



UNIT SAFETY OFFICERS' COURSE

**YOUR ROLE IN
PRESERVING CAP'S
VALUABLE ASSETS**

1

OBJECTIVE

Unit Safety Officers will understand their job responsibilities and be familiar with the associated regulations, reports, duties, and tools available



2

BUT FIRST

Let everyone understand that a UNIT Safety Officer is not (necessarily) a MISSION Safety Officer. They are two different critters; two different ratings.



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COURSE CONTENT:

- *Explain the “big picture”*
- *Get specific about your duties/ responsibilities*
- *Review and explain the regulations*
- *Offer help and experience*
- *Review safety trends/problems from local, Wing, and Region perspective*
- *Practical exercises, quizzes*

You will not be bored! 4

THE BIG PICTURE



Your job:

- *To keep your Commander advised of unsafe conditions, situations, etc.*
- *To implement an effective safety program in your unit.*

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YOUR RESPONSIBILITY

So who’s responsible for safety; you?

- *Your COMMANDER IS RESPONSIBLE FOR SAFETY*
- *YOU are responsible to be your commander’s eyes, ears, and specialized expert on accident prevention*

Are we all clear on this??

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LET'S GET SPECIFIC

What qualifications are required for the Safety Officer position (Technician rating is minimum) (CAPP 217, pg 2):

- Understand the Regs (62-1, 62-2, 20-1)
- Review Safety Bulletins, network w/CC
- Perform a Safety Analysis & develop a written safety plan
- Explain mishap reporting
- Six-month internship
- Complete GES & BCUT
- Complete on-line Basic Safety Course
- Be a private pilot (if your unit has an a/c.) (recommendation only)



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MORE SPECIFICS

The responsibility of the Safety Officer can also be described as administering a safety program.

We will review specific duties later; after we acquaint ourselves with what a “safety program” is.

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ADMINISTERING A SAFETY PROGRAM

First, what is a “safety program”? Is it defined anywhere? Yes, it is! CAPR 62-1, 3. & 4. is quite specific. It is:

- A - Safety Officer formal appointment
- B - Basic Safety Course & Test (on-line)
- C - On-line Annual Safety Survey
- D - Safety Education & Accident prevention training
- E - Safety briefings at all exercises involving risk
- F - Safety improvement/hazard reporting
- G - Mishap reporting & investigation
- H - Annual Safety Day every October



Before we go on to Regulations, let's explore these.

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SAFETY PROGRAM – Formal Appointment

A FANCY WAY OF SAYING YOU HAVE TO BE APPOINTED TO YOUR POSITION IN WRITING.

This means you appear on your unit’s “Roster” (P.A.) as the “Safety Officer”

It also means you acquire the necessary training and qualifications required to hold the position (See CAPP 217)

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SAFETY PROGRAM – Basic Safety Course & Test

***On-Line in e-Services.
Complete within 90 days of
appointment.***

SAFETY PROGRAM - Safety Surveys

***Annually prepare,
route and file:***

***(To be posted in e-Services per 62-1 of 4
June 2008)***



Submit by Jan 31

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SAFETY PROGRAM - Accident prevention training

(CAPR 62-1 3, d. h.)

Consists of:

- **Operational Risk Management (ORM) training**
- **Annual safety day in October**
- **“Wings” program participation** (recommended)



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SAFETY PROGRAM - Safety Education/Meetings

(CAPR 62-1 B, 2. b.)

Consists of:

- **Regular/Monthly Safety meetings** (min. 15 min ea. month)
- **Records of subject matter and No. of attendees**
- **Safety bulletin board**
- **Use of safety newsletters (CAP & others)** (recommended)

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SAFETY IMPROVEMENT or HAZARD REPORT (CAPR 62-1 B, 2. c.)

Consists of:

- **Ready access to CAP Form 26 “Safety Improvement or Hazard Report”** (Used to document unsafe conditions)
- **Ready access to FAA form 8740-5 “Safety Improvement Report”**
- **Review, analysis, feedback, action**

See next slide for samples

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CIVIL AIR PATROL SAFETY IMPROVEMENT OR HAZARD REPORT

This form may be used to make safety improvement suggestions or to report unsafe equipment, conditions, practices, rules, activities, etc. which may constitute a hazard to CAP personnel or equipment. This report should be sent to the organization at the lowest level where corrective action can be initiated. Do not send it to groups, wings, regions, or National Headquarters, if the hazard can be corrected at a lower level.

USE THIS SPACE TO MAKE SAFETY IMPROVEMENT SUGGESTIONS OR TO REPORT A HAZARD. IF YOU ARE REPORTING A HAZARD, STATE WHAT IT IS, WHERE IT IS, AND WHEN IT WAS NOTICED.

FORM APPROVED O.M.B. No. 2108-0007 07/10/00

U.S. DEPARTMENT OF TRANSPORTATION
 FEDERAL AVIATION ADMINISTRATION
 SAFETY AND SECURITY PROGRAM

This report is authorized by law (49 U.S.C. 1021) with your name not required. To request your organization to be included in the results of this survey, please contact the FAA.

PURPOSE: To make your participation in The General Aviation Accident Prevention Program. This form is provided for you to offer ideas for program improvement or to report safety concerns or activities that affect safety. Complete, accurate and timely flight data reports are fundamental to maintaining safe and efficient flight. This report is not intended to be used to report violations of Federal Aviation Regulations.

USE THE SPACE BELOW TO "TELL US ABOUT YOUR PROGRAMS DEAD OR ALIVE" A HAZARD THAT MIGHT CAUSE AN ACCIDENT IF YOU ARE REPORTING A HAZARD, TELL US WHERE IT IS, WHEN IT IS LOCATED, AND WHEN IT WAS NOTICED.

DATE: _____ YOUR NAME AND ADDRESS (OPTIONAL): _____

FAA FORM 8740-3 (04) FORSAKEN/FAA FORM 8007 (2/71)

FAA FORM

***SAFETY PROGRAM -
 Safety briefings***

(CAPR 62-1 3, e.)

Consists of:

- **Identify known and potential hazards**
- **Review operational environment**
- **Recommended equipment**
- **Emphasis that Safety supercedes mission**

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SAFETY PROGRAM

Mishap reporting & Investigating

Reg 62-2 - CAP, CAWG, PCR

Mishap: "An unplanned event that results in death, injury or property damage."

(62-2, 2.)

- ***Reporting: on-line Form 78.***
- ***Investigating (if appointed): on-line Form 79.***

(more on this later)

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CAPR 62-2

CAWG Supplement 1 - Mishap Reporting

As a reminder, this declares who must be notified of a mishap.

(First this, then the Form 78.)

- Squadrons publish these
- Groups publish these
- Wings & Regions publish these



AND NOW YOUR DUTIES IN ADMINISTERING A SAFETY PROGRAM:

(CAPR 62-1, 6; (1) through (10):

- Perform safety surveys
- Report mishaps (Form 78)
- Conduct safety briefings
- Maintain liaison w/higher/lower unit
- Review & analyze accident reports
- Establish hazard reporting
- Develop training material
- Prepare periodic reports



More on these later. And now..... 20

KEEP IN MIND

There is much more to Safety than just aviation-related stuff.

- Buildings
- Autos
- Sports, etc.

Everywhere you look!



It's about **assets**, folks!

QUIZ TIME



Test your knowledge on your duties & responsibilities

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BREAK TIME



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THE (dreaded) REGULATIONS!!



Our purpose here is not to read them, but to acquaint you with what they contain.

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THE (dreaded) REGULATIONS!!



We will touch on:

- CAPM 20-1 “Organization of Civil Air Patrol”
- CAPR 60-1 “CAP Flight Management”
- CAPR 60-2 “Safety and Regulatory Compliance - Short-Notice Inspections”
- CAPR 62-1 “Safety Responsibilities and Procedures”
- CAPR 62-2 “Mishap Reporting and Investigation”
- CAPR 66-1 “CAP Aircraft Maintenance Management”
and.....

THE (dreaded) REGULATIONS!!

We will touch on (continued):

- CAPR 77-1 “Operation and Maintenance of CAP Vehicles”
- CAPR 112-9 “Claims against CAP”
- CAPR 123-3 “CAP Assessment (Inspection) Program”
- CAPR 900-6 & 900-7 “Insurance”
- CAWG 11-1 “Administrative Procedures”
–Emphasis on “Reports” and “Claims”
- CAPP 217 “Specialty Track Study Guide - Safety Officer”

CAPM 20-1

“Organization of the Civil Air Patrol”

This Manual establishes the organization of the Civil Air Patrol (CAP) and contains position descriptions at all levels. It applies to CAP Regions, Wings, Groups and Squadrons.

*“The SAFETY OFFICER assists and advises the commander in developing the overall accident prevention program.”
See pages 42 and 43.*

CAPR 60-1

“CAP Flight Management”

This Regulation prescribes primary responsibility for all CIVIL AIR PATROL Pilots and COMMANDERS for the control and management of flying programs, aircraft, and aircrews.

The PCR Supplement expands and adds further requirements i.e. the “60 hp rule”.

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CAPR 60-2

“Safety and Regulatory Compliance - Short Notice Inspections”

- Applies to “Flying Units”
- Every 18 months:
 - Finance
 - Pilot Records
 - Flight Releases
 - Aircraft Inspection (if applicable)
- Commanders Responsibilities
- Members Responsibilities
- Loss of Assets and Privileges
 - Repeat discrepancies

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CAPR 62-1

“Safety Responsibilities and Procedures”

- All Commanders Are Responsible For CAP Safety Programs
- Unit Commanders Shall Appoint A Qualified Safety Officer To Administer the Accident Prevention Program

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CAPR 62-2

“MISHAP REPORTING AND INVESTIGATION”

- **POLICY**
- **DEFINITIONS**
- **CAP FORM 78 - MISHAP REPORTING**
- **CAP FORM 79 - MISHAP INVESTIGATION**
- **LOSS OF OR DAMAGE TO CAP ASSETS**

Important note: Units below Wing do not investigate mishaps unless directed to by Wing!!

CAPR 62-2,5.,b.,1)

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CAPR 66-1

“CAP Aircraft Maintenance Management”

- **Required maintenance**
- **Aircraft security**
- **Airworthiness directives**
- **Required equipment:**
 - *Shoulder harness*
 - *Fire extinguisher*
 - *Seat stops*
 - *Cargo nets*
 - *Survival gear*
- **Reimbursement**
- **Tie-down**



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CAPR 77-1

“Operation and Maintenance of CAP vehicles”

- **Definitions**
- **Operators & passengers**
- **Authorized use**
- **Maintenance**
- **Insurance**
- **Reports**



A word about member owned vehicles:

Only Unit CCs can authorize the use of POV's.

- **Transportation to/from CAP meetings, encampments, and other routine activities is considered personal transportation and is not CAP's responsibility.**

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CAPR 112-9

“Claims against CAP”



- *Notifications*
- *Admissions of Liability*
- *Preserving evidence*
- *Preparation & processing*
- *USAF exclusions*

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CAPR 123-3

“CAP Assessment Program”

“Assessment” a.k.a. “Inspection”; a.k.a. “Audit”

- *Frequency*
- *Definitions*
- *Reports*
- *Findings*
- *“SUI” - Subordinate Unit Inspection (that’s you!)*

NOTE: A SUI includes everything that is covered in a “Short Notice” inspection of a flying unit (and a lot more).

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CAPR 900-5, and -6

“Insurance”

- *The Risk Management Program*
- *Proof of insurance*
- *Importance of CAPF 78*
- *Claims & Suits against CAP*
- *Aircraft & Vehicles*
- *USAF assigned mission liability coverage*
- *FECA Benefits*

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CAPP 217

“Specialty Track Study Guide - Safety Officer”

- *Specific requirements for “Technician”, “Senior”, and “Master” ratings.*
- *“Technician” is the minimum for an SE (covered earlier in this course).*

CAWG SAFETY REGULATION SUPPLEMENTS

These exist for:

- *CAPR 62-1 “Safety Responsibilities and Procedures” and*
- *CAPR 62-2 “Mishap Reporting and Investigation”*

Details on next two slides

CAPR 62-1 CAWG Supplement 1 – Safety Responsibilities and Procedures

- *Appointments*
- *Rosters & Records*
- *Aircraft & Vehicle operations & Inspections*
- *Survival Equipment*



CA WING SUPPLEMENT 1
CAPR 62-1
15 July 2008
Index

SAFETY RESPONSIBILITIES AND PROCEDURES

SUMMARY OF CHANGES
Revised to comply with CAPR 14. Incorporates a general revision and reorganization of the text.

CAPR 62-1, 4 June 2008 is superseded as follows:

1. **Required Program Criteria.**
 - (1) The Civilian Wing Committee shall appoint a Director of Safety (DS) to actively administer the Wing Safety Program, provide guidance and assistance to the wing as necessary, and report directly to the Commander and all active commanding activity.
 - (2) Subordinates Unit Commanders shall appoint a Safety Officer (SO) to administer their safety program. SO shall have direct authority to the unit and report to the Commander.
 - (3) The SO shall coordinate the activities of the wing's Safety Officer (SO) and report directly to the Deputy Commander for Safety as a representative of the wing. The SO shall be given access to all safety related information and reports and provided with all necessary assistance in getting a working knowledge of the wing.
 - (4) Subordinates unit commanders will document their assignments to the active Duty assignment as a representative to the wing. This action will permit Safety Officer access to the program as necessary at all levels of the organization. The information will be provided to the wing commander.
2. **Other assignments.**
 - (1) The wing commander shall appoint an SO for all assigned activities within CAPR 62. The position is to be filled by a Mission Safety Officer (MSO) or unit SO whenever possible, but may also be filled by a representative of ground personnel. At the discretion of the wing commander, if an assigned safety officer has been removed, the SO shall advise the Activity Commander of CAPR 62. Any personnel safety issues have occurred during the activity, the SO shall report to the wing commander. The report shall be included with the other reports within the activity and a copy of the other reports shall be forwarded to the CAWG/CDC.
3. **Attendance rosters and a summary of reports covered will be maintained for each safety activity. The National file shall be available. The format and the summary CAPR 62-1 Safety Rosters are available as tools for reference. Rosters will be documented. In addition to the list of reports required in CAPR 62-1, other safety reports may be forwarded to the wing commander and entered by the participants.**
4. **MSO. The primary function of documenting safety meeting topics and attendance is to provide the wing commander with the information of the Wing Management Using (WMI) found at <http://www.cawg.org>. The member person having the number attending the meeting or receiving the material shall be the SO. Once passed, the SO shall**

CAPR 62-2

CAWG Supplement 1 - Mishap Reporting

As a reminder, this declares who must be notified of a mishap.

(First this, then the Form 78.)



CAWGM 11-1

Administrative Manual

- There are fourteen (14) chapters.
- Explains in depth how to conduct the business of the CAP in California.
- Recurring reports requirements.

CAWGF 7- Accident prevention program quarterly report.

CAWGF 8- Annual Safety Survey - Complete according to CAPR 62-1 and submit with the fourth Quarter CAWGF 7.

NOTE: Familiarize yourselves with the "Recurring Reports" and "Claims" sections.

QUIZ TIME



Test your knowledge on Safety regulations.

BREAK TIME



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SAFETY REPORTS AND SURVEYS

- *Quarterly Accident Prevention Program Reports (CAWF7)*
- *Annual Safety Survey (CAWG8)*
- *Mishaps (CAPF 78)*
- *Investigations (CAPF 79) (only when assigned)*

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QUARTERLY ACCIDENT PREVENTION PROGRAM REPORT

Every three months prepare, route and file:
(CAWGF7)

Helpful suggestion:

Keep a log or copy of every briefing given and simply attach the log or copies to the report.

NOTE: These reports are due to Wing on:

Apr 5; Jul 5; Oct 5, Jan 5

Groups will want them earlier

QUARTERLY ACCIDENT PREVENTION PROGRAM REPORT											
Reporting Period		Reporting Unit		Reporting Date		Reporting Officer		Reporting Officer Title		Reporting Officer Signature	
From ()	To ()	Report	Number	Month	Year	Name	Rank	Grade	Signature	Date	Signature
<p>NOTE: THIS REQUIREMENT content and dates." BEING MOVED TO WMU</p>											

“See attached presentation material for content and dates.”

MISHAPS - PROPERTY DAMAGE

62-2, 3; attach 1

- **Aircraft**
 - **Flight**
 - **Accidents (per NTSB)**
 - **Incidents (per NTSB)**
 - **Ground**
 - **Other (power loss, vacuum failure, etc.)**
- **Vehicle**
- **Other (damage or loss of equipment)**



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MISHAPS - REPORTING

ON-LINE CAPF 78

- **Mishaps are reported using on-line Form 78 within 48 hrs.**
- **Are legal documents**
- **Death or serious injury reports are coordinated with the General Council.**
- **NTSB may also need to be notified.**

MISHAPS - REPORTING

62-2, attachment 4

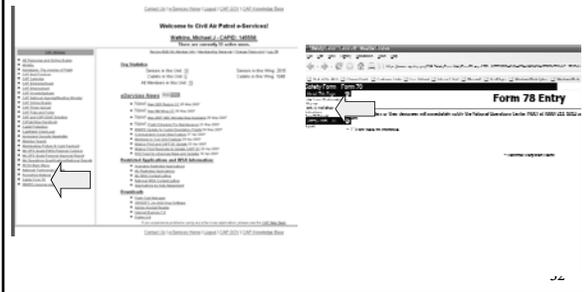


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MISHAPS - REPORTING

CAPF 78

The on-line CAPF 78 is accessed through e-Services:



MISHAPS - REPORTING

CAPF 78 (continued)

- **Just the facts.**
- **“Account of the mishap” should contain no reference to cause, fault, or blame.**
- **Space is limited to 300 characters.**

MISHAP INVESTIGATIONS

CAPF 78

Once again - Units do not investigate mishaps unless directed to by Wing.

- **An investigator is appointed by the Wing CC.**
- **More-serious mishaps use a 3-member board.**

(Can be supplemented with text & photos to Wing SE)

THE (dreaded) I.G. INSPECTIONS

▪ *So, how does one prepare for such a dreaded event? Simply:*

- Take 62-1 seriously
- Take 62-2 seriously
- Do reports on time
- Get your own training done
- Establish affiliations
- Apply for awards
- Present quality safety briefings
- Do quality safety surveys

*In other words,
just take care of
your duties.*

*Do so - and you
have nothing to
worry about!!*

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THE (dreaded) I.G. INSPECTIONS

*So, how does one
prepare for such a
dreaded event?*

Helpful hint:

- **DO YOUR OWN
AUDIT - and use
the same forms
the auditors use.**



CAP SUBORDINATE UNIT

INSPECTION GUIDE

WORKING PAPERS

*Download these from
National's web site.*



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QUIZ TIME



*Test your knowledge on
reports, investigations
and surveys.*

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BREAK TIME



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MORE NATIONAL EXPERIENCE



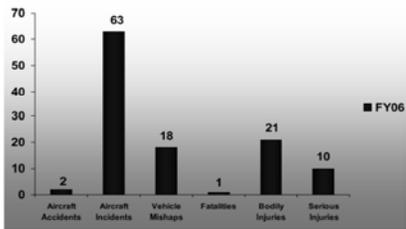
California Wing is not unique. A look at National trends offers sobering perspective. (next slide:)

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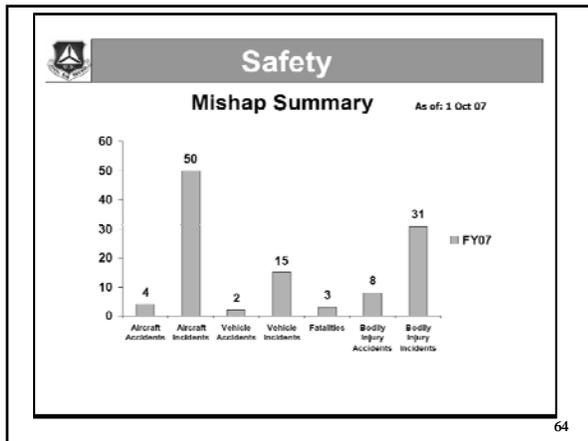
Safety

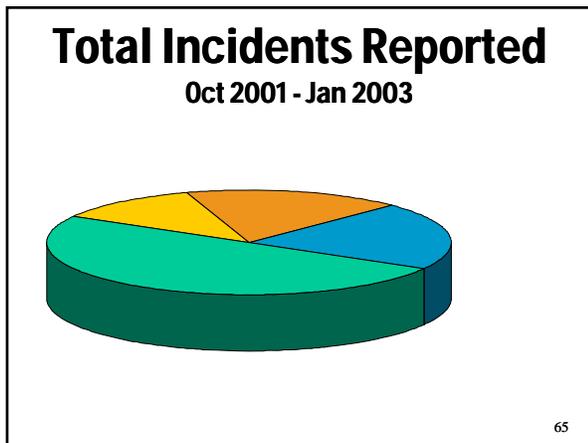
FY06 Mishap Summary

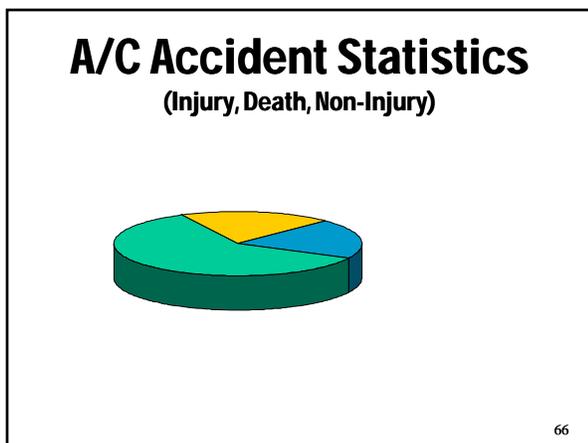


As of: 30 Sep 06

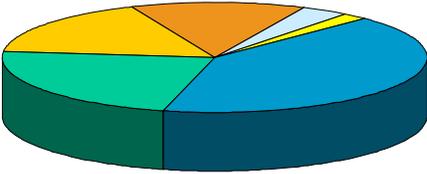
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Phase of Flight



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Accident Causes & Trends

- **Mechanical failure**
- **Obstructions at or near the runway**
 - Trees, towers, cranes
- **Weather**
 - High crosswinds or gusts
- **Pilot Proficiency**
 - Instrument flying
 - Mountain flying
 - Landing



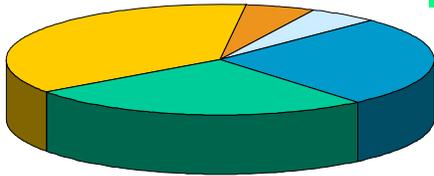
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Causes/Trends (CONTINUED)

- **Inattention or distractions**
- **Fogged windscreen**
- **Inadequate maneuvering room or clearance**
 - Do you have enough room?
 - Are you in the right position (centerline)?
- **Rough or uneven terrain**
 - Taxiing on grass or dirt fields

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Bodily Injuries



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Causes?

- *Slip & Fall*
- *Inattention or distraction*
- *Sports and specialized training*
 - *Sports injuries, rappel/rock climbing, drill team*
- *Medical, Heat, Environmental*
 - *Dehydration, heat exhaustion, fatigue*
 - *Allergic reaction (insect bites)*
 - *Exposure to chemical fumes (cleaning products)*



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Aviation Safety in PCR

The recent Statistics are grim:

- *1995 Southern California - 3 KIA*
- *1997 Northern California - 2 KIA, 1 WIA*
- *1999 Eastern OR - 2 KIA*
- *2004 Southern California - 2 KIA*

Regrettably, these are not new problems

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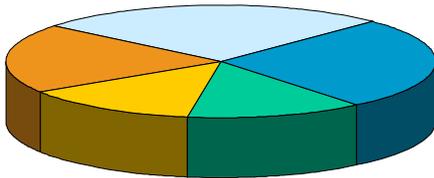
BODILY INJURY - CAUSES

A special word about cadets

- *Your biggest challenge in accident prevention amongst cadets is “the invincibility of youth.”*
- *Make the point, frequently, that they are very prone to injury and that it does happen to them.*

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Vehicle Related



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Causes & Trends

- *Following too closely and unable to stop in time*
- *Vehicle is wider and/or taller than you realize*
 - *Not used to driving a full-size van*
- *Fatigue*
- *Backing*
 - *Is it clear behind you?*
- *Animals in road (deer)*

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If it can happen to professionals....



ACCIDENT SUMMARY

- *Some accidents are unavoidable*
 - *Circumstances out of your control*
 - *Other party is at fault*
 - *You are being safe but is the other person?*
- *But MOST are PREVENTABLE*
 - *Be proficient/keep current*
 - *Maintain situational awareness*
 - *Always have an escape plan*

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Safety is more than a condition of non-accidents/incidents

- *Safety is a product*
 - *Of attitude*
 - *Of training*
 - *Of self-discipline*
 - *Of situational awareness*
- *Those who want to be safe will be safe*
- *Those who don't can be volunteers elsewhere*

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HELPFUL SUGGESTIONS

Safety content at Unit meetings

- *Some Units have safety content at every meeting - 5 to 10 minutes.*
- *Some devote one meeting a month to Safety. (15 minutes a month is minimum)*
- **Regardless,**
 - *Real-life experiences are valuable*
 - *Sentinel*
 - *CAWG "Quarterly Safety Newsletter"*
 - *Annual Safety Report (National)*
 - *Guests - i.e. Airport fire & police*



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HELPFUL SUGGESTIONS

Keeping a personal SAFETY binder

- *Regulations*
- *Your Unit's program*
- *Unit P.A.*
- *Notification (62-2 supplement)*
- *Briefing/meeting content*
- *Quarterly reports*
- *Annual Surveys*
- *Calendar*



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HELPFUL SUGGESTIONS

Unit Safety Records & Files

- *Unit P.A. showing SE (copies to Group & Wing SE)*
- *Safety briefings & meetings - 1 year*
- *List of personnel attending briefings/meetings*
- *Quarterly Reports - 1 year*
- *Safety Surveys - 1 year*
- *Contact info for Group & outside*
- *SE training records*

(See SUI list of documents.)



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HELPFUL SUGGESTIONS

Bulletin Boards

- *Unit safety program/policy*
- *Briefing & meeting material*
- *List for non-attendees of past meetings to sign*
- *Timely topics i.e. frost, density altitude, water sports, heat stroke*
- *Safety observation forms (CAPF26 & FAA 8740-5)*



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HELPFUL SUGGESTIONS

Making Safety Visible



- *Posters i.e. "do not enter unless etc."*
- *Policy highlights*
- *Taping down wires*
- *Fire Extinguishers*
- *Exit signs & evacuation signs (drills)*



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THAT'S IT, FOLKS



It was a pleasure working with you. We hope you enjoyed the class.

Now please take a moment to fill out a critique form. THANK YOU!!!

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