



COSA Aviation Department – Safety Division

Contractor Safety Plan Requirements

The City of San Antonio (COSA) Code of Ordinances requires a Contractor Safety Plan — a written document that identifies potential hazards, establishes preventive measures, and outlines procedures for responding to accidents, a blueprint to keep workers safe.

The COSA Aviation Department – Safety Division requires contractors to submit a safety plan that meets or exceeds the minimum standards outlined below. These requirements are derived from federal regulations, COSA Ordinances, and Airport Rules and Regulations. ([Airport Rules and Regulations](#))

Note: The COSA Aviation Department – Safety Division requirements supplement but does not replace OSHA standards or other applicable laws. If at any time it is noted that a worker/contractor is not in compliance, it may be cause for the COSA Aviation Department – Safety Division to halt all construction until everyone is compliant.

Submission Deadline

- The Job Site-Specific Safety Plan to include related hazards and mitigation controls must be submitted to and approved by the Aviation Department's Safety Division no later than 10 calendar days prior to the project start date.
- All subcontractors must comply with the Prime Contractor's Safety Plan.

Required Elements of Contractor Safety Plan

1. **Signature Page** with Name, title, and signature of the individual who prepared and approved the plan.
2. **Background Information**
 - Contractor's name, address, and phone number
 - Contract/Project number
 - Project Name, Purpose, and Scope
3. **Company's Safety and Health Policy**
4. **Responsible Personnel & Authority** – Project lines of authority and designated safety personnel at job site.
5. **Subcontractors & Suppliers**
 - List of subcontractors/suppliers and indicate whether they will follow the Prime Contractor's Safety Plan or submit their own.
 - If submitting their own plan, it must be provided to the Aviation Department – Safety Division at least 10 days prior to project start.
6. **Training & Communications** – Job Site-Specific to include:
 - **Emergency response procedures**

- **Personal Protective Equipment (PPE)** requirements to include head, eye, hearing, foot, fall protection, etc. and other relevant hazard mitigation requirements.
- **Workplace/Jobsite Restrictions**
 - Smoking permitted only in designated areas.
 - Alcohol (opened or unopened) is prohibited on all job sites.

7. Accident Reporting Procedures

- **Primary Contact:** Airport Integrated Communication Center (AICC)
 - 210-207-3433 Option #1
 - (Call 911 if Airport Communication Center is unreachable).
- **Notify Aviation Safety Division** within **24 hours** of any accident, injury, or fatality via the Safety Hotline: 210-207-1600.
- **For hazardous spills**, notify:
 - Airport Environmental Division – 210-207-3862
 - AICC – 210-207-3433

8. **Point of Contact** – Designated liaison with the Aviation Department – Safety Division for reporting unsafe conditions.

13. Additional Safety Plans (as applicable)

- Spill response plan
- Fire protection/firefighting
- Hazard Communication (HAZCOM)
- Safety Data Sheets (SDS) locations
- Respiratory protection
- Abatement plans
- Permit-required confined space procedures

15. **Wildlife Management** (if applicable) – Contact **Marcus Machemehl** at 210-207-1663 or marcus.machemehl@sanantonio.gov prior to starting work on airport property.

Aviation Department Safety Division Contact Information

Safety Hotline: 210-207-1600 | **Airport Safety Division Email:** safetyreports@sanantonio.gov

For questions, contact:

- **Shawn Messer**
Interim Airport Safety Manager – 210-207-3511 | shawn.messer@sanantonio.gov
- **Mario Diaz**
Airport Safety Analyst – 210-207-1664 | mario.diaz@sanantonio.gov