**Checklists for Safety Manager (SM)**

**Frequency: Annual**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date performed** | **Remark** |
| Safety meeting & review |  |  |
| Rules and regulations review meeting |  |  |
| Review according to change management process |  |  |
| Review of OPS manual, including data on the Quick Reference sheet |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Safety Risk Assessment and Mitigation Process

When a Safety Form is received the Safety Manager will assess it using the following procedure:

Evaluate the risk severity and probability. The severity is classified as follows:

|  |  |  |
| --- | --- | --- |
| **Severity** | **Meaning** | **Value** |
| **Catastrophic** | * Equipment destroyed * Multiple deaths | A |
| **Hazardous** | * A large reduction in safety margins, physical distress or a workload such that operators cannot be relied upon to perform their tasks accurately or completely. * Serious injury * Major equipment damage | B |
| **Major** | * A significant reduction in safety margins, a reduction in the ability of operators to cope with adverse operating conditions impairing their efficiency * Serious incident * Injury to persons | C |
| **Minor** | * Nuisance * Operating limitations * Use of emergency procedures * Minor incident | D |
| **Negligible** | * Few consequences | E |

Based on the assessment the Safety manager should determine the associated position in the table below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk**  **Probability**  **(Likeliness)** | **Risk Severity** | | | | |
| **Catastrophic**  **A** | **Hazardous**  **B** | **Major**  **C** | **Minor**  **D** | **Negligible**  **E** |
| **Frequent 5** | 5A | 5B | 5C | 5D | 5E |
| **Occasional 4** | 4A | 4B | 4C | 4D | 4E |
| **Remote 3** | 3A | 3B | 3C | 3D | 3E |
| **Improbable 2** | 2A | 2B | 2C | 2D | 2E |
| **Extremely**  **Improbable 1** | 1A | 1B | 1C | 1D | 1E |

Green figures require no mitigation. Yellow requires mitigation according to the severity of the threat. Red requires immediate mitigation.

Mitigation is achieved by either avoidance (if the risk is too high), reduction (either risk is reduced or severity of consequences is reduced through a mitigating action) or segregation of exposure (action is taken to isolate the consequence or establish multiple layers of defence).

When looking at mitigation, consideration will be given to the following factors:

* Effectiveness;
* Cost/benefit;
* Practicality;
* Acceptability;
* Enforceability;
* Durability; and
* Unintended consequences.

The Safety Manager must report the result of the risk assessment and mitigation measures back to the submitter of the Safety Report Form and decide if and when further follow up will take place.