BOONAH AIRFIELD

SAFETY MANAGEMENT SYSTEM

Revision 1.3

Principal Place of Business

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Document control

This is version 1.3 of the **Boonah Aviation Incorporated Safety Management System**.

Revision History

Version No.	Date	Author/Originator	Description
1	21/5/23	Jeremy Thompson	Draft V1
2	19/6/23	Jeremy Thompson	Draft V2 including Tim Burgess' comments
3	18/7/23	Jeremy Thompson	Including stakeholder comments

INTRODUCTION AND PURPOSE

The Boonah Aviation Inc. (BAI) was formed to assist in the management of the airfield by creating a forum where leaseholders and interested parties can come together and agree on suitable management arrangements, including safety. Whereas BAI effectively manages the airfield on behalf of Scenic Rim Regional Council (SRRC), this management responsibility does not extend to flying operations. All flying operations are governed by the respective aviation organisations mandated by the Civil Aviation Authority (CASA). Boonah airfield has a number of aviation users including General Aviation (GA) aircraft, gliders, recreational and ultralight pilots, Queensland Fire and Emergency Services (QFES) aircraft and the Air Ambulance Life Flight Helicopters, each of which have their own comprehensive safety governance frameworks.

The purpose of this Safety Management System (SMS) is to describe the framework for managing safety risks and ensuring safe operations at Boonah Airfield. This SMS aims to minimize accidents, incidents, and hazards associated with airfield operations managed directly by BAI and promote a safety culture among all stakeholders. It is to be read in conjunction with the BAI bylaws promulgated on the www.boonahairfield.com.au website which cover aspects of safety management at Boonah Airfield.

Safety Policy

The safety policy of the airfield is to ensure the highest level of safety for all individuals who use the facility and the local community. This includes, but is not limited to, pilots, passengers, maintenance personnel, and visitors. BAI will strive to maintain a safe and secure environment through the implementation of effective safety management practices for its daily operational duties.

Risk Management

a) Risk Assessment: Airfield management shall conduct regular risk assessments to identify and evaluate potential safety risks associated with BAI airfield operations. This includes hazards related to aircraft movements, ground operations, weather conditions, wildlife, and other relevant factors.

b) Risk Mitigation: Based on the risk assessment findings, airfield management where practicable, shall implement appropriate risk mitigation measures to minimize identified risks. This may include modifying procedures, providing training, using safety equipment, and implementing safety signage.

c) Incident Reporting and Investigation: All serious incidents, accidents, near-misses, and hazards identified at the airfield must be reported to the airfield management as soon as practicable. These will in turn be reported as soon as practicable to the SRRC. Airfield management shall conduct thorough investigations of serious incidents and hazards arising from BAI operations[1] to identify root causes and implement corrective actions to prevent recurrence. Where appropriate the incident will be reported to the appropriate governing authority through their SMS reporting system.

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[1] Such investigations are limited to BAI operations only, and do not apply to other incidents that would be investigated by respective aviation bodies.

Responsibilities

a) Airfield Management: The accountable management group for Boonah Aviation Inc. operations is the BAI Management Committee. This includes establishing safety policies and procedures, conducting risk assessments, monitoring safety performance, and implementing corrective actions to BAI operations as necessary.

b) Personnel: All personnel working at or using the airfield must comply with safety policies, procedures, and instructions provided by the airfield management. This includes reporting any safety concerns, incidents, or hazards immediately to the designated safety officer or airfield management.

c) Pilots: Pilots using the airfield must comply with all relevant CASA or delegated regulations, airfield rules, and safety procedures. This includes conducting pre-flight checks, adhering to airfield traffic patterns, and maintaining safe flying practices at all times in accordance with their respective governing aviation systems.

d) BAI Contractors: Must be authorised by BAI or its delegate to enter and/or conduct any maintenance at the airfield and must comply with all safety requirements, including relevant laws, regulations, and site-specific safety procedures. They must also report any safety concerns or incidents to the airfield management.

Documentation and Recordkeeping

BAI shall maintain accurate and up-to-date documentation and records related to the SMS, including safety policies, procedures, risk assessments, reports of serious incidents, training records, and other relevant documentation. These records shall be retained for seven years (www.business.qld.gov.au/running-business/finance/essentials/record-keeping) in a secure and accessible manner for audit and review purposes.

Review and Continuous Improvement

This SMS shall be reviewed annually to ensure its continued effectiveness in managing safety risks associated with the airfield operations. Improvements shall be made as necessary to address new or emerging hazards and to enhance safety performance.

APPENDICES

1. **Boonah Airfield Ground Maintenance and Mowing Standard Operating Procedures**

- **Ground maintenance volunteers must liaise with the other airfield users before commencing maintenance/mowing activities on the active runway.**
- **A serviceable aircraft radio with both transmit and receive functions must be used prior to entering the active runway and continue to monitor the CTAF (122.75Mhz) for the duration of the maintenance/mowing activity.**
- **Ground maintenance/mowing on the active runway can only be commenced after establishing positive radio communication with any aircraft either on the ground or in the circuit and discuss appropriate deconfliction procedures with the aircraft.**
- **The call sign *"Boonah Maintenance"* should be used when establishing radio communications.**
- **If the ground maintenance is to rectify a safety issue on the active runway, the active runway must be closed and white crosses displayed on the airfield until the safety issue is resolved.**
- **All aircraft operating at YBOA have priority over routine ground maintenance/mowing tasks.**
- **The pilot in command of an aircraft operating at YBOA can request that all maintenance/mowing activities on the active runway be ceased while flying operations are being conducted.**
- **Ground maintenance volunteers must vacate the active runway immediately upon a request from an aircraft operating at YBOA.**
- **When gliding operations are in progress, the mower/maintainer should vacate to the north/western side of the active runway**
- **On busy days, ground maintenance volunteers should consider postponing mowing the active runway to a more suitable time or an alternate day.**

2.0 EMERGENCY RESPONSE PLAN

2.1 Preparedness

It is a requirement that all organisations using Boonah Airfield has documented an appropriate Emergency Response Plan (ERP) in accordance with their relevant governing authority's SMS. BAI's ERP is a guide only and does not take precedence over the individual users organisational ERP or SMS.

The Boonah Aviation Inc. and its members must be prepared to react appropriately to an emergency situation. This ERP provides guidance on appropriate steps and relevant contact numbers.

The ERP provides an appropriate list of issues that need to be addressed for emergency preparedness. This includes but is not limited to:

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

2.1 Response

The 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.**

2.2   EMERGENCY RESPONSE CHECKLIST

Initial Response Actions

- ➢ **Assess Scene**
- ➢ **Render Assistance if safe to do so (do not endanger responders)**
- ➢ **Call Emergency Services (000) – refer to "Emergency Response Flow Chart" Annex A**
- ➢ **Allocate duties to assisting members**
  - o **Look after survivors safety/welfare**
  - o **Secure and protect scene (Evidence)**
  - o **Arrange for a member to meet emergency services at the main gate or muster area.**
  - o **Limit access to scene to only those who need to be there.**
  - o **Manage witnesses and other members and visitors on the airfield.**
- ➢ **Commence Incident Log Annex C**
- ➢ **If Emergency Services are required transfer Incident Management to their On-scene Commander on their arrival.**

Post Initial Response Actions

- ➢ **Suspend Flying Operations**
- ➢ **Recall and account for all aircraft (use the duty pilots log sheet as appropriate)**
- ➢ **Quarantine all operational documents relating to the incident flight**
- ➢ **Complete Incident Details on Occurrence Report Form on the relevant organisations Incident Reporting System within their SMS.**
- ➢ **Obtain Witness statements - Annex E1 & E2**

Notifications

Refer to Emergency Contact List (Annex D)

- ➢ **BAI President/Vice President**
- ➢ **Club Safety Manager/Officer**
- ➢ **Property owner**
- ➢ **ATSB 1800 992 986 or (+61) 2 6257 3193.**
- ➢ **AusSAR (if a Distress Beacon has been activated)(+61) 2 6230 6811**

Hot Debrief

Once Initial responses are complete and the survivors have been looked after, where ever possible conduct a "Hot Debrief" while events are fresh in everyone's mind; record comments and outcomes on the Incident Log.

2.3   INCIDENT RESPONSE LOG

Annotate in chronological order the sequence of events and actions taken following notification of an incident. Significant incidents must be reported to the Scenic Rim Regional Council at the earliest opportunity.

Date/Time	Events and Actions Taken

Completed By:…………………………Date/Time:…………………… Phone No…………….

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2.4   BOONAH AIRFIELD – EMERGENCY CONTACT NUMBERS

Current at 1800 512 487

Emergency Phone - 000 **Emergency Text - 106** **Mobile any network - 112**	Be prepared to provide information in the following order: • **Who you are - Including a Contact phone number** • **Where you are (Insert Airfield Location)** • **Situation or what the problem is** • **Required Response**
Be prepared to stay on the line to assist emergency responders	

Additional Emergency Contact Phone Contacts

Local Police Station	07 5463399
Local Ambulance Service	000
Local Fire Service	07 55414576
Local Bush Fire Service	07 55414576
RCCAus (lost or overdue aircraft)	1800 815257

Boonah Aviation Inc.	**1800 512 487**

ATSB Hotline (H24)	1800 992 986

Scenic Rim Regional Council	07 5540 5111

2.5   EMERGENCY EVENT WITNESS REPORT LIST

Incident…………………………………………... Date …………………… Time ……………………

The following is a list of witness who have been asked to provide written witness reports

No	Witness Name	Address	Phone No	Email	Report Form	
					Handed out	Received

Witness Coordinator …………………………………………………   Date…………………………

Position…………………………………………………………………..   Phone…………………………. Email…………………………………

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2.6 EMERGENCY EVENT WITNESS STATEMENT

Personnel involved in an aircraft incident or accident are encouraged to write a statement of fact as perceived by the witness as soon after the event as possible in order to assist with the investigations. Where possible this document should be handed to the On-scene Commander or their delegate prior to leaving the scene.

Witness Name	Witness Address	Witness Phone & Email

Signed ……………………………… Date……………………………… Time…………………

Witness Statement Number _____