

Wing Safety Officer

The purpose of this pamphlet is to give the Wing Safety Officer a more detailed account of what the job entails. Before being appointed as wing SE, the member must have achieved the Technician 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, as well as any other guidance that contains 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. Wing SE will assign a qualified Review Officer to each SSO and follow the progression.
- Always promotes and practices a strong Safety Culture.
- Ensure proper application of Risk Management for CAP activities and missions in the Wing. 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.
- Plan monthly safety briefings for the Wing Staff meeting and either instruct or arrange an instructor to deliver the briefing.
- Promote and follow up on Groups' and/or Squadrons' Annual Safety Risk Management Day and Operational Risk Management training. These are required to be completed in the first quarter of each calendar year.
- Be the subject matter expert during Subordinate Unit Inspections and Compliance Inspections.
- Complete the following modules and training through AXIS, FEMA and/or a Safety mentor:
 - Activity Safety Officer
 - Mishap Review Course
 - CAPF 116 General ES questionnaire
 - Qualify in General ES
 - Intermediate Risk Management
 - Complete one review of an actual SSO in CAPSIS
 - IS-700 (FEMA)

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 Wing Safety Officer, you need to not only know your governing regulations, but key pieces of other Departments as well. It is your job to advise the Commander of regulatory requirements such as the need for a Safety Inspection when a new aircraft or vehicle is assigned, or a new building is utilized. Also, on Wing activities, a deliberate risk assessment 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 Wing SE needs to work with other departments as well and it is very useful to familiarize yourself with regulations that govern other departments. 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.

Reviews all Safety Significant Occurrences entered into CAPSIS and regularly briefs the Commander on the status and progression of all SSO's. Wing SE will assign a qualified Review Officer to each SSO and follow the progression.

When an SSO is entered into CAPSIS, it is your responsibility to review the report and assign a qualified review officer. When reviewing, it is important to ensure notification procedures were adhered to and, if not, make the necessary notifications.

Discuss the SSO with the review officer and decide the review scope and plan. The RO will conduct interviews, gather facts and documentation, and enter these into CAPSIS, creating an event chain and a mitigation plan. Once the mitigation plan is entered into CAPSIS, the Wing SE will either revise or accept the plan. [HERE](#) is a flow chart of the SSO from the Wing perspective.

The Wing SE will discuss any open SSOs with the Wing Commander no less than quarterly.

Always promotes and practices a strong Safety Culture.

The Wing Safety Officer needs to be the primary cheerleader of safety culture within the Wing. Every unit 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 subordinate units. Keep open dialog with the units. Pass along material and briefing ideas, ask how things are going and make unit visits when possible. Remember, Wing is here to support the units.

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

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

As Wing SE, you should be reviewing Squadron and Group CAPF 160s and providing guidance to ensure the subordinate units understand the proper way to fill them out.

For Wing sponsored activities and events within the Wing, 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 or 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.

A deliberate risk assessment will accompany these events and be submitted to Wing 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.

When a unit receives a new type of aircraft or vehicle, 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.

Plan monthly safety briefings for the Wing 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.

Promote and follow up on Groups' and/or Squadrons' Annual Safety Day and Operational Risk Management training. These are required to be completed in the first quarter of each calendar year.

It is the Wing SE's responsibility to promote the material provided by National SE for the Annual safety day and ORM training. It is also your duty to ensure the units comply and document the training. Running reports at the end of each month can help you keep on top of what units have not completed the training. In the case of Wings that have Groups, you should follow up with the Group SE every month to verify compliance.

Be the subject matter expert during Subordinate Unit Inspections and Compliance Inspections.

During a unit SUI you should assist subordinate units that may need help prior to the inspection date. Helping a unit prepare for the inspection can be pivotal in their receiving an Effective rating. During a Wing CI, you are the subject matter expert and should be present during the inspection. Again, preparation is key.

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>