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EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
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Safety

GROUND SAFETY MANAGEMENT

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This publication implements Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, AFI 91-204, *Safety Investigations and Reports*, Air Force Manual (AFMAN) 91-224, *Ground Safety Investigations and Reports*, AFI 91-207, *The US Air Force Traffic Safety Program* and AFI 90-802, *Risk Management*. It establishes a comprehensive ground safety mishap prevention program for all 412th Test Wing (412 TW) units and represents minimum acceptable standards. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974 as authorized by Title 10 United States Code (USC), Section 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN), and Executive Order 12196, 29 CFR 1960, DODI 6055.07, System of Record Notice F036 AF PC C, (Military Personnel Records System) applies and is available at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODComponentNotices.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. This publication applies to all 412 TW units and base facilities. Request for waivers must be processed through command channels to the publication OPR for consideration.

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1. Objective. The 412 TW Ground Safety Mishap Prevention Program assists commanders/functional managers in accomplishing their mission safely by preserving resources (people and property) through risk mitigation.

2. Responsibilities.

2.1. Commanders/Functional Managers will:

- 2.1.1. Develop a written safety policy letter expressing safety policy, philosophy and processes (see para 11).
- 2.1.2. Appoint both a primary and alternate Unit Ground Safety Representative (UGSR) in writing and provide a copy to the 412 TW Ground Safety Office (412 TW/SEG).
- 2.1.3. Select UGSRs based upon their knowledge of the unit mission and its activities. Ensure they have a minimum of one year retainability.
- 2.1.4. Ensure UGSRs attend the 412 TW/SEG UGSR training course within 30 days of appointment.
- 2.1.5. In the event of a UGSRs departure (PCS, transfer, retirement, etc.), ensure a new UGSR is appointed in advance and in writing. The new UGSR will attend UGSR training within 30 days of appointment.
- 2.1.6. Allow UGSR direct access to the commander/functional manager on issues concerning safety.

2.1.7. Meet monthly with your UGSRs and discuss the following:

2.1.7.1. Unit mishaps.

2.1.7.2. Annual/Spot inspection findings.

2.1.7.3. Unit hazard abatement plan.

2.1.7.4. Risk Management (RM) training; who has been trained and who hasn't.

2.1.7.5. Supervisors Safety Training (SST); who has been trained and who hasn't.

2.1.7.6. Unit motorcycle safety program to ensure compliance with AFI 91-207.

2.1.8. Report mishaps (to include near-misses) in a timely manner (see para 4).

2.1.9. Ensure unit Hazard Abatement Program (HAP) is implemented, functions properly and is effective (see para 7).

2.1.10. Ensure corrective actions identified/recommended in ground safety mishap investigation reports are completed.

2.1.11. Take immediate action to secure mishap scenes until a determination is made by 412 TW/SEG regarding investigative requirements. Exceptions will be made when mishap scene must be disturbed due to actual safety concerns in the opinion of the ranking individual on scene.

2.1.12. Ensure unit safety training processes comply with this instruction.

2.1.13. Ensure all unit personnel receive appropriate RM training.

2.1.14. Ensure all supervisors attend SST.

2.1.15. Provide all required personal protective equipment (PPE).

2.2. Unit Ground Safety Representatives will:

2.2.1. Serve as the primary point of contact between 412 TW/SEG and the unit.

2.2.2. Maintain UGSR documents, electronically or hard-copy, and ensure they are accessible at all times.

2.2.3. Comply with all mishap reporting requirements (to include near-misses).

2.2.4. Perform annual self-inspection of unit ground safety program management and facilities no later than six months after the unit annual 412 TW/SEG inspection.

2.2.5. Attend all required UGSR training and meetings.

2.2.6. Manage the unit's HAP.

2.2.7. Ensure all unit safety bulletin boards comply with this instruction (see Figure 8.1).

2.2.8. Develop, conduct and document a Newcomer's Safety Orientation briefing (see para 9.5.)

2.2.9. Meet monthly with your commander/functional manager and document the meeting (see para 2.1.7.).

2.2.10. Evaluate the unit motorcycle safety program to ensure compliance with AFI 91-207.

2.2.11. Post the OSHA Form 300A, *Work Related Injuries and Illnesses Summary*, from 1 February to 30 April on the Safety Bulletin Board. OSHA Form 300A will be provided to UGSRs by 412 TW/SEG before 1 February of each year.

2.3. Supervisors will:

2.3.1. Establish and tailor a Job Safety Training Outline (JSTO) to your work environment. Provide each employee (military and civilian) with job safety, fire prevention and health training.

2.3.2. Maintain employee initial and recurring job safety training documentation on the AF Form 55, *Employee Safety and Health Record* (see para 9.3.1.).

2.3.3. Know the hazards in his/her areas of responsibility.

2.3.4. Analyze all job tasks for inherent hazards.

2.3.5. Know and enforce safety standards that apply to job tasks.

2.3.6. Ensure proper PPE is provided to personnel and properly maintained and used.

2.3.7. Report all mishaps, incident occurrences or near-misses to the UGSR and/or 412 TW/SEG no later than the next duty day following the mishap. Investigate and report on- and off-duty military and on-duty civilian mishaps (see para 4.3.).

2.3.8. Act promptly to correct hazards and ensure uncorrected hazards are reported to the UGSR for entry into the unit's HAP.

2.3.9. Ensure personnel have access to safety standards and instructions (see para 5.2.).

2.3.10. Conduct and document monthly safety inspections of assigned areas (see para 6.3.).

2.3.11. Attend SST within 30 days of being initially assigned to a supervisory position (see para 9.2.).

2.3.12. Conduct and document monthly safety meetings for personnel (see para 9.4.).

2.3.13. Conduct and document pre-departure briefings (leave, TDY, deployment) for military personnel under the age of 26. Units may use the AF Form 4392, *Pre-Departure Safety Briefing*. Maintain pre-departure briefing forms for one year.

2.4. Employees will:

2.4.1. Comply with standards, regulations, job guides, Technical Orders (TOs) and operating instructions and/or procedures.

2.4.2. Identify and report hazards.

2.4.3. Report all mishaps, incident occurrences and near-misses to supervisors or UGSRs as soon as possible (see para 4.2.).

2.4.4. Use PPE when required. PPE will be maintained in a serviceable condition at all times.

2.4.5. Report any suspected or actual exposure to chemicals or hazardous materials immediately.

3. Hazard Reporting Program.

3.1. **Program Promotion.** AFI 91-202 encourages any person, military or civilian, assigned or attached to the Air Force or under contract to the Air Force to report a hazard. The program will be briefed to all employees by the supervisor, along with specific instructions on how to report hazards. Blank copies of the AF Form 457, *USAF Hazard Report*, will be posted and readily available on the unit's safety bulletin board, along with the phone number of 412 TW/SEG and submission instructions (see para 8.2.).

3.2. **Reporting Procedures.** Report hazards to the responsible supervisor or local agency. If the hazard is eliminated on the spot, no further action is required unless it applies to other similar operations. Reports may be anonymous. Imminent danger situations must be made verbally, at least initially, so action can be taken without delay. Hazards should be corrected at the lowest possible working level. Written reports may be submitted to 412 TW/SEG using AF Form 457 IAW AFI 91-202, Chapter 4.

3.2.1. **Near-Miss Reporting Procedures.** Identified hazards may be reported electronically and anonymously using the 412 TW Safety Office Near-Miss Program.

4. Mishap Notification, Investigation, Reporting and Recordkeeping.

4.1. **General Information.** The purpose of safety investigations of AF mishaps is prevention. AF mishaps are investigated by the Safety Office (412 TW/SE) to identify cause and prevent recurrence. The primary instructions governing ground and industrial mishap investigation and reporting are AFI 91-204 and AFMAN 91-224.

4.2. **Mishap Notification.** 412 TW/SE must be notified of all mishaps, regardless of severity. Any mishap involving on- or off-duty military personnel, on-duty civilian personnel, AF assets or AF operations that result in injury, illness or damage to property are reportable. Table 1. provides a simplified outline for mishap classification (412 TW/SEG determines mishap classification). Mishaps must be reported not later than the next duty day following the mishap and immediate notification is required for mishaps likely to generate a high level of public or command interest. The Air Force Safety Center prescribes a specific reporting window for all mishaps beginning with the date of the mishap; therefore, timely notification regarding any mishap is critical. Notify 412 TW/SEG at 277-4640 during duty hours (0730-1630) or the Command Post at 277-3040 during non-duty hours. Do not delay notification due to lack of information; relay whatever is available at the time. The AF Form 978, *Supervisor's Mishap Report* will be completed by the injured persons supervisor and submitted to 412 TW/SEG within five (5) workdays following the mishap or notification of the mishap, whichever is earlier. Units will establish written internal mishap notification procedures which will be briefed to all personnel by the UGSR and documented as part of their initial newcomer safety orientation.

Table 1. Mishap Classes

Class A	\$2,000,000 or more in property or equipment damage and/or fatality or permanent total disability.
Class B	\$500,000 to \$1,999,999 property or equipment damage and/or permanent partial disability or hospitalization of three or more personnel in one event.
Class C	\$50,000 to \$499,999 property or equipment damage and/or injury resulting in a lost duty day (not counting day of injury).
Class D	Less than \$49,000 property or equipment damage and/or medical treatment greater than first-aid.
Class E	Not reportable, but important enough to investigate/report for hazard identification and mishap prevention.

4.3. Mishap Investigation and Reporting. 412 TW/SEG accomplishes all ground mishap investigations (IAW AFI 91-204) with assistance from the unit that experienced the mishap. Investigation is aided by the incident commander's preservation of the mishap scene, unless the mishap scene must be disturbed for safety reasons. Photographs should be taken by the on-call base photographer or by safety personnel prior to movement of items. Witnesses to the mishap should be identified and asked to wait until interviewed by 412 TW/SEG (do not detain non-DoD personnel; if they are unwilling to wait, simply get their name and telephone number). OSHA Form 301, *Injuries and Illnesses Incident Report*, and the AFMC Supplemental Information Sheet to OSHA Form 301 may be completed by the mishap person's supervisor and clinic/hospital staff providing medical treatment. The originals will be forwarded to the appropriate agency, IAW AFI 91-204, AFMC Sup 1. Supervisors must document damage to equipment using the AF Form 978. UGSRs will forward original, completed forms to 412 TW/SEG within five (5) duty days. Formal mishap reports are completed by 412 TW/SEG for all Class A, B, C, D and E mishaps involving host base units. 412 TW/SEG will assist associate units in preparing formal mishap reports when requested. The commander/functional manager will track open recommendations stemming from mishap investigations and provide status updates to 412 TW/SEG monthly or until the recommendations are closed.

4.4. Mishap Recordkeeping. The UGSR will maintain copies of all completed AFMC Supplemental Information Sheets to OSHA Form 301 and AF Form 978s for one year in the Unit Ground Safety Book, Tab 8, or electronically. The information is useful in identifying mishap trends to the commander/functional managers.

5. Ground Safety Program Administration.

5.1. Unit Ground Safety Book or File. The UGSR will maintain a Unit Ground Safety Book, hard-copy or electronic version, that will hold information regarding the unit's ground safety program. It must be available for inspection at all times. The book will be tabbed and hold the appropriate documents as listed in Table 2.

Table 2. Unit Ground Safety Book Required Documents

TAB 1	Index
TAB 2	UGSR and MSR Appointment Letters
TAB 3	UGSR Training Documentation
TAB 4	Unit Safety Policy Letter
TAB 5	Unit Mishap Notification/Reporting Procedures
TAB 6	Copies of 412 TW/SEG Inspections
TAB 7	Unit Self-Inspection Reports
TAB 8	Mishap/Incident Reports
TAB 9	Hazard Abatement Log
TAB 10	AF Form 3, <i>Hazard Abatement Plan</i>
TAB 11	Unit Newcomer Safety Briefing Outline
TAB 12	Newcomer Safety Briefing Log
TAB 13	Monthly Safety Activity Reports
TAB 14	General Correspondence
TAB 15	Monthly Review by Commander/Functional Manager

5.2. Safety Reference Library. In addition to this publication, all units will maintain (unless electronically accessible by all organizational personnel) the following (not an all-inclusive list):

- 5.2.1. AFI 91-202, *The US Air Force Mishap Prevention Program*
- 5.2.2. AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*
- 5.2.3. AFI 91-204, *Safety Investigations and Reports*
- 5.2.4. AFMAN 91-224, *Ground Safety Investigations and Reports*
- 5.2.5. AFI 91-207, *The US Air Force Traffic Safety Program*
- 5.2.6. AFI 90-802, *Risk Management*
- 5.2.7. Applicable AFOSH standards (48 series) and other safety publications.

6. Safety Inspections:

6.1. 412 TW/SEG Annual Inspections. 412 TW/SEG conducts ground safety inspections of all host and associate units annually. An inspection schedule will be published by the 15th of September for the upcoming FY and distributed to all units. Inspections include two primary areas: safety program management (host base units only) and facilities. The program management inspection assesses the unit's compliance with safety program requirements. See Attachment 2 for a copy of the 412 TW/SEG program management checklist. Facility, equipment and operations safety is a comprehensive look at all of the unit's areas and often includes interviews with employees. Discrepancies identified during the inspection must be abated within 30 days or entered into the unit's hazard abatement log (see para 7). The commander/functional manager will annotate the annual inspection findings and will respond by the suspense date specified on the report. The UGSR will file a copy of the report with documented abatement actions in the Unit Ground Safety Book for one year.

6.2. **Annual Self-Inspections.** Each unit conducts a self-inspection of both their program management and facilities annually. This inspection should be conducted approximately 6 months after the 412 TW/SEG annual inspection. Attachment 2 can be used as a guide to inspect and document program management compliance. A written inspection report will be prepared by the UGSR and items not corrected within 30 days will be transferred to the unit's hazard abatement log (contact 412 TW/SEG for risk assessment code (RAC) assignment). The self-inspection report will be signed by the unit's commander/functional manager and maintained in the Unit Ground Safety Book for one year.

6.3. **Supervisor's Safety Inspections.** Each supervisor will ensure there is a monthly safety inspection of all assigned work areas. These inspections will be documented on EDWARDSAFB Form 5265, *Monthly Safety Activities Report* which will be signed and sent to the UGSR by the fifth working day of the following month. If there are no discrepancies noted, write "No Discrepancies Noted" on the back of the form. Those hazards not abated within 30 days must be transferred to the unit's hazard abatement log. These reports will be maintained in the Unit Ground Safety Book for one year.

7. Hazard Abatement Program (HAP).

7.1. **General Information.** Each unit must have a HAP to prioritize and track safety hazard abatement. Hazards not abated within 30 days of identification are entered into the unit's hazard abatement log. Hazards are assigned RACs by 412 TW/SEG based upon the hazard's mishap potential and severity. AFI 91-202 is the primary reference for information regarding the AF HAP.

7.2. **Posting Hazards.** The AF Form 1118, *Notice of Hazard*, is posted near hazards to both warn and inform employees concerning RAC 1, 2 or 3 hazards. This form is completed by the issuing agency (Ground Safety, Bioenvironmental Engineering or Fire Protection) and posted by the workplace supervisor. These notices are posted on or as near the hazard as possible. Notices of hazards may only be removed with permission of the agency issuing the notice and must remain posted until the hazard is abated or a minimum of three days. Removal of notices will only occur after the hazard has been corrected and validated by the issuing authority, normally the 412 TW/SEG. RAC 4 and 5 hazards do not require any special posting.

7.3. **AF Form 3, Hazard Abatement Plan.** Instructions for completing the AF Form 3 are in AFI 91-202. Each RAC 1, 2 or 3 hazard requiring more than 30 days to abate must be entered onto an AF Form 3 by the commander/functional manager. The UGSR will ensure the unit's commander/functional manager signs the AF Form 3 before sending the completed form to the base level agency having oversight of the identified hazard (412 TW/SEG, 812 CES/CEXF or 412 AMDS/SGPB) for validation. The oversight agency will then send the form to 412 TW/SEG for incorporation of the reported hazard into the base master HAP. Only one hazard may be entered on each AF Form 3. The UGSR will update the AF Form 3 and notify 412 TW/SEG anytime there is a change in the status. The UGSR will maintain copies of the form in the Unit Ground Safety Book. RAC 4 and 5 hazards are not required to be entered on an AF Form 3; they are logged in accordance with para 7.4. below.

7.4. **Hazard Abatement Log.** The UGSR will maintain a log of all hazards in the Unit Ground Safety Book (para 5.1). As a minimum, the log will reflect the date the hazard is entered into the log, location and description of the hazard, assigned RAC, status and date

closed. The UGSR will update the log monthly or whenever there is a status change to any entry. 412 TW/SEG verifies the corrective action taken is adequate and documents closure. This log is in addition to the AF Form 3.

8. Safety Bulletin Boards.

8.1. **General Information.** Units will maintain safety bulletin boards for posting required safety items and promoting safety awareness. There will be at least one safety bulletin board per unit area maintained separately from other unit or program information. Electronic safety boards must meet the guidance in para 8.2. below.

8.2. **Required Items.** Table 3. lists all required safety bulletin board items. The UGSR will post current safety information and provide safety awareness materials.

Table 3. Required Safety Bulletin Board Items

AFVA 91-209
Blank AF Form 457s
AF Form 457 Instructions
OSHA Form 300A (1 Feb – 30 Apr)
Unit Mishap Notification/Reporting Procedures
UGSR Name, Office Symbol and Phone Number
MSR Name, Office Symbol and Phone Number (if applicable)
Commander/Functional Manager's Safety Policy Statement (para 11)
Safety Information (i.e., seasonal, sports, drinking and driving)
*Other Safety Policy Letters (Wing, AFTC, MAJCOM)
*Optional Items

9. Safety Training And Education.

9.1. **UGSR Training.** The primary and alternate UGSRs are required to attend 412 TW/SEG's UGSR course within 30 days of appointment (see para 2.1.4). File a copy of the training certificates in the Unit Ground Safety Book.

9.2. **Supervisor Safety Training.** All military and civilian supervisors are required to attend SST. This includes noncommissioned officers and senior airmen when first assigned to a supervisory position, commissioned officers when first assigned as a supervisor and civilian personnel upon initial assignment to a supervisory position. Commanders/Functional managers identify eligible personnel and arrange for SST attendance.

9.3. **Employee Safety Training.** Using the JSTO, supervisors will develop work center specific safety training outlines for all employees. This training will be provided to new personnel within 30 days of assignment and whenever a change to the work environment or policy occurs, to include temporary duty in a work area.

9.3.1. All personnel (military, Department of the Air Force and Non-Appropriated Funds civilians) will have job safety training documented on the AF Form 55 (outlined in AFI 91-202).

9.3.2. Supervisors will conduct and document an annual review of the safety training outline. The supervisor will document safety and health training on the employee's AF

Form 55 and maintain it in the workplace. Documentation includes type of training and signatures of both the supervisor and trainee (per AFI 91-202, para 1.5.21.4).

9.3.3. Use of the Integrated Maintenance Data System (IMDS) is permitted for documenting safety and health training for 412th Maintenance Group personnel. AF Form 55 and duty-related training documented in IMDS will be maintained within the duty section and retained for three years after individual is no longer working in the unit.

9.3.3.1. The use of other electronic mediums may be used if they meet the requirements stated in paragraph 9.3.2.

9.4. **Monthly Safety Briefing or Meeting.** Supervisors will conduct a monthly safety meeting/briefing for all personnel. During the meeting, seasonal, work related or other safety topics should be addressed. **Prior to extended weekends and holidays, emphasis should be placed on seasonal activities.** Document this meeting on EDWARDSAFB Form 5265 and forward to the UGSR by the fifth working day of the following month.

9.5. **Newcomer Safety Program Orientation Briefing.** The UGSR will develop a Newcomer Safety Program Orientation Briefing. This briefing covers the commander's safety policy and philosophy, mishap notification requirements and unit mishap procedures. The briefing outline will be maintained in the Unit Ground Safety Book or files. The UGSR will brief newcomers within 30 days of arrival and document this briefing with the date given, employee name and signature and briefer's name and signature.

10. Job Safety Analysis (JSA): AFMC Form 228, *Job Safety Analysis (JSA)*, is a valuable tool in analyzing tasks not specifically outlined in a technical order or other instruction. 412 TW/SEG will assist supervisors in completing JSAs when requested. Completed JSAs will be reviewed by 412 TW/SEG and approved by the commander/functional manager.

11. Safety Policy Statement. Commanders/Functional managers will publish a safety policy statement for their unit. There is no specific format to be followed when writing a safety policy statement. The policy statement will be posted in the Unit Ground Safety Book or files, on the unit safety bulletin board, briefed to all personnel within the unit and included in the Newcomer Safety Program Orientation Briefing.

CARL E. SCHAEFFER, Brigadier General, USAF
Commander

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFI 91-204, *Safety Investigations and Reports*, 12 February 2014

AFMAN 91-224, *Ground Safety Investigations and Reports*, 1 August 2004

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 13

AFI 90-802, *Risk Management*, 11 February 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 91-204_AFMC Supplement, *Safety Investigations and Reports*, 18 August 2011

Prescribed Forms

EDWARDSAFB Form 5265, *Monthly Safety Activities Report*.

Adopted Forms

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Form 457, *USAF Hazard Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor's Mishap Report*

AF Form 1118, *Notice of Hazard*

AF Form 4392, *Pre-Departure Safety Briefing*

AFMC Form 228, *Job Safety Analysis*

OSHA Form 300A, *Work Related Injuries and Illnesses Summary*

OSHA Form 301, *Injuries and Illnesses Incident Report*

Abbreviations and Acronyms

412 AMDS/SGPB—412th Test Wing, Medical Group, Bioenvironmental Engineering

412 TW—412th Test Wing

412 TW/SE—412th Test Wing Safety Office

412 TW/SEG—412th Test Wing Ground Safety Office

812 CES/CEXF—812th Civil Engineering Squadron, Fire and Emergency Service Flight

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFRIMS—Air Force Records Information Management System

HAP—Hazard Abatement Program

IAW—In Accordance With

IMDS—Integrated Maintenance Data System

JSA—Job Safety Analysis

JSTO—Job Safety Training Outline

MSR—Motorcycle Safety Representative

OSHA—Occupational Safety and Health Administration

PPE—Personal Protective Equipment

RAC—Risk Assessment Code

RM—Risk Management

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SST—Supervisors Safety Training

TO—Technical Order

UGSR—Unit Ground Safety Representative

Terms

Air Force Occupational Safety and Health (AFOSH) Standards. Standards published by the Air Force that prescribe the conditions and methods necessary to provide a safe and healthful working environment.

Functional Managers.—The senior operating officials at all levels exercising managerial control over an activity or operation. They are normally those who can acquire and commit resources for reducing or eliminating safety hazards. Functional managers include: commanders, directors, supervisors and civilian leaders.

Hazard or Deficiency.—Condition, procedure or practice that creates a potential for producing death, injury, occupational illness or damage to property and/or equipment.

Hazard or Deficiency Abatement. Eliminating or mitigating a hazard by complying with safety requirements or taking protective measures.

Interim Control Measure. Temporary action taken to reduce the degree of risk associated with a hazard or deficiency pending completion of an abatement project.

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.

Motorcycle Safety Representative (MSR).—An experienced motorcycle rider appointed by the unit commander to manage the motorcycle safety program to include tracking military riders on and off duty in the Motorcycle Unit Safety Tracking Tool (MUSTT).

Near Miss Program. A program for employees to identify a potential hazard.

Personal Risk Management (PRM). A process where an individual examines the hazards and potential risks and then develops control measures before engaging in an activity.

Risk Management (RM). RM is a disciplined thinking process helping individuals, teams and organizations make intelligent decisions while reducing risk.

Risk Assessment. An evaluation of possible loss in terms of hazard or deficiency severity and mishap probability.

Risk Assessment Code (RAC). An expression of the degree of risk in terms of hazard or deficiency severity and probability of occurrence.

Supervisor. Work center, shift or team leader. This definition does not refer to reporting officials.

Unit. Directorates, squadrons, detachments or other organizations at the two— and three-letter level.

Attachment 2

412 TW/SEG PROGRAM MANAGEMENT CHECKLIST (SAMPLE)

Figure A2.1. Page 1, 412 TW/SEG Program Management Checklist (Sample)

<i>412 TW Ground Safety Program Management Checklist</i>						
NO.	INSPECTION ITEM	REFERENCE	Yes	No	N/A	ASSESSMENT NOTES
COMMANDER/FUNCTIONAL MANAGER						
1	Did the commander develop a safety policy letter as part of the mishap prevention program?	EAFBI 91-224; 2.1.1. & 11.				
2	Has the Commander appointed a Primary and Alternate UGSR in writing?	AFI 91-202; 1.5.20.1. & EAFBI 91-224; 2.1.2.				
3	Does the Commander meet monthly with the UGSR?	EAFBI 91-224; 2.1.7.				
SUPERVISORS						
4	Do supervisors conduct and document monthly inspections of their work areas?	EAFBI 91-224; 2.3.10. & 6.3.				
5	Was a work center-specific Job Safety Training Outline (JSTO) developed?	AFI 91-202; 1.5.21.4. & EAFBI 91-224; 2.3.1.				
6	Was safety and health training documented on an AF Form 55, Employee Safety and Health Record?	EAFBI 91-224; 2.3.2. & 9.3.1.				
7	Was the JSTO reviewed/document annually or when procedures change?	AFI 91-202; 2.3.3.2. & EAFBI 91-224; 9.3.2.				
8	Do supervisors complete safety meetings/briefings with their personnel?	EAFBI 91-224; 2.3.12. & 9.4.				
UNIT GROUND SAFETY REPRESENTATIVE (UGSR)						
9	Had the Primary & Alternate UGSR received training within the 30 working days of appointment?	EAFBI 91-224; 2.1.4. & 9.1.				
10	Had the UGSR completed a Risk Management Fundamentals course?	AFI 91-202; 2.2.1.				
11	Did the UGSR complete an annual self-inspection of their unit inspection? Date Completed:	EAFBI 91-224; 2.2.4. & 6.2.				
12	Was a newcomers safety orientation briefing developed?	EAFBI 91-224; 2.2.8. & 9.5.				
13	Were monthly meetings with the commander conducted and documented?	EAFBI 91-224; 2.2.9.				
14	Was the Safety Program Management Book properly maintained?	EAFBI 91-224; 5.1. 7 Figure 5.1.				
MISHAP REPORTING						
15	Were personnel aware of mishap reporting procedures?	AFI 91-202; 2.2.4.3. & EAFBI 91-224; 4.2.				
16	Do personnel know the purpose and location of AF Form 457, USAF Hazard Report?	EAFBI 91-224; 3.2.				
17	Is the AF Form 978, USAF Supervisors Mishap Report, used to report mishaps?	EAFBI 91-224; 4.2.				

Figure A2.2. Page 2, 412 TW/SEG Program Management Checklist (Sample)

412 TW Ground Safety Program Management Checklist						
NO.	INSPECTION ITEM	REFERENCE	Yes	No	N/A	Assessment Notes
MOTORCYCLE SAFETY PROGRAM						
18	Is a Unit Motorcycle Safety Representative (MSR) appointed by the commander/functional manager in writing?	AFI 91-207; 1.3.4.3.				
19	Have motorcycle riders received an initial orientation briefing from the commander/functional manager or designated MSR? (review Motorcycle Unit Safety Tracking Tool—MUSTT)	AFI 91-207; 1.3.4.4.				
20	Have motorcycle riders attended an annual/preseason briefing? (review MUSTT)	AFI 91-207; 1.3.4.5.				
21	Are military motorcycle riders current on training requirements? (review MUSTT)	AFI 91-207; table 4.				
22	Have on- and off-road motorcycle riders in the unit been entered into the AF MUSTT Program? (includes mopeds & scooters =>50cc).	AFI 91-207; 3.5.6.				
UNIT SAFETY TRAINING						
23	Have supervisors received Supervisors Safety Training?	AFI 91-202; 2.3.2. & EAFBI 91-224; 9.2.				
24	Have all members been trained in AF Risk Management Fundamentals?	AFI 90-802; 4.13.1. & EAFBI 91-224; 2.1.13.				
SAFETY BOARD (POSTED ITEMS)						
25	Commanders/Functional Manager safety policy letter.	EAFBI 91-224; 8.2. & Figure 8.1.				
26	Primary and Alternate UGSR contact information.	EAFBI 91-224; 8.2. & Figure 8.1.				
27	Primary and Alternate MSR contact information.	EAFBI 91-224; 8.2. & Figure 8.1.				
28	OSHA 300A, Summary of Work Related Injuries and Illnesses, (1 Feb - 30 Apr)	EAFBI 91-224; 8.2. & Figure 8.1.				
29	Unit mishap reporting procedures.	EAFBI 91-224; 8.2. & Figure 8.1.				
30	Blank AF Form 457.	EAFBI 91-224; 8.2. & Figure 8.1.				
31	Instruction for filling out an AF Form 457.	EAFBI 91-224; 8.2. & Figure 8.1.				
32	AFVA 91-209 posted and content information current.	EAFBI 91-224; 8.2. & Figure 8.1.				
PERSONAL PROTECTIVE EQUIPMENT (PPE)						
33	Was PPE maintained in sanitary and serviceable condition?	AFI 91-202; 14.4.1.				
34	Is the PPE provided approved for use for the hazard identified?	AFI 91-202; 14.4.1.				
35	Are personnel who wear respirators fit tested annually and training documented?	AFI 48-137; 2.21.7.				

Figure A2.3. Page 3, 412 TW/SEG Program Management Checklist (Sample)

412 TW Ground Safety Program Management Checklist

NO.	INSPECTION ITEM	REFERENCE	Yes	No	N/A	ASSESSMENT NOTES
FALL PROTECTION PROGRAM						
36	Was fall protection equipment marked to comply with ANSI Z359.1. (e.g., harness, lanyard, etc.)?	AFI 91-202; 13-4.6.2.				
37	Is training provided annually and documented?	AFI 91-202; 13.6.				
38	Was a rescue plan included in the fall protection plan?	AFI 91-202; 13.7.				
39	Did the supervisor ensure Personal Fall Arrest System equipment was inspected and documented at least quarterly?	AFI 91-203; 13-4.6.10.3.				
HAZCOM PROGRAM						
40	Do personnel know where to obtain/locate their Safety Data Sheets (SDS)?	AFI 90-821; 3.1.4.2.1. & 3.1.4.2.2.				
41	Have personnel received initial and annual HAZCOM training?	AFI 90-821; 3.1.6.2. & 3.1.6.5.				
CONFINED SPACE PROGRAM						
42	Does the organization MEP maintain a current list of all confined spaces? (permit and non-permit)	AFI 91-202; 23.2.7.4.				
43	Are closed out AF Form 1024s, <i>Confined Space Entry Permits</i> , maintained for 1-year?	AFI 91-202; 23.5.1.2.				
44	Is the Organizational Master Entry Plan (MEP) current?	AFI 91-202; 23.5.4.10.				
45	Is confined space training current and documented?	AFI 91-202; 23.7.5.				
46	Does the organization MEP or entry permit include emergency & rescue procedures?	AFI 91-202; 23.6.1.				
HAZARDOUS ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT--LOTO)						
47	Are equipment-specific written procedures developed on equipment or machines requiring servicing or maintenance by the organization?	AFI 91-203; 21.3.9.1.				
48	Are written procedures posted on the equipment or the location of procedures posted?	AFI 91-202; 21.3.9.2.3.				
49	Is recurring training for authorized employees performed annually and documented?	AFI 91-202; 21.5.3. & 21.5.5.				
50	Has a shop level authorized worker or supervisor completed and documented an annual inspection of the LOTO Program?	AFI 91-202; 21.6.1.				
51	Has someone above shop level within the organization verified and documented the effectiveness of the LOTO Program (e.g., UGSR)?	AFI 91-202; 21.6.2.				
52	Has the 412 TW Ground Safety office reviewed and documented the LOTO program?	AFI 91-202; 21.6.2.				