



COSA Aviation Department & Safety Division

Contractor Safety Plan Requirements

A COSA Code of Ordinances/Safety compliant Safety Plan is a written document that describes the process for identifying the physical and health hazards that could harm workers, procedures to prevent accidents, and steps to take when accidents occur.

The written safety plan is your blueprint for keeping workers safe. Many organizations compile their activity-specific safety plans into a single safety manual. Below are minimum requirements that San Antonio International Airport – Safety Division requires to be in the safety plan derived from the various federal requirements. Our requirements do not supersede OSHA but may add to any requirements that COSA Code of Ordinances has established to include Airport Rules and Regulations. ([Airport Rules and Regulations](#))

NOTE: The Safety Plan can include additional information as necessary, i.e., job specific plan that addresses specific hazards and risk mitigation measures.

1. Signature Page showing who prepared the plan and who approved the plan.
2. Background Information (Contractor's Name, Address and Telephone, Contract Project Number, Project Name, Project Purpose/Scope)
3. Safety and Health Policy
4. Responsible Persons/ Project lines of Authority
5. Any Subcontractors and Suppliers
 - a. Will they follow your safety plan or have a plan of their own?
 - b. If subcontractor and/or supplier have their own safety plan, SAT Safety Division will need a copy of that plan at least 10 days prior to project start.
6. Training and Communications (General and Site Specific) COSA Safety, Emergency Response, Personal Protective Equipment (PPE), Fall Protection, etc.
7. Safety and Health Inspections (Management and Supervisory/Jobsite Supervisor)
 - a. Point of Contact for Aviation Safety Division if unsafe conditions or circumstances are present.
 - b. Smoking is only authorized in designated areas
 - c. Alcohol (opened or unopened) is not authorized on job sites.
8. Accident Reporting Procedures
 - a. **Primary is Airport Communication Center (210-207-3433) in the event of an emergency. If the Communication Center cannot be reached, then dial 911.**
 - b. Notify Aviation Safety Division within 24 hours of any accidents, injuries, or fatalities at the Safety Hotline 210-207-1600.



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- c. If hazardous spills occur on airport property, immediately notify the Environmental section at 210-207-3862, and the Communication Center at 210-207-3433.
9. Medical/Fire/Police Support
 - a. Onsite support
 - b. Offsite support
 - c. Local medical facility to use in case of an emergency
10. Personal Protective Equipment (PPE)
 - Any Hazard Assessments conducted identifying/requiring pertinent PPE (Head Protection, Eye Protection, Hearing Protection, Respiratory, Fall Protection, etc.)
11. Additional Plans required by your safety manual:
 - Emergency Response, Layout plans, Site Specific Safety and Health Plans, Spill Plans, Firefighting, HAZCOM, SDS Locations, Respiratory Protection, Abatement plans, Permit-Required/Confined Space, and any other pertinent information.
12. Site Specific Hazards and Controls: May be covered in provided plans
13. **Wildlife Management:** Contact Marcus Machemehl at 210-207-1663, or email marcus.machemehl@sanantonio.gov prior to beginning any work on airport property.

Safety Division Email: safetyreports@sanantonio.gov

Safety Hotline: 210-207-1600

Please direct any questions to the Aviation Department Safety Division below:

Lenny Irwin, CSHS

Airport Safety Manager

210-207-3511

lenny.irwin@sanantonio.gov

Mario Diaz

Airport Safety Analyst

210-207-1664

mario.diaz@sanantonio.gov

Warren Johnson

Airport Safety Analyst

210-207-3521

warren.johnson@sanantonio.gov