

Squadron / Flight Safety Officer

This pamphlet gives the Squadron and Flight Safety Officer a more detailed account of what the duty entails. 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.
- Ensures all Squadron related SSO's are entered into CAPSIS and regularly briefs the Commander on the status and progression of all SSOs.
- Always promotes and practices a strong Safety Culture.
- Ensure proper application of Risk Management for CAP activities and missions in the Squadron, using the CAPF 160. Block 14 (After-Action Report) is crucial for the learning culture.
- Direct or facilitate a risk assessment when a new aircraft type, vehicle type, building, or location is acquired or utilized.
- Plan monthly safety briefings for the unit and either instruct the unit or arrange an instructor to deliver the briefing.
- Plan and implement the Annual Safety Day and Operational Risk Management training. These must be completed in the first quarter of each calendar year.
- Enter training reports and participation for monthly briefings, activity briefings, Annual ORM and Safety Day in CAPSIS.
- Be the subject matter expert during Subordinate Unit Inspections.
- Complete the following modules and training through AXIS and/or a Safety mentor:
 - Activity Safety Officer
 - Creating a Safety Briefing
 - CAPSIS - Reporting an SSO
 - CAPSIS - Reviewing an SSO
 - How to validate Non-CAP Safety Education
 - Aircraft Ground Handling
 - IS-100 (FEMA)
- 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>

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

As your Squadron's Safety Officer, you need to know your governing regulations and key pieces of other Departments. You should earn your technician rating in the Safety specialty track within one year. It is your job to advise the Commander of regulatory requirements such as the need for a Safety Inspection and risk assessment when a new aircraft or vehicle is assigned. Also, on activities, a safety survey needs to be done on locations being used and buildings utilized. Upon inspection, the SE (Safety Officer) advises the Commander of any issues that need to be addressed.

The Squadron SE needs to work with other departments too, and it is useful to familiarize yourself with regulations that govern them. Transportation may require safety briefings for a new 15 passenger van driver or weather-related training for drivers of COVs. Emergency Services wants to plan a weekend bivouac on property they have not used before. As the SE, you should survey the location and look for hazards like barbed wire fences, holes in the ground that can be tripping hazards, etc. Your recommendation to the ES Officer and the Commander on whether to use the land or not, should be supported by a CAPF 160 and any photos that are relevant. The decision is not yours to make, but it is your expert opinion and supporting documentation that will allow the Commander to make his/her decision wisely.

Using the pillars of safety and the 5 step Risk Management process is key to your assessments and management of activities and inspections.



Enters all Squadron related Safety Significant Occurrences into CAPSIS and regularly briefs the Commander on the status and progression of all SSO's.

A Safety Significant Occurrence is any observed outcome during a CAP mission, activity or other event that resulted in, or could have resulted in, an injury to a member, damage to equipment of facilities and/or a member's illness. When an SSO occurs, it is the SE job to gather facts and enter them into CAPSIS. This must be done within 48 hours (about two days). Be sure to record van numbers, aircraft tail numbers, operators, passengers, witnesses, injured parties and the extent and treatment of their injuries.

When entering the initial report, remember that information entered in it is available to the public. And may be shared with key staff members within CAP. No names or detailed information in the textual description of the account field. Keep the description of the event brief. "Van backed into post." "Aircraft hangar rash." These short and brief descriptions are preferred in the initial report. Details of the SSO come later in the event chain, witness accounts and if applicable, a police or NTSB report.

Make sure to enter the Wing responsible and click the "Save SSO" button on the bottom left. The Wing Safety Officer and Wing Commander will receive the report and assign a Review Officer. You can follow the progress of the SSO in CAPSIS.

Always promotes and practices a strong Safety Culture.

What is a "safety culture?" In short, a safety culture is promoting the importance of safety in every aspect of what we do, both in our personal and CAP lives. There are also four important traits to focus on to create and maintain a strong safety culture. These are:

- **Reporting Culture.** CAP members must report mishaps and hazards for the Safety Management System to succeed. The need to report mishaps, deviations, near-misses, lessons learned, observed hazards, and improvement suggestions should be constantly emphasized by leadership at every level. Make sure people understand that the role of safety reporting is not to find blame but to learn from the occurrence.
- **Just Culture.** To encourage open reporting by members, members must be confident they will be treated fairly when they report. Leadership should foster a trust environment where members are encouraged and rewarded for reporting safety-related information, while realizing there is a line between acceptable and unacceptable behavior. Safety reviews are done to figure out how and why things happened and not to find blame. This is key to the Just Culture. If members do not trust that they will be treated fairly and without judgement, then the likelihood of reporting is diminished. There is a difference between blame and accountability. If there is evidence that a mishap occurred due to negligence or intentional act, commanders will determine the appropriate remedy and handle any disciplinary action outside of the safety review channels. A member can be a necessary and appreciated part of improving safety processes while still being held administratively accountable for their actions if they acted with disregard to regulations and safety practices.
- **Learning Culture.** What we learn from an error should be rewarded. Making the involved people part of the learning process can help codify the safety culture in their lives. They should not be looked down upon or rewarded for an error but applauded for assisting in the process of

learning from it. Once they see it from the review perspective, thinking about what went wrong and why, there is a better chance they will think ahead in the future.

- **Flexible Culture.** This is achieved when we use the practices of risk management in all aspects of our lives. When there is no Command supervision, the members should still employ the RM principles. The other aspect is knowing that all activities have risks. Being able to minimize that to an acceptable level and still carry out the activity is the best practice of the flexible culture.

Ensure proper application of Risk Management for CAP activities and missions in the Squadron, using the CAPF 160. Block 14 (After-Action Report) is crucial for the learning culture.

So, when do I do a CAPF 160? You conduct the steps within a CAPF 160 for any activity your squadron (Wing, Region) will be participating in. you should conduct a deliberate risk assessment for any activity that you have advanced planning or is a complex activity such as (Encampments, Flight Academies, or cadet O-ride days, Etc..) use the real time one for the day of some of these activities or as a quick one such as (meeting location change, or weather change, Etc..) all 160's should be reviewed by the next higher echelon in safety for any feedback and help. All 160s approved at the Squadron level should be kept in a library for future use.

Upon completion of the activity an After-action report for Box 14 should be completed and added to the library. If you plan to reference a previously completed CAPF 160 please update the new one with any info from the after-action report.

Direct and perform a deliberate risk assessment when a new aircraft type, vehicle type, building, or venue is used.

When you receive a new type of aircraft or COV an assessment needs to be done and this should include the storage location for it. The reason for this is that you need to identify housekeeping hazards. Is there clutter? Will it fit in the space? Are there good security measures? Are there places to plug in a battery charger and are the outlets in good order? Will mounted roof antennas clear the door? These are all things that need to be identified, corrected, and documented.

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

This is the most well-known duty of the Squadron safety officer and is required by regulation. There is more than just a 3-minute brief at opening formation, though. First, the SE does not have to give every briefing. You can invite subject matter experts like a pilot, professional driver, weathercaster, police officer or firefighter to give a briefing. Typically, a monthly safety briefing should be about 5 to 15 minutes. Topics can come from a wide spectrum of topics ranging from health to weather to national trends. The briefing can be verbal, printed, or video form. Case studies are always a good briefing because they get the members' brain working. You can give a generic briefing to the entire Squadron, or you can give targeted briefings to a specific group. Pilots, drivers of COV's, cadets going to an activity. Just remember that the requirement is one monthly briefing to the unit every month and that means everyone. Targeted briefings should not represent the monthly briefing.

The next required training is the annual Safety Risk Management Day and Operational Risk Management. This must be done within the first calendar quarter, as per CAPR 160-1, and recorded in the "Log Safety Education" tab in CAPSIS. National Safety provides recommended training that stresses emphasis items based on recent SSO trends. These should be available by the beginning of January each

year. These can be found on the National website in Safety and are usually emailed to Commanders and Safety Officers.

A particularly important reminder is that the training and participants must be recorded in CAPSIS every month. These are SUI items along with requirements with our regulations.

Be the subject matter expert during Subordinate Unit Inspections

Subordinate Unit Inspections (SUI) occur every two years and are performed by the Wing IG team. As the safety officer, you provide documentation and answer questions from the inspection team. The SUI worksheets are released to the unit Commander 30 to 45 days before the inspection. The safety section (E2) will have the inspection questions you will be responsible for.

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>

Providing awareness is more than your required monthly briefings. Using printed materials and posters on a "Safety Bulletin Board" can be an excellent way of keeping an active safety culture within the unit. Emailing important articles or links to case studies are effective ways to provide targeted training. The Dispatch is a monthly newsletter provided by CAP National Safety and has excellent information from both Safety and Health Services.

An additional asset is the CAP NHQ Safety [web page](#). This has links to training materials, education, staff members that can be contacted for questions, Emergency procedures, regulation links, and much more. Familiarizing yourself with this page and its content will make you an asset to your commander and your unit.