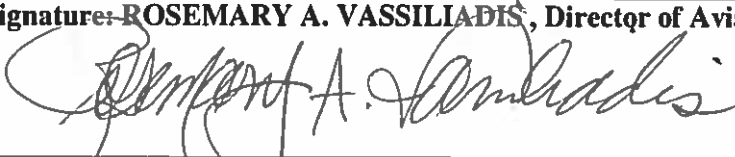


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**DEPARTMENT OF AVIATION  
CLARK COUNTY AVIATION SYSTEM****OPERATING DIRECTIVES**

<b>Title: Safety and Health Operating Directive</b>	<b>Number: 01-3-R001</b>
	<b>Effective Date: February 1, 2016</b>
<b>Authority Signature: ROSEMARY A. VASSILIADIS, Director of Aviation</b> 	<b>No. of Pages: 8</b>

***OPERATING DIRECTIVE 01-3-R001: SAFETY & HEALTH***

This Operating Directive 01-3-R001, Safety and Health Operating Directive, dated February 1, 2016 shall replace in toto Operating Directive 01-3, dated June 1, 2001, and Operating Directive 01-3-1, dated September 1, 2015.

This Operating Directive 01-3-R001, Safety and Health Operating Directive, dated February 1, 2016 shall be effective February 1, 2016.

***OPERATING DIRECTIVE 01-3: SAFETY & HEALTH***

It is the mission of the Department of Aviation (DOA) to provide a safe and healthy work environment and to ensure the safety and health of our customers. The DOA utilizes and supports a proactive approach to ensure the safety and health of DOA employees, tenants, and our customers. Tenants and contractors who conduct business at DOA facilities are encouraged to use this same approach in ensuring that all employees and customers have an environment that is free from recognized safety and health hazards that could cause accidents and injuries.

All tenants and contractors who conduct business at DOA facilities have a duty and the obligation to comply with all applicable safety and health standards and with all rules, regulations and orders that apply to their employees' actions and conduct on the job. At a minimum, the DOA requires that tenants and contractors follow those safety and health standards that have been set forth by the Occupational Safety & Health Administration (OSHA), State of Nevada Occupational Safety and health Division, Clark County, and the (DOA).

**A. *SMOKING******1. Terminal Areas***

There is no smoking allowed inside any Airport facility, except in those areas that have been designated and approved as smoking areas by the Director.

## **2. AOA Areas**

Smoking, the carrying of lighted smoking materials, or the striking of matches or other lighting devices shall not be permitted anywhere on the AOA, except in those areas that have been designated and approved as smoking areas by the DOA. Designated smoking areas on the AOA shall be conspicuously posted as such and shall be, at a minimum, fifty (50) feet (15 m) from any aircraft fuel servicing operation or fueling equipment.

## **B. FIRE PROTECTION**

All tenants, contractors, and persons occupying space at the Airport shall ensure that areas are maintained and operations and activities conducted in such a manner as to reduce or eliminate fires in the workplace.

### **1. Flame Producing Operations**

All welding, cutting, blow-torch and/or flame producing operations must be approved by the DOA.

### **2. Open Flame Operations**

Open flame operations, barbeque grills, and other similar devices on the AOA are prohibited within fifty (50) feet (15 m) of any aircraft fuel servicing operation or fueling equipment. The DOA has the jurisdiction to establish other locations where open flame operations and devices shall be prohibited. Open flame operations, devices and equipment include but are not limited to:

- a.* Exposed flame heaters, liquid, solid, or gaseous devices, such as portable gasoline or kerosene heaters.
- b.* Arc welding equipment, oxygen, acetylene units, or blow-torches.
- c.* Flare pots or other open flame lighting devices.

### **3. Fire Watches**

Fire watches shall be maintained during and for a minimum of one-half hour after the completion of all welding, cutting, blow-torch and/or flame producing operations.

### **4. Ceiling Clearance**

A minimum clearance of eighteen (18) inches shall be maintained between the top of stored materials and ceilings in all DOA facilities.

### **5. Storage of Flammables**

All flammable and combustible liquids shall be stored in approved containers of fire-proof cabinets. A flammable liquid is any liquid that emits a flammable vapor at or below a temperature of 100 degrees Fahrenheit, as determined by the flash point from a Tagliabue Open Cup Tester, and shall include any other combustible liquids.

**6. Use of Fire Extinguishers**

Fire extinguishing equipment shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention.

**7. Fire Extinguisher Maintenance**

Fire extinguisher equipment shall be maintained in accordance with National Fire Protection Association (NFPA) Code & Standards. Fire extinguishing equipment shall be inspected and serviced at regularly scheduled intervals and as required by the NFPA and OSHA. An inspection tag or sticker that shows the late date of inspection shall be attached to each piece of equipment. If a tag or sticker that shows the status of equipment cannot be attached, a records retention method that is recognized and accepted by the NFPA and OSHA may be used.

**8. Fueling Vehicle Requirements**

Fueling vehicles designed for the transport of and transfer of fuel shall have at least two fire extinguishers mounted on the vehicle. The fire extinguishers shall be located on each side of the vehicle. Fuel servicing hydrant transfer shall have at least one fire extinguisher.

**9. Fire Extinguisher Requirements**

All tenants, contractors, and lessees of hangers, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of fire extinguishers that meet, at a minimum, the performance criteria required by the applicable NFPA Codes and Standards.

**C. HOUSEKEEPING**

All tenants, contractors, and person occupying space at the Airport shall keep the space allotted to them clean and free from debris and materials that could slip, trip and fall hazards or could act as a source of fuel in the event of a fire.

**1. Waste Disposal**

No tenant, contractor or person shall dispose of any fill, building, or waste materials on DOA property without the written approval of DOA.

**2. Trash Containers**

All trash containers and receptacles must be kept covered at all times. All lids must be tight fitting to prevent wildlife from getting to the contents of the container. Lids must also be attached to the container in such a way as to prevent them from being lost or becoming FOD in the event they are dislodged by wildfire or by the wind.

**3. Uncovered Loads**

No tenant, contractor, or person shall operate an uncovered vehicle to haul trash, construction materials, dirt, gravel or any other materials on the Airport without prior permission being granted by the DOA.

**4. Material Spills**

All solid and liquid material spills on DOA property shall be contained, reported to the control center, and cleaned up immediately. All spills of hazardous materials shall be handled in accordance with the DOA Environmental Directives, as may be modified from time to time.

**5. Fire Lanes**

All passageways, aisles, docks, exits and work areas shall be kept free of debris and materials that could create hazard to employees and customers who may be required to exit facilities in an event of an emergency.

**6. Asbestos Containing Materials**

All tenants, contractors, and persons shall ensure that they do not disturb, damage or remove any Asbestos Containing Materials (ACM) during tenant improvement, construction, or demolition activities. To ensure that ACM are not disturbed, damaged or removed, all tenants, contractors, and persons shall notify the DOA before these activities are initiated so that the proper notifications and precautions may be implemented. The DOA has and maintains an Asbestos Containing Materials Inventory for Airport facilities and properties.

**D. FOREIGN GARBAGE**

To maintain an approved status as an international port of entry, McCarran International Airport provides and maintains an approved method of disposing of foreign garbage from aircraft arriving from a foreign airport. "Foreign" means anywhere but the United States, Canada, Puerto Rico, The Virgin Islands, Nassau and Bermuda. All tenants will comply with the provisions of this program, as directed by the United States Department of Agriculture, Plant Protection and Quarantine, APHIS Division.

**1. Sterilizing Autoclave**

To meet and maintain these conditions for approved status as an international port of entry, the DOA operates an approved autoclave sealed-sterilizing vessel that is used to heat foreign garbage with supersaturated steam to the required temperature of 212 °F (100 °C) for at least thirty (30) minutes.

**2. Maximum Holding Time**

Foreign garbage may be held for a maximum of twenty-four (24) hours after it arrives at McCarran before it must be sterilized.

**3.        *Bagging and Documentation***

All foreign garbage shall be removed from the aircraft and placed in leak-proof plastic bags. The plastic bags will then be placed in special sterilization bags, sealed and labeled with the airline flight number, point of origin, and time and date of arrival before being transported to the sterilization area.

**4.        *Sterilization Bags***

Special sterilization bags may be purchased through the DOA warehouse and are required to prevent the rupture from moisture and heat created in the sterilization vessel during the treatment process.

**5.        *DOA Notification***

Tenants requiring foreign garbage disposal shall call the Airport Control Center and advise them they have foreign garbage that needs sterilization and disposal. Arrangements will then be made to have DOA personnel available to receive and treat properly labeled foreign garbage.

**6.        *Documentation of Disposal***

DOA Building Maintenance personnel will maintain temperature charts and logs that identify the number of bags treated, the airline flight number, and the point of origin for all foreign garbage. This information shall be forwarded to the DOA Facilities Department for review and retention.

**7.        *Disposal of Treated Garbage***

After foreign garbage has been treated, it will be placed in a garbage compactor maintained and operated by the DOA. Upon completion of the sterilizing cycle the sterilized garbage is then transported and buried at an approval sanitary land fill.

**E.        *ANIMALS*****1.        *Restrictions***

No tenant, contractor, or person shall enter any part of the Airport with an animal, domestic or otherwise, unless such animal is kept restrained by a leash or is so confined as to be completely under control. Animals that are to be or have been transported by air must be properly confined for air travel. Any person bringing an animal on DOA property shall be liable for damages or injuries to DOA property and/or third persons or their property caused by the negligence of such person or animal. Any person bringing an animal, domestic or otherwise, on DOA property agrees to indemnify fully, defend and save and hold harmless, Clark County, its officers, agents, and employees from and against all losses, damages, claims, liabilities, and causes of actions of every kind or character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith and expenses of the investigation thereof based upon or arising out of damages or injuries to third persons or their property caused by the negligence of such person or animal. Clark County shall give to such person prompt and reasonable written notice of any such

claims or actions and such a person shall have the right to investigate, compromise and defend the same to the extent of his or her own interest.

**2. Prohibitions**

- a.* No person other than in the conduct of an official act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- b.* No person shall permit any animal, under his or her control or custody, to enter the Airport, except as noted in this section.
- c.* No person shall feed or commit any other act that encourages the congregation of birds or other animals on the Airport.

**F. USE OF MOTORIZED (ELECTRIC) CARTS**

No person shall operate any motorized carts in the terminal buildings, concourses, or satellite areas, or on the Airport Operations Area (AOA), without written permission from the DOA. For the purpose of this Directive, Motorized Carts include, but are not limited to: electric, propane, gas or diesel powered carts.

Operators of motorized carts must comply with the following rules and conditions.

- 1.** Use of motorized carts shall be limited to carrying employees or supplies.
- 2.** Each cart shall be equipped with a corrosive proof battery drip pan and oil and grease fittings to prevent materials from dripping and leaking onto floors and other travel surfaces.
- 3.** Only electric carts are allowed to be used inside of buildings.
- 4.** Motorized-Electric carts shall be charged in well ventilated areas.
- 5.** Each motorized cart shall be equipped with a yellow strobe light and audible warning device. Both devices shall be operated when a cart is in motion.
- 6.** Only trained operators shall be allowed to operate motorized carts on airport property. A copy of operator training records shall be maintained by the owner/operator of the cart and shall be made readily available upon request.
- 7.** Periodic inspections and maintenance shall be conducted on all carts to ensure that all safety devices are operating properly and to ensure that carts are sound and in good operating condition. Functional checks of all safety devices, (e.g., horn, audio alarm, strobe light, tires and brakes), shall be conducted prior to each shift. Inspection and maintenance records shall be maintained by the owner/operator and shall be made readily available upon request.

8. While inside of buildings on airport property, no motorized cart shall operate at a speed that exceeds three (3) miles per hour.
9. The operator of a motorized cart shall not pass another cart proceeding in the same direction of travel unless the lead cart has come to a complete stop and the operator has signaled the trailing cart that it is safe to pass.
10. No person shall travel on any portion of the facilities and airports under the jurisdiction of the DOA except upon the designated roads, sidewalks or other places provided for the particular class of traffic, nor occupy those roads and walks in such a manner that would hinder or obstruct their proper use.
  - a. No person shall operate any wheeled vehicle in or on any portion of the facilities principally designed for the movement of pedestrian traffic. Such areas include but are not limited to: sidewalks, walkways, and the interior of any terminal building or on the AOA.
  - b. For the purposes of subsection (10)(a) above: a wheeled vehicle includes but is not limited to: unicycles, bicycles, tricycles, skateboards, roller skates, roller blades, wheeled footwear, wheeled motor vehicles and self-balancing electric scooter (Segway/hover boards).
  - c. Subsection (10)(a) shall not apply to designated DOA representatives, law enforcement officers acting in the performance of their official duties, tenant employees acting in accordance with their respective lease provisions, or any passenger or member of the public needing a wheeled vehicle for mobility or medical reasons (e.g., stroller, wheelchair, or gurney).
11. No person shall obstruct access to the use of any terminal, building, grounds, road, walkway, sidewalk, or other facility located upon any facility or airport under the jurisdiction of the DOA.
12. No person shall erect any table, chair, easel, mechanical device or structure, or place any object that would obstruct access or egress within or outside any terminal building, facility or airport under the jurisdiction of the DOA, without the prior written authorization from the DOA.
13. Any person involved in any incident or accident shall immediately notify the ACC and their employer.

**G. EMPLOYEE USE OF PERSONAL TOTES OR OTHER SIMILAR FORM OF PERSONAL CARRIAGE**

The objective of the Clear Personal Tote Program is to balance the needs of security, public safety, and the need for employees to carry personal items into their work areas inside the Secured and Sterile Areas of the Airport. Work related items and tools will be exempt from being in a clear bag, as long as they are



for a job related purpose. The Department of Aviation (DOA) seeks to provide a safe and secure work environment and supports a proactive approach to ensure the safety and health of DOA employees, tenants, and customers.

Airline flight crew and first responders, to include fire department and law enforcement officers on official duty will be exempted from this Operating Directive.

**1.      *Use of Personal Totes While On Specified Airport Property***

Airport employees who bring personal items into the Sterile Areas and/or Secured Areas of the Airport during their normal work hours or during other periods shall use clear bags no larger than 18" x 13" x 6" (H x W x D). The clear bags will allow visual access of all contents and will not be compromised by design, logos, or patterns. A personal water container and lunch bag no larger than 12" x 8" x 12" (L x W x H) may be used for perishable food items only. All other forms of personal carriage are not authorized, including backpacks that do not meet the above requirements.

This Operating Directive is not applicable to luggage that is presented to an airline for carriage and that is subject to the designated baggage and/or passenger screening processes administered by the Transportation Security Administration.

Any employee who submits a signed badge application to work at the Airport is consenting to the requirements of all Operating Directives and other Airport Rules and Regulations.

Any employee who uses an Airport badge to access the Sterile Areas and/or Secured Areas, shall be considered as giving consent to the requirements of this Operating Directive and is subject to inspection by the Director or designee, or any law enforcement officer for the purposes of determining ownership of the contents of any items or personal property in their possession (e.g. bags, purses, backpacks, briefcases, etc.).

**2.      *Violations And Penalties***

The enforcement action for a first violation will be based on the severity of the violation, the violator's policy knowledge, and whether the violation was negligent or intentional. The DOA Assistant Director, Security will review each violation and set the appropriate penalty.

**First Offense:** Penalties may range from a "Warning" citation up to a Major Security Violation with a 72 hour badge revocation based on the finding of the violation review.

**Second Offense:** Major Security Violation issued and a 72 hour badge revocation with the right of an appeal.

**Third Offense:** Permanent revocation of badge with the right of an appeal.