

SAFETY

DON'T SLAM THE DOOR!



It has been reported recently that agents are using excessive force when closing the forward cargo bin doors on CRJ-700 and CRJ-900 aircraft. Not only does this present a risk of damage, it also affects the operation of the door and may prevent it from opening properly at the next station. EGOM states:

1. Gently pull both door latch levers to release the door from the locked position.
2. Grasp the door control handle and pull the door up to the closed position. Ensure the control handle remains in the full open position.
3. Position the door in the closed position then push the control handle to the closed position.
4. Push the secondary handle fully in and ensure the door is flush with the fuselage and the vent flap is closed.

YOU can prevent aircraft damage.

AWARENESS

Use of personal cellular telephones, including text messaging, while operating or driving any type of ground equipment or performing duties on the ramp, in ground operations, or ticket counter/gate areas is not authorized. Designated station personnel, specifically authorized by the General Manager, will be granted case-by-case authorization to use cellular phones or other company-issued electronic

devices while in the performance of operationally necessary duties, BUT NEVER DURING RECEIPT, DISPATCH, MOVEMENT OF AN AIRCRAFT, WHILE OPERATING EQUIPMENT, or OPERATING A MOVING VEHICLE. Caution must be used and conversations kept as brief as possible.



Station Briefing Guide 5-8-17

Stations are urged to use this guide to assist with Station Safety Briefings. This information should be reviewed daily with all employees to ensure understanding and compliance. This may result in employees hearing it more than once but will serve to reinforce the information. The questions at the bottom must be used to ensure understanding.

SAFETY

Please Don't Slam the Door

- It has been reported recently that agents are using excessive force when closing the forward cargo bin doors on CRJ-700 and CRJ-900 aircraft.
- Not only does this present a risk of damage, it also affects the operation of the door and may prevent it from opening properly at the next station.
- Follow the instructions in EGOM and operate these doors gently to avoid damage or personal injury.

AWARENESS

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How can you avoid damaging the aircraft when closing the forward cargo bins?

What can happen if the cargo bin door is continually slammed shut?

When are cell phones not authorized to be used?