

TWU FLIGHT SAFETY INCIDENT OR ACCIDENT CHECKLIST



STEP 1: PROTECT PEOPLE AND GET TO SAFETY

- Ensure the welfare of yourself, passengers and crew
- Do not speak to media



STEP 2: CONTACT TWU PILOTS

- TWU Pilots' 24-hour hotline for accidents/incidents is **1800 116 460 (Option 1)**
- Seek your TWU Industrial Officer's advice on any written report you are required to submit



STEP 3: COMPLY WITH YOUR COMPANY'S DAMP

- All operators require post-accident DAMP testing
- Once informed of the requirements to undergo a DAMP test, do not leave the premises until the test has been conducted, unless otherwise advised
- If you are not informed of the requirement to undergo a DAMP test you should advise the company of your intention to leave the airport



STEP 4: COMPLY WITH REPORTING OBLIGATIONS

- Refer to your company's Operations Manual for the required reporting procedure
- Immediately Reportable Matters (IRMs) must be reported to the ATSB as soon as reasonably practicable by telephone (or confirm that your company has reported to ATSB)
- Routine Reportable Matters (RRMs) must be reported to the ATSB by written report within 72 hours
- TWU Industrial Officers can assist with written reports



STEP 5: SEE A DOCTOR

- Seek medical attention even if you are not physically injured, as you will most likely be in a state of shock
- Request a medical certificate regarding fitness for interview/duty
- Discuss any psychological effects of the accident/incident with your doctor
- Call TWU Pilots Peer Support on **1800 116 460 (option 3)**

All TWU Pilot members can access complimentary and confidential support from trained TWU Peer Support Pilots. A TWU Pilots consultant psychologist experienced in providing a critical incident response is also available for the provision of post-incident treatment and advice.



STEP 6: INVOLVE THE TWU

- Always have a TWU representative with you for any interview including "informal" phone discussions