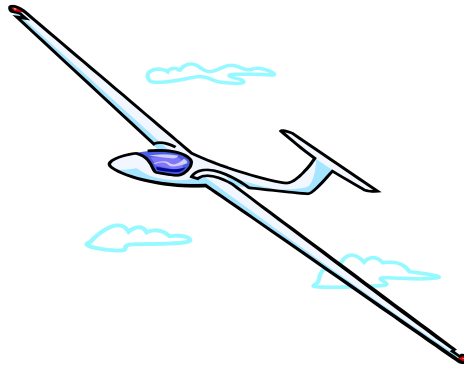


Adelaide University Gliding Club Inc.
The Barossa Valley Gliding Club Inc.

Safety Management System



Issue 2.0

The SMS is an important element in maintaining safety standards for AUGC & BVGC Operations.

If you see that the controls described in this document are not in place, are not being followed or not addressing a risk then you need to advise fellow members and/or an instructor accordingly.

You can bring any safety concern to the Club Safety Officer at any time.



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DOCUMENT INFORMATION

Document control

Changes to this document, other than to the annexures, will only be made under authorization of the AUGC/BVGC Safety Committee.

Revision History

<i>Issue</i>	<i>Date</i>	<i>Author/Originator</i>	<i>Description</i>
1.0	19/10/2013	AUGC Training Panel	Template Issued for Use for Clubs
1.1	31/12/2013	CFI	Draft update to comply with new GFA template. Included risk & controls related to aircraft striking cable in launch. Added control to E.2 & added BVGC to document.
2.0	13/06/2019	CSO	Updated. Hazard Log moved to a separate document

Distribution List

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1	YSFG Operations Centre office
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1 Abbreviations & Definitions

1.1 Abbreviations

ALoS	Acceptable Level of Safety
AM	Accountable Manager
AO	Airworthiness Officer
ATSB	Australian Transport Safety Bureau
AUGC	Adelaide University Gliding Club
BVGC	The Barossa Valley Gliding Club
CASA	Civil Aviation Safety Authority
CFI	Chief Flying Instructor
CSO	Club Safety Officer
DI	Duty Instructor
ERP	Emergency Response Plan
GFA	Gliding Federation of Australia
IRM	Immediately Reportable Matter
MOSP	GFA Manual of Standard Procedures
RRM	Routine Reportable Matter
RSM	(GFA) Regional Safety Manager
SAA	Stonefield Aviation Association
SAI	Safety Assurance Indicator
SC	Safety Committee
SME	Subject Matter Expert
SMS	Safety Management System
SPI	Safety Performance Indicator
TSI	Transport Safety Investigation
TP	Training Panel

1.2 Definitions

Hazard	A condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures.
Immediately Reportable Matter	An immediately reportable matter is a serious transport safety matter that covers occurrences such as accidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred. Under section 18 of the TSI Act, immediately reportable matters must be reported to a nominated official by a responsible person as soon as is reasonably practical. The list of immediately reportable matters is contained in the TSI Regulations.
Risk	The potential outcome from the hazard and is usually defined in terms of the likelihood of the harm occurring and the severity if it does.
Routine Reportable Matter	A routine reportable matter is a matter that has not had a serious outcome and does not require an immediate report but safety was affected or could have been affected. Routine reportable matters include a non-serious injury or the aircraft suffering minor damage or structural failure that does not significantly affect the structural integrity, performance or flight characteristics of the aircraft and does not require major repair or replacement of the affected components.
Safety	The state in which the probability of harm to persons or property is reduced to, and maintained at, a level which is an acceptable level of safety (ALoS) through a continuing process of hazard identification and reduction.
Safety Management System	A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.
Should	Recommended, but not mandatory.
The Clubs	The combination of AUGC & BVGC.
Third Parties	Other airfield users, maintenance organisations, suppliers and other parties we conduct business with.
Will	Understood as mandatory.

2 Introduction

2.1 Responsibility

Every member of AUGC & BVGC is responsible for ensuring they understand the requirements outlined in this document, and take personal responsibility for their own safety and the safety of people around them, including visitors to AUGC/BVGC facilities and operations.

2.2 About this Document

This document describes the joint Adelaide University Gliding Club (AUGC) & Barossa Valley Gliding Club (BVGC) (collectively referred to as 'the Clubs') Safety Management System (SMS) that is designed to enhance safety of AUGC/BVGC operations (in both flying and maintenance operations) by identifying, analysing and treating hazards that can occur during these operations.

This SMS does not attempt to identify and manage hazards that occur during AUGC & BVGC operations that are already treated through the combination of standards, requirements and processes documented in the Gliding Federation of Australia (GFA) operational documentation which the AUGC/BVGC and its members must adhere to. Therefore this SMS concentrates on those hazards and associated risks unique to the AUGC & BVGC environment, or that are not adequately treated in the GFA documentation.

2.3 Document Audience

This document is intended to be read by all members of the Clubs and is available to members of other organisations operating at Stonefield airfield (YSFG). All members are required to regularly review this material and to contact an experienced Club member or Instructor if further information or clarification is needed.

An electronic version of this document is available to all members through the AUGC website (<http://augc.on.net>).

2.4 Document Revision

This document is intended to be a living document, and as such will be revised as the need arises. Club members will be advised of revisions via the Club email lists and newsletter.

If any Club member has a suggestion for improvement, whether for inclusion of new material or clarification of existing material, they are encouraged to send the suggestion to the Club Safety Officer for consideration by the Club Safety Committee.

3 Safety Policy & Objectives

3.1 Safety Policy

Our commitment is to:

- develop and embed a safety culture in all our gliding activities that recognises the importance and value of effective aviation safety management and acknowledges at all times that safety is paramount;
- clearly define for all members their accountabilities and responsibilities for the development and delivery of gliding safety strategy and performance;
- minimise the risks associated with aircraft operations 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 meet appropriate safety standards;
- actively develop and improve our safety processes;
- comply with and, when appropriate, exceed legislative and regulatory requirements and standards;
- ensure that all members are provided with adequate and appropriate gliding safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills;
- ensure that sufficient skilled and trained resources are available to implement safety strategy and policy;
- achieve consistently high levels of safety performance in all our aviation activities;
- aim to continually improve our safety performance;
- conduct safety and management reviews and ensure that relevant action is taken; and
- ensure that the application of an effective safety management system is integral to all our activities, with the objective of achieving consistently high safety standards and performance.

.....
AUGC President

.....
BVGC President

3.2 Accountabilities & Responsibilities

3.2.1 Accountable Manager (AM)

The Accountable Manager for AUGC is the AUGC Club President who has overall responsibility for the performance and supervision of the Club's Safety Management System.

The Accountable Manager for BVGC is the BVGC Club President who has overall responsibility for the performance and supervision of the Club's Safety Management System.

The AM must (among other things):

- establish and promote the safety management policies required by the Deed of Agreement between the GFA and CASA;
- have been appointed with responsibility and accountability for the SMS to ensure it is properly implemented and performing to requirements;
- have control of the financial and human resources required for the proper implementation of an effective SMS;
- have an awareness of their SMS roles and responsibilities in respect of the safety policy, safety standards and safety culture of the organisation; and
- ensure that an individual for the position of Club Safety Officer is appointed in accordance with section 0 below.

3.2.2 Clubs' Safety Officer (CSO)

The Clubs' Safety Officer is the Club Chief Flying Instructor (CFI) who is appointed by the Club's Training Panel 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**; however s/he is responsible for the administration and facilitation of the SMS. In the event that the CFI is also Club President, the CFI shall nominate another member of the TP to fulfill the function of CSO for the duration of the conflict of roles.

Irrespective of other duties, the CSO will have responsibilities and authority for, but not limited to, ensuring:

- that processes needed for the SMS are established, implemented and maintained;
- that regular evaluation, reviews and fine tuning of the safety program is conducted;
- safety advice to the Club Executive, members, staff and contractors is provided;
- safety awareness and a positive safety culture is promoted;
- liaison with CASA, the Australian Transport Safety Bureau (ATSB) and the GFA Regional Safety Manager on safety-related issues is undertaken as required;
- valuable lessons learned with other operators are exchanged;
- incident and accident investigations are undertaken and reported;
- the immunity-based reporting system, which includes the ongoing identification and management of hazards, are managed;
- safety documentation is maintained;
- SMS induction and recurrent training are conducted and identifying any ongoing safety training requirements;
- The Clubs Hazard Log is maintained;
- oversight of the internal and external SMS audit programs; and
- the Emergency Response Plan (ERP) is maintained.

3.2.3 Safety Committee (SC)

The SC will be chaired by the CSO and includes the AM, the Chief Flying Instructor (CFI), the Club Airworthiness Officer (AO) and members of the Clubs' Training Panel (TP).

The role of the SC includes, but is not limited to:

- overseeing operational safety;
- managing hazard identification activities;
- implementing mitigation or corrective actions;
- making recommendations or decisions concerning safety policy and objectives;
- reviewing the safety performance and outcomes;
- managing safety training and promotion activities; and
- assessing the impact of safety on operational changes and activating hazard analysis process as appropriate.

SC meetings shall be held in conjunction with Club TP meetings (but not less than six monthly). SC issues will be treated as an explicit agenda item and minutes will be recorded using the format shown in Annex B.

3.2.4 Members

All Members:

- Must ensure that they **comply with** all Clubs' safety policies, procedures and practices;
- Are responsible and accountable for **monitoring the Clubs for hazards** and for reporting each identified hazard through the Clubs' reporting system; and
- Must **report each incident or accident** that they are involved in, witness or become aware of.

3.2.5 Third Party Interfaces

The provision of services supporting gliding activities often involves third party service providers, contractors, and suppliers. As the contracting organisation, the Clubs hold overall responsibility for the safety of services provided by the contractor and specifies the safety standards to be met.

Therefore, the Clubs consider the third party's previous safety record and any regulatory breaches prior to entering into any agreement. These factors will be given equal weight with other considerations like price, quality and timely delivery.

Third Party interactions will also occur with any other organisation that operates from the Stonefield Airfield. Such organisations will operate under their own SMS. Where any conflict between SMS requirements occurs, this will be resolved on the day through discussion between personnel with reference as necessary to the organisation's relevant Safety Committees.

3.2.6 Visitors

The Clubs (and other organisations that operate on the Stonefield Airfield) will have visitors from time to time to observe or participate in their activities. The Clubs have a duty of care to each and every visitor to ensure that they remain safe whilst on the property. Therefore visitors will need to be briefed on the items shown in the briefing sheet included as Annex C to this document. Determining that a visitor has received such a briefing is the responsibility of all members on the airfield on the day.

A copy of Annex C will be available in the Stonefield Operations Centre.

3.3 Preparedness

The Clubs will review the particular risks for their operation and develop an appropriate list of issues that need to be used as the basis for emergency preparedness. This includes but is not limited to:

- Roles;
- Communication protocols;
- Equipment; and
- Contacts

3.4 Response

The Emergency Response Plan (ERP) will be activated in the event of a major occurrence. It is designed to ensure that the following is in place prior to an adverse event occurring:

- orderly and efficient transition from normal to emergency operations;
- delegation of emergency responsibilities;
- assignment of emergency responsibilities;
- authorisation by key personnel for actions contained in the plan;
- coordination of efforts to cope with the emergency;
- safe continuation of operations or return to normal operations as soon as possible;
- planned and coordinated action to ensure the risks attributable to a major safety event can be managed and minimised.

The ERP can be found in Annex D and a laminated copy of the Emergency Response Procedure shown on the last page of this document will be kept at the following locations:

- **Stonefield Operations Centre**
- **SAA Pie cart**

3.5 Review and Test of the Plan

The Club Safety Officer will develop a periodic desktop ERP training exercise that will be used to test the adequacy of the ERP. A minimum of one exercise a year will take place and if possible it will be coordinated with other relevant organisations.

4 Documentation

All documentation relating to the SMS is contained within this manual and the associated Hazard log. This manual will be reviewed and updated on a regular basis.

Copies of this manual will be distributed and maintained by the CSO. Distribution will be in accordance with the distribution list shown at the front of the document. A copy of the safety policy will be displayed in the Stonefield Operations Centre.

Promulgation advice for updates to the SMS will be via an announcement on the AUGC website (<http://augc.on.net>) and a message sent to the augc-people mailing list and Facebook site.

5 Safety Risk Management

Safety Risk Management is how we identify the risks and their impacts, and determine mitigations to ensure we have an acceptable level of safety.

5.1 Overview

The safety risk management process at the Clubs starts with identifying the hazards affecting the safety of the organisation and then assessing the risks associated with the 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 risk to an Acceptable Level of Safety (ALoS). These will then be measured to ensure effectiveness.

A **hazard** is anything that could cause harm, damage or injury, or have a negative consequence, such as bad weather, mountainous terrain, FOD, lack of emergency equipment, high workload/fatigue or use of alcohol and other drugs.

The Clubs use the GFA Risk Management Process, which is found in the Safety area of the GFA Website (<http://www.glidingaustralia.org> – Docs/Forms, Safety, Risk Management Toolkit).

The following is an overview of this process:

5.2 Hazard Identification Process

Hazards can only be controlled if their existence is known. They will be identified from a range of sources including, but not limited to:

- brain-storming using experienced personnel;
- development of risk scenarios;
- trend analysis;
- feedback from training;
- safety surveys and operational oversight safety audits;
- monitoring of normal operations;
- state investigations of accidents and serious incidents; and
- information exchange systems (similar operators, regulators, etc.).

The CSO will record all hazards in the Hazard Log and over time, the 'database' of reportable hazards will enable us to:

- identify 'hot spots' that need particular attention; and
- when enough data is collected, conduct trend analysis which can provide the basis for improvement of hazard identification.

It is recognised that Hazard Identification becomes less effective with increasing complexity of systems and procedures. Accordingly it is recommended that the Clubs keep systems as simple as possible.

5.3 Risk Assessment

Primarily, the Club Safety Officer will be carrying out any risk assessment activities. Other staff members with the relevant expertise may be called from time to time by the Club Safety Officer to assist, but the overall responsibility still rests with the Club Safety Officer.

After the development of an initial risk assessment, the ongoing process includes an evaluation of the information contained within Safety Report/s as well as commissioning further collection of additional data as required.

The first step of any risk assessment process is to determine the consequence and likelihood of the event. Taking into account any current mitigation measures an assessment of the severity is made in terms of the worst possible realistic scenario.

The Risk Assessment Matrix will be used to record the level of risk which is determined by the relationship between the likelihood of an incident occurring from the hazard, and the consequence caused by the hazard. The relationship between likelihood and consequence determines how dangerous the hazard is.

The process usually includes an evaluation of the information contained within the Safety Report/s as well as commissioning further collection of additional data if required before performing the formal risk assessment.

5.4 Risk Mitigation

Mitigation measures are actions or changes, such as changes to operating procedures, equipment or infrastructure, to reduce either/both the consequence and/or likelihood. Risk mitigation strategies at the Clubs 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 consequence of the risk.
- **Segregation:** Action is taken to isolate the effects of the consequence of the risk or build in redundancy to protect against it.
- **Procedures and Rules:** Procedures and/or rules are used to manage the risk to an ALoS.

Prior to introducing measures to reduce or eliminate the risk, the CSO will carry out a further risk assessment. It is also important to ensure that any measures that are introduced do not lead to other hazards being introduced into the system.

The CSO will then prepare and implement a treatment plan that shall be kept with the relevant Safety Report. They will also record this stage in the Clubs' Hazard log and prepare a periodic report for the SC.

5.5 Monitor and Review

The Clubs understand that there is a need to monitor and review the effectiveness of all stages of the risk management process. During the risk assessment process, the assumptions, methods, data sources, analyses, results and reasons for decisions will be recorded by the CSO. This data will then be used to support the procedures and processes outlined in the Safety Assurance section. This is important for continuous improvement and achievement of the safety objectives and targets.

Risks and the effectiveness of treatment measures need to be monitored to ensure changing circumstances do not alter priorities.

5.6 Communicate and Consult

Having completed the Clubs' Hazard Log, it is then used as an active tool to communicate and consult on risks and agreed mitigations.

New risks and hazards are added to the Log as they occur and at times of periodic review, and following incident reports that identify new or changed risks. Changes to the Hazard Log will be communicated to the membership.

5.7 Reporting Systems

The Clubs understand that through the safety reporting system, underlying situations or conditions that have the potential to endanger the safety of aircraft operations can be identified. Greater levels of reporting, even what may be classified as minor issues, will allow us to monitor the safety performance of our organisation and to identify developing safety trends.

The investigation process will not focus solely on the active failures, as they are not the root cause of the event. All investigations will attempt to address the actual factors that contributed to the event.

5.8 Just Culture

A Just Culture supports learning from accidents and incidents. Any event related to safety, especially human or organisational errors, must first be considered as a valuable opportunity to improve operations through experience feedback and lessons learnt.

Due to the relatively small size of the Clubs, there is the likelihood that at times it may be difficult to ensure confidentiality. The Clubs stress that 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.

5.8.1 Internal Reporting System

The Clubs will ensure that all members and organisations that interface with us are encouraged to actively participate in the safety reporting system. Safety reports will be submitted by staff and organisations that interface with us using the Safety Report Form (Annex A). Copies of the form are available from the AUGC website and in the Stonefield Operations Centre. Once completed they must be forwarded to the Club Safety Officer.

Upon receipt of a report, the Club Safety Officer will evaluate and prioritise the report using the procedures laid out in this manual and complete the relevant sections of the Safety Report and Hazard Log.

Due to the nature of the activities carried out by the Clubs, it may at times be required to submit safety reports to other organisations. This task will be carried out by the Club Safety Officer.

5.8.2 Statutory Reporting Requirements

The Clubs will comply with the statutory reporting requirements of the Transport Safety Investigation Act 2003 in relation to accidents and serious incidents that affect the safety of aircraft. Reporting of matters will be via the GFA SOAR reporting system that has the appropriate interfaces to the ATSB so that information about reportable matters is always transferred to the correct organisations.

5.9 Risk Management & Mitigation

5.9.1 Identification of Severity

The severity of the risk is determined from the following table:

5	Severe / Catastrophic	Death Extreme breach of legislative or policy requirement Extreme property damage Extreme harm or financial loss Systemic serious misconduct
4	Major	Extensive injury to person/s Substantial breach of legislative or policy requirement Major property damage Major harm or financial loss
3	Moderate	Injuries requiring medical treatment other than first aid. No breach of legislative or policy requirement Moderate property damage High level of harm or financial loss
2	Minor	Minor injuries requiring first aid treatment No breach of legislative or policy requirement Minor property damage Minor harm or financial loss
1	Negligible	No injuries requiring first aid treatment No breach of legislative or policy requirement Low financial loss or harm

The next step is to take into account any current mitigation measures and assess the likelihood/probability of the risk occurring.

5.9.2 Likelihood of Occurrence

The likelihood of the risk is determined from the following table:

5	Almost Certain	Expected to occur during the activity under consideration. Occurs in most circumstances.
4	Likely	Could occur during the activity under consideration or once in the next month.
3	Possible	Occurrence conceivable, only expected once in the next 12 months.
2	Unlikely	Occurrence conceivable but it is highly unlikely to occur during the activity, might occur once in 5 years.
1	Rare	Occurrence conceivable but it is not expected to occur during the activity or in exceptional circumstances.

The results of these assessments are entered into the Safety Report & Hazard Log by the CSO. The next step is to use the Risk Tolerance Matrix to assess how tolerable the risk is using the results obtained from the assessment of the consequences and likelihood.

5.9.3 Risk Tolerance Matrix

Using the risk severity and likelihood, a risk level is determined using the following matrix.

		Consequence				
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Severe
Likelihood	5 Almost Certain	6	7	8	9	10
	4 Likely	5	6	7	8	9
	3 Possible	4	5	6	7	8
	2 Unlikely	3	4	5	6	7
	1 Rare	2	3	4	5	6

5.9.4 Risk Level Assessment

The risk level assessment from the tolerance matrix will determine the action required to manage the risk.

>7	Extreme	Cease activity until controls are implemented to reduce risk. Detailed treatment plan required.
6-7	High	Needs senior management attention and treatment plan as appropriate with regular monitoring.
2-3	Medium	Manager level attention and monitoring as appropriate
1-2	Low	Manage through local level procedures.

The results of the risk tolerance assessment are entered into the Safety Report & Hazard Log by the CSO. If the risk is mitigated by GFA practices and/or procedures and results in an ALoS then no further treatment is required.

5.9.5 Risk Mitigation

Where the risk level for a hazard is above the acceptable level, risk mitigation is required to reduce the overall level of risk.

This stage will be carried out by the Club Safety Officer with assistance from the Safety Committee & SME's as required. Mitigation measures will be selected from any of the four mitigation types described earlier (avoid, reduce, segregate, procedure).

The mitigation mechanisms will involve actions required to carry out the mitigation which are recorded along with the person/position/organisation responsible for the action.

5.9.6 Check the Residual Risk

With the additional controls in place, the risk severity and likelihood is again assessed and the residual risk level is determined. If the resulting residual risk is still above the permitted risk level then additional mitigation mechanisms must be considered.

5.9.7 Monitor and Review

The Clubs understand that there is a need to monitor and review the effectiveness of all stages of the risk management process. The Club Safety Officer will record each stage of the risk management process. This will include assumptions, methods, data sources, analyses, results and reasons for decisions. This data will then be used to support the procedures and processes outlined in Safety Assurance.

Review of the hazards, controls and risk levels will be conducted in accordance with the review requirements shown against each hazard in the Hazard Log.

6 Safety Assurance

Safety Assurance is how we demonstrate that our SMS is working.

Safety assurance monitors the performance and effectiveness of the SMS. This will ensure that hazard identification, risk assessment and mitigation process is being followed effectively and the appropriate mitigation measures are being implemented and working as intended.

6.1 Safety Performance Monitoring and Measuring

The Clubs will monitor their safety performance by reviewing the following Safety Performance Indicators (SPIs):

- Hazard and incident reports;
- Safety audit findings;
- GFA SOAR reports.

It is however understood that this data may be limited and therefore it will be important to investigate individual events and reports from the national body (GFA). It is the role of the SC to conduct periodic review of these SPIs and communicate performance to its members.

6.2 Internal Safety Investigation

The CSO will ensure all safety investigations are carried out and the process/findings documented by an appropriately qualified person or SME. The CSO will also act as the point of contact during any investigations carried out by the GFA or other organisation.

The purpose of any safety investigation is to find systemic causes and implement corrective action – **not** to apportion blame to individual(s). The initial risk assessment of the event or hazard will be used to determine whether or not a safety investigation is required.

A record of all safety investigations will be kept by the CSO.

6.3 Safety Audit Process

The CSO will carry out safety audits at intervals of not more than 12 months. The focus of the audits will be on the performance of the organisation and its services and assess normal operations. This will include, but is not limited to:

- adequate resource levels;
- compliance with approved safety procedures and instructions;
- maintaining required levels of reporting performance;
- achievement of safety policy and objectives;
- effectiveness of interventions and risk mitigations.

The CSO is responsible for ensuring that any required actions are carried out and that the AM and SC are kept informed.

6.4 Change Management

Changes within the Clubs' equipment, facilities or procedures may result in the creation of hazards that could impact on safety. In the main, changes are made to meet the organisation's demands, and the Clubs need the flexibility to meet these requirements. However, whilst the changes need to be made effectively and efficiently, our main focus will be on implementing the changes safely.

The Clubs will identify the changes likely to occur in the organisation that would have a noticeable impact on:

- resources – material and human;
- management direction – processes, procedures, training; and
- management control.

Typical areas that will require the application of change management procedures include:

- introduction of new equipment and/or procedures;
- addition of new aircraft type;
- change in key personnel; and
- new contracted services.

The CSO will keep a written record of all change management processes including implementation plans.

6.5 Continuous Improvement of the Safety System

The Clubs understand that continuous improvement of the safety management system requires management of two major components:

- maintenance – the objective of which is to maintain current technological, managerial, and operating standards, and
- improvement – which is aimed at improving current standards.

The SC will, at each Safety Committee meeting, carry out an ongoing review of the SMS process ensuring that:

- it is meeting its safety objectives and targets as set by the SC;
- safety performance is monitored and measured against the objectives and targets; and
- identified hazards are addressed in a timely and appropriate manner.

A key part of this process is the ongoing development and improvement of the Safety Management System. A review of the entire SMS will be undertaken at periods not exceeding 24 months.

Where possible improvements to the overall GFA Safety Management System are identified, the SC will provide this feedback to GFA via the RSM.

7 Safety Promotion

Safety Promotion is how we communicate and promote the SMS to our stakeholders.

7.1 Safety Training and Education

All new members are required to read the Clubs' Safety Management System documentation. Every member must read annually the current edition of the SMS.

Copies of the Clubs' SMS will be available at the Stonefield Operations Centre and available through the AUGC web site (<http://www.augc.on.net>).

7.2 Safety Communication

To ensure that all members and contractors are up-to-date with identified and resolved hazards/risks and are aware of any changes to our safety management system and any other safety matters affecting their activities, the CSO may use the following means to distribute the information, for example:

- Operational briefings;
- Newsletter articles;
- Messages to the augc-people email list;
- Member and contractor meetings after each SC meeting, etc.

The Clubs understand that everyone plays a vital role in the creation of a positive safety culture and that their involvement and support of all aspects of Safety Promotion is essential.

The GFA will provide safety communication to its Clubs that may include trends, safety bulletins, performance data, safety procedures and updates. The CSO will be responsible for ensuring that all relevant safety communication is carried out to members.

Any member of the Clubs is welcome at any time to submit a query or suggestion regarding the SMS to the CSO.

Annex A Safety Report

AUGC/BVGC SAFETY REPORT			Part 1	
<i>To be completed by the person identifying the event or hazard.</i>				
Name of reporter		Date of event		
Location of event/hazard		Time		
Fully describe the event or identified hazard				
Do you have any suggestions on how to prevent similar occurrences?				
In your opinion, what is the likelihood of such an event happening again?				
Unlikely		Frequent		
1	2	3	4	5
What do you consider could be the worst possible consequences if this event did happen?				
Negligible		Catastrophic		
1	2	3	4	5
Is this an Immediately Reportable Matter (IRM)?		If YES, please submit the report to the CSO ASAP.		
AUGC/BVGC SAFETY REPORT			Part 2	
<i>To be completed by the Club Safety Officer (CSO).</i>				
The report has been dis-identified and entered into the AUGC Hazard Log.				
Report Reference		Date		
Name of CSO		Signature		
If an IRM or RRM has the appropriate report been submitted?		YES / NO		
Should this report be submitted to another organisation's SMS?		YES / NO		

AUGC/BVGC SAFETY REPORT	Part 3
<i>To be completed by the Club Safety Officer (CSO).</i>	
What defences or controls are in place to manage the risk?	
What action or actions are required to eliminate, mitigate or control the hazard to an acceptable level of safety?	

CSO has carried out risk assessment and updated the Hazard Log		
Resources Required		
Responsibility for action	Name:	
Should information from this report be submitted to any other parties? YES / NO If YES to whom:		
Agreed and Accepted by	CSO:	AM:
Appropriate feedback given to member	Signature:	Date:
Follow up action required	Who:	When:
Hazard Log Updated	Signature:	Date:

Annex B Safety Committee Meeting Minutes

AUGC/BVGC SAFETY COMMITTEE MINUTES			
Date of Meeting		Time	
Attendees			
Item Number	Event, hazard or Issue SMS Review (3.5)	Required Action	Responsible Person
		Completion Date:	
		Completion Date:	
		Completion Date:	
		Completion Date:	
		Completion Date:	
		Completion Date:	
		Completion Date:	

Annex C Visitor Briefing Sheet

Every visitor to a Clubs' operation must receive a safety briefing, preferably prior to entering onto the airfield movement areas. The topics that must be covered in such a briefing are:

- Location of hazard areas, including movement areas, fuel bunker and mobile hazards such as aircraft & vehicles;
- Requirement to maintain personal situational awareness of activity around them;
- Movement on (and the need to be escorted when on) the airfield, particularly when crossing runways;
- Requirement to remain clear of the runways except when moving to and from an aircraft prior to and following flying – visitors are required to remain at the pie cart unless participating in flying operations, moving to the Clubhouse or assisting with airfield activity under the direct supervision of a member.
- Requirement to remain clear of the winch tie-down points and cables at all times;
- Requirement to stay away from propellers at all times and always assume a stationary propeller will move without warning;
- Hazards presented by winches and launching cables;
- Smoking is prohibited inside buildings, on the airfield movement areas, within 30 metres of the fuel bunker and within 30 metres of any fueling operation;
- Instructed to remain clear of aircraft taking off and landing;
- Dehydration, sunburn and sunstroke risks and the necessity to maintain fluid intake, wear appropriate clothing and seek shade when possible;
- Location of toilets and other facilities; and
- At any time to ask questions if there is any uncertainty, particularly about where to be and what to do whilst on the airfield.

Annex D Emergency Response Plan

D.1 Principles

There are a number of guiding principles which have been incorporated into this document as basic assumptions. They include:

- **Safety**
The highest priority when responding to any emergency should be the safety of those involved. Ensure that the basic physical needs of the protagonists have been considered before undertaking any other action under these procedures.
- **Communication and coordination**
The demands of efficiency and responsiveness dictate that various people on the airfield will be tasked with different jobs as part of the emergency response. The responsibilities of each person should be clearly communicated and understood, and some method of secure communication should be planned to react to unforeseen circumstances as the situation unfolds.
- **Discretion**
Aviation accidents tend to attract the media. We do not want the relatives of victims to find out about the plights of their loved ones on the evening news before they find out from an acquaintance they respect and trust; We also wish to protect the reputation of the Club from false insinuations drawn from incomplete data about the nature of an accident; so some security precautions and “message discipline” should be employed. If a press account on the day of an accident contains either the name of a victim or an assessment of the cause attributed to Club personnel, that probably means we’ve shown inadequate discretion.
- **Legality**
The GFA Operational Regulations & MOSP, the Civil Aviation Act, and other Acts and regulations impose certain requirements and expectations on accident responders. This document assumes that the duty instructor or an independent operator (where applicable) is familiar with those requirements and expectations, since said familiarity is a responsibility which accompanies their ratings. Clubs’ personnel should ensure that they are familiar with their obligations before placing themselves into a position where they may have to take supervisory responsibility over an emergency response.

D.2 Personnel

There are some roles which need to be filled to comply with the guidelines in this document. The procedures below will refer to these roles when assigning responsibilities and recommended actions:

- **Incident Coordinator**
This person should have relatively detailed familiarity with this document, or, at the very least, enough of the principles enumerated above to be able to act in the best interests of any victims and the club. There can only be one incident coordinator, and other Club members should follow this person's instructions to the letter. Where personnel disagree with the instructions issued by the Incident Coordinator, preference should be given to following the instructions accurately anyway and delaying any debate about their validity until after the emergency has passed.
- **First-Aid Responder**
Airfield personnel with medical or first-aid qualifications are very valuable. They should be identified early and made available to the Incident Coordinator.
- **Communications Coordinator**
There should be one person delegated to manage communications, both on and off the airfield. This person will call emergency services, communicate with airfield personnel scattered around the field, notify friends and relatives, provide statements to media, etc. It is a position of significant responsibility, and requires care, discretion, and effective interpersonal skills.
- **Gatekeeper**
The airfield gate should be closed and, where possible, guarded. The gate should be opened for emergency services personnel. Media should be made aware that entering the field will be viewed as trespass.
- **Assistants**
Any personnel without one of the assigned roles described above should provide assistance. They should follow instructions issued by the other positions. Where they don't have instructions, it is preferable for them to announce their availability and wait at the clubhouse or launch point than it is for them to clutter the accident scene unnecessarily. The last thing a first aid responder or police officer needs is a crowd of “helpful onlookers” crowding their scene.

It will not always be possible to fill all of these roles. Every response will have an Incident Coordinator, but intelligence ought to be employed to either discard roles or assign multiple roles to single individuals according to the demands of the situation.

D.3 *Flow of Communication*

Within their line of responsibility, the roles above should be considered to be delegates of the Incident Coordinator (i.e. Assistants follow the direct instructions of First-Aid Responders in matters relating to first aid, or Gatekeepers in matters relating to escorting emergency services to the scene of the emergency).

Holders of these roles should try to avoid issuing instructions outside their areas of responsibility. Confusion will reign if there's a perception that there are two Incident Coordinators or Gatekeepers, or if a coordinator who believes they hold a full mental picture of the situation isn't privy to decisions which have been made about their area of responsibility behind their back. It's better to contact the holder of a role (using the Communications Coordinator as a conduit) than it is to potentially override their area of responsibility with your own judgment calls.

D.4 *Security*

There are two major security issues associated with emergency response: **Site perimeter security** and **communications security**.

Perimeter security is perhaps the simplest: Once the gate has been closed, it is unlikely that any trespassers will enter the field, especially if there is a Gatekeeper present to clarify the nature of the access restrictions. Nevertheless, maintaining perimeter security should be in the back of everyone's mind. If media vehicles are seen driving around the paddock, they should be approached and escorted off the property (don't just point at the gate, travel with them until they leave and close the gate behind them). Consideration should also be given to discomforting visuals near the scene of an accident that may be able to be seen from the field perimeter with telephoto lenses. Using vehicles, blankets or canvasses as privacy screens when transporting victims to ambulances is probably a worthwhile idea; so is delaying the collection of wreckage until after dark.

Communications Security is probably a little bit more difficult. *It should be assumed that media vehicles are equipped with RF scanners*. Consequently, aviation band VHF and hand-held and vehicle UHF radios should not be considered to be secure; nor should the contents of any information which has been conveyed to emergency services by phone, because it is likely that that information will be relayed to vehicles *en-route* from the dispatch centres, and will also be eavesdropped by the media (often the first information gleaned by media organizations comes from emergency service scanners).

Mobile telephones *can* be considered to be secure for the purpose of this document. They employ digital radios and (weak) encryption, and are immune from eavesdropping for any practical purpose related to this document. The Communications Coordinator should be equipped with a mobile phone and the contact numbers of the other people on the field, as should any other personnel scattered around the field. In an emergency it's probably prudent to avoid being too precious about who owns what mobile phone, and it's better to loan yours to someone who doesn't have one than it is to accompany a group of people with multiple phones while leaving another group with none.

If an insufficient supply of phones can be found, UHF can be used only if "sensitive" information is omitted. This requires a significant investment of effort by all personnel: For example, an assistant tending to the winch at one end of the paddock enquiring about the nature of a victim's injury can leak details of the injury to the media. As a guideline, *if it's not immediately and necessarily related to an essential task you are trying to perform, it probably doesn't belong on a UHF channel*.

D.5 *Role Descriptions*

D.5.1 *Incident Coordinator*

The Incident Coordinator is the focal point for organizing the club's response to the emergency.

During a "normal" operation, it is probably sensible for the Duty Instructor to assume this role when an emergency occurs, since the Duty Instructor already has clear lines of authority which can be leveraged to generate a sensible, measured and competent response to the incident.

If, however, the duty instructor is either not present (e.g., independent ops) or incapacitated (involved in the emergency) some other Club member will need to take on the role. Useful attributes for making the selection might include a candidate's understanding of the situation, familiarity with this procedure, and track record of making good judgment calls under pressure.

By the nature of an emergency, any method used to select this role will be an ad hoc, spur of the moment decision. Nevertheless, once the decision has been made it should be firmly respected until the completion of the club's emergency response.

The Incident Coordinator will need to appoint other people to the other roles. It's unwise to make those decisions immediately. If injuries are likely, prioritizing the health and safety of the victims over the selection of responders should come first. The other positions can be filled as demands dictate (e.g., the Gatekeeper doesn't need to be chosen until you're far enough through the procedure to reach the point where a Gatekeeper is necessary; if there are no injuries, there is no need to waste time selecting a First Aid Responder; etc.) The incident coordinator issues instructions to everyone else, whether directly or through delegates, to respond to the emergency in a manner consistent with this procedure. Other personnel won't necessarily have a full picture of the situation or the same measure of responsibility for judgment calls that the Incident Coordinator will hold; consequently, any personnel who disagree with the Incident Coordinator's instructions should give preference to following them anyway and delaying any arguments to the debriefing session after the emergency has passed.

The incident coordinator must make sure that everyone responding understands that wreckage should not be disturbed except in tending to the life and comfort of injured victims. Wreckage is in the lawful custody of the ATSB until they have released it back to its owner, and nobody except ATSB-authorized accident investigators and police should disturb it until that release has been secured.

D.5.2 First Aid Responder

Anyone with medical or first aid credentials would be a natural choice for this role.

Once a First Aid Responder has been chosen, assistants should follow the designee's instructions pertaining to any matter related to the health and safety of victims.

The purpose of making it a defined role is to ensure that the First Aid Responder isn't distracted with any other issues surrounding any other part of the incident response. No matter how well or how badly the rest of the club is handling the emergency, the *only* priority for the First Aid Responder should be to marshal and coordinate whatever resources they need to minimize pain and suffering for accident victims.

If victims are not capable of moving themselves they should not be moved. Spinal injuries are a significant risk in aviation accidents, and preference should be given to making someone warm and comfortable *in situ* until ambulances arrive rather than transporting them to somewhere else that's warm and comfortable.

D.5.3 Communications Coordinator

This person is the focal point for communications around the field.

During a minimal operations day, the role may not be strictly necessary, and its functions can be absorbed by the Incident Coordinator. But if there are more than a handful of people who need to stay in contact with each other, having one person directing them is likely to generate a superior result to what's likely to happen if personnel are using private communication methods to plan their responses without consulting with the rest of the operation.

The Communications Coordinator should work closely with the Incident Coordinator. Between the two of them, they should aim to have a reasonably complete mental picture of everything that's happening on the field during the incident response.

Responsibilities include contacting emergency services, contacting the CSO, ATSB and Regional Manager Operations, and coordinating the various personnel around the field (launch point, the gate, the site of the emergency, etc.). This person should have ready access to at least one mobile phone and a VHF radio and should be familiar with the section above on communications security.

The GFA MOSP and the Civil Aviation Act specify certain actions in response to emergencies. The Communications Coordinator should report accidents to the CSO, ATSB, RM/Ops and CFI by the quickest means possible.

ATSB Accident/serious incident hotline: 1-800-011-034
SA Regional Manager/Operations: Tom Leech, 0400-900-903

The ATSB will issue a reference number which should be recorded and quoted in future communications.

Accident and Incident notification requirements are detailed in section D7 below.

If a Club member is incapacitated, a friend or relative should be contacted by way of notification, where possible using emergency contact information held by the Club. If the Communications Coordinator delegates this task, they should use care to choose someone who will avoid any unnecessary speculation or hyperbole to avoid alarming loved ones.

If a press helicopter approaches the airfield permission to land should be denied and the pilot requested to stand clear of the airfield and circuit area to avoid causing problems to home coming gliders. Be sure to use correct terminology identifying yourself as "Stonefield Gliding Base".

D.5.4 Gatekeeper

The first priority of the Gatekeeper is to close the airfield gate and then to arrange (with the assistance of the Communications Coordinator) for an escort for emergency services to the scene of the emergency.

If emergency services have been contacted, you can expect media to be on the scene before or shortly after the ambulance. They will want to talk to someone, and the Gatekeeper temporarily becomes the Clubs' public face. At this stage, any statements to the media should simply be:

- inform any questioners that the airfield is private property;
- that we will make complaints about trespass;
- the Club's Emergency Management Procedure has been activated; and
- that the situation is still unfolding and someone will provide them with a statement when time permits.

The Gatekeeper should not be drawn on any other subject; just keep repeating the same thing regardless of what questions are asked. The purpose isn't to be obstinate or evasive; the point is to protect Club members and their families from hearing about tragedy on the electronic media before they've heard about it from anywhere else, and to protect the Club from reputational damage resulting from uninformed media speculation.

Remember: just because you have been asked a question by the media doesn't mean you have to answer it.

D.5.5 Assistants

Anyone who has not assumed the responsibilities of one of the other defined roles is deemed to be an "Assistant". Assistants should intelligently lend whatever assistance they can to the safe and efficient resolution of the emergency. Note that crowding the site doesn't necessarily count as "intelligently lending assistance," nor does standing around gawking at wreckage. If an Assistant hasn't received instructions and can't see any obvious places where they could be used, they should make their availability known to the Incident Coordinator or Communications Coordinator and wait somewhere off to one side, rather than crowding and involving themselves in first aid, interfering with wreckage, etc.

D.6 Local Hospital Information

The closest emergency services to Stonefield are located at:

Angaston	29 North Street, Angaston	24 Hour Emergency
Lyle McEwin	Haydown Road, Elizabeth Vale	24 Hour Emergency
Tanunda	15 Mill Street, Tanunda	24 Hour Emergency

D.7 Accident and Incident Notification

Accidents and serious incidents (commonly called Immediately Reportable Matters), which affect the safety of aircraft must, in the first instance, be notified to the ATSB by telephone toll-free call: 1800 011 034.

NOTIFICATION TO GFA: In addition to the above statutory requirement, it is a GFA requirement that Immediately Reportable Matters are also reported to the GFA Executive Manager, Operations (EM/O) or the Chairman of the Operations Panel (COP) at or around the time they are reported to ATSB. The telephone contact details for the EM/O and COP can be found on the GFA website. The EM/O or COP will notify the appropriate GFA officers and the Regional Manager Operations of the relevant Region.

The GFA also requires notification to the EM/O of all 'Routine Reportable Matters' and those accident and incidents that are not required to be reported to ATSB.

ONLINE REPORTING: A secure Safety Occurrence Reporting Portal is to be used to notify the GFA about all aviation safety occurrences. This system automatically advises the ATSB, thereby ensuring our statutory obligations are met. Reports will also be automatically copied to the Regional Managers and Club's Chief Flying Instructor.

OFFLINE REPORTING: In those circumstances where access to the GFA's Safety Occurrence Reporting portal is impracticable, members can use a hard copy paper form which can be downloaded from the GFA website and sent to the GFA office for entry into the Safety Occurrence Reporting portal.

Written notifications are required to be submitted within 72 hours of an accident, serious incident or incident in accordance with section 19 of the Transport Safety Investigation Act 2003 and Regulation 2.6 of the Transport Safety Investigation Regulations 2003. The written notification should contain as much information about the accident, serious incident or incident as is within the knowledge of the person at the time of submitting the notification. Submission of information known by the reporter to be false or misleading is a serious offence under section 137.1 of the Criminal Code. Aiding, abetting, counselling, procuring or urging the submission of false or misleading information is also a serious offence.

REMOVAL OF AIRCRAFT WRECKAGE: When an accident occurs, the aircraft is deemed to have come into the custody of the Executive Director of Transport Safety Investigation and it must not be moved except with the permission of the Executive Director or authorised representative. However, where the ATSB has informed the GFA that it is not investigating, Police authority is required to remove the wreckage.

D.8 Emergency Response Procedure

The Emergency Response Procedure follows.

Emergency Response Procedure

Emergency Response Personnel must give priority to their own safety at all times.

1. **Assign Roles**

Without delaying any applicable first-aid response, personnel should come to an agreement about who will perform which role.

2. **Provide First-Aid**

The immediate physical life-critical needs of any victims should be dealt with as a priority. All other responses are secondary to this. Where possible, the Incident Coordinator should nominate a qualified First Aid Responder to make qualified, informed judgments about the most effective and efficient way to provide comfort to victims.

3. **Contact Emergency Services**

The Communications Coordinator will call 000 and request appropriate services.
The airfield address is 602 Stonefield Road (property number Stonefield 439-987).
Latitude S 34.3435° Longitude E 139.3017°.

4. **Secure the Property Perimeter**

A Gatekeeper should be appointed and equipped with a phone. The Gatekeeper should close the airfield gate and wait for the arrival of emergency services.
This step can be carried out in parallel with the first three steps if enough personnel are available to do it without detracting from the first aid response.

5. **Contact External Parties**

ATSB Accident/serious incident hotline: 1-800-011-034
SA Regional Manager/Operations: Tom Leech, 0400-900-903
If a Club member is incapacitated, a friend or relative should be contacted.

6. **Escort Emergency Services to the scene**

The Gatekeeper, or a delegated Assistant, should escort emergency services from the gate to the scene as they arrive. Where possible operational airstrips should be avoided.

7. **Assist Emergency Services**

Once Emergency Services attend the scene, they assume the Incident Coordinator role. All other unassigned personnel should follow their instructions and render all available assistance. Do not crowd the scene.

8. **Debrief**

The Incident Coordinator should lead a debriefing session. Participants in the response will no doubt have questions and commentary about what happened, and about the conduct of the Club during the response. This time may also be used to formulate a media response if one has been promised; the response should not mention any names, nor speculate on the cause of any accident, but should stick to the facts as known.
This opportunity should also be used to gather written statements from witnesses that may be required for the written report to the RM/Ops and ATSB.

9. **Clear wreckage**

After emergency services have departed, the ATSB should be contacted and asked if they wish to release the wreckage. Aircraft should not be disturbed without the ATSB's consent.

10. **Non-emergency Medical Attention**

Some injuries, particularly those associated with internal organ damage or spinal swelling or bruising, are not apparent in the immediate aftermath of an accident. Life-long pain and suffering can result if those injuries do not receive rapid attention by qualified medical personnel.
Anyone involved in a "high impact" event should be encouraged to check themselves in to a hospital emergency room before going home that night. Hospital staff should be given a summary of the nature of the accident and the role played by the patient so that they can appropriately target their examinations. Where possible, an assistant should accompany the patient to the hospital.