

Onboarding Programme for New Hire



SAFETY MANAGEMENT SYSTEM MANUAL

Murtala Muhammed Airport Terminal 2

Bi-courtesy Aviation Services Limited
Airport Terminal 2

Safety Management System Manual
Version 2.0 / May 2019

OUR SAFETY POLICY

Safety is and always will be the first priority in all our activities.....

We are committed to implementing, developing and improving strategies, management systems and processes to ensure that all our aviation and non-aviation activities uphold the highest level of safety performance and meet national and international standards.

We are committed to:

- Developing, embedding and practicing a safety culture across our entire aviation activities that recognizes the importance and value of effective aviation safety management and acknowledges at all times, that safety is paramount.
- Providing appropriate human and material resources, and an enabling environment to ensure effective implementation of safety management system (SMS)
- Defining clearly for all staff their accountabilities and responsibilities for the development and delivery of safe practices and procedures
- Providing our staff with adequate and appropriate aviation safety information and training to enable them implement safety strategies, policies and uphold the Safety Management System.
- Ensuring sufficiently skilled and trained staff is available and who are fully competent in aviation matters.

Our commitment...continued

- Complying with and wherever possible exceeding legislative, regulatory and corporate requirements and standards.
- Reducing risks of, and taking actions to mitigate the consequences of an accident or incident to a level that is deemed an “Acceptable Level of Safety”
- Ensuring externally supplied systems and services that affect the safety of our aviation operations meet appropriate regulatory and safety standards
- Establishing and measuring our aviation safety performance against objectives and/or targets
- Fostering a learning environment by which we learn from incidents and accidents, our experiences and the experiences of others
- Regularly conducting safety and management reviews leading to improved processes

Safety Team

- 6 Safety member team
- . 1 Safety Manager
- . 5 Safety Officers



Our Guidance – Regulatory Bodies

- Aviation is an highly regulated industry

We work in line with:

1. **Local:** Civil Aviation Regulations – Part 20 of the Nigeria Civil Aviation Regulations which addresses the Safety Management requirements and meets the standards as required by International standards (ICAO)

2. **International:** As contains in ICAO Annex 19.rt 20

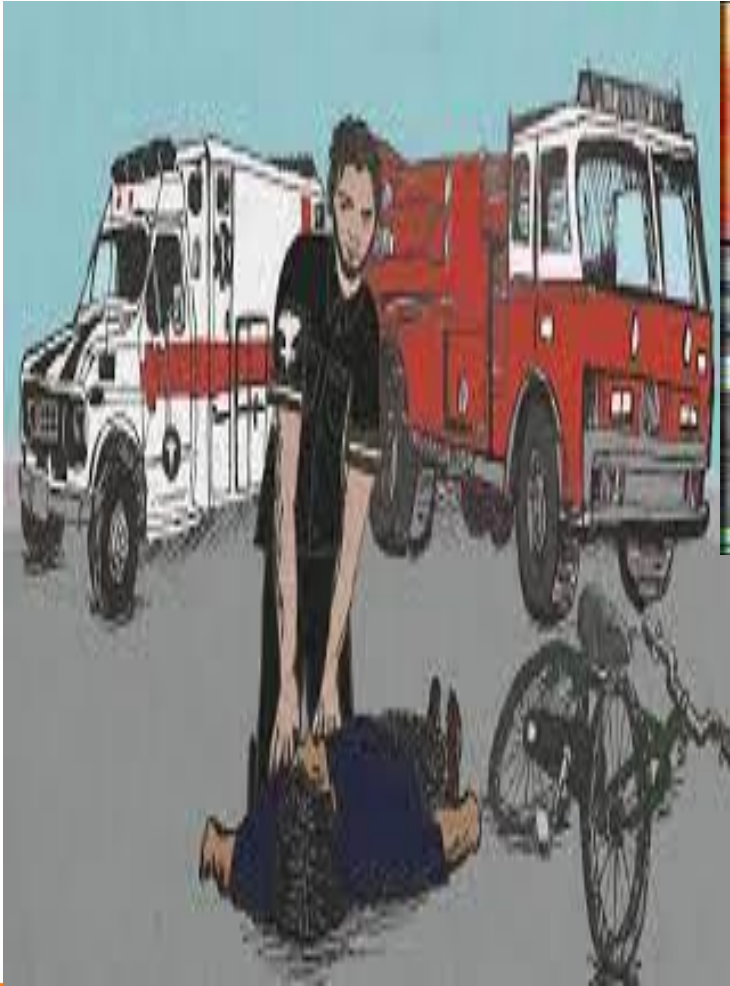
3. SARP – Standards and Recommended Practices (SARP), internally using our Standard Operating Procedures (SOPs) and checklists to verify the functionality of equipment and general condition of the terminal.

What do we do?

- Implement the Airport Safety Management System to the terminal specific.
- Plan Emergency Response Procedures and respond to emergencies professionally.
- Conduct in-house safety training
- Identify appropriate trainings for staff and build capacity to enable them discharge their duties accordingly.
- Ensure that all our fire emergency response equipment/tools are adequate, reliable and serviceable
- Promote safety through awareness campaigns, pep talks and regular bulletin shared electronically
- Manage safety risk by identifying hazards, assess it and put appropriate mitigation in place
- Check at regular intervals, monitor, measure and review operations to meet changing dynamics
- Maintain Safety documentation and records

Terminal Emergency

Medical and **Fire** tops our list



Fire Emergencies

For small fire Emergency

All members of irrespective of position are trained to handle fire using the fire extinguisher.

For big fire emergency

Activate our Emergency Response Plan.

Evacuate occupants from location of incident or the building

Invite the FAAN fire department

Render necessary support during rescue operations



HYDRANT SYSTEM

Fire hydrant pump system (also known as fire pumps, hydrant boosters, fire water pumps) is a high pressure water pump designed to increase the fire fighting capacity of a building by boosting the pressure in the hydrant.

There are 14 hydrant pillars installed in the terminal to enable quick response and effective discharge of water to location of fire.



SMOKE DETECTOR ADDRESSABLE

An addressable fire alarm system is made up of a series of fire detectors and devices that are connected to a central control panel. With addressable systems, each device has an address or location, enabling the exact detector that was triggered to be quickly identified.

It helps in detection of fire at its incipient stage.



DRY RISER

A **dry riser** is an empty pipe that can be externally connected to a pressurized water source by firefighters. It is a vertical pipe intended to distribute water to multiple levels of a building or structure.

At MM2, this system is installed in the Terminal Building and Multi storey Car Park.



FIRE HOSE REEL

A fire hose reel is a high pressured hose that carries water or other **fire** retardant to a **fire** to extinguish it. It helps in fighting indoor fire especially in location not easily accessible e.g. ceiling.



FIRE EXTINGUISHER

A portable device that discharges water, foam, gas, powder or other material to extinguish a fire.

We have two types of fire extinguishers appropriate for use in the terminal. They are:

- Carbon Dioxide (Co2)
- Dry Carbonate Powder (DCP)



MANUAL CALL POINT

- **Manual** alarm **call point** is designed for the purpose of raising an alarm manually once verification of a fire or emergency condition exists, by operating the push button or break glass the alarm signal can be raised.



SPRINKLER SYSTEM

A fire sprinkler system is an active fire protection method, consisting of a water supply system, providing adequate pressure and flowrate to a water distribution piping system, onto which fire sprinklers heads are connected.

It helps to contain the spread of fire.



EMERGENCY EXIT

A designated way out of a building to be used for escape in the event of an emergency.

There are three (3) emergency exits at MM2 to facilitate quick and unhindered evacuation of occupants out of the terminal during emergency.



MUSTER POINT

- A **muster point** is a designated place or an area where all employees, guests or visitors to the work site, or a large crowd can assemble in case of an emergency. It is also known as an **Emergency Assembly Point (EAP)** or, simply, **muster point**.



Medical Emergencies

- We have an on-sight clinic to attend to health issues
- Stand-by ambulance for referrals, if required
- Some of our personnel have been trained on First Aid and CPR application. We hope to conduct another exercise this year.



In meeting regulatory requirements

We interface with the following organizations:

- NCAA.... the State body responsible for regulation
- FAAN.....the parastatal responsible for managing airports in Nigeria
- MMA Management..... Operators of Murtala Mohammed Airport, Lagos.



Nigerian Civil Aviation Authority (NCAA) NCAA was established by decree 49 of 1999, with among others, the statutory responsibilities of ensuring regulating, monitoring and promotion of safety, security, economic and reliability of air navigation oversight in line with **International Civil Aviation organization**

The operating principles, guidelines and standards applied in civil aviation are based on the Standards And Recommended Practices (SARP) of ICAO and stipulated National laws and regulations. In Nigeria, the Nigerian Civil Aviation Authority (NCAA) is the apex regulatory body

NCAA Mission statement:

To provide aviation safety and economic regulation in the most efficient, effective, quality and technology driven manner to the satisfaction and benefit of all stakeholders, consistent with the highest international standards and the sustainable development of the industry and national economy.

NCAA performs safety oversight functions on aviation activities in Nigeria

Our role with NCAA

- Ensure compliance with all regulatory requirements as stated by Civil Aviation regulation part 20
- Respond to safety and operational issues raised by NCAA and close their observations
- Participate in all programs organized by NCAA geared towards improving safety and as well invite them to programs conducted in the terminal



FAAN – Aerodrome Rescue & Fire Fighting Service

- The Aerodrome Rescue & Fire Fighting Service (ARFFS) is a department of the Federal Airports Authority of Nigeria (FAAN), saddled with the responsibility of providing the highest standard of emergency response.
- They are committed to excellence in aspects of fire and safety which includes:
 - Fire Prevention
 - Public Enlightenment
 - Search and Rescue
 - Fire Fighting
 - Aircraft Recovery
 - Training



Our interaction with FAAN Fire

- We have a Memorandum of Understanding (MOU) with FAAN to provide fire cover 24/7
- Conduct routine/unscheduled inspection and testing of fire fighting equipment
- Periodically and in conjunction with FAAN ARFFS, we conduct fire Safety Audit and Risk Assessment.
- As a terminal under the airport, they are responsible for responding to big fire emergency in the terminal.

Port Health Services



- Their mission is
- To provide prompt and effective first class services in line with the global best practices for reduction of morbidity, mortality and disability due to communicable and non-communicable diseases at Points of Entry/Exit (POEs).
- MMA2 is not a Point of Entry but,
- However, they function here
- Ebola
- COVID 19 disease surveillance activities and measures brought them to our terminal &
- Continuous training and enlightenment on IPC

Accident prevention programs

- Monthly Safety Bulletin
- Safety Campaign
- Apron/Terminal Safety Inspection
- Fire, Safety Audit and Risk Assessment
- Fire Prevention Equipment Periodic Test
- Conduct Drill/Table-Top Emergency Exercise

Safety Forms

Forms available for use in monitoring, reporting and inspection are:

- Incident and accident report form
- Permit to work
- Hazard report form/Register
- Voluntary Hazard report form
- Contractor's safety rules and regulation form
- Incident/accident investigation form
- Terminal checklist form
- Apron checklist form
- Fire equipment checklist
- Gap Analysis
- SMS Implementation form
- Investigation Guideline Document



Incident Report Form

Use this form to report accidents, injuries, medical situations, or incident between incidents. (Incident involving a crime or traffic incident should be reported directly to the Campus Police safety office.) If possible, the report should be completed within 24 hours of the event. Submit completed forms to the President's Office.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT				
Full Name				
Home Address				
Organization				
Phone Number	Home	Cell	Work	

INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Where Incident	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident			
Description of incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)			
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach separate sheet with names, addresses, and phone numbers.			

PPE – Personal Protective Equipment

- Safety Boot
- Reflective Jacket
- Ear Muff
- Hand glove-Leather/Rubber
- Safety Belt/Sling
- Helmet
- Safety Goggle



Personal Protective Equipment PPE

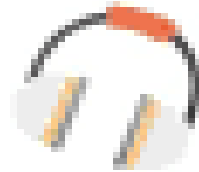
Personal Protective Equipment (PPE)

Eye Protection



Head Protection

Hearing Protection



Respiratory Protection

Hand Protection



Body Protection

Foot Protection



Safety signage – Get safety messages

- For warning
- Information
- Instructions



Talk to us about your safety experience

- Have you been a safety person before?
- Tell me your experience



Question Time



Thank you!

