CHAPTER 1

General

Management regards an effective safety program as an integral part of a Safety Management System and vital in achieving the mission of the Flight Department. In recognition of this fact, the Department is committed to providing a safe and healthful working environment for its employees by mitigating the risk associated with recognized hazards. In pursuit of this goal, an aggressive safety strategy or established SMS shall be incorporated into all department activities. A good safety culture starts with the individual employee and is evidenced by their thinking, planning, and actions. All Department personnel will be held accountable for fulfilling their responsibilities under this safety program. Compliance with this policy will be part of the annual performance appraisal process.

The cornerstone of an effective safety program is active risk management to prevent accidents. The Department is committed to eliminating hazards and minimizing potential risks through the diligent practice of risk analysis included in the SMS. Hazards and risks resulting from department operations shall be identified at all levels. Conditions and acts posing unacceptable risk shall be eliminated or changed to prevent personnel injury or illness and property damage or loss.

The Department shall ensure compliance with all regulatory safety requirements through a comprehensive education and training program, and scheduled evaluation.

SAFETY CULTURE

Safety Culture or climate may be thought of as the department's collective norms, standards, perceptions and behaviors with respect to safety. In other words; it's the way business is conducted from day to day. Management's fostering of a positive safety culture is critical to any effective safety program. The following concepts and actions are elements of a positive safety culture:

- Unqualified commitment to safety as a behavioral pattern and pervasive way of life from the top down.

- Unambiguous expectations by each level of management as well as each peer group that, for all employees, safe life patterns and work habits are as normal as breathing and must be practiced off the job as well as on the job.

- Availability of quality standardized fully functioning, equipment, with which to accomplish the assigned tasks.

- Clear, easily understood standard operating procedures, followed without deviation.

- Inclusive system of communications for collecting, analyzing, and exchanging data related to safety.

- Non-retribution for submission of incident data and risk identification.

- Retraining without penalty or stigma when safety is involved.

- System for tracking incident and accident data, analysis of trends, and feedback of results.

- Peer acceptance that accidents are preventable, regardless of operations.

- Peer acceptance that safety is a matter of lifestyle – a matter of culture.

SAFETY PROGRAM

An effective SMS Safety consists of many components. The four major components are:

1. A formal accident prevention program.

2. Employee safety and accident prevention education and training.

Safety Best Practices Manual

3. An internal reporting system to allow employees and other personnel to report incidents and identify hazards.

4. An internal assessment program to monitor the effectiveness of the Safety Program.

Governmental regulations require the establishment of an employee training program. Due to the complexities of these regulations, the Safety Manager/Officer shall aid and advise managers and supervisors in identifying appropriate training methods.

RESPONSIBILITY FOR SAFETY
Refer to Section 2 of the Policy and Operations Manual for a general description of the safety responsibilities of management and of all employees relating to the Department's mission. The Department Safety Program further defines these responsibilities.

SAFETY MANAGER/OFFICER
The [*Position Title*] shall designate a Department Safety Manager or Safety Officer (here after referred to as the Safety Manager) is tasked with the overall responsibility for development and implementation of the Department's Safety Program. The Safety Manager reports directly to the Flight Department Manager or CEO on all safety issues and shall also serve all levels of the department as an advisor on safety matters. Specific responsibilities include:

- Develop and implement safety programs for Department personnel to ensure a healthy and safe work environment.

- Advise management of recognized hazards and unsafe working conditions.

- Periodically assess Safety Program effectiveness and compliance.

- Update Safety Program as necessary to maintain regulatory compliance.

- Perform annual facility safety audits.

- Perform hazard assessments for the purpose of recommending engineering controls, administrative controls, and personal protective equipment.

- Evaluate available training resources. Advise management concerning training requirements, methods, and sources.

- Assist management as necessary in the event of a governmental safety and/or health inspection.

- Disseminate safety-related information.

- Process Hazard and Incident Reports for the purpose of identifying and eliminating or mitigating workplace hazards.

- Other duties as determined by the Flight Department Manager.

SAFETY REPRESENTATIVES
Safety Representatives may be designated among Department personnel to perform supplemental duties in support of the Safety Program. Specific responsibilities include:

- Act as the Safety Manager's representative at the respective base.

- Fulfill base safety training and record-keeping requirements.

- Advise management on safety-related issues.

- Disseminate urgent and routine safety information to personnel.

- Respond to the safety concerns of personnel and forward concerns to the Safety Manager.

- Assist the Safety Manager in conducting periodic Safety Assessments.

- Analyze identified hazards for the purpose of eliminating or mitigating risk.

- Maintain a base safety bulletin board highlighting pertinent safety topics.

Safety Representatives shall coordinate professional training relating to their duties with their supervisor. The Safety Manager shall identify appropriate schools and seminars for the professional development of Safety Representatives.