Adelaide Soaring Club Inc.

SAFETY MANAGEMENT PLAN

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Version 7

Registered Office

PO Box 94, Gawler SA 5118

Principal Place of Business

Gawler Aerodrome

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Document Information

Approval

ASC's committee.

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7	08/01/2022	ASC Safety Committee

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1. ABBREVIATIONS AND DEFINITIONS

1.1 Abbreviations

ALARP	As Low as Reasonably Practicable
AM	Accountable Manager
AO	Airworthiness Officer
ASC	Adelaide Soaring Club
ATSB	Australian Transport Safety Bureau (Australia)
CASA	Civil Aviation Safety Authority
CFI	Chief Flying Instructor
CSO	Club Safety Officer
GAM	General Airfield Manager
GFA	Gliding Federation of Australia
LSA	Light Sport Aircraft
RAAus	Recreational Aircraft Australia
SC	Safety Committee
SMP	Safety Management Plan
SMS	Safety Management System
SPI	Safety Performance Indicator

1.2 Definitions

Hazard	A condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures.
Risk	The potential outcome from the hazard is usually defined in terms of the likelihood of the harm occurring and the severity if it does.
Third Parties	Other airfield users, maintenance organisations, and other parties we business with.

2. INTRODUCTION

The Adelaide Soaring Club (ASC) is an incorporated organisation consisting of members who share a common interest in gliding and powered sport aircraft and the activities associated with them. The club owns a fleet of aircraft, and also owns infrastructure such as buildings and equipment. Some members take part in club activities which do not directly involve flying, such as social events and aerodrome maintenance.

The ASC is the lessee of the Gawler aerodrome through a head lease with the Light Regional Council, and subleases portions of land to members for the purpose of erecting hangars. The ASC manages operations at the aerodrome through the authorities exercised by the club's elected committee, and by officers appointed by the committee.

The club is committed to maintaining and improving the safety of all of its operations. It recognises that compliance with legitimate rules, regulations and standards is a necessary part of achieving this, but that the best outcomes can only be reached when all members display a professional and personal attitude of care and respect for the health, safety and wellbeing of themselves and those around us.

The provision of services supporting gliding and LSA activities often involves third party service providers, contractors, and suppliers. As the contracting organisation, ASC holds overall responsibility for the safety of services provided by the contractor.

ASC will be a learning organisation which recognises that education, training and experiential learning are central to achieving good safety outcomes.

3. SAFETY POLICY AND OBJECTIVES

3.1 Safety Policy - Management Commitment and Responsibilities

Our commitment is to:

- Develop and maintain a culture which is open, just, encourages learning and fosters safety.

- Clearly define for all members their accountabilities and responsibilities for the development and delivery of safety outcomes for flying and all activities on the Gawler airfield.

- Minimise the risks associated with aircraft operations to a point that is as low as reasonably practicable/achievable.

- Ensure that externally supplied systems and services that impact upon the safety of our operations meets appropriate safety standards.

- Actively develop and improve our safety processes.

- Comply with legislative and regulatory requirements and standards.

- Ensure that all members are provided with adequate and appropriate safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills.

- Ensure that sufficient skilled and trained resources are available to implement safety strategy and policy.

- Establish and measure our safety performance against realistic objectives and/or targets.

- Achieve the highest levels of safety performance in all our activities.

- Aim to continually improve our safety performance.

- Conduct safety management reviews and ensure that relevant action is taken.

- Ensure that the application of effective safety management systems is integral to all our activities, with the objective of achieving the highest levels of safety standards and performance.

- Ensure that appropriate safety measures are in place to protect the safety of all visitors to the airfield.

Signature:

Richard Skinner (Date: 13 Jan 2022)

ASC President

3.2 Safety Accountability and Responsibilities

3.2.1 Accountable Manager (AM)

The AM is the Club President and has overall responsibility for the performance and supervision of the Adelaide Soaring Club Safety Management System (SMS) including:

- Establishing and promoting the GFA and RAAus safety management systems as required by the Deed of Agreement between the GFA, RAAus and CASA.

- Ensuring the club safety system is properly implemented and performing to requirements.

- Controlling the financial and human resources required for the proper implementation of safety systems within the Adelaide Soaring Club.

- Promoting an awareness of the roles and responsibilities in respect of the safety policy, safety standards and safety culture of the Adelaide Soaring Club.

- Ensuring that an individual for the position of Club Safety Officer is appointed.

3.2.2 Club Safety Officer (CSO)

The CSO is appointed by and reports directly to the AM and must ensure that the AM is kept properly informed on safety matters. The CSO is not the sole person responsible for safety, he/she is however responsible for the administration and facilitation of the safety management system.

The CSO should have a sound understanding of safety management principles.

The CSO will have responsibilities for:

- Establishment, implementation and maintenance of the safety management plan.

- Assisting with regular evaluation, reviews and fine tuning of the safety programme.

- Provision of safety advice to the ASC.

- Promotion of safety awareness and a positive safety culture.

- Assist with the investigation of and reporting on safety occurrences.

- Development and maintenance of a reporting system based on just culture.

- Maintenance of safety documentation.

- Oversight of the internal and external safety audit programmes.

- Maintenance of the Emergency Response Plans.

3.2.3   Safety Committee (SC)

The SC is a sub-committee of the ASC's management committee. The SC will be chaired by the AM and include the CSO, the CFIs (gliding and LSA), the Airworthiness Officer (AO) and the General Airfield Manager (GAM).

The role of the SC: (Refer approved committee Terms of Reference.)
The ASC Safety Committee is formed under the direction of the ASC President and Management Committee to review the implementation and effectiveness of the ASC Safety Management System. (ASC SMS)

The ASC SMS consists of the following components:
- ASC Safety Management Plan (ASC SMP).
- ASC Risk Assessment.
- ASC Safe Operating Procedures (SOPs) or Process Instructions (PIs) (Where Applicable).
- ASC Emergency Response Plan (ASC ERP).
- ASC Schedule of Programmable Events (ASC SPE).
- ASC Reporting System

The SC will meet at least once every twelve months and formal minutes of the meeting will be kept.

3.2.4   Members of the Club

All members:
- Must ensure that they comply with all ASC safety policies, procedures and practices.

- Must report all safety related occurrences including identification of hazards, incidents and accidents.

4. EMERGENCY RESPONSE PLANS

4.1 Preparedness

The ASC will develop, implement and review the performance of its Emergency Response Plans including:

- Aviation Operations Emergency Response Plan
- Bushfire Emergency Response Plan

4.2 Response

The Emergency Response Plans will be activated in the event of a major occurrence. It will provide:

- Orderly and efficient transition from normal to emergency operations.
- Assignment of emergency responsibilities.
- For coordination of efforts to cope with the emergency.
- For a safe continuation of operations or return to normal operations as soon as possible.

4.3 Review of the Plans

Emergency response plans are reviewed annually by the ASC Safety Committee.

5. RISK MANAGEMENT

5.1 Overview

The safety risk management process starts with identifying the hazards affecting the safety of the organisation and then assessing the risks associated with the hazards in terms of likelihood and severity. Once the level of risk is identified, appropriate remedial action or mitigation measures can be implemented to reduce the level of risk to as low as reasonably practicable (ALARP). These will then be measured to ensure effectiveness.

5.1.1 Hazard Identification Process

Hazards can only be controlled if their existence is known. They can be identified from a range of sources including:

- Brain-storming using experienced personnel.
- Development of risk scenarios.
- Feedback from the Training Panel.
- Safety surveys and operational oversight safety audits.
- Monitoring of normal operations.
- Investigations of accidents and serious incidents.
- Information exchange systems (similar operators, regulators, etc.).

The CSO will record all hazards in the ASC's Risk Register and over time the 'database' of reportable hazards will enable us to:

- Identify 'hot spots' that need particular attention.
- Share information with other clubs.
- At the request of the ASC management committee or training panel, conduct trend analysis which can provide the basis for improvement of hazard identification.

5.1.2 Risk Assessment

The CSO will facilitate risk assessment activities. Other club members with the relevant expertise are encouraged to participate or be called from time to time by the CSO to assist.

After the development of an initial risk assessment, the ongoing process includes an evaluation of the information contained within Occurrence Report/s as well as commissioning further collection of additional data as required.

The Risk Assessment Matrix will be used to determine the risk of an occurrence by determining the likelihood and consequence of the occurrence.

5.1.3 Risk Mitigation

Mitigation measures are actions or changes, such as changes to operating procedures, equipment or infrastructure, to reduce either/both the consequences and/or likelihood. Risk mitigation strategies at ASC will generally fall into four categories:

Avoidance: The operation or activity is cancelled or avoided because the safety risk exceeds the benefits of continuing the activity, thereby eliminating the risk.

Reduction: The frequency of the operation or activity is reduced or action is taken to reduce the magnitude of the consequences of the risk.

Segregation: Action is taken to isolate the effects of the consequences of the risk or build in redundancy to protect against them.

Procedures and Rules: Procedures and/or rules are used to manage the risk to ALARP.

5.1.4   Monitor and Review

During the risk assessment process, the assumptions, methods, data sources, analyses, results and reasons for decisions will be recorded by the CSO. This is important for continuous improvement and achievement of the safety objectives and targets.

Risks and the effectiveness of treatment measures will be monitored to ensure changing circumstances do not alter priorities.

5.1.5   Communicate and Consult

Having completed the ASCs Risk Register, it is then used as an active tool to communicate and consult on the ASC's risks and agreed mitigations.

New risks and hazards are added to the register as they occur and at times of periodic review, and following incident reports that identify new or changed risks.

5.2 Reporting Systems

Through the safety reporting system, underlying situations or conditions that have the potential to endanger the safety of club activities can be identified. Greater levels of reporting, even what may be classified as minor issues, will allow us to monitor the safety performance of our organisation and to identify developing safety trends.

The investigation process will not focus solely on the active failures, as they are not the root cause of the event. All investigations will attempt to address the actual factors that contributed to the event.

Due to the relatively small size of the ASC, there is the likelihood that at times it may be difficult to ensure confidentiality. ASC recognises that in order to maintain a reporting culture, no blaming of individuals will take place when that person has made an honest mistake. Sanctions will only be applied when there is evidence of a conscious violation or intentional reckless or negligent behaviour. ASC implements the principles of Just Culture.

5.2.1   Internal Reporting System

All ASC members and organisations that interface with the ASC are encouraged to actively participate in the safety reporting system. Safety reports will be submitted using the Occurrence Report Form. Copies of the form are available at the office or electronically and once completed will be sent to the CSO.

Upon receipt of an Occurrence Report, the CSO will evaluate and prioritise it, complete the relevant sections of the risk register and monitor any action required, e.g. enter into the ASC's Risk Register. All occurrences are communicated to the Accountable Manager (Club President) and the appropriate CFI or manager.

5.2.2   Statutory Reporting Requirements

We will comply with all statutory reporting requirements.

6. SAFETY ASSURANCE

Safety assurance monitors the performance and effectiveness of the SMP. This will ensure that the plan stays relevant to its stakeholders and reflects the needs of club members who share a common interest in safe gliding and flying of powered sport aircraft.

6.1 Safety Performance Monitoring and Measuring

The Club can monitor the effectiveness of the SMP by reviewing the following Safety Performance Indicators (SPIs):

- Hazard and incident (Safety Occurrence) reports;
- Internal analysis of safety occurrence data and trend analysis. Regular (annual) reviews of the SMP.
- Safety audit findings, e.g., SAPOL airfield audits
- Reports from GFA, RAAus and CASA/ATSB.

6.2 Internal Safety Investigation

The CSO will facilitate safety occurrence investigation to find systemic causes and implement appropriate corrective action. The objective of any investigation is never to apportion blame but to find out what went wrong and how the club can prevent a recurrence. The club actively encourages the reporting of all safety related occurrences.

A written record of all safety investigations will be kept.

6.3 Safety Audit/Review Process

In consultation with the SC, the CSO will program & facilitate a regular (annual) review of the SMP and associated processes. The objective of this review will be to ensure that the SMP and associated processes remain simple, effective and relevant to members' needs. In addition, the club will participate in external audits and reviews as required. The results of these audits and reviews will be recorded and communicated to the Club Safety Committee and Committee.

7. SAFETY PROMOTION AND DOCUMENTATION

7.1 Safety Training and Education

All club members, staff and volunteers of the club are required to be members of the ASC and as such will complete the club's safety induction program. The club's induction program involves every member reading the Club's SMP and Emergency Response Plans and then confirming that they have read and understood these documents. This process occurs when a member joins the club and will be recorded along with other membership details. Contractors to the club are managed on a case-by-case basis by the General Airfield Manager.

7.2 Safety Communication

Communication to members and stakeholders occurs by:

- Operational briefings.
- The safety notice board in the briefing room,
- Email communications.
- Members' forums.

The focus of these communications is always to inform and to promote a "Just Safety Culture" and to engage all members and stakeholders with the ASC's Safety Management System.

7.3   Club Documents

- **Adelaide Soaring Club's Risk Register:**
  Maintained by the CSO and available upon request.

- **Adelaide Soaring Club's Risk Assessment:**
  Maintained by the CSO and available upon request.

- **Adelaide Soaring Club SOPs and Process Instructions:**
  Maintained by the CSO and available upon request.

- **Adelaide Soaring Club's SPE (Schedule of Programmable Events):**
  Maintained by the CSO and available upon request.

- **Adelaide Soaring Club's Emergency Response Plan**:
  Maintained by the CSO and available on the club's web site.

- **Adelaide Soaring Club's Safety Management Plan (This document):**
  Maintained by the CSO and available on the club's web site.