

Safety Manager Accountability Statement

As the Safety Manager, I am responsible for supporting the CEO with ensuring the safe operation of the business.

General Introduction

I am responsible for the implementation, development and maintenance of an effective SMS in coordination with the other departments. I am also responsible for advising the CEO (the Accountable Executive) and other managers on safety management matters.

I am responsible for the following:

I shall ensure that the correct allocation of resources necessary for the effective, efficient and safe performance of the business services is provided within my area.

Deliver Safe Services

No responsibilities allocated

Analyse Service Safety Performance

I shall provide periodic reports on the organization's safety performance.

I shall ensure that I actively operate an open door policy such that all staff feel comfortable to report safety issues directly to me for my action without fear from any punishment or disciplinary actions.

I shall immediately notify the CEO of any safety issues within the organization.

I shall ensure any staff members who are involved in an incident are only judged in the context of the system behaviour in line with our Just Culture policy.

Identifying Service Safety Improvements

Improvements I shall monitor all safety concerns in the aviation industry and their perceived impact on the organisation's operations aimed at service delivery, informing the necessary stakeholders as appropriate.

Control Changes to Services

I shall provide independent assessment of changes to ensure they are managed safely in accordance with the SMS.

I shall ensure that decisions made within my area properly consider and prioritize safety requirements in conjunction with business needs.

Supporting Organisation and Culture

I shall ensure that all department staff have received the required level of safety training, role specific training and are at the required level of competency to carry out their roles safely.

I shall coordinate and communicate with the regulator, investigation authority and other State agencies as necessary on issues relating to safety.

I shall coordinate and communicate with other regional and international organizations on issues relating to safety.

I shall demonstrate active leadership in safety by promoting the ethos of safety improvement, and encouraging the adoption of a questioning and challenging culture amongst staff.

I shall ensure that the culture of the organization is periodically surveyed, improvement activities identified to manage the findings, and oversee their implementation.

I shall ensure that the SMS is appropriately maintained to support the organisation and periodically review the performance of the SMS through audits and reviews.

Signed: Mr. I. Check.