



ISSUE 01/2023

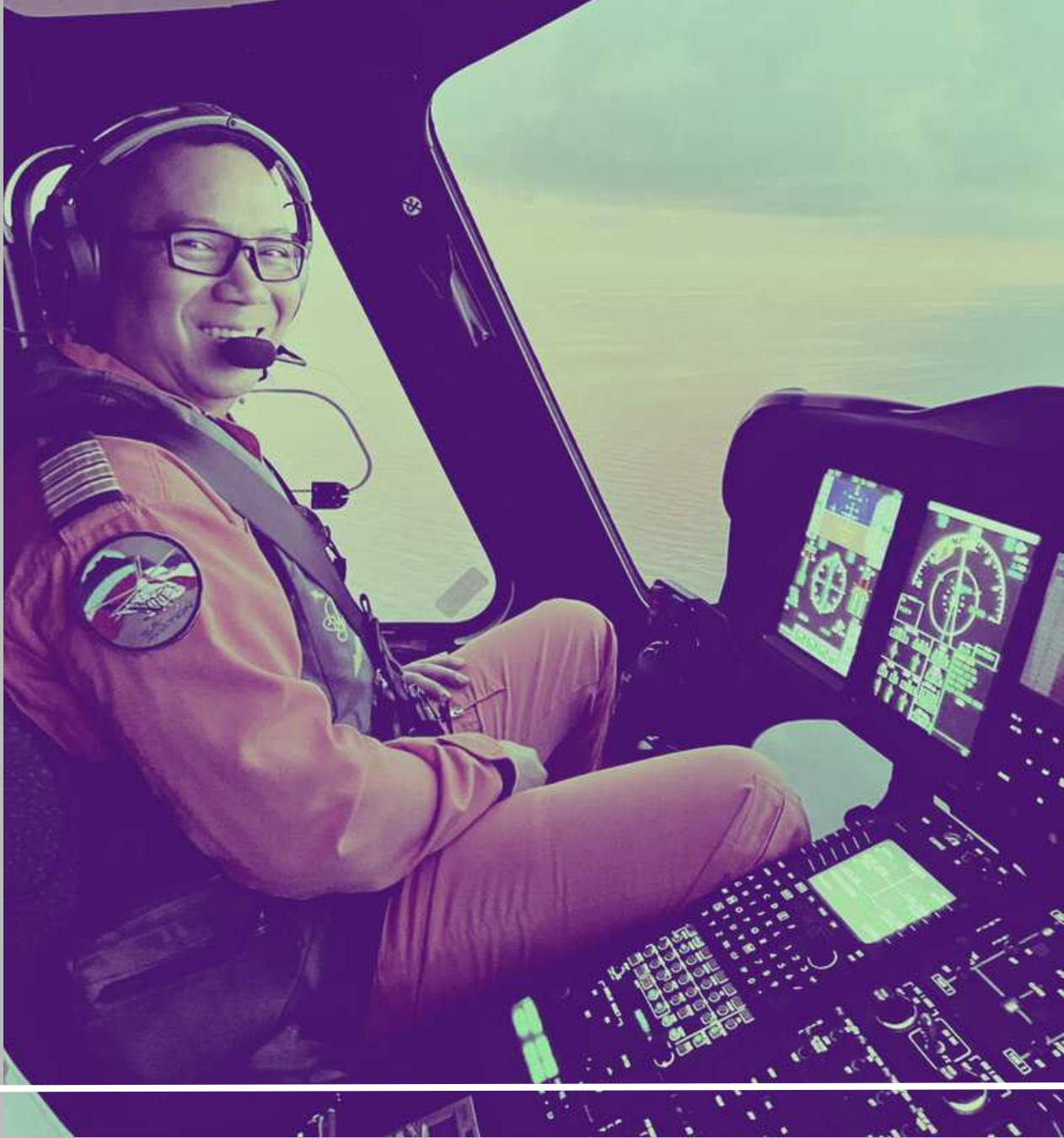
**SAZMA
AVIATION**



SAFETY NEWSLETTER



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PRIORITIZING SAFETY OUR INAUGURAL SAFETY NEWSLETTER

Dear Beloved SAZMA Team,

I am thrilled to introduce the very first edition of our Safety Newsletter. At SAZMA, safety has always been at the forefront of our operations, and this newsletter marks a significant step forward in resilience safety culture in SAZMA.

As this is our inaugural Safety Newsletter, please explore essential topics that could encompass effective safety practices and heightened awareness, particularly those affecting our daily operations during the current monsoon season challenges. Additionally, consider other engaging subjects like emergency evacuation procedures, company safety notices, a focus on environmental and mental health issues, and more, all of which are certain to provide significant benefits for everyone

Lastly, I am excited to share with you the latest revision of our safety policy. We believe in continuous improvement, and our safety policy is a reflection of that commitment. I encourage you to review this document carefully and align your practices with its updated. 8 SAZMA Safety Rules - 8SSR serve as a foundation for our safety culture and these guidelines empower each of us to actively participate in maintaining a safe workplace.

As we embark on Aim Zero journey, remember that safety is a shared responsibility. Every action, no matter how small, contributes to the collective wellbeing of the SAZMA organisation. By prioritizing safety, we are not only safeguarding our operations but also the trust of our customers and partners place in us.

Stay Safe, be safe and everyone goes' home safely

Rodney Linus
Chief Executive Officer (CEO)

FROM THE DESK OF SAFETY DEPARTMENT

Dear colleagues,

I would like to take a moment to remind everyone of the importance of safety in our daily operations here at SAZMA Aviation Sdn. Bhd. As a Safety Manager, I am committed to ensuring that our workplace is as safe as possible for everyone, from pilots and maintenance personnel to office staff and visitors.

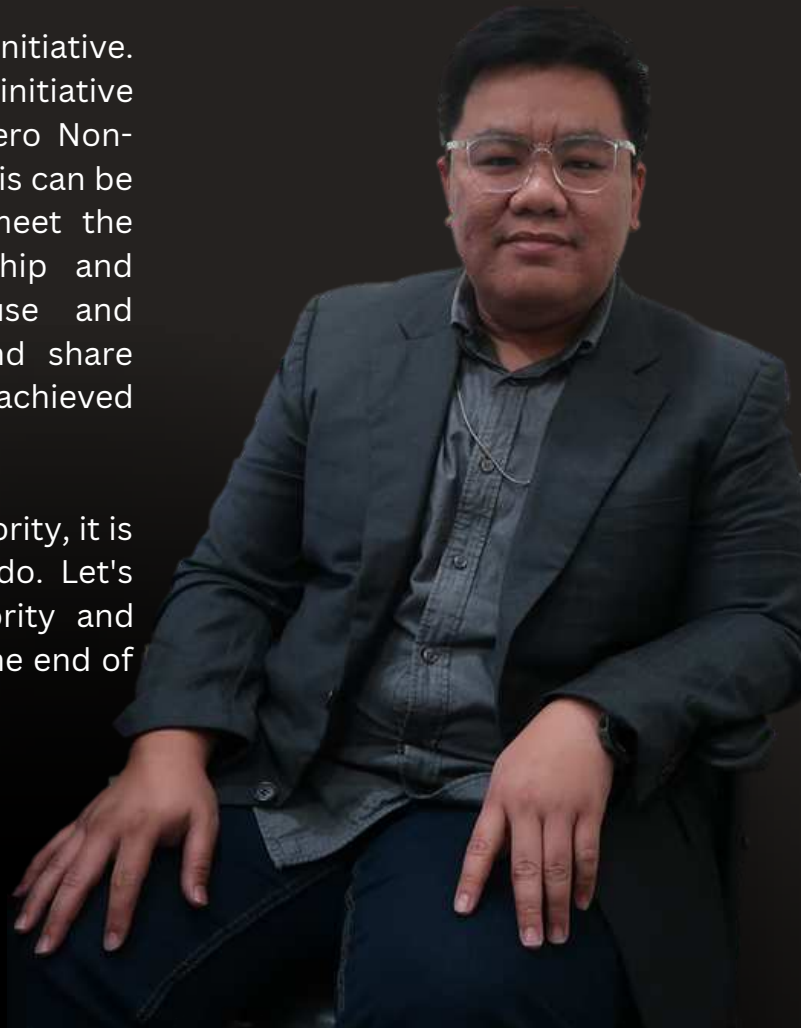
We all have a role to play in maintaining a safe working environment. This includes following all safety procedures and protocols, reporting any safety concerns or incidents immediately, and actively participating in safety programs.

Recently, we have launched the Aim Zero Initiative. Drives by our Accountable Manager, the initiative aimed at Zero Accident, Zero Harm and Zero Non-compliances. It may sound impossible but this can be achieved by determination and focus to meet the objectives set in the initiative. Leadership and individual's commitment including "pause and reflect, choose safe outcomes, report and share lesson and applying stop work is the key to achieved the Aim Zero Initiative.

Please remember that safety is not just a priority, it is a value that we uphold in everything we do. Let's work together to make safety a top priority and ensure that everyone goes home safely at the end of the day

Yours sincerely,

Alastair Louis
Safety & Quality Manager



FLIGHT OPERATORS PREPARING DURING NORTHEAST MONSOON

Malaysia faces two monsoon winds seasons, the Southwest Monsoon from late May to September, and the Northeast Monsoon from October to March. The Northeast Monsoon, originating in China and the north Pacific, brings in more rainfall compared to the Southwest Monsoon.

Aircraft operations during monsoon season poses challenges, knowledge of associated hazards is critical to the safety of the flight operations, it is important to adhere to the following precautions while planning for flight operations during the monsoon conditions:

Awareness on the Environmental Hazards - Aircraft operators to ensure that crew are aware of the hazards associated with the adverse weather conditions and the associated operating procedures.

Stabilised Approach – Flight Crew should to be encouraged to GoAround when approach becomes unstabilised or in any condition/indication that renders the aircraft to an unsafe landing.

Awareness of the Aerodrome Lighting System - It must be ensured that the flight crew is aware of the lighting system available at the airport.

Flight and Duty Time Limitations and Rest Requirements - The crew rostering should factor in the fatigue element associated with the operations during the adverse weather conditions.

Dispatch Planning - Dispatch planning should take into consideration the latest weather conditions, Large Scale Weather Deviation procedures, available NOTAMs and suitable alternates to ensure safe operations.

Crew Awareness about Take-off and Landing Performance - Crew should to be well aware of the aircraft limitations and of take-off/ landing performance calculations during the adverse weather operations.

Risk Assessment - To carry out own risk assessment before conducting operations during the adverse weather conditions.

Hand Signal and Communications - Ground and flight crew to be familiar with the ICAO hand signal and shall not make any assumptions when in doubt of the signal given.

Ground Handling - Engineering personnel is aware of hazards, precautions and procedures to take during these adverse weather conditions and that notice of such conditions is communicated to front line personnel in an effective and timely manner. It is also recommended a more thorough aircraft inspection is being conducted during this time.



EMERGENCY EVACUATION: WHAT YOU NEED TO KNOW



Emergencies can strike at any time, and being prepared is crucial to ensuring the safety of all individuals within a workplace. Whether it's a fire, a natural disaster, a chemical spill, or any other unforeseen event, having a well-thought-out emergency evacuation plan is essential. Workplace emergency evacuation plans are important so that everyone's in the vicinity knows how to respond effectively in such situations.

The Importance of Workplace Emergency Evacuation Plans:

Workplace emergency evacuation plans are not just legal requirements; they are lifelines that can save lives and minimize potential injuries. These plans outline the necessary actions to be taken when an emergency occurs, ensuring that staff, clients, contractors etc. can exit the premises quickly and safely.

What You Need to Know:

A well-designed evacuation plan is only effective if staff members are familiar with it and understand their roles during emergencies. Here are some essential components that everyone need to know about workplace emergency evacuation:

Evacuation Routes: Staff members should be aware of the primary and alternative evacuation routes from their location. Clear signage should indicate these routes, and employees should avoid blocking them at all times.

Assembly Points: Designated assembly points provide a safe location for staff to gather after evacuation. These points are crucial for accounting for all individuals and ensuring everyone's safety.



Emergency Contacts: List of emergency contacts, including local emergency services, the designated safety officer, and relevant personnel within the organization are available.

Alert Systems: Employees should be familiar with the alarm systems used to notify them of emergencies. Whether it's a fire alarm, loudspeaker announcement, or text message alert, understanding these systems is essential.

Hazard Awareness: Staff members should know the potential hazards within the workplace that might trigger an emergency evacuation. This knowledge helps them respond appropriately and avoid dangerous situations.

Communication: Effective communication is key during emergencies. Staff members should know how to communicate their status to supervisors or emergency responders, especially if someone is injured or missing.

Emergency Equipment: If there are specific emergency equipment or tools available, such as fire extinguishers or first aid kits, employees should know their locations and how to use them safely.

Special Needs: The evacuation plan should address the needs of individuals with disabilities or those who require additional assistance during evacuations. Staff members should be trained to provide support to these individuals if needed.

Regular Training and Drills: Regular training sessions and evacuation drills are essential to ensure that staff members are familiar with the evacuation procedures and can respond effectively under pressure.

In conclusion, workplace emergency evacuation plans are a critical component of maintaining a safe and secure working environment. By ensuring that staff members are well-informed about evacuation procedures, routes, and safety measures, organizations can minimize risks, protect lives, and respond efficiently to unexpected emergencies. Preparedness and knowledge are the cornerstones of a successful emergency evacuation plan that can make all the difference when seconds count.



VISIBLE SAFETY LEADERSHIP

The leading role in Safety Management System is of crucial importance for the safety and well-being of all employees in SAZMA Aviation. Managers and supervisors play a central role in this regard, as their behaviour and attitude significantly influence the safety awareness of the entire workforce.

When managers actively advocate for safety and demonstrate exemplary behaviour, they signal to employees that safety is a top priority and taken seriously. This creates trust and credibility, motivating employees to also engage in workplace safety.

An exemplary approach to safety means that managers not only talk about safety measures but also consistently implement and promote them. They actively ensure that safety guidelines are followed, that protective equipment is used correctly, and that safety training is conducted. They encourage employees to express concerns or suggestions regarding safety and take them seriously.

On the other hand, a lack of leading example in safety can weaken safety awareness and lead to negligent behaviour. When managers do not adhere to safety regulations or do not take safety seriously, they send the wrong signal to the workforce. Employees might be tempted to ignore or circumvent safety measures, increasing the risk of accidents.

Be the light - where other can't!

TOWARDS SAZMA AIM ZERO



"IT TAKES LEADERSHIP TO IMPROVE SAFETY."

USE OF SAFETY MARKER CONES ON AIRPORT RAMPS / TARMACS / APRONS

Coning of aircraft and its extremities has been established as a preventive measure, in order to avoid aircraft damage and to create a safety buffer around specific areas of an aircraft. Specific safety areas around propeller aircraft are the zones around the propeller dimensions. Personal injuries / fatalities and heavy aircraft and vehicular damages are major results of accidents within this specific area.

Position Cones should be positioned:

- At each Main rotor head
- At the end of the Tail Section
- Within the Ground Power Unit
- During the refuelling bowser positioned near the aircraft
- In front of other areas on aircraft that are in conflict with the normal flow of equipment during handling / service

Removal:

- Cones should be removed just prior to the aircraft's departure to ensure maximum protection of the aircraft.
- Cones are to be stored after use in a designated area.
- Damaged cones should be replaced immediately.

Design:

- Cones should be stable and shall not tilt over easily due to strong winds (weather), jet engine exhaust blast and propeller winds.
- Cones shall be designed with a low centre of gravity which is offered by a heavy base and a relatively light-weight top.
- Cones shall provide wide angle reflective capabilities in order to be visible in severe weather conditions.
- The background colour shall be reflective red with white reflective stripes for day and night operations.
- Cones shall have a hand grip for easy transportation.
- As an option cone may be equipped with a device for installation of a warning lamp (steady, blinking or rotation) for night and severe weather operations



Safety cones are a caution sign for drivers to maintain required safety clearances. Cones protect parts of the aircraft against collision by GSE.



"PREPARE AND PREVENT, DON'T REPAIR AND REPENT."

SAFETY REPORT

Q1 & Q2

TOTAL SAFETY REPORT

As we delve into the heart of 2023, it's essential to examine the trends in safety reporting to understand the strides made in staff awareness and the commitment to creating a safe workplace environment. From January to July, a total of 577 safety reports were received, shedding light on the growing importance of safety awareness and reporting mechanisms.



HOW TO REPORT UAUC EFFECTIVELY

- 👉 OBSERVED - INTERVENE PERSONNEL/CONDITION - WRITE THE SIMPLIFIED REPORT
- PROVIDE INPUT ON IMMEDIATE ACTION COLUMN - SUBMIT AND TRACK ACCORDINGLY



AWARENESS AND INCREASING SAFETY REPORTS

The trend evident in the safety reports from January to July 2023 showing a notable shift in staff awareness and engagement with workplace safety. The consistent and sometimes escalating number of reports shows that everyone is actively participating in identifying and reporting safety concerns.





Safety Appreciation Day

Safety remains a top priority in every organization. To promote this culture of care and vigilance, SAZMA has embraced the concept of Safety Appreciation Day, a day dedicated to recognizing and rewarding employees for their contributions to maintaining a safe working environment and speaking up for Safety.



To further promote a culture of safety throughout the year, SAZMA extends the concept of Safety Appreciation Day into a monthly initiative. This initiative involves selecting and rewarding someone who has consistently demonstrated exceptional dedication to safety by submitting Positive Safety Report and Most Safety Hazards Report.



Safety Appreciation Day is not just a one-time event; it's a tool for instilling lasting change. By consistently rewarding positive safety behaviors, companies reinforce the message that safety is an ongoing priority, not an afterthought. Over time, this approach can lead to a significant reduction in accidents, injuries, and incidents, fostering an environment where everyone feels safe, valued, and motivated.



In conclusion, Safety Appreciation Day is a powerful tool for SAZMA to demonstrate leadership commitment to employee safety and well-being. It not only celebrates the efforts of everyone's but also creates a culture where safety is deeply ingrained in every aspect of the workplace. Through consistent recognition, the organization can foster a safer, happier, and more productive work environment for all.

HIGHLIGHTS

F.O.D Walkabout

Foreign Object Debris (FOD) is any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.

FOD includes hardware, tools, parts, metal shavings, broken hardware parts, pavement fragments, rocks, badges, hats, paper clips, rags, trash, paperwork and even wildlife. Any foreign object that can find its way into an aircraft or engine can contribute to FOD.

The Safety Committee has taken the necessary steps to minimize FOD at the apron areas and also to create awareness among staff about FOD. During the event the FOD walks are performed by arranging the group in a side-by-side formation to ensure that no spots are overlooked.



Basic Fire Fighting

Basic fire fighting this training provides awareness of the danger of fire, guidance in the use of extinguishers and how to carry out the fire routine procedures. The training also helps staff to demonstrate the ability to manage small fires safely and effectively.

It's important that everyone in the workplace is prepared for a fire. Everyone need to know what to do in case a fire occurs and how to work together to stop the fire.



HIGHLIGHTS

About

For SAZMA employees, the Aim Zero safety campaign is not bound by the walls of our offices or hangar. It extends beyond our workplace, into homes and communities. It is part of our employees' lifestyle and the philosophy we carried wherever we go.

The innovation of industry-leading safety program we introduced to create one mindset within our employees to aim for Zero Accident, zero harm and zero non-compliance. The program is the primary core value of our culture and a strong component of our reputation and brand among our stakeholders.

In line with Industries best practice, we believe safety through collaboration is the key success to achieve the intended outcomes of the SAZMA Aim Zero campaign.

AIM ZERO



The Objective

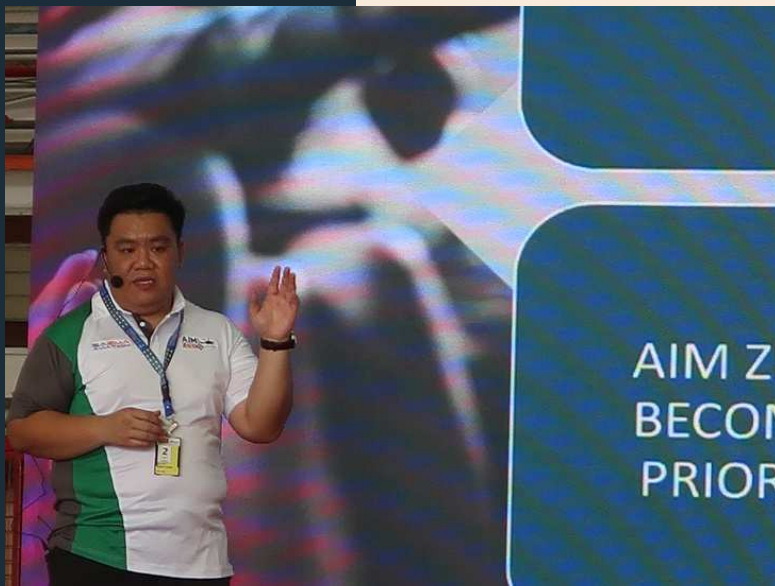
- To increase safety culture in SAZMA
- To achieve zero fatality, zero accidents, zero non-compliances.
- To increase awareness among SAZMA staff
- To reduced inefficiency on HSSEQ in SAZMA
- To deliver safe operations to our client



Everyone Goes Home Safely



HIGHLIGHTS



Getting There

Visible Safety Leadership

As the Aim Zero program visioned by our Accountable Manager, Mr. Rodney believes Safety is led by example. Investing in finance and time for safety is most important to ensure the leader is up to date with what is happening to the organization.

Therefore, SAZMA's top management and line management is committed to establish seven steps to demonstrate visible safety leadership:

- Take a People-First Approach to Safety Leadership
- Set the Standard in Person
- Accountability at All Levels
- Clear Communication is Key
- Recognize Outstanding Safety Performance
- Advocate for Workers
- Adopt Digital Safety Tools



Individual Commitment

We believe that safety is an investment in our people and the environment. SAZMA's will establish the four-value safety behavior that can be applied in a variety of situations to help employees work safely. The four-value safety behaviors are:

- Pause and reflect.
- Choose safe outcomes.
- Report and share lessons.
- Apply Stop-work.

This will demonstrate our individual commitment towards aim zero.

WE CARE

For the environmental
& Well-being



» NEXT

Create a greener and more sustainable workplace



In this article, we'll explore some important steps we can take to create a greener and more sustainable workplace.

Energy Efficiency: Powering Up Savings and Sustainability

Energy efficiency isn't just about reducing costs; it's about reducing our carbon footprint. Simple actions like turning off lights, unplugging chargers when not in use, and making the most of natural light can collectively make a significant impact. Let's work together to create an energy-conscious workplace where every switch flipped off is a step toward a cleaner environment.



Waste Not, Want Not: Embracing the 3Rs

We can't ignore the impact of waste on our planet. By practicing the three Rs—Reduce, Reuse, Recycle—we can minimize our contribution to landfills and reduce the demand for new resources. Consider bringing a reusable water bottle, using your own coffee mug, and recycling paper and plastic properly.

Cleaner Commutes: Paving the Way for Sustainable Transportation

Our daily commutes have environmental implications. Carpooling, biking, walking, or using public transportation are excellent ways to reduce our carbon footprint. Plus, they can save our money and help decongest the roads.



Indoor Air Quality: Breathing Easy and Working Well

Creating a healthy workspace involves more than just physical comfort. Proper ventilation, and keeping indoor plants can improve indoor air quality. A clean, well-ventilated space is not only conducive to productivity but also promotes a healthier environment.

Conclusion: Let's Be the Change We Wish to See

Our commitment to the environment goes hand in hand with our commitment to each other. Let's strive to create a sustainable future.

Together, we can make a difference—one eco-friendly choice at all times.



Stay eco-conscious and keep making a positive impact!

Mental Health and Well-Being

In today's demanding work environment, it's essential to prioritize not only our physical health but also our mental well-being. Mental health plays a significant role in our overall quality of life and productivity.

Mental health refers to a person's psychological, emotional, and social well-being. It is about how individuals think, feel, and behave, as well as their ability to cope with stress, relate to others, and make choices.

It's important to recognize that mental health issues are common and can affect anyone, regardless of age, gender, background, or profession.



Promoting mental health involves:

Awareness: Understanding what mental health is and recognizing the signs of potential issues in oneself and others.

Destigmatization: Reducing the stigma surrounding mental health challenges, which can often prevent people from seeking help due to fear of judgment.

Support: Providing a supportive environment where individuals feel comfortable discussing their mental health and seeking assistance when needed.

Self-Care: Practicing self-care strategies that promote well-being, such as regular exercise, healthy eating, sufficient sleep, and engaging in activities that bring joy.

Professional Help: Seeking help from mental health professionals when needed, just as one would consult a doctor for physical health concerns.

Communication: Engaging in open conversations about mental health to foster understanding and empathy among individuals.

Work-Life Balance: Balancing work, personal life, and leisure activities to prevent burnout and maintain overall well-being.

Resilience Building: Developing skills to cope with stress and adversity, such as problem-solving, relaxation techniques, and seeking social support.

Remember that mental health is a spectrum, and everyone's experience is unique. Prioritizing mental health and creating an environment that supports it can lead to improved overall health, enhanced relationships, and increased overall quality of life.



SAFETY POLICY



SAFETY MANAGEMENT SYSTEM POLICY

SAZMA Aviation Sdn Bhd acknowledges Safety as the most important aspect in our helicopter operations. It is the policy of the Company to proactively manage the identifiable risks associated with our operation by application of as much as barriers and controls to eliminate and minimize incident or accident from happening.

We are committed to:

- 1) Comply with State legal requirement to achieve the highest target of safety level.
- 2) Provision of sufficient resources for the implementation of Safety Policy and Safety Management System Programs.
- 3) Encourage safety reporting culture from organization management level downwards.
- 4) Promote Just Culture and ensure all employee of the Company to be Responsible in carrying out their duties and be held accountable for any act of negligence.
- 5) Ensure continuous improvement in Safety Management System through audits, Safety Performance indicators from time-to-time from all locations of operations.
- 6) To include Human Factor element into the operations as part of the accident prevention in the company
- 7) To promote positive safety culture
- 8) Safety is a primary responsibility of all Managers.

A handwritten signature in black ink, appearing to read "Rodney Linus", is positioned above a horizontal line.

RODNEY LINUS

CHIEF EXECUTIVE OFFICER

SAZMA AVIATION SDN. BHD.

01 APRIL 2023

8 SAZMA

Safety Rules



**SAFETY
INDUCTION**
TO WORK
WITH SAZMA



**LIFTING
PLAN**
PREPARE PLAN
PRIOR TASK



DRIVE SAFE
WEAR
SEATBELT,
AND NO
MOBILE
PHONE



**ALCOHOL &
ILLICIT DRUGS**
PROHIBITED AT
ALL TIMES



**BUDDY
SYSTEM**
AT ALL
TIMES



**WORK
ACCORDING
SOP**
AT ALL TIMES



WEAR PPE
WHEN
ENTERING
HANGAR AND
AIR SIDE



**INTERVENE
AND
REPORT
UAC**
ACTIVELY



Purpose

- Simplify Procedures
- Easy To Remember
- Accident Prevention
- Increase Safety Culture

Summary

- 8 SSR should not be remember but should be in the hearts of all SAZMA Staff.
- The rules is to save lives



WE WANT TO HEAR FROM YOU



YOUR OPINION MATTER TO US!

You are invited to share your opinions about Company Safety Management System.

Please take a moment to let us know your thoughts. We hope you will reveal to us how we can do better in serving you.

This is an anonymous survey!

Scan This QRCode

