

## **A word from our Director of Aviation**

**“No function at the San Bernardino International Airport Authority is so critical as to require or justify a compromise of the health and safety of our employees, business partners or the traveling public”**

The San Bernardino International Airport Authority (SBIAA) believes everyone benefits from a safe and healthy environment. We are committed to maintaining the highest level of safety for our employees, tenants, and the traveling public.

To achieve this goal, the San Bernardino Airport Authority is committed to the effective implementation of a robust Safety Management System (SMS). Every manager, employee and business partner are responsible and accountable for safety performance. We are committed to using SMS processes to achieve the highest level of safety performance while meeting or exceeding regulatory requirements.

As the Aviation Director, I will serve as the Accountable Executive for the SBIAA SMS, the Airport Manager will serve as the Responsible Executive, and I have appointed an SMS Manager. With the support of the entire management team at SBIAA, they will lead the development and implementation of the SMS.

The following are key objectives we are striving to achieve through implementation of our SMS:

- A just culture in which employees and stakeholders are encouraged to report safety concerns, either openly or anonymously and without fear of retribution.
- Supporting the management of safety by providing appropriate resources to foster safe practices and encourage effective employee and stakeholder communication
- Ensuring that employees and stakeholders are provided with appropriate safety information and training to be competent in safety matters
- Continually improve safety performance through management processes that ensure safety action is taken and effective
- Establish and measure safety performance against realistic safety performance indicators and safety performance goals which result in continuous improvement in the level of safety

It is important that everyone who accesses areas under our control understands and abides by our safety objectives and SMS.

Safety starts with me. Please join me in supporting the development and implementation of our robust SMS program.

## Non-Punitive Safety Reporting Policy

We all play a critical role in creating a safe and healthy operating environment and all share responsibility for promptly addressing real or perceived safety issues. To facilitate open and honest communications, the San Bernardino International Airport Authority desires to foster a just safety culture at the airport – a culture in which all employees can openly discuss and report safety incidents, concerns, and hazards without fear of retribution or reprisal.

We encourage all employees to raise any safety concerns you may have about operational and maintenance activities at our airports. You know your job and your work environment best and you have a responsibility to communicate any information that you feel adversely affects your safety or the safety of others.

Employees will not be disciplined for reporting safety issues in accordance with SMS policies and procedures. A just safety culture, however, cannot protect employees from being held accountable for egregious violations of established procedures, including (but not limited to):

- Reckless conduct
- Criminal behavior
- Intentional falsification of a report or statement
- Deliberate or willful disregard of policies, regulations, or procedures
- Failure to report safety incidents that you are aware have occurred
- Violating drug and alcohol policies

We encourage the sharing of safety information throughout the organization, and we expect all employees to be honest and act with integrity in promptly reporting any safety incident, hazard or concern.



Mark Gibbs

Director of Aviation

San Bernardino International Airport

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