



# OSU Safety Policy

last updated - December 18<sup>th</sup>, 2017

## Safety Policy [14 CFR §5.21]

---

- **Objective** – At Oklahoma State University, we strive to achieve excellence and to provide our students and faculty with a safe environment in which to learn and grow. The Aviation and Space Program is committed to supporting a safety culture that proactively identifies hazards, mitigates risks, and reviews operating procedures to ensure effectiveness. Our objective is to provide a safe and professional environment for our students, staff, and instructors that incorporates the fundamentals of the OSU Flight Program's Safety Management System (SMS).
  
- **Principles** –
  - Identify hazards and mitigate risks through reporting, data analysis, operational risk assessment, Standard Operating Procedures (SOP), and policy review.
  - Involve and make resources available to every member of the OSU Flight Program.
  - Strengthen the integrity of our program through our SMS.
  
- **Commitments** –
  - The OSU Flight Program will implement and maintain a safety culture through our Safety Management System. This includes comprehensive Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion postures.
  - The OSU Flight Program will encourage proactive participation and reporting from all groups regarding hazards, risks, and other elements of the safety culture and SMS programs.
  - The OSU Flight Program will ensure that Federal Aviation Regulations, school policies, and risk management strategies are incorporated into the program SOP's. These will be reviewed regularly and updated as necessary.
  - The OSU Flight Program will identify trending hazards in our program to ensure that any potential risk is mitigated to a reasonable extent and that members of the program are made aware of these hazards.
  
- **Resources** – OSU AVED will field and maintain a **Safety Committee**. The OSU AVED Safety Committee shall be comprised of a minimum of 11 members as follows:
  - (1) ProPilot Faculty – who, unless the committee decides differently, chairs the committee as the Safety Officer
  - (1) Aviation Management faculty representative
  - (1) Flight Program Director
  - (At least 1) Chief Flight Instructor
  - (At least 1) Assistant Chief Flight Instructor
  - (1) Maintenance Director (or Assistant Maintenance Director)
  - (1) Lead Student Dispatcher
  - (1) CFI Check Airmen



# OSU Safety Policy

last updated - December 18<sup>th</sup>, 2017

- (1) Aviation Management student
- (2) ProPilot students who possess COMM/INST certificates

At a minimum, at the beginning and at the end of each semester, the Safety Committee will meet to discuss SMS submissions, current concerns and issues. More frequent meetings will be held when any of the AVED leadership so determine necessary. Each submitted safety report, and any other issues raised to the committee or by the committee shall be discussed to adjudication and documented. All submitted safety reports will be de-identified and disseminated to the OSU AVED community with the Safety Committee's recommendations via the OSU AVED webpage. Of critical concern will be trending data which will also include recommendations for mitigation of risk to the program and the safety of our students.

The OSU AVED program is committed to providing the resources necessary to develop and maintain a comprehensive safety culture. As members of the program, we are all accountable for the continued safety of our operations. Students, faculty, and instructors are involved in coordinating both hazard and risk assessment, reviewing safety reports, submitting changes to the SOP's, and responding to trending hazards.

- **Reporting** – Being an accountable member of the program means reporting issues and safety concerns, as well as inappropriate behaviors, when you witness them. Inappropriate behavior can be defined as an action that clearly falls outside the realm of safety and/or the established SOP's. Timely and accurate reporting can be accomplished through the OSU AVED Safety Reporting Form found on <https://education.okstate.edu/aado/safety>.

The OSU AVED Safety Committee reviews each report independently and is committed to disseminating disposition of each report to the OSU AVED community with the Safety Committee's recommendations via the OSU AVED webpage.

- **Response** – Should any safety issue arise, imminent or otherwise, that requires a rapid response, Flight Center leadership and The School of Educational Foundations, Leadership and Aviation are prepared to cease normal flight operations pending an evaluation of the hazards and risks associated with the safety issue.

## Safety Accountability and Authority [14 CFR §5.23]/Designation and Responsibilities of Required Safety Management Personnel [14 CFR §5.25]

---

- Please see Dean Roman's posted July 15<sup>th</sup>, 2016 OSU Leadership Commitment to Safety Management System (SMS) letter



# OSU Safety Policy

last updated - December 18<sup>th</sup>, 2017

## Coordination of Emergency Response Planning [14 CFR §5.27]

- Please see OSU's AVED Dispatch Emergency Response Checklist, revised Sep 12<sup>th</sup>, 2017