

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**



AIR FORCE INSTRUCTION 91-204

**GOODFELLOW AIR FORCE BASE
Supplement**

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Safety

SAFETY INVESTIGATIONS AND REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFI 91-204, *Safety Investigations and Reports*. Ensure all records created as a result of processes prescribed in this publication are maintained per AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This supplement applies to all organizations assigned to the 17th Training Wing and includes all tenant units and Geographically Separated Units (GSUs). This supplement does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units. 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 Form 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.

SUMMARY OF CHANGES

This publication has been substantially changed due to replacement of AETC 435, *Mishap Data Worksheet*, with AF Form 978, *Supervisor Mishap Report*, and must be reviewed in its entirety.

1.3. Safety investigations and reports will be used solely for mishap prevention purposes. They are not used or conducted to find fault, lay blame, be used in legal actions, claims, or take punitive action against personnel.

1.3.1. Each unit assigned to the 17th Training Wing, to include all tenant organizations and GSUs, should have specific mishap notification procedures. These procedures will include, but not limited to, the following information.

1.3.1.1. All mishaps will be documented on AF Form 978, Supervisor's Mishap Report, and reported to the safety office within 5 calendar days of the mishap.

1.3.1.2. Initially, the Unit Safety Representative (USR) will be notified by the safety staff upon receipt of the AF IMT 1488, Daily Log of Patients Treated for Injuries, which is received from the medical group. The second notification may be made to the unit commander. All notifications containing Personally Identifiable Information (PII) will comply with AFI 33-332, Air Force Privacy Program; AFI 41-210, Managing Clinical Engineering Programs; and Occupational Safety and Health Administration (OSHA) reporting and record keeping criteria.

1.3.1.3. **(Added)** All military personnel are required to report all of their mishaps (on or off duty, on or off base) to their supervisor and/or USR as soon as possible in order to meet requirements in paragraph 1.3.1.1 and/or local procedures. Civilians are required to report all of their mishaps while on duty. This includes any mishap that occurs during a deployment, TDY, etc. Report all mishaps regardless of severity, injury, medical treatment, and government property damage. Serious injuries resulting in more than one person involved in the same mishap, hospitalization, quarters, or damage costing over \$20K, need to be reported immediately to Wing Safety. After-hours notification can be made through the Command Post.

1.3.1.3.1. **(Added)** Close calls, near misses, and no-injury mishaps can be reported using the AF Form 978. Only applicable information is required on the AF Form 978 when filling out the form for these types of mishaps.

1.3.1.3.1.1. **(Added)** Occupational illnesses can be reported using the AF Form 978.

1.3.1.3.1.2. **(Added)** Personnel should be able to identify names and phone numbers of who to contact regarding a mishap (such as their supervisor, USR, first sergeant, commander, etc.).

1.3.1.3.2. **(Added)** The supervisor must complete the AF Form 978 as thoroughly as possible. When filling out the Mishap Data Information, please pay special attention to the following areas:

1.3.1.3.2.1. **(Added)** On/Off Duty. The mishap person is on duty when they are physically present at any location where they are to perform their officially assigned work, to include those activities incident to normal work activities that occur on DoD installations.

1.3.1.3.2.2. **(Added)** Unit. If the individual is Guard/Reserve, their home unit shall be input. Active duty shall have the 17 TRW squadron listed.

1.3.1.3.2.3. **(Added)** Description of Mishap. This block should be concise

enough to fully understand what happened to cause the injury after reading. Any reader should be able to visualize the incident.

1.3.1.3.2.4. **(Added)** Disposition of Individual. Check all that apply including light duty. (For example: check limited duty and quarters if the person was placed on 2 days of quarters and a 14-day profile.) Attach profile and/or quarters paperwork, if applicable.

1.3.1.3.2.5. **(Added)** Type of injury/injuries.

1.3.1.3.2.6. **(Added)** Body part(s) injured.

1.3.1.3.2.6.1. **(Added)** If multiple injuries occurred, be specific which type of injuries happened to which body part.

1.3.1.3.2.7. **(Added)** Treatment received.

1.3.1.3.2.8. **(Added)** Medication prescribed.

1.3.1.3.2.9. **(Added)** Personal Protective Gear (PPE) worn, if applicable.

1.3.1.3.2.10. **(Added)** MAJCOM unique items. If AETC specific equipment, PPE, or instruction related to mishap is involved, insert that information here.

1.3.1.3.2.11. **(Added)** Comments area is for unit safety assigned personnel to use for recommendations, fix actions or general comments.

1.3.1.4. **(Added)** The supervisor forwards the signed form to their USR. The USR reviews form for completeness, signs and forwards to unit commander for signature. Insert any additional comments, if deemed appropriate to the mishap, and forward completed form to 17 TRW/SE org box (electronically).

1.3.1.5. **(Added)** Squadrons that do not report any mishaps within a 120-day period should review the requirements outlined in this supplement.

1.3.1.6. **(Added)** Civilians injured on duty will notify the appropriate civilian agency and submit the applicable forms. For DAF, it will be 17 FSS/FSMC and for NAF, it will be 17 FSS/FSMH.

KIMBERLEE P. JOOS, Colonel, USAF
Commander

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

AFI 33-332, Air Force Privacy Program, 16 May 2011

AFI 41-210, Managing Clinical Engineering Programs, 25 Mar 2003

AFI 91-204, Safety Investigations and Reports, 24 Sep 2008

AFMAN 33-363, Management of Records, 1 Mar 2008

Adopted Forms

AETC IMT 435, *Mishap Data Worksheet*, 19 Jul 2006

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1488, *Daily Log of Patients Treated for Injuries*, 1 Jul 1987

Abbreviations and Acronyms

DAF—Department of the Air Force

GSU—Geographically Separated Unit

K&E—Key and Essential

NAF—Nonappropriated Fund

OSHA—Occupational Safety and Health Administration

PII—Personally Identifiable Information

PPE—Personal Protective Gear

PT—Physical Training

USR—Unit Safety Representative

Terms

Key & Essential—Positions the Wing Commander deems necessary to reside in base housing. K& E positions typically respond to operational requirements or emergencies where proximity to base housing promotes mission accomplishment.

Privatized Housing—On-base housing which is managed by a private property management company.