



How to be an Effective Safety Leader

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How to be an effective Safety Leader

AGENDA:

1. Key Roles and Responsibilities
2. Knowledge, Skills and Abilities (KSAs)
3. Provide Key Take-Aways

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➤ **Can Anyone be a Safety Leader?**

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What are the key objectives of the Safety Leader?

1. Model and promote a positive organizational culture that fosters safe practices through effective leadership and communication
2. Effectively engage relevant safety stakeholders to identify and address safety issues
3. Keep abreast of safety related government, international and industry organization activity and change (e.g. ICAO, FAA, NTSB, NBAA, OSHA, etc.)

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Key Objective

1. Model and promote a positive organizational culture that fosters safe practices through effective leadership and communication
 - A. Reinforce a "just" culture environment, where employees can report honest errors without fear of retribution
[Safety Culture Video Clip](#)
 - B. Build and maintain an excellent working relationship with all employees within the aviation department including the Accountable Executive and the overall company safety organization
 - C. Model safe ethical behaviors, procedural compliance and non-punitive safety reporting environment
 - D. Recognize and reward safe behaviors, actions and procedural compliance by all employees.

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Key Objective

2. Effectively engage relevant safety stakeholders to identify and address safety issues
 - A. Develop and lead a safety team to monitor the Safety Management System (SMS) as appropriate for the size and complexity of the operation
 - B. Conduct professional safety meetings on a regular basis

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Key Objective

3. Keep abreast of safety related government, international and industry organization activity and changes (e.g. ICAO, FAA, NTSB, NBAA, OSHA, etc.)
 - A. Monitor the industry for safety concerns and regulatory requirements that could affect the organization
 - B. Attend and/or support participation in aviation and non-aviation industry safety support meetings
 - C. Stay connected to industry initiatives and organizations and communicate these initiatives to his/her organization
 - D. Benchmark with other business aviation operators to stay current on evolving best practices

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KSAs (Knowledge, Skills and Abilities)

1. Fundamentals of SMS
2. Understanding the role of the Accountable Executive & Leadership Team
3. SMS Tools
4. Emergency Response Planning

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KSA 1

1. Fundamentals of SMS:

(ICAO Annex 19 and Document 9859 (SMS) and in this country, AC-120-92B)

- A. Safety Policy and Objectives
- B. Safety Risk Management
- C. Safety Assurance
- D. Safety Promotion

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Fundamental of SMS

A. Safety Policy & Objectives

1. Management Commitment and Responsibility
2. Safety Accountabilities
3. Appointment of Key Safety Personnel
4. Coordination of Emergency Response Planning

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Fundamental of SMS

B. Safety Risk Management

[Safety Risk Management Video Clip](#)

1. Hazard identification
2. Safety risk assessment
 - a. Risk Mitigation
 - b. Risk Tolerability
3. Safety performance monitoring and measurement
 - a. Safety Risk Profile (SRP)
 - b. Safety Performance Indicators (SPI, SPT)

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Fundamental of SMS

C. Safety Assurance

1. The Management of Change
2. Continuous improvement of the SMS
3. Internal & External Audits

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Fundamental of SMS

D. Safety Promotion

1. Training and education
2. Safety communication
3. Industry Involvement
4. Safety Recognition

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KSA 2

2. Understanding the role of the Accountable Executive & Leadership Team

- A. Accountable Executive
- B. Leadership Team
- C. Safety Leader

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Safety Leader Roles & Responsibilities Review:

1. Reinforce a "just" culture environment, where employees can report honest errors without fear of retribution
2. Build and maintain an excellent working relationship with all employees within the aviation department including the Accountable Executive and the overall company safety organization
3. Model safe ethical behaviors, procedural compliance and non-punitive safety reporting environment
4. Recognize and reward safe behaviors, actions and procedural compliance by all employees.
5. Develop and lead a safety team to monitor the Safety Management System (SMS) as appropriate for the size and complexity of the operation
6. Conduct professional safety meetings on a regular basis
7. Monitor the industry for safety concerns and regulatory requirements that could affect the organization
8. Attend and/or support participation in aviation and non-aviation industry safety support meetings
9. Stay connected to industry initiatives and organizations and communicate these initiatives to his/her organization
10. Benchmark with other business aviation operators to stay current on evolving best practices

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KSA 3

3. SMS Tools

- A. Safety Risk Profile
- B. SPIs & SPTs
- C. Safety Reports or Hazard Identification and Tracking Tool
- D. Flight Risk Assessment Tool
- E. Maintenance Risk Assessment Tool
- F. Policy Waivers Tool or Operational Deviations
- G. Change Management Tools
- H. Internal and External Audit Finding Tools

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KSA 4

4. Emergency Response Planning

- A. ERP Manual
- B. Roles & Responsibilities
- C. Emergency Operations Center
- D. Emergency Response Exercise
- E. Incident & Accident Coordination

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▶ Three Major Objectives of the Safety Leader

1. Model and promote a Positive Safety Culture
2. Engage Relevant Stakeholders
3. Keeps abreast of Safety related industry and regulatory information

▶ Knowledge Skills & Abilities

1. Fundamentals of SMS
2. Understanding the role of the Accountable Executive & Leadership Team
3. SMS Tools
4. Emergency Response Planning

▶ Supplemental info. found on the website

1. Fundamentals of SMS
2. Roles & Responsibilities of the Safety Leader
3. Safety Risk Profile worksheet
4. SPIs & SPTs worksheet

REFERENCE MATERIALS

- ▶ Safety Culture & Climate Video: <https://www.youtube.com/watch?v=E-Jd2vARZ-A>
- ▶ <https://www.nbaa.org/ops/safety/>
- ▶ Fundamentals of SMS
- ▶ IBAC Measuring Safety Performance Guidance
- ▶ Safety Risk Profile Worksheet
- ▶ SPIs & SPTs Example Worksheet