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Miami Dade Aviation Department

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MIAMI-DADE COUNTY, FLA.
#1

OPERATIONAL DIRECTIVE NO. 14 – 01

Last Amended: 2/11/2014

Effective: 12/6/18

SUBJECT: REFLECTIVE SAFETY VEST AND/OR CLOTHING REQUIREMENT FOR WORKERS (INCLUDING AIRLINE AND GROUND SERVICE WORKERS) ON THE AIR OPERATIONS AREA OF MIA and SEAT BELT REQUIREMENT FOR GROUND SERVICE EQUIPMENT.

PURPOSE: To establish policy and procedures regarding the safety requirements that (i) persons wear reflective vests and/or clothing while servicing aircraft and loading cargo and baggage on the Air Operations Areas (including bag rooms) at MIA, and (ii) Seat Belts in Ground Service Equipment (GSE) be worn at all times except when the GSE is being used for gate-related operations.

I. AUTHORITY:

- A. Chapter 25 of the Code of Miami-Dade County (entitled “Aviation Department Rules and Regulations,” which include but are not limited to Sections 25-1.2(b) and 25-10.2).
- B. Chapter 8CC and Section 8CC-4 of the Code of Miami-Dade County, the latter entitled “Civil Penalties and Related Terms Construed,” and Section 8CC-10 entitled “Schedule of Civil Penalties.”
- C. Operational Directive (OD) No. 99-03, entitled “Written Directive System.”
- D. American National Standard Institute (ANSI)/International Safety Equipment Association (ISEA) 207/2006, High Visibility Public Safety Vests.

II. DEFINITIONS:

- A. ANSI – American National Standard Institute.
- B. AOA - Air Operations Area. The AOA includes, but is not limited to, bag rooms (as defined in “B” below), and all ramp and taxiway areas of the airport, specifically including the ramp areas immediately surrounding aircraft gates, hardstands, and cargo areas for the parking of cargo aircraft and the storing or placing of cargo for delivery to cargo handling areas or for loading onto aircraft.

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- C. Bag Room - rooms and areas on the ground level of the Terminal Building where passenger bags are placed for delivery in-bound to passenger pick up areas or delivery out-bound for loading bags onto aircraft.
- D. Cargo Spot - aircraft hardstands in the areas of cargo warehouses, used for loading and unloading of cargo aircraft.
- E. Cargo Warehouses - all cargo warehouses at MIA where cargo is processed for shipment to and from aircraft.
- F. CVN - Civil Violation Notice, issued under Chapter 8CC of the Code of Miami-Dade County, with imposition of a civil monetary fine.
- G. GSE - Ground Support Equipment.
- H. Hardstands – a paved area on the AOA used for aircraft storage and parking. Aircraft hardstands are generally in the areas of the Terminal but may be in other designated AOA areas.
- I. Management – includes MDAD and those entities with employees working on the AOA.
- J. MDAD – the Miami-Dade Aviation Department.
- K. MRO Hangars - all Maintenance Repair Organization (FAA Repair Stations) hangars where aircraft are repaired.
- L. Reflective Safety Vest or Clothing (Class 2 ANSI Rated) – includes vests, clothing, including shirts that are intended for working environments that pose a greater risk than their Class 1 counterparts. The garments are larger than their Class 1 counterparts because they require more high visibility and reflective areas to be present. A Class 2 garment must have at least 775 inches of safety yellow or safety orange background material and 201 square inches of reflective striping.

III. POLICY:

- A. **Reflective Safety Vests and Clothing:** Everyone accessing the AOA, with the exception of passengers, must wear Reflective Safety Vests and/or Clothing. This includes employees working in the Terminal Building Areas, (not actually inside the terminal building), Cargo, Hardstand, or Bag Room areas of the AOA, whether or not such employees are servicing aircraft or are loading/unloading cargo or baggage, or operating an open GSE vehicle (tug, golf cart, bag loader, etc.). In addition to what is listed above, all construction workers must follow the rules prescribed by the Occupational Safety and Health Administration (OSHA) when working on the AOA, as provided by Management.

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- i. Federal and Local Government employees and agencies are exempt from the reflective vest requirement if MDAD's Airside Operations Division waives the requirement.
 - ii. Employees of companies that make infrequent AOA visits (such as armored truck companies delivering high-value commodities to aircraft) must also wear the Reflective Safety Vests, unless specifically waived by MDAD's Airside Operations Division in advance of their arrival on the AOA.
- B. **GSE Seat Belts:** All employees described in Article III. A. above must properly use seat belts when operating or riding in GSE on the AOA, service roads, bag rooms, hardstands, cargo spots and between aircraft gates. Seat belts are particularly important when GSE equipment is being driven over long distances and GSE speeds can increase to the maximum allowed speed limit.
- i. The exception is when the GSE is being operated in the immediate vicinity of an aircraft that is then parked in an aircraft gate area, cargo spot, or hardstand, and the GSE is needed in conjunction with the ground handling of the in-coming or out-going aircraft, when GSE speeds are typically less than the maximum allowed speed limit.
- C. **Airline and Company Obligations:** All airlines and companies of the employees who are subject to (III. A) and (III. B), above, shall provide their employees with Reflective Safety Vests and/or Clothing, and shall provide their GSE with Seat Belts, and shall instruct the employees in the proper use of the vests and Seat Belts.

IV. PROCEDURES:

- A. All airlines and companies identified in Article III. A., are responsible for providing their employees on the AOA with Reflective Safety Vests and/or Clothing.
- i. Failure of an airline or company to provide Reflective Safety Vests and/or Clothing, and to instruct their employees in their obligation to wear the reflective garments in accordance with this OD 14-01 is a breach of the airline's or company's obligation to comply with MDAD requirements and may be cause for terminating any lease or permit issued to the airline or company.
 - ii. Even if airlines and companies fail to supply their employees with Reflective Safety Vests and/or Clothing, the failure of an employee to have and wear a required reflective garments is a personal violation of Section 25-10.2 of the Code of Miami-Dade County and may subject the employee to punishment as may be provided by law or to a Civil Violation Notice resulting in a civil monetary fine under Chapter 8CC of the Code.

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- B. All airlines and companies using GSE on the AOA must equip their GSE with Seat Belts for each driver and passenger seat. GSE operators and passengers must properly use the Seat Belts while driving or being driven in a GSE.
 - i. Failure of an airline or company to equip its GSE with Seat Belts and to require employees operating or riding in GSE to properly use the Seat Belts in compliance with this OD 14-01 is a breach of the airline's or company's obligations to comply with MDAD requirements and may be cause for terminating any lease or permit issued to the airline or company.
 - ii. Failure of a driver or passenger in a GSE to use the provided Seat Belts is a violation of Chapter 25-10.2 and subjects the driver and/or passenger to punishment as may be provided by law or to a Civil Violation Notice resulting in a civil monetary fine under Chapter 8CC of the Code of Miami-Dade County.

IV. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

V. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VI. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

VII. CROSS REFERENCES: None

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VIII. EFFECTIVE DATE:

This operational directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.



Lester Sola, Aviation Director

Date: 11/19/18