P15 Student safety reporting

Effective date: November 1, 2026.

Purpose and Scope

Canadian Aviation College (CAC) prioritizes a proactive safety culture where every student is encouraged and empowered to report safety concerns, hazards, near misses, or incidents without fear of reprisal. This policy outlines the process for students to report safety-related concerns and ensures timely, effective responses.

This policy applies to all students enrolled in CAC's Career and Recreational Programs.

Key Definitions

Safety Concern: Any observation or condition that has the potential to affect safety.

Hazard: A situation, condition, or item that could potentially cause harm or damage.

Near Miss: An unplanned event that did not result in injury, damage, or loss, but had the potential to do so.

Incident: An occurrence that results in injury, damage to property, or poses a significant safety risk.

Student Responsibility

Students are expected to:

Immediately report all safety concerns, hazards, near misses, or incidents they observe or are involved in.

Follow CAC's safety procedures and guidelines.

Actively participate in maintaining a safe learning and training environment.

Avoid actions that may compromise safety.

Reporting Process

A. How to Report a Safety Concern:

Verbally notify your instructor or Dispatch immediately.

Complete a Safety Concern & Incident Report Form (available at Dispatch and on the CAC website).

B. Types of Reports:

Immediate Hazard or Incident: Verbally report to Dispatch or an Instructor without delay.

Non-Urgent Safety Concerns or Near Misses: Submit the report form within 24 hours of observation.

C. Supportive Reporting Environment CAC encourages open reporting and ensures students will not face disciplinary action for reporting safety concerns in good faith.

Follow Up and Resolution

All reports will be reviewed by CAC's Safety Officer or designated staff.

Immediate hazards will be mitigated as a priority.

Students may be contacted for further information or clarification.

CAC will provide feedback on the resolution or actions taken.

Confidentiality non retaliation

Reports will be treated confidentially to the extent possible.

Retaliation against any student who reports a safety concern is strictly prohibited and will result in disciplinary action.

Continuous Improvement

CAC will regularly review and analyze safety reports to:

Identify trends and areas for improvement.

Enhance safety protocols and training programs.

Foster a proactive safety culture across all training environments.

Policy Review

This policy will be reviewed annually to ensure its effectiveness and alignment with CAC's Safety Management System (SMS) and Transport Canada regulations.

For reporting forms and additional resources, visit the CAC website.

Bote oversees training-related follow-up and Transport Canada matters. Alano coordinates operational actions and records. The existing Safety Officer or designated safety reviewer remains responsible for reviewing safety reports; these revised student support duties do not replace that safety role. Routine student concerns may go through the assigned instructor or directly to Bote. Retain required safety records in the authorised safety system and relevant student follow-up in EMS.