

Meeting: Safety Committee - 20-09-2017

(BDA Division)

Meeting Information

Purpose	Review of open items, root cause analysis, recommendation for investigation or corrective action as appropriate to the responsible manager.		
Desired Outcome	Review of all open items		
Meeting Date	20/09/2017	Location	Burgess Boardroom
Start Time	10:23	End Time	16:32

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho Anthony Davis Brendan Kapuscinski Donald Gray Lonnie Bascome Michelle Wilkinson Tina Minors	Steve Nurse

Meeting Agenda and Minutes

1. Administration

Speaker	
Minutes & Notes	Meeting started 1010 ended 1400 Next meeting to be held October 11th 2017 Following meeting to be held November 1st 2017

2. Approval minutes of previous meeting

Speaker	
Minutes & Notes	Approval of minutes of meeting held 09/08/17 20/09/17 meeting canceled due to technical difficulties (DDOS attack of SMSPro)

3. Old Business Reviewed as Standing items

Speaker	
Minutes & Notes	None.

4. Old Events/Hazards reports not closed at previous meeting

Speaker	
Minutes & Notes	Deferred.

5. Draft documented process of investigation

Speaker	
Minutes & Notes	Draft Safety Committee Terms of Reference discussed and approved. Investigation document still in production. Deferred to next meeting.

6. Review & discussion of outstanding issues based on criticali

Speaker	
----------------	--

<p>Minutes & Notes</p>	<p>Issue 1322686 - ILLUMINATED 'X' SIGNIFYING CLOSURE OF TAXIWAY No evidence of action taken Existing hazard: Contractor management New Hazard: No documented process for notification to personnel of changes in duties and responsibilities as a result of activities other than normal operations. SC Recommendation: Development of documented process for notification of personnel. Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager. Responsible Manager: RW</p> <p>Issue 1024084 - INAPPROPRIATE DELIVERY, UNAPPROVED STORAGE AND DISPENSING OF AVIATION FUEL Existing Hazard: Efficacy of Airside inspection practices and action to be taken for removal of hazards. Action taken: AIP amendment, notification to FBO. SC Action: Issue linked to 5001035 and closed Status: Closed, to be actioned with above issue Responsible Manager: RW</p> <p>Issue 1022688 - BLOCKED FIRE ESCAPE EGRESS Action taken: flange removed Existing Hazard: No documented maintenance procedures to ensure safety and health requirements are taken into consideration when maintenance is performed on doors. SC Recommendation: Development of documented maintenance practices SC Action: linked to 4223254 and closed Status: Closed, to be actioned with above issue Responsible Manager: MB</p> <p>Issue 1022188 - FIRE IN GARBAGE BIN No evidence of action taken. New Hazard: Inappropriate action by multiple parties. SC Recommendation: Remind tenants of appropriate action to be taken in emergencies. AOWG/AOC meetings. Status: Closed. Responsible Manager: RW</p> <p>Issue 721564 - LINTEL MASONRY DAMAGE AT IBC FACILITY No evidence of action taken. Existing Hazard: Inadequate building inspection practices. SC Action: linked to issue 5013809 – Deteriorated floor in trailer and closed Status: Closed, to be actioned with above issue Responsible Manager: MB</p>
----------------------------	---

Issue 721399 - PREVENTATIVE MAINTENANCE

No evidence of action taken.

New Hazard: No building inspection checklists/procedures.

SC Action: linked to 5013809

Status: In progress

Responsible Manager: MB

Issue 25275 - TALON81 FLIGHT CREW DID NOT COMMUNICATE ON THE APPROPRIATE CTAF

No evidence of action taken.

Existing hazard: There is the potential for confusion related to uncontrolled aircraft movements during afterhours operations.

SC Recommendation: Review of after-hours operations in consultation with BAA/ATC including suitability of CTAF frequency.

SC Action: linked to 21315 (take-off without runway lights) and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 23701 – INTERRUPTION OF AIRCRAFT PUSHBACK

No evidence of action taken.

Existing hazard: Airside driving practices

SC Action: linked to 5003121 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 23359 – C172 LANDING WITHOUT ACKNOWLEDGING LANDING CLEARANCE FROM ATC 08 MAY 2016

SC Action: Closed, regulatory authority, not airport related.

Status: Closed

Responsible Manager: RW

Issue 23168 – FAULTY GROUND HANDLING EQUIPMENT

No evidence of action taken.

Existing hazard: Defective GSE

SC Action: linked to 5002271 and closed

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 23058 – VEHICLE RUNWAY INCURSION

No evidence of action taken.

Existing hazard: Airside driving practices, oversight and administration

SC Action: linked to 5003121 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Responsible Manager: RW

Issue 22866 – MENZIE PUSHBACK TUG – SMOKE FROM ENGINE GATE 6

No evidence of action taken.

Existing hazard: Serviceability of GSE

SC Action: linked to 5002271 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 22756 – RAMP OFFICE ELECTRICAL PANEL NOT UP TO CODE

Existing hazard: Maintenance practices and training/competence/qualifications of maintenance personnel and contractors.

SC Action: AD to inspect and report back on status

Action date: 11/10/2017

SC Recommendation: All maintenance work should be subject to inspection and signoff on completion. All Skyport maintenance personnel should be subject to refresher training as appropriate for maintenance and enhancement of skills and knowledge, including ensuring suitable level of code compliance requirements applicable to their discipline.

linked to 21315 (take-off without runway lights) and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 21129 – CRANE OPERATING NEAR GATE 103 WITHOUT NOTAM ISSUED

New hazard: Inadequate coordination between M&E and Operations to ensure maintenance activities do not impact operations.

SC Recommendation: M&E and Ops should establish and implement a formal, documented system of notification for all M&E activities airside or landside involving elevated equipment such as cranes

Status: Issue remains open for risk assessment and corrective action by responsible Manager(s)

Responsible Managers: RW & MB

Issue 21425 – BA2232 PUSHBACK TUG BREAKDOWN

Existing hazard: Serviceability of GSE.

SC Action: linked to 5002271 and closed

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 21312 – STAIRS #4 GATE 5 APRON 1

Existing hazard: Serviceability of GSE.

SC Action: linked to 5002271 and closed

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 21173 – WATER LEAKING IN ROOM U03.
CEILING TILES FALLEN OUT DUE TO WATER LEAK.
Existing hazard: Roof leaks.
SC Action: linked to 5014786 (Leak by Trattoria Café US Departures) and closed.
Status: Closed, to be actioned with above issue
Responsible Manager: MB

Issue 20430 – PUSHBACK TUG OPERATION BY UNQUALIFIED DRIVER
No evidence of action taken
Existing Hazard: Unqualified operators using GSE.
SC Action: linked to 20431 and closed
Status: Closed, to be actioned with above issue.
Responsible Manager: RW

Issue 5017313 BLOCKED EXIT FROM FUEL DEPOT
Corrective action taken
SC Action: to be reviewed by LB/DG with the view to closure
Status: In progress, pending review and closure
Responsible Manager: RW

Issue 5017303 – UNEVEN PAVEMENT (median between taxi line and short term parking)
New Hazard: Tripping hazard
Existing Hazard: ineffective ADO/ATO/M&E inspection, reporting and correction practices. Although clearly present for some time, issue was raised by a member of the public who tripped and fell.
SC Action: Linked to 721399, AD to investigate to determine status
Action date: 6th Oct 2017
Status: In progress
Responsible Manager: MB

Issue 5017300 – PUBLIC OCCURRENCE / HAZARD / CONCERN REPORT
Existing hazard: Mould in Menzies' office.
SC Action: linked to 5018304 (Employee has chest infection) and closed.
Status: Closed, to be actioned with above issue
Responsible Manager: MB

Issue 5016794 – BAG ROOM AIR CONDITIONER DISCHARGING WATER ONTO ELECTRICAL PANEL
New Hazard: Short circuit potential due water presence
Existing hazard: Ineffective preventative maintenance
SC Action: linked to Issue 721399 – preventative maintenance.
Status: In progress
Responsible Manager: MB

	<p>Responsible Manager: MB</p> <p>Issue 5016792 – WELDING GAS CYLINDER BAG ROOM New Hazard: Explosive risk due inappropriate storage SC Recommendation: Since there is no qualified/certificated welder on Skyport staff (welders are required to be certificated under the National Occupational Certification Act 2004) SC recommends disposal of SC Action: AD to arrange for removal of cylinder Action date: 6th Oct 2017 Status: In progress Responsible Manager: MB</p> <p>Issue 5016301 – THORGUARD PREDICTION SYSTEM ERROR New Hazard: Numerous questions and concerns exists with respect to Thorguard including measurement parameters, alerting mechanisms, unit sighting and others. SC Recommendation: Complete review of Thorguard to address stakeholder concerns. SC Action: Linked to issue 5018110 Status: In progress Responsible Manager: RW</p> <p>Issue 5015621 – JET BLAST DAMAGE - CONSTRUCTION BARRIERS & EQUIPMENT Recent report, investigation in progress Status: In progress Responsible Manager: MB</p> <p>Issue 5015131 – WATER LEAKING THROUGH CEILING TILE Existing Hazard: Leaks SC Action: Linked to issue 5014786 and closed Status: Closed Responsible Manager: MB</p>
--	--

Pre-Meeting Announcements

1.	Please review attached draft documents with the view to providing comments as appropriate
----	---