



CAP Safety Beacon

April 2022

The Safety Beacon is for informational purposes. Unit Safety Officers are encouraged to use the articles in the Beacon as topics for their monthly safety briefings and discussions. Members may go to [eservices Learning Management System](#), click on “Go to AXIS,” search for this month’s Safety Beacon, take the quiz, and receive safety education credit. Past Beacon newsletters can be found in the [CAP Safety Beacon Archive](#).

CAPSIS Corner

What are some of the differences between SIRS and CAPSIS?

No Step 2 process. Eliminating “Step 2” allows the report to be assigned a review officer as quickly as possible so additional information can be collected as part of the analysis and review process.




Human factors analysis. The 5M’s worksheet will no longer need to be used or uploaded as part of the review process. A Factors Analysis Worksheet will be made available for reference, but the Reviewing step in CAPSIS will walk the reviewer through a series of questions that address contributing and causal factors.

Automatic classification. Rather than having to guess or reach out for guidance on whether a safety significant occurrence (SSO) is in one category or another (i.e., aircraft, vehicle, injury, illness) the system will automatically categorize the report based on responses to questions.

Region Director of Safety (SE) authorizations. In CAPSIS, region SEs will be able to delete redundant reports and, in coordination with their region commander, close “First Aid Only” injury/illness reports or return them for a full review. Region SEs will also be able to revise SSO accounts to ensure brevity and no use of identifying information.

Reduced inputs: There are fewer inputs in the reporting process – like not having to input the weather or runway information. When possible, the system will also pull data from other sources, such as WMIRS, to help with reporting and reviewing.

What are the steps in the Safety Reporting, Reviewing, and Action Planning process?

| Safety Reporting, Reviewing, and Action Planning Process | | |
|--|---|---|
| Phases | Steps | Tools/References |
| Reporting  | <ol style="list-style-type: none"> 1. Report safety significant occurrence (SSO) per region supplement and CAPR 160-2 2. Report safety significant occurrence (SSO) in CAPSIS | <i>Region supplement to CAPR 160-2 Safety Reporting Guide</i> |
| Reviewing  | <ol style="list-style-type: none"> 3. Determine what happened 4. Define the contributing human and non-human factors 5. Select the cause categories and causal factors | <i>Safety Reviewing Guide Factors Analysis Worksheet</i> |
| Action Planning  | <ol style="list-style-type: none"> 6. Select recommended mitigating actions 7. Determine Office of Primary Responsibility (OPR) 8. Provide justification for selected action 9. Submit recommended action plan 10. Accept, revise, or decline recommended action | <i>Action Planning Guide</i> |
| Validating | <ol style="list-style-type: none"> 11. Provide date of implementation for action item | <i>Action Planning Guide</i> |

What are the non-human and human factors reviewers will be assessing?

You can preview the list and [definitions of contributing and causal factors here](#). This list may be subject to minor revisions prior to launching CAPSIS.

Psychological Safety in CAP's Mishap Review Process

Maj Robert Rivas, CAP IL-016 Squadron, Group 2 Safety Officer

How psychologically safe members feel when they are participating in CAP has implications for innovation, team interactions, productivity and ultimately mission success. It is clear that without "psychological safety" in an organization, it is difficult for members to be at their best.

Research by Amy Edmondson in 1999, and published in her paper entitled: ['Psychological safety and learning behavior in work teams'](#) found that organizations with a trusting workplace performed better. She elaborates on psychological safety: "The term is about candor; it's about being direct, taking risks, being willing to say, "I screwed that up." Being willing to ask for help when you're in over your head. Feeling safe, secure and being able to work without the fear of negative consequences, even when you make a mistake, relies on feeling psychologically safe. It means people are comfortable being themselves. In psychologically safe workplaces, diversity is respected and personal risk-taking is encouraged. Above all, team members respect each other and feel accepted".

Blame and criticism create environments where members are fearful. This kind of psychologically unsafe environment does not get the best out of people. They dare not share ideas for fear of being shut down.

In a psychologically safe workplace people are encouraged to understand each other's points of view, support each other, and feel confident to make suggestions and offer ideas. Mistakes are made, reviewed, and learned from.

Experiencing conflict, a lack of respect, or lack of trust, has a negative impact on the ability to think strategically. It stifles creativity and teamwork.

An approach to promoting Psychological Safety is to acknowledge and encourage ideas and the sharing of mistakes. Things do not always go according to plan. Mistakes offer important learning and are often opportunities for major needed changes.

This concept is fundamental to CAP's Mishap Review process.

Referring to [CAP Regulation 160-2 Safety Reporting and Review](#).

Once a mishap has been reported, the next step is to determine why that mishap occurred. By analyzing why it occurred, we can take action to improve our risk controls or correct the factors that contributed to the mishap.

The three key principles that guide the CAP mishap review process are:

1. We look for the cause; we don't find fault.

2. Every mishap review is important.
3. We value the member. In some cases, a mishap may be caused by an error or act of a member. We do not blame the member. Our goal is to analyze the sequence of events leading up to the mishap and determine what improvements can be made.

These principles are key in establishing and promoting “Psychological Safety” in CAP. And Psychological Safety is proven to be a worthwhile principle in any effective organization.

Noteworthy Safety Form Changes – CAPF 160, 160HL, and 160S

Effective April 1, 2022, CAP Forms 160, 160HL, and 160S have been revised. Changes to the form include the following and now include a few examples.

Sub-activity, Task, Source. Describe each sub-activity, task, and/or potential source of damage, injury, or illness. What are all the sub-activities and/or tasks that will be part of the activity? What are the possible sources of injury, illness, or damage associated with each sub-activity? *A relay race (sub-activity) being run at a high heat index (source)*

Hazard / Outcome. Describe the most likely event that could lead to an outcome (i.e., damage, injury, or illness) What could happen that would lead to someone getting injured or becoming ill or equipment getting damaged? Describe the injury, illness, and/or damage that could occur. *Dehydration (hazard) leading to nausea, vomiting, or fainting (outcomes)*

Highest Residual Risk Level. Once all controls are decided for each identified hazard / outcome, what is the highest risk level? The highest value in block 9 is the Highest Residual Risk Level for the activity.