



## Safety Committee

### Meeting: Safety Committee - 21-07-2017

(BDA Division)

#### Meeting Information

<b>Purpose</b>	Review of open items, root cause analysis, recommendation for investigation or corrective action as appropriate to the responsible manager.		
<b>Desired Outcome</b>	Review of all open items		
<b>Meeting Date</b>	21/07/2017	<b>Location</b>	Burgess Boardroom
<b>Start Time</b>	09:18	<b>End Time</b>	09:43

#### Meeting Attendance (Roll Call)

<b>Present</b>	<b>Absent</b>
Afton Botelho Anthony Davis Donald Gray Elaine Parker Kyle Eve-Townsend Lonnie Bascome Michelle Wilkinson Tina Minors	Steve Nurse

# Meeting Agenda and Minutes

## 1. Administration

<b>Speaker</b>	
Minutes & Notes	Temporary role of SC explained, i.e. clearance of old issues.  Appointment of Co-chairs: Employer: S. Nurse Employee: A. Davis  Next meeting: 9th Aug 2017, 1000-1400, Burgess Boardroom Following meeting: 30th Aug, 1000-1400, Burgess Boardroom

## 2. Approval minutes of previous meeting

<b>Speaker</b>	
Minutes & Notes	n/a, first meeting

## 3. Old Business Reviewed as Standing items

<b>Speaker</b>	
Minutes & Notes	n/a, first meeting

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

<b>Speaker</b>	
Minutes & Notes	n/a, first meeting

## 5. Draft documented process of investigation

<b>Speaker</b>	
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Minutes & Notes	Action: EP to draft revised ToRs and procedure for handling of issues brought to SC. Action date: 28th July 2017
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6. (Issue #25279) LEAKS AND FLOODING IN ATB

<b>Speaker</b>	
Minutes & Notes	<p>Detailed discussions on this subject in SQMR meetings. Details of action items may be found in SQMR minutes. Awaiting action by Director of M&amp;E.</p> <p>Additional details were provided to the Committee that the tank started overflowing several years ago following a hurricane. It is believed that a passive overflow pipes became blocked. It is further suspected that, the excessively high water level submerged the pump, which is not a submersible pump.</p> <p>Responsible Manager: MB Action by Safety Committee: Updated SHELL analysis, provided 2 recommendations as suggested CPAs in manage tab of issue report. Action by Responsible Manager: Action SC recommendations Action by: 3rd August and 31st August</p>

7. (Issue #4223254) CONSTRUCTION BARRIERS HIT PARKED AA AIRCRAFT ON GATE 5

<b>Speaker</b>	
Minutes & Notes	<p>New information obtained: Construction barriers that were removed from service were not tagged as unserviceable or quarantined to prevent their future use.</p> <p>Responsible Manager: MB Action by Safety Committee: Reviewed SHELL Action by Responsible Manager: Detailed CPA attached to issue, including CPAs suggested in manage tab of issue report. New CPA added to address above deficiency Action by: See CPAs in issue report</p>

8. (Issue #5003121) FAILURE TO GIVE WAY TO AIRCRAFT ABOUT TO PUSH

<b>Speaker</b>	
Minutes & Notes	<p>Reviewed SHELL</p> <p>Responsible Manager: RW</p> <p>Action by Safety Committee: Reviewed SHELL</p> <p>Required Action by SC: DG to contact RW to provide evidence of action taken to date</p> <p>Action by: 28th July 2017</p> <p>Action by Responsible Manager: Detail CPA attached to issue, including CPAs suggested in manage tab of issue report</p> <p>Action by: See CPAs in issue report</p>

9. (Issue #5012080) FULL FOD BINS ON APRON 1

<b>Speaker</b>	
Minutes & Notes	<p>Responsible Manager: RW</p> <p>Action by Safety Committee: Completed SHELL analysis</p> <p>Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information</p> <p>Action by: 7th August 2017</p>

10. (Issue #5013472) DOOR FOUND PROPPED OPEN AND LOCK REQUIRES REPAIR

<b>Speaker</b>	
Minutes & Notes	Security - not discussed

11. (Issue #5013684) POP UP TENT ALONGSIDE PERIMETER FENCE

<b>Speaker</b>	
Minutes & Notes	Security - not discussed

12. (Issue #5013809) DETERIORATED FLOOR IN TRAILER

<b>Speaker</b>	
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Minutes & Notes	Responsible Manager: MB Action by Safety Committee: Performed SHELL, made recommendations Action by: 28th July 2017 Action by Responsible Manager: 1. Bar access to trailer 2. Remove trailer from site 1. immediately 2. 31st August 2017
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13. (Issue #5013954) APRON III HANGAR DOORS LEFT OPEN

<b>Speaker</b>	
Minutes & Notes	Security - not reviewed

14. (Issue #5014305) ROLLING DELAY JET BLUE-POTENTIAL SECURITY ISSUES

<b>Speaker</b>	
Minutes & Notes	Security - not reviewed

15. (Issue #5014306) BAGGAGE DROP OFF DOORS FOUND OPEN

<b>Speaker</b>	
Minutes & Notes	Security - not reviewed

16. (Issue #5014308) IMPROPER DISPOSAL OF CONSTRUCTION REFUSE

<b>Speaker</b>	
Minutes & Notes	Discussed - not directly safety related, more contractor management and monitoring to ensure compliance with established requirements  Recommended CPA for contractor management

17. (Issue #5014477) PAX FOUND IN DEPARTURES

<b>Speaker</b>	
Minutes & Notes	Security - briefly discussed. Issue closed since security procedures functioned as designed.

18. (Issue #5014492) TANKER UNDER TOW OBSERVED PROCEEDING WITHOUT ATC CLEARANCE

<b>Speaker</b>	
Minutes & Notes	<p>Further investigation required. Statement provided by AOO, attached to issue report</p> <p>Responsible Manager: RW  Action by Safety Committee: Performed SHELL analysis. Unable further action due to absence of more information. Suggested CPA created.  Action by Responsible Manager: Assign for further investigation for discussion at next SC meeting  Action by: 7th August 2017</p>

19. (Issue #5014785) LOOSE BOARDS BY GATE 6

<b>Speaker</b>	
Minutes & Notes	Issue linked to #5012080 and closed. Action to be taken in association with 5012080.

20. (Issue #5014786) LEAK BY TRATORREA CAFE US DEPARTURES

<b>Speaker</b>	
Minutes & Notes	<p>Further investigation required.</p> <p>Responsible Manager: MB  Action by Safety Committee: Discussed and concluded that further investigation was required. SQM had already sent request to reporting ADO for additional information.  Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information.  Action by: 7th August 2017</p>

21. (Issue #5014789) UNSAFE PLUG BELOW SEATING

<b>Speaker</b>	
Minutes & Notes	<p>Responsible Manager: MB  Action by Safety Committee: Completed SHELL analysis, CPAs added to issue manage module  Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information  Action by: 7th August 2017</p>

22. (Issue #5014967) Overflowing Waste Pit

<b>Speaker</b>	
Minutes & Notes	<p>Responsible Manager: RW/MB  Action by Safety Committee: Completed SHELL analysis, created CPAs in issue manage module.  Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information to provide to SC for next meeting  Action by: 7th August 2017</p>

23. (Issue #5015131) WATER LEAKING THROUGH CEILING TILE

<b>Speaker</b>	
Minutes & Notes	<p>Responsible Manager: MB  Action by Safety Committee: Insufficient information to analyze. Requires further investigation.  Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information  Action by: 7th August 2017</p>

24. (Issue #5015163) HOLES ON RUNWAY DUE TO LIGHTNING STRIKE

<b>Speaker</b>	
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Minutes & Notes	<p>Discussion about the nature of a temporary repair still having to meet a defined standard despite being only temporary. Question was raised about the shelf-life of the product used and methodology employed.</p> <p>Further investigation required.</p> <p>Responsible Manager: RW  Action by Safety Committee: Completed SHELL analysis  Action by Responsible Manager: Assign investigation based on SHELL analysis and any other known information and report results to SC.  Action by: 7th August 2017</p>
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25. (Issue #5015333) FUEL TRUCKS TRAVELLING FROM APRON 2 TO NORTH PERIMETER ROAD

<b>Speaker</b>	
Minutes & Notes	Linked to 5003121 and closed since it relates to control of airside vehicles and roads generally

26. (Issue #5015757) VEHICLE DAMAGE

<b>Speaker</b>	
Minutes & Notes	Linked to issue 5003121 and closed since related to airside driving practices

**Pre-Meeting Announcements**



1.	<p>Expanded agenda items 1-6 above are:</p> <ol style="list-style-type: none"><li>1. Administration<ol style="list-style-type: none"><li>a. Selection of co-chairs, minute taker, review of roles</li><li>b. Confirmation of committee membership (potential further recruitment)</li><li>c. Selection of next meeting date</li></ol></li><li>2. Approval minutes of previous meeting None – first meeting</li><li>3. Old Business Reviewed as Standing items: None – first meeting</li><li>4. Old Events/Hazards reports not closed at previous meeting None – first meeting</li><li>5. Draft documented process of investigation Led by Elaine Parker</li><li>6. Review of open items in data base<ol style="list-style-type: none"><li>a. Recent items not officially investigated (anticipated results, completed S.H.E.L.L. with questions that need to be answered)</li><li>b. High Risk items not yet investigated (none for this meeting)</li></ol></li></ol>
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