

ADELAIDE SOARING CLUB (ASC) SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023



ADELAIDE SOARING CLUB (ASC)

Registered Office
PO Box 94, Gawler SA 5118

Principal Place of Business
Gawler Aerodrome
1 Ward Belt Road, Ward Belt SA 5118

Telephone: (08) 8522 1877
Email: office@adelaidesoaring.org.au

DOCUMENT INFORMATION

Approved By: ASC President

Revision History

Version	Date	Author / Originator and Review Details
1	03/12/2013	Paul Brown
2	26/03/2014	Paul Brown
3	30/10/2014	Paul Brown
4	28/06/2016	Andrew Wright
5	24/02/2018	Andrew Wright
6	28/10/2018	Andrew Wright (Removal of review date from footer & approval notes.)
7	08/01/2022	ASC Safety Committee
8	22/10/2023	Andrew Wright / Tony Lewis (Annual Review)

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

ABBREVIATIONS AND DEFINITIONS

Abbreviations

ALARP	As Low as Reasonably Practicable
AM	Accountable Manager
ASC	Adelaide Soaring Club
ATSB	Australian Transport Safety Bureau (Australia)
CASA	Civil Aviation Safety Authority
CFI	Chief Flying Instructor
CSO	ASC Safety Officer
GAM	General Airfield Manager
GA	Gliding Australia
GOG	Gliding Operations Group
LSA	Light Sport Aircraft
LOG	LSA Operations Group
RAAus	Recreational Aircraft Australia
SC	Safety Committee
SMP	Safety Management Plan
SMS	Safety Management System

Definitions

Hazard	Any condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures.
Risk	The potential outcome resulting from interaction with the hazard. Defined in terms of the likelihood of the harm occurring and the severity if it does.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

CONTEXT

The ASC is an incorporated, not for profit organisation consisting of members who share a common interest in gliding and powered sport aircraft and the activities associated with them. The ASC owns a fleet of aircraft, and infrastructure such as buildings and equipment. Some members take part in ASC 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 ASC's elected committee, and by officers appointed by the committee.

The ASC is committed to maintaining and improving the safety of all of its operations through the application of the principles of a "Just Safety Culture". It recognises that compliance with legal requirements, 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 them.

The provision of services supporting gliding and LSA activities often involves third party service providers, contractors, and suppliers. If the ASC engages a contractor, both the ASC and the contractor have shared responsibility and will work together to ensure the health, safety and welfare of themselves and others.

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

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

SAFETY POLICY AND OBJECTIVES

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 all ASC activities.
- Minimise the risks associated with all ASC activities 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 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.

ASC President
Anthony Lewis



22 October 2023

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

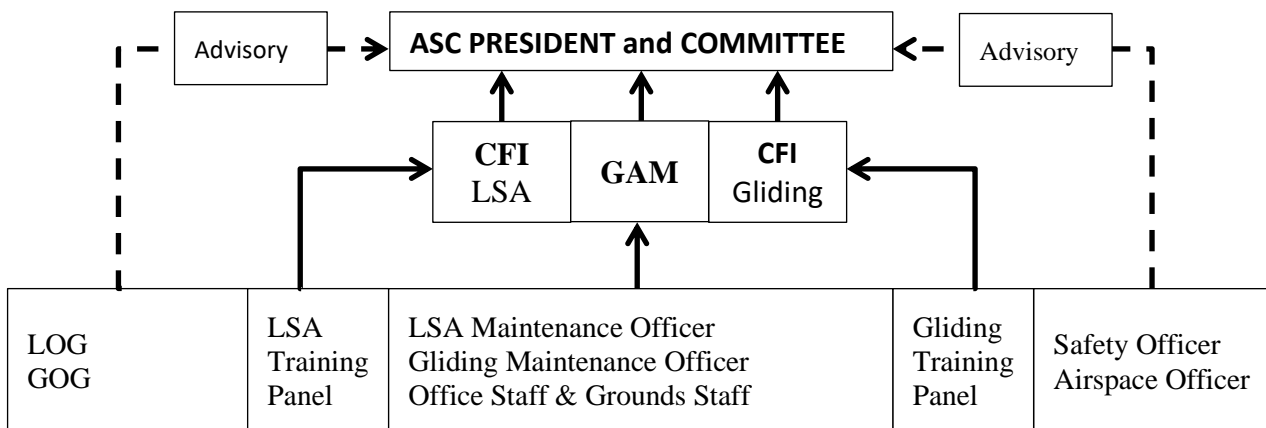
Version 8 Date: October 2023

SAFETY MANAGEMENT SYSTEM (SMS)

The ASC SMS consists of the following components:

- ASC Safety Management Plan (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 Safety Occurrence Recording System / Risk Register.

ASC (SAFETY) ORGANISATIONAL STRUCTURE



SAFETY ACCOUNTABILITY AND RESPONSIBILITIES

Accountable Manager (AM)

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

- Promoting the GA and RAAus safety management systems as required by the Deed of Agreement between the GA, RAAus and CASA.
- Establishing within the ASC Safety Management System, mechanisms to comply with South Australia's work health and safety laws.
- Ensuring the ASC Safety Management System is properly implemented and performing to requirements.
- Controlling the financial and human resources required for the proper implementation of safety management systems within the ASC.
- Promoting an awareness of the roles and responsibilities in respect of the safety policy, safety standards and safety culture of the ASC.
- Ensuring that an individual for the position of ASC Safety Officer is appointed.

ASC 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 ASC Safety Management System.
- Assisting with regular evaluation, reviews and fine tuning of the Safety Management System.
- Provision of safety advice to the ASC Committee.
- Promotion of safety awareness and a positive safety culture.
- Facilitating safety occurrence reporting and assisting with occurrence investigation.
- Development and maintenance of a Safety Occurrence Recording System / Risk Register based on just culture.
- Maintenance of safety documentation and emergency response plans.
- Oversight of the internal safety audit programmes.
- Facilitate the risk assessment process where required.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

Safety Committee (SC)

The SC is formed under the direction of the ASC's Accountable Manager* and is an advisory sub-committee of the ASC Committee. If formed, the SC will meet at least every twelve months, will be chaired by the AM (ASC President) and formal minutes will be kept.

*Note: Under current legislation, there is no requirement for the ASC to form a safety committee. Ref:

<https://www.safework.sa.gov.au/workers/consultation-and-representation/health-and-safety-committees#:~:text=include%20at%20least%2050%25%20worker,different%20areas%20of%20the%20workplace>

The membership of the SC will be at the discretion of the AM but should include the CSO, the CFIs (gliding and LSA), gliding and LSA maintenance officers and the General Airfield Manager (GAM).

The SC has an approved Terms of Reference. The role of the SC will be to review the implementation and effectiveness of the ASC Safety Management System.

ASC Members

All ASC members are required to:

- Comply with all ASC safety related policies, procedures and practices.
- Report all safety related occurrences including hazards, incidents and accidents.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

EMERGENCY RESPONSE PLANS

Preparedness

The ASC will develop, implement and review the performance of its emergency response plans for the following:

- Aviation operations emergency.
- Bushfire emergency.

Response

The emergency response plans will be activated in the event of a major occurrence. The plans will provide for:

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

Review of the Plans

The emergency response plans will be reviewed annually.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

Risk Management

Overview

The ASC understands that the safety risk management process starts with identifying the hazards affecting the safety of the organisation and then assessing the risks associated with those 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 are measured as required.

Hazard Identification

The ASC understands that hazards can only be controlled if their existence is known. They can be identified either reactively or proactively from a range of sources including:

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

The CSO will record all reported hazards in the ASC's Safety Occurrence Recording System / Risk Register. This 'database' of hazards can be used to identify 'hot spots' that need particular attention and to share information with other organisations.

At the request of the ASC Committee or Training Panel, the ASC's Safety Occurrence Recording System / Risk Register can also be used to conduct trend analysis that will provide the basis for the improvement of risk reduction.

Risk Assessment

The CSO will facilitate risk assessment activities where required. Other ASC members with 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, an ongoing review process will include evaluation of the information contained within occurrence reports as well as commissioning further collection of additional data as required.

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

Risk Reduction (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 risk to ALARP.

Monitor and Review

The ASC recognises that the risk management process is an active and ongoing process. During the risk assessment review process, the assumptions, methods, data sources, analyses, results and reasons for decisions are all reviewed to ensure continuous improvement. Risks and the effectiveness of risk reduction measures are actively monitored by the ASCs Safety Occurrence Recording System / Risk Register to ensure that changing circumstances do not introduce new risks or increase existing risk.

Communicate and Consultation

The ASCs Safety Occurrence Recording System / Risk Register is the principal tool used to communicate and consult on the ASC's risks and implemented risk mitigation strategies.

All reported safety related hazards and occurrences recorded in the Safety Occurrence Recording System / Risk Register are communicated immediately to the Accountable Manager (ASC President), Vice President and the appropriate CFI or manager. On a monthly basis, all new and unresolved hazards and occurrences are reported to the ASC Committee and Training Panel via a monthly safety report compiled by the Safety Officer.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

RECORDING SYSTEM AND RISK REGISTER

Overview

The ASC understands that through effective safety occurrence reporting and recording, underlying situations or conditions that have the potential to increase the safety risk related to ASC activities can be identified and managed. Greater levels of reporting, even what may be classified as minor issues, will allow the ASC to monitor safety performance and to identify developing safety trends. The ASC will also comply with all statutory and regulatory reporting requirements.

Due to the relatively small size of the ASC, there is the likelihood that at times it may be difficult to ensure confidentiality. The 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. The ASC implements the principles of Just Culture.

Internal Safety Occurrence Recording System / Risk Register.

The ASC's internal safety occurrence recording system is the ASC Risk Register. All ASC members and organisations that interact with the ASC are encouraged to actively participate in the safety reporting and recording system. Safety reports can be submitted to the CSO using the Safety Occurrence Report Form available in the briefing room or electronically*, via any ASC official, flying instructor or manager or directly to the CSO.

*Electronic Safety Occurrence Report Form: <https://www.adelaidesoaring.org.au/safety-occurrence-reporting/>

Upon receipt of every safety occurrence report, the CSO will evaluate it, complete the relevant sections of the Safety Occurrence Recording System / Risk Register and immediately report it to the Accountable Manager (ASC President), Vice President and the appropriate CFI or manager.

SAFETY OCCURRENCE INVESTIGATION

The ASC's Safety Occurrence Recording System / Risk Register supports the investigation of safety related occurrences.

The investigation of reportable aviation related safety related occurrences is the responsibility of the relevant aviation regulator* and the ASC will cooperate with these regulators.

*Aviation regulators include, CASA / ATSB, GA and RAAus.

The investigation of reportable non-aviation safety related occurrences (Notifiable Incidents*) is the responsibility of Safework SA and the ASC will cooperate with Safework SA.

*Safework SA Notifiable Incident: <https://www.safework.sa.gov.au/notify/workplace-incident>

Non-reportable safety related occurrences are investigated internally as required.

ADELAIDE SOARING CLUB (ASC)

SAFETY MANAGEMENT PLAN

Version 8 Date: October 2023

SAFETY ASSURANCE

Safety assurance is the process of monitoring the performance and effectiveness of the SMS.

Internal Review

The ASC monitors the effectiveness of the SMS by conducting an internal annual review. In consultation with the AM, the CSO will program & facilitate an annual review of the SMS and associated processes. The objective of this review is to ensure that the SMS remain simple, effective and relevant to the ASC's needs.

In addition, the ASC uses safety occurrence reports and internal analysis of safety occurrence data and trend analysis to review the performance of the SMS as required.

External Review

The ASC participates in external audits and reviews as required. The results of these audits and reviews are communicated to the ASC Committee via the CFIs and GAM.

SAFETY PROMOTION AND COMMUNICATION

All ASC members, staff and volunteers are required to complete the ASC's induction. The ASC's induction involves but is not limited to, every member reading the ASC's Safety Management Plan and Emergency Response Plans and then confirming that they have read these documents. This process occurs when a member joins the ASC and is recorded along with other membership details. Contractors to the club are managed on a case-by-case basis by the General Airfield Manager.

Safety related communications are always to inform and to promote a "Just Safety Culture". Communication to members occurs by:

- Operational briefings.
- Notice board in the briefing room and clubroom.
- Email communications.
- Members' forums.