



## AIRPORT POLICY

### - KALGOORLIE-BOULDER AIRPORT - SAFETY MANAGEMENT SYSTEM (SMS) POLICY -

<b>Authority</b>	Ordinary Meeting of Council - 24 October 2005 - Item 14.1.4
<b>Policy Number</b>	AIR 002
<b>Policy Title</b>	Kalgoorlie-Boulder Airport - Safety Management System
<b>Key Words</b>	Safety, CASA, CASR, Part 139, Airport, SMS
<b>Policy</b>	The policy acknowledges the commitment of the City of Kalgoorlie-Boulder in terms of ensuring the safe operation of the Kalgoorlie-Boulder Airport for all of its staff and users.
<b>Related Policies</b>	HR-12 – Occupational Safety & Health Policy (October 2004)
<b>Procedure</b>	
<b>Delegated To</b>	Chief Executive Officer
<b>Review Date</b>	As Required
<b>Revision</b>	Revision of the Policy will occur on an on-going basis and changes may be introduced at any time by resolution of Council.

## City of Kalgoorlie Boulder

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## City of Kalgoorlie Boulder

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### **POLICY GUIDELINES**

#### SMS Policy in the CASR Part 139 Context

The SMS Policy was developed in response to directions under Civil Aviation Safety Regulation 139.250 that require the Kalgoorlie-Boulder Airport to institute an airport safety management system. The SMS is required to clearly state the position of Council with respect to its commitment to the safety of the airport and its users and to identify the role of staff members in the management of the airport safety regime.

### **POLICY**

The City of Kalgoorlie-Boulder is committed to providing a safe and healthy working environment free of all recognised hazards for its employees and customers. We will provide the safest possible aerodrome to customers.

In pursuing these goals, senior management will maintain an active aviation safety management program. All levels of line management are accountable for our safety performance. All City personnel and contractors are expected to participate in the program and take an active role in the identification, reduction, and elimination of hazards.

Among our core values, we include:

- Safety, health and the environment
- Ethical behaviour
- Valuing people

Our fundamental safety beliefs are:

- Safety is a source of our competitive advantage;
- We will strengthen our business by making safety excellence an integral part of all activities;
- We believe that all accidents and incidents are preventable;
- All levels of line management are accountable for our safety performance, starting with the Chief Executive Officer.

The City's safety approach is based on the following requirements of staff:

## **1. Top Management Commitment**

- Safety excellence is a component of our mission;
- Senior leaders hold line management and all employees accountable for safety performance;
- Senior leaders and line management demonstrate their continual commitment to safety.

## **2. Responsibility & Accountability of All Employees**

- Safety performance is an important part of our management/employee evaluation system;
- We recognise and reward safety performance;
- We empower our employees to communicate any issue that has a safety impact to the Safety Officer.

## **3. Clearly Communicated Expectations**

We expect all employees to communicate any issue having a safety impact to the Safety Officer.

## **4. Auditing & Measuring**

- Management ensures regular safety audits are conducted and that everyone is given the opportunity to participate in the process;
- We focus our audits on the behaviour of people as well as on the conditions of the operating area;
- We establish performance indicators to help us evaluate our level of safety.

## **5. Responsibility of All Employees.**

- All are expected to accept responsibility and accountability for their own behaviour;
- All have an opportunity to participate in developing safety standards and procedures;
- We openly communicate information about safety incidents and share the lessons with others; and
- Each of us is concerned for the safety of others in our organisation.

We recognise that the safety of our employees, aerodrome users and suppliers is of strategic importance to the viability of aerodrome operations.