

BY ORDER OF THE COMMANDER
433D AIRLIFT WING

AIR FORCE INSTRUCTION 91-202
433D AIRLIFT WING

Supplement
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Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Policy Directive (AFPD) 91-2, *Safety Programs and Air Force Instruction (AFI) 91-202, The US Air Force Mishap Prevention Program*. This supplement provides guidance and describes 433d Airlift Wing (AW) procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the stand alone Air Force basic. This supplement applies to all 433 AW assigned organizations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT 847), *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. OPR has determined that no waivers may be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

1.6.14.9.1. Reporting Ground/Weapons/Explosives Mishaps. Personnel will report ALL mishaps resulting in injury, occupational illness and government property damage to the 433d Airlift Wing Safety Office (433 AW/SE) regardless of severity, whether or not medical treatment was sought, or cost. This includes personnel in a duty status (while on orders, 24 hours a day, on or off the installation, or traveling to and from work). Supervisors will complete Air Education and Training Command (AETC) Form 435, *Mishap Data Worksheet*, to record the incident, attach any additional documentation of patient by a competent medical authority) and forward the completed package to 433 AW/SE within three workdays of mishap. Serious mishaps resulting in death, hospitalization, lost work days, three or more persons involved in the same

mishap, or damage over \$20,000 will be reported immediately. The 433 AW/SE will use the form to complete higher headquarter safety reports and for mishap prevention purposes only.

1.6.14.9.2 Prescribed Form, AETC Form 435.

6.2.1. Unit Safety Representative Appointment. Each Unit Commander shall appoint a Primary and Alternate Ground or Flight (if necessary), Unit Safety Representative (USR). Newly assigned USR(s) will contact Wing Safety office for training within 30 days of appointment notification. An appointment shall be in letter format addressed to 433 AW/SE. Appointment letters will be re-accomplished and forwarded to Wing Safety office each year. Civilians, Officers and/or Non-Commissioned-Officers (NCO) may be appointed as a USR. USR term of service is not limited but should be for at least one year. Commanders are highly encouraged to appoint Air Reserve Technician's (ART) as the primary USR for continuity purposes.

6.2.2. Wing Safety Office Responsibilities. Wing Safety will establish and monitor the Unit Safety Representative Program. This program will consist of: maintaining USR appointment letters, train newly assigned USRs, develop and implement the USR Safety Notebook, conduct safety and health inspections of the USR(s) areas of responsibility, and serve as safety and health advisors to USRs.

6.2.3. Unit Commanders, and Supervisors Responsibilities. USRs shall be permitted to attend USR training meetings conducted by Wing Safety. USR meeting attendance record will be incorporated in the Unit Annual Safety and Health Assessment for the unit commander's review. USRs shall be permitted time to conduct safety and health taskings (i.e. inspections, training, meetings, and investigations) for their organization. Unit Safety Representative Responsibilities. USRs responsibilities include, but not limited to: serve as advisors to their unit commander, managers, supervisors and employees of their organization regarding fire, safety and health matters; promptly report mishaps to Wing Safety; assist Wing Safety staff in conducting safety and health inspections of their workplaces (to include deployed locations); assist Wing Safety during mishap investigations; track all open items, keep Wing Safety abreast of open discrepancies until all items are abated; assist Wing Safety during special projects pertaining to their organization; maintain the USR Safety Notebook and Unit Safety Bulletin Board.

6.2.4.1. The Unit Safety Notebook will include as a minimum the following tabs:

6.2.4.1.1. Wing Commander's Safety Vision, 433 AWVA 91-301 and USR Appointment Letters

6.2.4.1.2. USR Training Guide

6.2.4.1.3. ALSAFCOM Special Interest Item Messages

6.2.4.1.4. Wing Safety Meeting Minutes

6.2.4.1.5. Unit Safety Meetings

6.2.4.1.6. Safety Inspections (unit, wing, and higher headquarters)

6.2.4.1.7. Work Center Checklists

6.2.4.1.8. Miscellaneous

8.2.2.5 SAFETY BULLETIN BOARD. Unit Safety Representatives (USR) shall maintain the designated official safety bulletin board(s) for their respective organization. Additional safety bulletin boards may be provided for organizations having personnel in multiple facilities. The final decision for additions or deletions of the below listed material rests with the 433 AW Safety Office. The safety bulletin board will be located in a common use area, such as a break room or hallway, and identified (i.e. 433d (use your own office symbol here), Safety Bulletin Board). Material posted on the safety bulletin board(s) will relate to fire, safety and health information only. It must be kept current (to include seasonal material) and will apply to wing mission, wing personnel, or local area. The safety bulletin board will include as a minimum the following:

8.2.2.5.1. 433 AWVA 91-301, *Commander's Safety Vision*

8.2.2.5.2. AFVA 91-307, *Air Force Occupational Safety and Health Program*

8.2.2.5.3. Form CA-10, *U.S. Department of Labor – What A Federal Employee Should Do When Injured at Work*

8.2.2.5.4. 433 AWVA 91-202, *Mishap Notification Procedures*

8.2.2.5.5. 433 AWVA 91-203, *Safety Concerns*

8.2.2.5.6. AF Form 457, *USAF Hazard Report*

8.2.2.5.8. *Fire, Safety and Health related material (posters, miscellaneous)*

8.3. Prescribed forms. None.

8.4. Adopted forms.

AETC 453, Nondestructive Inspection History

AF Form 457, USAF Hazard Report

AF IMT 847, Recommendation for Change of Publication

Form CA-10, U.S. Department of Labor – *What a Federal Employee Should Do When Injured at Work*

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Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 91-2, *Safety Programs*, 28 September 1993
AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 August 1998
AFVA 91-307, *Air Force Occupational Safety and Health Program*, 25 May 1994
AFMAN 33-363, *Management of Records*, 1 March 2008
433 AWVA 91-202, *Mishap Notification Procedures*, 3 August 2002
433 AWVA 91-203, *Safety Concerns*, 1 August 2002

Abbreviations and Acronyms

AETC–Air Education and Training Command
AF–Air Force
AFI–Air Force Instruction
AFMAN–Air Force Manual
AFVA–Air Force Visual Aid
ALSAFCOM–All Safety Communication
AFPD–Air Force Policy Directive
ART–Air Reserve Technician
AW–Airlift Wing
AWVA–Airlift Wing Visual Aids
IMT–Information Management Tool
NCO– Non-Commissioned-Officers
OPR–Office of Primary Responsibility
RDS–Records Disposition Schedule
SE–Safety
USR–Unit Safety Representative
USAF–United States Air Force
VA–Visual Aid

