

## **Duties and Responsibilities**

### **Air Safety, Health and Security (ASHS)**

#### **Qualifications and Expectations:**

Commitment to improving Flight Attendant work environment with previous Air Safety and Health experience is preferred. Writing and computer skills are needed. Chairperson position requires full-time weekday availability.

The Committee consists of one Chairperson who works with HAL, the Federal Aviation Administration, and AFA-CWA International Air Safety, Health & Security Department to maintain and improve Flight Attendant safety, health, and cabin safety standards. The Committee monitors and participates in accident/incident investigations; participates in monthly safety meetings with the company; participates in congressional hearings dealing with Flight Attendant safety and health issues; participates in designing cabin interiors of new and reconfigured aircraft; coordinates with Hawaiian's Initial and Recurrent training programs to ensure consistency with FAA and AFA-CWA objectives; and maintains an MEC Safety, Health & Security database.

#### **1. SCOPE**

a. The Air Safety, Health, & Security Committee (ASHS) shall work with the Company on matters pertaining to cabin and Flight Attendant safety, health and security.

#### **2. POLICY/RESPONSIBILITIES**

- a. The MEC ASHS shall consist of the MEC ASHS Chairperson and the Local ASHS Chairperson from each council.
- b. The MEC may also vote and approve an MEC ASHS Vice-Chairperson and assign her/him with directed responsibilities.
- c. The MEC ASHS Chairperson is the primary contact with the Company, the FAA, and the AFA International office, regarding Flight Attendant safety, health and security issues.

#### **3. THE MEC ASHS CHAIRPERSON SHALL**

- a. Attend any safety meetings with the company.
- b. Attend FAA/Hawaiian Airlines safety meetings.
- c. Attend AFA-CWA Air Safety Department trainings and seminars.
- d. In conjunction with the International Office, develop and conduct initial and ongoing local Safety, Health and Security training, including NTSB accident investigation procedures.
- e. Communicate with the AFA-CWA International Office Air Safety Department.
- f. Communicate with other airline safety representatives, as appropriate.
- g. Participate in accident investigation, hijacking, sabotage, etc., as directed.
- h. Communicate with the Hawaiian Airlines Airline Pilots Association (ALPA) MEC Safety Chairperson as appropriate.
- i. Attend and participate in Congressional hearings dealing with cabin safety, as directed.
- j. Assign special safety assignments to LEC ASHS Chairpersons as appropriate. The MEC officers and appropriate LEC President shall be advised of these special assignments.
- k. Handle safety incidents (i.e. equipment problems, non-normal operational incidents, occupational injuries, etc.) as they arise.
- l. Serve as AFA-CWA representative on Corporate safety, health and security groups as necessary.

- m. Compose informational and educational articles of interest to the membership and provide them to the MEC Officer overseeing the committee and MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.
- n. Be on a 24-hour call-out in the event of an accident.
- o. Inform MEC and LEC Officers of pertinent critical operational incidents as soon as practical.
- p. Manage cabin air quality or contamination incidents as they arise; inclusive of but not limited to: assisting flight attendants in obtaining care, working with the company to source contamination occurrences, follow up, and communicate with all applicable parties.
- q. Develop, distribute, and maintain membership education material related to committee topics.
- r. Manage and process all safety-related WBAT reports sent to the ASHS.

**4. IF THE MEC APPROVES AND CONFIRMS AN MEC VICE CHAIRPERSON POSITION, S/HE SHALL:**

- a. Perform the duties of the MEC Chairperson in her/his absence.
- b. Assist the MEC Chairperson as needed.
- c. Regularly communicate with and provide updates to the MEC ASHS Chairperson on all activities, meetings, and work being performed.

**5. THE ASHS CHAIRPERSON AND COMMITTEE MEMBERS SHALL**

- a. Participate in programs concerned with air safety, health and security.
- b. Act in an advisory role to the MEC on safety, health and security matters.
- c. Study safety, health and security problems and prepare recommendations to be presented to the MEC for consideration.
- d. Review material, handle correspondence, and keep members informed of safety, health and security developments through the Communications Committee and/or reports at Local Council meetings.
- e. Attend company debriefings after an accident or incident or when pertinent issues are discussed.
- f. Assist with special projects as requested.
- g. Act as a go-between with membership on matters relating to safety, health and security.

(Updated 11/04/2020)