

Island Coastal Aviation Hazard Prevention Program

Including Ergonomics-Related Hazards

Document owner	Operations Manager	Effective date	2026-06-15
Workplace	ICA - Pitt Meadows Airport / associated work areas	Version	1.0
Review frequency	Annually, and when operations or hazards change	Next review	_____
Applies to	Employees, instructors, dispatch, management, and contractors under ICA control	Status	Active

1. Purpose

Island Coastal Aviation (ICA) will identify, assess, prevent, and monitor workplace hazards, including ergonomics-related hazards.

2. Scope

- Office, dispatch, classroom, and administration work.
- Ramp, apron, hangar, aircraft access, and basic maintenance-support areas.
- Instructors and staff performing work around aircraft, vehicles, equipment, tools, and weather exposure.
- Driving, off-site duties, and telework when performed for ICA.

3. What ICA Actually Does

Action	Requirement	Record	Frequency
1. Look for hazards	Walk through the workplace and review employee concerns.	Monthly Checklist	Monthly
2. Assess risk	Rate each concern as Low, Medium, or High.	Checklist / Action Log	When found
3. Control hazard	Fix immediately when possible; restrict high-risk work until controlled.	Corrective Action Log	As needed
4. Train staff	Review reporting, emergency, ergonomic, and safe-work expectations.	Training Record	Onboarding + annual
5. Review program	Confirm hazards, controls, and records are current.	Annual Review	Annual

4. Responsibilities

Role	Responsibility
Program Owner / Management	Keep this program current; complete monthly checklist; review reports; ensure hazards are controlled; keep records.
Supervisors / Instructors / Dispatch	Stop unsafe work when necessary; report hazards; ensure staff follow ICA procedures and emergency instructions.
Employees	Follow procedures; report hazards, near misses, injuries, and ergonomic discomfort early; use required PPE and equipment.
Health and Safety Representative or Committee, if applicable	Review safety concerns, inspections, and program changes when available or required.

5. Hazard Identification

ICA identifies hazards using day-to-day methods:

- Monthly workplace walkthrough using Appendix A.
- Employee reports, near-miss reports, injury reports, and safety concerns.
- Review after incidents, equipment changes, new tasks, layout changes, or seasonal changes such as ice, heat, smoke, or severe weather.
- Observation of ramp, aircraft, hangar, dispatch, office, and classroom activities.

6. Risk Rating

For each hazard, use the following rating:

Risk level	Meaning	Required action
Low	Minor issue; injury unlikely if normal care is used.	Fix when practical and monitor.
Medium	Could cause injury, illness, property damage, or operational disruption.	Record it, assign action, and set a target date.
High	Could cause serious injury, fire, aircraft damage, or immediate danger.	Stop or restrict the task until controlled; notify management immediately.

7. Preventive Measures

ICA controls hazards using the most effective measure available. Use this order:

- **Eliminate:** Remove the hazard or stop the unsafe task.
- **Substitute:** Use a safer tool, product, process, or work method.
- **Engineering control:** Use guarding, barriers, ventilation, lighting, equipment, or layout changes.
- **Administrative control:** Use procedures, training, scheduling, signs, supervision, checklists, and working-alone check-ins.
- **PPE:** Use hearing protection, gloves, eye protection, high-visibility clothing, weather protection, or other PPE as required.

8. Ergonomics - ICA Controls

Area	Common ergonomic hazard	control
Office / dispatch	Long sitting, keyboard/mouse repetition, poor monitor height.	Adjust chair and monitor; keep keyboard/mouse close; take short posture breaks.
Ramp / aircraft	Bending, reaching, twisting, climbing, awkward aircraft access.	Use proper steps/ladders; avoid rushing; ask for help with awkward tasks.
Manual handling	Lifting batteries, boxes, equipment, supplies, or aircraft items.	Split the load, use carts, keep load close, avoid twisting, use two-person lift when needed.
Telework	Poor chair/desk setup or laptop-only work for long periods.	Use a stable work surface; raise screen where possible; use external keyboard/mouse if available.

9. Employee Education

A sign-off acknowledge of receiving is enough if the topic was reviewed by the employee.

- How to report hazards, near misses, injuries, and ergonomic discomfort.
- Emergency response, evacuation, first aid, and who to contact.
- Safe ramp/apron behavior, aircraft movement awareness, and PPE expectations.
- Office and manual-handling ergonomics.
- Working alone check-in/check-out procedures when applicable.

10. Monitoring and Review

- Complete the Monthly Hazard and Ergonomics Checklist in Appendix A.
- Record open items in Appendix B until the corrective action is finished.
- Review the program annually using Appendix D.
- Review sooner if there is an incident, new hazard, change in aircraft/equipment, change in work area, or if the program is not being followed.
- Records may be kept electronically or in a safety binder.

Appendix A - Monthly Hazard and Ergonomics Checklist

Area	Check	OK / Issue	Action needed
General	Floors, exits, lighting, housekeeping, trip hazards	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Emergency	Fire extinguishers visible; exits clear; first aid access known	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Office/Dispatch	Desk/chair/monitor setup acceptable; no cable hazards	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Ergonomics	Staff have not reported discomfort, strain, repetitive-task issue, or lifting concern	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Ramp/Apron	PPE available; movement areas clear; weather/ice/slip hazards controlled	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Hangar/Tools	Tools/equipment stored; chemicals labelled; ladders/steps in safe condition	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Aircraft access	Steps, tie-downs, cords, chocks, and walkways do not create unnecessary hazard	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Working alone	Check-in procedure used when required	<input type="checkbox"/> OK <input type="checkbox"/> Issue	
Training	New staff received safety orientation; reminders given as needed	<input type="checkbox"/> OK <input type="checkbox"/> Issue	

Completed by:

Date:

Items transferred to Corrective Action Log? Yes No

Appendix B - Corrective Action Log

Date	Hazard / concern	Risk	Temporary control	Final corrective action	Responsible	Closed date

High-risk items should be controlled immediately or the task should be stopped/restricted until safe.

Appendix C - Employee Hazard or Ergonomics Report

Employee name	
Date / time	
Location	
Hazard, discomfort, near miss, or concern	
Immediate action taken	
Follow-up required / assigned to	

Appendix D - Annual Program Review

Complete once per year or sooner after a significant change or incident.

Review question	Yes / No	Notes / action
Were monthly checklists completed or reasonably reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were reported hazards corrected or tracked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were any injuries, near misses, or ergonomic concerns reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did work areas, aircraft, tools, staffing, or tasks change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is training/orientation still adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this program remain suitable for ICA's size and hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Reviewed by:

Date:

Management approval/signature: