



Meeting: Safety Committee - 27-02-19

(BDA Division)

Meeting Information

Purpose	General discussion of PDCA plan and issue processing procedures. Solicitation for ideas on general S&H initiatives		
Desired Outcome	Update on change to vortex and processing of reported issues		
Meeting Date	27/02/2019	Location	Burgess Boardroom
Start Time	11:36	End Time	14:47

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho	Allisson Russell
Amy Curtis	Kyle Eve-Townsend
Chuck Santiago	Steve Nurse
Donald Gray	
Kahnae Bean	
Lonnie Bascome	
Michael Darrell	
Tina Minors	
Tyler Fox	

Meeting Minutes

1. Administration - Next Meetings

Speaker	
Minutes & Notes	Next meetings: 29th March, 1230 26th April 1230

2. Approval of previous minutes

Speaker	
Minutes & Notes	Approved without comment

3. PDCA update

Speaker	Donald Gray - 30 minutes
Minutes & Notes	DG presented an update of the PDCA activity that has been designed to address the backlog of issues in bdasafety. The attached doc provides more details of the process. Ops was selected to trial the approach and good progress has been made. All issues are expected to be addressed by the end of this week. The plan is then to move the activity to the Technical Department, followed by HR and then M&E.

4. Suggestions for S&H initiatives/activities

Speaker	
Minutes & Notes	AC suggested that the airport host a 'safety week' or similar. General discussions ensued, including thoughts on the format it should take, with one suggestion that each department of Skyport would provide safety related presentations appropriate to their area of operations. DG to discuss with Skyport PR Dept. All SC members to give consideration to suitable activities with the view to presenting recommendations at the next SC meeting and developing a programme.

General Notes

1.	<p>AC raised the fact that ATOs no longer have access to the baggage claim area through the skycap return door. This prevents them from performing their duties which include:</p> <ol style="list-style-type: none">1. inspection of the area in the event of a first stage fire alarm to confirm whether there is a fire2. determine if passengers remain in the terminal in order to advise taxi drivers and/or obtain taxis. <p>SC recommends that the removal of ATO access is reviewed with the view to either reinstating access or revising ATO duties taking into accommodate the reduced access.</p>
2.	<p>KB raised the subject of airport/airfield inspections. B OSH Regulations require an annual inspection of all areas. Starting in April, SC members will form groups to inspection the different areas of the airport and reporting findings to responsible managers and the SC</p>