

17th SAFETY COMMITTEE MEETING (SCM) MINUTES 2021

DATE	: 10 November 2021
MEETING NO	: GAM/03/2021-SMS (17)
VENUE	: GAM HQ (NILAM) ROOM
TIME	: 0900 hrs – 1100 hrs


Members Present:	Position:	Members Present:	Position:
Mohammad Nizam Jaafar	S.M	Omar Ahmad	Q.A.M
Ismail Sulaiman	C.O.O	Amir Abdullah	Deputy C.A.M
Melissa Hazel Musli	S.E	Azilah Matap	E.C
Ibrahim Hazly	EIC PGU 139.		

Members Absent With Apology	Position
Nik Mohd Fareez Auddin	Commercial Manager
Dato' Shamsul Kamar Samsudin	M.D
Datin Zulhani	HR Manager
Azizol	Admin Controller
Zaty Nadhirah	CAM
Wan Nor Atikah	S.E

Ref.	AGENDA	Action By	Status/Remark
1	General		
1.1	<p>Safety Manager</p> <p>Welcomed and thanked to all committee member who attended the 17th Safety Committee Meeting (SCM).</p> <p>Safety Manager reminded that, all departmental HOD and representatives (Committee Members) who can't attend the meeting, must elect a representatives to represent their respective departments and deliver the info to their subordinates.</p>		Info
1.2	<p>COO</p> <p>Thanked every member of the committee for attending the meeting. He also reminded the attendees about the 15 occurrences included in the SPI.</p> <p>The meeting started with review of the previous minute of meeting by Safety Manager.</p>		Info

2	Reviews of previous SCM minutes		
2.1	Review of outstanding/pending items from previous minute (SCM 16)		
2.2	<u>Open Issue from previous meeting</u>		
2.2.1	Fire Drill for New GAM HQ Building – A letter to JBPM have been sent to them. JBPM told that during EMCO/MCO, it is hard for them to conduct the drill. ERT would also need to be set up and evacuation drill for each base to be done by 2022. Other than that, AMO requested first aider to be in a pair (Male and female).	Safety Department	Open
2.2.2	Smoke Detector – Smoke detector SMS Plus connected directly to personnel to be installed as per suggested by COO.	Admin & Safety Department	Open
2.2.3	Safety Video – Safety video showed to members present. SM suggested to put the video onto TVs located at each base for safety briefing purpose. Briefing on evacuation plan would also need to be done by GAM personnel in the end of the video. QAM propose to add assembly point and AMO ask for the evacuation plan to be pasted in every room.	Safety & AMO Department	Open
2.2.4	Plug – 3 pin plug at PGU hangar only 1 functional (To be raised to PGU)	Engineering Department	Open
2.2.5	Hearing test – To be done in February 2022.	Safety Department	Open
3	SMS Manual Review		
3.1	Safety Manager confirms that SMS Manual has already been sent to CAAM and is still under authority review. COO ask to prepare for post CAAM review for the SMS Manual. He also propose for the SMS Manual & Document to be reviewed internally to prepare for the authority review.	Safety Department	Open
4	SPI Review		
4.1	Safety Manager presents Galaxy Aerospace Safety Performance Indicator (SPI) until Sept 2021. All of this data will be sent to CAAM during the end of each month. COO reminds us to be aware and implement safety culture throughout our organizations.		Info

5	HIRM Review		
5.1	Safety Manager explains that HIRM training will be conducted internally and HIRM would need to be discussed by each relevant department (committee) for each incident.		Info
6	Other Issues arising / SAG Review		
6.1	Safety Day - COO propose that Safety Day is conducted in February 2022. Committee for Safety Day will be set up soon.	Safety Department	Open
6.2	Windsock - Current windsock is not in good condition. To be upgraded.		
Meeting adjourned at 11.00 AM. Next meeting will be conducted in 1 st quarter of 2022.			

Minute prepared by : Melissa Hazel Musli Safety Executive	Minute checked by : Mohammad Nizam Jaafar Safety Manager 
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