

<b>HSSE INTEGRATED MANAGEMENT SYSTEM (IMS) POLICY</b>			
Department:	Operations	Policy No.	
Responsible:	Manager, HSSE	Issued:	2025-03-10
Subject:	<b>HSSE IMS Policy</b>	Effective:	2025-03-10
Issue to:	All FMAA Employees	Revised:	2025-02

**1. SCOPE:** The purpose of this policy is to protect people, environment, assets, and continuity of airport operations, meet regulatory obligations of the *Canadian Aviation Regulations* 302.502(a), and codify management commitment to promoting employees to report safety concerns without fear of disciplinary action.

## **2. STAKEHOLDER**

2.1. This policy applies to all prospective or current Management and Employees of the organization, regardless of employment agreement or rank.

## **3. REFERENCES**

- 3.1. HSSE Integrated Management System (IMS) manual.
- 3.2. FMAA Airport Operations Manual and associated documents (e.g., HSSE Integrated Management System Manual, Wildlife Management Plan, Site Self-Inspection program, etc.)
- 3.3. FMAA Airport Security Program Manual and associated document (e.g. security procedures and training materials, security awareness training materials)
- 3.4. FMAA Hazard Register and associated documents (risk assessments & treatment plans, including job safety analyses and task safety analyses).

## **4. RESPONSIBILITIES**

### 4.1. Accountable Executive or designate

- 4.1.1. Allocate resources to support stewardship activities.
- 4.1.2. Ensure that employees are protected from retaliation or other punishment for reporting in accordance with the policy requirements.

### 4.2. Managers

- 4.2.1. Collaborate on the development of quantitative goals and report annually on performance.
- 4.2.2. Enhance employee competencies through training and development.
- 4.2.3. Evaluate information & reports in accordance with FMAA's core values, *Health, Safety, Security, & Environment (HSSE) Risk Management & Stewardship* policy, *HSSE Integrated Management System Manual*, and other policies and procedures as applicable.
- 4.2.4. Consult with other managers and responsible parties, as appropriate.
- 4.2.5. Fulfil associated responsibilities outlined in related documents.

### 4.3. All Employees

- 4.3.1. Comply with applicable laws and regulations.

- 4.3.2. Contribute to continuous improvement of HSSE practices, risk management , and regulatory compliance through monitoring and applying organizational & industry requirements, standards, and best practices.
  - 4.3.2.1. Measure, monitor, report, and, where feasible, take action to reduce and optimize carbon emissions from sources owned or controlled by FMAA.
- 4.3.3. Contribute to a positive culture, demonstrating core values in the execution of day-to-day work responsibilities through behavior consistent with the Psychological Safety Policy.

### ***Reporting***

- 4.3.4. Report and record all hazards, accidents, incidents, or other risk information (e.g. near miss) in a timely manner by submitting through established processes and documentation mechanisms, ensuring that any delay does not put any person, property, or other asset at increased risk.
- 4.3.5. In circumstances where reporting through an established documentation mechanism is not practical or safe, a verbal report is made to the immediate supervisor or the Duty Manager (situation dependent). All verbal reports must be followed up with a written report by the originator within 24 hours, whenever safe and practicable.
- 4.3.6. Proactively identify hazardous conditions that could result in near misses, incidents, and accidents (“occurrences”) that may compromise the safety and security of people and/or assets and/or interfere with operations.
- 4.3.7. Contribute information to quantify, treat, and manage identifiable risks and minimize reportable occurrences.
- 4.3.8. Support and assist in any HSSE inspection, audit, or investigation.
- 4.3.9. Use the system of reporting for the purposes intended and described.
- 4.3.10. Fulfill associated responsibilities outlined in related documents.

## **5. DEFINITIONS**

- 5.1. **Acceptable level:** risk exposure that is deemed acceptable by FMAA as defined by its risk matrix as described in the HSSE Integrated Management Systems Manual.
- 5.2. **ALARP:** as low as reasonable practicable.
- 5.3. **Employees:** Employees of FMAA.
- 5.4. **Psychological safety:** the belief that one can take interpersonal risks without negative consequences. It is a feeling of trust and confidence that allows team members to be vulnerable, share ideas, and ask for help without the fear of retaliation<sup>1</sup>.
- 5.5. **Risk Assessment:** process of identifying hazards and assessing associated risks with the aim of eliminating or mitigating to an acceptable level and ALARP.

- 6. **POLICY:** It is the policy of the Fort McMurray Airport Authority (FMAA) to sustainably mitigate HSSE risks to an acceptable level and demonstrate continuous improvement towards sustained excellence in stewardship in the management of our programs.

- 7. **POLICY EVALUATION:** Reviewed annually, at minimum.

## **8. CONSEQUENCES FOR NON-COMPLIANCE**

- 8.1. Individual(s) found to be non-compliant with this policy will be subject to disciplinary action up to and including termination.

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<sup>1</sup> Source: FMAA HR.005 Psychological Safety Policy

**9. AUTHORITY**

9.1. A manager with HSSE oversight responsibilities may revise this policy and the CEO/Accountable Executive authorizes.

Approved by



Denean Robinson

President & CEO

Mar 11, 2025

# HSSE IMS Policy 2025 IFS

Final Audit Report

2025-03-11

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