

Mittagong Aero Club

Safety Risk Management Plan

Document Control

Document owner

Safety Officer, Mittagong Aero Club

Change History

Version	Date	Description	Author
0.1	3 Feb 2022	Initial draft	Greg McElvenny
0.2	2 July 2022	Final draft	Greg McElvenny
0.3	3 August 2022	Rebranded document from BDAC to Mittagong Aero Club	Greg McElvenny

Related Documents

Version	Date	Title	Author
Live document		Mittagong Aero Club Safety Risk Register	Safety Officer

Authorisation

Type	Name	Position	Signature	Date
Authored	Greg McElvenny	Member	By email	9 August 2022
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1 Introduction

1.1 Purpose

Mittagong Aero Club values a safe operating environment for the benefit of its Members and all Users of Mittagong Airfield. This safety risk management plan supports the Club's goal of promoting a safety culture.

The scope of this plan is the management of safety risks relating to Mittagong Airfield.

This plan documents:

- Roles and responsibilities
- Process for identifying and reporting safety hazards
- Process for analysing risks, and establishing control measures
- Process for review of the risk management plan

1.2 Audience

Role	Reason
Committee	Governance responsibility for safety risk management.
Safety Officer	Operational responsibility for the safety risk management plan.
All Members	Responsible for adhering to the safety risk management plan, and informing visitors of their obligations.

1.3 Abbreviations and definitions

Term	Definition
Aerodrome	Mittagong Airfield
Club	Mittagong Aero Club
Committee	Governing committee of Mittagong Aero Aero Club

Control measure	Any system, procedure, process, device or other means of eliminating, preventing, reducing or mitigating the risk of hazardous events arising at or near the aerodrome.
Member	A member of Mittagong Aero Club.
Safety Officer	Officer of the Club appointed by resolution of the committee and responsible for safety risk management.
User	Anyone who uses any of the facilities of Mittagong Airfield, including Club Members, visiting pilots, other visitors, and contractors performing maintenance at the aerodrome.

1.4 Why have a safety risk management plan?

Mittagong Airfield is an uncertified / non-regulated aerodrome, so is exempted from the CASA Part 139 requirement to have a risk management plan.

Mittagong Aero Club is a volunteer association, so is exempted from the SafeWork NSW work health and safety laws and regulations.

Both CASA and SafeWork NSW recommend all organisations, including those exempted from their regulation, comply with the relevant regulations and take reasonable steps to maintain a safe environment.

Accidents, particularly those involving aircraft, make bad press and may cause reputational damage to the Club.

Implementing and adhering to a risk management plan reduces the risk of criminal negligence or civil claims against the Club or individuals due to unsafe practices.

The Club values a safe operating environment for the mutual benefit of all Members and Users of the Aerodrome.

2 Safety risk management plan

2.1 Roles and responsibilities

2.1.1 Safety Officer

The Safety Officer is responsible for the day to day operation of the safety risk management plan, including:

- Receiving safety hazard reports from Members
- Analysing hazard reports, assessing risks, and determining control measures
- Updating the safety risk register
- Communicating control measures to Members
- Reviewing the safety risk management plan, safety risks and control measures and recommending updates or changes to the Committee
- Reporting to the Committee on safety related incidents and issues

The Safety Officer may delegate specific tasks and responsibilities to other Members, as required, to ensure the timely execution of the safety management plan.

2.1.2 Members

Members are responsible for:

- Thinking and acting safely whilst on the Aerodrome
- Adhering to safety risk control measures
- Informing any visitors they bring onto the aerodrome of the visitors' obligations to think and act safely, and adhere to safety risk control measures
- Identifying and reporting safety risks to the Safety Officer

2.2 Safety risk management process

2.2.1 Safety risk reporting

Safety risks may be reported to the Safety Officer verbally, by email, or using a safety hazard report form (see appendix).

2.2.2 Risk assessment and control measures

The Safety Officer, in consultation with other Members, will analyse reported safety hazards, assess the safety risks, determine appropriate control measures, and document these in the Safety Risk Register.

Advice will be sought from people with relevant technical expertise, where necessary.

2.2.3 Communication and education

As control measures are implemented, the Safety Officer will communicate updates to Members at regular Club meetings, through Club newsletters, or safety bulletins, as appropriate.

All Members are responsible for thinking and acting safely, so education will be emphasised over enforcement.

2.2.4 Review of the safety risk management plan

The Safety Officer will review the effectiveness of the Safety Risk Management Plan and items in the Safety Risk Register at regular intervals.

A review will be required in response to a major incident, and at least every twelve months.

Changes to the Safety Risk Management plan may be recommended to the Committee for approval.

The Safety Officer may add, change or remove items in the Safety Risk Register. All changes to the Safety Risk Register must be recorded in a manner that leaves an audit trail.

4 Appendix

4.1 Safety hazard report form

Blank copies of the form below will be available in the clubhouse.

Mittagong Aero Club - Safety Hazard Report Form		
Date raised		
Safety hazard description		
Potential consequences		
The following items are optional		
Inherent risk (before controls) 1 = Low, 5 = High		
Likelihood (L) 1 – 5	Consequence (C) 1 – 5	Inherent risk (L x C)
Proposed risk control measures		
Residual risk (after controls have been applied) 1 = Low, 5 = High		
Likelihood (L) 1 – 5	Consequence (C) 1 – 5	Inherent risk (L x C)
Reported by		
Contact details		

NOTE: For urgent safety hazard reports, please email safety.ymig@gmail.com

Risk classification matrix							
			Risk severity				
			Catastrophic	Hazardous	Moderate	Minor	Negligible
			5	4	3	2	1
Risk likelihood	Frequent	5	Unacceptable	Unacceptable	Unacceptable	Review	Review
	Occasional	4	Unacceptable	Unacceptable	Review	Review	Acceptable
	Remote	3	Unacceptable	Review	Review	Acceptable	Acceptable
	Improbable	2	Review	Review	Acceptable	Acceptable	Acceptable
	Extremely improbable	1	Review	Acceptable	Acceptable	Acceptable	Acceptable

Likelihood	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur, but possible (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that this event will occur	1

Severity / Consequence	Meaning	Value
Catastrophic	Multiple deaths. Equipment destroyed	5
Hazardous	A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely. Serious injury. Major equipment damage.	4
Moderate	A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency. Serious incident. Injury to persons.	3
Minor	Nuisance. Operating limitations. Use of emergency procedures. Minor incident.	2
Negligible	Few consequences.	1