WFS has adapted IATA IGOM minimal consensual industry standards. The following procedures are a summary and review of key important safety procedures outlined in the **WFS Ground Operations Manual.** Specific airline procedures may prevail if they supersede WFS minimal requirements.

## WFS Ground Equipment Safety Procedures:

### General Responsibilities:
- All employee must display valid SIDA badges above the waist and be visible when in the secure area.
- All Ground Support Equipment operators are responsible for that equipment's safe operation at all times.
- Employees shall only operate equipment for which they are certified and trained to operate.
- All operators must possess a valid driver's license.
- An Operator Permit Card is issued every 3 years and must always be available upon request (a physical card or digital image of it is acceptable.)
- Operator shall perform a daily pre-use safety inspection prior to operating equipment,
- Daily GSE safety inspection record must be kept on file for 30 days.
- All operators are responsible for immediately "Red Tagging" and reporting to the Ramp Lead or Supervisor any piece of equipment found to have safety defects.
- All agents must immediately notify their Ramp Lead or Supervisor if you are involved in any accident while operating Ground Support Equipment.
- Employees are not allowed to escort each other in the SIDA area.
- All employees shall challenge anyone observed in the secure area without identification properly displayed.
- All employees are responsible for immediately reporting unsafe acts or conditions.

### Safety Attire:
- All WFS employees must wear an approved reflective safety vest while on the ramp and in the bagroom.
- Hearing loss is cumulative. All personnel must ALWAYS wear OSHA approved hearing protection (earmuffs or earplugs) while on the ramp and in the bagroom.
- Loose jewelry should not be worn when operating mechanical equipment.
- Long hair should be tied back so that it will not be caught in moving components of Ground Support Equipment.
- Aircraft lavatory servicing requires the wearing of protective rubber gloves, an apron, and a face shield. Rubber gloves should be at least elbow length, (surgical hand gloves are unacceptable). The apron should be liquid-repellent and when worn, should extend down to between the waist and knees.

### General Safety Rules:
- Always use proper lifting techniques. (i.e., bending at the knees and lifting with legs to minimize back strain).
- Fire lanes must always be kept clear.
- Always keep a clear path to fire extinguishers and all other firefighting equipment.
- All employees must exit the ramp when lightning (Red Alert) is detected within 3 miles of the airport.
- Do not drive or walk through the liquid of any spill.

![WFS logo](A Member of the SATS Group)

# WFS Ramp Safety Procedures Review
Compromise of any of the following safety procedures is NOT acceptable.

- Eating, drinking, smoking, and chewing (spitting) tobacco on the ramp is prohibited.
- Do not fuel ground support equipment under building overhangs, boarding bridges, or within 50 feet of terminal buildings.
- The use of cell phones, or any other personal electronic equipment for non-company related use (including headphones) is strictly prohibited in the workplace.
- Handrails and seatbelts must be used, when provided, on ground support equipment.
- Passengers boarding on the ramp always have the right of way, and must always remain within the passenger walkway.
- WFS agents must maintain line of sight and ensure the safety of all passengers while boarding via an open ramp (apron).
- Always face towards a ladder when climbing or descending.
- Never use a stair unit to load bags into the cargo compartment.

## Aircraft Arrival / Departure Safety Procedures:

- An operating red (beacon) light is an indication the aircraft engines are starting or running, or the aircraft is moving or about to be moved.
- Always yield to an aircraft with the red beacon operating, and never approach until it has been extinguished.
- If an aircraft has hot brakes or brake fire, notify your SOD, aircraft maintenance, airport operations/fire department, and DO NOT approach until cleared to do so.
- In the event of an aircraft brake fire, only use an aircraft / dry chemical extinguisher if qualified to do so.
- All aircraft require cones at each wingtip and in front of each wing-mounted engine as a minimum when parked at the gate. Additional cones shall be placed at nose (when pushback is not hooked up) and tail if adjacent to a VSR. Some carriers have published procedures for addition cone requirements. Refer to the carrier SOP for guidance.
- Avoid the ingestion area in front of an operating jet engine or propeller-driven aircraft. Also, stand clear of the exhaust.
- Equipment is not to be driven under any part of the aircraft (wings / fuselage), unless following a published instruction.
- GSE shall not be driven, positioned, or staged under the aircraft fuselage unless specifically required. (lav or water truck / towbarless tractor…)
- Ladders or stands may be used to attach / remove GPU cables / hoses but must be immediately removed when the task has been completed.
- Due to ramp congestion, special attention to safety must be exercised whenever working around propeller aircraft. Spinning propellers cannot be seen and pose a very hazardous condition to ramp workers and passengers on the ramp.
- Employees should always treat propeller engines as if they are running and should stay out of this danger zone at all times.
- Wing walkers shall be used for all arrivals, departures, and aircraft towing where permitted.
- Wing walkers are to be positioned approximately 3 feet off the wing tip.
- Wing walkers shall use only approved marshaling equipment, and their hand signals must be precise and clear.

## Beltloader / K-Loader Safety Procedures:

- Employees shall never ride or stand on a moving beltloader.
- Employees shall never stand on a beltloader conveyor belt while its being raised or lowered.
- Employees shall never ride on K-Loader elevator while its being raised or lowered.
- Do not position the conveyor boom of a beltloader into or underneath the cargo compartment doorsill.
- Belt Loader protective bumper must never contact aircraft and should maintain approximately a 2-4 inch gap from fuselage at all times.
- When positioning K-Loaders to aircraft, protective bumpers must never contact aircraft and should maintain a gap of no less than 2 inches between the bridge, protective bumper, and fuselage.
- Use of safety handrails on ground support equipment is mandatory when working at heights higher than four feet.
- Do not remove or disengage any safety equipment/rails or pallet guides on any GSE equipment without prior authorization from Management and only for operational necessity.
- Beltloaders are not to be used to transport luggage across the ramp or from bin to bin.
- Always lower the beltloader boom and shut off the engine during aircraft gate holds, layovers or when left unattended by ground crew.
- Aircraft door access panels must be closed anytime the aircraft door is not being operated. PDU access panels must be closed any time the cargo loading system is not being actively used or whenever adjustments are being made to loader height.
- Speeding up the operation of the conveyor belt using the accelerator pedal is not permitted.
- Using the accelerator pedal to speed up the raising of the beltloader boom is not permitted.

## Around the Aircraft Safety Procedures:

- All WFS employees are responsible for removing and properly disposing of FOD.
- Employees shall never stand up while positioning ground support equipment; this to include hooking up the towbar and tractor.
- Employees shall never walk between tractors and carts that are hooked together.
- When staging carts or dollies, ensure the brakes are set.
- When approaching an aircraft, all Ground Support Equipment operators must make at least (2) two full stops. at approximately 50 feet (outside of ERA) and 8-feet from the aircraft.
- After positioning equipment at the aircraft, be sure the gearshift is in neutral or park and brakes are set before any control is operated.
- A guideperson must be used while positioning all Ground Support Equipment on the aircraft.
- A guideperson must be used while maneuvering any equipment in congested areas.
- Three-way connection at the aircraft is _prohibited_. Always ensure ground equipment is disconnected from the tractor prior to connecting to an aircraft.
- All Ground Support Equipment used within the ERA must have at least one wheel chocked, forward and back of tire unless equipped with stabilizers.
- When positioning equipment to the aircraft, the GSE operator should remain at the operator's station and have the chocks installed by the guide person.

Recordkeeping: Print 2 copies of review document. Once review is completed, provide 1 copy to employee for reference and maintain 1 signed copy on file.

**WFS Ramp Safety Procedures Review**

Compromise of any of the following safety procedures is NOT acceptable.

- When removing equipment, the operator should be in the operator's station and have the chocks removed by the guide person.

- During the off / onload process, the barrier nets will be stored inside the aircraft bin and not allowed to dangle outside. This is to prevent potential damage to the fuselage.

- Ensure cargo barrier nets are fastened properly on all aircraft.

- Ensure all aircraft ULD locks are raised, properly locked, and a thorough tactile inspection is performed.

- Prior to pushback, perform a visual and tactile inspection to ensure that the bypass pin is installed properly, the towbar is connected to the aircraft and tractor securely, and the towbar wheels (if equipped) are raised.

## Starting and Parking Safety Procedures:

- Before starting any motorized equipment, the transmission shifter must be in neutral or park.

- The engine of a vehicle must not be started until the operator is in the operator area.

- Before exiting the operator area, you must come to a complete stop, place the transmission shifter in neutral or park, and set the parking brake.

- Do not leave vehicles unattended with the engine running. An unattended vehicle is defined as being more than an arm's length away from the driver's position.

- When parking non-motorized equipment, apply the parking brake on the trailers, carts, and dollies by raising the tongue on the leading unit or applying the parking brake.

- All ground support equipment must be parked outside the Equipment Restraint Area prior to aircraft arrival or departure.

- Vehicles parked against curbs or buildings must be backed in with transmission in neutral or park position and parking brake applied.

- Always chock unattended motorized ground support equipment.

- Lavatory servicing vehicles and potable water servicing vehicles must maintain separation for sanitary reasons.

## Safety Speed Limits:

- Observe all local (airport authority) driving rules and speed limits.

- Reduce speed limits accordingly during inclement weather conditions (i.e., snow, ice and rain).

- When driving near aircraft speed MUST not exceed walking speed.

## Driving Safety Procedures:

- Aircraft always have the right of way.

- Drive defensively. Watch for hazards caused by unsafe conditions or actions of other drivers.

- Operators shall not exceed walking speed when operating equipment within the Equipment Restraint Area.

- Under no circumstances shall a vehicle drive on or across an active runway unless escorted or directed by an airport operations vehicle.

- Do not drive between passenger stairs and the terminal entrance unless following published instructions. Never drive in this area when passengers are present.

- Never drive within the gate sterile area during aircraft arrivals or departures.

- Under no circumstances should equipment be driven onto grass or dirt areas.

- When driving a vehicle, be aware of blind spots on the vehicle you are operating and come to a full stop at blind corners and when view becomes obstructed.

- Do not drive behind an aircraft when the Anti-Collision lights (beacon) are on. This indicates the aircraft is about to pushback or the engines are running.

- Do not drive over electrical cords, fueling vehicle grounding cables or hoses, or any other ground support equipment hoses.

- Driving under passenger boarding bridges is strictly prohibited unless the airport has a designated and clearly marked roadway for service vehicles.

- Ensure there is adequate clearance prior to operating or towing any equipment. When necessary guide person must be used.

- Always look before and while you back up any equipment.

- Use a guide person when positioning or backing a hi-lift truck.

- Do not ride in any vehicle except where seats are provided. The carrying of passengers, except in available seats, is prohibited.

- The use of seatbelts on all equipment is MANDATORY.

- Carrying cargo or baggage on or in a tractor is prohibited.

- Use equipment only for its intended purpose.

**GSE Equipment Towing Safety Procedures:**

- Carts, Dollies, and trailers are only to be towed.

- Ensure carts and containers are fully secured before towing. (I.e. curtains and doors closed and secured). Further, always ensure that the "pintle hook" to tow hitches is securely latched by conducting a tactile check.

- Baggage, mail, and freight are to be towed only in the appropriate units, carts and containers.

- When towing carts and dollies do not hook up and tow more than 4 at one time or the maximum allowed by local airport authority, whichever is less.

## Acknowledgement:

I have completed a review and understand the information in the **Ramp Safety Procedures Review** and that this document outlines key required safety compliance practices and procedures outlined in our WFS Ground Operations Manual, which all WFS Personnel must comply with. I have been given a copy for my reference.

**Employee Name:** _____ **Date** _____

**Employee Signature:** _____ **Employee #** _____

(maintain signed copy on file)