

Region Safety Officer

This pamphlet gives the Region Safety Officer a more detailed account of what the job entails. Before being appointed as Region SE, the member must have achieved the Senior rating in the Safety Specialty Track and have completed the academic and knowledge requirements of the Senior rating. The job description is as follows:

The Safety Officer assists and advises the commander in administering CAP's Safety Management System in accordance with CAP directive and non-directive guidance. The safety officer should be familiar with CAP directives in the 160 series and any other guidance containing safety-related information. In this role, they:

- Work directly with the commander as a key member of the commander's staff and serves as the commander's expert on Safety Risk Management (SRM) and the CAP Safety Management System.
- Reviews all Safety Significant Occurrences into CAPSIS and regularly briefs the Commander on the status and progression of all SSO's within the region.
- Always promotes and practices a strong Safety Culture.
- Ensure proper application of Risk Management for CAP activities and missions under Region jurisdiction. This will include ensuring a qualified Activity Safety Officer is assigned when required.
- Direct or facilitate a risk assessment when a new aircraft type, vehicle type, building, or location is acquired or utilized at the region level.
- Plan monthly safety briefings for the Region Staff meeting and either instruct or arrange an instructor to deliver the briefing.
- Promote and follow up on Wings' Annual Safety Risk Management Day and Operational Risk Management compliance. These must be completed in the first quarter of each calendar year.
- Be the subject matter expert during Compliance Inspections.
- Complete the following modules and training through AXIS, FEMA and/or a Safety mentor:
 - Become a rated Mission Staff Assistant
 - Complete Advanced RM in AXIS
 - NSOC completion within one year of appointment

Work directly with the commander as a key member of the commander's staff and serves as the commander's expert on Safety Risk Management (SRM) and the CAP Safety Management System.

As the Region Safety Officer, you need to know your governing regulations and key pieces of other Departments. It is your job to advise the Commander of regulatory requirements and offer expert advice to any safety related decisions.

The Region SE needs to work with other departments too, and it is useful to familiarize yourself with regulations that govern them. Most departments have a need for a safety consult. Transportation, Emergency Services, Operations, Cadet Programs, just to name a few. The expert advice and counsel from Safety can be instrumental in the safe outcome of an event or activity. (*Ref CAPR 160-1 para 2.6.2*)

Reviews all Safety Significant Occurrences into CAPSIS and regularly briefs the Commander on the status and progression of all SSO's within the region, open and closed.

When an SSO has completed the mitigation plan stage, any SSOs directed to be reviewed at region level need to either be approved, sent back for additional measures or denied. You should be working with your Wing SEs to create the best mitigation plan when needed.

The Region SE will discuss any open SSOs with the Region Commander no less than quarterly. (*Ref CAPR 160-1 para 2.6.5.2.2*)

Always promotes and practices a strong Safety Culture.

The Region Safety Officer needs to be the primary cheerleader of safety culture within the Region. Every Wing SE will look to you to set the tone. Be informed, upbeat, open to ideas, fair and non-judgmental. The culture and attitude you set forth will set the bar for your Wings. (*Ref CAPR 160-1 para 1.5*)

You need to be part manager, coach, mentor, teacher, and leader.

Ensure proper application of Risk Management for CAP activities and missions at the Region level. This will include ensuring a qualified Activity Safety Officer is assigned when required.

As Region SE, you should be reviewing CAPF 160s for Region activities.

For Region sponsored activities and events, there must be some oversight when it comes to some events. The regulations require an activity safety officer for all NCSAs, encampments, and any event lasting 48 hours of spanning two nights. The activity SE should be a technician level or have been a recent activity safety officer and will have completed the Activity safety officer course within the previous calendar year. (*Ref CAPR 160-1 para 2.6.2.2.4*)

A deliberate risk assessment will accompany these events and be submitted to Region prior to the event and afterwards with Block 14 completed.

Direct or facilitate a risk assessment when a new aircraft type, vehicle type, building, or location is acquired or utilized at the Region level.

When Region receives a new type of aircraft or vehicle assigned to them, a full deliberate risk assessment must be done. This is to ensure and document that members are familiar with features and functions on the A/C or vehicle. Other areas to address are the storage area the aircraft or vehicle will be in and the adequate level of security. If storage or security is not adequate, these should be followed up just as any safety concern would be, using the 5 stages of risk management. (*Ref CAPR 160-1 para 3.3.1.1.3*)

Plan monthly safety briefings for the Region Staff meeting and either instruct or arrange an instructor to deliver the briefing.

Wing staff meetings are basically unit meetings. A monthly safety briefing should be held, attendees recorded, and entered into CAPSIS. Many Wing staff members do not attend Group, Squadron or Flight meetings, so a safety briefing at Wing meetings may be their only exposure to a positive safety culture. *(Ref CAPR 160-1 para 5.2.1.1.1)*

Promote and follow up on Wing compliance for the Annual Safety Day and Operational Risk Management training. These must be completed in the first quarter of each calendar year.

It is the region SE's responsibility to promote the material provided by National SE for the Annual safety day and ORM training to the Wings. Communicating with the Wings during the first quarter can be beneficial. The management and supervision of Wing compliance will better CAP to achieving a 100% completion rate. *(Ref CAPR 160-1 para 5.2.1.4)*

Be the subject matter expert during Compliance Inspections.

During a Region CI, you are the subject matter expert and should be present during the inspection.

Provide and publicize safety awareness information through various means including, but not limited to, newspapers, posters, video presentations, monthly newsletters, case studies, etc... and familiarize CAP members with online safety education programs in CAP's Safety page on <https://www.gocivilairpatrol.com/members/cap-national-hq/safety>