



Meeting: Safety Committee - 31-01-2019

(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	31/01/2019	Location	Burgess Boardroom
Start Time	12:09	End Time	11:09

Meeting Attendance (Roll Call)

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

Meeting Minutes

1. Administration - Next Meetings

Speaker	Donald Gray
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Minutes & Notes	22th February - 1230 29th March - 1230
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2. Approval of Previous Meeting Minutes

Speaker	Donald Gray
Minutes & Notes	Approved without comment

3. Appointment / Election of Co-Chairs

Speaker	
Minutes & Notes	Allisson Russell & Afton Botelho reelected as co-chairs.

4. (Issue #5046629) Airport Security Officer Drove Behind Aircraft During Pushba

Speaker	
Minutes & Notes	SC recommends that AVOP training programme be reviewed to ensure information related to aircraft pushing back is enhanced, including information on aircraft lights, specifically anticoll lights. Sample slides provide to AOO. Referred to RM for further action.

5. (Issue #5031188) Tower HYTERA Radio Base Intermittent

Speaker	
Minutes & Notes	Closed by SC

6. (Issue #5037987) HDDC Parapet Wall

Speaker	
Minutes & Notes	HDDC continues to be used by M&E. New issue raised accordingly. This item closed

7. (Issue #5031869) Wind Gust Blew ULD Container Off of K-Loader

Speaker	
Minutes & Notes	Adequate procedures in place by Menzies. Unable to close due to unaccepted CPA

8. (Issue #5045626) Zero Non Smoking signs posted airside on the ramp area.

Speaker	
Minutes & Notes	Signs posted. Issue closed

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

Speaker	
Minutes & Notes	SC Recommendation: 'Skyport monitor the apron over the next few days specifically looking out for these behaviors from Sol and Menzies' - when this action forms a part of a CAP, records should be kept as evidence of activity having taken place and specific parties for the action should be identified. Issue closed

10. (Issue #5046204) FOD Airside

Speaker	
Minutes & Notes	FOD inspection process functioned as designed. Issue closed.

11. (Issue #5046356) Medical DL656 absence of ground crew

Speaker	
Minutes & Notes	Previous Policy Letter reemphasized. Appropriate action taken. Issue closed.

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

Speaker	
Minutes & Notes	Issue closed

13. (Issue #5041803) Immigration Hall/ Split Carpet Strip

Speaker	
Minutes & Notes	Corrective action taken, issue closed

14. (Issue #5042664) Flooding at Door 01 due tank overflowing

Speaker	
Minutes & Notes	All controls implemented - issue closed

15. (Issue #5042828) Delta Pax Minor Cut

Speaker	
Minutes & Notes	DM&E reported that other gates were also checked. issue closed

16. (Issue #5044306) Passenger Injury - trip & fall

Speaker	
Minutes & Notes	Appropriate mitigation implemented. Issue closed

17. (Issue #5035861) Children's Bookshelf / International Lounge

Speaker	
Minutes & Notes	Bookcase removed. Issue closed

18. (Issue #5036322) CRM - Customs JIU office not informed of need to vacate offi

Speaker	
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Minutes & Notes	<p>The replacement of the Boulevard Cafe deck, as the final element of this project without any notification having been provided to airport personnel including the ADO indicates that there are inadequate project management procedures in place. The issue requires further review by the responsible manager and further mitigation.</p> <p>Continued use of contractor with poor safety record further evidence of inadequate management. Site inspection identified failure to complete JARR card and failure to wear required PPE.</p> <p>ADOs did not identify that work was being conducted.</p>
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19. (Issue #5037462) AIRCRAFT N328MM DEPARTING 15 MINUTES BEFORE TOWER OPERATIONS

Speaker	
Minutes & Notes	Aircraft made appropriate announcement. No action required. Issue closed.

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

Speaker	
Minutes & Notes	Defective equipment removed from service. Issue closed.

21. (Issue #5037976) Failure to comply with requirements of Job Hazard Analysis

Speaker	
Minutes & Notes	<p>The replacement of the Boulevard Cafe deck, as the final element of this project without any notification having been provided to airport personnel including the ADO indicates that there are inadequate project management procedures in place. The issue requires further review by the responsible manager and further mitigation.</p> <p>Reopened and forwarded to responsible manager for further action</p>

22. (Issue #5017597) Damage to Gate 103

Speaker	
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Minutes & Notes	Investigation in progress. Needs to be closed before SC action. Referred to responsible manager for action.
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23. (Issue #5019340) Conveyor Belt components exposed

Speaker	
Minutes & Notes	Corrective action taken. Issue closed

24. (Issue #5020599) Ceiling Tiles in need of replacement / Zone BB

Speaker	
Minutes & Notes	Ceiling tile inspection and replacement programme in place and effective. Issue closed

25. (Issue #5024977) Pot holes on North Perimeter Rd from Apron 2 to Apron 4

Speaker	
Minutes & Notes	Repairs completed. Issue closed

26. (Issue #5050112) Trip and fall Menzies employee

Speaker	
Minutes & Notes	No Skyport involvement. Appropriate actions completed by Menzies. Issue closed.

27. (Issue #5038619) Contractor Management

Speaker	
Minutes & Notes	See earlier comments related to contractor and project management, which apply equally to this incident. This issue closed.

28. (Issue #5029925) Glideslope out of service

Speaker	
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Minutes & Notes	Cannot close due unaccepted CPA requiring closure by responsible manager
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29. (Issue #5045503) There is no cap on the left side of the potable water fill p

Speaker	
Minutes & Notes	Corrective action taken. Issue closed