



Meeting: Safety Committee - 29-11-2018

(BDA Division)

Meeting Information

Purpose	Review issues flagged for review pending closure and discuss general safety initiatives.		
Desired Outcome	Complete review of all bdasafety issues marked for review		
Meeting Date	29/11/2018	Location	Burgess Boardroom
Start Time	10:37	End Time	13:34

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho	Chuck Santiago
Allisson Russell	Kahnae Bean
Amy Curtis	Steve Nurse
Donald Gray	Wendell Dottin
Lonnie Bascome	
Michael Darrell	
Tina Minors	

Meeting Minutes

1. (Issue #25279) LEAKS AND FLOODING IN ATB

Speaker	Myron Burchall
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Minutes & Notes	All issues addressed
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2. (Issue #5022624) Member of public injured in short term parking lot

Speaker	Myron Burchall
Minutes & Notes	All works completed. Issue closed

3. (Issue #5037987) HDDC Parapet Wall

Speaker	Joseph Butterfield
Minutes & Notes	Unable to close at indicated at last meeting due to unaccepted CPA. However, HDDC continues to perform works. New issue submitted.

4. (Issue #5041310) Incorrect use of ladder and lack of care of asset

Speaker	Myron Burchall
Minutes & Notes	Unable to close due unaccepted CPA

5. (Issue #5042556) Belt Loader not parked in designated area

Speaker	Jason Inniss
Minutes & Notes	<p>Safety Committee recommendations: Air Ops develop parking diagram for distribution to all ramp agencies. Ensure adequate inspection and enforcement action is taken in the event of infractions. Amend Menzies Aviation licence to require compliance with parking requirements. Require all vehicles and equipment to be parked in designated bays other than for staging purposes a defined period in advance of flight arrivals. A review should be conducted on the presence/markings of the portable lighting equipment on Stand 6</p> <p>Item remains open. DH advised</p>

6. (Issue #5037679) Removal of defective equipment from service

Speaker	Myron Burchall
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Minutes & Notes	Unaccepted CPA prevented closure
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7. (Issue #5037976) Failure to comply with requirements of Job Hazard Analysis

Speaker	Myron Burchall
Minutes & Notes	<p>SC Recommendation: Post-project debriefings should be conducted to discuss what went well and what not so well after every project. Airport Traffic Officers and Airport Duty Officers should be provided with traffic management plans and Job Hazard Analyses for all projects Communication during morning briefing to identify works scheduled for the following day.</p> <p>Action for: M&E / Technical Sections</p> <p>Unable to close due to unaccepted CPA</p>

8. (Issue #5022598) Mold on ceiling tiles

Speaker	Myron Burchall
Minutes & Notes	<p>eMaint inspection programme now in place.</p> <p>Issue closed</p>

9. (Issue #5044656) Trailer hazard

Speaker	Myron Burchall
Minutes & Notes	<p>SC Recommendation: Receiving procedures should include confirmation that the environment is safe for vehicular and pedestrian traffic. Procedures should include barriers/cones/signs as appropriate.</p> <p>Issue closed</p>

10. (Issue #5045864) SOL Truck & GSE cutting across aircraft stand

Speaker	Jason Inniss
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Minutes & Notes	<p>This issue is related to issue 5042556 in that the route taken may not have been necessary if space between gates remained clear of GSE.</p> <p>Recommend recording of monitoring described in CPA to monitor apron vehicle operations over the next few days.</p> <p>Unable to close due to open investigation</p>
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11. (Issue #5046356) Medical DL656 absence of ground crew

Speaker	Jason Inniss
Minutes & Notes	unaccepted CPA, unable to progress

12. (Issue #5046879) slip and fall main concourse

Speaker	Donald Gray
Minutes & Notes	no action required by skyport. issue closed

13. (Issue #5045503) There is no cap on the left side of the potable water fill p

Speaker	Myron Burchall
Minutes & Notes	unaccepted CPA - unable to close.

14. (Issue #5042819) Passenger fall in stairwell

Speaker	Donald Gray
Minutes & Notes	Not due to skyport errors or omission. NFA required. Issued closed

15. (Issue #5041773) Taxi Driver Fall

Speaker	Myron Burchall
Minutes & Notes	Area in question investigated by M&E. No obvious cause. Issue closed

General Notes

1.	Next meeting - 17th Dec - 1300-1700 24th Jan - 1300-1700
2.	Approval of previous minutes - approved without comment