

Online Safety Officer (OSO) Factsheet



Two important assets for an FBO manager are **knowledge** and **time**. The OSO provides both:

- First, it delivers **knowledge** in the form of up-to-date guidance on regulations, industry standards, and best practices from a recognized FBO safety expert.
- Second, it saves **time** by providing quality safety committee meeting materials and consistent, relevant safety promotion items every month.

In addition to helping with compliance with safety requirements, it also covers Safety Management Systems (SMS) components and the fundamentals of IS-BAH for those FBOs pursuing that certification.

There are two primary components to the OSO:

1. Delivery of the electronic files listed below each month.
2. A monthly one-hour live hosted presentation to cover these materials.

Subscribers are then encouraged to post each month's flyers and use the meeting agenda and presentation in their own local safety meetings. Or, FBOs can hold their safety meetings during the OSO calls and discuss local items afterward.

What's Included:

Safety Committee Meeting Materials

- Safety Meeting Agenda
- Safety Meeting PowerPoint/Slides
- Monthly Checklist (self-assessment checklist with each month's topics included)

Employee Materials for Posting/Reinforcement

- Toolbox Talk
- Industry Safety Alert
- Accident Case Study
- Additional Forms and References (based on monthly topics)

Topics:

It can be difficult to keep track of all the regulatory requirements and safety expectations involved in running an FBO. The OSO materials and meetings are organized to cover all these topics over the course of a year, with different topics being addressed each month. Topics are added each calendar year; here is the annual list for 2023:

2023	January	February	March	April	May	June
Health & Safety 1	Injury Recording and Reporting	Machine Guarding	Personal Protective Equipment (PPE)	Surviving an OSHA Visit	HAZWOPER	Powered Industrial Truck (PIT)
Health & Safety 2		Lockout/Tagout	Workplace Violence	Walking / Working Surfaces and Ladders	Bloodborne Pathogens	
Environmental	TIER II Reporting (US EPA)	Sustainability Best Practices	Animal Handling	SWPPP	Alternative Fuels	SPCC
OPS/Aircraft Handling	Fuel Farm Safety	Vehicles on the Ramp	Aircraft Securing (Park/Chock/Cone)	Aircraft Maintenance Safety	Lav Service	Misfuelling
IS-BAH Additional Topics	SMS Pillar 1: Safety Policy	SMS Pillar 2: Safety Risk Management	SMS Pillar 3: Safety Assurance	SMS Pillar 4: Safety Promotion	Company Documentation	Organization and Personnel Requirements
Miscellaneous	Annual Safety Plans (including SPIs)	Just Culture	Internal Evaluation Program (IEP)	Safety Recognition	Home / Office / Remote Worker Safety	Non-Technical Skills Development
2023	July	August	September	October	November	December
Health & Safety 1	Fire Safety	Respiratory Protection	Confined Space	Ergonomics / Back Safety	Emergency Response Planning (ERP)	HAZCOM
Health & Safety 2	Hot Work	Hearing Conservation	Coordination of Injury Care	Fall Protection	Cold Stress	Industrial Hygiene
Environmental		Hazardous Material Handling and Storage			RCRA	Regulated International Garbage
OPS/Aircraft Handling	Aircraft Towing	Fuel Quality Control	Water Service	Effective Safety Meetings	Marshalling	Annual Awards
IS-BAH Additional Topics	Training	Occupational Health and Safety Specifics	Ground Service Equipment (GSE)	Environmental Management System (EMS)	Airside Operations Specifics	Passengers, Baggage and Cargo Handling
Miscellaneous	NFPA 407	Employee Engagement in Safety	Security	Deicing Safety	Dangerous Goods Shipping	Safety Reporting Systems

For more information:

About FBO Partners Safety Support: <https://fbopartners.com/safety/>

About Patrick Moylan, the OSO Lead: <https://fbopartners.com/staff/patrick-moylan/>