

Bermuda Skyport Corporation Ltd.

**Safety Committee
Monthly Meeting**

Meeting Date: January 29, 2020

Time: 12:00 pm-3:00 pm

Location: Burgess Board Room


Attendees:	Role	Initials
Allisson Russell	Co-Chair	AR
Afton Botelho	Co-Chair	AB
Lonnie Bascome	Member	LB
Tina Minors	Member	TM
Lonnie Bascome	Member	LB
Joseph Butterfield	Member	JB
Derek Burrows	Member	DB
Je-Shae Pace	Member	JP
Miguel Vasconcelos	Member	MV
Michael Darrell	Member	MD
Katina Weeks	Member	KW
Shaqir Richards	Member	SR
Tyler Fox	Member	TF
Kathleen Bean	Member	KLB
Chuck Santiago	Member	CS
Mark Pacheco, Skyport EHS Director	Minute Taker	MP
Kahnae Bean, EHS Coordinator	Advisor	GM

Item	Discussion	Action
1.0	Purpose: Monthly meeting to enable consultation between management and staff on safety issues; it also advises the Skyport President on safety issues.	info
1.1	AR opened the meeting and welcomed the new members of the Safety Committee (KW,JB,DB,JP,MV,SR,KLB). AR welcomed back co-chair AB. MP provided and overview for the Committee. Legislative requirements reviewed as well as SMS requirements.	AR

1.2	<p>Safety Moment: Practice road safety to prevent road users from being killed or seriously injured. Busy times of the day such as morning and afternoon rushes, its crucial to pay attention when operating a vehicle.</p>	MP
Vortex Review		
2.0	<p>Vortex Incidents from January reviewed with safety committee. Evidence of closure and progress made on open/closed incidents reviewed.</p> <p>9 incidents open 16 incidents closed</p> <p><u>Highlighted Incidents</u></p> <p>2020-0003 Garbage fire incident. Passenger threw a lit cigarette in the trash receptacle outside of the arrival's hall. ATO had difficulty locating extinguisher. Locations for an additional extinguisher to be installed in the area reviewed. Decision was made to not install the extinguisher outside of the hall in fear of theft. Extinguisher is present in the Arrivals hall and is accessible. CLOSED</p> <p>2020-0014 Aircraft cargo door damaged. In high winds a Menzies loader scrapped a cargo door. Root cause was explored by the committee into whether the wind was the root cause or a contributing factor for the incident. LB to provide MP with a copy of Menzies high wind policy. OPEN</p> <p>2020-0008 Passenger Fall from the air stairs. LB reviewed the incident with the committee and subsequent actions taken. LB and MP collected 6 witness statements following the incident. OPEN</p> <p>2020-0020 – Gate 103 strike. JB shared that M&E has purchased sensors for all the gates. Sensors will add a second point of failure in the gate's operating system. OPEN</p>	Safety Committee
2.1	<p>Vortex Safety Issues from January reviewed with the Committee</p> <p>2020-0020 Roof A Project was reviewed with the Committee. DB reviewed the incident with committee and actions taken following the incident. Weighting and securing of the material reviewed by DB. Root cause was</p>	Safety Committee

	examined by the committee, and corrective actions reviewed. Issue remained opened awaiting further action. OPEN	
2.2	2019 Incidents and Issues reviewed by the committee.	Safety Committee
Building Safety Into Systems		
3.0	MP reviewed building safety into systems. Hazard identification practice was performed using a accident video as an example. Safety Committee worked together to identify all the unsafe acts performed prior to the accident. MP likened the activity to a Jenga set. The more blocks (unsafe acts) you pull from a system the higher the probability that if you pull one more piece (unsafe act) the tower will collapse (accident).	MP
2020 Proposed Inspection Schedule		
4.0	MP and KB presented the proposed inspection schedule for 2020. Safety committee will participate in monthly inspections.	Safety Committee
Any Other Business		
5.0	JB requested the Committee members discuss with the co-workers that maintenance requests be submitted in E-Maintenance and opposed to Vortex.	Safety Committee

Committee Minute Approval

Allisson Russell	
Afton Botelho	