

Gatineau Gliding Club (GGC)



Safety Management Manual

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Manual Owner:
GGC Safety Officer

Approved by [Name]

Revision 3

REVISION RECORD

REVISION NO.	AFFECTED SECTIONS	DESCRIPTION	ISSUE DATE	INITIAL
0	All	Initial draft release.	January 2005	RH
1	1	Figure 1 updated & formal release.	January 2006	RH
2	All	Misc editorial changes	March 2010	RH
3	Figures 1&3	Updates to Figures 1 & 3	April 2012	RH

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1. OVERVIEW

This document has been generated to describe the Safety Management System employed at GGC to manage safety issues throughout the operation. This document should be reviewed by all club members.

The objectives of this system are:

- Encourage a vibrant “Safety Culture” at GGC
- Identify and maintain an Emergency Response Plan
- Encourage reporting of incident/accident information;
- Analyze/track these incidents/accidents to identify specific safety issues;
- Recommend changes to GGC procedures to prevent the recurrence of similar incidents/accidents
- Reassess on an annual basis the effectiveness of any safety recommendations that have been implemented in the previous year.
- Identify and implement recurring training programs to facilitate greater awareness and understanding of club operations and encourage the institutionalisation of a club safety culture

This process is also used to track and analyze incidents/accidents at remote operational locations where GGC may fly throughout the year. This includes (but is not limited to) the annual GGC wave flying camp held in Lake Placid, NY and annual Canada Day activities at the Canadian Aviation Museum

This Safety Management Manual forms part of the overall GGC Operational Manuals as shown in Figure 1.

Gatineau Gliding Club
Governance Documents

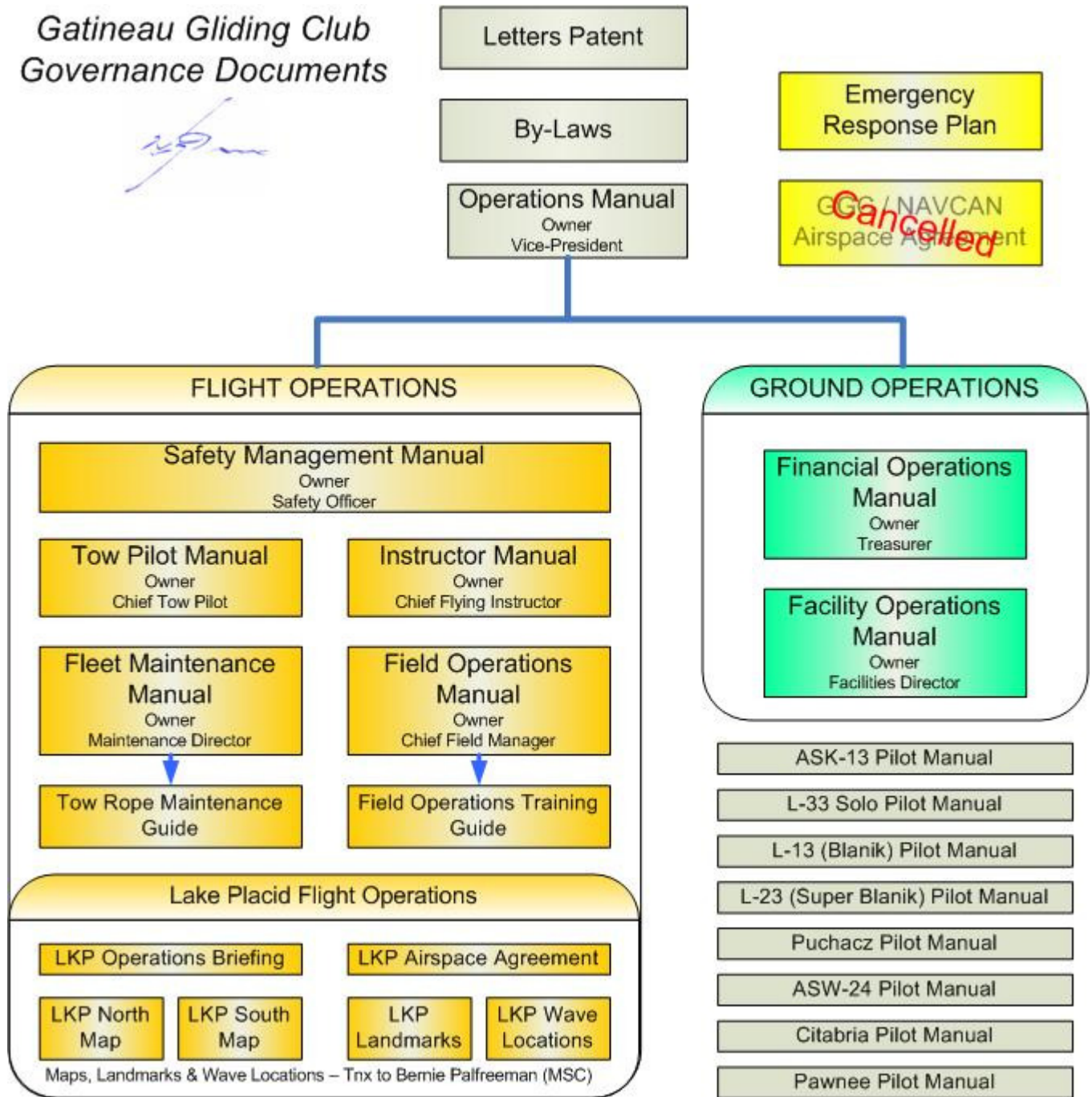


Figure 1 – GGC Operational Manuals

2. APPLICABLE STANDARDS, REFERENCES & DEFINITIONS

2.1 Standards & References

1. Safety Management Systems for General Aviation Operators – Transport Canada Document TP14135B
2. Safety Audit Document– Soaring Association of Canada, Flight Training and Safety Committee
3. The Canadian Safety Officer Training Package – Soaring Association of Canada, Flight Training and Safety Committee

2.2 Definitions

Reportable Aviation Accident:

- Serious injury or death, structural damage requiring major repair, aircraft missing, reportable OSH occurrences

Reportable Aviation Incident:

- Engine failure or shutdown, gearbox malfunction, smoke or fire, control difficulties arising from external or internal causes, runway edge departure, gear up landing, wing tip damage, physical incapacitation, emergency descent, fuel shortage, incorrect or contaminated fuel, collision, risk of collision or loss of separation, declaration of emergency, dangerous goods released.

GGC Safety Committee

- Consists of the CFI and deputies, CTP, and CSO

3. DUTIES & RESPONSIBILITIES

3.1 Club Safety Officer (CSO) Appointment & Reporting

At GGC, the CSO is nominated by the CFI and confirmed by the Board of Directors.

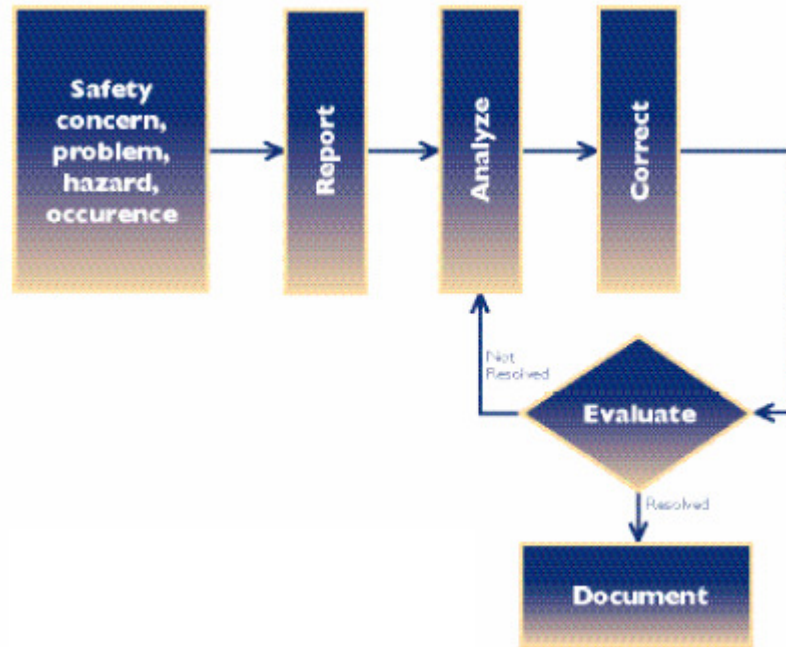
3.2 Club Safety Officer Duties

The duties of the CSO include:

- Updating and maintaining the accuracy of the GGC Safety Management Manual
- Providing and monitoring the “Black Book.” This is kept in the flight shack and is intended for people to record safety information & general comments about the operation. Entries can be anonymous or signed.
- Collecting incident information throughout the season.
- Checking safety equipment from time to time, such as fire extinguishers, first aid supplies, etc, and taking corrective action where necessary. (These duties are sometimes delegated.)
- Advising the CFI and CTP on various safety matters.
- If present when an accident occurs, initiating and delegating the items in the emergency response plan.
- Ensuring an incident/accident report is completed and submitted when an incident/accident occurs.
- At the end of the season, compiling an annual Safety Report for the AGM.
- Chairing the annual GGC Safety Committee meeting and additional meetings as required.
- Issuing minutes of the Safety Committee meeting to participants. These should include a summary of any significant discussions as well as actions agreed to for implementation the following season. Meeting minutes to be in a form suitable for the CFI to present to the Board if he feels it necessary.
- Finalizing the Incident/Accident report in the light of items discussed at the meeting, and submitting a copy to the SAC Safety Officer.
- Submitting the Safety Officer Report for the club’s Annual Report.
- Maintaining and organizing records of incidents and accidents, correspondence, etc, including making photocopies of the year’s Black Book entries.

4. THE SAFETY PROCESS

The process used by GGC is shown graphically below in Figure 1.



4.1 Reporting

Whenever a safety concern, problem, hazard or occurrence is identified the CFI or Safety Officer should be immediately notified.

4.1.1 Reporting - Minor Incident

For those incident that do not meet the criteria for a reportable aviation incident (see definitions in Section 2), notify the CFI or Safety Officer of the incident at the earliest possible convenience

Those personnel involved in the incident along with anyone who witnessed the incident should each complete and submit a [SAC Incident/Accident Reporting Form \(SAC website under Services/Documents\)](#) to the CSO.

Members are encouraged to submit reports whenever they are involved in or witness an incident. Anonymous reports can also be written into the “Black Book” which is located in the flight shack to write down their observations of incidents. The CSO will formally record the information in the Black Book throughout the year.

4.1.2 Reporting - Major Aviation Incident/Accident

4.1.2.1 Emergency Response Plan

Immediately

- Call 911 (or proper phone number) to report accident.
- Direct everyone not assisting to use the backup radio frequency.
- Send two people to road entrance to glider port to direct emergency vehicles. (Restrict access by public and media and direct media queries to the club president). Do not comment on the incident to the media.
- Send at least three people to the scene for first aid and rescue. (Send blankets, first aid kit, fire extinguisher, and tools.)

Next

- Assign one person to be spokesman and emergency services contact.
- Assign two people to contact family members.
- Assign one person to collect accident information. (Photos, weather condition, witness reports.)

Next

- Notify Club authorities (CFI, President and Directors).
- Notify TSB (905) 771-7676. (They will want pilot's name and licence number.)

Next

- When TSB/TC releases aircraft, move the wreckage to trailer or hangar.

Next

- Notify insurance company (Jones Brown Insurance 1-866-767-7600)

Copies of the Emergency Response Plan are posted in the clubhouse by the telephone and in the flight shack.

Those personnel involved in the incident along with anyone who witnessed the incident should each complete and submit a [SAC Incident/Accident Reporting Form \(SAC website under Services/Documents\)](#) to the CSO at the earliest possible opportunity.

4.2 Analysis

The CSO will compile all incident/accident reports along with the "black book" recorded incidents annually and perform an analysis of the data. An event/fault tree analysis is performed on each incident/accident to help identify contributing factors. Once these factors have been identified, all incidents are compared to each other to identify common issues or threads. A template of the Incident/Accident analysis template used at GGC is given in Figure 3.

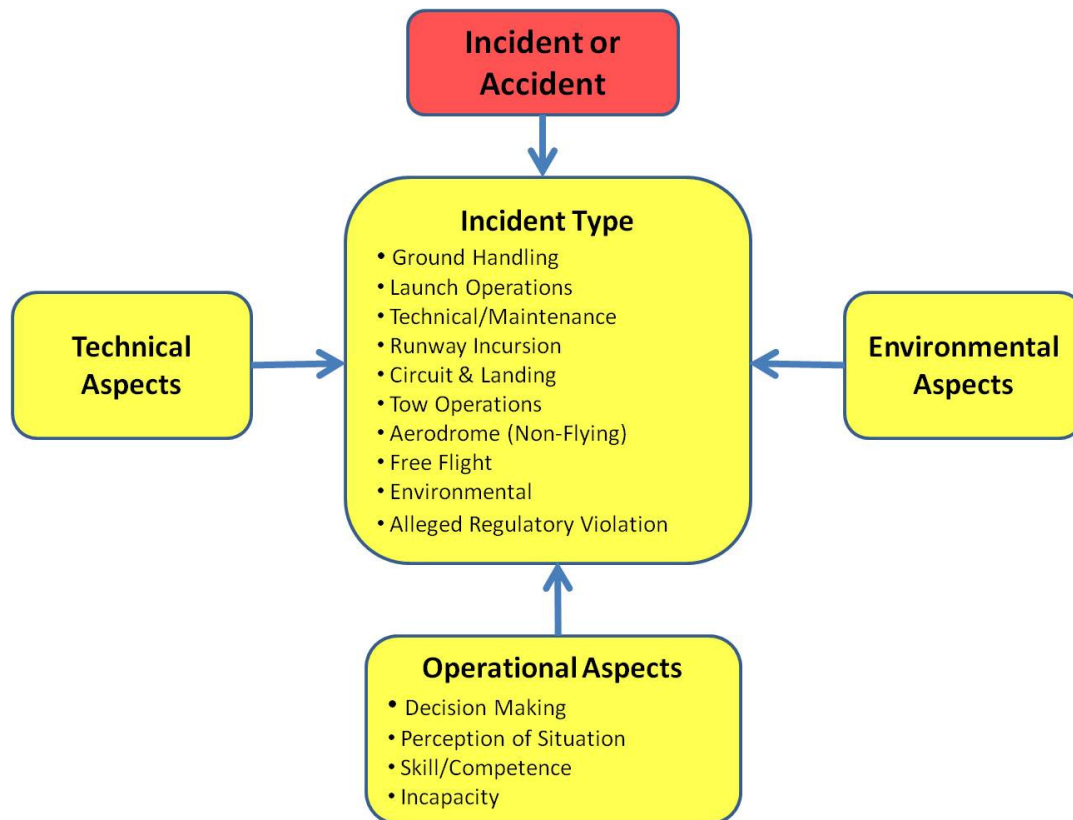


Figure 3 – Incident/Accident Analysis Template

4.3 Correction

Event/fault trees are reviewed annually by the safety committee and recommendations for changes to GGC operations, curriculum and procedures are made to the CFI and board.

4.4 Evaluation

Changes implemented as a result of the recommendations made by the safety committee will be reviewed no later than the next annual safety committee analysis meeting to assess the effectiveness of the corrections.

4.5 Documentation

An annual Safety Report is generated annually at the conclusion of the annual safety committee analysis meeting and presented at the Annual General Meeting (AGM). This report contains the following information:

- Summary of submitted incident/accident reports along with black book entries
- Event and contributing factor(s) analysis of each incident/accident

- Recommendations of corrective actions to be undertaken
- Entry into the master GGC incident/accident database
- Review of the effectiveness of corrective actions that have been implemented in the previous year.

5. TRAINING

Standards for training, checkout, cross country flying and recency flight testing of solo and instructor pilots are described in the GGC Instructors Handbook.

Standards for training, checkout and recency flight testing of tow pilots are described in the GGC Tow pilot Handbook.

GGC operates a Field Manager Training Session early each flying season to refresh members understanding of ground operations and to familiarize new members with the roles, responsibilities and operation of the flight line. The GGC Field Manager Training Manual is used as the source material for this training.

Additional Safety Seminars are held throughout the flying season to familiarize members with new or modified procedures or focus on safety issues that arise during the flying season.