

**BY ORDER OF THE COMMANDER
910TH AIRLIFT WING**

**910TH AIRLIFT WING INSTRUCTION
91-301**



23 MARCH 2012

Safety

**YOUNGSTOWN AIR RESERVE STATION
WING SAFETY PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and AFPD 91-3, *Occupational Safety and Health*. It establishes procedures that govern the Youngstown Air Reserve Station (ARS) Safety Program. This publication applies to all personnel assigned or attached to the 910th Airlift Wing (910AW), Youngstown Air Reserve Station, Vienna, Ohio. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

1. Policy. This instruction establishes base guidance for Unit Safety Representatives, Official Safety Bulletin Boards, base mishap reporting procedures, the local safety awards program, supervisor safety binders, and unit safety representatives' safety binders.

2. Unit Safety Representative (USR). These individuals represent their commanders for unit level safety support and they also represent the Safety Office as another trained professional by observing daily operations and performing safety briefings and safety inspections within their unit. As commander's reps, their function is to know if the safety programs within their units are meeting Air Force standards. They perform this task by conducting spot inspections on supervisor's safety programs, such as the AFOSH Lesson Plan or their Supervisor's Safety Binder and working with the Wing Safety Office. USR spot inspections aid Safety staff to assist

commanders in determining the condition of work areas, degree of compliance with standards, and safe work practices. In addition, USR's are responsible for the following:

- 2.1. Attend USR training and meetings held by the Wing Safety Office.
- 2.2. Brief their commander periodically on the status of their safety program within the unit.
- 2.3. Document safety reviews and put in their USR Safety Management Binder.
- 2.4. Conduct and document inspections/surveillance. Checklists provided by Wing Safety may be used. If possible, correct hazards on the spot.
- 2.5. Notify supervisors of identified hazards.
- 2.6. Distribute mishap prevention information received from the Wing Safety Office or higher headquarters. Be sure to document your distribution.
- 2.7. Give a periodic safety briefing and document topics covered.
- 2.8. Maintain the USR Safety Management Binder.
- 2.9. Provide current safety information for Safety Bulletin Boards.
- 2.10. Verify the Wing Safety Office is notified immediately of all unit mishaps and assist in the investigation of the mishaps. Ensure the supervisor starts preparing the 910 AW Form 4, *Ground Mishap Report*, immediately; see Attachment 1 for instructions and Attachment 2 for example of 910AW FORM 4, Ground Safety Mishap Report.
- 2.11. Maintain a copy of all unit mishap reports for at least one year.

3. Safety Bulletin Boards: Safety Bulletin Boards provide an avenue for disseminating safety-related information and educating workers. There will be at least one official Safety Bulletin Board for each facility with permanent workers routinely occupying the facility during a normal duty day. The bulletin board will be located in a well-lit, easily accessible area, with a high traffic flow for the facility. Official Safety Bulletin Boards will be used to post only mishap prevention and other SAFETY related information. Information posted should be clearly identified, current, neat, and of interest to the target audience; this will also help to determine the size of bulletin board required.

3.1. Official Safety Bulletin Boards for facilities will be identified as "OFFICIAL SAFETY BULLETIN BOARD". Bulletin Boards used to display material from more than one functional area of Safety (Ground, Explosive, or Flight) may be divided into appropriately identified sections. Functional area supervisors may maintain their own safety bulletin boards within their areas and all information on them must be current.

3.2. The Wing Safety Office, upon request, will provide USR's, facility managers and/or supervisors with sufficient quantity of appropriate material to reflect safety program activities.

3.3. The following items will be displayed at a minimum on each Official Safety Bulletin Board:

- 3.3.1. Wing Commander's Mishap Prevention Letter.
- 3.3.2. 910th Airlift Wing Safety Office (SE) Personnel Listing

3.3.3. Air Force Visual Aid (AFVA) 91-307, *Air Force Occupational Safety and Health Program*.

3.3.4. AF Form 457, *USAF Hazard Report*, and a guide for completion.

3.3.5. Individual functional areas have additional requirements, such as Hazardous Air Traffic Reports (HATR) for Base Operations or BIO Surveys for Industrial Shops.

3.3.6. Additional SAFETY information or posters for the functional area served.

4. Mishap Reporting Procedures: The following steps shall be accomplished when a ground mishap involving injury or property damage occurs. However minor the mishap may seem, the potential for it to have been more serious requires all mishaps to be reported. The purpose of mishap reporting is mishap prevention.

4.1. The first individual aware of a mishap or injury should immediately notify appropriate authorities; Fire Department (911 or 330-609-1117 by cell phone) for fires, spills or injuries, Security Forces (1277) for all mishaps requiring any emergency response or damage report, Vehicle Maintenance (1759) for government owned or leased vehicles, and Civil Engineering Customer Service (1339) for equipment and real property damage. For all medical assistance on base dial 911 using base phones or 330-609-1117 by cell phone.

4.2. After assistance has been administered by Base Fire Department Emergency Medical Technicians, if further treatment is required a local ambulance may be requested. The Base Fire Department is the primary office authorized to request ambulance service to base.

4.3. Supervisors notified of a mishap will immediately notify their unit commander, unit safety representative, Military or Civilian Personnel Office (as appropriate), and the Medical Squadron if the injured is a reservist.

4.4. Unit commander ensure the Wing Safety Office and the Wing Commander, if appropriate, have been notified when there is a possibility of a reportable mishap.

4.5. For a civilian injury, the Civilian Personnel Office will furnish the Safety Office with a copy of an OSHA Form 301, Injury and Illness Incident Report, in either an electronic or hard copy. For a military injury requiring a Line of Duty (LOD) determination, the Medical Squadron will provide a checklist to the individual with the Safety Office as one of the necessary steps.

4.6. Unit commander/functional managers will review and sign each ground mishap report before submission to ensure proper investigation, identification of causes and appropriate corrective actions are being taken. The reports will be routed through the unit safety representatives to the Wing Safety Office. Reports must be submitted to the Safety Office within three workdays of occurrence.

4.7. All ground mishaps will be investigated.

4.7.1. A mishap resulting in a nonfatal injury requiring no more than first aid medical treatment will be investigated by the supervisor and reported using the 910 AW Form 4. The Safety Office staff will then conduct an appropriate follow-up investigation.

4.7.2. A mishap resulting in an injury requiring treatment greater than first aid will be investigated by either the immediate supervisor, a member of the Safety Office staff, or

both. A 910 AW Form 4 will be submitted to the Safety Office. The Safety Office staff will conduct an appropriate follow-up investigation.

5. Safety Awards Program: Nominations for safety awards may be made by any member of the wing and should be made by letter to the Chief of Safety or Ground Safety Manager. Nominations must include detailed reasons for the nomination to include specific actions by the individual which qualify him/her for the award. Awards will normally be presented at Wing Commander's Call and will consist of a certificate, plaque, or other awards deemed appropriate by the Commander.

5.1. Wing Safety Award. A Wing Safety Award will be considered for all nominations of individuals or groups whose actions reflect positively on the 910th Airlift Wing and or on the Air Force. The criteria for these actions is they be above and beyond their normal duty and resulted in the prevention of loss of life, limb, property or equipment. The award is limited to all 910th personnel, but their action may also involve situations which have occurred outside the wing or off base.

5.1.1. All nominations must be submitted to the Safety Office, who will evaluate the nomination for validity and content. After review by the Safety Office the nomination will be presented at the next scheduled Quarterly Safety Committee Meeting for their recommendation.

5.1.2. All safety award winners will also be considered and/or submitted for the appropriate higher command(s) and Air Force awards.

5.2. Unit Safety Representative of the Year, one civilian and one military. The Wing Safety Office staff will evaluate each USR on meeting attendance and participation, unit safety program evaluation to include meeting AFOSH Standards, and USR Management Binder.

6. Supervisor's Safety Binders:

6.1. Functional Area Supervisor's Safety Binder. The primary purpose of the Safety Binder is to have one resource to go to in case of an emergency situation. A Functional Area is a work unit where all personnel are responsible for the same type duties and are exposed to the same type hazards, such as Military Personnel who all perform office duties while Avionics Personnel have different specialties within each section exposed to different hazards. In each functional area at least one Supervisor's Safety Binder will be maintained. Binders may be shared by supervisors where there are multiple supervisors all sharing the same duties, responsibilities, work areas and hazards, such as shift work or multi-tasked office/shop areas. Again the purpose is to have one resource for safety without duplicating other items such as facility manager duties.

6.2. Mandatory Items for binder.

6.2.1. Emergency Numbers. A generic list is available from the Safety Office Home page. All supervisors will completed their specific listing based on this guidance.

6.2.2. Mishap Notification Procedures. A generic guide is available on the Safety Office Home page. All supervisors will tailor this guide to their specific areas.

6.2.3. Applicable Forms and Directives. 910 AW Form 4, CA-1, Federal Employee Notice or Claim of Injury, CA-2, Federal Employee Notice of Occupational Disease and

Claim for Compensation, and CA-16, Authorization for Treatment, and/or procedures, NAF-Forms, and AF Form 348, Line of Duty Determination.

6.2.4. Completed 910 AW Form 4 on mishaps reported within the last two years.

6.2.5. Supervisor Safety Spot Inspections. A periodic safety inspection conducted by the supervisor. This may be as part of a walk-thru or a specific observation of a task. Documentation of a safety inspection with comments, positive and negative is required. This is a way to develop trends in shops, such as use of personal protective equipment (PPE).

6.2.6. Safety Briefings. Monthly or periodic briefings conducted by the supervisor. A good source for subject material is spot inspections.

6.2.7. Annual Review. Yearly documenting a review of the binder and its' contents for currency. Recommend at least a name and date conducted. Where multiple supervisors, such as traditional reservists on military status, share one binder a review by all should be documented.

6.3. Optional items, not a comprehensive list, for binder.

6.3.1. Operational Risk Management (ORM).

6.3.1.1. Completed ORM Processes, shop specific.

6.3.1.2. Unit Implementation & Sustainment Plan

6.3.2. Safety Checklist(s) from AFOSH Standards or other sources.

6.3.3. 24 Point Lesson Plan.

6.3.4. Occupational Physical Exam Requirement.

7. USR Safety Management Binders: At a minimum, the USR Safety Binder which may be shared by both the full-time and the military reserve USRs will include the following. Some items such as policy letters may be kept electronically by referencing their location instead of a hard copy kept in the binder.

7.1. Letters of Appointment – USR current appointment letter(s).

7.2. List of Applicable Directives and Forms.

7.3. Emergency Phone numbers and Mishap Notification Procedures for the unit.

7.4. Completed 910 AW Form 4s for the unit for the past year at a minimum.

7.5. Documented Safety Reviews.

7.6. USR Safety Inspections - Maintain a copy of all unit safety representative inspections as described in USR guidance. A log of inspections with a backup of electronic inspection reports is acceptable.

7.7. Copies of Safety Checklists pertinent to the unit or documentation of availability and location of checklists.

7.8. Mishap prevention information received from Wing Safety Office or Higher Headquarters.

7.9. Periodic Safety Briefing documentation. A summary of the briefing or complete copies should be maintained for at least a year.

7.10. USR Management Book Review Log - Document annual review and updates.

STEPHEN J. LINSENMEYER, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 91-2, *Safety Programs*, 28 September 1993

AFPD 91-3, *Occupational Safety and Health*. 27 September 1993

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

Prescribed Forms

910 AW Form 4, *Ground Safety Mishap Report*

Adopted Forms

AF Form 348, *Line of Duty Determination*

AF Form 457, *USAF Hazard Report*

CA-1, *Federal Employee Notice or Claim of Injury*

CA-2, *Federal Employee Notice of Occupational Disease and Claim for Compensation*

CA-16, *Authorization for Treatment, and/or procedures*

Abbreviations and Acronyms

910AW—910th Airlift Wing

AF—Air Force Form

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFVA—Air Force Visual Aid

ARS—Air Reserve Station

HATR—Hazardous Air Traffic Reports

LOD—Line of Duty

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

RDS—Records Disposition Schedule

SE—910th Airlift Wing Safety Office

USR—Unit Safety Representative

Terms

Unit Safety Representative (USR).—The individual(s) appointed in writing by the unit commander as the Unit Safety Representative(s) for their unit. A copy of this appointment letter, following the format established by the Wing Safety Office, will be maintained by the Wing Safety Office as confirmation of the appointment(s).

Safety Bulletin Board.—A designated bulletin board used exclusively for safety information authorized by the Wing Safety Office.

Mishap.—An unplanned or unsought event or series of events, resulting in death, injury, occupational illness or damage to, or loss of, equipment or property. Cost is not a requirement in defining a mishap.

Attachment 2**INSTRUCTIONS FOR COMPLETING THE 910AW FORM 4**

A2.1. 910 AW Form 4 is to be used to report all ground mishaps. Remember, the purpose of this form is to help prevent future similar occurrences. This form is fact-finding, not fault-finding. 910 AW Form 4 should be completed by the supervisor.

A2.2. The supervisor will forward the form to their Commander/Functional Manager for their input. It will then be forwarded through the Unit's Ground Safety Representative (for record keeping purposes) to the Wing Safety Office (910 AW/SE) located in Bldg. 128, phone extension 1391. This form must be completed the same day the accident/injury/mishaps occurs, and delivered to 910 AW/SE no later than 3 workdays from the accident date, if feasible. Complete one form for each individual involved.

Block 1. Name of the individual involved in the mishap. (First name, Middle Initial, Last name)
Do not use nick names.

Block 2. Grade of the individual involved in the mishap. If an ART, duty grade, civilian or military, at time of mishap.

Block 3. Organization the individual is assigned to.

Block 4. Duty AFSC. (Military only)

Block 5. Individual's job assignment at time of mishap.

Block 6. Age of the individual.

Block 7. Indicate male or female.

Block 8. Enter the date the mishap occurred. Include Year, Month, Date, and day of the week (i.e., Monday)

Block 9. Enter local time (military time).

Block 10. Show the amount if known, otherwise leave blank.

Block 11. Indicate the number of days if known, otherwise leave blank. This will normally be reported by the examining physician.

Block 12. Indicate if the mishap occurred on or off base premises. Describe the exact location the mishap occurred in the box.

Block 13. Describe the injury to the individual as best as possible, or the damage caused by the mishap.

Block 14. Answer all questions in this block. The Written Instructions can be Tech Orders, AFOSH Standards, Local OIs, or shop specific training plans and JSAs.

Block 15. If equipment was involved (was it a causal factor in the mishap, or was it damaged in the mishap), list the condition prior to the mishap.

Block 16. Indicate if supervision of the tasks (s) was provided and adequate.

Block 17. The supervisor should describe in detail as to how the mishap occurred and why. The "how" should be facts only. If there are any witnesses, they should be interviewed separately by

the supervisor (in private, one-on-one) to ascertain the facts. Statements from witness should be on separate papers. Contact the SAFETY Office if you need assistance or additional training in this regard.

Block 18. The supervisor should provide information on preventative measures to be taken to prevent further injury or loss. Briefing the troops is not normally the only response available. Try to develop realistic solutions. If additional assistance from other agencies, squadron, units, etc., is necessary, indicate so in this block.

Block 19-23. Completed by available supervisor for the incident.

Block 24. The unit Commander and/or Functional Manager must review the form. Make any additional comments, and concur, or make further recommendations.

NOTE: Supervisors make a copy for your records. The original goes to the 910 AW/SE. If you need assistance, please contact the SAFETY Office at 1391. All supervisors, functional managers and unit/squadron commanders should be familiar with this form.

Attachment 3

SAMPLE 910 AW FORM 4

Figure A3.1. Ground Mishap Report (Front).

GROUND MISHAP REPORT							
(Complete both sides of form and forward to Safety office.)							
FOR OFFICIAL USE ONLY: Do not release outside of DoD channels without consent of Wing/Base Commander.							
Principal purposes: Safety mishap reporting only.							
1. NAME (LAST, FIRST, MI) PRINT CLEARLY		2. UNIT/OFFICE	3. GRADE	4. AFSC/JOB SERIES	5. AGE	6. GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	7. DUTY TELEPHONE
8. INJURY <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/>							
9. DATE & TIME OF MISHAP		10. DAY OF WEEK	11. DUTY <input type="checkbox"/> ON <input type="checkbox"/> OFF		WORK HOURS:		
			12. HOURS ON DUTY PRIOR TO MISHAP		WITHIN 72 HRS OF MISHAP		
13. AEF ASSIGNED	14. # DAYS SINCE LAST DEPLOYMENT	16. LOCATION OF MISHAP: On/Off Base / Bldg # / Room # / etc			17. ACTIVITY: (select only one)		
	15. # DAYS DEPLOYED IN LAST 365 DAYS				A - O P - Z		
18. DESCRIBE INJURY		19. MISHAP CATEGORY		SELECT ONE	INJURY CLASS		Listing <input type="checkbox"/> NONE <input type="checkbox"/>
		# LOST DAYS: HOSP:		CONV LV:	QTRS:		
20. DESCRIBE VEHICLE / EQUIPMENT DAMAGE			21. YEAR / MAKE / MODEL / SERIAL NUMBER		22. PROPERTY DAMAGE COST (EST.)		
23. WRITTEN INSTRUCTIONS	PUBLISHED <input type="checkbox"/> YES <input type="checkbox"/> NO	AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	ADEQUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	IN USE <input type="checkbox"/> YES <input type="checkbox"/> NO	VIOLATED <input type="checkbox"/> YES <input type="checkbox"/> NO		
24. PPE TYPE	REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	USED <input type="checkbox"/> YES <input type="checkbox"/> NO	SUPERVISION <input type="checkbox"/> YES <input type="checkbox"/> NO	PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO	ADEQUATE <input type="checkbox"/> YES <input type="checkbox"/> NO		
26. TRAINING	REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO		PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO	ADEQUATE <input type="checkbox"/> YES <input type="checkbox"/> NO		
27. DESCRIPTION OF MISHAP (WHAT HAPPENED)							
28. SUPERVISORS REPORT ON WHAT HAS BEEN DONE TO PREVENT RECCURANCE OF SIMILAR MISHAPS							
SUPERVISOR'S SIGNATURE (Grade and duty phone)					DATE		
Click to sign							
UNIT SAFETY REPRESENTATIVE SIGNATURE (Grade and duty phone)					DATE		
Click to sign							
COMMANDER'S COMMENTS							
COMMANDER'S SIGNATURE (Grade and duty phone)					DATE		
Click to sign							
30. WING SAFETY: REPORTABLE INCIDENT?			DATE RECEIVED IN SAFETY OFFICE		COMMENTS / RECOMMENDATIONS:		
YES <input type="checkbox"/> NO <input type="checkbox"/>							
AFSAS # <input type="text"/> UCN <input type="text"/>							

