Northwest Regional Airport
Terrace-Kitimat

Safety and Non-Punitive Policy

The Terrace-Kitimat Airport Society (TKAS) is committed to upholding the highest safety standards and providing a safe, inclusive, and healthful work environment for all employees, contractors, and stakeholders.

TKAS fosters a culture of open communication, trust, teamwork, and accountability, enabling continuous learning and improvement from our experiences. Information obtained through reporting and investigations will be used to improve systems, processes and training.

To achieve this, we will promote:

- Mutual trust, respect, and inclusivity, ensuring all individuals can openly communicate safety concerns across the organization;
- Employee ownership of safety responsibilities, encouraging active participation in the TKAS Safety Management Systems (SMS) program to identify and mitigate risks;
- A just culture, fostering fairness and accountability, where all incidents are evaluated on their context, with appropriate responses that may include learning opportunities or consequences for misconduct, negligence, or illegal activity.
- Comprehensive safety integration, ensuring safety remains a core priority in all operations through regular, relevant training programs and ongoing safety awareness initiatives; and
- Shared responsibility, where management and employees work together to foster a safe, healthy workplace and promote best safety practices.

The Safety Management System (SMS) continually assesses and improves safety practices at the Northwest Regional Airport Terrace-Kitimat. As safety is a condition of employment, all employees commit to participating in the SMS, including promptly reporting incidents, hazards, or deficiencies observed in day-to-day operations.

Safety concerns can be reported through the TKAS SMS platform, ensuring ease of access, confidentiality, and timely response. No employee will face punitive action, as a consequence of reporting an aviation-related hazard, incident or accident, unless it was a result of:

- an illegal activity;
- willful misconduct: misconduct committed voluntarily and intentionally; or
- negligence: disregard for proper care and attention to, whether outlined in company documents, policies, or understood as reasonable expectations of daily tasks.

Safety is everyone's responsibility.

This policy will be reviewed and updated annually or as required by regulatory changes to maintain its

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Carman Hendry
Airport Manager, Accountable Executive

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