CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 19 December 2012, is supplemented as follows:

(ADDED) Para 1. **Program Goal:** The objective of the **Connecticut Wing Safety Program** is to ensure the safety of wing members and assets through training and education to foster a culture of safety. Leaders and membership of the Connecticut Wing will conduct operation in a manner which proactively identifies and mitigates risks, controls hazards and prevent mishaps.

(ADDED) Para 3. **Organization and Responsibilities**. In order to establish a viable safety program at the unit level:

(ADDED) d. **Commanders** will establish a safety program within their units. This program must ensure squadron officers are focused on the proactive identification of risks and appropriate risk mitigation and management actions to minimize the potential for injury or damage to CAP assets. Commanders will make every effort to fill Squadron Safety positions with a member familiar with the activities of the squadrons. Safety officers should have whenever possible successfully completed the Technician Basic Safety Course before appointment to the position of squadron safety officer. Commanders will closely monitor compliance with monthly safety education and currency requirements to ensure all members complete introduction to safety during the first month of membership in CAP and monthly safety education requirements each month thereafter.

(ADDED) e. **Unit Safety Officer Responsibilities**. Establish and maintain a unit safety education and maintain a **written accident prevention program** on file at the unit promoting safety awareness among all personnel through training (safety meetings/briefings), identification of potential accident causes (safety surveys), and continuing supervision to eliminate such potential accident causes. Ensure that safety is stressed in all unit activities, qualified personnel are utilized to operate aircraft and other equipment, and any safety hazards are reported and corrected in a timely manner. Safety Officers should complete the Technician Basic Safety Course prior to assuming duties as a unit safety officer or no later than 90 days after appointment. The squadron safety officer should tailor monthly squadron safety topics to comply with the wing safety training schedule. Where topics other than those recommended on the wing safety traing schedule are substituted the topic covered should be chosen based on a local safety issue and should be documented in the squadron safety plan including a copy of any materials presented.

(ADDED) g. **Activity Director/Commander Responsibility.** Activity safety officers will be appointed by the commander of the unit conducting the activity. Where the unit safety officer is in attendance at an activity he/she will act as the safety officer for the activity. Activity Safety Officers appointed by the commander must have accomplished the Basic Safety Education course and be current on the monthly safety education

requirement. Prior to any single or multiple unit training activity which involves physical and/or mechanical activity of any sort, the member in charge of that activity will conduct an Operational Risk Assessment.

(ADDED) i. **Activity Safety Officer Responsibilities**. The safety officer for the activity will conduct a 15 minute safety awareness briefing to all participants at the beginning of the activity focused on the potential risks associated with the activity as well as emergency procedures to be followed during the activity.

i.1 A safety update briefing will be given at the start each successive day to ensure all participants have the most current safety information. Update briefing need only include new information unless a significant number of the participants were not present for the initial safety briefing

i.2. Any personnel joining the activity after the safety briefing are required to receive a safety briefing or review the material presented prior to participating in any activity

i.3 Activity safety briefings are creditable towards the monthly safety education requirement. A written record of personnel receiving the safety briefing should be entered into e-services or maintained and forwarded to CTWG/SE at the conclusion of the activity.

(ADDED) Para 4. **Safety Education Requirements**.

(ADDED) d. Each year the CT Wing Director of Safety will prepare a three year safety education plan with suggested topics and resources. This plan will be distributed to squadron commanders and safety officers each December.

(ADDED) j. Operational Risk Management will be covered as a mandatory topics during the annual safety day. This module will be briefed by the unit commander or safety officer.

(ADDED) m. Units will schedule the Annual Safety Day for the monthly unit meeting in January. In the event the January unit meeting is cancelled or rescheduled the Safety Day will be held at the next unit meeting. Members not attending the Safety Day will spend the entirety of the next meeting attended reviewing the Safety Day material presented and must complete the online basic risk management course.

(ADDED) Para 6.c. **Safety Surveys**. CTWG/SE will forward copies of all surveys received to CTWG/CC,CTWG /CV, CTWG/CS no later than 28 February.

(ADDED) Para 8.c. **Safety Officer of the Year Award**. An Annual Safety Award *may* be presented to the Safety Officer who has contributed most to the safety program within their unit or the entire Connecticut Wing. Nominations and supporting documentation should be submitted by the Squadron Commander no later than 30 January. The selected officer will also serve as the Wing nominee for the regional and national Safety Officer of the Year Award.

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Steve Valastro, Maj, CAP
Director Safety
Connecticut Wing

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Kenneth Chapman, Col, CAP
13 DEC 2013 Commander
Connecticut Wing