



Kelowna International Airport

AIRPORT DIRECTIVE 001

Revision Date: August 25, 2022

Airport Safety

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 001	Airport Safety	August 25, 2022
AD 001 Appendix A	YLOW COVID-19 Vaccination Policy (SUSPENDED)	August 25, 2022

1. General

The Kelowna International Airport (YLOW) has numerous safety systems in place to ensure that all personnel working in and around YLOW remain safe and healthy. These systems include a Safety Management System (SMS) in compliance with the Canadian Aviation Regulations (CARs), for all aviation activities at YLOW; and, an Occupational Safety & Health (OS&H) program in compliance with the Canada Labour Code and Worksafe BC, for YLOW employees.



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It is also important to note that safety policies and procedures can be found throughout the Airport Directives and adherence to all Airport Directive policies and procedures is required to maintain a safe environment at YLW.

2. Safety Management System Policy and Objective

The YLW Safety Management System applies to all aviation activities at YLW. The objective is to provide a safe environment for employees; airlines; support/service companies; tenants; contractors; visitors; and airport users, to keep the Airport free of accidents and hazards.

There are several ways that this objective is achieved:

- Promoting an Airport-wide safety culture
- Complying with all applicable safety legislation, regulations, standards and laws;
- Ensuring all airport staff, airlines, support personnel and tenants are aware of their accountability and responsibility in the execution of, and participation in, the safety management system;
- Proactively identifying hazards, managing risks and implementing mitigation controls;
- Verifying that all externally supplied systems and services that impact safety of operations meet appropriate local, national and contractual safety standards;
- Providing all YLW staff with adequate and appropriate safety training, education, and information to ensure they are competent in the performance of their duties;
- Setting specific, measurable and obtainable targets for safety performance; and
- Continually improving our safety systems through regular reviews, identification of opportunities for improvement and implementation of industry best practices



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3. Safety Management System Manual

The [YLW Safety Management System \(SMS\) Manual](#) outlines all aspects of the SMS:

- Roles, responsibilities and employee involvement
- Communication
- Safety planning
- Performance measurement
- Management review
- Documentation and records
- Reactive and proactive reporting processes
- Investigation and analysis
- Risk management
- Training, awareness, and competence
- Quality assurance

4. Safety Management System Reporting

The Kelowna International Airport (YLW) encourages employees and all stakeholders to report all safety hazards, incidents, and accidents. The reporting process is non-punitive, simple, accessible, confidential and user-friendly to allow for comprehensive safety reporting.

Safety reports may be submitted by any of the following methods:

- [Safety Reporting Portal](#)
- Email to YLW_safety@kelowna.ca
- Reporting directly to YLV staff through regular meetings or OSH reporting systems
- Reporting directly to any YLV Manager
- Reporting to the YLV Operations Centre at 250-807-4350
- Using QR code (located throughout YLV)

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5. Personal Protective Equipment (PPE)

The Kelowna International Airport encourages all staff and tenants to recognize situations that require the use of personal protective equipment and to use this equipment in the proper manner to provide effective personal protection.

The use of personal protective equipment is required in the following locations at the Airport:

Area / Use	Personal Protective Equipment (PPE)	Applies to:
All Airside	Hi Visibility Safety Vest or acceptable equivalent	All airport employees, tenant staff and their contractors.
Apron I, Apron III, the runway and all maneuvering surfaces	Hearing protection	All airport employees, tenant staff and their contractors working around loud equipment, vehicles and aircraft.
While handling hazardous materials and/or pesticides	Appropriate face shields, splash aprons, and protective gloves	All airport employees, tenant staff and their contractors

Personal electronic devices are prohibited on Aprons, maneuvering surfaces, and common use baggage areas.

6. City of Kelowna Occupational Health and Safety

The main source for information on the OH&S is the City of Kelowna Sharepoint site, insites.kelowna.ca. This is accessible only by those with a City of Kelowna account.

7. Vaccination

As of June 20,2022, YLOW has suspended the vaccination policy. See [this notice](#) for details. [Appendix A](#) includes the policy in case the suspension is lifted.

8. Annexes

- [Annex 1 Safety Inspections](#)
- [Annex 2 Vehicle Safety](#)



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9. References

[CAR 107 Safety Management System Requirements](#)

[CAR 302 Division V Safety Management System](#)

[YLW Safety Management System Manual](#)

[YLW Quality Assurance Procedures Manual](#)



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AIRPORT DIRECTIVE 001 APPENDIX A

Revision Date: August 25, 2022

YLW COVID-19 Vaccination Policy (SUSPENDED)

NOTE: This policy has been suspended effective June 20, 2022. See [this notice](#) for more details.

1. Policy

The Kelowna International Airport – YLW (the Airport) is committed to providing a safe and healthy workplace for its employees, and quality, safe and secure transportation services to its customers.

To prevent the transmission of COVID-19 on the airport facility and to meet Transport Canada regulatory direction, the Airport is implementing this policy effective **30 October 2021** requiring the vaccination of all non-passengers by **15 November 2021** who are:

- Employees who hold a YLW issued Restricted Area Identification Card (RAIC),
- Visitors who enter the restricted area of the airport, or
- Employed by businesses or companies who perform functions tied to aviation.

2. Restricted Area Access

Effective **15 November 2021** by Transport Canada regulatory direction, all employees accessing the restricted area of the airport must be fully vaccinated. Proof of vaccination should be carried by employees at work as it may be required by CATSA at all Non-Passenger and Pre-Board Screening points as part of their random vaccination verification process.

Fully vaccinated is defined as having received a full series of a Canadian approved COVID-19 vaccine series, or an acceptable combination of, by **15 November 2021** and have received their last dose at least **14 full days prior** to the day they enter the airport site.

Employees who do not disclose their vaccination status will be considered unvaccinated.

Partial vaccination (one dose) is not considered fully vaccinated.

Employees holding a YLW Restricted Area Identification Card (RAIC) who are not fully vaccinated by **15 November 2021** will have restricted area access privileges suspended at 2300 hrs on **14 November 2021** and will be required to return their RAIC to the YLW Pass Office.

3. Visitor Pass Issuance and Pass Renewals

All Visitor pass issuance requires vaccination verification starting **30 October 2021**.

YLW COVID-19 Vaccination Policy

New or returning employees, or employees renewing their Transportation Security Clearance (TSC) must provide full vaccination verification prior to issuance of a temporary pass or RAIC.

Personal health information will be treated with the upmost confidentiality and will only be held for as long as necessary for administering health and safety protocols, and infection and prevention control measures in the workplace and shall be destroyed when no longer required.

4. Functions Tied to Aviation

Employers and businesses with functions tied to aviation must meet the YLW COVID-19 Vaccination Policy criteria herein and have their own written policies supporting the YLW COVID-19 Vaccination Policy which requires employees to be fully vaccinated in order to provide services at the Airport. Businesses and companies that meet these criteria will be required to have their internal policies in place by **15 November 2021**.

5. Accommodation

When an employee cannot be vaccinated for a reason that is protected by Human Rights legislation, the employee may apply for an exemption by providing proof to their employer that they fall within one of the grounds in which an exemption can be granted, those being medical or religious. Any employee who believes they may require accommodation should advise their manager and provide appropriate documentation for consideration. The employer will consider the employee's accommodation needs based on their internal policy. Those employees granted an accommodation exemption from vaccination will be required to complete a Transport Canada Medical Exemption Request Form. These are available through the YLW Vortex portal or from the YLW Pass Office. The Part 2 portion of the completed form must be carried through access points and produced upon request. Exempted employees are required to undergo COVID Antigen testing **twice a week** to permit access to the airport facility and Restricted Area.

6. YLW Commitment

The vaccination of our workforce against COVID-19 is an important component of YLW's commitment to the health and safety of all workers and the travelling public, and specifically preventing its transmission. These measures will remain in place until further notice.

Keeping everyone safe and healthy during this pandemic must continue to be our top priority. The Airport appreciates your commitment to preventing the transmission of COVID-19 in the workplace. Thank you for your cooperation and understanding during this difficult time.

Change Log

Date	Section(s) Changed	Summary of Change(s)
August 25, 2022	AD 001 Section 4 AD 001 Section 7 AD 001 Section 8/9 AD 001 Appendix A	<ul style="list-style-type: none"> • Removed "INSIDEYLOW safety reporting tool, Perspective Safety Reporting software platform". Added "Safety Reporting Portal" • Removed reference to vaccination policy in place and Appendix A • Replaced links with current for annexes, SMS Manual and QA Manual • Added "SUSPENDED" to title. Added note at beginning on suspension of policy
October 29, 2021	AD 001 Section 7 AD 001 Section 8 /9 AD 001 Appendix A	Inserted new section 7. Vaccination Sections renumbered was 7/8. New section. Original issue.
December 18, 2020	AD 001 Section 7	Added link to annex 1 and annex 2.
July 2, 2020	AD 001	New format completed. Original issue.