

Student Safety, Health & Fitness Policy

Sea Land Air Flight Centre (03535)

Applies to: All students, instructors, staff, contractors, volunteers, and visitors

1) Purpose

Sea Land Air Flight Centre (the “school”) is committed to maintaining a safe, healthy, and respectful learning and training environment. This policy sets out expectations and support procedures to ensure that all individuals are physically and mentally fit to participate in flight training activities, and that safety, health, and wellness are supported at all times.

The policy aligns with:

- BC Private Training Act and PTIRU requirements
- Transport Canada regulations for fitness and medical fitness to fly
- BC Human Rights Code
- WorkSafeBC guidance on psychological safety and fatigue management

2) Scope

This policy applies to all students, instructors, and personnel engaged in or supporting flight training activities, both in the air and on the ground, including simulators, school vehicles, and all off-site or online activities under school management.

3) Guiding Principles

- **Safety first:** Fitness to train or fly is a core safety requirement.
- **Non-punitive approach:** Seeking help for health, fatigue, or substance-use concerns will not result in discipline for disclosure alone.
- **Respect and dignity:** All personal information is handled confidentially.
- **Equity and accommodation:** The school will provide reasonable accommodations where consistent with safety-sensitive training standards.
- **Shared responsibility:** Everyone must ensure they are fit to train or fly and to identify potential risks early.



4) Definition of Fitness to Train/Fly

Fitness to train or fly means being medically, physically, and mentally capable of safely engaging in training or flight activities without impairment or risk to oneself or others. Indicators of unfitness may include:

- Fatigue, illness, injury, or medication side effects
- Emotional distress or acute mental health crises
- Drug or alcohol impairment • Cognitive or physical impairment affecting safety or performance

5) Fatigue and Rest

All individuals must be adequately rested and free from substantial fatigue prior to training or flight. Sleep deprivation, extended duty periods, or similar conditions that impair alertness may result in suspension from flight or simulator activities until rest is achieved.

6) Substance Use, Drugs, and Alcohol

The school enforces a zero-tolerance policy for drug or alcohol impairment during training. Any person suspected of impairment will be removed from flight activities immediately. Students with substance-use or addiction concerns are encouraged to seek help early. Disclosure will not automatically result in dismissal. The school may require medical clearance and a recovery plan before returning to safety-sensitive training. Final approval for re-entry rests with the Chief Flight Instructor (CFI).

7) Illness, Injury, or Health Conditions

Anyone experiencing illness, injury, or a condition that could affect flight safety must inform their instructor before training. Medical assessment or temporary suspension from flight activities may be required.

Return to training may require medical clearance, at the discretion of the CFI.



8) Authority to Suspend Training

Any instructor may temporarily suspend training if a student appears unfit. The **Chief Flight Instructor** has final authority over continued participation or reinstatement.

9) Mental Health & Accommodations

The school supports student mental health through early intervention, referrals, and reasonable accommodations such as schedule adjustments, workload modifications, or temporary leave, where consistent with aviation safety standards.

10) Emergencies & Overdose Response

In an emergency (e.g., imminent risk, overdose, or medical crisis), staff will **call 911 immediately** and follow Appendix A.

The school coordinates with emergency responders, family/emergency contacts (where lawful), and public health agencies.

For overdose response, staff will follow BC public health guidance and refer students to naloxone and substance-use resources.

11) Reporting & Intake (Student Wellness)

Students may report concerns or request support via the **Student Wellness/Safety Intake Form** (Appendix B) or by contacting:

- **Primary Contact (Student Wellness):** Akiko Takami, Chief Flight Instructor – aki@sealandair.ca
- **Backup Contact:** Daniel Lai, Accountable Executive – daniel@sealandair.ca

Students may report via email or in person. Any instructor or staff member receiving a concern must connect the student to the Primary Contact.

12) Response Workflow

1. Acknowledge within 3 business days from when the student's concern, disclosure, or intake form is received (sooner if urgent).
2. Safety check and, if needed, remove from flight/sim.
3. Intake and plan: identify needs, interim measures, and referrals.
4. Accommodations: apply reasonable supports consistent with training standards.
5. Follow-up and documentation.

Target timelines: conduct initial intake within 5 business days of receiving the report, and complete a support or return-to-training plan within 10 business days, where feasible.

13) Confidentiality & Records

All records are confidential, stored securely, and accessible only to personnel with a legitimate need to know. Summaries for PTIRU or compliance reviews will exclude personal identifiers.

14) Complaints & Non-Retaliation

Students may raise concerns about support access or staff conduct. Retaliation against anyone who seeks help or reports a concern is strictly prohibited. For related protections, see the **Anti-Retaliation and Safe Disclosure Policy**.

15) Review

This policy is reviewed annually or following any incident or regulatory change to ensure compliance and effectiveness.



Appendix A – Crisis & Referral Pathways

Immediate danger or medical emergency: Call 911.

Suicide crisis or mental health support (Canada): Call or text 988.

Health advice and service navigation (BC): Call 811 (HealthLinkBC).

Naloxone information & where to get a kit: consult BC public health resources or local pharmacies.

School Contacts:

- Primary: Akiko Takami, Chief Flight Instructor – aki@sealandair.ca
- Backup: Daniel Lai, Accountable Executive – daniel@sealandair.ca

Non-emergency community services (examples): counselling services, primary care providers, campus/community mental health agencies, and peer supports (as available).



Appendix B – Student Wellness / Safety Intake Form

Your Information:

Name: _____ Program/Cohort: _____

Preferred Contact (email/phone): _____

Reason for Contact (check all that apply):

☐ Mental health ☐ Substance use/addiction ☐ Overdose concern ☐ Accommodation request

☐ Safety concern (self/others) ☐ Other: _____

Details (facts only; attach pages if needed):

Immediate Safety:

Do you feel safe to continue current activities? ☐ Yes ☐ No

Requested interim measures (e.g., schedule change, no flight/sim today):

Supports & Referrals Discussed:

Student Signature: _____ Date: _____

Staff Receiving Report: _____ Date: _____