



SMICG Industry Day

December 11, 2015

Fly Nanaimo!



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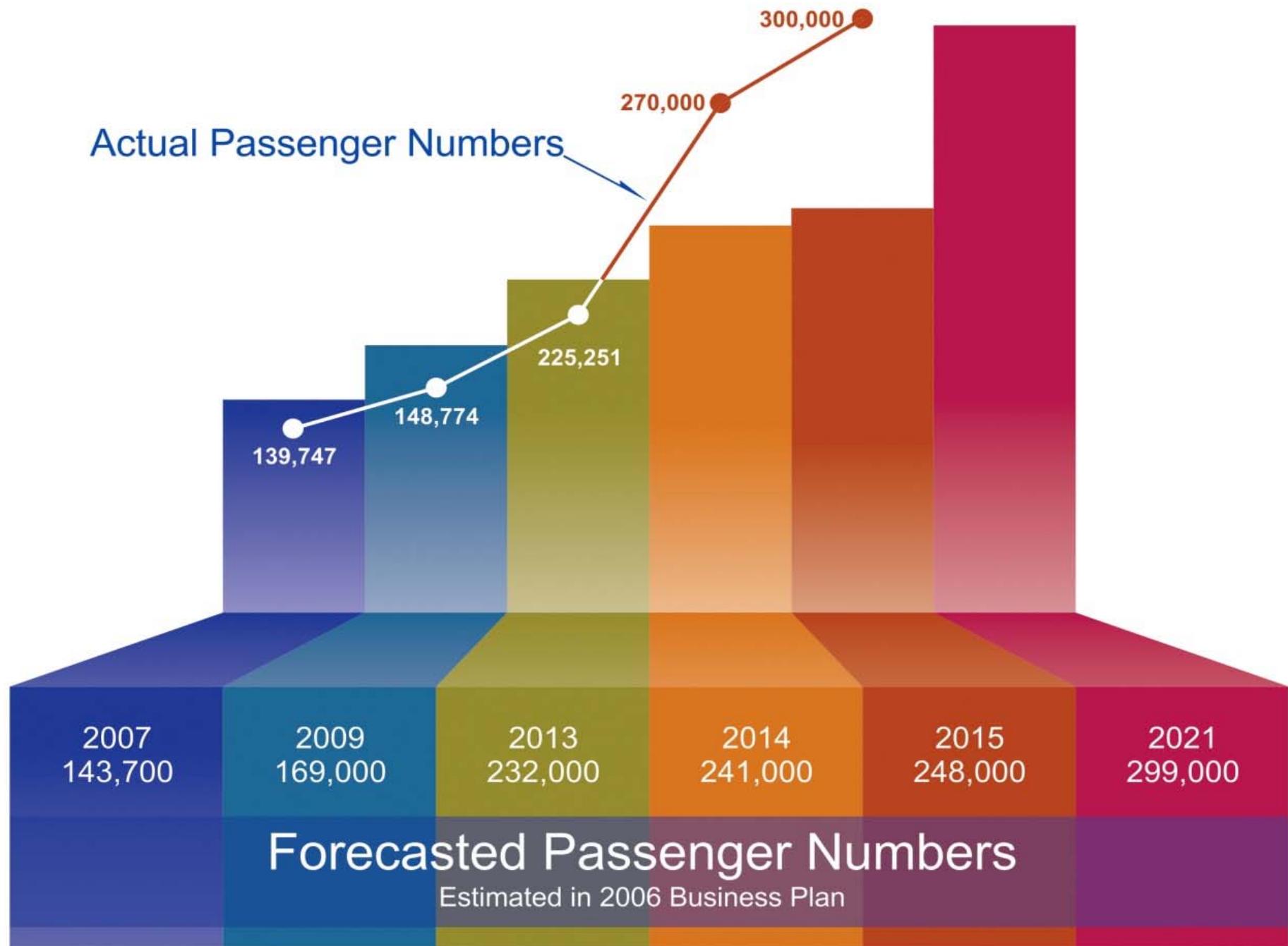
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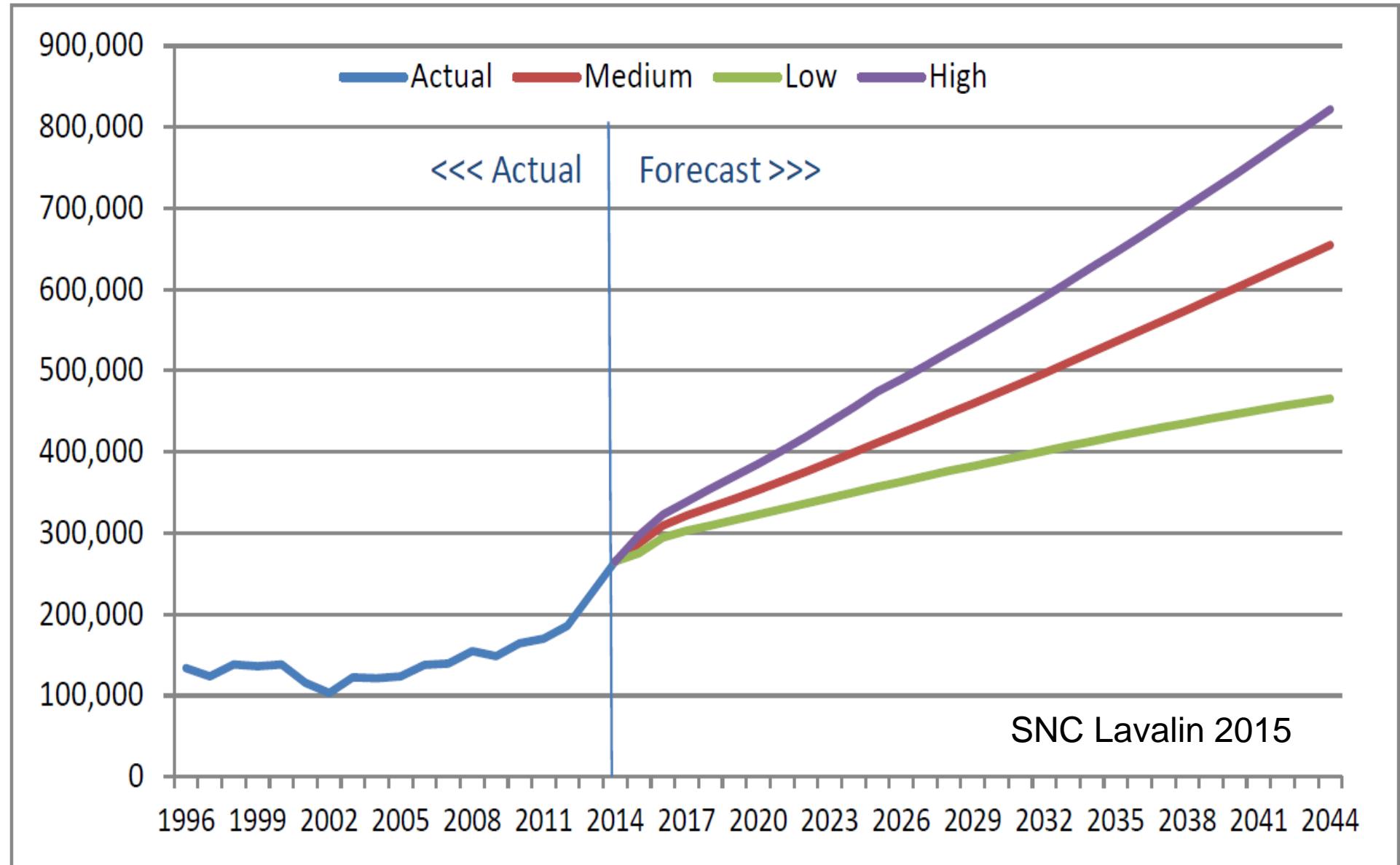




 Primary airports to be included in the study

 Other airports to be addressed in the study





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Implementing an SMS

Based on Size & Complexity

- Limited Staff & Funds,
- Need to Develop the “right” Culture for the long term.

Identify the Benefits

- Proactive Safety Program,
- Reduces cost due to Incidents,
- Decreases Liability Risks.



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ICAO SMS Framework

- Safety Policy & Objectives
- Safety Risk Management
- Safety Promotion



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Safety Policy



- Created and Signed by the Board & Staff - Full Ownership



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Key Safety Personnel

Based on a Multi-tasking Model

- Safety & Security Manager
 - Primary Focus on Safety.
 - Leads the Security Team.
 - ARFF Responder.
 - Multi-tasking including Equipment Operator for Winter Maintenance.
- Safety & Security Officer
 - Primary Focus on the Day to Day running of the SMS.



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Emergency Response Plan

Coordinating with Other Organizations

– Table Top & Live Exercises

- RCMP
- Fire Departments
- BC Ambulance
- Victim Services
- Regional District Teams
- Nav Canada (FSS)
- Air Carriers
- NAC Staff, ARFF Personnel.



YCD EXERCISE - Scenario #1, INSERT 3

- The pilot reported he has "shut down" the aircraft.
- Approximately 60 passengers have evacuated the aircraft with 10 aboard. Approximately 10 need minor medical attention.
- One passenger has a severe spinal injury and cannot evacuate.
- One passenger has a serious leg injury and will need assistance.
- Four other passengers have serious threats and emotional injuries.
- A large area of the runway is 1000 square feet with fuel on it.













Safety Risk Management

Safety Risk Assessment & Mitigation

- Robust yet Simple Process
- Report & respond to Hazards
- Electronic Document System

Performance Monitoring / Measurement

- Continuous Improvement
- Comprehensive yet Simple
- Comparable over years of Data



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Integrated Safety Management System

Safety

Security

OHS



CARS Part III - Aerodromes, Airports and Heliports

Version: Nov-16-2015



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2015

Safety

[Main](#) [Hazards and Incidents](#) [Manual Review](#) [Training](#) [Preparedness](#) [Documents](#) [Maintenance](#) [Audits](#) [Admin](#)

[What's New?](#) [Safety Inspections](#) [Hazards and Incidents](#) [NOTAMS](#) [Manuals](#) [Training](#) [Management Review](#) [Maintenance](#) [CAPS](#) [Return to Main](#)

Date	Inspections	Hazards + Incidents	NOTAM	Manuals	Training	Mgmt Review	Maintenance	CAPS
02-Dec-15		RB	RB	RB	RB	RB	RB	
03-Dec-15		RB	RB	RB	RB	RB	RB	
04-Dec-15		RB	RB	RB	RB	RB	RB	
07-Dec-15		RB	RB	RB	RB	RB	RB	
08-Dec-15		RB	RB	RB	RB	RB	RB	

Records of Communication

Daily Review

[Add Entry to Communications Log](#)[View Communications Log](#)[Link to Emails Folder](#)

Safety Inspections

Pedestrian Routes

Enter Data



Summary



Filter Reports

[NASD](#)[CARS](#)[CARAC](#)[WorkSafeBC](#)[Aircraft Movements](#)[Nanaimo Safety Web Site](#)[TC Online Documents](#)[CADORS](#)[NOTAMS](#)[BC Laws](#)[Canada Labour Code](#)[SUR-001 Issue 5](#)[Nanaimo Airport](#)[Bird Strike Report](#)

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Hazards and Incidents

Safety Hazard and Incident Reporting

Hazard or Incident Report Number
678

Report No. 678 **Title** Aircraft disabled on the runway from blown tire

Observed by Doug Fern **Employer** Nanaimo Airport **Occupation** Safety and Security Manager

Date Reported 28-Mar-15 **Time (24hr)** 1730 **Hazard or Incident Location** Runway 1634

Hazard or Incident Date 28-Mar-15 **Time (24hr)** 1330 **Category** Aircraft Incident

Inactive **Link to Documents** **CAP Complete**

Classification Safety **Location** Airside **Category** Hazard

Groundside **Location** Incident **Category** Unclassified **Category** Other

Description C FWGT landed and blew a tire and damaged a wheel. The aircraft was towed off the runway with the pilots approval about one hour later. (See report in link to documents)

Recommendation Management Team should complete the approval process for the Disable Aircraft Removal Plan that has been drafted. Put a box in the pick up truck that contains ropes and straps and a jack and tow

Corrective Action The report from the SSM recommended establishing a box in the response vehicle with equipment that could tow or repair aircraft.

Communication The report and recommendations were prepared for the Managers safety meeting on April 07, 2015.

Risk Matrix Before Mitigation Probability 2 Severity 3 Risk Assessment 6
After Mitigation Probability 2 Severity 2 Risk Assessment 4

SSM Review Date 14-Apr-15 **Correct by Date** 28-Mar-15 **Date Resolved** 28-Mar-15 **Date Communicated** 07-Apr-15

Form View



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Hazards and Incidents X

Safety Hazard and Incident Reporting

Hazard or Incident Report Number Exit

678 Preview Report

Report No. 678 **Observed by** Doug Fern **Employer** Nanaimo Airport **Occupation** Safety and Security Manager **Date Reported** 28-Mar-15 **Time (24hr)** 1730 **Hazard or Incident Location** Runway 1634 **Hazard or Incident Date** 28-Mar-15 **Time (24hr)** 1330 **Category** Aircraft Incident

Title Aircraft disabled on the runway from blown tire **Link to Documents** **Root Cause Analysis**

CAP Complete **Classification** Safety **Corrective Action Plan**

Location Airside Hazard
 Groundside Incident
 Unclassified Other



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Hazards and Incidents

Safety Hazard and Incident Reporting

Hazard or Incident Report Number: 678

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Category Aircraft Incident **Classification** Safety

Inactive **Link to Documents** CAP Complete

Root Cause Analysis **Corrective Action Plan**

Location Airside Hazard Groundside Incident Unclassified Other

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Risk Matrix

Before Mitigation	Probability	2	Severity	3	Risk Assessment	6
After Mitigation	Probability	2	Severity	2	Risk Assessment	4

SSM Review Date 14-Apr-15 **Correct by Date** 28-Mar-15 **Date Resolved** 28-Mar-15 **Date Communicated** 07-Apr-15

Exit **Preview Report**

Form View



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YCD - SMS RISK ASSESSMENT GRID

PROBABILITY	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5
		Very Low	Low	Medium	High	Very High
SEVERITY						

Values	Risk Level	Action
1 - 5	Low	Proceed after considering all elements of risk
6 - 12	Medium	Continue after taking appropriate corrective actions
13 - 25	High	STOP. Do not proceed until sufficient control measures have been implemented to reduce risk to an acceptance level.



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2015 Safety Inspection Checklists

Date: 09-Dec-15

Shift: Night 0000 - 0800

Inspector: Alan Morrison

A. Staff 22		B. Parking Lots		C. Airside (Areas B,C, and E)	
1. All Lights and Signals	OK	1. Main/South/Overflow Lot	OK	1. FOD Check	OK
2. Horn	OK	2. Ls. Gravel on Sidewalks	OK	2. All Lighting	OK
3. Fuel Level	OK	3. Machines	OK	3. Gates Secure	OK
4. ABS brakes on	OK	4. Lighting	OK	4. Auto Gates Functioning	OK
5. Radio Check	OK	5. Snow / Ice	OK	5. Fencing / Security Signs	OK
6. Frequency Check	OK	6. Signage	OK	6. Off Pavement Ponding	OK
7. First Aid Kit	OK	7. Potholes	OK	7. Apron Taxiway Clear	OK
8. Fire Extinguisher	OK	8. Other	OK	8. Emergency Routes Clear	OK
9. Other	OK	E. Spitfire and Mustang Road		9. Pavement Damage	OK
D. Admin and CSB		1. Signage	OK	10. Signage	OK
1. Gate 23 Locked	OK	2. FOD	OK	11. Condition of Windsock	OK
2. No Unauthorized Perso	OK	3. Fire Lanes Clear	OK	12. Approach Lights (weekly)	OK
3. Doors+Windows Secur	OK	4. Gates/Locks Secure	OK	13. Hazard Beacons (weekly)	OK
4. Fire Inspect	OK	5. Pavement	OK	14. PAPI Lights	OK
5. UV lights on? Pump Hs	OK	F. Terminal Building		G. Haslam Road	



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Safety Risk Management

– Hazards Identified

- 2015 - 27
- 2014 - 44
- 2013 - 59

Hazards and Incidents are recorded across the business – A full SMS System is a Culture that impacts airside and groundside.



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Hazards & Incidents

- Aircraft
- Runway, Taxiway & Apron
- Communications
- Equipment Failure
- Fire
- Electrical / Hydro
- Nuisance & Vandalism
- Public – General Safety
- Staff – General Safety
- Other



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Safety Hazard and Incident Status

No.	Pre	Post		Identified	Corrected	Comm	CAP	SSM Review
646	9	4	Off leash dog chased rabbit airside	15-Dec-14	16-Dec-14	22-Dec-14		22-Dec-14
645	4	2	Broken Light Cover	15-Dec-14	17-Dec-14	17-Dec-14		22-Dec-14
637	9	3	De Ice Truck "didn't disconnect power "	17-Nov-14	18-Nov-14	18-Nov-14		22-Dec-14
632	4	4	Flair Air	30-May-14	27-May-14	08-Dec-14		31-Oct-14
628	12	3	Glider Landed on Secondary Grass Strip	28-Sep-14	10-Oct-14	10-Oct-14		26-Nov-14
626	8	4	Gate 19 hit by garbage truck	03-Oct-14	03-Oct-14	03-Oct-14		03-Oct-14
623	9	4	Glider Ground Crew report Q400 landed as glider	21-Sep-14	29-Sep-14	29-Sep-14		29-Sep-14
621	8	8	Wildlife fence along Cottonwood - 800m yet to do	19-Jun-14	20-Jun-14	20-Jun-14		14-Jul-14
619	9	4	Speed limit signs for ring road as approach ATB	04-Jun-14	11-Aug-14	11-Aug-14		05-Sep-14
618	9	3	Vegetation blocking the view of oncoming traffic	21-Aug-14	23-Sep-14	18-Sep-14		22-Sep-14
617	6	4	Customs door opens blind and may strike someone	19-Jun-14	23-Jun-14	16-Jun-14		24-Sep-14
616	9	1	Electrical Box bumping hazard	19-Sep-14	19-Sep-14	20-Sep-14		30-Sep-14
615	9	9	Short cutting roundabout	16-Sep-14	02-Oct-14	02-Oct-14		31-Oct-14
614	6	3	FedEx leaves carts & trolleys unattended on apron	16-Sep-14	17-Sep-14	17-Sep-14		17-Sep-14
613	4	2	Bark Mulch fire in smoking area	13-Sep-14	13-Sep-14	15-Sep-14		30-Sep-14
612	4	4	Luggage slides off infeed belt-could hit passenger	09-Sep-14	15-Sep-14	10-Sep-14		30-Sep-14



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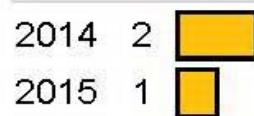


Annual Hazard Trends

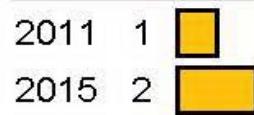
Aircraft Hazard



Aircraft Incident



Communications



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Recordable Incident Rate

Relative System – Across Years

– Yearly changes to passenger levels and aircraft movements.

– RIR

of incidents/(passengers/10,000)

$$\begin{array}{r} 3 \\ \hline 3 \\ \end{array} \quad / \quad (27,335/10,000) \quad = \quad 2.73$$

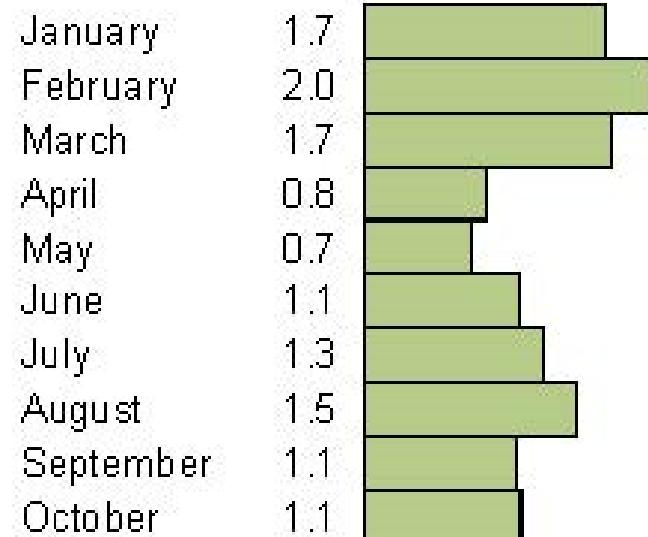
RIR for October is 1.1



Recordable Incident Rate

2015

RIR - Passengers (ITAP)

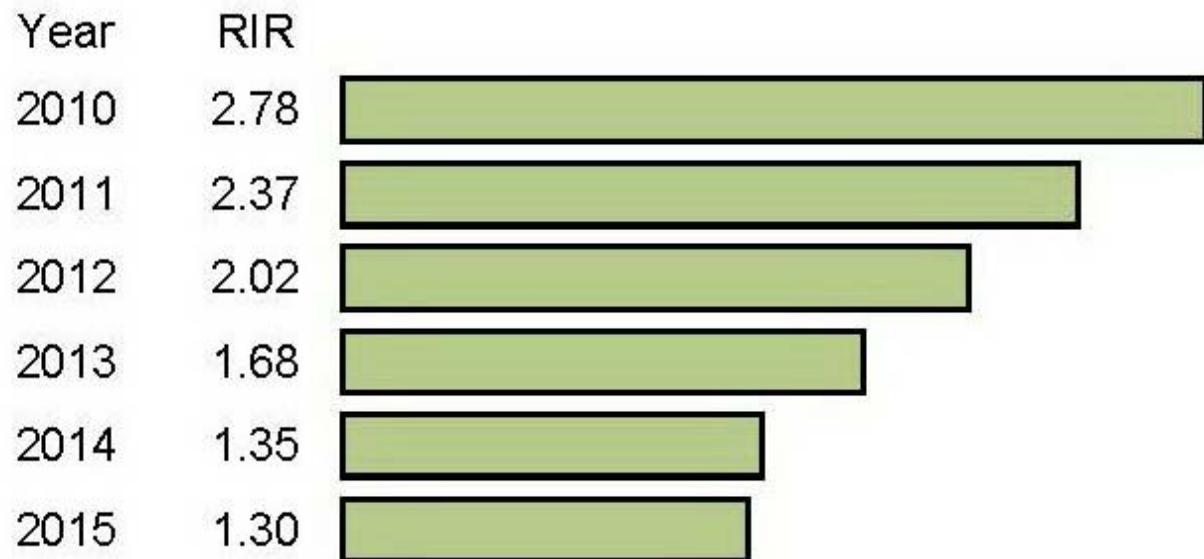


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Recordable Incident Rate

ITAP RIR based on Passengers Carried = Number of Incidents / (Passengers/10,000)



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Continuous Improvement

- Internal Audits
 - YCD Staff
 - Airports
 - Business Partners
- External Audits
 - Contractors
 - Consultants
- WorkSafeBC
 - Small Employers “SECOR”



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Safety Promotion

- Training & Education
 - Safety Manager
 - Consultants, Specialist, Staff
 - SOP's, SOG's & Internal Documents
 - Online Education – Cost Effective
 - Training tool that tracks course completion and renewal dates.



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Airport Staff Training Matrix

<i>Course or Certificate</i>	<i>Doug</i>	<i>Reg</i>	<i>Clint</i>	<i>Brian</i>	<i>Owen</i>
AED Training	13-Jun-13	13-Jun-13	13-Jul-13	13-Jun-13	13-Jun-13
Aeronautical Radio Licence	01-Jul-02	22-May-90	22-Sep-09	28-Apr-89	20-Jul-12
Air Brake Endorsement				01-Jan-79	
Aircraft Emergency Alarm and Communi	02-May-16	02-May-16	02-May-16	02-May-16	02-May-16
Airport Orientation Manual Review	01-May-10	16-Apr-10	16-Apr-10	01-Mar-10	26-Jun-12
ARFF Emergency Response Plan					22-Jul-15
ARFF Gear distribution and fitting	22-Jul-15	22-Jul-15	16-Apr-15	22-Jul-15	15-Apr-15
Assisting Disabled Persons	11-Mar-00	28-Nov-12	08-Aug-12	20-Feb-13	11-Dec-12
AVOP - D	05-Sep-02	01-Sep-04	08-Aug-08	08-Dec-06	22-Jun-12
Bio-waste procedure training	03-Jun-15	03-Jun-15	03-Jun-15		03-Jun-15
Brushcutter	07-Feb-99	10-Jul-12	13-Feb-99		13-Feb-13
CARS 302-323 Classroom Training 40 h	12-Jan-16	12-Jan-16	12-Jan-16	12-Jan-16	12-Jan-16
CARS 303-323 Live Fire Training	10-Feb-16	10-Feb-16	10-Feb-16	10-Feb-16	10-Feb-16
Chainsaw	07-Feb-99	10-Jul-12	13-Feb-99		24-Jul-12
Class 5 Drivers Licence	14-Sep-18	08-Jun-17	28-Feb-18	07-Apr-19	14-Jan-18
Conducting Airfield Inspections	11-Mar-06	07-Feb-13	11-Jun-08	11-Mar-13	03-Jul-12
Conducting Audits	07-Feb-99	07-Feb-99	06-Mar-99	06-Mar-99	06-Mar-99



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Training and Licensing Records by Employee

Doug Fern, Nanaimo Airport

Air Side

Course/License Name	Date Issued	Certificate/Issue	Renewal (days)	Renewal Date
RPM Tech Snow Blower	01-May-12		0	Renew Again Before
Runway Condition Reporting Terry Townsend	01-Jan-08		0	Renew Again Before
Safety Management Plan Review Read and approved final document.	01-Apr-12		0	Renew Again Before
SECOR Audit	30-Dec-14		365	30-Dec-15
SECOR Audit Audit completed by Doug and Clint	31-Dec-14		365	31-Dec-15
			Renew Again Before	31-Dec-15



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Safety Promotion

- Communication
 - Yearly & Quarterly SMS Reviews
 - Monthly Site Level
 - Weekly Management Meeting
 - Tailgate Meetings on Projects
 - SMS Website
 - Safety Website
 - Bulletin Boards
 - Online process's (E-mails, etc)



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Workspace:
Safety Site ▾



Documents

-  Personal
-  Workspaces
-  NAC Board
-  Safety Site
 -  Recycle Bin
 -  Directives Policies Procedures Flow Charts
 -  Emergency Response
 -  Hazard Incident report form
 -  Maps
 -  Safe Pedestrian Route map-Employee parking
 -  Training - New Employees and Tenants
 -  Winter Operations-Safety
 -  YCD SAFETY MEETINGS
 -  2013
 -  2014

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	Name
	01-January 2015 Safety Minutes.pdf
	02-February 2015 Safety Minutes.pdf
	03-March 2015 Safety Minutes.pdf
	04-April 2015 Safety Minutes.pdf
	05-May 2015 Safety Minutes.pdf
	07-July 2015 Safety Minutes.pdf
	08 August 2015 Safety Minutes.pdf
	09-September 2015 Safety Minutes.pdf
	10-October 2015 Safety Minutes.pdf



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Integrated Safety Management System

Safety

Security

OHS



CARS Part III - Aerodromes, Airports and Heliports

Version: Nov-16-2015



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