

Job Description: Squadron Safety Officer

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What does my squadron need to do to stay in compliance with the safety program?

1. The squadron must have a safety officer
2. The squadron must conduct a safety program (monthly safety briefings and annual safety survey)
3. The squadron must submit documentation of the safety program to the wing (via group)
 - Quarterly reports, with attendance sheets from each safety briefing
 - Annual survey
4. Display the necessary forms at squadron HQ
5. Report mishaps promptly.

1. Each unit must have a safety officer

- Every squadron and every group must have a safety officer.
- CAPR 62-1 says the safety officer must be appointed in writing. You may keep on file a CAPF 2a or a Personnel Authorization.
- Qualifications for the safety officer position:
 - Each safety officer must complete the AFIADL “CAP Safety Officer” Course. Can take it after being appointed.
 - If the unit has an aircraft, the safety officer must be a private pilot.
- The squadron commander must inform the wing Director of Safety within ten days when a new safety officer is appointed.
 - Provide the name, grade, phone, email, and mailing address of the new safety officer.

2. Each unit must have a safety program

- Begin each outdoor activity (SAREX, bivouac, etc.) with the CAP Safety Pledge
- The unit must conduct a safety briefing **at least once a month**, and keep a record of who attended.
- Personnel who were not present at the safety briefing must review the materials and initial an attendance list.
- The unit must file its **quarterly report** on time by giving it to the group Safety Officer by the 5th day after the end of the quarter.
- The unit must conduct an annual **safety survey** in November or December and must submit it to group no later than 5 January.
- The group Safety Officer forwards the quarterly reports and the annual safety surveys to the wing Director of Safety.

What are the requirements for submitting quarterly reports?

- Each squadron must complete a quarterly report (NYWF 94a) and send it to the group safety officer by the fifth day after the end of the quarter (5 Jan, 5 Apr, 5 Jul, 5 Oct).
 - Squadrons that don't comply are subject to adverse action. There is no grace period.
- The group safety officer sends all the squadron reports to the director of safety by the 10th day after the end of the quarter.
- Every quarterly report **must have attendance lists attached** for each safety briefing given. The attendance list can be typed, handwritten, or a copy of the sign-in sheet.

Do not send quarterly safety reports to Wing Headquarters!

- Reports can be sent by email, fax, or mail
- Each report must have attendance sheets attached
 - All reports must go to the group Safety Officer
 - If a report is late, it must be sent to **both** the group Safety Officer and the wing Director of Safety

Communication program to encourage units to submit quarterly reports on time

- 15 December: Director of Safety sends email to all unit commanders and safety officers saying "your report is due in 20 days."
- 31 December: email to the same people saying "send your report to group now."
- 5 January: squadron reports are due at group
- 15 January: Director of Safety sends email to nywg-info, congratulating all units that have complied
- 31 January: list of units that have not complied is sent to wing commander

4. Hazard reporting forms must be displayed at group headquarters

- CAPF 26 – hazard report
- FAA form 8740-5 – safety improvement report
- Both of these are available on the NY Wing web site
- If someone completes and turns in a form, the safety officer must log it in and forward it to group and wing.

5. Report Mishaps Promptly

- What is a mishap
- How to report a mishap
- When to report a mishap

How do I know whether to report a mishap?

- The definition of a mishap is given in CAPR 62-2
- If it is a bodily injury, use the list in CAPR 62-2 to determine whether it is reportable or not
- New York Wing does not modify this list.
 - Do not report “non-reportable” injuries
 - Do not report maintenance issues
- If you have questions, call Maj Dickinson for help.
Do not make assumptions, e.g. “It’s on the reportable list, but it’s happened to this cadet before, so it’s not worth reporting.”

How do I report a mishap?

- Refer to CAPR 62-2 and follow the instructions carefully
- Report to both the Wing Commander and the wing Director of Safety - the NY Wing Supplement to CAPR 62-2 has the names and phone numbers
- Must report within 24 hours by phone, fax, or email
- Follow up with a CAPF78 - send it (fax or email) within 48 hours

Review

What does my squadron have to do to stay in compliance with the safety program?

Answer: 5 things.

What does my group have to do to stay in compliance with the safety program?

1. Appoint a safety officer in writing
2. Conduct a safety program, consisting of:
 - Monthly briefings
 - Annual survey
3. Submit required reports
 - Quarterly reports with attendance sheets
 - Annual survey
4. Display the necessary forms at squadron HQ
5. Report mishaps promptly and correctly.

Thank you for helping us bring our wing into compliance with safety requirements.