

SAFETY COMMITTEE MINUTES

Date: September 30th, 2019

Time: 12:00 p.m.

In Attendance

Co-Chairs: Allisson Russell, Lonnie Bascome

Committee Members: Michael Darrell, Tina Minors, Tyler Fox

Absent: Steve Nurse, Wendell Dottin, Chuck Santiago

Technical Advisor: Kahnae Bean, Donald Gray

Recording Secretary: Mark Pacheco

Agenda Item Topics

Vortex Review

Vortex Health and Safety Incident Review

Vortex Safety Issue Review

Any Additional Business

Vortex Review

MP reviewed Vortex with the Committee and provided insight into the challenges that have arisen since the system was brought online 2 weeks prior. MP discussed what an incident is characterized as by Vortex. Incidents in Vortex are not solely H&S incidents, the system uses the incident module as a means to identify and record any issue that requires a response. Air Ops, M&E issues are also present in the incident module. The Committee agrees that all incidents categorized as medium to high risk should be reviewed and approved by Committee prior to the item being closed in Vortex.

Vortex Health and Safety Incident Review

Incidents currently in Vortex were reviewed.

1. Vortex Record Number: 2019-0038

A member of the public experienced a slip and fall when leaving the arrivals hall and attempting to use the HSBC machine. Mildew was determined to be the cause of the slippery surface. Surface was cleaned by maintenance following the report. Incident Closed.

2. Vortex Record Number: 2019-0052

A M&E worker received an electrical shock when working on the gate to courier facility. Corrective actions were reviewed and accepted by the Committee. Incident was reported to the Bermuda Government's Safety and Health Officer. **Incident Closed.**

Safety Issue

Safety Issues currently in Vortex reviewed.

1. Vortex Record Number: 2019-0031

Fire Alarm experienced multiple false alarms prior to the hurricane due to a fault in the system. No updates at present. MP to request update from M&E department. **Issue Open.**

2. Vortex Record Number: 2019-0032

Barriers were placed in front of evacuation doors, when the motorized proponent of the door became defective. These doors are breakout evacuation doors and must not be locked. H&S Manger working with M&E to build awareness. MP to provide update to Committee during next meeting. **Issue Open.**

Any Additional Business

No additional business presented.

Next Meeting



October 17, 2019 | 12:00p.m. | Burgess Board Room

Celebrating World Health and Safety Day in 2020 was reviewed with Committee. The Safety Department is looking to participate next year in the day and spotlight EHS and Operational Safety Programs and provide education on various topics.

Safety Committee Terms of Reference to be reviewed with the Committee members during next scheduled meet.

Approval of Minutes

Minutes of September 30th Minute Approval

Allisson Russell Co-Chair:		Date: 7/10/2019
Lonnie Bascome Co-Chair:	 (Lonnie Bascome)	Date: 21/09/2019