

Meeting: Safety Committee - 06-12-2017

(BDA Division)

Meeting Information

Purpose	Review duties of the Committee with the aim of developing a plan of activities for 2018		
Desired Outcome	Set Agenda and Activities for 2018		
Meeting Date	06/12/2017	Location	Burgess Boardroom
Start Time	10:05	End Time	16:32

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho Anthony Davis Donald Gray Lonnie Bascome Michael Darrell Michelle Wilkinson Steve Nurse Tina Minors Wendell Dottin	Amy Curtis Elaine Parker

Meeting Minutes

1. Administration

Speaker	
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Minutes & Notes	<p>Meeting start: 1005 Meeting ended: 1145</p> <p>Next meeting: 17th January, 2018 - 1000-1230 Subsequent meeting: 14th February 2018 - 1000-1230 Subsequent meeting: 14th March 2018 - 1000-1230</p> <p>The meeting opened with the Skyport President (AA) expressing his thanks to the SC members for the work they had done this year and recognizing them for the contribution that has been made to the BCAA corrective action plan. AA stressed that safety was a core value of Skyport going forward and, based on a personal experience encouraged the raising of staff awareness to safety hazards and the importance of being comfortable reporting perceived hazards.</p>
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2. Approval of minutes of previous meeting

Speaker	
Minutes & Notes	Minutes approved

3. Discussion of membership of Committee

Speaker	
Minutes & Notes	<p>All sitting members agreed to remain on the Committee. The Committee welcomed Michael Darrell and Wendell Dottin as new members The Committee also recognized Amy Curtis's interest and looks forward to welcoming her for the January meeting.</p>

4. Review and discussion of duties of Committee

Speaker	
Minutes & Notes	<p>The draft Terms of Reference were reviewed in Committee. Some minor changes were made. Ideas were solicited on the best way to achieve the stated Duties of the Committee described in Section 5.</p>

General Notes

1.	<p>5.1 - Review of Closed Hazards: The committee agreed that items identified in SMS-Pro would be reviewed on a monthly basis. MD asked if items could be marked not as 'closed' but in some other way for ease of management by the Committee. DG/MD to discuss architecture of SMS-Pro prior to the next meeting to determine best way to process issue reports.</p>
2.	<p>5.2 - Recommending and/or participating in investigations: While generally comfortable with the investigative process, most members expressed the opinion that additional investigation training would be beneficial, including specific training with SMS-Pro processes. Action item: DG to complete draft investigative process document for discussion at next meeting. Action item: DG to investigate options for investigative technique training including possible use of Gov S&H Coordinator, Titus Gordon for provision of training.</p>
3.	<p>5.3 - Participation in identification and control of safety hazards: All members agreed that they are comfortable in the conduct of workplace inspections. It was decided that this would best be done in groups of two, and the airport split into zones, with groups inspection a couple of zones per month in order to cover the entire airport annually. The fire zones depicted in the terminal plans available from the TDC will be used for the activity.</p>
4.	<p>5.4 - Establishment and promotion of safety and health programmes: It was agreed that each SC member would bring suggestions on safety and health tips to each monthly meeting for consideration and inclusion in a quarterly safety newsletter.</p>
5.	<p>5.5 - Receipt, consideration and disposition of S&H matters: All SC members expressed that they were comfortable with hearing S&H concerns from employees and bringing them to SC meetings for consideration and action.</p>
6.	<p>5.6 - Assessing the effectiveness of measures to control safety hazards: duplication of 5.1; to be deleted</p>
7.	<p>5.7 - Making recommendations with respect to remedial action: All members agreed that they were comfortable, following consideration of a reported issue, making recommendations as a committee to the responsible manager for additional actions to mitigate risks</p>
8.	<p>5.8 - Making recommendations with respect to safety related training: All members agreed that they would complete FA/AED/CPR training. LB expressed a view that it would be useful to present update on reporting system during AOWG meeting on Friday. DG to explore possibility of having Red Cross or SJA provide training on site to SC members and SKP staff and advise at next meeting. DG to present refresher on how to submit reports through bdasafety.com</p>
9.	<p>5.9 - Making recommendations on PPE: M&E reported that they have been provided all appropriate PPE, with exception of dust masks. MB/JB to be advised of need to order dust masks for staff.</p>

10.	5.10 - Providing advise and assistance in the implementation of education and training: Action item: DG to investigate suitable online programmes, e.g. ACI, for completion by all staff. All members to give consideration to training that they consider would be beneficial for discussion at next meeting.
11.	5.11 - Providing advice and assistance to employees and employer: All members recognized the importance of this duty and expressed a willingness to fulfill the role. The general consensus that the first step would be for the Skyport President to emphasize the importance of safety at the start of staff meetings, including stressing the importance of reporting perceived hazards.
12.	5.12 - Considering matters arising from reports and notices from the Bda Govt. Safety & Health Officer: DG advised that he was in regular communication with the Gov H&SO and had never seen any reports or notices emanating from his office. Action item: DG to contact Gov H&SO to determine report and notification policy/procedures in place.

Pre-Meeting Announcements

1.	Please review the attached Terms of Reference and be prepared to discuss with the view to developing a schedule of activity for 2018 and to finalize it for inclusion in the revision of the Safety and Quality Manual
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