

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF-
RICHARDSON**

**JOINT BASE ELMENDORF-RICHARDSON
INSTRUCTION 91-202**

30 MAY 2012



Safety

**SAFETY STANDARDS FOR THE JOINT
BASE ELMENDORF-RICHARDSON
MISHAP PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no restrictions on this publication

OPR: 3 WG/SEF

Certified by: 3 WG/SE
(Lt Col Mark A. Snowden)

Supersedes: 3WGI 91-202, 16 June 2006

Pages: 30

This instruction implements AFPD 91-2, *Safety Programs*, prescribes policies and procedures for mishap prevention program requirements, contains specific safety program management information, and applies to all personnel assigned, attached, associate or tenant to the 3d Wing (3 WG), 176th WG (176 WG), or the 673d Air Base Wing (673 ABW) and all other individuals, whether military or civilian, while on any Joint Base Elmendorf-Richardson (JBER) installation or property. This instruction establishes installation safety directives needed to enforce the Department of Defense position on safety. This publication applies to the US Air Force Reserve and Air National Guard units and members or contractors, unless otherwise agreed in writing. Compliance with this instruction cannot be waived. 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 the AF Form 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with 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>. See **Attachment 1** for Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This document has been updated to identify responsibilities between the 3 WG, 673 ABW, 176 WG, and 477 FG safety offices on JBER.

Section A—Safety Program Management	6
1. Introduction.	6
2. Unit Safety Program Management.	6
3. FSR and WSR.	6
Section B—Mishap Reporting Procedures	6
4. Unit Commanders and USRs.	6
5. On-Duty Mishaps.	7
6. Off-Duty Mishaps.	7
7. Mishaps Resulting in Death/Hospitalization.	7
8. Alaska Air National Guard (AKANG).	7
9. After Normal Duty Hours.	7
10. Immediate Reporting.	7
11. Flight Related Mishaps.	8
12. AKANG Flight Related Mishaps.	8
13. The 176 WG Safety.	8
14. Weapons or Explosive Related Mishaps.	8
15. The 673d Medical Group (673 MDG) will:	8
16. The 673d Wing Staff Judge Advocate (673 JA).	8
17. The 673d Security Forces Squadron (673 SFS).	8
18. The 673d Civil Engineering Squadron (673 CES).	9
19. The Base Fire Department (673 CEF).	9
20. The 673d ABW Command Post (673 CP).	9
21. The 673d Logistics Readiness Squadron (673 LRS).	9
22. The 3 MXG.	9
23. The 673 FSS Civilian Personnel Office.	10
24. The 673 FSS Non Appropriated Fund Personnel Office.	10
Section C—Ground, Flight, and Weapons Safety Representative Responsibilities	10
25. The Ground, Flight and Weapons Safety Representatives.	10

26.	Ground Mishaps.	10
27.	AKANG Mishaps.	10
28.	Flight or Weapons Mishaps.	10
29.	AKANG Flight Related Mishaps.	10
30.	AKANG Weapons or Explosive Related Mishaps.	10
31.	Spot Inspections.	10
32.	All GSRs and Work Center Supervisors.	11
33.	GSR’s Certified to Perform Inspections of Administrative Areas.	11
34.	Monitor the Hazard-Reporting Program.	11
35.	Safety Topics.	12
36.	Maintain Safety Bulletin Boards.	12
37.	Quarterly GSR Safety Meeting.	12
38.	Safety Publications.	12
39.	Monitor Job Safety, Fire Prevention and Occupational Health Training.	13
40.	Maintain a Safety Continuity Book.	13
Section D—Safety Meetings		13
41.	Environmental, Safety and Occupational Health Council (ESOHC).	13
42.	Quarterly GSR Safety Meetings.	13
43.	Quarterly Flight Safety Meetings (3 WG Aircrew Only).	13
44.	Squadron Flight Safety Meetings.	14
45.	Work-center Ground Safety Meetings.	14
46.	Industrial Safety Meetings.	14
47.	AFRC Associate/Tenant Units.	14
Section E—Headphones, Earphones and Cell Phones		14
48.	Use of Headphones, Earphones and Cell Phones.	14
Section F—Motorcycle Safety		14
49.	Commander Responsibilities:	14
50.	UMM Responsibilities:	15
51.	The 673 ABW Safety Office.	15
52.	Personal Protective Equipment (PPE).	15
53.	Motorcycle Riding Season.	16
Section G—Off Road Vehicle Training		16

54. Snow Machine Training. 16

55. All Terrain Vehicle (ATV) Training. 16

Section H—Light Reflectivity 17

56. Personnel exposed to vehicle or aircraft traffic during hours of darkness or periods of reduced visibility will be provided and use reflective accessories or will use organizational clothing sewn-on reflective tape (red or orange reflective colors provide better contrast in a snow or white environment). 17

57. Security Police Operations. 17

58. Air Force Physical Training (PT) Uniform. 17

Section I—Non-Motor Powered Equipment 17

59. Equipment Consideration/Required Safety Equipment. 17

60. Restrictions. 17

61. Play Vehicles: 18

Section J—Supervisor Safety Training 18

62. Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program. 18

63. Unit Commanders. 18

64. Airman Leadership School (ALS). 18

65. The Unit Training Manager. 18

Section K—Remedial Driver Training 19

66. USAF Traffic Safety Course. 19

67. The 673 ABW Safety Office. 19

Section L—Unit Commander Orientation 19

68. The Chief of Safety, or Designated Representative. 19

Section M—Training 19

69. Annual Safety Training Requirements. 19

70. Ground Safety Representatives (GSR), Flight Safety Representatives (FSR), Assistant GSR’s and FSR’s, and Safety Noncommissioned Officers (NCO). 19

71. Bird and Wildlife Aircraft Strike Hazard (BASH) Training. 19

72. Flight Safety Officer of the Day (FSOD) Training. 19

73. Interim Safety Board/Safety Investigation Board (ISB/SIB) Annual Refresher Training. 20

74. Privilege Statement Training. 20

75. Operational Risk Management (ORM) Training. 20

76.	Course III (Alive at 25).	20
Section N—Inspections/Assessments		20
77.	Inspected Facilities.	20
78.	Inspections/Assessments will include:	20
79.	Ratings for Ground Safety Inspections.	21
80.	AKANG Inspections.	22
Section O—Self-Help Projects		22
81.	Self-Help Projects.	22
82.	Personnel Safety.	22
83.	Electrical Work.	22
Section P—High Risk Activities		22
84.	High Risk Activities.	22
85.	The 477 FG Personnel.	22
Section Q—Flight Safety Officer of the Day (FSOD)		23
86.	FSOD.	23
87.	Squadron Representatives.	23
88.	Guard Weekend Activities.	23
89.	FSOD Duties.	23
90.	The FSOD Schedule.	23
91.	Drill Weekends.	23
Section R—Occupational Safety and Health Administration Visits		23
92.	JBER Personnel.	23
Section S—Equipment Purchases		24
93.	Government Purchases.	24
94.	Equipment Items.	24
95.	The 673 CONS.	24
Section T—Information Collections		24
96.	Information Collections.	24
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		25
Attachment 2—SAFETY INVESTIGATION BOARD LIST (TEMPLATE)		28
Attachment 3—INSPECTION CRITERIA TABLES		30

Section A—Safety Program Management

1. Introduction. This instruction is a collaboration between the 3 WG Safety Office (3 WG/SE), 176 WG Safety Office (176 WG/SE), 673 ABW Safety Office (673 ABW/SE), 477 FG Safety Office (477 FG/SE) and other tenant/associate safety offices on JBER. Ground, weapons, and flight safety responsibilities are prescribed by this instruction and specific guidance is given as to which office will maintain primary responsibility.

2. Unit Safety Program Management. Unit commanders will appoint, in writing, primary and alternate Ground Safety Representatives (GSR), Flight Safety Representative (FSR), and Weapons Safety Representative (WSR) as appropriate, in the grade of TSgt (or civilian equivalent) or higher to manage their safety program. If sufficient personnel are not available, then careful and deliberate consideration must be given to the appointment of E-5 or below as the safety representative. Safety representatives below the rank of E-6 must be endorsed by the appropriate group commander. Associated units may rely on their host unit safety representatives and programs to meet requirements of this instruction unless otherwise stated. Member's of associated Air Force Reserve Command (AFRC) units may be appointed as alternate unit safety representatives (USR) (GSR, FSR or WSR), when appropriate, and agreed upon by both associated unit commanders. The appointed Safety Representative should have the experience, maturity, and presumed authority to speak on the commander's behalf. The term USR will be used when responsibilities can be fulfilled by any or all unit safety representatives. The 477 FG will appoint one primary Ground Safety Representative. Commanders of squadrons subordinate to the 477 FG that are not associated with 3 WG or 673 ABW will appoint USRs.

3. FSR and WSR. The FSR and WSR will serve as the primary point of contact for the 3 WG (for flight and weapons safety related issues) and GSR will serve as the primary point of contact for the 673 ABW Safety Office (for ground safety related issues) on all matters related to safety, fire prevention, and health in the unit. Unit safety representatives should be knowledgeable in the mission and activities of the unit, and have a minimum of one year retain ability until their date expected to return from overseas (DEROS) at the time of selection. Primary and alternate ground safety USRs will receive training from the 673 ABW Safety Office within 30 days of appointment. The appointment and training of safety personnel below squadron level (for example, branch and/or section) is the responsibility of the squadron commander and USR.

3.1. The duties of a USR are significant, and depending on the dynamics of each individual unit, USR responsibilities can consume a significant amount of time. Commanders and supervisors will allow USRs sufficient time to fully perform all assigned USR responsibilities, and to attend monthly meetings and training.

3.2. Ensure personnel at all levels are held accountable for compliance with safety requirements.

Section B—Mishap Reporting Procedures

4. Unit Commanders and USRs. Unit commanders and USRs are responsible for developing and publicizing mishap notification procedures within their unit. These procedures must be posted on the unit safety bulletin board and ensure prompt notification. Co-located associated units will rely on host unit USRs to manage safety bulletin boards and overall safety programs.

They are not required to have separate USRs or programs unless deemed necessary by the associated unit commander.

5. On-Duty Mishaps. On-duty mishaps are reported by the supervisor through the USR to the appropriate Wing Safety Office immediately (24 hours a day) following notification of appropriate first response agency (fire, rescue, medical, or law enforcement agencies). On-duty mishaps include military and civilian injuries, Air Force motor vehicle accidents (regardless of whether or not the mishap involved injury), damage to Air Force property, and injury and/or damage caused by an Air Force operation. The scene of any mishap involving Air Force property or an injury where the individual was transported for medical treatment will not be released until the appropriate safety investigator deems it ready. The safety investigator has the authority to release the scene telephonically depending on the circumstances and nature of the incident. Associate units must develop mishap reporting procedures to ensure the unit commander, USR, and the appropriate Wing Safety office are notified of all mishaps. The Wing Safety office will investigate Class D and C mishaps for all associate units without a full time safety professional assigned unless the associate unit's headquarters convening authority requests otherwise.

6. Off-Duty Mishaps. Off-duty mishaps (military injuries only) are reported by the individual through the supervisor, to the USR (or commander), in-person or by positive telephone contact. The USR or commander will notify the Wing Safety Office by the close of the first duty day following the mishap. With the exception of significant incidents discussed below, e-mail to the 673 ABW/SEG organizational inbox is preferred (673abw.seg@elmendorf.af.mil). Initial notification will include name, date of mishap, location, brief synopsis of mishap and medical treatment received pending receipt of PACAF Form 161, *Notification of Mishap*.

7. . Mishaps Resulting in Death/Hospitalization. All mishaps resulting in death, or hospitalization, as well as all on-duty mishaps resulting in medical treatment or damage in excess of \$20,000 must be immediately reported through positive contact (no voicemail or e-mail) to the 673 ABW Safety Office in person or by telephone at 907-230-4297.

8. Alaska Air National Guard (AKANG). Will report mishaps directly to their supervisor and AKANG safety office. The AKANG Safety Office shall forward this information in accordance with National Guard Bureau policies and directives and courtesy copy the 673 ABW Safety Office.

9. After Normal Duty Hours. After normal duty hours, the safety office on-call representative can be reached through the 673 ABW Command Post at 552-3000.

10. Immediate Reporting. The immediate reporting of any mishap is critical. Accident sites contain valuable information necessary for accurate investigation and mishap prevention. When a mishap occurs on duty that requires the preservation of evidence, the supervisor, USR, Commander, or quality assurance (QA) will secure the mishap site until safety personnel arrive. If there is any question as to if preservation of evidence is needed, contact the appropriate Wing Safety Office and it will be handled on a case by case basis.

10.1. The first line supervisor will document all mishaps on PACAF Form 161, *Notification of Mishap*, ensuring all applicable blocks are filled in. The USR will then complete his/her section and forward it to the 673 ABW Safety Office organizational inbox. Final signed copies will be hand carried or emailed to 673 ABW Safety Office organizational inbox

within 3 days of occurrence. For mishaps involving 477 FG (AFRC) personnel, a copy will be provided to the 477 Safety Office or member's Unit Commander. The Form 161 will also include the reserve member's duty status (civilian or military) at the time of the mishap.

10.2. AKANG will report mishaps directly to their supervisor and safety office. If commander is not available to sign the PACAF Form 161 do not delay notification. Send the initial unsigned copy to the safety office within 3 days, and provide the signed copy as soon as possible. The AKANG Safety Office will forward this information in accordance with National Guard Bureau policies and directives and courtesy copy the 673 ABW Safety Office.

11. Flight Related Mishaps. Flight related mishaps will be documented on 3 WG Aircraft Incident Worksheet and e-mailed to "3wgIFE@elmendorf.af.mil" or faxed to 552-9824. This worksheet can be found on the 3 WG/SE SharePoint ® page or through your FSR. Notification of flight mishaps will be directed to the Unit Safety Office by the member. When flight mishaps involve associate or other unit members, notification will include the member's safety office and leadership by Wing Safety.

12. AKANG Flight Related Mishaps. Will be documented on *176 WG Aircraft Incident Worksheet* and delivered to the 176 WG Safety Office. This worksheet can be found on the 176 WG/SE SharePoint page or through your FSR.

13. The 176 WG Safety. Will notify 3 WG Flight Safety of any aircraft incident.

14. Weapons or Explosive Related Mishaps. Will be reported through command post to the 3 WG Weapons Safety Office (3 WG/SEW). AKANG weapons or explosive related mishaps will be reported through command post to the 176 WG Safety Office.

15. The 673d Medical Group (673 MDG) will:

15.1. Provide Daily Log of Active Duty Patients Treated for Injuries, AF Form 1488, *Patient Injury and Treatment Log*, to the 673 ABW Safety Office on a daily basis.

15.2. Admissions and Dispositions (A&D) clerk. Provide a copy of the military Injury Report Log to the JBER Safety Office on a daily basis. A&D will also notify all squadron commanders whenever a member of their unit is placed on quarters. This notification will be made within 30-60 minutes after the quarter's notification form is received in the A&D office regardless of the time of day or night. A fax or email copy of this notification will also be sent to the member's Commander's Support Staff. The A&D clerk will maintain the original quarters slip and maintain a log for 6-months of who was notified and the time of notification. Admissions will coordinate with Tricare office to ensure the 673 ABW safety office is notified daily of all treatment received off-base for all military injuries occurring on- and off-duty, and civilian employees injured occurring while employee was on-duty.

16. The 673d Wing Staff Judge Advocate (673 JA). Will notify the 673 ABW Safety Office of any claims involving significant injury to persons or significant damage to private property as a result of an Air Force operation within three duty days of receipt.

17. The 673d Security Forces Squadron (673 SFS). Will provide copies of AF Form 1315, *Accident Report*, when requested, and make the daily blotter available for review by the 673 ABW, 3 WG Safety, and 176 WG Safety staff.

18. The 673d Civil Engineering Squadron (673 CES). Will provide cost assessments to the 673 ABW Safety Office for damage exceeding \$2,000 to government property as a result of mishap damage within three duty days of evaluation. For safety incidents involving the AKANG property or personnel, the 176 Civil Engineering Squadron (176 CES) will be the OPR and efforts coordinated with 673 CES and 176 WG Safety. A consolidated monthly report will be provided no later than the first duty day of the following month.

19. The Base Fire Department (673 CEF). Will provide copies of Department of Defense Fire Incident Reports (DODFIRS) to the 673 ABW Safety Office when completed.

20. The 673d ABW Command Post (673 CP). Will notify 3 WG/673 ABW/176 WG Safety for the following:

20.1. Mishaps directed to 673 ABW Safety:

20.1.1. On duty accident/mishap involving injury to United States Air Force (USAF) personnel (civilian or military).

20.1.2. Off-duty accident/mishap involving injury to USAF personnel.

20.1.3. Any serious mishap involving temporary (TDY) or transient Military, Department of Defense (DoD), or foreign personnel.

20.1.4. Damage to USAF facilities, aircraft, vehicles or equipment.

20.1.5. Any incident or accident involving weapons or explosives handling or storage.

20.1.6. Mishaps either caused by or involving USAF operations.

20.1.7. Any significant incident the controller determines to require a ground safety notification.

20.2. Mishaps directed to 3 WG Safety:

20.2.1. Any incident or accident involving weapons or explosives handling or storage.

20.2.2. Any incident or accident involving injury to USAF personnel due to aircraft flight or preparation for flight.

20.2.3. Aircraft in flight emergency (IFE).

20.2.4. Any aircraft movement incident (that is, aircraft taxi off of pavement, aircraft vehicle strike, and so forth) while in the preparation for flight.

20.2.5. Any Aircraft incident involving a Physiological Event with aircrew or maintenance experiencing symptoms. The Physiological Event checklist will also be run.

20.3. Mishaps directed to 176 WG Safety. Any incident involving AKANG members, flight or ground.

20.4. Army personnel involved in a mishap will follow USARAK Safety procedures.

21. The 673d Logistics Readiness Squadron (673 LRS). Will provide the 673 ABW Safety Office a consolidated report of reported vehicle accidents identifying the unit and vehicle involved in the accident no later than the first duty day of the following month.

22. The 3 MXG. Will provide a list of current and qualified safety personnel to the 3 WG Safety Office on the last day of each CY quarter. See **Attachment 2**, this instruction, for format.

23. The 673 FSS Civilian Personnel Office. Will notify the 673 ABW Safety Office within 3 duty days of receipt of a mishap report. A consolidated monthly report will be provided to 673 ABW Safety Office no later than the first duty day of each month.

24. The 673 FSS Non Appropriated Fund Personnel Office. Will notify the 673 ABW Safety Office within one duty day of receipt of a mishap report. A consolidated monthly report will be provided to 673 ABW Safety Office no later than the first duty day of each month.

Section C—Ground, Flight, and Weapons Safety Representative Responsibilities

25. The Ground, Flight and Weapons Safety Representatives. Are responsible for managing the squadron commander's safety program. Squadrons with multiple safety representatives may appoint a Chief of Safety for oversight. For flying units, this position will be held by the Squadron Assigned Flight Safety Officer (SAFSO).

25.1. The GSR serves as the unit's primary point of contact for matters pertaining to Ground Safety.

25.2. The FSR, or SAFSO, serves as the unit's primary point of contact for matters pertaining to Flight Safety.

25.3. The WSR serves as the unit's primary point of contact for matters pertaining to Weapons and Explosive Safety.

25.4. Associated 477 FG units will rely on their host unit Safety programs and are not required to have separate programs. The 477 FG members may serve as an alternate GSR, FSR, or WSR in support of the host flying unit.

26. Ground Mishaps. Report all **Ground** mishaps to the 673 ABW Safety Office, by telephone or by e-mail at 673abw.seg @elmendorf.af.mil, pending completion of the PACAF Form 161. Mishaps resulting in death, hospitalization, on-duty mishaps, and damage in excess of \$20,000 must be immediately reported to the 673 ABW Safety Office in person or by positive telephone contact. After normal duty hours the 673 ABW Safety Office on call representative can be contacted through the 673 ABW command post.

27. AKANG Mishaps. AKANG will report mishaps directly to their supervisor and safety office. The AKANG Safety Office will forward this information in accordance with National Guard Bureau policies and directives and courtesy copy the 673 ABW Ground Safety Office.

28. Flight or Weapons Mishaps. Report all **Flight or Weapons** mishaps to the 3 WG Safety Office, by telephone or by e-mail at 3wgIFE@elmendorf.af.mil, pending completion of *3d Wing Safety Aircraft Incident Worksheet*.

29. AKANG Flight Related Mishaps. Will be documented on *176 WG Aircraft Incident Worksheet* and delivered to the 176 WG Safety Office.

30. AKANG Weapons or Explosive Related Mishaps. Will be reported through command post to the 176 WG Safety Office.

31. Spot Inspections. Conduct and document spot inspections of unit workplaces and operations. These are unscheduled inspections and are conducted periodically by the GSR, unit supervisors, and the 3 WG, 673 ABW, or 176 WG safety staff. They are generally informal, without notice, and are limited to a single activity, subject, objective, or interest. All

documentation must be kept for 1 year and open items carried forward until closed. Significant hazards identified during spot inspections that cannot be eliminated quickly within 30 days will be forwarded to 673 ABW/SEG organizational inbox. Notify the safety office immediately of all hazards that have the potential to be immediately dangerous to life and/or health. Flying Squadron USR's (GSR, FSR, and WSR) will inspect operational areas in or around their squadron in conjunction with the 3 WG FSOD (Flight Safety Officer of the Day) program and send a report detailing these inspections to 3wg.sef@elmendorf.af.mil. Squadron USR's will inspect, at a minimum, the 3 WG COS's critical inspection areas monthly that are around their squadron and four additional areas within the FSOD checklist, located on the 3 WG/SE SharePoint, each month. All work areas will be inspected annually.

32. All GSRs and Work Center Supervisors. Will conduct and document one administrative area spot inspection each month. In addition, USRs and supervisors with industrial areas will also conduct and document one industrial area spot inspection each month. All work areas will be inspected annually.

32.1. Documentation will include:

32.1.1. The organization, unit, activity or work area inspected.

32.1.2. The date and time of the inspection.

32.1.3. The inspector's name and their organization or office symbol.

32.1.4. A brief description of the areas, equipment or processes/procedures reviewed as well as observations (may also include positive findings), hazards or unsafe work practices. When qualified safety personnel identify hazards, assign RACs as applicable.

32.1.5. Causes of deficiencies and hazards, as noted.

32.1.6. Recommendations for corrective action.

32.1.7. Name and phone number of responsible person.

32.1.8. Ensure appropriate follow-up actions (every 30 days) are conducted and documented until findings are closed.

33. GSR's Certified to Perform Inspections of Administrative Areas. Will conduct annual inspections for all of their unit's administrative areas. This inspection will be conducted and completed during the month of the unit's annual safety inspection/assessment.

33.1. Complete inspection report for the administrative inspection and maintain in continuity book.

33.2. Provide a copy of administrative inspection reports to 673 ABW Safety Office no later than last day of the unit safety inspection.

33.3. Accompany the 673 ABW Safety Office staff during the unit's annual safety assessment/inspection.

34. Monitor the Hazard-Reporting Program. Every effort will be used to correct identified hazards at the lowest possible level within the squadron. If personnel feel the hazard has not been abated to an appropriate level, the individual has the right to submit an AF Form 457, *USAF Hazard Report*, directly to the 673 ABW Safety Office. The GSR and supervisors will ensure all unit personnel are aware of their right to formally report hazards directly to the 673

ABW Safety Office. The GSR or supervisor will make blank AF Forms 457 available to all personnel.

35. Safety Topics. Squadrons will develop a process to ensure safety topics are discussed and documented throughout the organization at least monthly. All relevant safety material provided by the safety office will be made available to all personnel, and posted on the unit safety bulletin board for 30 days.

36. Maintain Safety Bulletin Boards. The GSR will post a safety bulletin board in each unit facility or major work center in a conspicuous location. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post the materials in a segregated section of other unit bulletin boards. The area will be neat and orderly and contain only safety-related items. As a minimum, the GSR will post the following items:

36.1. AFVA 91-307, *Air Force Occupational Safety and Health Programs*.

36.2. Mishap reporting/notification procedures tailored to that work center.

36.3. Form CA-10, *What a Federal Employee Should Do When Injured at Work*.

36.4. Blank AF Forms 457 with instructions for completing them.

36.5. Current mishap prevention information (posters, flyers, safety grams, and so forth).

36.6. Annual and baseline bioenvironmental engineering (BEE) industrial hygiene surveys and reports. Post for 10 days after receipt on affected shop/section safety bulletin boards to allow all workers free access to the findings. Maintain copies of all surveys for 2 years.

36.7. The Annual Safety Inspection report will be posted for 30 days, and remain posted until all open items have been closed.

36.8. Post the OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, provided by 673 ABW safety office from 1 Feb-30 Apr.

37. Quarterly GSR Safety Meeting. This meeting is the primary forum for providing GSRs information on changes in safety policies and standards, discussing mishap prevention processes, and providing additional training. Attendance is mandatory and will be identified by 673 ABW Safety Office during annual program assessments. AFRC associate/tenant units will make every effort to send, at minimum, one representative to quarterly safety meetings.

38. Safety Publications. As a minimum, the GSR will maintain the following safety publications. Publications may be maintained electronically or via web page.

38.1. JBERI 91-202, *Safety Standards for the Joint Base Elmendorf-Richardson Mishap Prevention Program*.

38.2. AFI 91-207, *US Air Force Traffic Safety Program* and PACAF Sup 1.

38.3. AFI 91-202, *US Air Force Mishap Prevention program*.

38.4. All AFOSH standards applicable to unit workplaces and operations.

38.5. AFRC associate/tenant units will maintain any AFRC supplements to applicable safety AFIs. In the event differences arise between the publications, AFRC associate/tenant units will adhere to any additional AFRC guidance/requirements. AFRC members will follow the most restrictive safety practices when there is conflicting guidance.

39. Monitor Job Safety, Fire Prevention and Occupational Health Training. The GSR will ensure supervisors conduct and document training as prescribed in AFI 91-202, paragraph [1.5.21](#)

40. Maintain a Safety Continuity Book. The continuity book will contain the following tabs:

40.1. **Tab A** - Introduction and Index.

40.2. **Tab B** – Unit safety representative appointment letter and record of training.

40.3. **Tab C** – JBERI 91-202, *Safety Standards for the Joint Base Elmendorf-Richardson Mishap Prevention Program*.

40.4. **Tab D** - Annual Safety Assessment, Facilities/Operations Inspections, Semi-Annual Self-Inspection, Other Inspections.

40.5. **Tab E** – Monthly Safety Briefings, Spot Inspections.

40.6. **Tab F** – Unit Mishap Reporting Procedures.

40.7. **Tab G** - Mishap Analysis and Report Correspondence.

40.8. **Tab H** - Supporting Safety Appointment Letters, such as Motorcycle Monitor and Confined Space, and so forth.

40.9. **Tab I** – All safety communication (ALSAFECOM), cross telecommunications (CROSSTELL), and high accident potential (HAP) Messages and other safety information.

40.10. **Tab J** - Safety Awards Program.

40.11. **Tab K** - Current list of all safety personnel assigned or attached to the unit.

40.12. **Tab L** – Squadron Training Records.

40.13. **Tab M** – Commander’s Monthly Review.

Section D—Safety Meetings

41. Environmental, Safety and Occupational Health Council (ESOHC). Serves as a forum for discussion of occupational safety and health (ESOH) problems, to advise the installation commander on ESOH related matters, and make recommendations to the commander on resolution of ESOH problems. The council is conducted quarterly and is co-chaired by the 673 ABW and 3 WG commanders or their designated representative. Membership includes all 673 ABW and 3 WG group and squadron commanders, all 673 ABW Wing Staff Agency directors, and tenant organization commanders. Designated employee (union) representatives are invited and encouraged to participate.

42. Quarterly GSR Safety Meetings. Serve as a forum for continued training, discussion of Air Force, command, and wing level safety management policy and procedures. This meeting is chaired by a representative of the 673 ABW safety staff.

43. Quarterly Flight Safety Meetings (3 WG Aircrew Only). Produces topics of interest and trending data to flying personnel and satisfies annual training requirements for bird and wildlife aircraft strike hazard (BASH), midair collision avoidance (MACA), hazardous air traffic report (HATR), and Flight Safety. Associate Units and Wings may participate and 3 WG Safety will make briefings and information available on request.

44. Squadron Flight Safety Meetings. FSR's will conduct monthly meetings, in whole or part of a crewmember / pilot meeting and forward meeting minutes to Wing/SEF.

45. Work-center Ground Safety Meetings. Administrative work centers will conduct monthly face-to-face safety meetings. Documentation will be maintained for topics discussed and attendance. Absent personnel will receive a documented back brief upon their return.

46. Industrial Safety Meetings. Industrial work centers will conduct weekly face-to-face safety meetings. Documentation will be maintained for topics discussed and attendance. Absent personnel will receive a documented back brief upon their return.

47. AFRC Associate/Tenant Units. Will participate to maximum extent possible in host Safety Meetings.

Section E—Headphones, Earphones and Cell Phones

48. Use of Headphones, Earphones and Cell Phones. Use of these devices hinders or prevents recognition of emergency signals, alarms, announcements, approach of vehicles, human speech and the ability to determine the direction from which sounds are coming.

48.1. All vehicle operators on an AF installation and operators of government owned, leased, or rented vehicles, on or off an AF installation, and Government owned cell phone users will not use cell phones while the vehicle transmission is not placed in **PARK**, except when using a hands-free device or hands-free operating mode. When possible, vehicle operators will pull over and place the vehicle in park before using any cell phone. Land Mobile Radios (LMR) are primarily listening devices and are not restricted. Cell phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are considered LMR if required and issued for the performance of official duties.

48.2. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle, running, jogging, walking, bicycling, or skating (for example, roller skates, roller blades, skateboards, and so forth) on AF installation roadways is prohibited with the exception of a hands-free telephone headset or single-bud earpiece. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use. **EXCEPTION:** Motorcycle helmet intercom system between operator and passenger is permitted.

Section F—Motorcycle Safety

49. Commander Responsibilities:

49.1. Commander will designate a unit motorcycle monitor (UMM) for their unit. Provide a copy of this appointment to the 673 ABW Safety office. The UMM must request and receive training from the 673 ABW Safety office within 30 days of appointment. The UMM must have significant riding experience, and be able mentor new riders. Units with only a few riders, or have only riders with limited riding experience may coordinate with another unit to provide a UMM. A written Memorandum of Agreement must be signed by each unit commander and coordinated through the 673 ABW Safety office. The 477 FG Commander will appoint one UMM (in accordance with 91-202 AFRC Sup) to administer motorcycle safety for 477 FG squadrons and to support the host installation program.

49.2. Commander will provide a motorcycle safety briefing to each rider. This will be accomplished within 30 days of their arrival on station, or before the rider is scheduled to attend motorcycle safety training. Commanders may delegate this briefing down to the UMM.

50. UMM Responsibilities:

50.1. The UMM is responsible for managing all unit motorcycle riders. Riders include all military riders regardless of duty status as well as all Air Force civilian personnel who ride on the installation or off the installation while performing official business. For the purpose of the motorcycle safety program, a civilian is considered to be in an on duty status or in performance of official business if riding a motorcycle is identified in the employee's position description.

50.2. UMM will interview all newly assigned personnel within 14 days of their arrival on station to determine rider status.

50.3. UMM will ensure all riders receive an initial motorcycle safety briefing from the unit commander.

50.4. UMM will enter rider information in the Air Force Motorcycle Unit Safety Tracking Tool (MUSTT) via Air Force Safety Automated System (AFSAS). UMM's must request access to this system at the following URL: <https://afsas.kirtland.af.mil/Login.do>. The UMM will ensure the database is updated within 15 days of either arrival of a new rider on JBER, or within 15 days after a rider obtains a new (or used) motorcycle. The UMM will contact each rider no later than the 15 of April each year to validate all information contained in MUSTT.

50.5. Motorcycle operation is considered a High-Risk activity, and supervisors must complete an AF Form 4391, *High-Risk Activity Worksheet*, for each motorcycle operator.

50.6. UMMs will conduct a mandatory motorcycle meeting for all unit riders no later than 15 April each year. At a minimum, this meeting will include a rider safety briefing, T-CLOCK inspection information, and information on safe riding techniques. Attendance will be documented and UMM will ensure all absent riders receive the information upon their return.

50.7. UMMs are highly encouraged to coordinate a unit mentorship ride early in the riding season.

51. The 673 ABW Safety Office. Is the point of contact to obtain training for both the experienced rider course (ERC) and beginners rider course (BRC). These courses are offered beginning in late spring through the summer of each year. Personnel interested in obtaining training can visit the 673 ABW Safety Share Point ® site at <https://elmendorf.eim.pacaf.af.mil/673ABW/673SE/default.aspx> for additional information.

52. Personal Protective Equipment (PPE). In addition to personal protective equipment required by AFI 91-207 as supplemented by local and major command (MAJCOM) instructions, operators (and passengers) will wear Department of Transportation (DOT) approved protective head gear, reflective vests, jacket, or outer garment with reflective material regardless of the time of day while operating all motorcycle, moped, scooter (regardless of engine size), motor-assisted bicycles, lightweight motorized push scooters (Go-Peds or similar machines), or any other type

of motorized conveyances powered by any non human power source. **FOR EXAMPLE:** A reflective strip at the top and bottom of vest on both back and front of vest. Brightly colored garments may be worn provided the reflectivity requirements are met. If backpacks are worn they will have reflective material (recommendation: use of a reflective belt secured around the backpack covering exposed sides).

53. Motorcycle Riding Season. Motorcycle riding is only authorized during the JBER motorcycle riding season, which is determined by the 673 MSG/CC. The 673 MSG/CC determines riding season dates based upon weather and road conditions. Motorcycle riding is only allowed during the motorcycle riding season and when the JBER road conditions are "GREEN." Call 552-INFO (4636) for current road conditions on JBER. However, if JBER road conditions are "GREEN" prior to the riding season, motorcycle riding is still not authorized. All military (includes Air Force, Army, National Guard and Reserves) personnel at any time, on or off the installation, and all Department of Defense (DoD) civilian personnel on the installation or off the installation in a duty status who operate a motorcycle on a roadway, and all operators of government owned motorcycles, are required to attend and complete an approved motorcycle rider education course.

Section G—Off Road Vehicle Training

54. Snow Machine Training. Snow machine training is conducted by 673 FSS Outdoor Recreation when using FSS owned snow machines. The Wildlife Office is the OPR for on-base, non-FSS owned, snow machine use.

54.1. PPE is mandatory for all snow machine operators/passengers on the installation. In addition, PPE is mandatory for all military operators when operating/riding a snow machine either on or off duty, on or off the installation.

54.2. Snow machine operation is considered a High-Risk activity, and supervisors must complete an AF Form 4391 for each operator.

55. All Terrain Vehicle (ATV) Training. A formal training course Specialty Vehicle Institute of America (SVIA) approved) is required for all on-duty operations conducted by military members or DoD civilians while in a paid duty status. Units purchasing ATVs are responsible for ensuring operators complete the course prior to operating an ATV.

55.1. All military personnel must receive the locally developed ATV briefing and review the pre-season slides prior to operating an ATV off duty on or off base. A formal training course will be acceptable in lieu of the local training. The training will include safe riding techniques and strategies, instruction on the proper use of the PPE, and vehicle orientation (rider positions and use of controls).

55.2. In accordance with AFI 91-207, *US Air Force Traffic Safety Program*, PPE is mandatory for all ATV operators/riders on the installation. In addition, PPE is mandatory for all military operators when operating an ATV either on or off duty, on or off the installation.

55.3. All ATV operators must comply with their ATV manufacturer's operating instructions, including, but not limited to, the manufacturer's guidance concerning passenger transportation.

55.4. ATV operation is considered a High-Risk activity, and supervisors must complete an AF Form 4391 for each ATV operator.

Section H—Light Reflectivity

56. Personnel exposed to vehicle or aircraft traffic during hours of darkness or periods of reduced visibility will be provided and use reflective accessories or will use organizational clothing sewn-on reflective tape (red or orange reflective colors provide better contrast in a snow or white environment). Personnel working in a traffic environment during daylight hours will wear an international orange or yellow safety vest. **NOTE:** This applies to DoD civilian employees only while in a paid duty status.

57. Security Police Operations. Security Police operations, at the option of the Security Police Commander, are exempt from this requirement while performing tasks that wearing the reflective accessories would hinder the individual's safety. The 673 SFS unit safety representative will maintain a letter, with coordination from 673 ABW Safety, designating the specific tasks exempt from the wear of reflective accessories.

58. Air Force Physical Training (PT) Uniform. Personnel wearing the Air Force PT uniform either participating in, or traveling to or from fitness activities, are exempt from wearing the reflective belt. **NOTE:** The issued top and bottom reflective garments must be completely exposed and not covered by cold weather gear, back packs, and so forth. Members wearing cold weather gear (that is, jacket) over the PT uniform must wear the reflective belt.

Section I—Non-Motor Powered Equipment

59. Equipment Consideration/Required Safety Equipment. All personnel who use bicycles, skateboards, scooters, roller-skates/blades or ice skates on the installation (including skate parks) **MUST** wear an ANSI/Snell approved bicycle helmet. Exceptions are those persons operating three wheeled bicycles and/or workers operating in an industrial/flight line area designated as a no-hat area, due to potential foreign object damage.

59.1. Bicycles ridden during the hours of darkness will be equipped with a lamp on the front, which will emit a white light visible from a distance of at least 200 feet and an approved red rear reflector or light visible at 150 feet.

59.2. Every bicycle will be equipped with an approved brake, which will enable the operator to quickly stop the bicycle on dry, level, or clean pavement.

59.3. Bicycles are considered vehicles. Except for registration, operators of these bicycles must comply with all traffic rules and wear all required safety equipment including an American National Standards Institute (ANSI)/Snell approved bicycle helmet. During times of darkness, appropriate reflective wear is required.

59.4. Operators of motor-assisted bicycles must wear a DOT approved helmet, and may not operate the bicycle on sidewalks or pedestrian paths while the motor (electric or gas powered) is operating.

60. Restrictions. Bicycles will use bicycle lanes, if provided. Bicycles operated on roadways will be in single file, as far to the right as possible, and will use extreme caution when crossing heavily traveled intersections/roadways.

61. Play Vehicles:

61.1. Self-propelled wagons, battery powered cars designed for young children, carts, youth tricycles, push scooters, and all other self-propelled toys **MAY NOT** be operated on any JBER roadway outside of housing areas.

61.2. Motorized scooters, pocket bikes, or any motor vehicle not specifically approved by the US Department of Transportation (DOT) for use on public roads **MAY NOT** be operated on any JBER roadway. Buyer beware, the burden of proof of DOT approval lies with the operator/sponsor. These vehicles may not be operated on JBER sidewalks or pedestrian walkways.

61.3. Skateboards, roller skates, roller blades may only be used on installation sidewalks and on the streets in base housing areas. Individuals must comply with traffic flow and all traffic control devices (stop signs and so forth).

61.4. Slopes and hills ending within 150 feet of any road, driveway or other traffic environment on the installation (including all housing areas) may not be used for sledding, tubing, tobogganing, or skiing; does not apply to Hillberg or Dyea recreational areas.

61.5. The 673 ABWI 31-204, *Base Traffic Code*, should be referred to for further guidance.

Section J—Supervisor Safety Training

62. Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program. Supervisors are the key in the AFOSH program because they are responsible for maintaining safe and healthful environments in their areas. Supervisors must know the Occupational Safety and Health (OSH) requirements for their work areas and enforce compliance. The supervisor safety training (SST) course provides supervisory personnel with a working knowledge of their basic responsibilities for providing and maintaining safe and healthful working conditions; recognition, reporting, and elimination of hazards; employee safety motivation; mishap investigation; and other required skills to implement the AFOSH program at the working level.

63. Unit Commanders. Will ensure the following personnel are scheduled to attend SST:

63.1. Noncommissioned officers and Senior Airmen when first assigned to a supervisory position.

63.2. Commissioned officers when first assigned as a supervisor.

63.3. Civilian personnel upon initial assignment to a supervisory position.

63.4. Any supervisor needing refresher training or who demonstrates a lack of safety knowledge or initiative.

64. Airman Leadership School (ALS). Commanders will schedule Senior Airmen to attend SST within 30 day after graduating ALS.

65. The Unit Training Manager. Will track and maintain a current master list identifying the SST attendance status for all assigned personnel SrA/E-4 and above, and all Departments of the Air Force civilian supervisors, and will contact 673 ABW Safety Office to schedule SST for unit personnel requiring training.

Section K—Remedial Driver Training

66. USAF Traffic Safety Course. Commanders may use the USAF Traffic Safety Course 5, Driver Improvement Program. This training is available for any driver the unit commander determines to be in need of additional safety training regardless of the reason or means of identification.

67. The 673 ABW Safety Office. The unit commander or first sergeant should contact the 673 ABW safety office to schedule the individual for the next available class date.

Section L—Unit Commander Orientation

68. The Chief of Safety, or Designated Representative. Will provide an overview of the safety program to incoming unit commanders in accordance with AFI 91-202, paragraph 2.3.1. The 673 ABW and non-flying tenant commanders may contact the 673 ABW Chief of Safety (CoS) at 552-6851, 3 WG and flying tenant unit commanders contact the 3 WG CoS at 551-3389.

Section M—Training

69. Annual Safety Training Requirements. Annual safety training requirements for JBER will be completed during the first calendar Quarter (Jan-Mar) to the maximum extent possible.

70. Ground Safety Representatives (GSR), Flight Safety Representatives (FSR), Assistant GSR's and FSR's, and Safety Noncommissioned Officers (NCO). Will accomplish the most current USR training on the advanced distributed learning service (ADLS) stage website (<https://golearn2.csd.disa.mil>) within 30 days of being appointed. This training will be completed annually the first calendar quarter (Jan-Mar) to the maximum extent possible and annotated in their continuity book under **Tab – L**.

70.1. GSR's must contact the 673 ABW Ground Safety Office to receive MAJCOM and local training within 30 days of appointment. Documentation of training will be maintained in **Tab - N**.

70.2. WSR training is in accordance with 3WGI 91-207.

71. Bird and Wildlife Aircraft Strike Hazard (BASH) Training. BASH Training is required for all personnel on the Elmendorf side of JBER annually (both civilian and military). BASH training will be accomplished on the ADLS stage website (<https://golearn2.csd.disa.mil>) during the first calendar quarter (Jan-Mar) to the maximum extent possible. USR's will maintain a complete list of individuals having completed the training in their continuity book under **Tab – L**. This list will include the individuals name, rank, and date accomplished. USR's will send 3 WG/SEF a list of individuals who have not accomplished the training by the 30th day of March to 3wg.sef@elmendorf.af.mil.

72. Flight Safety Officer of the Day (FSOD) Training. FSOD training is required for all Flight Safety Trained Officers and NCO's. Training will be given by the 3 WG/SEF FSOD manager. FSR's will maintain a list of current FSOD qualified personnel and their training dates in their continuity book under **Tab – L**.

73. Interim Safety Board/Safety Investigation Board (ISB/SIB) Annual Refresher Training. Will be accomplished by all personnel who have completed Aircraft Mishap Investigation Course (AMIC), Safety Board President School, or identified as a potential safety board member in another position. This list and the dates accomplished will be maintained by the FSR and kept in their continuity book under **Tab - L**. This training is located on the 3 WG/SE SharePoint ®.

74. Privilege Statement Training. Will be given by 3 WG/SE to all flying units during the 2nd Quarterly Flight Safety Briefing, normally held at the end of March. Flying Unit FSR's are required to ensure each member in their squadron completes this training annually and maintain proper documentation in their continuity books under **Tab - L**. FSR's may give this training to their own squadron personnel if members are unable to attend the 3 WG Flight Safety brief.

75. Operational Risk Management (ORM) Training. Commanders and supervisor will ensure all personnel are trained on the objectives and principles of risk management in accordance with AFI 90-901, *Operational Risk Management*. Training will be documented on each individual's AF Form 55, *Employee Safety and Health Record*, and can be obtained through the Air Force Safety Center website <https://rmis.kirtland.af.mil/>. This is a one-time requirement for each level of ORM. These levels include:

75.1. Commanders and Senior Leaders (WS-14/GS-13/O-5 and above) are required to accomplish the ORM Executive Overview Course.

75.2. Supervisors are required to complete the ORM Essentials Course.

75.3. All personnel are required to complete the ORM Fundamentals Course.

76. Course III (Alive at 25). All Air Force officers and enlisted personnel assigned to JBER as their first permanent duty station must attend Course III (Alive at 25). Enlisted personnel automatically receive this class during the First Term Airman's Course (FTAC), officers must contact the 673 ABW/SE office to schedule a class date within 90 days of arrival on station.

Section N—Inspections/Assessments

77. Inspected Facilities. All 3 WG and 673 ABW, tenant units and their associated facilities must be inspected annually and an assessment conducted of the program management within the unit. To ensure effective unit safety program management, Wing Safety evaluates mishap and hazard correction and reporting. Attendance and support of mishap prevention efforts must be in accordance with AFIs 91-202, *The US Air Force Mishap Prevention Program*, 91-204, *Safety Investigations and Reports*, AFMAN 91-224, *Ground Safety Investigations and Reports*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 3WGI 91-212, *Bird and Wildlife Aircraft Strike Hazard Program*, and this instruction. **NOTE:** Associate/Tenant units will receive an annual facilities/operations inspection only.

78. Inspections/Assessments will include:

78.1. Commander support and involvement in mishap prevention.

78.2. Quality and depth of internal safety inspections.

78.3. Adequacy and timeliness of mishap reporting.

- 78.4. Identification and correction of hazards in accordance with the hazard reporting program.
- 78.5. Mishap prevention information provided to unit personnel.
- 78.6. Safety bulletin boards.
- 78.7. Safety meetings and briefings.
- 78.8. Attendance at safety meetings.
- 78.9. Quality and effectiveness of job safety training.
- 78.10. Effectiveness of government operated vehicle (GOV) operations and training program.
- 78.11. Publications maintenance.
- 78.12. Mishap experience.
- 78.13. Participation in safety education courses.
- 78.14. Complaints and grievances involving safety problems.
- 78.15. Compliance with safety standards.
- 78.16. Special interest items hazardous communication (HAZCOM), LOCKOUT/TAGOUT, Confined Space, and Appointment of Motorcycle Safety Monitors).

79. Ratings for Ground Safety Inspections. Include a three-tiered rating system (see [Attachment 3](#)).

- 79.1. Compliant (see [Attachment 3](#)).
- 79.2. Compliant with Comment (see [Attachment 3](#)).
- 79.3. Non-compliant.
 - 79.3.1. In addition to exceeding the permissible number of findings for a compliant with comment, the following discrepancies will result in a non-compliant rating.
 - 79.3.1.1. The number of findings exceeds the allowable number findings for compliant with comment.
 - 79.3.1.2. Inspector identified a serious hazard rating a RAC 1, 2, or 3.
 - 79.3.1.3. Inspector identified an action or process that is immediately dangerous to life or health.
 - 79.3.1.4. The unit lacks a major OSHA program, or the program is not viable.
- 79.4. Light industrial units consist of work centers with frequent requirements to work with government owned hand tools; hand held power tools, abrasive wheel machinery and bench mounted drill presses. These units may also include infrequent use of heavy equipment such as material handling equipment.
- 79.5. Heavy industrial units have two or more work centers with frequent requirements to work with machinery, heavy equipment, or other industrial operations.

80. AKANG Inspections. Will be provided by 176 WG Safety in accordance with National Guard Bureau policies and directives.

Section O—Self-Help Projects

81. Self-Help Projects. Self-help projects are industrial in nature and frequently require employees to perform duties that are not inherent to their normal job assignment. These projects may expose workers to hazards requiring specialized training prior to start of the self-help work. Supervisors will conduct a documented job safety analysis (JSA) to ensure all hazards are identified, and the supervisor will ensure that measures are taken to mitigate the hazards and Job Safety Training is conducted and documented before employees start work on the self help project.

82. Personnel Safety. The government is responsible for the safety of all personnel and the condition of tool and equipment used in the work place. Personnel may not use personal or rented tools and equipment for self help projects. This includes but is not limited to circular saws, table saws, ladders, and so forth. Only government owned tools and equipment may be used on the job or in the workplace, including self-help projects.

83. Electrical Work. Only civil engineering electricians may conduct any electrical work involved with self help projects.

Section P—High Risk Activities

84. High Risk Activities. High Risk activities have a higher potential for personnel injury due to the level of competition, speed, risk, or skills needed.. In addition to the “High-Risk” activities identified by the PACAF High-Risk Activities Guide, the following activities are examples of High-Risk for active duty Air Force military personnel assigned to JBER. The unit commander, designated senior staff member, or a designated unit member with significant experience (subject matter expert) with the particular high-risk activity must interview the member and complete an AF Form 4391 for each High-Risk activity.

84.1. Ice Fishing.

84.2. Remote Wilderness Activities (rock climbing, hiking, and so forth).

84.3. Activities in avalanche prone areas.

84.4. Glaciers (climbing, hiking, and so forth).

84.5. Exposure to wild animals (hunting, hiking, and so forth).

84.6. Extreme cold weather activities.

84.7. Fireworks.

84.8. Personal Firearms (owning and handling).

85. The 477 FG Personnel. Will follow Air Force Reserve Instructions and policies on High Risk Activities procedures and documentation.

Section Q—Flight Safety Officer of the Day (FSOD)

86. FSOD. In support of the 3 WG FSOD program, each flying squadron will provide a Wing trained flying safety representative twice per month, at a minimum, to carry out FSOD duties. Additional days will be allocated during personnel shortages.

87. Squadron Representatives. The squadron representative may be the squadron assigned flight safety officer (SAFSO), additional duty flight officer (ADFSO), flight safety NCO (FSNCO)/flight safety representative (FSR), or any AMIC/FSO/FSNCO trained flight safety officer/NCO designated by the SAFSO. The FSR will submit a list of squadron individuals who meet these requirements to 3 WG/SEF by the first day of each new fiscal quarter.

88. Guard Weekend Activities. AKANG will provide an FSOD during Guard Weekend activities and will coordinate with the 3 WG FSOD manager for scheduling. The scheduling of additional days for AKANG members will be coordinated through the 176 WG Safety Office.

89. FSOD Duties. Each representative designated by the FSR to perform FSOD duties will have documented FSOD training done by 3 WG/SEF, prior to any FSOD duties. Contact the 3 WG FSOD program managers for details on training and scheduling.

90 The FSOD Schedule. Is located on the 3 WG Flight Safety SharePoint ® page (<https://elmendorf.eim.pacaf.af.mil/3WG/SE/SEF/Lists/Events/FSOD.aspx>). FSR's will coordinate and support scheduling of FSOD duties with the 3 WG FSOD manager no later than the last week of the month for the following months schedule. The 3 WG FSOD reserves the right to assign more duty days per squadron to fulfill 3 WG/SE requirements not to exceed five scheduled days per month nor more than six consecutive days.

91. Drill Weekends. The 477 FG will provide an FSOD for drill weekends.

Section R—Occupational Safety and Health Administration Visits

92. JBER Personnel. Will comply with the following procedures established for US Department of Labor, OSHA no notice visits.

92.1. When OSHA Compliance Safety and Health Officers (CSHO) identify themselves to the gate guard, they will be directed to the visitor center. Visitor center personnel will have the CSHO wait at the visitor center and will immediately contact the 673 ABW safety staff at 552-6850/230-4297, or through the 673 ABW command post at 552-3000.

92.2. The 673 ABW Chief of Safety or a designated appointee will meet the CSHO at the visitor center and escort them to an appropriate office.

92.3. The Chief of Safety or a designated appointee will contact the 673 ABW/CCS or 673 ABW/CCE to arrange for the CSHO to provide an "Opening Conference" with the installation commander (673 ABW/CC) or their designated representative within 30 minutes after CSHO arrives on the installation.

92.4. The safety staff will inform the bioenvironmental engineer, public health office, and the installation fire chief, and appropriate safety office of the time and location of the conference and telephonically notify 11 AF/SEG and PACAF/SEG. Representatives from each identified office will attend the opening conference and escort the CSHOs throughout the duration of the inspection.

92.5. The 673 ABW Chief of Safety will assign an OPR based on the purpose of the visit (safety, public health, fire department or Bioenvironmental Engineering) to accompany the CSHO and to accomplish all actions applicable to the visit as outlined in AFI 91-202. The OPR will notify the Public Affairs alert photographer (552-8152) to obtain photo support. Photographs taken by the CHSO will be replicated by the photographer.

92.6. After concluding the inspection, the CSHO may provide a “Closing Conference” with the installation commander or their designee, chief of safety, OPRs, and other attendees as directed by the installation commander. The CSHO will determine whether to hold the closing conference on-site or by telephone.

92.7. The OPR will prepare a final message as outlined by AFI 91-202 for release to PACAF/SEG through 11AF/SEG. Prior to release, the message and all supplemental messages will be coordinated through and released by the 673 ABW Chief of Safety.

Section S—Equipment Purchases

93. Government Purchases. All government equipment purchases not purchased through the federal requisition system must be reviewed by the ground safety office prior to the purchase. This includes items purchased using the Government Purchase Card (GPC) and Purchase Requests.

94. Equipment Items. Equipment items that are required to be reviewed are: Personal Protective Equipment, Confined Space Rescue Equipment, Low Speed Vehicles, Machine Guards, Industrial Machinery, Ladders, Portable Ramps, Scaffolds, and Stairs, Power/Hand Tools, Forklifts/Material Handling Equipment, Powder Actuated Tools, Salamander/Bullet Heaters, High Reach Equipment, Snow Blowers, Snow Machines, ATV’s, Emergency Shower/Eyewash Units, and Industrial Shredders.

95. The 673 CONS. Will include this requirement in training for new card holders and approving officials and will include a review of this requirement while reviewing purchases during unit GPC audits.

Section T—Information Collections

96. Information Collections. No information collections are required by this publication.

ROBERT D. EVANS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 10-206, *Operational Reporting*, 14 August 1998.

AFI 13-204, Vol 3, *Airfield Operations, Procedures and Programs*, 1 September 21010.

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

AFI90-901, *Operational Risk Management*, 1 March 2000.

AFPD 91-2, *Safety Program*, 29 September 1993.

AFI 91-202, *U.S Air Force Mishap Prevention Program*, 1 August 1998.

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008.

AFI 91-207, *US Air Force Traffic Safety Program*, 22 May 1999.

AFI 91-223, *Aviation Safety Investigations and Reports*, 6 July 2004.

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

AFVA 91-307, *Air Force Occupational Safety and Health Programs*, May 2004.

3WGI 91-212, *Bird and Wildlife aircraft Strike Hazard Program*, 19 May 2008.

673 ABWI 31-204, *Base Traffic Code*, 20 October 2005.

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

PACAF Form 161, *Notification of Mishap*

AF Form 457, *USAF Hazard Report*

AF Form 651, *Hazardous Air Traffic Reports (HATR)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1488, *Patient Injury and Treatment Log*

AF Form 1315, *Accident Report*

AF Form 1823-1, *Vehicle and Equipment Work Order*

AF Form 4391, *High-Risk Activity Worksheet*

Form CA-11, *What a Federal Employee Should Do When Injured at Work*,

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

Abbreviations and Acronyms

A & D— Admissions and Dispositions.

ADLS—Advanced Distributed Learning Service.

AFRC—Air Force Reserve Command.

AFRIMS—Air Force Records Information Management System.

AKANG—Alaska Air National Guard.

AFSAS—Air Force Safety Automated System.

AFOSH—Air Force Occupational and Environmental Safety, Fire Protection and Health.

ALSAFECOM—All Safety Communications.

AMIC—Aircraft Mishap Investigation Course.

ANSI—American National Standards Institute.

ATV— All Terrain Vehicle.

BASH—Bird and Wildlife Aircraft Strike Hazard.

BEE— Bioenvironmental Engineering.

BRC— Beginners Rider Course.

COS—Chief of Safety.

CROSSTELL—Cross Telecommunications.

DEROS—Date Expected to Return from Overseas.

DoD—Department of Defense.

DODFIRS—Department of Defense Fire Incident Report.

DOT—Department of Transportation.

ERC— Experienced Rider Course.

ESOHC— Environmental, Safety and Occupational Health Council.

ESOH—Environmental Occupational Safety and Health.

FSNCO—Flight Safety Non-Commissioned Officer Course.

FSO—Flight Safety Officer Course (Old Course that combined AMIC and ASPM).

FSR—Flight Safety Representative.

FSOD— Flight Safety Officer of the Day.

FTAC—First Term Airman’s Course.

GOV— Government Operated Vehicle.

GSR—Ground Safety Representative.

HAP—High Accident Potential.

HATR—Hazardous Air Traffic Report.

HAZCOM—Hazardous Communication.

IFE—In-Flight Emergency.

ISB—Interim Safety Board.

JBER—Joint Base Elmendorf-Richardson.
JMIC—Jet Engine Mishap Investigation Course.
LMR—Land Mobile Radio.
LSEI—Life Sciences Equipment Investigation Course.
MACA—Midair Collision Avoidance.
MINA—Mishap Investigation Non- Aircraft Course.
MUSTT—Motorcycle Unit Safety Tracking Tool.
OPR— Office of Primary Responsibility.
ORM—Operational Risk Management.
OSHA—Occupational Safety and Health Administration.
POV—Privately Owned Vehicle.
PPE— Personal Protective Equipment.
PT—Physical Training.
QA—Quality Assurance.
RDS—Records Disposition Schedule.
RIMS—Records Information Management Systems.
RMO— Resource Management Office.
SAFSO—Squadron Assigned Flight Safety Officer.
SIB—Safety Investigation Board.
SVIA—Specialty Vehicle Institute of America.
SST—Supervisor Safety Training.
TDY—Temporary Duty.
UMM— Unit Motorcycle Monitor.
USR— Unit Safety Representatives.
WSC—Weapons Safety Course.
WSR—Weapons Safety Representative.

Attachment 2

SAFETY INVESTIGATION BOARD LIST (TEMPLATE)

Table A2.1. Safety Investigation Board Listing

Safety Investigation Board Listing											
Board President (BPC)											
LAST, FIRST	LTC	Pilot	353 CTS Det 1/CC	Yes	Jun 12	552-1212	BPC, AMIC, JMIC	Jun 00	May 11	C-17, C-12	No
LAST, FIRST	LTC	Nav	962 AACs/CD	Yes	Apr 14	552-1212	BPC, COS, FSO	Jan 03	May 11	E-3, C-130	Yes
Investigative Officer (IO)	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	CPT	Pilot	517 AS/DOR	Yes	Sep 13	551-1212	ASPM, AMIC	Feb 10	Sep 10	C-17,	No
LAST, FIRST	CPT	Pilot	3 WG/CCE	Yes	Mar 12	552-1212	FSO, JMIC,	Mar 11	Aug 10	E-3, F-15	YES
Pilot Member (PM)	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	CPT	Pilot	517 AS/DOR	Yes	Sep 13	551-5234	ASPM, AMIC	Feb 10	Sep 10	C-17	No
LAST, FIRST	CPT	Pilot	3 OG/OGV	Yes	Oct 11	552-8705	FSO	Feb 10	Sep 10	F-22, T-38	Yes
Maintenance Member	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	MSG	MXS	3 MXG/CCE	Yes	Nov 13	552-1212	AMIC, JEMIC	Apr 03	Apr 10	F-22, T-38	Yes
LAST, FIRST	COL	MXO	703 AMXS	Yes	Nov 13	552-1212	FSO, JEMIC	Jan 72	Apr 10	B-17, B-52, F-15, F-22	Yes
Airfield Operations	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	TSG	AFM	3 OSS/OSAM	Yes	Oct 13	552-1212	FSNCO	Apr 07	Apr 10	Airfield Management	No
LAST, FIRST	MSG	AFM	3 OSS/OSAM	Yes	Aug 12	552-1212	FSNCO	Feb 09	Apr 10	Airfield Management	Yes
Life Support	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	MSG	LS	3 OSS/OSL	No	Jun 12	552-1212	LSEI	Apr 07	Apr 10	E-3	No
LAST, FIRST	SMS	LSSI	3 OSS/CCM	No		552-1212	LSEI	Feb 09	Apr 10	F-22	Yes
Mishap Invest, Non A/C	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB

LAST, FIRST	Capt		3 MSG/CCE	No	Jul 10	552-1212	MINA, COS	Mar 06	Apr 10		No
LAST, FIRST	MSgt	SEG	3 WG/SEG	No	Dec 10	552-1212	MINA	Jul 06	Apr 10		Yes
Weapons Safety Course	Rank	Role	Organization		DEROS	Phone	AFSC Trng	Initial	Annual	ACFT Experience	SIB
LAST, FIRST	MAJ	WPN	3 AMXS/MXA	Yes	Aug 12	552-1212	WSC	Nov 07	Apr 10	F-22	No
LAST, FIRST	SMS	WPN	3 EMS/ARM FLT	Yes	Sep 11	552-1212	WSC	Feb 97	Apr 10	F-22, F-15	Yes

Attachment 3

INSPECTION CRITERIA TABLES

Table A3.1. Inspection Criteria

Compliant			
	Administrative areas only	Light Industrial Areas	Heavy Industrial Areas
Large Unit (600+ personnel)	5 findings	6 findings	9 findings
Medium Unit (250-600 personnel)	3 findings	4 findings	5 findings
Small Unit (50 - 249 personnel)	1 findings	2 findings	3 findings
Office (49 or less)	0 findings	1 finding	1 finding
Compliant with Comments			
	Administrative areas only	Light Industrial Areas	Heavy Industrial Areas
Large Unit (600+ personnel)	10 findings	12 findings	18 findings
Medium Unit (250-600 personnel)	5 findings	8 findings	9 findings
Small Unit (50-249 personnel)	3 findings	4 findings	5 findings
Single Office/Shop (49 or less)	1 findings	2 finding	2 finding