

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 4 June 2008, 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 recently updated 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:* (1) 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.f. *Added:* Wings may supplement this regulation with local policies but these supplements and policies will not negate nor cancel any content of the National regulations or Northeast Region Supplements. 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.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). Copies of the Wing Safety Officer appointment will be sent directly to the NER/SE and one copy will be forwarded to the NER/DA by the Region NER/SE. The preferred method of submission is by email and sent to se@ner.cap.gov. When submitted by email using the Word Document found on the National CAP Website the signature lines may be typed and not actually signed. The actual email message containing the attached 2a will be considered an electronic signature as long as a proper signature block is included in the email text.

3.a *Added:* (2) In addition to the 2A all Commanders or Designee will update the Duty Assignment status in eservices and ensure all current Unit Safety officer contact information in eservices is current.

3.b *Added* (1) In addition to completion of the required Basic Safety Course each Safety officer at all Levels will be enrolled in the Emergency Services Mission Safety Officer Specialty Track.

3.c *Added* (1) All NER Wings will report the correction of all findings reported in their annual safety surveys to the NER/SE. This will be accomplished VIA Email to se@ner.cap.gov

3.d. *Added:* (a) Monthly Activity Reports will be maintained at the Home Unit. A quarterly report will be submitted to the next Higher Headquarters to arrive no later than the 15th of each month following the end of the quarter. Wing Reports will be submitted to arrive no later than the 20th of each month following the end of the quarter. The report will be submitting online via the Northeast Region Safety webpage using the on-line report @ http://ner.nhplm.org/_forms/use/NERQuarter/form1.html.

3.d *Added:* (b) If a subordinate unit has not complied with this directive by the suspense dates the Unit may risk being suspended of all CAP Activities until they comply.

3.d *Added:* (c) If a Subordinate Unit fails to meet the suspense dates the reason and corrective action being taken by the Wing will be recorded in the on-line Quarterly Report.

The preferred method of all forms and reports is in electronic format. If for some reason these reports cannot be done on-line these quarterly reports and other safety-related correspondence may also be addressed as follows:

Maj Paul Mondoux , CAP
71 Back River RD
Merrimack NH 03054

Fax: 603-791-4678
E-Mail: se@ner.cap.gov

A sample Activity Report is included as attachment 2. Attachment 3 is a list of all report suspense dates.

3.d.2 *Added:* (a) Implement Mission-Oriented-Safety (M-O-S) within all NER units' safety programs (see attachment 1 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.e *Added:* (1) Unit safety briefings will be performed monthly, recorded and maintained at the Unit. A roster of the individuals who attended the safety briefings will be maintained, recorded and filed at the unit and on-line if possible. These attendance rosters and reports must be available upon request for inspection. Each Unit may elect to use the on-line Wing Management Utility (WMU) to record all safety meetings. This application can be found @ <http://wmu.nat.cap.gov>. If the use of WMU is utilized the on-line system will be maintained by the Safety Officer, Commander or designee. A roster of the individuals who attended the safety briefings will be maintained, recorded and filed on-line and or in the unit. These attendance rosters and reports must be available upon request for inspection.

3.e *Added:* (2) All NER units failing to comply with the monthly Safety Briefing requirements, failure of submission of the Quarterly Safety Report or failure of the submission of the Annual Safety Survey by the assigned suspense dates will risk having all CAP privileges suspended until such unit complies with this requirement. It is the responsibility of each unit commander to enforce and maintain the safety program.

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 and if possible personnel should obtain Hazardous material Awareness training. 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).


- Drivers will not place vehicle in motion until confirmation that all equipment is secured and all seat belts are fastened.
- Will Drive with daytime running lights or headlights turned on at all times.
- Will use a spotter for backing whenever possible.
- While the vehicle is in motion, provide adequate spacing between the CAP Vehicle and the car in front by using the “3 second rule”.
- While stopped at intersections, maintain adequate spacing between the CAP Vehicle and the vehicle in front. Maintain enough distance to observe the rear tires of the car ahead touching the pavement. Before proceeding, verify that traffic to the left and right of the intersection has stopped and if a vehicle is ahead of you, insure that it is actually moving away from you before you proceed.
- Whenever pulled off to the side of the road, The emergency flashers must be on.
- Practice Operational Risk Management at all times:
 - A. Be consistently alert
 - B. Identify potential hazard(s)
 - C. Assess risks presented
 - D. Determine corrective action(s)
 - E. Initiate corrective action(s)
 - F. Assess results

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).

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.


Paul Mondoux., Maj, CAP
Director of Safety



Christopher Hayden, Col, CAP
Commander

Attachments:

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- #1 Mission Oriented Safety
 - #2 Sample Quarterly Report
 - #3 Suspense Dates
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DISTRIBUTION: In accordance with CAPR 5-4

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...

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.

QUARTERLY SAFETY ACTIVITY REPORT

(To be used only if the on-line form cannot be accessed
The on-line form must be used if possible)

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

20 JAN	4 th Quarter Wing Safety Activity report 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).
31 JAN	Annual Wing Safety Survey report due (see CAPR 62-1, 3.c dated 4 June 2008).
20 FEB	Wing nomination for Paul W. Turner / Region Safety award due at Region's Post Office Box.
20 FEB	Wing nomination for Safety Officer of the Year due at Region's Post Office Box.
20 APR	1 st Quarter Wing Safety Activity report due to NER/SE.
20 JUL	2 nd Quarter Wing Safety Activity report due to NER/SE.
20 OCT	3 rd Quarter Wing Safety Activity report due to NER/SE.
31 OCT	Mandatory Safety Day by all Units report due to NER/SE (on-line Report)