

**BY ORDER OF THE
WING COMMANDER 911TH AIRLIFT
WING**

911TH AIR WING INSTRUCTION 91-202

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Safety

GROUND SAFETY MISHAP PREVENTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 91-2, *Safety Programs* and AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*. It establishes a threefold Mishap Prevention Program. The first layer is to provide the safest work environment for personnel. The second is to ensure safety is a primary consideration in all operations and third, is to ensure the appropriate safety education is provided to all employees. The Mishap Prevention Program, when aggressively supported by all individuals, will reduce or eliminate many of those on and off duty incidents that cause damage to resources or injury to personnel. It applies to all members assigned to the 911 Airlift Wing (AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF) Form 847, *Recommendation for Change of Publication*; route AF 847 directly to 911AW/SE. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance and procedures dealing with the AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program* and AFI 91-202, *The US Air Force Mishap Prevention Program*, outline specific responsibilities for Commanders, Functional Managers, Supervisors and individuals. In short, mishap prevention requires the dedicated efforts of everyone in the unit.

1. Duties/Responsibilities:

1.1. Commanders and Supervisors at all levels will develop and implement safety, risk management, and health programs that integrate hazard reduction and safety policy into all on-duty and off-duty operations and activities.

1.2. Specific duties related to safety and mishap prevention for commanders and functional managers:

1.2.1. Group and subordinate commanders (or functional equivalents) will appoint a primary and alternate Unit Safety Representative (USR). The minimum rank for the primary USR will be MSgt or above; and SSgt and above for alternates (civilian equivalencies are acceptable). Appointment letters will be provided to the 911 AW/SE.

1.2.2. Implement safety and health program elements into unit or area of responsibility.

1.2.3. Provide safe and healthful workplaces for all employees.

1.2.4. Ensure all employees receive necessary job safety training.

1.2.5. Ensure all appropriate hazard abatement actions are implemented and follow-up actions are accomplished. Follow-up will be documented every 30 days and continue until hazard is corrected.

1.2.6. Keep safety staff updated on all abatement actions.

1.2.7. Ensure the principles of Operational Risk Management (ORM) are actively implemented and utilized within the unit at all levels.

1.3. Specific duties related to safety and mishap prevention for Supervisors:

1.3.1. Must be knowledgeable of the safety and occupational health standards that apply to their areas.

1.3.2. Will use ORM techniques referenced in AFI 90-901, *Operational Risk Management, Job Safety Analysis (JSA's), and Occupational Hazard Analysis (OHA)* referenced in AFI 91-301, to analyze their job environments for hazards and hazardous tasks. Once hazardous tasks are identified, ORM will be used to minimize risk. The remaining risk will be mitigated by developing standard work practices and training employees.

1.3.3. Shall enable each worker to participate in the workplace risk management processes.

1.3.4. Will develop job safety standards or job safety training outlines (JSTO) for their assigned work areas. Ensure these JSTOs are developed and maintained as required by AFI 91-301 and this directive.

1.3.5. Will train personnel on safety and health standards, procedures, and requirements of the job. This training must be documented.

1.3.6. Will exercise control over job tasks to ensure personnel correctly follow all precautions and safety measures, including the proper use and care of personal protective equipment.

1.3.7. Will train section personnel in the identification, reporting and elimination of hazards through the use of AF Form 457, **Hazard Reporting System**. Route all AF Form 457 to the Unit Safety Representative and the safety office.

1.3.8. Will post notices of hazards when received from Safety and brief all employees of the hazard and document.

1.3.9. Will take appropriate actions to promptly eliminate safety and health hazards and correct deficiencies at the lowest possible level.

1.3.10. Will ensure all work areas comply with occupational safety and health standards.

1.3.11. Will immediately report all mishaps that occur in their work area to the safety office. Also, inform civilian personnel section (911AW/DPC) if a mishap involves a civilian employee. Forward copies of the 911AW Mishap Worksheet for both civilian and military personnel to the USR and the Safety Office as soon as possible (preferably within 24 hours.).

1.3.12. Will ensure safety briefings, facility spot inspections, AF Form 55, **Employee Safety and Health Record**, training and mishaps are properly documented in the section safety binder or electronic data base.

1.4. Specific Duties Related to Safety and Mishap Prevention for Individuals:

1.4.1. Will comply with work standards, instructions, job guides, technical orders, and operating procedures.

1.4.2. Must be able to identify, correct, and or report hazards.

1.4.3. Must use protective clothing or equipment when required.

1.4.4. Individuals must use risk management to identify, reduce, or eliminate risk in activities on and off-duty.

1.4.5. Individuals will notify supervision about any job-related injury, any suspected or actual exposure to chemicals or hazardous materials, as well as impaired health that may impact job performance.

1.5. Unit Safety Representatives (USR's) will:

1.5.1. Serve as a point of contact for commanders, supervisors and safety office personnel on safety issues.

1.5.2. Promptly ensure injuries and mishaps are reported to 911 AW/SEG.

1.5.3. Assist personnel in the identification, reporting and elimination of hazards and how to utilize the AF Form 457.

1.5.4. Will attend the quarterly USR meetings and assist in the implementation of various safety and health programs.

1.5.5. Ensure monthly safety briefings and spot inspections are being performed and documented.

2. Training Requirements: Proper training is absolutely vital to mishap prevention. Supervisors are already aware of the training each of their sections are required to have, and the frequency of that training. Equally as important to training is the documentation of that training.

In the past, AF Form 55, was the preferred method of documentation. It is the 911 Airlift Wings goal, supported by HQ AFRC to evolve from documenting safety training on the AF Form 55 to an automated process. Hence, the following procedures briefly outline the procedures for this automation process: Detailed procedures can be obtained by contacting the safety office.

2.1. In accordance with AFI 91-301, automation is the preferred method of documenting safety training. The intent is to ensure that all newcomers are briefed on all hazards and emergency procedures associated with their sections, and that all employees are kept aware as changes are made. In the past, we have been directed to document our safety training on the AF Form 55, then again in various databases. This dual documentation leads to documenting errors as well as many additional hours of work. To simplify this process, commanders and supervisors should automate the documentation process with the procedures outlined herein.

2.1.1. Supervisors/Instructors will use the AF Form 2426, **Training Request and Completion Notification**, or a sign in roster as a means of identifying employee attendance for safety training.

2.1.2. Once the AF Form 55's have been automated, follow disposition requirements outlined in Air Force Records Information Management Systems (AFRIMS).

2.2. Awareness of hazards and emergency procedures is vital to mishap prevention. Supervisors are the key to mishap prevention as they are directly involved in the day to day operations of their sections. Consequently, supervisors will review and document the Safety, Fire Protection and Health on the Job Training guide (SFHOJT) {also known as the Job Safety Training Outline (JSTO)} annually and brief /train their employees on all changes.

2.3. In accordance with AFI 91-301, personnel whose primary duties are administrative in nature are not required to maintain AF Form 55's. Do not misinterpret the intent of this exception, all personnel, regardless of their work, are exposed to some hazards. These hazards must be placed in the JSTO/SFHOJT briefing and reviewed annually by supervisors for necessary changes. These changes must be briefed to all administrative personnel as they occur.

3. Documentation of Monthly Spot Inspections: Supervisors are required to perform monthly spot inspections of their duty sections. Checklists should be developed and used during spot inspections. Maintain documentation of these inspections covering a 12 month period. A spot inspection log will be maintained identifying the following information:

3.1. Date of the inspection.

3.1.1. Discrepancies encountered. If no discrepancies are noted, document (None found.)

3.1.2. CE work order number as necessary.

3.1.3. The status of the close out action.

4. Documentation of Monthly Safety Briefings: Monthly safety briefings will be conducted by the supervisor or a designated representative. The supervisor should select a topic based on the work environment or current seasonal conditions. The 24 items listed in the JSTO can also be used for briefing unit personnel.

4.1. It is understood that supervisors in some duty sections requiring working shifts or involved in high operations tempo duties may not have the opportunity to brief all personnel collectively. Therefore, the read and initial method may be used as an exception to formal briefings from the supervisors.

4.2. Documentation of briefings will be locally developed logs identifying the following items:

4.2.1. Date of the safety briefing.

4.2.2. Names of the persons receiving the briefings.

4.2.3. Topic of safety briefing.

4.2.4. Name of person conducting the briefing if applicable.

5. Mishaps and injuries will be reported to the safety office as soon as possible. When an injury occurs, first seek medical attention as necessary by calling the security forces desk sergeant at 911 on any base phone or 412-474-8250 on any cell phone.

5.1. The supervisor and or USR will ensure the 911AW Mishap Worksheet has been completed and remitted to the Safety staff for any mishap occurring in their work area.

5.2. The section which an injured individual is assigned will maintain a log showing the date of the mishap, the name of the injured, and a description of the injury. The description should state what happened, and what was done to prevent recurrence. Logs will stay posted in the section safety binder for trend analysis.

5.3. The safety office will investigate all mishaps. Section Safety Representatives and Unit Safety representatives may be tasked to assist in the investigation.

6. Adopted Forms:

AF Form 457, *Hazard Reporting System*

AF Form 55, *Employee Safety and Health Record*

AF Form 2426, *Training Request and Completion Notification*

AF Form 847, *Recommendation for Change of Publication*

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Commander

Attachment 1**GLOSSARY OF REFERENCEES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, *Safety Programs*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 90-901, *Operational Risk Management*

Abbreviations and Acronyms

AFPD— Air Force Policy Directive

AFI— Air Force Instruction

USR— Unit Safety Representative

ORM— Operational Risk Management

OHA— Occupational Hazard Analysis

JSTO— Job Safety Training Outlines

SFHOJT— Safety, Fire Protection and Health on the Job Training Guide

JSTO— Job Safety Training Outline