

**BY ORDER OF THE COMMANDER
NATIONAL AIR & SPACE
INTELLIGENCE CENTER**

NASIC INSTRUCTION 91-1

5 FEBRUARY 2014

Safety

NASIC MISHAP PREVENTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes mishap prevention program requirements, assigns responsibilities for program elements, and provides procedures for reporting and investigating US Air Force mishaps. It Implements safety programs consistent with Occupational Safety and Health Administration's (OSHA) Code of Federal Regulations, AFI 91-202, *The US Air Force Mishap Prevention Program*, Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. This instruction incorporates the principal requirements of Public Law 91-596 and Executive Order 12196, Department of Defense (DoD) and Air Force guidance into a single document. This instruction applies to all National Air and Space Intelligence Center (NASIC) civilian and military personnel. This publication does not apply to the Air Force Reserve Command (AFRC) Units or Air National Guard (ANG) Units. This NASIC publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. The purpose of the NASIC Safety Program is to create an environment that places the highest value on the welfare of the individual, to instill a sense of ownership and to embrace excellence in all aspects of performance to ensure the safest working environment possible. Provisions of this instruction apply to all NASIC activities and establish the basis for all Center Occupational and Environmental Safety, Fire Protection, and Health programs. Commanders, Unit Safety Representatives (USR) and supervisors will be thoroughly familiar with their responsibilities and effectively implement them. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force

Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. If information is collected by one or more organizational components and transmitted to other organizational components for management purposes, the Information Collection and Reports (ICR) Manager must review for accuracy and compliance with AFI 33-324, *The Information Collections and Reports Management Program*. 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 has been substantially revised and must be completely reviewed. This updated instruction eliminates redundant safety program requirements already included in Air Force Instructions and clarifies NASIC safety program requirements and procedures. Unit safety program management binder requirements is updated to reflect changes in AFI 91-202, The Air Force Mishap Prevention Program, and mandates use of the AF Form 55, Employee Safety and Health Record.

1. COMMANDERS, DIRECTORS AND FUNCTIONAL MANAGERS WILL:

- 1.1. Ensure newly appointed Unit Safety Representatives (USR) have a minimum of one-year retainability as the USR and they attend USR training within 30 days of appointment. USR appointment letters will include the following information: first and last name, military rank or civilian equivalent, office symbol, date appointed, building/room number and duty phone (black phone).
- 1.2. Appoint replacement USRs whenever both the primary and alternate USRs are unavailable due to leave, TDY, deployments, etc.
- 1.3. Conduct and document a monthly review of the unit safety program with the USR. This review should include, as a minimum, a review of high interest safety issues and concerns, mishap experience and trends, results of safety spot inspections and status of corrective actions for open Risk Assessment Codes (RAC).
- 1.4. Review the USR Self-Inspection report to ensure proper corrective actions for identified findings and hazards. Documentation will be accomplished using a standard Staff Summary Sheet format and filed with the Annual USR Self-Inspection report.
- 1.5. Ensure requests for local purchase equipment items are routed through USR, prior to purchase, to ensure proposed equipment meets Air Force safety standards. NASIC/SE will assess organization's process for reviewing local purchase requests in accordance with AFI 91-202, 8.3.7.
 - 1.5.1. Equipment is defined as any type of industrial equipment such as power tools, electrical appliances, low speed utility vehicles or other items that may pose a hazard. Excluded from this broad definition is furniture and daily use items such as office supplies.
- 1.6. Invite NASIC/SE to all safety, fire and health related inspections conducted by outside agencies.

1.7. Use the AF Form 55, Employee Health and Safety Record, for documenting safety, fire and health training for military and civilian employees. Both Trainer and trainee signatures are required on the AF Form 55 for training verification.

2. UNIT SAFETY REPRESENTATIVES (USR) WILL:

2.1. Maintain the unit safety program management book in accordance with the minimum mandatory items listed in Attachment 2. USRs may add to this list as needed to properly manage the unit safety program; however, items will not be deleted from the list.

2.2. Conduct a bi-annual self-inspection of the Group/Directorate's safety program and all areas of responsibility using applicable MICT Self Inspection checklist.

2.2.1. The self-inspection shall be conducted between five and seven months following the previous NASIC/SE annual safety inspection and program assessment. This will allow the USR to validate corrective actions from the previous annual safety inspection and provide sufficient time to correct newly identified hazards prior to upcoming NASIC/SE annual safety inspection.

2.2.2. Each finding in the USR Self Inspection report will include the specific discrepancy, reference, root cause, recommendation, follow up actions (if applicable) and corrective actions.

2.3. Track all open hazards/deficiencies identified during safety inspections and provide NASIC/SE a status report on corrective actions every 30 days.

2.4. Conduct and document a minimum of one monthly safety briefing covering safety topic(s) pertinent to the work center. As a minimum, briefing documentation will include: the date of the briefing, name of briefer, office symbol, topic of briefing and summary of information provided (a copy of the material briefed attached to the briefing roster meets this requirement), and roster of personnel briefed.

3. LOGISTICS DIRECTORATE WILL:

3.1. Ensure AF Forms 332, *Base Civil Engineer Work Request*, are coordinated with NASIC/SE prior to submittal to ensure requested work meets applicable safety standards and the NASIC/SE has situational awareness of requested projects. Work orders for routine, non-safety related facility maintenance is exempt from this requirement.

3.2. Provide escort safety training. Individuals conducting facility escort duty will be briefed to comply with safety requirements by LGM prior to escorting. Escort safety training will include the following information:

3.2.1. Hazards of the areas where escorting duties will take place.

3.2.2. Type of work contractors will be performing.

3.2.3. Type of clothing and/or protective equipment required for escort duties. NASIC/LGM and NASIC/SE determine the minimum level of personal protective equipment required for escorting in contractor work areas. NASIC personnel performing escort duties must comply with required protective equipment standards.

3.2.4. Actions to take if an unsafe act or work condition is observed that could result in injury or damage to NASIC personnel or property. Unless there is imminent danger, Air

Force personnel (other than a contracting officer) should avoid reporting safety violations directly to the contractor. If the hazard presents an imminent danger, the supervisor or individual responsible for the operation must take immediate action to correct the situation

4. MISHAP INVESTIGATIONS AND REPORTING PROGRAM:

4.1. The AFISRA Form 68, *Ground Safety Report*, will be used to report all mishaps to NASIC/SE.

4.2. The supervisors of individuals involved in a mishap are responsible for initiating the AFISRA Form 68, *Ground Safety Report*, and ensuring coordination through the Unit Safety Representative, commander/director and NASIC/SE.

4.3. The AFISRA Form 68, *Ground Safety Report*, must be completed and submitted to NASIC/SE within 5 duty days of the mishap. Completing the AFISRA Form 68, *Ground Safety Report*, electronically and routing via e-mail is the preferred method for reporting mishaps.

4.4. Commanders/directors, supervisors and USRs will ensure NASIC/SE is notified telephonically for all mishaps requiring serious medical treatment and/or hospitalization. After hours mishap reporting can be accomplished via the NCC.

4.5. NASIC Mishap Reporting Procedures: The following mishap reporting procedures are general procedures and may be supplemented by subordinate units as needed.

4.5.1. Secure the scene, contact emergency services via 911 or 937-257-9111 from a cell phone and provide first aid as needed.

4.5.2. If the mishap occurred within the NASIC main facility, send an escort to meet emergency personnel if 911 was called. Refer to Chapter 13 of NASICI 10-108, *Emergency Action Plan*, for additional information concerning entry of emergency personnel into the Sensitive Compartmented Information Facility (SCIF).

4.5.3. The mishap individual must notify their supervisor of the mishap as soon as possible following the mishap or emergency treatment.

4.6. The supervisor of the mishap individual initiates the AFISRA Form 68, *Ground Safety Report*, and ensures coordination in accordance with this instruction.

5. NASIC MOTORCYCLE SAFETY PROGRAM:

5.1. NASIC/SE will serve as the Unit Motorcycle Coordinators (UMC) for NASIC. Commanders/directors may appoint UMCs for their organizations when needed.

AARON M. PRUPAS, Colonel, USAF
Commander

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

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

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_AFISRASUP1, *Safety Investigations and Reports*, 15 September 2011

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFPD 91-2, *Safety Programs*, 24 July 2012

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

NASICI 10-108, *Emergency Action Plan*, 3 November 2011

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 4391, *High-Risk Activities Worksheet*

AF Form 4392, *Pre-Departure Safety Briefing*

AFISRA Form 68, *Ground Safety Report*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

DoD—Department of Defense

MICT—Management Internal Control Toolset

NASIC—National Air and Space Intelligence Center

NCC—NASIC Control Center

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

RAC—Risk Assessment Code

RDS—Records Disposition Schedule

SCIF—Sensitive Compartmented Information Facility

UMC—Unit Motorcycle Coordinator

USR—Unit Safety Representative

Attachment 2

SAFETY PROGRAM MANAGEMENT BOOK

Tab A: Commander/director's review of the unit safety program

Tab B: Unit Safety Representative appointment letter and training letters
USR appointment letter
USR training letter
Risk Management training certificate

Tab C: Unit Locator

Note: This is a listing or map of all areas of responsibility within the unit

Tab D: Inspections

Annual self-inspection report with commander/director signature
Spot inspection log
Open safety findings log with status and estimated completion date for each finding

Tab E: Monthly safety briefing documentation and rosters

Tab F: Job safety training

Job safety training lesson plan
Individual AF Forms 55, *Employee Safety and Health Record*

Tab G: High-Risk Activities – Optional Program, AFI 91-202, 1.5.21.9.
AF Forms 4391, *High-Risk Activities Worksheet*

Tab H: Pre-Departure Safety Briefings - Optional Program, AFI 91-202, 1.5.21.12.
AF Forms 4392, *Pre-Departure Safety Briefings*

Tab I: Miscellaneous safety correspondence and briefing material