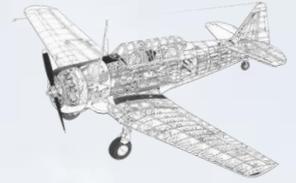


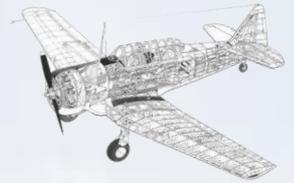
WARBIRDS SMS AWARENESS





Introduction

- This training module has been designed to create awareness of the Warbirds Safety Management System (SMS), necessary for us all to participate safely in Warbirds activities.
- SMS is mandated by the CAA for Rule Part 115 Adventure Aviation activities; e.g. Warbird aircraft rides.
- Because SMS principles align well with other safety critical activities, such as Rule Part 149 Aviation Events (i.e. Open Days / Airshows), plus Health and Safety at Work legislation, Warbirds has applied a common and integrated approach across all aspects of its activities.
- Allow 1 hour to complete this training and the associated quiz.



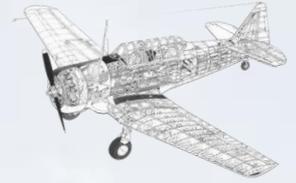
Definition:

A **Safety Management System (SMS)** is a systematic approach to managing safety, which includes ensuring necessary organisational structures, accountabilities, policies and procedures are in place and operationally effective.

The Warbirds SMS framework:

- Consists of **4 key components**, which can be broken down into **13 Elements**
- The SMS is documented in the **Warbirds Safety Management System Manual**.





The 13 Elements of SMS

Safety Policy, Objectives and Planning

Element 1:
Safety & Accountability

Element 2:
Emergency Management

Element 3:
Control of Documentation

Safety Risk Management

Element 4:
Hazard Identification

Element 5:
Risk Management

Safety Assurance

Element 6:
Safety Investigation

Element 7:
Monitoring & Measuring Safety Performance

Element 8:
Change Management

Element 9:
Continuous Improvement

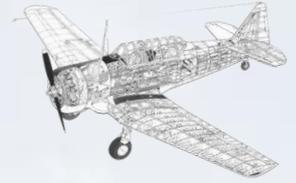
Element 10:
Internal Audit

Element 11:
Management Review

Safety Promotion

Element 12:
Safety Training

Element 13:
Communication of Safety Critical Information

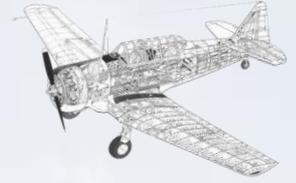


Element 1

Safety & Accountability

The Warbirds Safety Manual details how safety is managed and reflects the close relationship and overlapping duties of care between Warbirds, the Airport and the Public





➤ **Safety Policy**

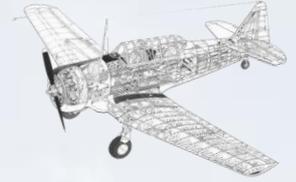
- Applies to both Aviation and Workplace activities
- Signed by the Warbirds President / Chief Executive Officer

➤ **Just Culture Policy**

- We treat people fairly

➤ **Safety Goals**

1. No Aviation Accidents
2. Increasing safety awareness and knowledge base of all personnel
3. No serious injuries to Warbirds personnel or members of the public who interact with Warbirds activities.
4. Encouraging an environment whereby safety has top priority and is second nature



Safety Roles & Accountability

PRESIDENT / CEO

- Develop Safety Policy, Goals & Objectives
- Adequately resource the SMS
- Specify roles & accountability of management team



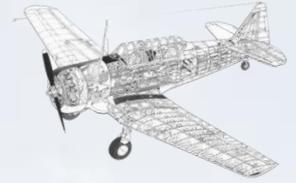
MANAGEMENT

- Actively support & promote SMS
- Ensure compliance with SMS policy & procedures
- Ensure resource availability



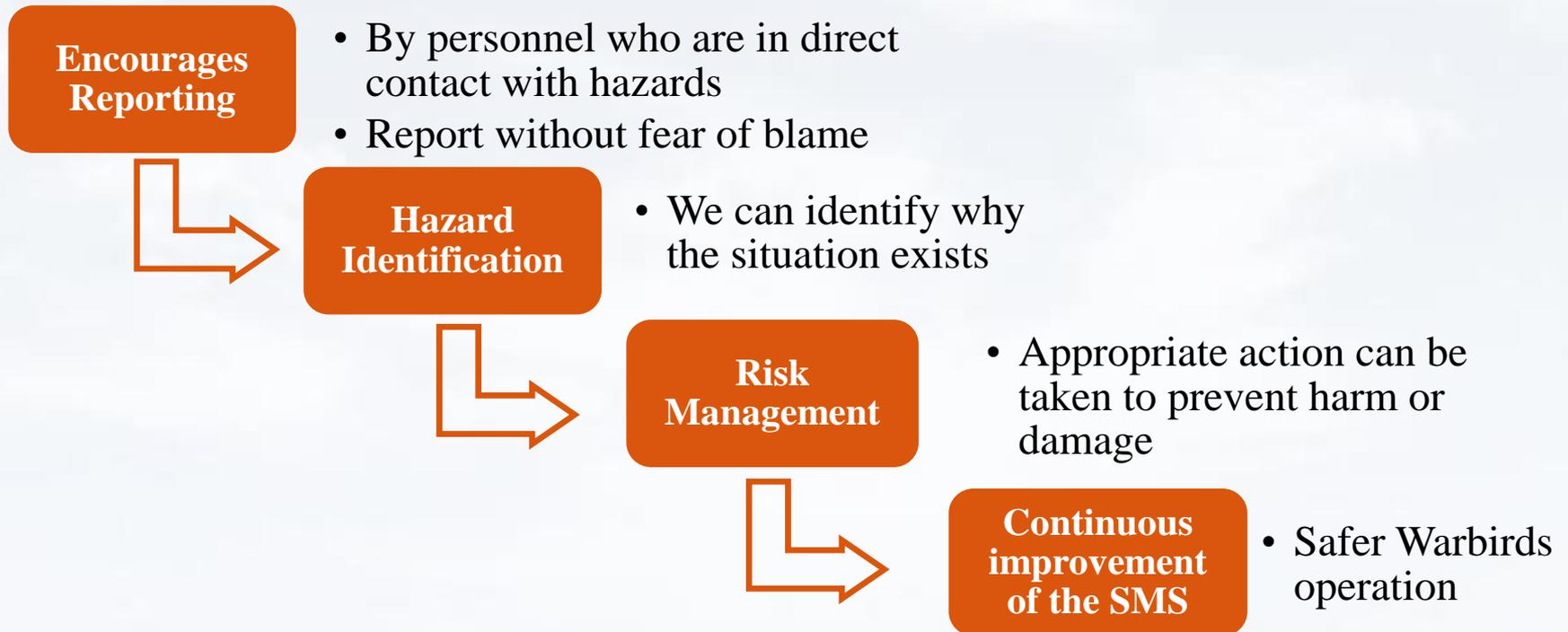
**ALL WARBIRDS
PERSONNEL**

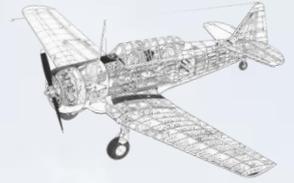
- Adhere to policies & procedures
- Seek to continuously improve
- Report hazards & incidents



Just Culture

In a Just Culture, individuals are not blamed for honest mistakes, but are held accountable for willful violations and gross negligence. A Just Culture is important for an effective SMS as it encourages reporting of issues, so they can be rectified.





Warbirds values its volunteer personnel and strives to achieve a Safety Culture that can be characterised by **six key behaviours**:

WARY

We suffer from a condition of “chronic unease” – always thinking about safety hazards & risks.

JUST

Reports are investigated and acted upon in a fair and appropriate manner.

LEARNING

We seek to learn the lessons from our mistakes, and the mistakes made by others.

REPORTING

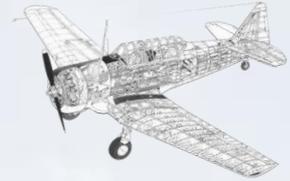
Warbirds has a vibrant reporting culture – we want you to report incidents or hazards.

INFORMED

Management must be aware of all the facts.

FLEXIBLE

We accept change and strive for continuous improvement.

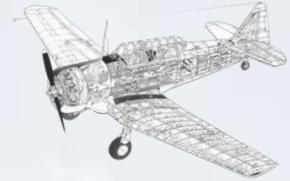


Element 2

Emergency Management

- Includes a First Responder Quick Reference Guide
- Details what to do in a variety of emergencies
- Lists Emergency Contacts
- Only the Warbirds President / CEO is to make statements to the media / regulator / public.

		Emergency First Responder Quick Reference Guide	Form SMS 2.1
			Rev 1
			Date: 18 June 2018
1. The 4 P's!			
1. Protect yourself	2. Protect others		
3. Prevent escalation of the situation	4. Preserve the Incident / Accident Scene		
2. Emergency Contacts			
• Police, Fire, Ambulance		111	
• Chief Executive / President	Frank Parker	027 4736324	
• Vice President	John Kelly	021 2754360	
• General Manager	Trish Reynolds	022 6310353	
• Operations Manager	Mark Helliwell	021 879204	
• Safety Manager	Phillip Stott	021 750201	
• Base Manager – Tauranga	Andrew Gormlie	021 822205	
• Base Manager – Masterton	Tom Williams	027 4435396	
		06 3722653	
• Base Manager – Omas	Ryan Southam	027 3187934	
3. Medical Emergency			
• Provide First Aid (Note: Defibrillator in Ardmore Visitor Centre entrance.)			
• Dial 111 and ask for ambulance			
• Inform Warbirds management			
4. Fire Emergency			
• Follow the building evacuation plan, including:			
• Activate nearest Fire Alarm and shout "Fire"			
• Only attempt to extinguish fire if it is small and safe to do so.			
• Dial 111 and ask for Fire & Emergency			
• Evacuate, closing doors behind you. Inform Warbirds management			
5. Aircraft Incident / Accident			
• Dial 111 and ask for Fire & Emergency, if required			
• Inform Warbirds management			
• Complete First Responder Check List ERP 001 in Safety Manual, Element 2			
6. Earthquake			
• If inside, stay inside. DROP, COVER, HOLD			
• Once shaking has stopped, evacuate the building			



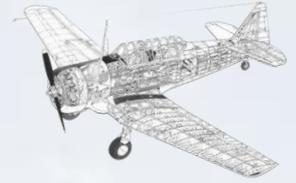
Element 3

Control of Documentation

- Changes can be initiated by anyone, utilising Form SMS 3.1
- Requires an Annual Review, to ensure each manual remains fit for purpose
- SMS Manual and other Exposition documents are published:
 1. On the Warbirds website, &
 2. Hard copy

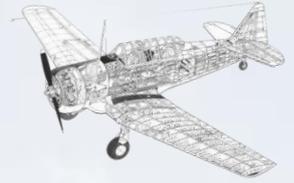
		Exposition Change Form		Form SMS 3.1	
				Initial Issue	
				Date: 1 st February 2018	
Proposed By:					
Name				Date	
Email / Phone					
Exposition / Form					
Change Type		<input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Annual Review <input type="checkbox"/> Delete			
Description & Reason for Change / Review					
Section 1					
Reference / attach supporting documentation, as required.					
Manual Owner Acceptance:					
Name				Date	
CAA Prior Acceptance Required		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments					
Section 2					
Reference / attach draft amendment, as required.					
Document Controller:					
Name				Date	
CAA Prior Acceptance Actioned		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Exposition Change Actioned & Distributed		<input type="checkbox"/> Yes <input type="checkbox"/>			
Comments					
Section 3					

Note: This Form is available in either Paper, or Writable PDF which can be saved and Emailed.



Where to find the Warbirds SMS and other Exposition Documents -

- The Warbirds Safety Management System Manual can be found on Safety Boards at Ardmore HQ, No.1 Hanger and the No.2 Hanger – Visitor Centre. Also at Tauranga, Masterton and Omaka bases.
- The SMS Manual, along with other Warbirds manuals and forms can also be located on the nzwarbirds.org.nz website, under Flight Ops – Document Library.



Using the generic Login will allow access to the following folders:

- Safety
- Safety Data Sheets
- Safety Performance

HOME | ABOUT US | DONATE | LOGIN | SHOPPING CART 0 item(s)

Search

WELCOME | EVENTS | DONATE | VISITOR CENTRE/SHOP | FLIGHT OPS | JOIN | GALLERY | LINKS

Sign up for free!
Create an account with us to remember your details and take advantage of our account management functions.

Login
If you have an account with us please login below.

Email Address:

Password:

Login

Forgotten your password?

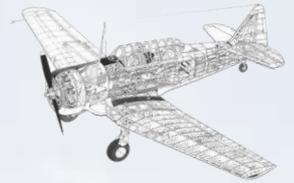
Generic Login

Email Address:

safety@nzwarbirds.org.nz

Password: **Safety**

For access to all of the Document Library (including CAR Part 115 & 149 expositions), set up your own account and request access from the Warbirds Document Controller: **barrymitchell@xtra.co.nz**



HOME | ABOUT US | DONATE | LOGIN | SHOPPING CART 0 item(s)

Search 

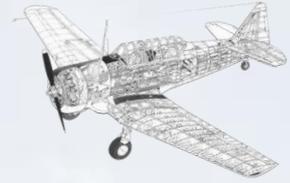
WELCOME | EVENTS | DONATE | VISITOR CENTRE/SHOP | **FLIGHT OPS** | JOIN | GALLERY | LINKS

Home > Flight Ops

Flight Ops

- OPERATIONAL GROUP
- SYNDICATES
- ADVENTURE FLIGHTS
- FLIGHT TRAINING
- DOCUMENT LIBRARY**
 - Safety
 - Safety Data Sheets
 - Adventure Aviation
 - Aviation Events
 - Safety Performance
 - Forms





Element 4

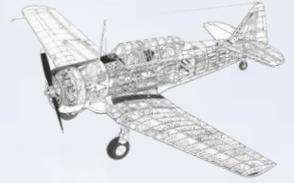
Hazard Identification

- A **Hazard** is a:
 1. **Situation**, a **thing** or a **behaviour** that can cause harm.
 2. Source of a safety risk
 3. Prerequisite to an accident or an incident.

- Hazards may be a potential safety risk, or an actual safety risk that has caused an accident or an incident.

- **Hazards** can be reported utilising the **Hazard and Event Report / Observation (HERO) Form**, available on Safety Boards and on the Warbirds website.

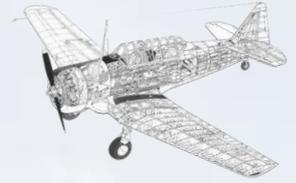
		HAZARD and EVENT REPORT / OBSERVATION (HERO) FORM		Form SMS 4.1	
				Rev 2	
				Date: 18 th June 2018	
Submitted By:					
Name					
Email / Phone					
Date / Time			Location		
Category		Sub-Category			
Hazard	Behaviour	Procedures	Environment		
	Situation	Planning	Housekeeping		
	Near Miss	Maintenance	Equipment		
	Injury / Health	Aircraft	Vehicle		
Continuous Improvement		Design	Chemicals		
Celebrate / Announce Success		Ergonomics	Other		
Description / What Happened?					
Immediate Action Taken					
Further Action Required		Yes – suggestion below:		No	
Pass or Email completed form to the Safety Manager or Deputy Safety Manager - Email: safety@nzwarbirds.org.nz , who shall:					
1. Allocate Ref No. _____, acknowledge receipt and forward to responsible Manager.					
2. Ensure that the matter is addressed and that the person reporting is advised of action taken, where applicable.					
<i>Note: This Form is available in either Paper, or Writable PDF which can be saved and Emailed.</i>					



Example of hazards at Warbirds include:

- Working at height.
- Aircraft propellers
- Trip hazards
- Chemicals — Note: Safety Data Sheets are available on the Warbirds website
- Aircraft Rides / Displays





Reporting to the Regulator

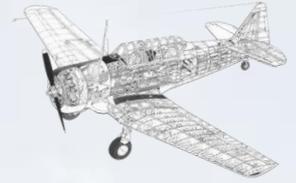
Some Hazards and / or associated significant Accidents / Incidents must be reported to the regulator:

➤ Aviation

- Occurrence / Defect Reports – CAA Form CA005 or CA005D

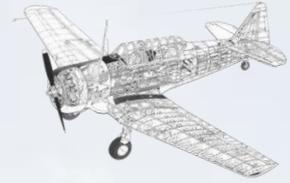
➤ Health & Safety

- Notifiable Events, where the site of the accident / near-miss must be preserved.
- The Warbirds SMS Manual details specific events which must be reported. If in doubt, contact the Warbirds Safety Manager.



BE A HERO

**Report Improvement
Suggestions, Hazards or Injuries
on SMS "HERO" Form 4.1**

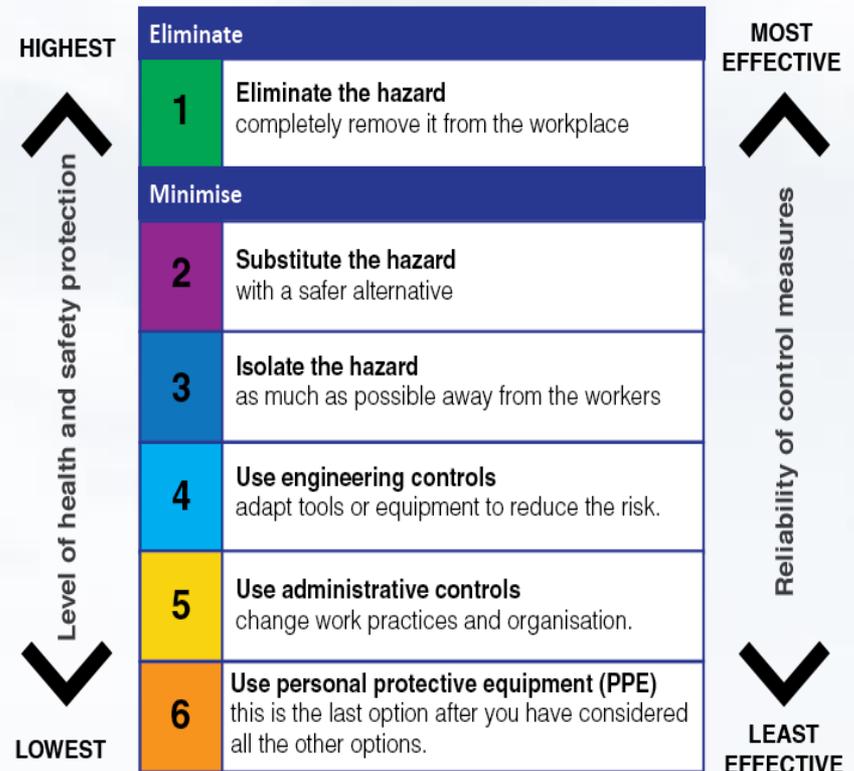


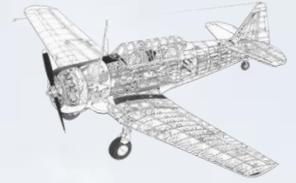
Element 5

Risk Management

- A **Risk** is the chance, high or low that any **hazard** will actually have an adverse impact.
- **Risk awareness** is a state of mind – we do it everyday!
- **ALARP** “As Low As Reasonably Practicable.” A concept whereby Warbirds seek to ensure a balance between risk, cost and safety margin is reasonably achieved, utilising the **Hierarchy of Risk Control**.

Hierarchy of Risk Control



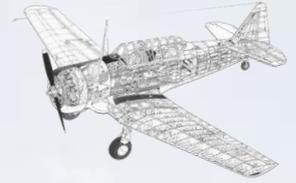


Element 6

Safety Investigation

- Warbirds conduct investigations into incidents and accidents associated with aviation and / or workplace safety. The goal is to discover the cause(s) and provide recommendations to **prevent a recurrence**
- Investigations are conducted in line with the **Warbirds Just Culture policy**
- It is not the purpose of an investigation to apportion blame or liability and by contributing to an investigation it may mean that you help prevent an accident in the future
- Some investigations must be provided to the regulator; i.e. CAA / Worksafe





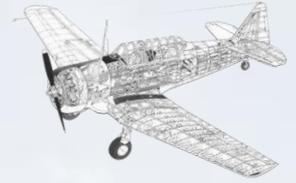
Element 7

Monitoring & Measuring Safety Performance

- To support the high-level **Safety Goals** (SMS Element 1), Warbirds sets **Safety Objectives** or “mini goals”, such as:
 1. Training in SMS & safety procedures, with a focus on the committee and new personnel, to be completed by end March 2021.
 2. Completed the documentation of protocols and training for prop swinging / chock removal etc, including recording training, by Nov 2021.

- Our progress in achieving these Safety Objectives is monitored and measured, allowing Warbirds to understand our **safety performance**, without having to wait for an incident or accident

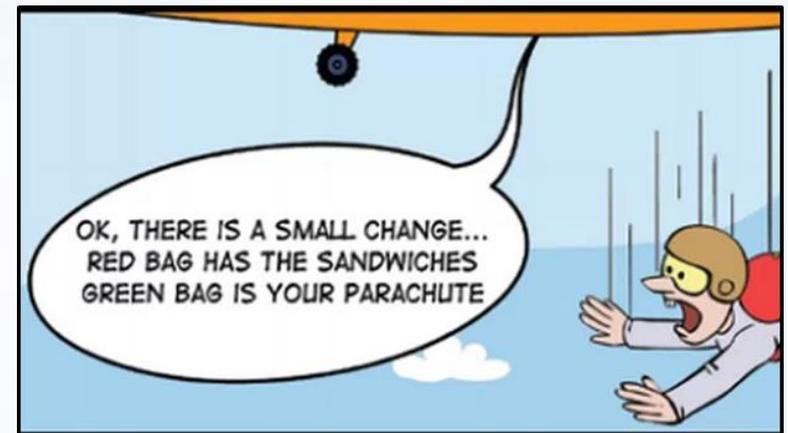


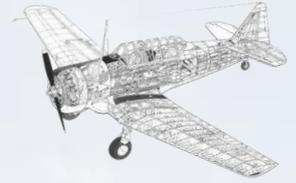


Element 8

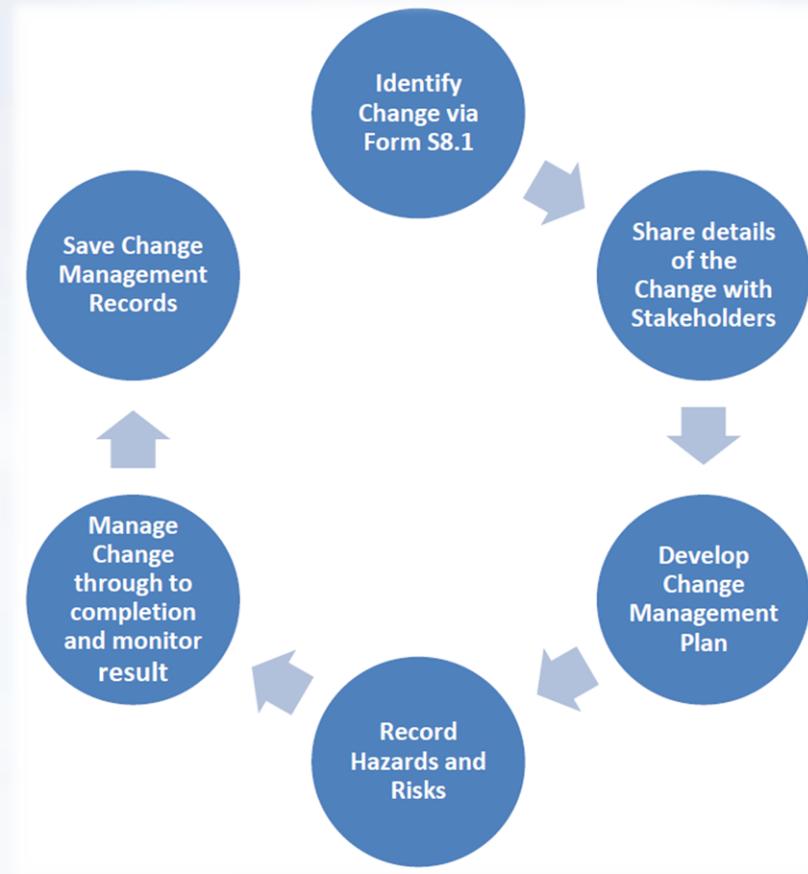
Change Management

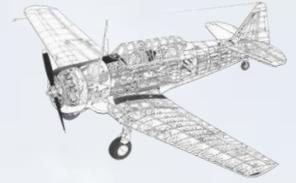
- During times of change, appropriate safety risk controls may be lacking or less effective.
- Managers are responsible for identifying change events which need to be managed.
- Examples of change with a potential safety impact include:
 1. Change in procedures
 2. Introduction of new aircraft or equipment
 3. Changes in the organisation of an Open Day / Airshow
 4. Changes in key personnel and loss of experience





- Warbirds Change Management Process – allows **non-routine** hazards to be identified & associated risks to be managed.

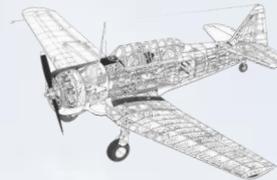




➤ Example for discussion –
20th Feb 2021 – Delivery
of Canberra Bomber
fuselage to Ardmore

- Routine Activity?
- Stakeholders?
- Hazards?
- Risks?
- Risk Controls?





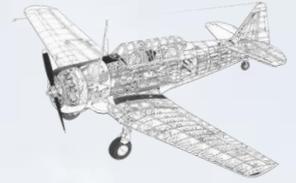
Element 9

Continuous Improvement of the SMS

- Warbirds seek to continuously improve our safety performance by taking learnings from:
 1. Our **Safety Conversations**, every day.
 2. Identified **Hazards**
 3. Results from **Audits**
 4. Ideas and **Suggestions** from all personnel

- If you have a suggestion for improvement, talk to your manager and / or submit a SMS 4.1 “**HERO**” Form

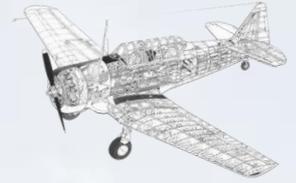




Element 10 Internal Audit

- Warbirds conduct internal audits to verify safe and compliant practices.
- Audits provide an opportunity for continuous improvement and cover such areas as:
 - Open Days / Airshows
 - Aircraft rides
 - Training
 - General Workplace activities



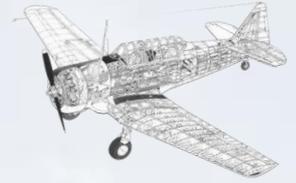


Element 11

Management Review

- Warbirds conduct annual Management Review meetings to:
1. Assess actual safety performance against stated Goals and Objectives
 2. Review Audit results and the effectiveness of corrective and preventative actions
 3. Highlight any pending changes in the organisation which might impact safety
 4. Identify opportunities for continuous improvement
 5. Verify that the overall SMS is delivering the safety performance desired



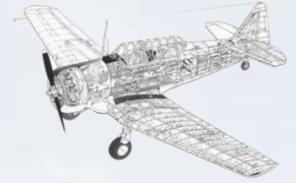


Element 12

Training

- Warbirds provide specific safety focused training, aligned with the organisations Safety Goals & Objectives, plus the Roles and Accountabilities of personnel, including:
 1. SMS Awareness, i.e. this course! (All active Warbirds personnel)
 2. Marshalling and Aircraft Handling / Towing (Aircraft Ground Crew)
 3. Hazard & Risk Management (Open Day / Airshow Organising Personnel)
 4. First Aid (Ardmore Visitor Centre personnel)
 5. Contractor Induction Briefing (Contractors working on Warbirds premises)





Element 13

Communication of Safety Critical Information

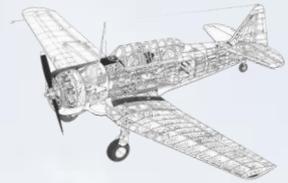
➤ Warbirds utilise a variety communication channels to convey safety information, including:

- Published **Manuals** and **Forms**
- **Training**
- Emails and **Notices**
- Meetings



➤ However, one of the most important ways to convey safety information is simply by including **Safety** in our **daily conversations**

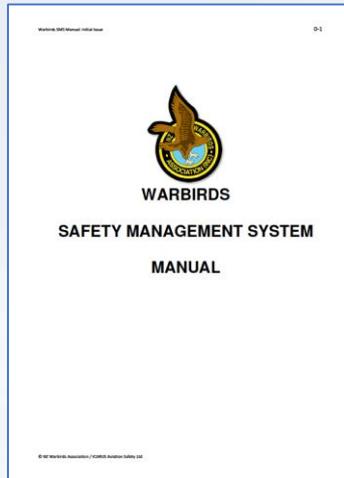




Sample safety documents utilised by Warbirds:

Manuals

Detailed processes, procedures & accountabilities



Posters

Designed to promote safety practices.



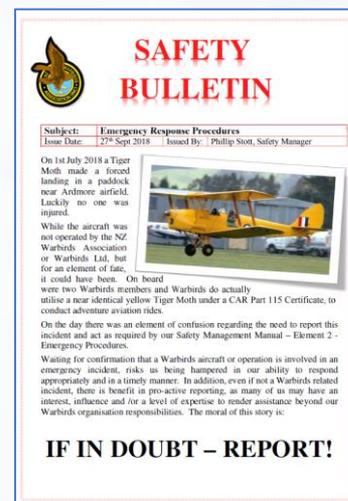
Ops Order

Regularly emailed to all members.

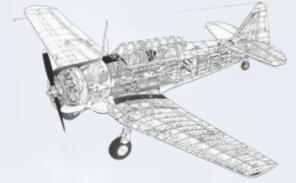


Safety Bulletins

Produced to convey targeted safety issues.

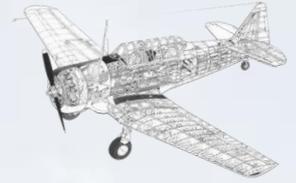


IF IN DOUBT – REPORT!



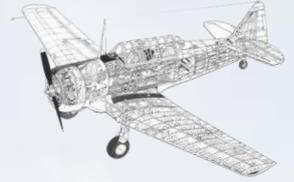
A final thought





QUIZ TIME!

1. Where can I find a copy of the Safety Manual?
2. Give examples of Warbirds Safety Goals?
3. How can I report a safety hazard, incident or suggestion for improvement?
4. Define the term Hazard?
5. Define the term Risk?



6. Which is the more effective Risk Control Measure:
 - a. Engineering Control (e.g. Adapt equipment), or
 - b. Administrative Control (e.g. Change Work Procedure / SOP)?

7. From a safety perspective, why do we need to manage organisational change?

8. What is one of the most important ways to convey safety information?

THE END