

A photograph of the Nanaimo Airport terminal building, a two-story structure with a blue roof and white walls. The words "NANAIMO AIRPORT" are visible on the upper part of the building. In front of the building is a paved parking lot with white lines, and a green car is parked. The sky is blue with white clouds.

# SMICG Industry Day

December 11, 2015

*Fly Nanaimo!*



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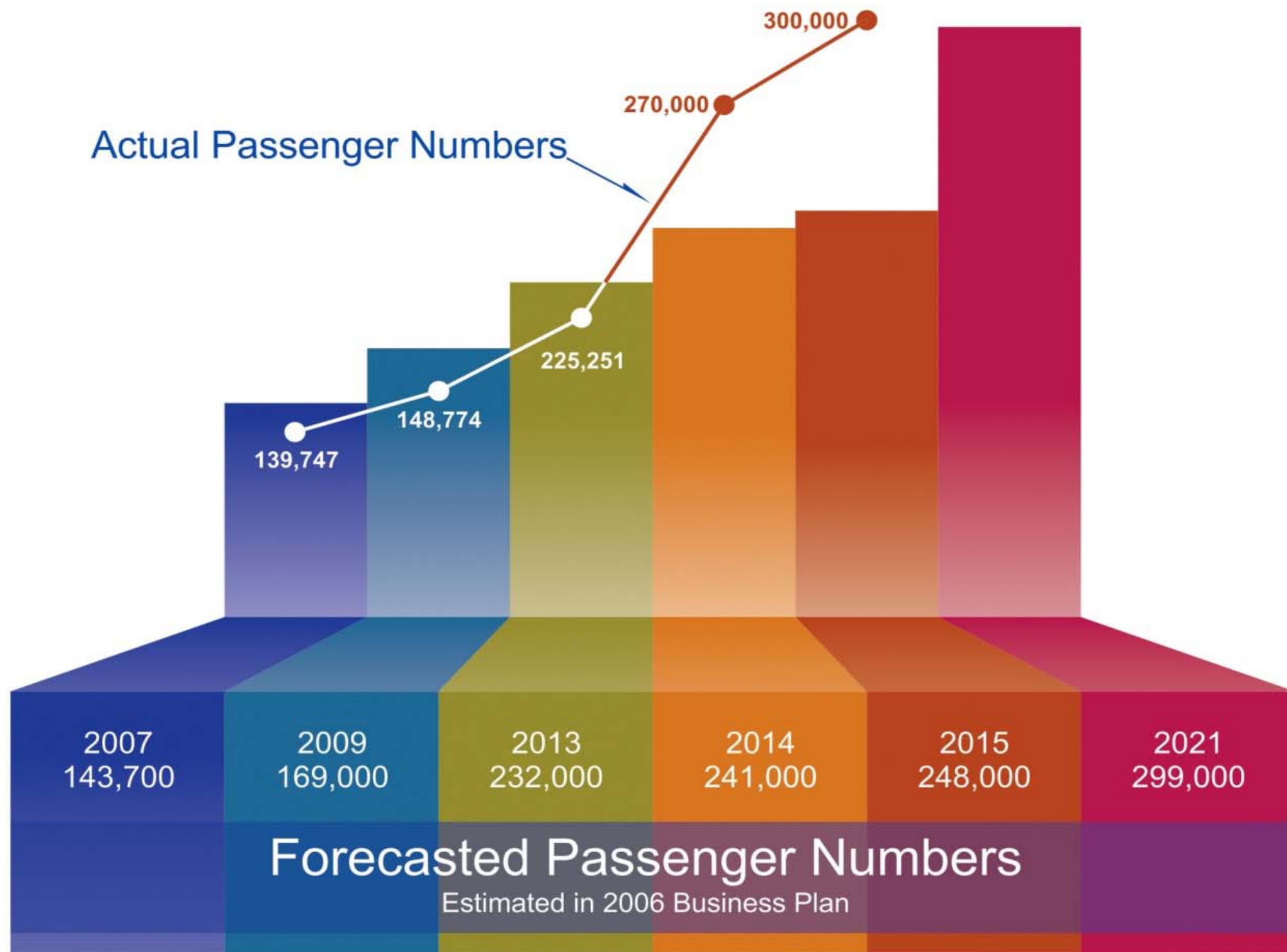
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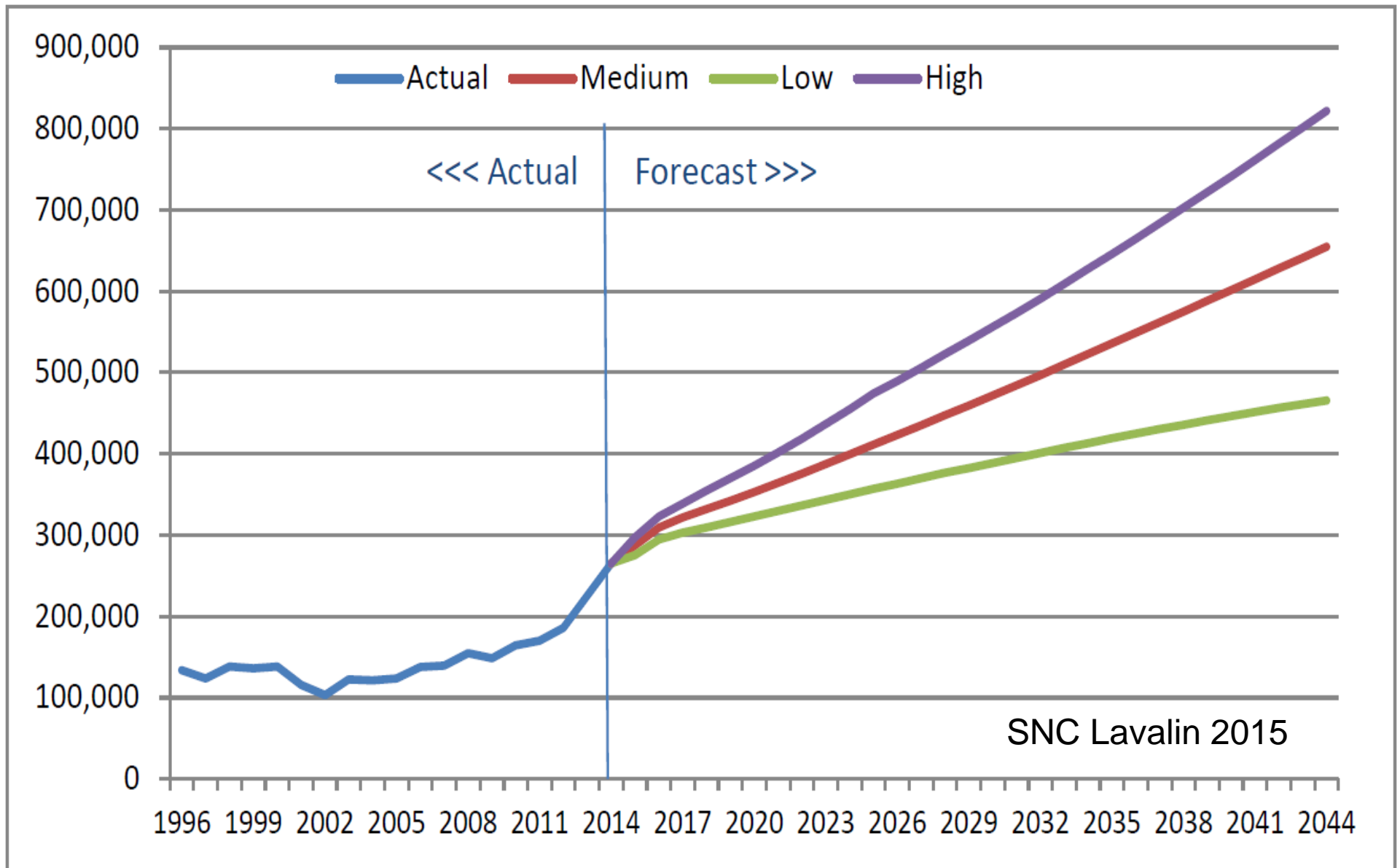
















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# Implementing an SMS

## 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.



# ICAO SMS Framework

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



# Safety Policy

## Nanaimo Airport Commission Safety Policy

Nanaimo Airport Commission has a responsibility to provide a safe environment for its customers, employees, contractors and others who are exposed to the risks associated with the operation of Nanaimo Airport.


Safety shall be afforded the highest priority, regardless of commercial, operational, fiscal, environmental or social pressures.

Safety at Nanaimo Airport shall be managed proactively through the application of a formal Safety Management System including, but not limited to, the following:

- Leadership that demonstrates a commitment to safety as the highest priority by all members of the Nanaimo Airport Commission, the CEO and Management,
- Use of proven safety management tools and processes by all management and workers to promote safety,
- Use of effective tracking and reporting within the Safety Management System to access and manage risk,
- Use of effective communication tools to promote and enhance a safety culture,
- Provision of adequate, appropriate and timely training for workers, managers and contractors,
- Utilization of additional regulatory programs which enhance workplace safety,
- Comprehensive internal monitoring and external auditing of the Safety Systems in place at Nanaimo Airport, and
- Continual review and improvement of safety performance.

The preceding policy statements are fully supported by the NAC Board of Directors and Management Team, as represented by the following signatories.

  
NAC BOARD CHAIR

  
PRESIDENT, CEO

August 20, 2013  
nanaimoairport.com

  
NANAIMO  
AIRPORT YCD  
Related to YCD, please go to YCD

- 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.





# 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.

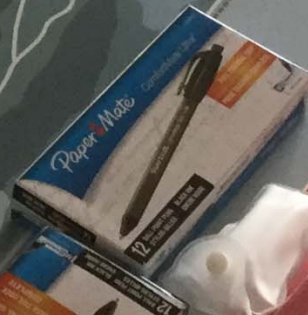








TABLETOP EXERCISE - NOV 5, 2015  
Scenario #2: Incident 1  
At 10:00 hours,  
a Bombardier CRJ-900 aircraft  
operating as flight 1234, en route to  
Chicago, is reported to be low on fuel.  
The aircraft is currently on Runway 24.























# 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





# Safety Risk Management

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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  
InspectionsHazards 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

Add Entry to Communications Log

View Communications Log

Link to Emails Folder

Daily Review

Safety  
InspectionsPedestrian  
Routes

Enter Data

+

+

Summary

Σ

Σ

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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ISMS

SMS

2015

Main

Hazards and Incidents

Ma

Hazard and Incident

Statistics

Current RIR

Enter Aircraft Movements

Incidents by Category

Annual Incident

Hazards by Category

Annual Hazard

Select Incident Type

NASD

CARS

CA

CADORS

NOTAMS

BC

Hazards and Incidents

Safety Hazard and Incident Reporting

Exit

Hazard or Incident Report Number

678

Preview Report

Report No.

678

Inactive ☐

Title

Aircraft disabled on the runway from blown tire

Observed by

Doug Fern

Link to Documents

Employer

Nanaimo Airport

Occupation

Safety and Security Manager

☐ CAP Complete

Date Reported

28-Mar-15

Time (24hr)

1730

Hazard or Incident Location

Runway 1634

Hazard or Incident Date

28-Mar-15

Time (24hr)

1330

Classification

Safety

Location

☒ Airside

☐ Groundside

☐ Unclassified

Category

☐ Hazard

☒ Incident

☐ Other

Root Cause Analysis

Corrective Action Plan

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)

14-Apr-15

SSM Review Date

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

28-Mar-15

Correct by Date

Corrective Action

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

28-Mar-15

Date Resolved

Communication

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

07-Apr-15

Date Communicated

Risk Matrix

Before Mitigation

Probability

2

Severity

3

Risk Assessment

6

After Mitigation

Probability

2

Severity

2

Risk Assessment

4



## Safety Hazard and Incident Reporting

Exit

Hazard or Incident Report Number

678

Preview Report

Report No.

678

Title Aircraft disabled on the runway from blown tire

Observed by Doug Fern

[Link to Documents](#)

Root Cause Analysis

Inactive ☐

Employer Nanaimo Airport

Occupation Safety and Security Manager

☐ CAP Complete

Corrective Action Plan

Date Reported 28-Mar-15 Time (24hr) 1730

Hazard or Incident Location Runway 1634

Classification

Safety

Location

☒ Airside☐ Groundside☐ Unclassified

Category

☐ Hazard☒ Incident☐ Other

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

Category Aircraft Incident



ISMS

SMS

2015

Main

Hazards and Incidents

Ma

Hazard and Incident

Statistics

Current RIR

Enter Aircraft Movements

Incidents by Category

Annual Incident

Hazards by Category

Annual Hazard

Select Incident Type

NASD

CARS

CA

CADORS

NOTAMS

BC

Hazards and Incidents

Safety Hazard and Incident Reporting

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678

Preview Report

Report No.

678

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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

Link to Documents

Root Cause Analysis

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CAP Complete

☐

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Risk Assessment

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After Mitigation

Probability

2

Severity

2

Risk Assessment

4



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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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# Safety Risk Management

## Safety Risk Assessment & Mitigation

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

## Performance Monitoring / Measurement

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- Comprehensive yet Simple
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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	<b>E. Spitfire and Mustang Road</b>		9. Pavement Damage	OK
<b>D. Admin and CSB</b>		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	<b>F. Terminal Building</b>		<b>G. Haslam Road</b>	
6. Alarm Set	OK	1. Emerg Exit Lights	OK	1. Approach Lighting Gates	OK
7. Exit Lights	OK	2. Fire Extinguishers	OK	2. Appr. Lighting Gate Locks	OK
8. Fire Extinguishers	OK	3. Door Locks	OK	3. Gates and Fencing	OK
9. Other	OK	4. Slipping Hazards	OK	4. Lock Gate 24	OK
<b>H. Red 2</b>		5. Lights	OK	5. Off-site Intrusions	OK
1. Plugged In	OK	6. Soap + Sani Disp	OK	<b>I. Kitchen</b>	
2. Driveway Clear	OK	7. UV Water (all lights on?)	OK	1. Oven off?	OK
3. Tires Inflated	OK	8. Washroom Check	OK	2. Crash keys	OK
4. Spills	OK	9. Eye Wash Caps Rm. 15	OK	<b>K. Bioswales</b>	
<b>J. Generator</b>		10. Sec. Cameras Working	OK	1. Birds Nesting?	OK
1. Auto Switch On	OK	11. Other	OK	<b>O. Mt. Hayes Beacon</b>	
<b>L. Fire Pump</b>		<b>N. Comments</b>		Version: Nov. 27, 2014	
1. Indicate Lights On	OK	1.			
2. Auto Switch On	OK	2.			
<b>M. AMSCR</b>		3.			
1. AMSCR	OK	4.			

Version: Nov 01, 2015

December-09-15

7:56:06 AM

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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
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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.





# Hazards & Incidents

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





## Safety Hazard and Incident Status

<u>No.</u>	<u>Pre</u>	<u>Post</u>	
646	9	4	Off leash dog chased rabbit airside
645	4	2	Broken Light Cover
637	9	3	De Ice Truck "didn't disconnect power "
632	4	4	Flair Air
628	12	3	Glider Landed on Secondary Grass Strip
626	8	4	Gate 19 hit by garbage truck
623	9	4	Glider Ground Crew report Q400 landed as glider
621	8	8	Wildlife fence along Cottonwood - 800m yet to do
619	9	4	Speed limit signs for ring road as approach ATB
618	9	3	Vegetation blocking the view of oncoming traffic
617	6	4	Customs door opens blind and may strike someone
616	9	1	Electrical Box bumping hazard
615	9	9	Short cutting roundabout
614	6	3	FedEx leaves carts & trolleys unattended on apron
613	4	2	Bark Mulch fire in smoking area
612	4	4	Luggage slides off in feed belt-could hit passenger

<u>Identified</u>	<u>Corrected</u>	<u>Comm</u>	<u>CAP</u>	<u>SSM Review</u>
15-Dec-14	16-Dec-14	22-Dec-14		22-Dec-14
15-Dec-14	17-Dec-14	17-Dec-14		22-Dec-14
17-Nov-14	18-Nov-14	18-Nov-14		22-Dec-14
30-May-14	27-May-14	08-Dec-14		31-Oct-14
28-Sep-14	10-Oct-14	10-Oct-14		26-Nov-14
03-Oct-14	03-Oct-14	03-Oct-14		03-Oct-14
21-Sep-14	29-Sep-14	29-Sep-14		29-Sep-14
19-Jun-14	20-Jun-14	20-Jun-14		14-Jul-14
04-Jun-14	11-Aug-14	11-Aug-14		05-Sep-14
21-Aug-14	23-Sep-14	18-Sep-14		22-Sep-14
19-Jun-14	23-Jun-14	16-Jun-14		24-Sep-14
19-Sep-14	19-Sep-14	20-Sep-14		30-Sep-14
16-Sep-14	02-Oct-14	02-Oct-14		31-Oct-14
16-Sep-14	17-Sep-14	17-Sep-14		17-Sep-14
13-Sep-14	13-Sep-14	15-Sep-14		30-Sep-14
09-Sep-14	15-Sep-14	10-Sep-14		30-Sep-14



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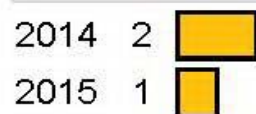
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## Annual Hazard Trends

### Aircraft Hazard



### Aircraft Incident



### Communications







# Recordable Incident Rate

## Relative System – Across Years

- Yearly changes to passenger levels and aircraft movements.

- RIR

# of incidents / (passengers / 10,000)

3 / (27,335 / 10,000)

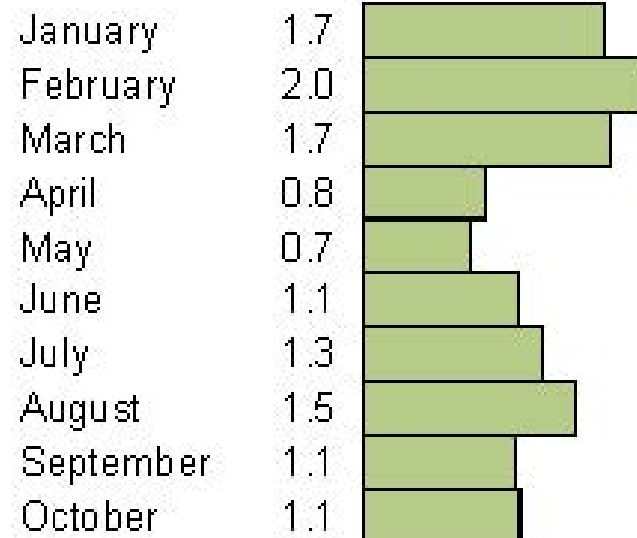
3 / 2.73 =

**RIR for October is 1.1**

# Recordable Incident Rate

2015

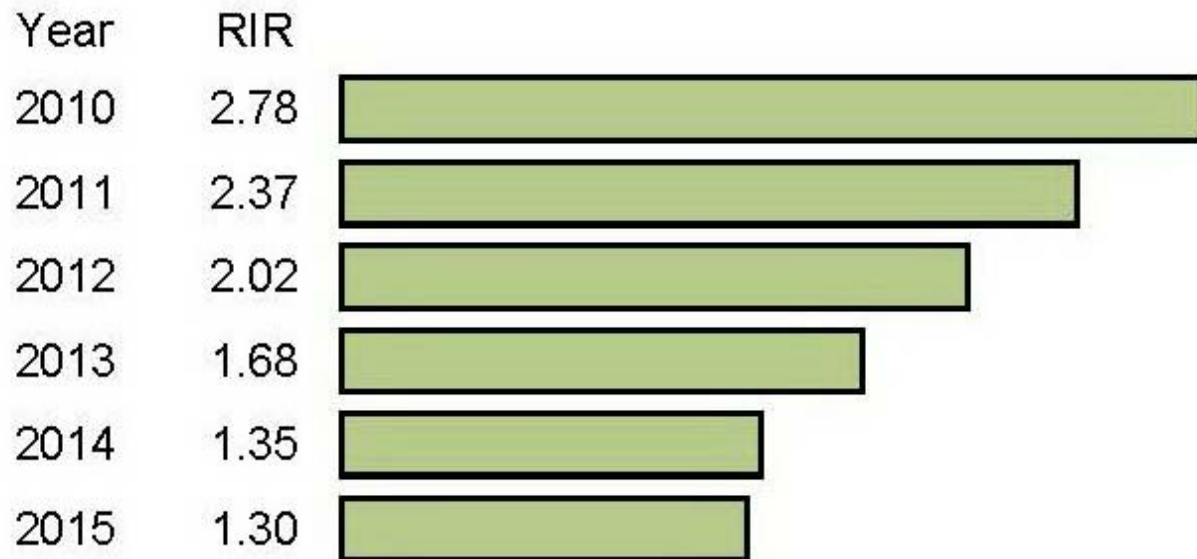
**RIR - Passengers (ITAP)**





# 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”





# 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.



## 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
<b>RPM Tech Snow Blower</b>	01-May-12		0	
			Renew Again Before	
<b>Runway Condition Reporting</b>	01-Jan-08		0	
Terry Townsend			Renew Again Before	
<b>Safety Management Plan Review</b>	01-Apr-12		0	
Read and approved final document.			Renew Again Before	
<b>SECOR Audit</b>	30-Dec-14		365	30-Dec-15
<b>SECOR Audit</b>	31-Dec-14		365	31-Dec-15
Audit completed by Doug and Clint			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)



File Edit View Favorites Tools Help

★ SKYbrary SKI DAU Projects - D'Ambrosio arc... Audience Overview - Goo... Nanaimo Airport










 **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

New folder Upload File Delete Audit

	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

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