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‘MY SAFETY MOMENT’ BRIEFING

CAE is committed to achieving the highest level of safety by meeting or surpassing regulatory requirements, by auditing the safety implications of our activities, by identifying areas for improvement through incident reporting, investigation and risk assessment, and by encouraging the open and honest reporting of safety issues.

BACKGROUND INFORMATION:

In order to encourage, facilitate and expand on best practices and achieve desired learning objectives and outcomes, as well as support a more personal level of communication and information sharing between a specific individual that has experienced an inadvertent or adverse situation, and subsequently share that information and adverse experience to their peers, all in an effort to foster an environment where individuals feel comfortable and willing to voluntarily share their personal experiences and lessons learned within the organization. “My Safety Moment’ briefings and case studies may consist of various accidents, incidents or occurrences. Furthermore, it is advisable to prioritize those occurrences that are more statistically significant (or commonly reoccurring). It should also be considered that there will be cultural or peer differences and student-pilot(s) and instructor-pilot(s) briefings may need to be given independently.

In addition to the above, ‘My Safety Moment’ is designed to facilitate a flight crew member’s decision-making process towards such questions as: “Why did it happen?”, “What could have been done differently?”, “What is the desired outcome?”, “Was my decision-making correct in order to avoid this adverse or dangerous situation? If not, why not?” Additionally, such questions as “What do you believe the next occurrence will be?”, “Where will the next occurrence take place?” should be driven by group discussion to raise attention and awareness as to the risks or hazards that may be most prevalent in the operational environment.

While it is of our belief that flight crew members should be encouraged to voluntarily report and present their ‘My Safety Moment’ to their peers, local cultural differences will always exist and must be considered during the implementation of such briefings. In such instances where an individual may report such an occurrence but decline or feel uncomfortable in leading or presenting their adverse experience, it should then be necessary to request permission from the reporter so that the Safety Officer, or other delegated individual, may present the occurrence anonymously and de-identified on their behalf; so that the experience may still be utilized for group learning and discussion. If granted, identifying information such as: Student First and Last Name, Instructor First and Last Name, Date and Time, Aircraft Registration, Location, etc... must be removed prior to the case being presented. Again, in order to encourage individuals to report such instances, it should be stressed that the information will be kept confidential, anonymous and non-punitive. Additionally, if an individual has not

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previously disclosed a personal experience or completed a Voluntary Safety Report, but also wishes to speak to an adverse experience during a Safety Meeting, the Safety Officer shall then encourage the individual to report the circumstance and situation on a Voluntary Safety Report, so that proper statistical and root cause analysis may be conducted on the circumstance.

RECOMMENDED ACTION(S):

It is recommended that the CAE Global Academies incorporate and develop such a solution as described herein. Safety Officers are encouraged to routinely select accidents and incidents which most negatively or adversely affect the organization. Group discussions should additionally be held that attempt to trigger the decision-making process towards achieving the desired objectives and learning outcomes.

All organizational staff, management and stakeholders must be in full support of this initiative in order to create an open and honest reporting environment in which all flight crew members are encouraged to report and speak to such experiences.

Safety Officers should also make announcements when applicable so that flight crew personnel may have a time period in which to, if so desired, report on their personal experiences they may wish to be shared.

SCOPE:

CAE Global Academies

FOR FURTHER INFORMATION:

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