

Rotorua Airport – Safety Management Implementation Policy

Policy #27

Date Approved: 30 September 2019

Next Review Date: 31 May 2020

Person Responsible: Safety Management System Manager

Purpose

The purpose of this policy is to ensure that all airport staff understand their responsibilities with respect to Safety Management Implementation.

Application

This policy applies to all Airport staff.

Scope

The Airport has undertaken to implement a Safety Management System (SMS) by May 2020. At the point of implementation the Airport will publish a Safety Management (SM) Policy. During the implementation phase the Airport will utilise a SM Implementation Policy to direct staff and shape the future SM Policy. Whilst the Chief Executive is accountable for all safety-related issues it is everyone's responsibility to help to put the Airport's Safety Policies into practice.

Policy

At Rotorua Airport, Safety is not just a matter of compliance; it is considered to be an integral part of everything we do and is vital for the commercial success of the Airport.

Rotorua Airport's vision is to generate a positive Safety Culture that enhances all aspects of operations at the Airport by proactively managing identified hazards. Through Safety Management, the Airport will continuously improve its standards of operations.

The CE will ensure that Rotorua Airport:

- Engages in a proactive approach to safety management to ensure that all operations are undertaken in a manner that is as safe as reasonably practicable.
- Encourage all staff, tenants and visitors to report all accidents, incidents, near misses, hazardous situations or health issues to ensure we learn and improve together. To that end the Airport will operate under an open reporting culture (Just Culture) where individuals submitting reports are not afraid of disciplinary action due to occurrences that result from errors or mistakes.
- Identifies and manages all significant risks in a proactive manner.
- Has adequate resource for SM activities to be undertaken effectively.
- Monitors, measures and continuously improves its safety performance.

Goals

Rotorua Airport's Safety Goals are to:

1. Introduce and develop a Safety Culture that is:
 - i. Reporting;
 - ii. Informed;
 - iii. Learning;
 - iv. Flexible; and
 - v. Just.
2. Ensure that all significant changes to operations and processes are documented and undertaken through the Rotorua Airport Management of Change process;
3. Minimise the risks associated with airport operations by identifying and prioritising risks and ensuring the Top Hazards are appropriately controlled;
4. Keep Safety as a priority of all operations by instigating a Safety Moment at the start of all meetings undertaken at Rotorua Airport.
5. Ensure that sufficiently skilled and trained staff are available to implement the Safety Policy;
6. Provide a mechanism to allow airport staff, tenants and visitors to report occurrences that are of safety concern, and gives the Airport the ability and resource to assess and mitigate those safety concerns and provide feedback to report writers;
7. Undertake a risk-based approach to Safety Assurance processes to ensure that procedures are being followed correctly and the procedures themselves are safe and effective and conform to and surpass legislative and regulatory requirements and standards;
8. Ensure that all staff are provided with appropriate safety information and training, and they are competent to undertake tasks in a safe manner;
9. Implement and measure safety performance against realistic safety performance indicators; and
10. Comply with WorkSafe NZ and Civil Aviation Authority (CAA) safety legislative requirements and standards.

The Airport is undergoing a Safety Management Implementation process and it is recognised that the Airport cannot fulfil all its Safety Goals immediately. In order to ensure that the phased introduction of the Airport's Safety Goals is being achieved to an acceptable standard Goals will be assessed through the use of key performance indicators (KPIs) for each Safety Goal's Objectives.

Safety Objective KPIs

In order to ensure that value is derived from Safety Objective KPIs, the Airport will undergo a period of data aggregation until 1 January 2020. From this point the Airport will use the data gathered to develop the most appropriate KPIs. The Safety Objective KPIs will be maintained in the Safety Objectives Register [here](#).

Policy End