



National
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A DND/CF General Safety Guide for the Cadet Program



Canada

Contact Information

Name of Individual		Phone Number/E-mail
Regional Cadet Support Unit General Safety Officer		
Regional Cadet Detachment General Safety Officer		
Support Base/Unit General Safety Officer		
Cadet Summer Training Centre General Safety Officer		
Facilities General Safety Officer		
Directorate of General Safety Internet Site		http://www.vcds.forces.gc.ca/dsafeg/intro_e.asp
Directorate of General Safety Intranet Site		http://vcds.mil.ca/dsafeg/intro_e.asp

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**Directorate of General Safety (D Safe G)
Contact Information**

Director, General Safety 992-3551

D Safe G Administrative Assistant 996-9408

D Safe G 2 – Deputy Director, General Safety 996-9409

D Safe G 2-2 – Communication and Media Services 995-3291

D Safe G 2-3 – Training and Inspections 995-0037

D Safe G 2-4 – National Return to Work Co-ordinator 996-4400

D Safe G 3 – Head, Health and Safety Standards 992-4196

D Safe G 3-2 – Compliance 992-3788

D Safe G 4 – Head, Hazardous Occurrence
Reporting and Analysis 996-3763

D Safe G 4-2 Assistant Staff Officer, Hazardous
Occurrence Reporting and Analysis 996-3636

D Safe G Staff Assistants 944-4136

..... 992-6475

..... 992-8104

D Safe G Facsimile 995-1512

D Safe G Intranet Site http://vcds.mil.ca/dsafeg/intro_e.asp

D Safe G Internet Site http://www.vcds.forces.gc.ca/dsafeg/intro_e.asp

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INTRODUCTION

As leaders working in support of the cadet program you are vested with the demanding responsibility for contributing to the development of young Canadians who have chosen to don the uniform of the federally sponsored Cadet Programs.



This is not a responsibility to be taken lightly. Your actions will have a direct and significant impact upon that development process.

Central to your task is a sacred oath to your young charges and to their parents and loved ones that they will be protected from undue risk and that they will be provided with a safe environment in which to work and to enjoy their time while proudly wearing their uniform.

The General Safety Program has been established to provide every facet of Departmental/CF activity with the policies, standards and procedures to ensure the highest possible standards of occupational health and safety.

However, it is only through exemplary leadership that the Program can have its full effect. This Guide has been produced to assist you in the fulfillment of your safety leadership responsibilities and I expect you to take full advantage of it and of every other safety resource at your disposal.

W.J. Natynczyk
Lieutenant General
Vice Chief of the Defence Staff

CADET PROGRAM MISSION AND VISION

Mission

The mission of the Cadet Program is to contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic, community-based program.

Vision

A relevant, credible and proactive youth development organization, offering the program of choice for Canada's youth, preparing them to become the leaders of tomorrow through a set of fun, challenging, well-organized and safe activities.





SCOPE AND APPLICABILITY

General Safety within the Cadet Program falls within the scope of the DND General Safety Program. The General Safety Program extends over operations, training and support activities of DND and the CF including the leaders in the Cadet Program. The General Safety Program applies to:

- Members of the CF;
- Employees of DND;
- Canadian Cadet Organisations;
- Military and civilian personnel of foreign nations assigned for duty with DND and/or the CF or when on DND property;
- Members of the public when on DND property;
- Personnel belonging to DND/CF special operating agencies and organizations;
- Contractors engaged in DND/CF operations and/or activities; and
- Any other person granted access to the workplace: corps/squadron, CSTC and activity areas are workplaces.

Safety is a primary responsibility of every person, but particular responsibility and accountability rests with leaders at all levels. When planning any activities you will abide by CF and Cadet Program safety policies, directives and regulations.



***You have the authority and responsibility
to stop unsafe acts!***

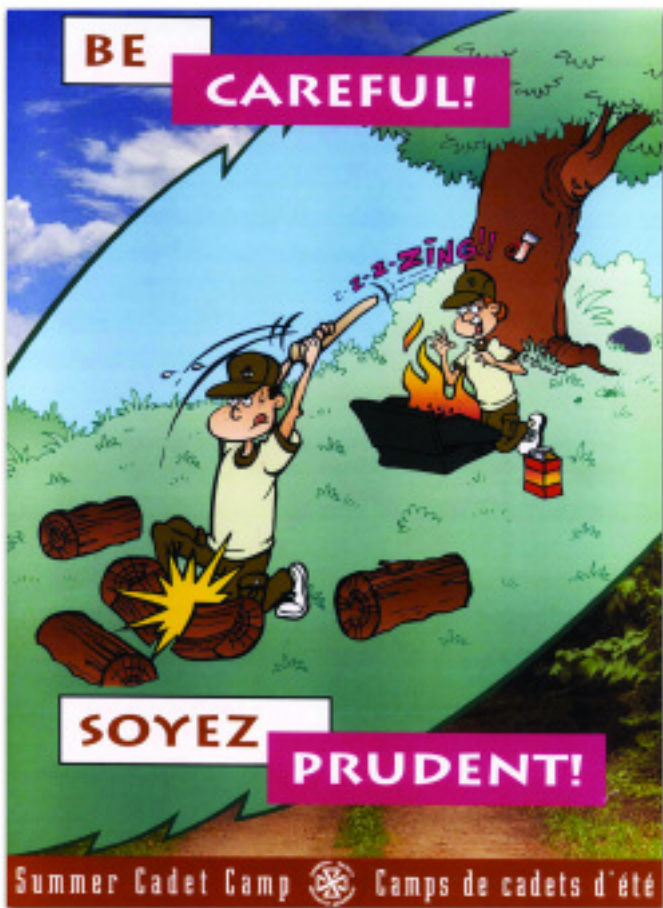
Parents and guardians expect that you will provide safe and effective training that is challenging and fun. This means that every activity is monitored and controlled through the application of safety measures appropriate for the level of risk associated with the activity and equipment in use. If any individual considers that an activity constitutes a danger then you shall take immediate action to protect all personnel from danger.

Other Specialized Safety Programs

There are a number of different safety disciplines within the CF. The General Safety Program is one of these disciplines.

Examples of others are:

- Flight Safety;
- Nuclear Safety;
- Radio Frequency Safety;
- Laser Safety;
- Explosives Safety;
- Diving Safety
- Submarine Safety;
- Fire Safety; and,
- Mobile Support Equipment Safety.



RIGHTS AND RESPONSIBILITIES

Rights

The *General Safety Program, Volume I Policy and Program* assures that every person has basic occupational health and safety rights. These include:

- **Right to Participate.** Participation involves being represented on General Safety committees.
- **Right to Refuse.** Refusal concerns the right of individuals to refuse to perform any work or activity that could endanger them or others. Any such refusal must be balanced with the requirement not to endanger another person.
- **Right to Know.** Knowledge refers to the leader's requirement to ensure personnel are made aware of and trained on any health or safety hazard to which they may be exposed.
- **Right to Complain.** Complaint involves the right of an employee to bring contraventions of the Code to the attention of his/her supervisor and to have these issues resolved.
- **Right to Redress.** The CLC Part II permits the employer to take disciplinary action against an employee who has wilfully abused the right to refuse only after all investigations and appeals have been exhausted.
- **Right to Withdraw.** Pregnant and nursing employees have the right to temporarily withdraw from work if they perceive the work poses a risk to their own health or that of their foetus or child.

Responsibilities

As a leader in the Cadet Program, you are responsible for the safety of all personnel and materiel that fall under your jurisdiction. This responsibility requires that you implement and control measures to prevent injury and loss. Simply put, all leaders, regardless of rank or standing, must adhere to the policies and standards of the General Safety Program. Specific responsibilities are varied and may be tailored to suit geographic locations or command functions. Specifically, you are responsible to:



- **Participate** in the General Safety Program. This includes using safety equipment and clothing designed to protect the user or assist in conducting the activity in a safe manner. In addition, you are required to follow prescribed safety instructions, regulations and orders. These orders or instructions may be verbal or written and demand your cooperation in the creation of a safe environment.
- **Report** deficiencies in the system. You are required to report anything likely to be hazardous to the health or safety of personnel under your supervision, including visitors. You are also required to report hazardous occurrences that you have witnessed.

References:

- *General Safety Program, Volume 1, Policy and Program (A-GG-040-001/AG-001)*
- *General Safety Program, Volume 2, General Safety Standards (C-02-040-009/AG-001)*
- *Commander's Guide to the General Safety Program (A-GG-040-010/AG-001)*
- *A DND/CF Guide to Occupational Safety Rights and Responsibilities (A-GG-040-010/AG-007)*
- *DAOD 2007-1 General Safety*

ORGANIZATIONAL RELATIONSHIPS

A General Safety Officer (GSO) is appointed within the chain of command. They function as specialist advisors on all matters affecting the General Safety Program and are responsible to manage the implementation of that Program.

COMMANDER	GENERAL SAFETY OFFICER
Vice Chief of the Defence Staff	Director of General Safety (D Safe G)
Command Naval Formation/Region / Air Division	Command/Formation/Region/Division General Safety Officer (CGSO, FGSO, AGSO, DGSO), Senior Staff Officer (SSO) or G4 General Safety
NDHQ Group Assistant Deputy Ministers	Group General Safety Officer (GGSO)
Base/Wing/ASU Commander	Base/Wing/Unit General Safety Officer (BGSO/WGSO/UGSO)
Commanding Officer of a Regional Cadet Support Unit	Regional Cadet General Safety Officer (RC GSO)
Commanding Officer of a Cadet Summer Training Centre	Cadet Summer Training Centre General Safety Officer (CSTC GSO)

References:

- *DND General Safety Program, Volume 1, Policy and Program*
- *Commander's Guide to the General Safety Program*
- *DAOD 2007-1 General Safety Program*
- *CATO 14-31 Director Cadets General Safety Program*
- *CATO 14-32 Operations/Communications and Emergency Response in Cadet Summer Training Centres*

SAFETY LEGISLATION, REGULATIONS AND POLICY

Information concerning compliance with the safety regulations and/or the General Safety program, can be accessed through the following links:

- The Directorate of General Safety Internet site http://www.vcds.forces.gc.ca/dsafeg/intro_e.asp;
or Intranet site http://vcds.mil.ca/dsafeg/intro_e.asp
- CATO 14-31: Director Cadets General Safety Program http://www.cadets.ca/support/cato-oaic/intro_e.asp
- General Safety Guide for the Cadet Program (A-GG-040-010/AG-014) http://www.cadets.ca/support/intro_e.asp

In addition to the legislation and policy there are specific regional directives and policies. For a complete list, seek assistance through your RCSU and RGSO:

- Refer to applicable Regional, Formation and local orders (i.e. CSTC Standing Orders) where they exist.



SAFETY TRAINING

Well-planned and managed safety training and education is an essential part of the General Safety Program. Professional development, which includes safety training, is a key element in the development of a safety conscious culture and hazardous occurrence prevention.

General Safety training, in one form or another, is conducted at all levels by every organization throughout DND. Whether it is being taught as part of general training or specialty training, at one time or another, everyone in DND is involved in some form of General Safety training.

References:

- *Director General Safety, General Safety Courses*
www.vcds.forces.gc.ca/dsafeg/pubs/training/intro_e.asp
- *CATO 14-31: Director Cadets General Safety Program*
http://www.cadets.ca/support/cato-oaic/intro_e.asp

PROMOTION AND MOTIVATION

You have a responsibility, with assistance from GSOs, to promote General Safety throughout your organization and to provide motivation on good safety habits. This can be achieved in a variety of ways including educational pieces, recognition of achievements, and wide distribution of promotional materials. Your options are as endless as your imagination. Some tools you may consider to promote safety are:

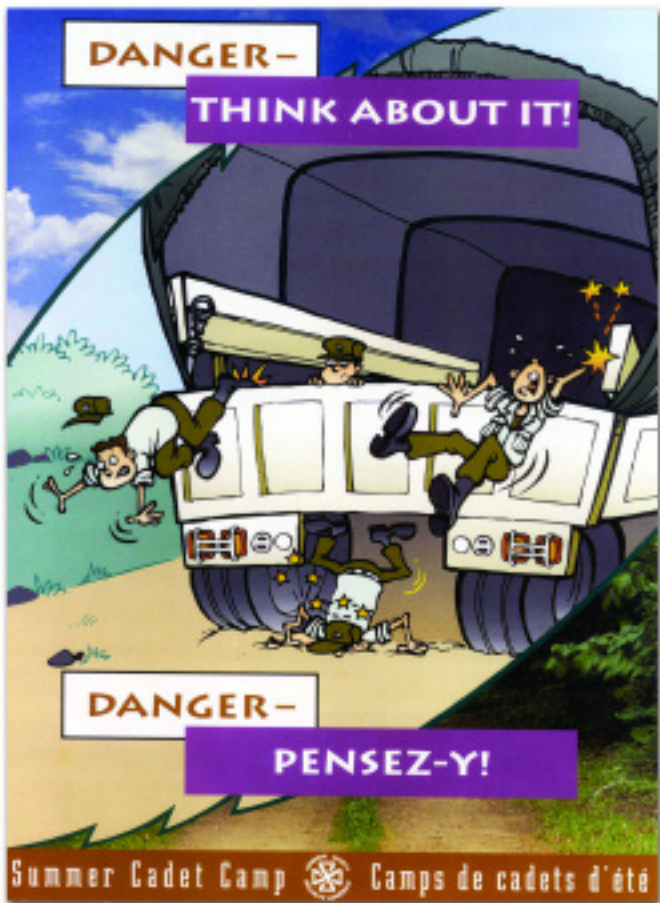
- The Safety Digest;
- Safety Posters;
- The D Safe G's "Well Done" Award;
- Safety person of the month;
- Information Bulletin Boards
- Routine Order Entries
- Five Minute Safety Talks; and
- Safety Poster Competition.

References:

- *A Guide to General Safety in National Defence* (http://vcds.mil.ca/dsafeg/pubs/generalguide/intro_e.asp);
- *Commander's Guide to the General Safety Program* (http://vcds.mil.ca/dsafeg/pubs/generalguide/intro_e.asp);
- *Director of General Safety: www.vcds.mil.ca/dsafeg*

**Did you know that:*

- ***YOU can Submit articles to The Safety Digest?***
- ***YOU can submit designs for Cadet Program Safety Posters?***
- ***YOU can nominate someone/or be nominated for a "Well-Done Award?"***





Supervisor's Ten Commandments of Safety

- I** ► **CARE** for your workplace family as you do for your family at home. Ensure everyone understands and accepts their safety responsibilities.
- II** ► **KNOW** the applicable safety rules. Never let one of your workers become injured because you were unaware of job-required precautions.
- III** ► **ANTICIPATE** risks that may arise from changes.
- IV** ► **ENCOURAGE** your people to discuss workplace hazards. No job should proceed where a safety question remains unanswered.
- V** ► **INSTRUCT** your people with persistence and patience to work safely.
- VI** ► **FOLLOW UP** on your instructions consistently and enforce all safe practices.
- VII** ► **SET** a good safety example in your own work habits and personal conduct.
- VIII** ► **INVESTIGATE** every mishap, however slight. When minor injuries go unheeded, crippling accidents may later strike.
- IX** ► **COOPERATE** fully with safety personnel and committees.
- X** ► **REMEMBER** your safety obligations to your organization, your fellow supervisors, your workers, and yourself.



SAFETY COMMITTEES

Safety committees are established by the Commanding Officer to review, discuss, and recommend actions on safety matters. These committees are normally chaired by the Commanding Officer's designate and should have representation from each section or unit to allow for a collaborative approach in resolving safety matters. The primary duties of the Safety Committee are to:

- Foster and maintain interest in safety;
- Promote participation in the field of safety and the exchange of information;
- Conduct workplace inspections;
- Analyze the causes of accidents;
- Evaluate prevention efforts;
- Give advice on the development of the Safety Program;
- Receive, address and provide recommendations on issues submitted; and,
- Recommend improvements that are deemed necessary.



Safety Committee meetings shall be convened as required. Minutes are taken, published, and posted for all to review as part of the on-going promotion of a safe working environment. The existence of Safety Committees does not absolve you of your obligation to ensure that health and safety matters are dealt with promptly and effectively.

References:

- *DND General Safety Program, Volume 1, Policy and Program*
http://vcds.mil.ca/dsafeg/pubs/manuals/GSPolicy/intro_e.asp
- *Workplace Health and Safety Committee Guide (A-GG-040-005/AG-001)*
http://vcds.mil.ca/dsafeg/pubs/manuals/OSHCommitteeGuide/intro_e.asp
- *CATO 14-31: Director Cadets General Safety Program*
http://www.cadets.ca/support/cato-oaic/intro_e.asp

RECORD KEEPING

If you fail to learn from your mistakes, you are doomed to repeat them. Keeping accurate records helps to maximize learning from past mistakes thereby creating or enhancing efficiencies.

In some cases, legislation mandates the retention of records for specified periods of time. An example is the retention of safety committee minutes, which, under law, are to be retained for a period of two years after the date of the meeting. Regardless of legislation, keeping accurate safety related records is a sound leadership practice. Types of records include:

- Safety committee minutes;
- Hazardous occurrence reports;
- Training records;
- Hazardous material inventories; and,
- Inspection Reports.

Keeping safety-related records helps prevent repeating mistakes!

References:

- DND General Safety Program, Volume 1, Policy and Program
- DND General Safety Program, Volume 2, General Safety Standards

Did you know that GSO(S) have a complete list of Records that you may be required to maintain in the course of your employment?

HAZARD IDENTIFICATION AND RISK ASSESSMENT

A hazard is defined as any situation or condition that has the potential to cause injury or occupational illness, or that may lead to material, equipment or property damage. Hazards exist in every workplace and must be identified, assessed as to their risks and either eliminated or reduced to the degree that they no longer pose a danger.



Every task has some inherent risk associated with it. You are required to take all reasonable and necessary precautions to ensure the health and safety of your subordinates and those persons likely to be affected by your subordinate's acts or omissions.

Since early childhood, we have instinctively used informal risk management techniques to successfully negotiate stairs, crossroads and other obstacles posing potential dangers in our day-to-day activities. This everyday risk management requires us to first identify potential dangers and then figure out how to manage them safely in order to accomplish the assigned tasks.

Once you have identified a hazard, assessing its potential to cause injury and the extent of the hazard are necessary steps in determining how it can be addressed. It can be done through a formal risk assessment process, using a rating system as outlined in, “A Guide to Hazard Identification and Health and Safety Risk Assessment in DND/CF.” There is also the “what if” system, which asks what the worst-case outcome would be if a hazardous occurrence were to occur.

Here are some questions to ask yourself:

- *How likely is that the hazard will pose a risk?*
- *If something goes wrong, what harm could result?*
- *If something failed, what would be the consequences?*
- *How many personnel could be harmed?*
- *How quickly could the hazard worsen?*
- *Is there a history of problems or hazardous occurrences resulting from this hazard?*
- *What monitoring is needed to evaluate the risk?*
- *What actions must be taken to reduce the risk to an acceptable level?*

References:

- *CATO 12-24 Reporting Procedures – Injuries, Immediate Death There from, Exposure or Suspected Exposure to Toxic Substances or Material – Cadets or Civilian Instructors*
http://www.cadets.forces.gc.ca/support/cato-oaic/intro_e.asp
- *General Safety Program, Volume 2, General Safety Standards*
- *A Guide to Hazard Identification and Health and Safety Risk Assessment in DND/CF*

HAZARDOUS OCCURRENCE REPORTING AND RECORDING

In order to learn from our mistakes we must recognize that every hazardous occurrence is evidence that a failure(s) has occurred within the operation. Somewhere in the five major categories that govern the workplace (Material, Task, Management, Personnel, or the Environment) something has gone wrong or was not properly identified and addressed in the first place. Beyond the legal and moral reasons for investigating Hazardous Occurrences, it is likely that the conditions will reoccur, perhaps with consequences that are more serious, unless all the failures that led to the occurrences are identified and removed.

You are responsible to ensure that all hazardous occurrences are reported and investigated by a qualified person in accordance with CATO 12-24 and the General Safety Program. CATO 12-24: *Reporting Procedures – Injuries, Immediate Death There from, Exposure or Suspected Exposure to Toxic Substances or Material – Cadets or Civilian Instructors*, details reporting procedure and the use of the DND 2299.

A thorough investigation can save lives.



Injuries reported by DND 2299 must be entered into the Human Resource Management System (HRMS) Health and Safety Module. This allows the reports to be recorded into a national database for statistical analysis (to determine trends).

References:

- *General Safety Program, Volume 2, General Safety Standards*
- A DND/CF Hazardous Occurrence HRMS Reporting Guide. http://vcds.dwan.dnd.ca/dsafeg/pubs/HORGuide/00Native/HORGuide_e.pdf

EQUIPMENT

While undergoing training, you will find yourself working with equipment that often requires the adoption of a national or provincial safety standard. The equipment may have procurement restrictions, a requirement for inspections, certification of standards and in most cases, special maintenance/inspection provisions. There may also be user controls and qualifications associated with particular equipment. Therefore, you **shall familiarize yourself** with the various standards and certification requirements associated with the equipment used to complete the task assigned.



References:

- *General Safety Program, Volume 2, General Safety Standards*

INSPECTIONS AND SURVEYS

Inspections and surveys are among the most proactive steps you can take to prevent hazardous occurrences to people, materiel and property. The purpose of inspections is to identify unsafe conditions or operating errors **before** a hazardous occurrence takes place. For example, comprehensive safety audits are to be conducted prior to the commencement of activities at Cadet Summer Training Centres (CSTC). Physical surroundings and infrastructure are examined and compared with proposed training activities to ensure a safe environment. Such audits alone, however, do not accommodate for the ever-changing conditions found in an environment such as ours. You should be familiar with unscheduled and scheduled inspections and surveys, as you will likely be required to conduct or participate in them.

Unscheduled Inspections

Unscheduled inspections are conducted on an informal basis and often in response to a reported hazard by someone within the organization. This type of inspection is an ongoing activity that can detect and often correct hazards as they arise.

Scheduled Inspections

More formal in nature, scheduled inspections are planned events usually carried out by the person in charge. The inspector normally uses a prepared Safety Inspection Checklist, samples of which may be found in Chapter 9 of the, *DND General Safety Program, Volume 1, Policy and Program*,

at http://vcds.mil.ca/dsafeg/pubs/manuals/GSPolicy/00native/Chapter09_b.PDF. As a minimum, they shall be carried out according to the following schedule by the responsible levels shown below.



- **Monthly** – Officers in charge, line officers and Workplace Health and Safety Committees will conduct safety inspections of **all** areas and equipment under their functional control. These will be documented using inspection checklists applicable to the activity underway. The results of these inspections are to be immediately made known to CO's and senior management.
- **Weekly** – Supervisors will conduct safety inspections of areas and equipment under their functional control. These will be documented using appropriate checklists and forwarded through the chain of command for timely follow up action.

- **Daily, or at the commencement of the activity –** Individuals will conduct a safety inspection of their own work site, including the equipment used and the facility itself prior to engaging in the assigned activity. Observations made at this level must be corrected immediately. If this is not possible then modifications must *be made to the proposed activity to minimize the risk.*

References:

- *DND General Safety Program, Volume 1, Policy and Program*
- *CATO 14-31: Director Cadets General Safety Program*
http://www.cadets.ca/support/cato-oaic/intro_e.asp

SAFETY RESOURCES

By now you may realize that there are a wide assortment of regulations, standards and orders governing the General Safety Program. It would be unrealistic for you to have an intimate knowledge of every document promulgated within DND. You must however, be familiar with the publications and orders concerning the safety aspects of your duties and responsibilities.



Within DND, the Directorate of General Safety (D Safe G) exists to provide guidance in these matters. You may also seek guidance from supporting Bases/Wings in your region from specially trained General Safety Officers who can to guide you in executing your safety leadership responsibilities. An invaluable primary safety resource for you is the DND General Safety

Program, Volume 1, Policy and Program. It provides guidance on the philosophy, aim and purpose of the DND General Safety Program and includes the responsibilities of all levels of command. For specific safety standards consult DND General Safety Program, Volume 2, General Safety Standards. In addition, there are a number of other safety publications available at http://www.vcds.forces.gc.ca/dsafeg/pubs/manuals/intro_e.asp

** Did you know that GSO(s) may have paper copies of many safety publications? just ask!*

CONCLUSION

The intent of this guide is to provide you with a brief overview of the DND/CF General Safety Program and how it applies to you. As a leader, YOU are obligated to include General Safety as an integral part of your daily leadership responsibilities.

An effective General Safety Program will: enhance the safety and security of all personnel; reduce wastage of scarce materiel resources; and, ultimately contribute to the success of the Cadet Program. The key to a successful General Safety Program is active participation by everyone, at all levels.

This Guide will assist you with your General Safety responsibilities and encourage you to delve more deeply into the details of this well-documented and important program. For further information on this Guide or any other General Safety issue, please contact your local GSO.

Mitigation Reduces Investigation!

Know Safety = No Pain
No Safety = Know Pain

LEADERS DONT **IGNORE** RISK,
THEY **MANAGE** IT.



LES LEADERS **N'IGNORENT PAS**
LE RISQUE, ILS LE **GÈRENT**.



LE 1^{ER} MINISTRE DU
DEPARTAMENT DES DEFENSES NATIONALES (1996-2011)



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- C-02-040-009/AG-001, *General Safety Program, Volume 2, General Safety Standards*;
- A-GG-040-002/AG-001, *General Safety Program, Form DND 663 Completion and Coding*;
- A-GG-040-003/AG-001, *General Safety Program, General Safety Training*;
- A-GG-040-004/AG-001, *General Safety Program, Hazardous Materials Safety and Management Manual*;
- A-GG-040-005/AG-001, *General Safety Program, Workplace Health and Safety Committee Guide*;
- A-GG-040-007/AG-001, *General Safety Program, Handbook on the Safety Program Development and Evaluation Technique*;
- A-GG-040-009/AG-001, *General Safety Program, Return to Work Program*;
- A-GG-040-010/AG-001, *Commander's Guide to the General Safety Program*;
- A-GG-040-010/AG-003, *A Guide to the Safety Responsibilities of DND and the CF in Relation to Contractors*;
- A-GG-040-010/AG-004, *A Guide to General Safety in National Defence*;
- A-GG-040-010/AG-006, *A Guide To WHMIS in DND and the CF*;
- A-GG-040-010/AG-007, *A DND/CF Guide to Occupational Safety Rights and Responsibilities*
- A-GG-040-010/AG-008, *A DND/CF Guide to Office Ergonomics*
- A-GG-040-010/AG-009, *A DND/CF Guide to Hazard Analysis*

- *A-GG-040-010/AG-010, A DND/CF Hazardous Occurrence Investigator's Guide*
- *A-GG-040-010/AG-011, A DND/CF Guide to HRMS Hazardous Occurrence Reporting*
- *A-GG-040-010/AG-012, A DND/CF Guide to Hazard Identification and Health & Safety Risk Assessment*
- *A-GG-040-010/AG-014, General Safety Guide for the Cadet Program*
- *First Aid Treatment Register NSN 7530-21-921-2934 (letter size);*
- *First Aid Treatment Register NSN 7530-21-921-2933 (pocket size);*
- *DAOD 2007-0, Safety;*
- *DAOD 2007-1, General Safety Program;*
- *CATO 12-24, Reporting Procedures – Injuries, Immediate Death from, Exposure or Suspected Exposure to Toxic Substances or Material – Cadets or Civilian Instructors;*
- *CATO 14-31: Director Cadets General Safety Program and,*
- *CATO 14-32, Operations/Communications and Emergency Response in Cadet Summer Training Centres.*