

# Guide for Activity Safety Officers

The Designated Activity Safety Officer person primarily in charge of the Activity/Encampment Safety Program (see CAPR 62-1) That includes the integration of risk management into all the planning and activities for your NCSA or Encampment.

Rest assured, this document does NOT add ANY new requirements to the job of the Activity Safety Officer. The intent is to explain what is expected of the Safety Officer and to provide some simple tools to make your job easier, and more effective. Keep this guide handy to refer to, and let us know if you have questions.

## **Safety Planning:**

Continue what you've done in the past, with detailed hazard and risk analyses as directed in the regulation. (CAPR 62.1 Para 5.b) This means you will need to document the planning using one of the products (or similar) found on Safety's [Risk Management Worksheet](#) pages. Discuss hazards, risks, and controls with your Activity Director.

## **Opening Safety Briefing:**

Continue to tailor your opening briefings to your unique Activity. Part of your job is to motivate all attendees to focus on safety and you are good at that!

- ALL activities this year are asked to use the National Briefing Slides linked here:
  - ["What YOU Need to Know About Risk Management"](#)
  - This briefing is meant to explain risk management in terms all attendees, including senior members and cadets will understand and apply throughout the Activity
  - This briefing, given as written while using the notes pages, will take the place of giving the "Basic RM Course" required in CAPR 62-1
- Make sure you learn, and use, the language (the "lingo" of risk management
- Study the new briefing slides and ask questions if there is anything you don't understand
  - YOU need to be the authority and if you're not, I need to know why so I can help.
  - [safety@capnhq.gov](mailto:safety@capnhq.gov)

## **Active On-going Risk Management:**

Active risk management needs to be a part of every activity. That means hazard analyses and risk assessments, before every event. These don't need to be lengthy, but need to be a quick review of all hazards, all risks, and how to prevent them from causing mishaps.

- Every event needs a pre-activity risk safety briefing, IAW CAPR 62-2.
  - The [Pre-Activity Risk Safety Briefing](#) gives quick and easy guidance for these important briefings.
- The Safety Officer should **not** be the one presenting each of these pre-activity briefs
  - They should be presented by the person(s) leading that activity; the experts who know the most about the activity have the credibility to get the message across.
- The Safety Officer can assist them with the process of identifying hazards, risks, controls, etc.

## **Mishap Reporting:**

There will be mishaps, as we cannot eliminate all risk. Handle mishaps as you normally would, caring for the injured and getting them the care needed, THEN ensure a mishap report is filed in SIRS. **NOTE: National Cadet**

Special Activities select 'NHQ 000' for reporting bodily injury, otherwise, nationally--accredited special activities and encampments use wing which hosts the activity. Other reporting is done based on wing owning the asset--plane, vehicle or facility. Because of the way viewing and reviewing privileges are established in SIRS at this time, you may not have visibility of the entry as it progresses, and you may be contacted by the entity responsible for reviewing or implementing controls, if needed. Please respond to them promptly. We are all working on the SAME team, it is just that the division of labor is not always the same.

The entire reason for reporting mishaps is to learn what happened and WHY, so we can adjust our plans and do a better job of preventing the mishaps in the future. The information you gather will be used to look for national trends to improve all cadet programs, so we NEED you to provide the information outlined the simple mishap reporting checklists. This is not a new requirement, but in the past reporting has been weak. Our focus this year is on Bodily Injury reporting

- Use the [Bodily Injury Mishap Reporting Checklist](#) for all your mishaps!
  - These simple worksheets will give you all the information you need for most minor mishaps
- The safety officer does not need to be the one to fill out every incident, but he/she is responsible for making sure the information is collected and entered in SIRS, so why not use the form?
  - The health services officer can ask the cadet while the cadet is being treated, or...
  - A cadet safety officer can fill out the forms, or ...
  - If it is a very minor injury, the injured cadet can fill out the form.
- These forms can be opened on a tablet and typed on and saved.
  - Or they can be printed and written on when a computer isn't available.
- When you enter the bodily injury mishap in SIRS:
  - Unless other arrangements are approved by CAP/SE, the "wing" that is entered for each mishap is the wing where the event is held
  - The mishap reporting Checklist can then be uploaded as an attachment in SIRS, or the information can be put in the additional information section, statement section, or in the journal notes
  - Don't click "First Aid" right away. Wait until you have all the facts about what might have caused it, the extent of the injury, or the treatment required.

### **Mishap follow-up:**

#### **For NCSAs**

Safety Officers and Activity Directors will have access to SIRS mishaps for their activity's bodily injury reports for only 14 days post-activity. You will be granted temporary access to the mishaps for the 'NHQ 000' unit.

This access begins several days before the activity, as relocation of assets may occur before activity start, and extends until about two weeks after the activity, so you'll have time to enter all the information you have on each mishap, even if you can't get to it right away

- **After that period is up, the National Cadet Activities Team will be responsible for monitoring the bodily injury mishap through closing.**
- For aircraft, vehicle or facility reports, wing Directors of Safety who own the asset are responsible for monitoring the mishap through closing, and so it behooves you to monitor the mishaps, so you aren't left with incomplete work.

#### **For Nationally-Accredited Special Activities (CSAs) and wing encampments**

All routing is through the wing who owns the asset as usual. If there are injuries associated with the mishap, they are reported as part of the aircraft, vehicle or facility incident. Therefore, if the safety officer for the activity is not in the same wing, they will not have visibility over the process. Again, please be responsive, promptly responsive, when asked for information to help those involved in the safety review process.

## After the Activity:

Once the activity is over and the cadets have all gone home, there will be a few safety items to clean up.

- First chore is to make sure all your mishap entries are complete, and each one provides information on what might have caused the mishap, so we can learn from it.
- One of the most important parts of the risk management process is the follow-up to determine lessons learned and adjust the Activity Safety Plan for next time. Once again, we've tried to make that easy.

-- The [Post-Activity Summary Form](#) should give you an easy way to summarize those lessons.

--- Follow the form to provide a quick summary of the number of each type of mishap (i.e., bodily injury, vehicle, aircraft). Since so many different entities are responsible for following up on reporting, this comprehensive list allows the National Cadet Team to collect near-real-time data

--- List the various causes of those mishaps, and any trends that were evident.

--- Record the strengths of this year's safety plan, and what you would adjust to make next year's safety plan "even stronger." What was your biggest "lesson learned?"

-- The Post Activity Summary Form should be coordinated with the Activity Director prior to sending it

--- For NCSAs, this form should be sent to the National Cadet Activities Team as part of the Activity Director's After-Action Report (AAR) requirements. (Post in the folder 5) After Action in the Dropbox.) A courtesy copy should be sent to [safety@capnhq.gov](mailto:safety@capnhq.gov)

---For Nationally-Accredited Cadet Special Activities (CSAs), send the completed form to the host Wing SE, Region SE and [safety@capnhq.gov](mailto:safety@capnhq.gov) .

**Provide us with your feedback! [safety@capnhq.gov](mailto:safety@capnhq.gov)**