

**Docket No. SA-530**

**Exhibit No. 10-K**

**NATIONAL TRANSPORTATION SAFETY BOARD**

**Washington, D.C.**

Air Methods Corporation Safety Manual  
Chapter 2  
Accident Prevention Program  
(4 pages)

## **CHAPTER 2 ACCIDENT PREVENTION PROGRAM**

### **2.1 PURPOSE**

Air Methods Corporation's Accident / Incident Prevention Program consists of the systematic discovery, evaluation and elimination of hazards to personnel. It is preventive in nature. It establishes safety measurement and control procedures following safety and quality standards and requirements.

### **2.2 RESPONSIBILITIES**

The Accident/Incident Prevention Program is the responsibility of all employees.

### **2.3 ADMINISTRATION**

This program is administered by the Corporate Safety Manager.

### **2.4 PROGRAM ELEMENTS**

Air Methods has a proactive and highly visible accident prevention program. This program will include:

- A. Extensive pilot and mechanic orientations and operating site evaluations. See Chapter 17
- B. Use of pilot/maintenance hazard reports, including the NASA Aviation Safety Reporting Program.
- C. Safety training for all Program and Base Safety Managers
- D. Safety surveys to be conducted on a quarterly basis and no-notice as required. Quarterly surveys will be conducted by the on-site Base Safety Manager. No-notice surveys will be conducted by the Corporate Safety Manager or his representative.
- E. Hazard analysis schedules set by Corporate Safety Manager.
- F. Establishment and reevaluation of management safety goals.
- G. Annual organized plans to achieve safe goals.
- H. Statistics on past performance.
- I. Statistical analysis and data based on AIDMOR submissions.
- J. Emergency action plans and Post Accident Incident Plans for all programs.
- K. Search and rescue plans on file at each site.
- L. Accident and incident reporting procedures in the form of the AIDMOR, filed in a timely manner.
- M. A working Safety Council designed to make the Safety Management System of AMSD dynamic, ever changing and an industry leader.

### **2.5 PROGRAM GOALS**

The primary goal of the Air Methods Safety Management System is **ZERO ACCIDENTS!** This goal is to achieve 100% accident-free aircraft operations. This includes the identification of hazards to flight, error entrapment, risk management and mitigation.

## 2.6 SAFETY MEETING

Safety meetings will be held, at a minimum, as follows:

- A. Corporate:
  - 1. Management Staff quarterly. (See Chapter 1, section 1.7 Safety Council)
- B. Operating Sites:
  - 1. Program safety personnel monthly.
- C. Documentation:
  - 1. Forward minutes of each meeting to the Corporate Safety Manager monthly, to include a list of attendees and those absent. Recommend CAMTS standards for documentation.
- D. Purpose of the safety meeting includes:
  - 1. Review current safety related materials as forwarded by the Corporate Safety Manager.
  - 2. Motivate and maintain interest in safety.
  - 3. Re-evaluate and improve safety standards.
  - 4. Address safety concerns of program personnel as submitted through safety awareness program, (Chapter 10).
  - 5. Demonstrate commitment and dedication to a zero accident program.
  - 6. Analyze unsafe acts, conditions or situations and prescribe timely corrective actions.
  - 7. Resolve areas of safety disagreements with responsible parties.
  - 8. Ask for management and employee assistance in safety related matters.
  - 9. Evaluate the safety of employees and facilities.
  - 10. Evaluate management's dedication and contribution to the Safety Management System.
  - 11. Assign responsibilities for action items with target completion dates.

## 2.7 SAFETY EVALUATIONS

- A. The purpose of a safety evaluation is to:
  - 1. Evaluate safety performance and compliance with prescribed regulations, policies, procedures and practices.
  - 2. Identify unsafe acts, conditions and situations.
  - 3. Determine causes and symptoms of unsafe acts, conditions and situations.
  - 4. Determine individual responsible for oversight of deficient acts, conditions, or situations.
  - 5. Ensure correction of unsafe performance or conditions to prevent reoccurrence.
- B. Safety evaluation tools to be used are as follows:
  - 1. Quarterly safety audits conducted by the on-site Base Safety Manager.
  - 2. Annual safety inspections and/or audit/evaluation.
  - 3. Interviews with program personnel.
  - 4. AIDMOR submissions and reviews.
  - 5. Hazard reports.

- C. **Unsafe acts:** It is the responsibility of all Company personnel to report any unsafe act and especially one which impacts aircraft flight safety. The act may be reported verbally or in writing to a Base Safety Manager, Program/Regional Manager/Director, or directly to the Corporate Safety Manager. The report should be made immediately upon discovery of the hazard or as soon thereafter as practical. Location, personnel involved, time date, aircraft or equipment involved and the conditions which in the eyes of the observer made the act unsafe must be included in the report. If the individual making the report requests a reply, the report should be in writing and signed by the employee. The individual, however, may ask to remain anonymous and may submit a written report without signature. *In all cases, management will make every effort to evaluate each report of an unsafe act to determine its validity and take appropriate action as required.*
- D. **Training:** The Corporate Safety Manager is responsible for training Company personnel in aircraft accident prevention techniques.
1. On site Base Safety Managers will attend Company sponsored safety training courses and meetings as required.
  2. Training in aircraft accident prevention is an integral part of the pilot training program and the Chief Pilot's Office.
  3. During all phases of training, safety as the number one priority for all operations will be emphasized.
  4. The Corporate Safety Manager will ensure all Company pilots and mechanics are briefed on accident prevention and all other aspects of the Company Safety Management System.
  5. During annual and semi-annual training for pilots, each pilot will receive training in accordance with the Air Methods Part 135 General Operations Manual.
- E. During recurrent training for mechanics, each base mechanic and shop mechanic will receive the following:
1. OSHA awareness training for all work areas. (OSHA CDs)
  2. Maintenance Human Factors.
  3. Helipad safety.
  4. Physical safety to include proper use of personal protective gear.
  5. Fuel handling safety.
  6. Proper lifting procedures.
  7. Tool security and accountability.
  8. Accident prevention procedures during basic aircraft maintenance.
- F. **Pre-accident/Incident Plans:** The Base Safety Manager will ensure a Pre-Accident Incident Plan (PAIP), meeting the standards established in Appendix D, is available for use by all program members and is on site. The plan will describe what actions to take, the order of priority of the actions and the personnel designated to execute the actions in the event of an aircraft accident, emergency or incident.
1. **Priorities:**
    - a. To save the lives of occupants of an aircraft that has crashed or has been involved in an unplanned event.
    - b. To move injured occupants to a treatment facility.
    - c. To secure the aircraft and/or wreckage from further damage or potential damage.
    - d. To initiate proper notification to Company and regulatory authorities and to set in motion the necessary actions to assist close relatives or others to support the priorities as listed above.
  2. **Activation and notification:** the PAIP is to be activated immediately with notification relayed to the appropriate agencies as required.

3. Jurisdiction and legal requirements: the program PAIP must be tailored to meet all federal, state and local jurisdictional requirements.
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- G. Aircraft accident investigation: in the event of an accident or emergency situation involving Air Methods equipment and personnel, the Director of Operations, Director of Maintenance, and Director of Safety/Corporate Safety Manager will act in the best interests of the Company to assist all appropriate authorities in determining the cause of the accident (See Chapter 13 Accident Investigation Procedures).
  - H. Safety Bulletin Boards: Bulletin boards dedicated to the display of safety information, meeting notices, training schedules and awards should be placed in prominent locations throughout the program area. Expired notices should be removed, but permanent notices should be retired to a reading file each month. Posters promoting safety should be displayed prominently in all work areas, to include the pilot quarters, the mechanic's work area, communications centers and flight crew member work areas.
  - I. NASA Aviation Safety Reporting System (ASRS): The NASA Aviation Safety Reporting System evolved from NTSB/Industry Safety recommendations to the Federal Aviation Administration (FAA) in the mid-1970s. The system is intended to identify problems in the National Airspace System (NAS) before accidents occur and to enable the FAA or other appropriate agencies to take corrective actions to prevent accidents. NASA ASRS reports provide ten times as much data as do accident statistics; therefore, the potential to prevent accidents is vital to all, provided ASRS reports are filed by pilots and aviation-related personnel. Individuals who use the NASA ASRS Reporting Form, found in this Chapter are assured complete anonymity, except for reports of accidents and criminal activities. Also, to provide incentives to pilots and controllers to report incidents which may prevent accidents, FAA offers "waiver" of disciplinary action to ASRS reporters.

Two kinds of immunity are obtained through the ASRS: "*Use*" immunity and "*Transactional*" immunity. Additional details are found in the FAA Advisory Circular 00-46C following this Chapter. To qualify for immunity, certain criteria must be met, and the report MUST be filed within a specific time.