



Contractor Safety Plan Checklist

Submit safety plan to the Aviation Department - Safety Division at least 10 days before project start.

All subcontractors must comply with the Prime Contractor's safety plan or submit their own.

Required Safety Plan Elements

- ☐ Signature Page – Preparer and approver names/titles
- ☐ Background Information – Contractor name, address, phone, project number, project name/scope
- ☐ Company Safety & Health Policy
- ☐ Responsible Persons – Lines of authority, safety officers
- ☐ Subcontractors & Suppliers – Following Prime Contractor's plan OR submitted their own (Submitted 10 days prior)
- ☐ Training & Communications – Emergency response, PPE requirements
- ☐ Accident Reporting Procedures
- ☐ Point of Contact – Designated liaison with the Aviation Department – Safety Division for reporting unsafe conditions.

Jobsite Restrictions

- ☐ Smoking only in designated areas
- ☐ No alcohol (opened or unopened) on job sites

Wildlife Management (if applicable)

- ☐ Contact Marcus Machemehl before starting work – 210-207-1663 | marcus.machemehl@sanantonio.gov

Safety Division Contacts

- ☐ Email Reports: safetyreports@sanantonio.gov
- ☐ Safety Hotline: 210-207-1600
- ☐ Shawn Messer – Airport Safety Manager | 210-207-3511 shawn.messer@sanantonio.gov
- ☐ Mario Diaz – Airport Safety Analyst | 210-207-1664 | mario.diaz@sanantonio.gov