

**September 2009 National Board
AGENDA ITEM 11 SE Action
SUBJECT: Safety Program Requirements
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INFORMATION BACKGROUND:

Rather than letting ‘Safety’ simply be a lofty goal, we need to put measurements in place that let us analyze situations, test solutions, and improve our programs and ourselves. The goal we need to set for CAP is to strive to reduce our accident rates, incident rates, bodily injuries, and damage to assets: ours and the nations.

To achieve this goal, we recommend CAP needs to take a three-pronged approach to ingraining safety in our culture: 1) Providing better Safety Education to our members; 2) Putting useful information in the hands of people who can change how we operate; and 3) Making tools more accessible to our leaders at every echelon of CAP.

Safety Education

All units are encouraged to produce their own safety presentations for local conditions, just as we always have, but if unable they can easily use one of the NHQ online presentations. Standard presentations will be made available that can be updated by field units and honed for specific activities. Each month a short online safety educational presentation and quiz will be available for any member, regardless of their membership category (active, patron, sponsor), and regardless of their duty position. The completion of this course, or any local safety education or training, will be entered into eServices.

Meaningful Information in the right hands

Every Region, Wing, Group, and Unit Commander, and every Safety Officer will be able to use the safety dashboard to see what safety accidents/incidents are being reported and under which conditions the accidents and incidents happened so they can address issues before they become trends.

Improved Tools

The Information Technology experts at National Headquarters are developing a centralized collection mechanism for documenting participation in Safety Education and Training. For some members, there will be a requirement of safety education prior to participation in certain activities and all operational missions. Reports of member safety training currency will be available to Activity Directors, Incident Commanders, and echelon Commanders to assure everyone who participates in an activity is current in safety education.

Improved Tools (continued)

Having a one-stop shop for safety reporting and currency validation will give every Wing Commander the information needed for Compliance Inspections to document that every member participating in an activity is current in safety before engaging in the activity. (The goal is safety education and culture – so, before signing in at an activity if it is found that a member is deficient in safety training, the training might be accomplished there.)

Any member from Cadet Basic to Major General will be able to use the new standard Safety briefing card. Like the Incident Command System, it is scalable. Ground teams can use it to self-brief items such as weather, and leaders of large activities and missions can expand the briefing to cover topics such as evacuation routes.

Many of the changes being proposed are already being done in some Regions and Wings across America. The use of ORM before activities helps to identify hazards and determine ways to mitigate or reduce identified risks. We expect members in the field to use the standard format of an ORM table and customize them for all activities to minimize injuries and damage.

Recommendation

The committee's recommended Safety program changes to address these specific issues can be found in attachment SE-1. The committee's discussions have also generated some additional suggested improvements to the CAP Safety program. These recommended changes can be found in attachment SE-2.

PROPOSED NATIONAL BOARD ACTION:

- 1) That the National Board approve the Safety Committee's recommendations for improved management of the periodic Safety educational briefing and the Safety survey discrepancy resolution requirements as described in attachment SE-1, effective ___/___/___.

- 2) That the National Board approve the Safety Committee's recommendations for improvements to the CAP Safety program as described in attachment SE-2, effective ___/___/___.

1. All CAP members must participate in a Monthly Safety Briefings in order to participate in CAP meetings, missions or activities. Members who do not complete the Monthly Safety Presentation will not be allowed to participate in CAP activities until such time as the course is complete.

a. Each CAP member must meet this requirement prior to attending unit meetings, participating in flight or vehicle operations, ES missions, wing-level activities, encampments, National Special Activities, or National Board and NEC Meetings.

b. This is a monthly requirement which expires at the end of the month following its completion (e.g. a briefing attended or completed on June 15, 2010 will carry currency through to July 31, 2010).

c. The Monthly Safety Briefing requirement may be met by completing an on-line briefing on the CAP website, attending an in-person or live Safety briefing at a CAP unit meeting or activity, attending a CAP designated Safety Meeting at the Group, Region, or National level activity, attending a Safety Briefing conducted by a USAF Safety Officer, attending a FAA Safety Team (FAAST) presentation (limit 2 per year), completing an AOPA Air Safety Foundation on-line Safety course (limit 2 per year), completing any FAASafety approved on-line Safety course that includes a quiz or a FAASTeam Member or FAA Instructor signature to document completion (limit 2 per year) or conducting an in-person or live Safety Briefing.

d. NHQ will publish an interactive Safety presentation monthly on a topic to be determined by the National Safety Officer, in conjunction with the CAP-USAF Safety Officer.

2. All members should attend an in-person or live safety briefing at least once per calendar quarter. Quarterly in-person or live safety briefings meet the requirement for the Monthly Safety Briefing in the month they are attended.

a. The quarterly requirement expires at the end of the third month following its completion. (e.g. A briefing attended or completed on June 15, 2010 will carry currency through to September 30, 2010).

b. The Quarterly, in-person Safety Briefing requirement may be met by attending an in-person or live Safety briefing at a CAP unit meeting or activity, attending a CAP designated Safety Meeting at the Group, Region, or National level activity, attending a Safety Briefing conducted by a USAF Safety Officer, attending a FAA Safety Team (FAAST) presentation (limit 2 per year) or conducting an in-person or live Safety Briefing.

c. NHQ will create a quarterly Safety briefing, to include a quiz on the presented material that will be made available to all members through the National website. Region, Wing and Unit Safety Officers can obtain the Quarterly Safety presentation in a PowerPoint format, with a quiz, from the NHQ Safety website. This will allow the course to be taught in person at unit meetings or training opportunities.

3. An extensive list of briefings and educational material will be made available on the Safety pages of the National CAP website. These will be developed for and by CAP members to expand their knowledge of safety topics and awareness of ways to improve safety.

4. NHQ will provide recording and reporting tools on the National Website to identify those who have completed the periodic Safety briefing requirement's.

NHQ will include a method in the recording and reporting tools for unit commanders, safety officers, incident commanders, mission safety officers, activity leaders and other designees to credit multiple members for attendance at Safety Briefings.

5. Safety Officers are encouraged to prepare presentations that are pertinent to local conditions: environmental, geographic, and community needs should be taken into consideration. Safety Officers are encouraged to submit new or updated presentation materials to the National Safety pages for use by other safety officers.

ATTACHMENT SE-2

Activity Safety –

1. National Cadet Special Activities (NCSA) Directors, and Encampment Commanders will appoint a safety officer to conduct the activity's safety program.

a. The safety officer will conduct a daily safety briefing.

b. "Full time" cadet and senior staff (not students) will complete the Basic and Intermediate ORM Courses and associated ORM worksheet before the activity officially begins.

c. On Day 1 of the activity, the activity staff will lead the students through the Basic ORM Course. These students do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a meaningful discussion about how the course's lessons relate to the particular activity.

d. For activities that involve formal flight instruction, operational flying, or intensive flight line work (but not CAP or military orientation flights), students and staff will view the CAP Ground Handling Video.

e. For glider programs, students and staff will view the Soaring Safety Foundation's *Wing Runner Course*.

2. Activity Safety briefings will include an ORM table appropriate to the activity. These briefings will identify known risk and methods of mitigation and will include an opportunity for all members to identify additional safety concerns.

3. All safety briefings will be conducted using a standard briefing format (briefing card attached).

Safety Education –

1. Corporate Officers -

a. Within 180 days of appointment or by 1 Feb 2010, all Commanders are required to complete the Basic, Senior and Master Safety Course and tests.

b. Prior to assuming command, applicants for Wing or Region Commanders are strongly encouraged to earn a Technician rating in the Safety Officer specialty track and serve as a Safety Officer at the squadron level or higher for at least one year.

c. By 31 July 2010, all current National Board members are encouraged to earn a Technician rating in the Safety Officer specialty track (except the requirement to serve the six month internship).

d. CAP Members pursuing the Safety Officer specialty track must develop and submit at least one presentation on a safety topic and submit at least one new or modified ORM table at each level (technician, senior and master). The submissions will be to the Wing Safety Officer. Wing Safety Officers will review these submissions and submit the best examples to the NHQ for inclusion on the National website Safety pages.

2. Safety Officers –

Currently, Safety officers must within 90 days of appointment, complete the on-line Basic Safety Course. Completing the Senior Safety Course should be added to that requirement.

3. Members –

- a. Within 90 days of joining CAP, or NLT 1 October 2009, every CAP member who attends CAP meetings, participates in any flight, vehicle, cadet activities, or any ES missions, shall complete the on-line Basic Safety Course and test.

Members who do not complete the Basic Safety Course will not be allowed to participate in CAP Activities until such time as the course is complete.

Operational Risk Management –

1. An extensive list of Operational Risk Management tables for CAP activities will be available on the National Safety page. CAP Leaders are encouraged to use these forms to quantify and mitigate risk during CAP activities.
2. CAP Members involved in all aspects of the CAP program are encouraged to submit new or modified ORM tables to the National Safety page. Members are encouraged to submit ORM tables in those areas where they have Subject Matter Expertise.



Civil Air Patrol
US Air Force Auxiliary
STANDARD SAFETY BRIEFING CARD

1. INTRO

- a. Greeting.
- b. Identification of self, if appropriate.
- c. Scope: Define the coverage of the briefing in terms of time, geographic limits, or specific topics.

2. BODY

- a. Weather report and forecast.
- b. Terrain, if appropriate.
- c. Facility. Any Safety Constraints. Known Risks and Risk Mitigations. Emergency Exits, Fire Extinguisher Locations, Police/Fire/EMS contact information.
- d. Ground Operations. Any Safety Constraints. Known Risks and Risk Mitigations.
- e. Vehicle Operations. Any Safety Constraints. Known Risks and Risk Mitigations.
- f. Flight Operations. Any Safety Constraints. Known Risks and Risk Mitigations.
- g. Other Operational Considerations.
- h. Other appropriate items (i.e., there has been a change in mission, weather, etc.).

3. CLOSE

- a. Conclusions, if applicable.
- b. Solicitation of questions.
- c. Concluding statement and announcement of next briefing time/location, if any.