

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 14 April 2006, is supplemented as follows (**Note: Shaded areas identify new or revised material**):

SUMMARY OF CHANGES This revision aligns NER 62-1 Supplement 1 paragraphs with the new numbering of CAPR 62-1. This supplement also implements, and directs compliance with, the Mission-Oriented-Safety (M-O-S) program for all units under Northeast Region, and increases the professionalism and rigor of CAP safety programs within Northeast Region.

2.d. Added: Additionally Wing Commanders are to take a command interest in ensuring that a safety conscious culture exists and effective safety programs are implemented within their wings. All commanders at all levels and all appointed project officers for any CAP activities in the Northeast Region must be fully aware of the requirements of CAPR 62-1 and CAPR 62-2, as supplemented.

2.e. Added: Safety surveys will be conducted **annually** by all NER wings between **1 December and 31 January**. A copy of the wing safety survey report is due to the NER/SE no later than **15 February** each year. NER/SE will maintain copies of each wing's (headquarters unit) annual safety survey, and the wings will establish internal procedures to accomplish and maintain annual safety surveys in their own subordinate units (i.e. squadrons and groups, if applicable).

3.a. Added: **(1)** Wing Safety Officer appointments shall be submitted to the NER Headquarters on a CAPF 2A and include current mailing address, home, work, cellular, fax and pager telephone numbers, radio call sign and e-mail address (if applicable). One copy of the Wing Safety Officer appointment will be sent directly to the NER/SE and one copy forwarded to the NER/DA.

3.a. Added: **(2)** One copy of the Wing Supplements to CAPR 62-1 and CAPR 62-2 will be sent directly to the NER/SE and one forwarded to NER/DA at the region address. (Upper left corner of the **title page of this supplement**)

3.b. Added: NER/SE has established criteria for Course 02170 AFIADL-equivalent training. Newly-appointed safety officers may access this training by contacting the NER Director of Safety through their respective wing director. In addition, wings may develop their own equivalent safety training programs. In order to be equivalent to AFIADL 02170, these training sessions must include the following subject areas: Overview of the scope and purpose of CAP Safety Program Management; orientation of the applicable regulations and policy directives; overview of the safety officer professional development track (technician, senior, and master requirements); safety education tips for mishap prevention; mishap notification procedures; and mishap investigation and reporting procedures.

3.d. Added: Monthly Activity Reports will be combined and submitted quarterly directly to the region safety officer, to arrive no later than the 15th of each month following the end of the quarter. When available, the preferred method for submitting these reports will be online via the Northeast Region Safety webpage. These quarterly reports and other safety-related correspondence **may also be** addressed as follows:

Lt Col **Bruce Brown**, CAP
90 Offutt Rd
Hanscom AFB, MA 01731

Home Fax: 866-287-7274 (Internet Fax – switches automatically between fax and voicemail)
E-Mail: bbrown@ner.cap.gov

A sample Activity Report is included as attachment **9**. Attachment **10** is a list of all report suspense dates.

3.e. *Added:* Implement Mission-Oriented-Safety (M-O-S) within all NER units' safety programs (see attachment 8 for program specifics). This initiative transforms CAP safety program education within NER from discrete tasks of unrelated and unlinked safety topics, to an integrated training system that aligns with CAP strategic goals, objectives, and three-fold mission: ***Emergency Services, Cadet Programs, and Aerospace Education***. At a minimum, safety officer briefings and all safety-related education will be traceable back to one of CAP's overarching missions. These briefings will be scenario-based or include an actual mishap briefing. This accomplishment must be documented in unit safety files just like previous safety briefings had to be recorded.

3. *Added:* (i) Apply Occupational Safety and Health Act (OSHA) rigor and Air Force Occupational Safety and Health (AFOSH) rigor to CAP operations in Northeast Region, whenever possible. This includes, but is not limited to:

3.i. *Added:* (1) Personal Protective Equipment (PPE): CAP personnel will not perform duties for which they have not been trained or equipped. The use of PPE is mandated in some operations, or by the manufacturers of some products. But consistent and proper employment of PPE is also dependent on ORM assessments. Examples of PPE include heavy work gloves, steel-toed boots, goggles or ANSI-compliant eye-wear, respirators/dust masks, hard hats, knee and elbow padding, and barrier clothing. PPE can also include outdoor clothing appropriate to environmental conditions (like a heavy parka in New England during January).

3.i. *Added:* (2) Hazardous Materials (HazMat): Hazardous materials are all around us. There are statutory requirements for properly marking chemical containers, however CAP personnel might come across old, "grandfathered" containers of unknown or mis-marked substances. Safety training should identify hazardous materials. This can be incorporated into awareness training and teach members to avoid and properly report such items. ***NOTE:*** Prior to entering a crash site, the IC, GOBD, or GTL will confirm aircraft type and the presence of any composites that might become friable upon impact, or hazardous upon combustion. Mission leaders will also do their best to confirm that no hazardous cargo is on board any wreckage. CAP members will not enter areas of known hazmat contamination, and they will immediately vacate any areas subsequently discovered to contain hazardous or explosive materials.

3.i. *Added:* (3) Fall Protection and Walking Surfaces: Walking surfaces should be free of tripping hazards and not present any drops that could cause a fall injury. Units should identify such areas and either fix them (unless unable due to budget or ownership issues) or mark them and place off-limits to members. Walking surfaces that present falling hazards should be avoided, or guarded (with handrails), or mitigated with personal protective equipment (like harnesses). A fall hazard is defined as a walking surface that has a drop of at least 48-inches that is not protected by a rail at least 36-inches in height. This includes, but is not limited to, rappelling towers and precipices encountered during ES ground team operations.

3.i. *Added:* (4) Vehicular Traffic Hazards: CAP members in NER will avoid exposure to traffic hazards to the maximum extent possible. When CAP members must work in the path of vehicular traffic (including next to roadways and repetitive crossing of roadways) they will employ high-visibility markings (such as fluorescent vests during the day and reflective markings during periods of low light).

3.i. *Added:* (5) Electrical Hazards: CAP members should be trained on the properties of, and hazards associated with, electricity. Some scenarios include working outdoors during lightning, extricating crash victims from hybrid or electrical vehicle mishaps, searching old buildings during urban SAR missions, disconnecting aircraft batteries, and updating/renovating unit headquarters during self-help activities. Electrical hazards must be understood and either avoided or handled by trained personnel.

3.i. *Added:* (6) Warehouse/Office/Housekeeping Safety: This includes keeping aisles clear of debris, egress routes clearly marked, fire extinguishers charged/available, ergonomic workstations, and proper use of extension cords and surge protectors. For more information, refer to Life Code 101 of the National Fire Protection Act (NFPA).

3.i. *Added:* (7) Confined Spaces: are those areas identified as requiring special entry licenses and rescue resources immediately available. This is because there is a potentially fatal hazard of entrapment, or engulfment by lethal atmospheres. CAP personnel in NER ***are prohibited*** from entering a confined space and will receive awareness training so that they understand how to identify such areas.

4.b. *Added:* Placement of a bulletin board devoted to safety issues is not merely recommended in NER, it is a ***mandatory safety program requirement***. EXCEPTION: NER units that maintain a virtual headquarters need not maintain a physical safety bulletin board. Virtual headquarters are encouraged to maintain a web-based, virtual safety "bulletin board."

6.c.6 *Added:* Operational Risk Management and risk assessments are ***not a substitute*** for complying with existing law, FARs, and CAP regulations. In many cases, existing regulations and accepted procedures are the result of previous accidents and should be considered "pre-packaged" risk assessments. ***No CAP member in NER*** may disregard a standing law or regulation simply because a risk assessment has concluded that it is safe for them to do so.



BRUCE BROWN JR., Lt Col, CAP
Director of Safety



ROBERT DIDUCH, Col, CAP
Commander

Attachments:

1. #8 Mission Oriented Safety
2. #9 Sample Quarterly Report
3. #10 Suspense Dates

MISSION-ORIENTED-SAFETY (M-O-S)

The purpose of the Mission-Oriented-Safety program is to transform and improve the current CAP safety program within Northeast Region of Civil Air Patrol. In order to do that, we must examine the old safety program paradigm, and compare it to the “desired” new safety program paradigm. That helps us determine the path forward...

Old Paradigm: Safety education, training, and program management have not kept pace with CAP missions, operations, and capabilities. The old paradigm is composed of unrelated, untraceable, discrete tasks which are not integrated with CAP, but merely fill the requirement of providing briefings and filing reports. There is no discernable correlation between CAP mishaps, mishap prevention, and the current CAP Safety Program.

New Paradigm: CAP Safety Programs must be a total package of results-based performance instead of a collection of separate, unrelated, discrete tasks that represent a level of effort. The new paradigm must keep pace with, and even surpass, the current state of CAP operational missions and capabilities. We must develop performance measures for the safety program, and track success based on those metrics. A lack of mishaps is not sufficient to establish correlations and causal relationships that evaluate the adequacy of CAP safety prevention efforts.

Purpose of M-O-S: Mission-Oriented-Safety aligns all safety program management activity with CAP strategic goals, current capabilities, and the three-fold mission: *Emergency Services*, *Cadet Programs*, and *Aerospace Education*. M-O-S is how NER will *operationalize ORM* into everyday activities. M-O-S is also how NER will emphasize safe behavior and rule-following *at the operational level of Civil Air Patrol*. Safety program managers who execute M-O-S should be able to show how their briefings and reports add value to CAP mishap prevention by demonstrating the traceability from their activities to one (or more) of CAP’s missions. If it doesn’t add value, then modify the safety education activity until it does add value...or consider deleting the activity from the safety program management “toolbox.” Mission-Oriented-Safety *incorporates* all safety program management activities and tasks into a *system* that *fully integrates* with CAP’s current operations and vision for the future. In its most successful end-state, M-O-S will improve CAP’s *interoperability* with the United States Air Force, other emergency response agencies (local law enforcement, EMS, and other IC partners), and the U.S. Coast Guard.

Implementation of M-O-S: Is really easy because it leaves the level of implementation up to each individual wing commander. The basic required level of implementation for this safety program is for safety briefings to demonstrate a concrete link to one of CAP’s missions, and also that the briefing must incorporate either a scenario or a summary of an actual mishap. This must relate to a mission or an environment in which the unit operates. In any event, CAP safety training and education must keep pace with the organization’s technology and capabilities, and present itself as an integrated performance package geared toward mishap prevention. Consider that we operate \$400,000 glass cockpit aircraft paid for with public tax dollars. The age of briefing our members to remember to “*wait 20 minutes after eating before going swimming*” is irrelevant, and long-since overcome by events. Here are some M-O-S **opportunities:**

Safety Focus by Monthly Topic:

January Facility Safety

Concentrate on housekeeping; annual safety survey; office/real property safety; keeping walkways clear of snow and ice; proper labels on chemicals; etc.

February Walking Surfaces and Fall Protection

Continue to keep walkways free of snow and ice; Inspect areas for loose, faulty, or missing handrails; Ensure that walkways are wide enough and permit ADA access (if applicable to that unit); train on the Need for fall protection when working from heights (including, but not limited to, rappelling, rock ledges, open windows, and obstacle course activities).

March	Blood Borne Pathogens	Tie in with first aid training and bio hazards risks
	Bird/Wildlife Aircraft Strike Hazard	Coincidental with Spring bird migration season for aircrews; focus on avoidance and reporting.
April	Warm Weather Hazards and Injuries	Prevention and treatment as the weather gets warm.
May	Water Safety and Water Survival	This can be applied to safety on the docks and around boats...our GTs look for EPIRBs, right? Also focus mishap-free unit activities to include encampment and leisure time at other CAP summer activities.
June	Confined Spaces	CAP teams in NER will not enter...period; teach members how to recognize and avoid.
July	Operational Risk Management (ORM)	This is a focused month of ORM training; however Remember that ORM is supposed to be integrated in our everyday activities...this is where you show our members how to accomplish that.
August	Hazardous Materials	Concentrate primarily on hazards at crash scenes; Explain how composites can burn and create long-term health problems for exposed persons. Also be aware that aircraft (even private aircraft) carry cargo which can be hazardous, or become hazardous after a crash.
September	Traffic and Vehicular Safety	Focus on driving safety; focus on 15-pax van safety; Focus on human factors so that members can make themselves more visible to drivers when near traffic.
	Bird/Wildlife Aircraft Strike Hazard	Coincidental with Autumn bird migration season for aircrews; focus on avoidance and reporting.
October	Cold Weather Hazards and Injuries	Prevention and treatment as weather turns cold.
November	Environmental Hazards	Focus on noise and vibration and how those cause, or contribute to, fatigue, irritability, and occupational disease. Demonstrate why hearing protection is very important, and the proper use of hearing protection.
December	Energy Sources (Electricity)	Teach classes on the principles of electricity; show why extricating crash victims from hybrid/electric cars is more dangerous than conventional car wrecks; Demonstrate how to disconnect an aircraft battery; Explain why it is important not to overload electrical outlets (this is especially important for all the holiday decorations that are plugged in at this time of year).

Remember that all safety education and training needs to include scenarios or actual mishap briefings so that members can apply what they're learning to relevant CAP missions and capabilities. They will retain more of the information if they can see immediate applicability to their daily CAP lives. They will also retain more if they realize that others have gone before them, made the same mistakes, and paid the ultimate price. The better we are in making all this more real for the membership, the more effective our mishap prevention efforts will be.

For More Information: Contact NER/SE or visit the NER Safety web page.

QUARTERLY SAFETY ACTIVITY REPORT (SAMPLE)

To: NER/SE

From: _____ Grade: _____ Title: _____

Wing: _____ Date: _____

Re: Quarterly Safety Activity Report for (1st, 2nd, 3rd, 4th) Quarter (year)

(Brief summary of wing safety briefings, with date, location and topic. Note approximate number of attendees. Describe how the briefings link back to CAP's three-fold mission. List any guest speakers and other relevant information. Indicate any significant written materials generated, such as Wing Safety Supplements, Safety Bulletins, safety articles published by wing personnel, etc. Update current status of FAA "Wings" Pilot Proficiency Program in your wing, including number of participants and their level of achievement. Summarize any mishaps that occurred during the reporting period. Document any Staff Assistance Visits you made to units in your wing, and their results. Do not include group or squadron activity, but maintain internal records of subordinate units' safety briefings and activities. Entire document should be no longer than 2 typewritten pages.

NER WING SAFETY OFFICER SUSPENSE DATES

- 15 JAN 4th Quarter Wing Safety Activity report due to NER/SE.
- 15 JAN Wing list of pilots completing any phase of the FAA Pilot Proficiency Program (FAA “Wings” Program) for previous year due to NER/SE.
- 15 JAN Copy of list of Wing units with mishap-free record for previous year due to NHQ / SE with copy to NER/SE.
- 31 JAN Updated Wing Mishap Notification Roster due to NER/SE (and then again if any updates are made throughout the year).
- 15 FEB Annual Wing Safety Survey report due to NER/SE (see suggested format in CAPR 62-1, 14 April 2006).
- 15 FEB Wing nomination for Paul W. Turner / Region Safety award due at Region’s Post Office Box.
- 15 FEB Wing nomination for Safety Officer of the Year due at Region’s Post Office Box.
- 15 APR 1st Quarter Wing Safety Activity report due to NER/SE.
- 15 JUL 2nd Quarter Wing Safety Activity report due to NER/SE.
- 15 OCT 3rd Quarter Wing Safety Activity report due to NER/SE.