crane lift plan form for calculations.
- Any lift exceeding 75% of the cranes rated load chart capacity or tandem lifts involving two or more cranes shall be considered a critical lift. Critical lifts will only be considered as a last resort as the prime/subcontractor shall exhaust all options not to perform a critical lift (e.g., use a larger crane). A pre-planning meeting shall be held with the crane operation crew and prime/subcontractor to discuss the critical lift plan that was submitted prior to the crane lift.
- Operators will conduct inspections of the cranes as follows:
  - Daily: The operator will perform a visual pre-operational inspection of the crane. Any deficiencies identified that affect the safe operation of the crane shall be documented in a repair log and corrected before the crane is put back into operation.
  - Weekly: The operator will perform a weekly, documented inspection. Any deficiencies identified that affect the safe operation of the crane shall be documented in a repair log and corrected before crane is put back into operation.
- All crane operations shall be in compliance with FAA Part 77.
- All crane operators must be certified by the National Commission for the Certification of Crane Operators (NCCCO) and Pennsylvania State Board of Crane Operators. Prior to mobilization, copies of all certifications shall be submitted to the ACAA or their

representative. The crane operators shall meet the certification of the crane being operated. All crane operators shall maintain a physical exam which is current prior to beginning work on a project and provide documentation if requested.

- The employer shall comply with the manufacturer's requirements, specifications, and limitations.
- Inspection, repairs, or correction of deficiencies noted will be the responsibility of the respective contractor.
- Cranes cannot be used until all repairs, corrections, or deficiencies have been addressed, corrected, and documented.
- Third party crane inspections shall occur immediately following any modifications or major repairs.
- Mobile crane inspections (documented daily visual, post assembly, weekly, monthly, and annual) shall be conducted in accordance with all applicable safety standards, the manufacturer's requirements and the ACAA policy.
- Where overhead power lines are present, the crane's work zone must be defined and a power line encroachment prevention plan may be required to ensure no part of the crane, load line, or load can get closer than 20 feet to power lines rated up to 350kV, 50 feet for power lines rated over 350kV, or minimum clearance distances per Table A (1926.1408).
- The prime/subcontractor shall be responsible for making sure that the crane pad is suitable for the loads being put upon the crane pad. Verification that soil conditions are adequate for outriggers is required and any voids underneath the pad, compaction testing, etc. shall be documented and approved.
- Operating times and crane boom heights shall be reported to the airport operations department.
- Checkered orange and white flag shall be attached to the top of boom (steady glow red light at top of boom required at night).

## 19.) **Confined Spaces**

The Allegheny County Airport Authority requires all confined space work to be performed in accordance with 29 CFR 1926 Construction Industry Regulations for Confined Space and PA Labor and Industry. All confined space entries shall be classified as permit required. Additionally, contractors shall adhere to the following requirements:

- Prior to entry of a confined space, the contractor shall contact the Airport Fire Department and request a confined space permit as required ([Appendix II](#)).
- If possible, all confined spaces shall be identified and evaluated through the preplanning process of the project utilizing AHA's.
- Air quality results shall be recorded on the confined space entry permit form in

compliance with PA Labor and Industry/OSHA, which shall be posted outside the confined space. Where the existence of an immediately dangerous to life and health (IDLH) hazardous atmosphere is demonstrated by tests performed by qualified person, the contractor shall not enter or shall immediately exit the confined space and notify both the ACAA Fire Department and Safety Department. There upon additional steps will be required to deem the confined space safe.

- Stand by rescue operations will be the responsibility of the contractor.

## 20.) **Hot Work**

The Allegheny County Airport Authority requires all hot work to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart J – Welding and Cutting, PA Labor and Industry, NFPA 51B standards and other requirements established by the Airport Authority in addition to the following procedures and requirements:

- Prior to performing welding, cutting or other open flame or spark producing work, the contractor shall contact the ACAA Fire Department and request a hot work permit as required (Appendix IV).
- A long-term hot work permits may be issued on a case-by-case basis by the fire department, with daily checklist completed by responsible contractor.
- Examples of hot work include welding, burning, cutting, braising, open flame, or any other spark producing work.
- An approved hot work permit shall be posted where any hot work operation is conducted and must be immediately available to the fire department if requested.
- Welding or cutting operations shall be performed by, and under the supervision of, individuals capable of performing such operations safely and in accordance with applicable regulatory requirements. Welding or cutting operations shall only be conducted in areas approved for that purpose.
- A fire watch is required during operations and for 30 minutes after welding or cutting is completed unless otherwise specified by the fire department. A trained fire watch shall be in attendance to watch for fires, operate portable fire extinguishers or fire hose when necessary and perform similar fire prevention duties.
- In some cases, additional fire watch may be required in other areas around or below the immediate work area. The person assigned as fire watch shall be capable of immediately reporting an emergency, via telephone or radio to fire department.
- Automatic sprinkler protection shall not be shut off during welding or cutting operations. Where welding or cutting is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinklers but shall be removed immediately when the work is completed.
- Any unsafe practice or condition noted by fire department may result in the temporary or indefinite suspension of a welding/cutting permit and the immediate cessation of

operations.

- Hot work performed within 50 feet of an aircraft will require a Fire Department standby.
- A long-term hot work permit may be issued on a case-by-case basis by the fire department, with a daily checklist completed by the responsible contractor.
- A site visit shall be conducted by the fire department prior to issuance of a Long-Term Hot Work Permit. The permit will remain valid if the conditions remain unchanged. Any variation of scope of work, protection capability, and/or change in the work site layout can void the permit.
- A long-term hot work permit can be approved for site areas where little fire hazard exists, and the general conditions of the hot work will not change over the course of the project. ALL Long-Term Hot Work Permits must be approved by the Fire Chief.
- In the event that an immediate emergency repair is necessary, hot work may begin without waiting for the authorized signatures, provided that the fire department is notified of the location and nature of the work to be performed and all other provisions in this section are followed.
- An immediate emergency repair is defined as a situation in which delay will result in a public safety concern or substantial property loss.

## 21.) **Trenches and Excavations**

The Allegheny County Airport Authority requires all trenching and excavating operations to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart P – Excavations, Subpart M Fall Protection, and PA Labor and Industry for Excavations and Trenches in addition to the following procedures and requirements:

- Prior to initial entry of any excavation or trench of 4 ft. or greater, the contractor shall contact Airport Fire Department and request a trench inspection as required ([Appendix III](#)).
- The trench or excavation inspection form shall be completed by the competent person along with an AHA.
- It will be the contractor's responsibility to verify underground installations prior to excavating.
- Examples of underground installations include sewers, electrical lines, water lines, fuel lines, and communication lines.
- Contractors shall utilize a third-party subsurface utility engineering locating company to mark where utilities are located.
- The "entire" excavating area in addition to 5 feet outside the marked perimeter of the excavation shall be swept in a grid system by the third-party utility locating company. In addition, the contractor shall also locate manholes and other identifiers that could suggest

unknown utilities in the excavation area. The contractor shall be present when the locating utility lines are marked.

- It shall be the contractor's responsibility once the third-party locating company has marked where the utilities are located to visually verify where the utility is in the ground by hand digging, pot holing, or hydro excavating to locate the utility. The contractor shall visually verify and document the depth, width (Note: duct bank shall be identified on both sides to determine width), and elevation of the utility prior to excavating. (Note: when located markings are dissipated by environmental factors or by earth moving activities, it is the responsibility of the contractor to have their third-party locating company remark the lines.
- A pre-planning meeting shall take place with the prior to any excavation work. Plans shall be reviewed, along with any other documentation that can help assist locating utilizes where excavation work will be performed.
- If an excavation is determined not to meet the definition of a trench, daily rescue assessments by the Airport Fire Department will be discontinued, but competent persons documented inspections shall continue daily.
  - A trench is defined as a narrow excavation, in relation to its length, made below the surface of the ground. In general, the depth of a trench is greater than its width, but the width of a trench, measured at the bottom, is not greater than 15 feet.
  - If forms or other structures are installed or constructed in an excavation to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, measured at the bottom of the excavation, the excavation is also considered to be a trench.
- The Airport Fire Department reserves the right to elect to complete daily rescue assessments on all excavations and trenches as a result of their initial assessment.

## 22.) **Electrical and Energy Control**

The Allegheny County Airport Authority requires all electrical work to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart K – Section 1926.417, Locking and Tagging of Circuits, NFPA 70E, in addition to the following procedures and requirements:

- No work will be performed on any energized electrical circuit, busbars, equipment, or panels unless an approved written work plan developed in accordance with chapter 1 of NFPA 70E and submitted to the ACAA and CM and is approved prior to performance of work. This work plan shall be submitted at least one week in advance of any anticipated work unless the work is emergent in nature. A formal activity hazard analysis meeting shall be conducted prior to starting work to include all stakeholders. Electrical panel boxes shall be marked to identify the circuit and the voltage.
- De-energizing requestors shall be the responsibility of the contractor's management personnel that are responsible for the implementation of all safe clearance procedures as defined in this document and the training of their representatives assigned to work at or

near equipment requiring clearance procedures. The requestor's representatives shall be a competent person with the knowledge to implement these safety procedures.

- Electrical outage approval authority. The ACAA Engineering Department and ACAA Facilities Maintenance Department has the approval authority for all scheduled electrical outage requests which impact airport facilities and services.
- All electric equipment, conductors, busbars, raceway, and cables shall be considered energized, unless they have been de-energized, tagged, tested for voltage, and effectively grounded.
- General requirements for lock out tag out procedures are as follows: Contractors shall create an electrical safe procedure, which will include a lock out tag out procedure and submit it to the ACAA and CM. Contractors shall use approved lock out tag out procedures when power disconnection and outage is required. Contractors shall not work on any energized circuits without an approved electrical safe procedure approved by the ACAA and CM. The general procedure is as follows:
  - After obtaining approval for an approved outage, the contractor and ACAA electrician meet at the disconnecting device.
  - The ACAA electrician de-energizes the circuit or device on outage request.
  - The ACAA electrician provides an ACAA red “lock out tag out, tag” (TAG) to the contractor.
  - The contractor fills out the entire TAG.
  - The contractor places the TAG on the disconnecting device.
  - The contractor checks the circuit or device for the presence of energy (electrical and otherwise)
  - The contractor locks and grounds the circuit or device being worked on (as needed).
  - The contractor removes the STUB (bottom half of the TAG) and proceeds to work on the circuit or device.
  - Once the work is complete, the contractor and the ACAA electrician meet at the disconnecting device.
  - The contractor states they are ready to remove their grounds.
  - Discussion between ACAA electrician and contractor agreeing to proceed with energizing the circuit or device.
  - The contractor removes the electrical grounds from circuit or device.
  - The contractor signs the STUB authorizing the circuit/device to be energized and assuring that all personnel and grounds are clear from the system being worked on and hands it over to the ACAA electrician; If the STUB is lost, the contractor is to provide names of all employees working on the circuit or device and physical verification such employees are no longer working on the circuit or device.
  - The ACAA electrician energizes the circuit or device.
  - The ACAA electrician and the contractor ensure all equipment downstream is operating properly.
  - Outage terminated.
  - Contractor may leave site.

### 23.) **Fall Protection**

The Allegheny County Airport Authority requires all work to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart M – Fall Protection in addition to the following procedures and requirements:

- As part of the site-specific safety plan (SSSP), the contractor shall submit a Fall Protection plan, prior to the start of work.
- Appropriate fall protection shall be used in accordance with the contractors provided SSSP and AHA's.
- Fall protection systems that are acceptable systems to use on construction sites are as follows; guardrail systems, safety net systems, fall restraint devices, and personal fall arrest systems.

At no time shall a safety monitoring system, warning line system, and controlled access zone be used as a means of fall protection. These systems shall be prohibited from use on projects; however, exceptions may be at the discretion of the ACAA or CM.

### 24.) **Scaffolds and Ladders**

The Allegheny County Airport Authority requires all scaffold work to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart L – Scaffolds, the manufacturer and fall protection requirements of the scaffolding system being used, in addition to the following procedures and requirements:

- Special designed scaffolding systems shall be PE stamped and submitted to the ACAA and CM.
- Scaffolds shall be erected under the supervision of a competent person. The name and qualifications of this person must be submitted to the ACAA and CM prior to the start of work.

ACAA contractors should use ladders as a last resort when working on elevated surfaces. The following procedures should be observed:

- Prior to beginning work, the crew will evaluate all tasks that require individuals to work at elevated heights. It is the expectation that these tasks will be performed using methods other than a ladder. Use of portable scaffold devices, scissor lifts, scaffold towers, podium, or platform ladders (acceptable only with the top rail at least 30 inches above the platform), lift pods, etc. will be the preferred methods to perform work at heights.

### 25.) **Hand and Power Tools**

The Allegheny County Airport Authority requires all usage of hand and power tools to be performed in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart I - Hand and Power tools, American National Standards Institute (ANSI) standards.

## 26.) Signs, Signals, Barricades and Gates

Allegheny County Airport Authority requires all installation of barricades, signs, and signals to be in accordance with 29 CFR 1926, Construction Industry Regulations, Subpart G – Signs, Signals and Barricades, in addition to the following procedures and requirements:

- All barriers used on the ACAA projects must comply with Pennsylvania Department of Transportation and other applicable regulations. The contractor shall provide adequate visibility and protection when public use of work areas must be maintained on sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways. Appropriate barriers (i.e., guardrails, barricades, temporary fences or partitions, overhead protection, shields) shall be secured against accidental displacement and maintained in place except where temporary removal is necessary to perform the work. When a barricade is temporarily removed, a guard shall be placed at all openings.
- Barricades shall be used to guard against open excavations, flying materials, falling objects, moving materials and equipment, hot or poisonous materials, explosives, and explosive atmospheres, flammable or toxic liquids and gases, open flame, energized electric circuits, or other harmful exposures. In addition, the contractor shall provide adequate and proper fencing, barricading, marking, and lighting of construction, maintenance, or other areas that are temporarily closed to normal airport use. The use of tape of any type is not acceptable.
- Barricades shall be properly highlighted for easy visibility and in conformance with the specification related to the area or operation being barricaded.
- The use of tape for marking unsafe conditions or open hazards is prohibited. Only plastic red or yellow chain, orange safety fences and other devices of similar construction shall be used.
- Sidewalks, building entrances, lobbies, corridors, aisles, doors, or exits in use by the public shall be clear of obstructions to permit safe ingress and egress of the public at all times.
- Guardrails shall be provided on both sides of vehicular and pedestrian bridges, ramps, runways, and platforms. Their height shall be approximately 42 inches. Guardrails shall be made of rigid materials able to withstand a force of at least 200 pounds applied in any direction at any point in their structure. Pedestrian walkways elevated above adjoining surfaces, or walkways within 6 feet of the top of excavated slopes or vertical banks shall be protected with guardrails, except where sidewalk sheds or fencing is provided. Top rails and posts shall be 2 inches by 4 inches dressed wood or equal material. Posts shall not be more than 8 feet apart.
- Sidewalk sheds, canopies, catch platforms, and appropriate fencing shall be provided when it is necessary to safely maintain public pedestrian traffic adjacent to the erection, demolition, or structural alteration of outside walls on any structure.
- Temporary fencing shall be provided around the perimeter of aboveground operations adjacent to public areas except where a sidewalk shed, or fencing is provided. Perimeter fencing shall be at least 6 feet high. Fencing shall be constructed of wood or metal frame

and sheathing, wire mesh or a combination of both, as provided in contract documents and shall be adequately anchored. When fencing is adjacent to a sidewalk and near a street intersection, the upper fence section shall be composed of open wire mesh from a point not more than four feet above the sidewalk. The fencing must extend at least 25 feet in both directions from the corner of the fence.

- Work shall not be performed in any area occupied or in public use unless specifically permitted by the contract or in writing from the ACAA.
- Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a properly certified flagger shall control the movement of motorized equipment in areas where the public might be endangered.
- Temporary sidewalks with guardrails shall be provided when a permanent sidewalk is obstructed by the contractor's operations. These sidewalks shall be built according to the local ordinances/codes.
- Signs and lighting shall be placed at both ends of any public protection or obstructions and not over 20 feet apart alongside such protection or obstructions. Warning signs and lights, including lanterns, torches, flares, and electric lights, shall meet the FAA requirements, shall be maintained from dusk to sunrise along the guardrails, barricades, temporary sidewalks, and at every obstruction to the public.
- Where a hazard presents an immediate danger to life and health, an exclusion zone is to be marked using red imminent danger chain with tags explaining the hazard, the contractor responsible, and a contact person.
- Imminent danger areas will be barricaded using appropriate red chain. Only personnel working to eliminate a hazard may be inside a red barricaded area. Entry by other personnel is prohibited.
- If entry must be made into an imminent danger red chain area by personnel not involved with eliminating the hazard, the hazardous condition or activity must be made safe by the work owner and the barricade must be removed on at least one side.
- Barricades shall be installed below workers above with appropriate signage "Construction work above".
- Construction gates should be kept closed to the greatest extent possible. Gates must be locked after work hours.

## 27.) **Inclement Weather**

Contractors shall follow National Oceanic and Atmospheric Administration (NOAA) alerts. In the event of high winds, construction materials shall be secured.

Lightning warning lights. flashing yellow – Indicates potential lightning in the area. Use caution and be prepared to seek shelter.

Lightning warning lights. flashing red – Indicates lightning detected in the area or high potential

for dangerous lightning activity. Seek shelter in a building or vehicle. No Fueling.

## 28.) **Foreign Object Debris**

Foreign object debris (FOD) and other materials can cause serious damage to aircraft. Material or equipment shall not be permitted to obscure pavement markings, pavement edges, or detract from visibility of runway and taxiway markings or lighting. Prevent trash, water, snow, dirt, debris, or other transient materials with FOD damage potential from entering or remaining in construction or maintenance areas, whether on runways, taxiways, aprons, or in related safety areas. Any litter or debris observed shall be immediately removed and disposed of properly. Trash dumpsters shall be covered at the end of the workday and removed when full.

- Remove all bird attractions, such as edibles (food scraps, etc.) or other miscellaneous garbage, trash, or pooled water while on or near the airfield.
- All materials and equipment, such as lightweight construction materials, shall be secured to prevent displacement from wind.
- Dust shall be controlled at all times by using water trucks, vacuum trucks, sweeping, and other acceptable means as determined by the ACAA and CM and at no additional cost to the project.

## E. Project Security Requirements

### 1.) Security Identification Display Area (SIDA)

The Security Identification Display Area (SIDA) as defined in the Airport Security Program (ASP) is the area within the airport perimeter where baggage is transported; aircraft park, land, or take off; access is limited to SIDA/Secured badges.

The ACAA security department can be reached via phone at (412) 472-5616 or via email at [securitycompliance@flypittsburgh.com](mailto:securitycompliance@flypittsburgh.com)

- Before any project begins in the SIDA, The ACAA Security Department must be consulted to determine whether amendments to the ASP are required, if amendments are necessary, a minimum of 60 days' notice must be provided to TSA before any work can be authorized.
- All employees working in SIDA area are required to be badged or under authorized escort in accordance with airport rules and regulations.
- Operating in the SIDA area requires all employees to properly display their airport ID badges above the waist, on the outermost garment, and visible at all times.
- All employees working in the SIDA area are required to challenge individuals not displaying an airport ID badge. TSA and or ACAA Security will conduct random compliance testing/inspections.
- Any unauthorized access or suspicious behavior/activity must be reported immediately to 911.
- Nothing may be stored within 10 feet of any perimeter fence line.
- Individuals/companies found in violation of the Airport Security Program/Airport Rules and Regulations are subject to disciplinary action as defined in ACAA Violation Programs.

### 2.) Sterile Area

The Sterile Area as defined in the Airport Security Program begins in the area past the TSA screening checkpoint where passengers enplane and deplane an aircraft.

- Before a project begins in the Sterile Area, The ACAA Security Department must be consulted to determine if any amendments need to be made to the Airport Security Program (ASP) which requires a minimum of 60 days notice to TSA before any work can be authorized.
- Employees working in the Sterile Area are required to be badged in accordance with airport rules and regulations.
- A Sterile Area Pass (SAP), which is a one-day pass issued by the ACAA Access/ID Office, may be requested through the MyPITID Portal on a limited basis to allow unescorted access to the Sterile Area.

- Employees should display their badges when working in the Sterile Area
- Individual(s) that will be providing escort into the Sterile Area must obtain approval from ACAA Security.
- Escorting cannot be utilized in lieu of obtaining a PIT airport ID badge.
- Tools are considered prohibited items and cannot be left unattended, unsecured, or out of sight at any time. The list of prohibited items can be found here <https://www.tsa.gov/travel/security-screening/whatcanibring/all>
- All work areas must be secured to prevent unauthorized access.
- Individuals/companies found in violation of the Airport Security Program/Airport Rules and Regulations are subject to disciplinary action as defined in ACAA Violation Programs.

### 3.) **Public Area**

The Public Area is the area before the TSA screening checkpoint.

- Badges are not required in the public area however if the project extends into the Sterile/SIDA Areas badges will be required.
- Nothing may be stored within 10 feet of any perimeter fence line.
- Any suspicious behavior/activity or unattended bags must be reported to 911.

### 4.) **Tools**

- All authorized workers in the sterile area of the airport may utilize tools of the trade in their assigned work areas.
- Tools of the trade are required to be under direct control at all times by the contractor or appropriately secured. Ex. locked job box, locked toolbox, locked room etc.
- No cartridge style nail guns, nor any tool that uses a cartridge or any explosive charge, shall be permitted in any areas, unless authorized by the ACAA.
- Individuals/companies found in violation of the Airport Security Program/Airport Rules and Regulations are subject to disciplinary action as defined in ACAA Violation Programs.

### 5.) **Keys**

- When not in use, keys to any motorized vehicles should be removed and secured in an appropriate manner.
- Keys provided by the ACAA Access/ID Office must remain in the possession of the individual to whom the keys are assigned and may never be loaned out or transferred to anyone except the authorized individual.

- All keys issued by the ACAA Access/ID Office must be returned at the completion of the project to the ACAA Access/ID Office, or a fine of \$200 per key will be assessed against the individual to whom the keys were assigned.
- Individuals/companies found in violation of the Airport Security Program/Airport Rules and Regulations are subject to disciplinary action as defined in ACAA Violation Programs.

## F. Project Environmental Requirements

### 1.) Spill Response

A spill is categorized as a discharge and other incidents of a substance causing or threatening public health, safety, and/or pollution to the environment. Substances may include but are not limited to a petroleum product (e.g., gasoline, diesel fuel, oil, hydraulic fluid, transmission fluid, etc.), chemicals, or hazardous substances. Spills of such materials that either exceed reportable quantities per EPA regulation, reach the Waters of the Commonwealth, or soil, may need to be reported to the various regulatory agencies as determined by the ACAA Environmental Department. Such procedures and protocol are detailed in Pittsburgh International Airport's Integrated Contingency Plan, and Allegheny County Airport's Pollution Prevention and Control Plan.

In the event of a spill, all contractors are required to follow the procedures below:

- Dial 9-1-1 for any discharge or spill of one (1) gallon or more on pavement and dial 9-1-1 for any leak or spill of any volume if it enters a drain or soil.
- Provide 9-1-1 with the location of the spill, the material spilled, size of the spill, and a call back telephone number.
- If able, take necessary measures to stop the spill or release.
- If able, take necessary measures to contain the spilled material by using appropriate materials. Preventing the material from reaching any drain or soils is most critical when possible.

### 2.) Storage Tanks

Any tank permitting efforts should be coordinated with the ACAA Environmental Department to collaborate with the PADEP and the Allegheny County Fire Marshall as needed. This includes design and installation for a new tank, planning and removal of an existing tank, change in tank operational status, and notice of significant tank issues.

Coordination for new tank design and installation is imperative through ACAA's Space Modification Process to ensure proper location, air spacing, secondary containment, tank damage protection, electrical components, signage, and safety measures.

### 3.) NPDES Permit Requirements for Stormwater Pollution Prevention

It is the responsibility of each contractor working on ACAA Projects to be familiar with the applicable National Pollutant Discharge Elimination System (NPDES) permit for the specific project. The permit(s), issued by the Allegheny County Conservation District (ACCD) or PADEP, identifies responsibilities when working on airport property.

Permitted Construction Projects:

- Records of Chapter 102 Visual Site Inspection Reports as completed by qualified individuals, corrective actions, sweeping, and watering shall be submitted to the CM

weekly, and the original documents should be kept on site for the duration of the project. The Chapter 102 Visual Site Inspection Report must be completed weekly, and after any precipitation event exceeding 0.25 inches (>0.25"). Any deficiencies noted must be handled according to permit regulations. ACCD may request copies of these documents at any time of the project. Failure to produce these records is a violation of the NPDES permit. These records must be submitted to ACAA Environmental Department on a monthly basis and be included with the final project close-out documents submitted to ACAA.

- It is the responsibility of all contractors to train their staff on any permit specific conditions. Records of these trainings are to be submitted to the CM and kept on site. Qualified Inspector Documentation must be submitted to ACAA Environmental Department prior to the start of the project. Contractors are also responsible for ensuring all subcontractors and vendors are aware of permit conditions and how these conditions may affect their work. All training records must be submitted to ACAA Environmental at the start of the project and be included with the final project close-out documents submitted to ACAA. ACAA Environmental Department is to be notified of the construction completion of all Stormwater Control Management (SCM) facilities.

#### General and Non-Permitted Construction Projects:

- Any non-permitted construction projects with required erosion and sediment controls must complete weekly site inspection reports. The ACAA Environmental Department advises usage of PADEP's Chapter 102 Visual Site Inspection Report.
- Any employees and contractors working on general projects across airport property must maintain general environmental awareness.

#### 4.) **Suspected Contaminated Materials**

It is the responsibility of each contractor to be familiar with the procedures described below. If any contamination is suspected based on odors or observation during any excavation or construction project, the following actions must be taken immediately:

- For suspected asbestos, lead, or mold:
  - Stop work and contact the ACAA Environmental Department.
  - Suspected materials must be sampled and analyzed to determine type and extent of contamination, if any. The suspected material will be analyzed by an outside laboratory and pending the results of the analysis will be handled in accordance with environmental and contractual regulations.
- For suspected contaminated soil:
  - Stop work and dial 9-1-1.
  - Any remediation must be coordinated with ACAA Environmental Department.
- For Suspected Contaminated Groundwater
  - Stop work and dial 9-1-1.

- Any remediation must be coordinated with ACAA Environmental Department.

### 5.) **Hazard Communication for Chemicals and Substances**

As part of the site-specific safety plan (SSSP), the contractor shall submit a chemical inventory list with an associated SDS, prior to the start of work. The ACAA Safety Department will subsequently provide a copy to the ACAA Environmental Department.

All chemicals submitted shall be site-specific, and any new chemicals introduced to the project after submission shall be added to the inventory and the appropriate SDS provided.

Safety data sheets and inventory for all chemical products used on the project must be available upon request.

All chemicals on site shall be labeled accordingly to the global harmonization system.

### 6.) **Waste Management**

All contractors are responsible for the management of all residual and hazardous wastes that they generate. All residual and hazardous waste shall be stored in containers that are properly labeled and maintained in an environmentally safe manner. The contractors are responsible for proper and legal disposal of these wastes based on their generator status.

To reduce waste generated, the following best management practices shall be observed:

- Procure materials from vendors or suppliers with an arrangement to send back excess materials.
- Order material on an as needed basis. If excess material is left over, be sure to send it back to the vendor/supplier.
- Develop and implement a recycling plan for solid waste such as paper, cardboard, plastics, etc.
- Develop and implement a plan for the recycling of used oil and filters.
- Develop and implement a plan for the proper disposal of universal wastes such as batteries, fluorescent bulbs, antifreeze, etc.
- Develop and implement a plan for the disposal of contaminated materials such as soils, used oil booms and pads, etc.
- Proper disposal of any chemical and wastes shall be the responsibility of the contractor and in accordance with all applicable laws and regulations.

### 7.) **Other Regulatory Requirements**

It is ACAA policy to fully cooperate and maintain a positive working relationship with all regulatory agencies. ACAA will not deny entry to regulatory authorities. If the regulatory inspection is located on the AOA, ACAA must coordinate escort to the inspection worksite. If an

inspection is located outside the AOA or SIDA area, the regulatory agency can directly enter the site. The ACAA Environmental Department, ACAA associated project manager, lead contractor project manager(s), and construction manager (if applicable) must be immediately notified of any scheduled or unscheduled regulatory inspection. ACAA must be present at the time of any regulatory inspection.

Regulatory inspectors shall not be harassed, intimidated, or abused during or after the inspection process. Regulatory inspectors shall follow safety and PPE requirements and during the inspection process.

## G. APPENDICES

## **APPENDIX -I**

### **Site Specific Safety Plan: Submittal Template**

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# Site Specific Safety Plan

## *Submittal Template*

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<b>Contractor:</b>	
<b>Company Representatives:</b>	
<b>Subcontractors:</b>	
<b>Date:</b>	
<b>Contract:</b>	

**A Corporate Safety Plan will not be accepted as a Site-Specific Safety Plan.**

**Only the following documents or equivalent will be accepted.**

## Contractor Site Specific Safety Plan Submittal Checklist

<b>PRIOR TO BEGINNING WORK</b> <b><u>THE CONTRACTOR SHALL SUBMIT THE FOLLOWING:</u></b>	COMPLETE	NON-APPLICABLE
<b>1. <u>General Overview per the Scope of Work:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. <u>List and Description of Activities per Scope of Work:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. <u>Schedule of Activities per Scope of Work:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. <u>Contact Information of Key Site Personnel:</u></b> Includes Executive Management, Project Manager, Superintendent, Foremen, Environmental, Health, and Safety Professional, etc.	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>5. <u>Competent Persons Training Log:</u></b></p> <ul style="list-style-type: none"> <li>- List all trained competent persons that will be on site as required due to the activities included in the scope of work.</li> <li>- Submit information on the attached Competent Persons Training Log.</li> <li>- Verification shall include training cards and/or rosters of employees on company letterhead including all employees have been trained in accordance with OSHA standards for and activities listed in the contractor's scope of work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6. <u>Equipment Operators Training Log:</u></b></p> <ul style="list-style-type: none"> <li>- List all trained qualified equipment operators who operate equipment that will be on site as required due to the activities included in the scope of work.</li> <li>- Submit information on the attached Equipment Operators Training Log.</li> <li>- Verification shall include training cards or rosters of employees on company letterhead including all employees have been trained in accordance with OSHA standards for and activities listed in the contractor's scope of work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7. <u>Mobile and Mechanized Equipment Log:</u></b></p> <ul style="list-style-type: none"> <li>- List all mobile equipment that will be onsite for any duration of time per contractors' scope of work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>8. <u>Master Chemical and Substance Inventory Log:</u></b></p> <ul style="list-style-type: none"> <li>- Provide a project specific Master Chemical and Substance Inventory Sheet for all chemicals that will be on site. Safety Data Sheets (SDS) are required for each chemical listed on the SDS Substance Inventory Sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9. <u>Demolition Plan:</u></b></p> <ul style="list-style-type: none"> <li>- If required by scope of work</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>10. <u>Fall Protection Plan:</u></b></p> <ul style="list-style-type: none"> <li>- If required by scope of work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>11. <u>Silica Control Plan:</u></b>          - If required by scope of work.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>12. <u>Traffic Control Plan:</u></b>          - If required by scope of work.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>13. <u>Crane Operations:</u></b>          - In addition to the Air Spacing Request Form and FFA Form 7460, the following must be submitted prior to a crane arriving on site:          - Annual Crane Inspection          - Third Party Crane Inspection          - Crane Lift Plans must be documented and submitted to the CM prior to operation.          - For any critical lift, the Crane Lift Plan must be provided to CM and ACAA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>14. <u>Activity Hazard Analysis:</u></b>          - Complete an AHA for each activity listed in the contractor's scope of work from section 2.</p>	<input type="checkbox"/>	<input type="checkbox"/>

## 1.) General Overview per the Scope of Work

## 2.) List and Description of Activities per Scope of Work

(Break the project down into several key activities associated with the overall scope)

1.)
2.)
3.)
4.)
5.)

### 3.) Schedule of Activities per Scope of Work

(Schedule may be submitted on company letterhead in original format)

1.)
2.)
3.)
4.)
5.)
6.)
7.)
8.)
9.)
10.)
11.)
12.)



## 5.) Competent Persons Training Log

(Please indicate your company's "Competent Person" for each section below)

(OSHA defines a "competent person" as one who is capable of identifying existing & predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.)

(For verification, please attach all certifications and training documentation)

Competent Person Category	Required by Scope	Name(s)	Qualification Type	Verification Documentation Attached
General Safety:	<input type="checkbox"/>			<input type="checkbox"/>
PPE:	<input type="checkbox"/>			<input type="checkbox"/>
Material Handling & Storage:	<input type="checkbox"/>			<input type="checkbox"/>
Loading / Unloading Materials:	<input type="checkbox"/>			<input type="checkbox"/>
Welding and Cutting:	<input type="checkbox"/>			<input type="checkbox"/>
Electrical:	<input type="checkbox"/>			<input type="checkbox"/>
Scaffolds:	<input type="checkbox"/>			<input type="checkbox"/>
Fall Protection:	<input type="checkbox"/>			<input type="checkbox"/>
Cranes, Forklifts & Motorized Equipment:	<input type="checkbox"/>			<input type="checkbox"/>
Trenches and Excavations:	<input type="checkbox"/>			<input type="checkbox"/>
Concrete Construction:	<input type="checkbox"/>			<input type="checkbox"/>
Masonry:	<input type="checkbox"/>			<input type="checkbox"/>
Demolition:	<input type="checkbox"/>			<input type="checkbox"/>

Competent Person Category	Required by Scope	Name(s)	Qualification Type	Verification Documentation Attached
Steel Erection:	<input type="checkbox"/>			<input type="checkbox"/>
Blasting:	<input type="checkbox"/>			<input type="checkbox"/>
Asbestos:	<input type="checkbox"/>			<input type="checkbox"/>
Silica Work:	<input type="checkbox"/>			<input type="checkbox"/>
Respiratory Protection:	<input type="checkbox"/>			<input type="checkbox"/>
Confined Spaces:	<input type="checkbox"/>			<input type="checkbox"/>
First Aid and CPR:	<input type="checkbox"/>			<input type="checkbox"/>
OSHA 30 Hour Construction:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>

## 6.) Equipment Operators Training Log

(Please indicate your company's trained and qualified equipment operators for each section below as per your scope of work)

(For verification, please attach all certifications and training documentation)

Qualified Operator Category	Required by Scope	Name(s)	Qualification Type	Verification Documentation Attached
Scissor Lifts:	<input type="checkbox"/>			<input type="checkbox"/>
Articulating Boom Lifts:	<input type="checkbox"/>			<input type="checkbox"/>
Mobile Cranes:	<input type="checkbox"/>			<input type="checkbox"/>
Tower Cranes:	<input type="checkbox"/>			<input type="checkbox"/>
Certified Riggers:	<input type="checkbox"/>			<input type="checkbox"/>
Certified Signal Persons:	<input type="checkbox"/>			<input type="checkbox"/>
Rough Terrain Forklifts and Telehandlers:	<input type="checkbox"/>			<input type="checkbox"/>
Powder Actuated Tools:	<input type="checkbox"/>			<input type="checkbox"/>
Swing Stage Scaffolds:	<input type="checkbox"/>			<input type="checkbox"/>
All Mobile Equipment:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>
Other:	<input type="checkbox"/>			<input type="checkbox"/>

## 7.) Mobile and Mechanized Equipment Log

(List all equipment that will be brought onsite for any duration of time)

1.) Type of Equipment:	Identification Number:
2.) Type of Equipment:	Identification Number:
3.) Type of Equipment:	Identification Number:
4.) Type of Equipment:	Identification Number:
5.) Type of Equipment:	Identification Number:
6.) Type of Equipment:	Identification Number:
7.) Type of Equipment:	Identification Number:
8.) Type of Equipment:	Identification Number:
9.) Type of Equipment:	Identification Number:
10.) Type of Equipment:	Identification Number:
11.) Type of Equipment:	Identification Number:
12.) Type of Equipment:	Identification Number:



## 9.) Demolition Plan

**(If required by scope of work, please attach documentation)**

## 10.) Fall Protection Plan

**(If required by scope of work, please attach documentation)**

## 11.) Silica Control Plan

**(If required by scope of work, please attach documentation)**

## 12.) Traffic Control Plan

**(If required by scope of work, please attach documentation)**

## 13.) Crane Operations

**(If required by scope of work, please attach documentation for the items listed below)**

- 1.) **FAA Form 7460**
- 2.) **ACAA Equipment/Crane Air Spacing Form**
- 3.) **Annual Crane Inspection (To be submitted prior to crane being brought on site)**
- 4.) **Third Party Crane Inspection (To be submitted prior to crane being brought on site)**
- 5.) **Crane and Overhead Lift Plan (To be submitted prior to crane lift)**

## 14.) Complete Activity Hazard Analysis

(Complete a separate AHA form for each activity listed in the scope of work from **Section 2**)

<b>JOB:</b> (Task to be Completed)			
<b>DATE:</b>		<b>SUPERVISOR IN CHARGE:</b>	
<b>CONTRACTOR:</b>		<b>PREPARED BY:</b>	
<b>JOB LOCATION:</b>		<b>SUBMITTED BY:</b>	
<b>JOB PROCEDURE:</b>	<b>POTENTIAL HAZARDS:</b>	<b>CONTROLS:</b>	
<b>TOOLS AND EQUIPMENT:</b>	<b>INSPECTION REQUIRMENTS:</b>	<b>TRAINING REQUIRMENTS:</b>	

**APPENDIX - II****ACAA Confined Space Entry Permit**

**Allegheny County Airport Authority**  
**CONFINED SPACE ENTRY PERMIT**

Contact Fire Department at (412) 472-5604 prior to entry.

*Initial testing shall be completed at the top, middle, and bottom levels of the space to ensure the atmosphere is safe for entry. Entry shall be denied if any reading is outside the acceptable limits.*

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time of Entry: \_\_\_\_\_ (AM) / (PM)

Location of Confined Space: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Name of Attendant: \_\_\_\_\_ Phone Number of Attendant: \_\_\_\_\_

Name of Entrant(s): \_\_\_\_\_

Company or Department: \_\_\_\_\_

**EQUIPMENT CHECKLIST**

Direct Reading Gas Monitor (calibrated) _____	Ventilation Equipment (if necessary) _____
Lockout/Tagout Completed (if necessary) _____	Personnel Training Current _____
Safety Harness & Lifeline _____	Retrieval Equipment _____
Personal Protective Equipment _____	Communications Equipment _____
Warning Signs/Barrier Tape _____	Lighting Equipment _____

**INITIAL SPACE MONITORING** Conducted by: \_\_\_\_\_

Substance	Acceptable Limits	Top-Level	Mid-Level	Bottom-Level
Oxygen (O2)	19.5 – 23.5 %	%	%	%
Lower Explosive Limit	less than 10%	%	%	%
Carbon Monoxide (CO)	less than 35 ppm	ppm	ppm	ppm
Hydrogen Sulfide (H2S)	less than 10 ppm	ppm	ppm	ppm

*We have reviewed the work authorized by this permit and agree all required equipment is present and all necessary precautions and control measures have been taken to ensure safe entry and exit.*

**SIGNATURES REQUIRED**

Entrant(s) \_\_\_\_\_

Attendant: \_\_\_\_\_ Entry Supervisor: \_\_\_\_\_

ACAA Fire Department: \_\_\_\_\_



**APPENDIX - III**

**ACAA Trench / Excavation Inspection Form**

**Allegheny County Airport Authority**

**TRENCH INSPECTION FORM**

Contact Fire Department at (412) 472-5604 prior to entering trench.

*This form must be completed prior to entering a trench on ACAA property. This form must be maintained in the vicinity of the trench while it is occupied.*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Valid From: \_\_\_\_\_ (AM) / (PM) To: \_\_\_\_\_ (AM) / (PM)

ACAA Fire Dept Rep: \_\_\_\_\_ Location of Trench: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Company or Department: \_\_\_\_\_ Representative / Competent Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Current Weather Conditions: \_\_\_\_\_

**DIMENSIONS OF TRENCH**

Depth: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Soil Test (Yes): \_\_\_\_ (No): \_\_\_\_ Soil Type (A): \_\_\_\_ (B): \_\_\_\_ (C): \_\_\_\_ (Solid Rock): \_\_\_\_ *Untested soil will be Type C*

**UTILITY LOCATIONS IDENTIFIED**

Water:	Electric:	Sewer:
Gas:	Phone:	Other:

**HAZARDS**

Saturated soil or standing water	Y / N	Cracked or fissured walls	Y / N	Bulging walls	Y / N	Floor heaving	Y / N
Frozen soil	Y / N	Super-imposed loads	Y / N	Vibration	Y / N	Depth greater than 10 feet	Y / N
Equipment running above excavation	Y / N	Soil pile or equipment less than 2 feet from the edge	Y / N	Trench properly barricaded:	Y / N	Other:	Y / N

**OTHER PERMITS REQUIRED**

Confined Space	Y / N	Hot Work	Y / N	Lockout / Tagout	Y / N	Other	Y / N
----------------	-------	----------	-------	------------------	-------	-------	-------

**PROTECTION METHODS**

Sloping	Degree	Benching must be (4H:1V)	Shoring	Type
Trench Box	Ladders within 25' of work	Ladders extend 3' above trench	Other	

This form is only valid for the date, time, location, and individual(s) for which it was authorized.  
Return completed form to ACAA Safety Department  
Allegheny County Airport Authority

**APPENDIX -IV****ACAA Hot Work Permit**

**Allegheny County Airport Authority**

**HOT WORK PERMIT**

Contact Fire Department at (412) 472-5604 prior to hot work.

*This form must be completed prior to hot work activities. This form must be maintained in the vicinity of the hot work activity and remain available for at least 30 minutes following the hot work.*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid From: \_\_\_\_\_ (AM) / (PM) To: \_\_\_\_\_ (AM) / (PM)

Location of Hot Work: \_\_\_\_\_

Nature of Hot Work: \_\_\_\_\_

Name of Fire Watch: \_\_\_\_\_ Title: \_\_\_\_\_

Company or Department: \_\_\_\_\_ Phone Number of Fire Watch: \_\_\_\_\_

List any potential fire hazards within 35 feet of work site:

\_\_\_\_\_

Fire prevention measures to be taken:

\_\_\_\_\_

Fire extinguisher size & type:

\_\_\_\_\_

**FIRE DEPARTMENT AUTHORIZATION**

*I verify the above location has been inspected and the necessary precautions have been taken to prevent fire and/or explosion and thereby authorize this work.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOT WORK COMPLETION**

Hot Work was concluded at (Time) \_\_\_\_\_ (AM) / (PM) on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Fire Watch was concluded at (Time) \_\_\_\_\_ (AM) / (PM) on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

*I attest that all provisions of this Hot Work Permit have been satisfied.*

Fire Watch Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This permit is only valid for the date, time, location, and individual(s) for which it was authorized.  
Return completed form to ACAA Safety Department  
Allegheny County Airport Authority

**APPENDIX - V**

**FAA Form 7460**

All crane and equipment coordination with the ACAA is required to submit an **Equipment/ Crane Air spacing Form** in addition to submitting a **FAA 7460 form**.

The Equipment/ Crane air spacing form must be submitted a minimum of 3 business days prior to the requested date(s) of usage.

**FAA form 7460** (latest edition)

Current form can be downloaded at:

<https://www.faa.gov/forms/index.cfm/go/document.information/documentID/186273>

**ACAA Equipment/Crane Air spacing Form**

The current Equipment/Crane Air spacing form can be downloaded at:

<https://flypittsburgh.com/acaa-corporate/doing-business/forms/>

**NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION**

**§ 77.7 Form and time of notice.**

- (a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460-1, Notice of Proposed Construction or Alteration. FAA Form 7460-1 is available at FAA regional offices and on the Internet.
- (b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.
- (c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.
- (d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.
- (e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460-1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

**§ 77.9 Construction or alteration requiring notice.**

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

- (a) Any construction or alteration that is more than 200 ft. AGL at its site.
- (b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:
  - (1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.
  - (2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

- (1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;
- (2) A military airport under construction, or an airport under construction that will be available for public use;
- (3) An airport operated by a Federal agency or the DOD.
- (4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

- (1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;
- (2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;
- (3) Any construction or alteration for which notice is required by any other FAA regulation.
- (4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177  
Fax: (817) 222-5920

Website: <https://oeaaa.faa.gov>

INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at <http://store.usgs.gov>. If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

Paperwork Reduction Work Act Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0001. Public reporting for this collection of information is estimated to be approximately 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are mandatory for anyone proposing construction or alteration that meets the criteria contained in 14 CFR 77. This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



**APPENDIX - VI**

**ACAA Equipment / Crane Air Spacing Form**

**ACAA Equipment/Crane Air Spacing Form**



ALLEGHENY COUNTY AIRPORT AUTHORITY  
PITTSBURGH INTERNATIONAL AIRPORT  
ALLEGHENY COUNTY AIRPORT

Landside Terminal, 4th Floor Mezz  
Room L4470  
PO Box 12370  
Pittsburgh PA 15231

**EQUIPMENT/ CRANE  
AIRSPACING REQUEST FORM**

Please complete and submit this form a minimum of three (3) business days **prior** to the requested date(s). This form must be submitted by email to the Allegheny County Airport Authority for review. No work may occur until written authorization has been received from the Allegheny County Airport Authority. Please email requests to [aebing@mec4cm.com](mailto:aebing@mec4cm.com) and [sclendaniel@mec4cm.com](mailto:sclendaniel@mec4cm.com) and CC: [woodrow@flypittsburgh.com](mailto:woodrow@flypittsburgh.com), [psaxon@flypittsburgh.com](mailto:psaxon@flypittsburgh.com), [nschubel@flypittsburgh.com](mailto:nschubel@flypittsburgh.com), and [jbezek@flypittsburgh.com](mailto:jbezek@flypittsburgh.com).

Contact Information: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Work Site Address: \_\_\_\_\_ Site Emergency Contact: \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 \_\_\_\_\_

Crane/ Equipment Location: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
 (Example: N40°21'26.32") (Example: W80°14'11.07")

**Crane/ Equipment Information:**

Crane/ Equipment Ground Elevation: \_\_\_\_\_

Maximum Boom Height: \_\_\_\_\_ Working Boom Height: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPENDIX - VII****PA DEP FORM 3150-PM-BWEW0228**

**CHAPTER 102 VISUAL SITE INSPECTION REPORT**

**GENERAL INFORMATION**

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_ AM / PM Inspection No.: \_\_\_\_\_

Inspection Type: \_\_\_\_\_ Precipitation in Previous 24 hours: \_\_\_\_\_ inches

Current Site Conditions:  Active Earth Disturbance  Fully Stabilized  Snow Covered

Current Weather Conditions:  Rain/Sleet/Snow  Overcast  Sunny/Partly Sunny

Permittee Name: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

Permittee Address: \_\_\_\_\_ Inspector Phone: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Inspector Firm: \_\_\_\_\_

Project Name: \_\_\_\_\_ Inspector Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Permit Type:  PAG-02  IP  ESCGP  ESP Permit No.: \_\_\_\_\_

**INSPECTION INFORMATION**

Areas for Inspection	Check if inspected	Problems Observed
1. Areas that have been cleared and grubbed, graded, excavated, or otherwise disturbed and are not yet stabilized.	<input type="checkbox"/>	
2. BMPs installed to comply with permit.	<input type="checkbox"/>	
3. Material, waste, borrow and equipment storage and maintenance areas covered by permit or E&S Plan approval.	<input type="checkbox"/>	
4. Areas where stormwater flows within the site, including drainageways designed to divert, convey and/or treat stormwater.	<input type="checkbox"/>	
5. Discharge points on-site.	<input type="checkbox"/>	
6. Locations where stabilization measures have been implemented.	<input type="checkbox"/>	
Questions	Check One	
7. Are the approved E&S Plan and drawings available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Are the approved PCSM Plan and drawings available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Are E&S BMPs properly installed, operational, and working as intended?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Are PCSM BMPs properly installed, operational, and working as intended?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Questions	Check One	

11. Has a PPC Plan been prepared, implemented, and available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Is all earth disturbance within the permitted limit of disturbance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Have all disturbed areas in which disturbance has ceased for more than 4 days been stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Is the approved construction sequence being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Are areas intended for PCSM BMPs being protected from compaction and sediment laden runoff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16. For Questions 7 through 15, explain any answers of "No" in the space below or on a separate sheet.	
17. Are there signs of visible accelerated erosion and sedimentation due to discharges from the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. Are there any unauthorized non-stormwater discharges occurring from the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Do stormwater discharges, if occurring during inspection, contain floating solids, foam, scum, sheen, or substances that result in observed deposits or produce an observable change in the color, taste, odor or turbidity of the receiving water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Were any instances of non-compliance observed during the inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. For Questions 17 through 20, explain any answers of "Yes" in the space below or on a separate sheet.	
22. Are critical stages of implementation of the PCSM Plan occurring at the time of inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. If No. 22 is "Yes", is or was a licensed professional present on-site and responsible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has any fill material excavated on-site, imported to the site, or exported from the site been tested for clean fill since the last inspection? (if "Yes" attach Form FP-001 to this report)	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Identify the names and addresses of all new operators that have commenced work on the project site since the last inspection was conducted (see 25 Pa. Code § 102.1 for the definition of "operator").	
Name: _____	Name: _____
Address: _____	Address: _____
City, State, ZIP: _____	City, State, ZIP: _____
For new operators listed above, has the Transferee/Co-Permittee Application been completed and submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. <b>Corrective Action</b> – Describe any corrective actions that should be taken by the permittee to comply with the permit.	
27. Have photograph(s) been taken during the inspection and are attached to this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Are additional pages attached to this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify under penalty of law (see 18 Pa. C.S. § 4904 (relating to unsworn falsification)) that the information reported herein was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the information, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

---

**Inspector Signature**

---

**VI. Date of Signature**

**APPENDIX - VIII****Incident Investigation Form**

To be completed by **Responsible Contractor**

Person completing this report:		Title:	
Current Date:			
Incident Only: <input type="checkbox"/>	Injury: <input type="checkbox"/>	Near Miss: <input type="checkbox"/>	
Date of Incident:	Time of Incident:	Time employee started work:	
Years experience on the job:	Occupation or Job Title:		
Injured Employee's Name:	Injured Employee's Age:		

What was the employee doing when the incident occurred? \_\_\_\_\_

\_\_\_\_\_

Was this work a regularly assigned task:  Yes  No

Has the employee performed this job previously:  Yes  No

Was an AHA review or pre-task planning conducted prior to the incident:  Yes  No

By: \_\_\_\_\_

Witness(es) to the incident: \_\_\_\_\_

**(Attach witness incident reports with this document)**

Exact location of incident: \_\_\_\_\_

**Describe in detail how the incident occurred:**

Be specific as to what happened, who was involved, what, where, when, why, how.

Describe the sequence of events - include equipment, objects, substances, or personnel that may have contributed to the incident.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Page 2 of 3

Type of injury: \_\_\_\_\_

Body Part(s) affected: \_\_\_\_\_

Was medical treatment provided at the scene:  Yes  No

By whom: \_\_\_\_\_

Was transport provided at the scene:  Yes  No

List medical facility: \_\_\_\_\_

By:  Ambulance  Self  Co-worker  Supervisor

**Upon reviewing the accident scene and taking statements from the injured employee and witnesses, it has been determined the cause(s) of the incident are:**

Please list all possible contributing factors, the attached checklist will help you through this process and additionally attach any relevant photos

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What could have prevented the incident:**

Ask the injured, co-workers, witnesses, safety committee rep, etc. List all PPE, procedures, equipment, training, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What will be done to prevent a similar incident in the future:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**Check All that Apply**

**PART of BODY INJURED or AFFECTED**

- |                                       |                                |                                  |                                    |                                 |                                    |                                |
|---------------------------------------|--------------------------------|----------------------------------|------------------------------------|---------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Skull, Scalp | <input type="checkbox"/> Jaw   | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Shoulder  | <input type="checkbox"/> Wrist  | <input type="checkbox"/> Knee      | <input type="checkbox"/> Foot  |
| <input type="checkbox"/> Eye          | <input type="checkbox"/> Neck  | <input type="checkbox"/> Back    | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Hand   | <input type="checkbox"/> Thigh     | <input type="checkbox"/> Toe   |
| <input type="checkbox"/> Nose         | <input type="checkbox"/> Spine | <input type="checkbox"/> Pelvis  | <input type="checkbox"/> Elbow     | <input type="checkbox"/> Finger | <input type="checkbox"/> Lower Leg | <input type="checkbox"/> Ankle |
| <input type="checkbox"/> Mouth        | <input type="checkbox"/> Chest | <input type="checkbox"/> Forearm | <input type="checkbox"/> Hip       | <input type="checkbox"/> Other  |                                    |                                |

**CONTRIBUTING FACTORS**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Close Clearance/Congestion    | <input type="checkbox"/> Floors/Work Surfaces            | <input type="checkbox"/> Inadequate Housekeeping    | <input type="checkbox"/> Defective Tools/Equipment/Vehicle |
| <input type="checkbox"/> Hazardous Placement           | <input type="checkbox"/> Inadequate Ventilation          | <input type="checkbox"/> Equipment Failure          | <input type="checkbox"/> Illumination                      |
| <input type="checkbox"/> Inadequate Warning System     | <input type="checkbox"/> Equipment/Workstation Design    | <input type="checkbox"/> Inadequate Guards/Barrier  | <input type="checkbox"/> Inadequate/Improper PPE           |
| <input type="checkbox"/> Abuse or Misuse               | <input type="checkbox"/> Inadequate Supervision          | <input type="checkbox"/> Inadequate Purchasing      | <input type="checkbox"/> Inadequate Engineering            |
| <input type="checkbox"/> Inadequate Maintenance        | <input type="checkbox"/> Wear and Tear                   | <input type="checkbox"/> Lack of Knowledge/Training | <input type="checkbox"/> Inadequate Capacity               |
| <input type="checkbox"/> Failure to Make Secure        | <input type="checkbox"/> Under Influence Drugs/Alcohol   | <input type="checkbox"/> Failure to Warn/Signal     | <input type="checkbox"/> Nullifies Safety/Control Device   |
| <input type="checkbox"/> Horseplay/Distractive Action  | <input type="checkbox"/> Operating at Improper Speed     | <input type="checkbox"/> Used Equipment Improperly  | <input type="checkbox"/> Improper Lifting                  |
| <input type="checkbox"/> Operating Procedure Deviation | <input type="checkbox"/> Running/Rushing/Acting in Haste | <input type="checkbox"/> Improper Loading           | <input type="checkbox"/> Unauthorized Actions              |
| <input type="checkbox"/> Used Wrong Tool/Equipment     | <input type="checkbox"/> Improper Technique              | <input type="checkbox"/> Improper Position          | <input type="checkbox"/> Servicing/Operating Equipment     |
| <input type="checkbox"/> Other                         |  |   |  |

**PREVENTATIVE MEASURES: (What corrective actions have been taken or are planned to prevent a recurrence?) Specify below.**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Improve Enforcement            | <input type="checkbox"/> Improve Clean-up Procedures   | <input type="checkbox"/> Repair/Replace Equipment            | <input type="checkbox"/> Corrective Counseling (Specify Below)      |
| <input type="checkbox"/> Improve Storage/Arrangement    | <input type="checkbox"/> Rotation of Employee          | <input type="checkbox"/> Eliminate Congestion                | <input type="checkbox"/> Improve/Change Work Method (Specify Below) |
| <input type="checkbox"/> Identify/Improve PPE           | <input type="checkbox"/> Install/Revise Guards/Devises | <input type="checkbox"/> Task Analysis to be Completed (JSA) | <input type="checkbox"/> Task Analysis/Procedure Revision           |
| <input type="checkbox"/> Improve Design/Construction    | <input type="checkbox"/> Job Reassignment of Employees | <input type="checkbox"/> Use Other Materials/Supplies        | <input type="checkbox"/> Improve Illumination                       |
| <input type="checkbox"/> Mandatory Pre-Job Instructions | <input type="checkbox"/> Improve Ventilation           | <input type="checkbox"/> Reinstruction of Employees          | <input type="checkbox"/> Other                                      |

**SPECIFIC CORRECTIVE ACTIONS or PREVENTATIVE MEASURES TAKEN**

<u>Corrective Action</u>	<u>Person Responsible</u>	<u>Target Date</u>	<u>Date Completed</u>

**APPENDIX - IX**

**Post Incident Reflection Document**

---

# Post Incident Reflections

---

**Title:**

**Focus Category:**

**Date:**

**Project Name:**

**Description of Incident:**

**Critical factors that led to the incident:**

- -
- -
- -

**Primary and contributory root cause(s):**

- -
- -
- -

**Corrective action(s):**

- -
- -
- -

**The key message(s) identified from this incident:**

- -
- -
- -

**APPENDIX - X****Allegheny County Airport Authority – Contact List**

---

**Allegheny County Airport Authority – Contact List**

## Engineering Department

- (412) 758-0032 - Tullio Petito, Construction Inspector
- (412) 419-7284 - Mark Usenicnik, Construction Manager

## Environmental Department

- (412) 377-8958 - Michele Meanor, Environmental Programs Administrator
- (412) 500-1553 - Michon Budziszewski, Manager, Environmental Services

## Fire Department

- (412) 472-5604 - General Line

## Operations Department

- (412) 472-5630 - Duty Manager, General Line

## Safety Department

- (412) 551-4693 - Danny Urtz, Safety Manager
- (412) 638-6993 - Scot Ben, Safety Manager

## Police Department

- (412) 472-5510 - General Line

## Facilities Maintenance Department

- (412) 472-3500 - General Line

## Field Maintenance Department

- (412) 472-5657- General Line

## Central Services

- (412) 472-5765 - General Line

## Allegheny County Police Department

- (412) 472-5576 - Non - Emergency