

### 3.4 SAFETY POLICY

Whakatāne Airport’s aim is to provide a safe and effective process to fulfil its commitment to delivering the highest level of safety. Our vision is to ensure the safety of everyone who encounters our operation, or any activities under our control. The Whakatāne Airport operates an integrated Safety Management System (SMS), in order to continually maintain, monitor and improve safety performance, support staff for reporting, and ensure open discussions of safety are encouraged.

Management of the Whakatāne Airport are committed to:

- Continuous improvement through systematic measurement of safety performance indicators;
- Encouraging open communication and safety reporting, while promoting a just culture, no punitive action will be taken against staff or contractors unless gross negligence or willful misconduct has taken place;
- Involving Whakatāne Airport employees, contractors and other stakeholders in the decision- making process through effective consultation wherever applicable;
- Taking responsibility for all aspects of safety, as an integral part of their role;
- Ensuring no business activities are conducted in a manner that compromises aviation safety.

At all times employees, including contracted staff, are required to:

- Be familiar with procedures detailed within the company exposition and emergency plans;
- Strive for continuous improvement in safety performance by information sharing with all airport users;
- Challenge unsafe behaviours and ensure the safety of themselves, and the safety of others;
- Report all incidents in a timely and appropriate manner;
- Operate within workplace and Civil Aviation Safety legislation, standards and all other relevant legislation.

In order to continually maintain, monitor and improve safety performance, support and encouragement of staff for reporting, and open discussions of safety are encouraged. Safety Operations are encompassed in all aspects of the Whakatāne Airport and so should be seen in this manner. Safety concerns, training requests and business improvement proposals should be raised with relevant managers to ensure a timely approach to all matters. Urgent and unresolved concerns should be raised directly with senior management/ Chief Executive Officer.

Authorised by the Chief Executive Officer of the Whakatāne Airport -



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Chief Executive Officer

Date 5 November 2024

Review Date