



# Activity Safety Officer Course





# Activity Safety Officer



- Have you been appointed as an Activity Safety Officer?
- You're helping with risk management for a large activity?
- Are you an Activity Director?

**This training is for you!**



# Objectives



- By the end of this course, you should ...
  - ... understand the requirements for activity safety
  - ... understand the basics of a pre-activity risk assessment
  - ... be able to develop risk controls for the activity
  - ... be able to brief the risk controls to participants
  - ... know how to properly report mishaps in SIRS
  - ... know where to go for help



# The “Requirements”



- CAPR 160-1, Paragraph 2.6.7., *Activity Safety Officer*
  - “Designated Safety Officer” will be assigned to:
    - All NCSAs
    - All Encampments (the wing encampment risk assessment is a CI requirement)
    - Any organized CAP activity/event lasting >48 hours or spanning two nights
    - Flying activities included? Should be GA pilot or CAP aircrew member
  - Qualifications of the designated safety officer:
    - Should have previously served as activity safety officer
    - Or, have a Technician rating in the Safety Specialty Track



# The “Requirements”



- **CAPR 160-1, Paragraph 2.6.7., *Activity Safety Officer***
  - **The Training?**
    - The Activity SE must have completed the Activity Safety Officer Course during current or previous calendar year ... **THIS is that course!**
    - Be familiar with ALL the safety program requirements, tools, and training
  - **Responsibilities**
    - Comply with Deliberate Risk Management requirements in CAPR 160-1
    - Comply with all additional guidance issued through NHQ, Region, or Wing
      - For example, Cadet Programs guidance, ES rules, AE guidelines, etc.



# The “Requirements”



- **CAPR 160-1, Paragraph 3.3.1., *Deliberate RM***
  - Full Deliberate Risk Management
    - This paragraph lists the activities that require FULL Deliberate RM
    - This means the Activity SE must be involved in activity planning
    - The Activity SE must perform a FULL risk assessment using CAPF 160
  - Activity SE should be very familiar with performing a risk assessment
    - Go to “Risk Assessments and RA Worksheets” page on CAP website for all the tools and training
    - The training will walk you through the process



# NOTES



- This training provides general guidance on performing Safety Officer duties at a large CAP activity.
- The Activity SE is also responsible for adhering to specific guidance that may pertain to NCSAs, Region Activities, Wing Encampments, or any other large scale CAP events.
- The Activity SE is an important part of the Activity Staff, working for and with the Activity Director.



# Planning



- **The Activity SE should be involved in the early planning stages**
  - **The venue, the staff, the activities could ALL effect overall risk**
- **While the plan is being formulated...**
  - **... be aware of any hazards or risks that may crop up**
  - **... the earlier hazards are identified, the easier it is to control the risk**



# Reviewing the Plan



- **Tools you will need:**
  - A CAPF 160, open on your laptop or tablet
  - A copy of *"The 5 M's ... A Guide to Risk Assessments."*
  - Review the *Intermediate Risk Management* briefing as a refresher
- **Gather as much of the staff as possible**
  - They are the experts on these activities
  - They need to be involved in recognizing and reducing risk!



# Reviewing the Plan



- **As the plan is finalized, gather the staff together ... brainstorm!**
  - Look at every event in the schedule
  - For every event (every sub-activity) ask the question ...
    - “What can go wrong?”
    - Use the “5 M’s” to make sure you’re considering every category
  - The answers you get are the hazards that should be listed on the CAPF 160
    - You should produce a list for every sub-activity or specific task



# Reviewing the Plan



- Don't forget the “behind the scenes” things between the “events”
- Consider plans for to deal with risks in ...
  - Hydration and heat awareness
  - Proper nutrition and timing and preparation of meals
  - Living facilities (bunks, bathrooms, showers, if applicable)



# Reviewing the Plan



- **Transportation of the cadets is an emphasis item!**
- **Consider the following risk controls for all your vehicle operations**
  - Designated experts to perform daily vehicle inspections
  - Ensure driver familiarity and proficiency with vehicles (vans, 4X4s, utility, etc)
  - Use spotters for all slow-speed maneuvering (parking, congested areas)
  - Consider two senior members in each van for long trips ... front passenger-seat occupant should be safety observer
  - Conduct a quick safety briefing before each trip.



# Reducing the Risk



- For each hazard you listed, each thing that can “go wrong”
  - Use the risk assessment matrix to determine the risk level
  - (see instructions on the CAPF 160)
- **Develop Risk Controls**
  - What specific action are you going to take to reduce that risk?
  - Refer to *Intermediate Risk Management* for ideas
  - Describe the actual control - not just “training” or “supervise”  
Be specific
  - For each control - Identify WHO is responsible and HOW they will do it - be specific... Person or duty position



# Risk Controls in the Plan



- Remember that Safety and Risk Management are never an “add-ons”
  - Risk Controls **MUST** be part of the plan
- Here’s a possible example: The plan? Cadets will run the obstacle course.
  - The plan needs to include the risk controls; risk controls are part of the “rules”
  - The RM-based plan includes a short briefing to remind everyone of the rules
  - Like this .... Each cadet asked if they are ready. Cadets put on gloves and helmets before beginning course. Spotters are stationed at each obstacle to help as needed. No running between obstacles. Watch your wingman. When to call “knock it off.”
  - The risk controls are part of the plan.



# The Opening Briefing



- **A Safety Risk Management Briefing is a key part of the activity start**
  - You are briefing the hazards and risk controls
  - You are letting everyone know their role in the plan
  - You are teaching them about risk management... a key component of the Character Element of Cadet Program
  - You are telling them the risks and controls
  - Reinforce the need for Active Risk Management



# Active Risk Management



- **Risk Management is a Continuous Process!**
  - Before every task, before every event, before everything they do...
    - Every member must ask themselves ...
    - “What can go wrong and what am I doing to keep that from happening?”
  - As Safety Officer, you can remind everyone, including the staff and participants
  - Praise them when you see RM in action; remind and teach them when you don't
- **If any new event or sub-activity is added to the plan ...**
  - Gather the participants and lead the group in short risk assessment ... CAPEF 160S



# Safety Assurance



- **You must continuously assess how well your risk controls are working**
  - Conditions and hazards change; you need to be able to adapt your plan
    - If it ever gets dangerous, call “knock it off” and revise the plan (or cancel)
    - If corrections or improvements are needed, add them or tell the Activity Director
- **End of each day, meet with Activity Director**
  - Review day’s activities, review mishaps that occurred, review next day’s plan
  - Make risk control adjustments if needed, based what you’ve learned
  - Make sure everyone hears about changes before next day’s activities



# Mishap Reporting



- All mishaps **MUST BE REPORTED**
  - Review guidance on the [Mishap Reporting and Review](#) webpage
- The reasons we report mishaps:
  - Find out what happened and **WHY** it happened, and how to prevent it
- There will be time for a follow-up review if needed, but...
  - You need to ask questions and gather data soon after the mishap
  - Refer to [Mishap Reporting and Review](#) webpage
  - Fill out review worksheet, answer questions, interview injured member
    - “What happened? What went wrong? How could it be prevented?”



# After the Activity



- **There is still work to be done!**
  - Every event has things that didn't go according to plan, or mishaps that occurred
  - Each of those will provide lessons that help improve the next activity
- **Review each event and each mishap with Activity Director and key staff**
  - Where did the plan break down, and how could it be improved?
  - What risk controls could be added or adjusted to prevent the mishaps?
- **Record Feedback and Lessons Learned in block 14 of CAPF 160**
  - These improvements will be incorporated into the next plan
  - The risk management loop is not complete until the improvements are made



# Key Things to Remember



- **The Activity Safety Officer is a key member of the Activity staff**
  - Be involved in the planning as early as possible
- **You are responsible for all Safety Officer duties at the activity**
  - Designate assistants as needed and assign responsibilities
  - Your team should also provide inputs that help improve the next activity
- **You are a teacher, a coach, a mentor, an example, and a spotter**
  - Teach, and reinforce, the use of risk management by everyone at the activity
- **You've got a big job!**
  - Produce your own personal plan on how to manage the duties
  - Get some help and take care of yourself!



# Resources



- **CAPR 160-2, *Safety Reporting and Review***
  - Find the requirements and general information for conducting a review
- **gocivilairpatrol.com ... Safety page and Master list**
  - Find this briefing and other training links
  - Templates for writing your mishap review
  - Helpful checklists for conducting your review
- **Your wing or region director of safety**
  - They should be the experts and help you with all your review questions
- **[safety@capnhq.gov](mailto:safety@capnhq.gov)** - drop us a line if there's a question you can't answer!



# Conclusion

*Thank you for taking on the important job  
Of Activity Safety Officer*

*Thank you for completing this training!*

*We want to give you best tools possible to complete your duties*

*Let us know if there is any way we can improve this training*

*Give us Feedback at [safety@capnhq.gov](mailto:safety@capnhq.gov)*

*Can you go out and put this to work?*

*What did we miss that YOU need?*

*How could we say it better?*