

# SAFETY COMMITTEE MINUTES

**Date:** November 22nd, 2019

**Time:** 12:00 p.m.

## **In Attendance**

**Co-Chairs:** Tina Minors, Lonnie Bascome

**Committee Members:** Michael Darrell, Ja-Shae Pace, Miguel Vasconcelos

**Absent:** Steve Nurse, Wendell Dottin, Chuck Santiago, Tyler Fox, Afton Botelho, Allisson Russel

**Technical Advisor:** Kahnae Bean, Donald Gray

**Recording Secretary:** Mark Pacheco

## **Agenda Item Topics**

Safety Committee Terms of Reference Review

Proxy Members

Vortex Health and Safety Incident Review

Vortex Safety Issue Review

Any Additional Business

Addition of New Members

## **Terms of Reference Review**

LB opened the meeting and welcomed the committee. Membership agreed to have Tina Minors as the acting co-chair for management representative. New members Ja-Shae Pace (JSP) and Miguel Vasconcelos (MV) welcomed to the committee. LB requested MP to review the Safety Committee Terms of Reference. TOR's reviewed with committee. Revision's to be made to TOR's by MP and approved by Committee.

## **Proxy Membership**

MP requested the committee to review the opportunity to increase the membership of the safety committee through the assignment of Proxy Members. As scheduling difficulties have been highlighted due to different time constraints associated with various positions at Skyport it has been recommended to have Proxy members available as coverage. Managers should have management proxy members while employees should have employee proxies. Membership agrees to having proxy members. MP to imitate a request for Proxy members and to increase management presence on Safety Committee.

## **Vortex Health and Safety Incident Review**

Incidents currently in Vortex were reviewed.

1. Vortex Record Number: 2019-0086

Firefighter hurt their back during a carry-on procedure. Incident was caused by procedural issues when a Pax requiring a carry on was carried on while all other Pax were already boarded. Due to constraints in space and awkward lifting positions the firefighter hurt their back. No First Aid or Medical Treatment required. Jason Inniss has sent a follow up reminder to an agreed procedure for Carry Ups. AMBULIFT back in service. **Incident Closed.**

2. Vortex Record Number: 2019-0095

Female Pax from BA fainted twice in arrival hall. Stated they hadn't had anything to eat or drink for the day. Medical Treatment required. **Incident Closed.**

3. Vortex Record Number: 2019-0097

Female employee from Menzies tripped and fell in short term parking over a metal pit top. Casualty went to KEMH by private vehicle after initially not requiring medical treatment. MP reviewed the area and requested M&E to bring the surrounding asphalt around the pit top up to the grade of the tank top. Corrective actions completed by M&E.

4. Vortex Review Number: 2019-0122

AC942 reported an injury to a child's head in the International Departures Lounge. 911 was called no medical treatment or First Aid provided for the child. Young child was determined fit to fly. Hazard was removed from the area and taken out of service. Hazard eliminated. **Incident Closed.**

5. Vortex Review Number: 2019-0139

Female Pax had a reaction to peanuts on AA in bound. There is little Skyport can do to influence a change of outcome in these instances. To reduce risk Pax must be make their allergy or condition aware to the airline representatives prior to travel. Committee has decided incident can be closed. **Incident Closed.**

## **Safety Issue**

Safety Issues currently in Vortex reviewed.

1. Vortex Record Number: 2019-0041

Pesticide spraying while Skyport Staff still in office. Pesticide sprayer was using an out of date SDS. New SDS given to contractor, and a change in procedure has occurred in house for notifications of spraying. **Issue Closed.**

Vortex Record Number: 2019-0042

Contractor on site, working at heights with no PPE. Final written warning provided to Contractor. Written reply and acceptance of final written warning. Contractor communications from Manager to their direct reports provided as evidence to Skyport. **Issue Closed.**

**Any Additional Business**

No additional business presented.

**Addition of New Members**



Committee approved the addition of JSP and MV onto the Safety Committee. Both employees work for the technical team. JSP to be primary member and MV to be proxy member.

**Next Meeting**

December 12, 2019 | 12:00p.m. | Burgess Board Room

**Approval of Minutes**

Minutes of November 22<sup>nd</sup> Minute Approval

Tina Minors Acting Co-Chair: 	Date: 26/11/2019
Lonnie Bascome Acting Co-Chair: 	Date: November 26 <sup>th</sup> , 2019

