Cayman Islands Airports Authority

SMS Works Safety Plan

Project:		
CIAA Project Manager:	**Contractor:**	
Works Plan Reference Number: CIAA/WSP –		
Submission Date:	**Approval Date:**	**Approved by :**

1.	**Scope of Project**
i.	**Area / Location of Work:**
ii.	**Type of equipment to be used:**
iii.	**Proposed subcontractor requirements (equipment/vehicles):**
iv.	**Number of workers per phase of project**
v.	**Requirement to drive on airside**:
vi.	**Requirement for access ID's:**
vii.	**Impact on surrounding areas and/or operations:**

2. Quality Assurance Methodology

i. Project approval notification to all departments assigned to:

ii. Notifications shall be issued no less than 48 hours prior to start of project and include the following agencies:

- ☐ ANS
- ☐ Engineering and Projects
- ☐ ICS
- ☐ Airport Operations
- ☐ Safety
- ☐ Security
- ☐ ARFFS
- ☐ Island Air
- ☐ MRCU
- ☐ Tenants
- ☐ Airlines

iii. Contractor briefed on applicable CIAA requirements by: _____

- ☐ SMS Manual Requirements
- ☐ Airside Safety and Security Brief
- ☐ Airside Vehicle Operation Program
- ☐ Apron Management Procedures
- ☐ Wildlife Hazard Management Procedures
- ☐ Security Access Pass Program
- ☐ Airport Works Permit
- ☐ Airside Works Permit
- ☐ Hot Works Permit
- ☐ Electrical Works Permit
- ☐ Fire Alarm System Notification of Impairment

iv.	**Project commencement process:**
	➢ Confirmation of contractor able to meet project technical standards verified by:
	➢ Meeting date and time for management team discussion of project:
	➢ Coordination Process :
	- Identification of contractor project manager:
	- Contractor / Subcontractor point-of-contact:
	- Site manager point-of-contact:
	- Progress reports arrangements: updates, on-site reviews:
	- Change management procedure(notifications, etc):

3.	**Detail of Works**
i.	In-brief date:
ii.	Initial site visit date:
iii.	Project commencement date:
iv.	Project phasing dates:
v.	Project completion date (estimated):
vi.	Acceptance inspection date:
vii.	Out-brief date:

4.	**Project conclusion process:**
	➢ Acceptance Inspection by:
	➢ Out-brief meeting to be held by:
	➢ Contract conclusion arrangements :
	- Acceptance sign-off
	- Release of Reserved payments

Safety Management Systems

Works Compliance Requirements

Details of Work to be performed (include diagrams or maps)-

Quality Assurance Milestones-

Daily Schedule of Works (include dates and times)-

Safety Management Systems

Risk Analysis Charts

Personnel Risks

Hazard	RISK	S	L	R	MITIGATION	S	L	R	Completed

Aviation Related Risks

Hazard	RISK	S	L	R	MITIGATION	S	L	R	Completed

Risk Analysis Procedures

The purpose of identifying the hazards and assessing the risks associated with those hazards is to determine whether enough has been done to prevent an incident or accident that may lead to fatalities, injuries and ill health, and/or damage to aircraft. A Risk assessment is performed on each project by the Contractor and reviewed by the Senior Manager Safety Management Systems. A thorough explanation of the process can be found in the CIAA Safety Management Systems Manual. The following steps are a brief example of Risk management and how it can be used to keep the risks at a level as low as reasonably practicable.

Step 1- For each process or phase of a project; consider the associated hazards in performing each task(S);
(i.e. Working at high elevations)

Step 2- For each hazard listed, consider the risks involved(L);
(i.e. Fall off scaffolding and break leg, tools fall off and hit passerby below)

Step 3- Estimate the severity of the consequences of the hazard occurring (see chart 1);

Step 4- Estimate the likelihood of a hazard occurring
(see chart 2);

Step 5- Evaluation of risk- using chart 3 see where the previous 2 numbers intersect and this will give you your assessment code;

Step 6- Mitigation of risk- lookup assessment code on legend chart 4 and this will tell you level of management intervention required;

Step 7- Development of mitigation plan- based on the information just derived, management would develop a plan to mitigate the hazard to a level as low as reasonably practicable for the operation and then perform a new residual risk assessment.

Qualitative Measures of Severity

Level	Descriptor	Description
1	Negligible	Little consequence USD $100,000.00
2	Minor	Use of emergency procedures Minor incidents
3	Major	Serious incident Injury to persons
4	Hazardous	Serious injury or death to a number of people Major equipment damage
5	Catastrophic	Equipment destroyed Multiple deaths

Chart 2- Qualitative Measures of Likelihood

Level	Descriptor	Description
5	Frequent	Likely to occur many times (Has occurred frequently)
4	Occasional	Likely to occur some times (Has occurred infrequently)
3	Remote	Unlikely, but possible to occur (Has occurred rarely)
2	Improbable	Very unlikely to occur (Not known to have occurred)
1	Extremely Improbable	Almost inconceivable that the event will occur 1 in 1 Billion Flights or Flight Hours

Chart 3- Risk Assessment Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost certain	5	M	H	E	E	E
Likely	4	M	H	H	E	E
Possible	3	L	M	H	E	E
Unlikely	2	L	L	M	H	E
Rare	1	L	L	M	H	H

Chart 4- Legend

E	Extreme risk, immediate action red
H	High risk, senior management attention needed
M	Moderate risk, management responsibility must be specified
L	Low risk; manage by routine procedures

Works Safety Plan De-Brief

(To be completed by Project Manager)

1. Did contractor comply with safety precautions as specified in the plan?

   _____
   _____
   _____
   _____

2. Were any additional Safety measures necessary that were not in the plan?

   _____
   _____
   _____
   _____

3. Were the necessary CIAA Sections and personnel aware of the work being done?

   _____
   _____
   _____
   _____

4. Did Contractor follow the work schedule as outlined in the plan?

   _____
   _____
   _____
   _____

5. When the work was completed was area/equipment properly inspected by appropriate sections/ personnel before being brought back to service?

   _____
   _____
   _____
   _____