

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 41 – Air Travel Safety

1. PURPOSE

This procedure defines requirements to minimize the OHS&R risk of air travel including requirements for approval on the use of chartered airlines and their selection for company business.

2. MANDATORY REQUIREMENTS

1. As far as practicable all flights shall be on scheduled flights of IATA (International Air Transport Association) airlines in planes with two pilots and two or more turbine driven engines.
2. In the event that a suitable scheduled IATA airline flight is not available, where practicable, a scheduled flight of a twin engine commuter airline with two pilots shall be used.
3. In the event that neither a suitable scheduled IATA nor a commuter airline flight is available, a charter airline may be used.
4. Prior to the use of an air charter service, the service shall be assessed to ensure that the charter company meets satisfactory minimum standards.
5. The advice and experience of other major companies using the proposed charter airline within the country shall be sought; and
 - The airline shall be able to provide evidence of their safety record and the responses are carefully considered.
 - In the event that a single engine aircraft is to be used, the traveller's manager shall specifically approve the arrangements.
6. Travellers which form a significant proportion of a total particular expertise or management skill available to the company shall not travel together in the same plane.
7. Travellers shall familiarise themselves with emergency procedures on the aircraft in which they are to travel and at airports.
8. The company shall ensure that the traveller has the necessary insurance cover i.e. insurance cover shall be available for health, loss of life and property loss or damage.
9. The company shall address the hazards associated with proposed journeys and over zealous schedules that could give rise to increased risks caused by, but not limited to fatigue, deep vein thrombosis, stress, jet lag i.e. not driving a vehicle if fatigued or suffering from jet lag.
10. OHS&R training records shall be retained indefinitely.

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11. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

- A. Australian and New Zealand OHS&R legislation

UNCONTROLLED DOCUMENT