

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



AIR FORCE INSTRUCTION 91-203

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX
Supplement**

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Safety

**AIR FORCE CONSOLIDATED
OCCUPATIONAL SAFETY INSTRUCTION**

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This standalone supplements implements and extends the guidance of Air Force Instruction (AFI) 91-203, *Air Force Consolidated Occupational Safety Instruction*, and applies to the Oklahoma City Air Logistic Complex (OC-ALC) associated facilities. 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 functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include missing information that was previously in OC-ALCOI 91-31, *Personal Protective*

Clothing and Equipment and Appropriate Employee Attire in Industrial Areas. Chapter 3.1.2.12., clarified the use of personal electronic devices while walking in vehicles aisles of facilities. Individuals could have misinterpreted the previous wording to mean that using electronic devices was prohibited in all walking aisles. The intent was to prohibit the use of these devices in aisles with vehicle traffic, i.e., forklifts, trucks, etc. Chapter 3.1.2.14.1 thru 3.1.2.14.6., clothing requirement left out and has since been reincorporated from OC-ALCOI 91-31. Chapter 21, Lockout/Tagout (LOTO) procedures added. TINKERAFBI91-310 (72 ABW/SE) will be rescinding current instruction. Chapter 14.4.2.17., Safety eyewear has been added from OC-ALCOI 91-31, behind the yellow lines. Added to this was the availability of the squadron director (or higher) to request a waiver.

3.1.1.1. **(Added)** Review Risk Management (RM) analysis or shop specific Industrial Hygiene (IH) Letter in addition to job safety analysis (JSA) and safety data sheets (SDS) to determine the proper personal protective equipment (PPE) for the task being performed. The applicable OC-ALC/SE group safety office, the OC-ALC Environmental and Occupational Health Flight under the 776th Maintenance Support Squadron (776 MXSS/MXDEB) or 72d Aerospace Medicine Squadron, Bioenvironmental Engineering Flight (BEF) **(72 AMDS/SGPB)**, may be contacted for assistance. When workplace hazard assessments specify certain PPE for the task, the PPE becomes mandatory.

3.1.2.12. **(Added)** The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while bicycling or driving in OC-ALC facilities is prohibited. The use of these items is also prohibited while walking in designated vehicle traffic (i.e., forklifts, trucks, electric pallet jacks, golf carts, etc.) pathways (i.e., B3001 W-X aisle, B3001 O-P aisle, hangar door areas, high speed door areas for vehicles, etc.). “Designated vehicle traffic pathways” are base roadways and those areas within buildings that are designed or designated for routine vehicular traffic. Use of these portable devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech and outside noise in general. **NOTE:** The use of a portable listening devices (i.e., radios, iPods in docking station, etc.) while employees are at their workstation is permitted. Refer to AFI21-101_AFMCSUP_OC-ALCSUP, *Aircraft and Equipment Maintenance Management*, for additional guidance regarding electronic devices.

3.1.2.13. **(Added)** Either safety barriers shall be installed or eye hazard producing equipment/tools shall be moved far enough away from employee common areas (i.e., walking aisles, open administrative areas, break areas, etc.) to mitigate the hazard.

3.1.2.14. **(Added)** Employees are prohibited from working in OC-ALC industrial areas while wearing the following articles of clothing. Note: This list is not all inclusive and may be supplemented by the work area supervisor.

3.1.2.14.1. **(Added)** Strapless, spaghetti straps, low cut or revealing tops, halter tops, and short tops that reveal the midriff or torso.

3.1.2.14.2. **(Added)** Skirts or dresses.

3.1.2.14.3. **(Added)** Capri pants or shorts.

3.1.2.14.4. **(Added)** High heeled dress shoes, open toe or open heel shoes, sandals and flip flops. Only shoes that completely cover the foot and are securely fastened will be worn.

3.1.2.14.5. **(Added)** Undergarments (such as sleeveless, low neckline undershirts) worn as outerwear, with the exception of "long john" style thermal shirts or short sleeved T-shirts.

3.1.2.14.6. **(Added)** This policy does not apply to visitors or individuals who work in administrative offices whose duties infrequently require them to visit industrial work areas.

3.1.3. **(Added)** Vehicles.

3.1.3.1. **(Added)** Vehicles entering any OC-ALC maintenance facility to conduct official business should be fueled by electricity, compressed natural gas, or liquefied petroleum gas. Operation of gasoline/diesel-powered vehicles shall be kept to a minimum.

3.1.3.2. **(Added)** No vehicle shall be left idling for any reason.

8.18.1.1. **(Added)** Unless the supervisor can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations, the circuit shall be de-energized and locked/tagged out. Inconvenience, poor planning or loss of production are not valid exceptions for working energized. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

12.4.7.1. **(Added)** If a holder cannot be utilized during special operations, a JSA will identify controls that eliminate or minimize, to the greatest extent possible, laceration hazards (e.g., personnel must wear cut resistant gloves).

13.2.7. **(Added)** Supervisors shall seek support from the OC-ALC safety office and designated group engineering offices to determine the most applicable fall protection system to utilize for all fall hazards.

14.4.1.1. **(Added)** Protective clothing and/or equipment are provided to protect against biological, chemical or physical hazards and do not include normal work or seasonal clothing. Seasonal clothing items include parkas, cold weather footwear, thermal underwear and other articles, whether listed or not in appropriate table of allowance.

14.4.1.2. **(Added)** "PPE Required" areas will be marked with appropriate signage, indicating the required PPE for the respective hazardous area. See Chapter 29, Mishap Prevention Signs and Tags, for further information.

14.4.2.7.1. **(Added)** Personnel who have purchased their own prescription safety glasses classified as industrial safety glasses and meeting American Society of Safety Engineers (ASSE)/ American National Standards Institute (ANSI) Standard Z87.1, may use them as long as the use of such glasses do not pose a hazard. Supervisors will evaluate personal safety glasses to ensure they are in compliance.

14.4.2.7.2. **(Added)** Prescription safety glasses (unless personally acquired) will be obtained from the 72d Medical Aerospace Medicine Squadron, Occupational Vision Office (72 AMDS/SGPE) is located in the Occupational Medicine Clinic, building 3334, using OC-ALC Form 103, *Request for Safety Eyewear*.

14.4.2.7.2.1. **(Added)** The workplace supervisor will provide employees with an OC-ALC Form 103. The supervisor and employee must collaborate to complete the form. The supervisor must then sign the form to confirm that the employee is required to have the prescription safety glasses.

14.4.2.7.2.2. **(Added)** Employees will submit the form to the authorized prescription safety glasses government purchase card (GPC) holder for their organization and obtain the proper tracking code in block 1 before submitting the form to the Occupational Vision Office.

14.4.2.7.2.3. **(Added)** Employee will then present the completed form and prescription to the Occupational Vision Office. The Occupational Vision Office will not honor prescriptions that are more than one-year old.

14.4.2.10.1. **(Added)** Prescription lenses for spectacle inserts to be used with full-face respirators will be obtained from the Occupational Vision Office, using OC-ALC Form 103. The procedures as outlined for obtaining prescription safety glasses will be used. The employee's organization is responsible for supplying the appropriate spectacle insert frames.

14.4.2.17. **(Added)** While in an industrial work area (inside the yellow lines and other designated eye hazard areas), all OC-ALC personnel, including visitors, will at a minimum wear safety glasses with side protection (side shields or wrap around style glasses) meeting ASSE/ANSI Standard Z87.1. The only exception to this policy is when work is at a complete stop (i.e., designated breaks, mealtimes, or times of assembly like shop meetings or ceremonies). For shops that do not have any recognized eye hazards, the squadron director (or higher) may request a waiver (in writing) through the respective group safety office.

14.4.10.3. **(Added)** *The Memorandum of Agreement (MOA) Concerning Commercial Safety Shoe Purchase Option* entered into by the American Federation of Government Employees (AFGE) Council 214 and HQ AFMC authorizes employees that are required to wear protective footwear the following options for obtaining safety shoes.

14.4.10.3.1. **(Added)** Custom orthopedic safety shoes will be paid in full by the government for valid and appropriate medical reasons IAW applicable regulations.

14.4.10.3.2. **(Added)** Safety shoes from an approved commercial source, with the employer paying no more than the amount authorized in the above referenced MOA.

14.4.10.3.3. **(Added)** When safety shoes become excessively worn or the condition of the footwear becomes deteriorated they will be replaced as needed. Supervisors must conduct a replacement evaluation upon notification from the employee meeting the criteria listed above or identified during a shop inspection. Once replacements are provided, employees will turn in unserviceable shoes to their supervisors for disposal as refuse. Note: When the potential exists for shoes to be contaminated with hazardous materials, contact the unit environmental coordinator for disposal procedures.

14.4.10.5. **(Added)** Safety toe caps are authorized for use in areas that do not have sole puncture hazards, i.e., construction sites, as long as they meet requirements of AFI 91-203, paragraph 14.4.10.1.

14.5.10.2.1. **(Added)** However, personnel using marked/painted crosswalks and/or lighted pedestrian walkways between a parking lot and their work area (for example, buildings 2121, 2136 or 2122) are not required to wear reflective equipment or apparel (such as belts, coats and backpacks with reflective material).

19.9.2.1. **(Added)** The supervisor or worker shall document the inspection using the OC-ALC Form 912, *Emergency Eyewash/Shower Monthly Inspection Record*, or other approved method. This form will be kept for a period of 30 days after completing the last entry on the form.

Methods of documentation other than the OC-ALC Form 912 shall be prior-approved by the applicable ground safety office.

19.9.3.1. **(Added)** Supervisors will annotate fluid change on OC-ALC Form 912 or other approved method with their name under the appropriate month.

19.9.3.2. **(Added)** Self-contained units with sealed chambers shall be visually inspected monthly to ensure each has not been tampered with and the visual inspection shall be documented. Remove from service all self-contained units that have breached or broken seals.

19.9.3.3. **(Added)** For self-contained units that utilize a sterile solution in sealed bags with expiration dates, the inspection criteria provided in OC-ALC Form 912 or other approved method shall be followed.

19.9.3.4. **(Added)** Self-contained units shall not be exposed to extreme cold temperatures (-10°F) without freeze protection available from the manufacturer (i.e., insulated heater jacket).

19.9.3.5. **(Added)** Self-contained units shall not be exposed to extreme heat temperatures for a prolonged period of time. Prolonged exposure to extreme heat can result in the unit delivering flushing fluid to the user above 100°F, which presents a hazard in it.

21.1.3.6. **(Added)** Other Employees: An employee whose duties are or may be in an area where energy control procedures are utilized. Note: These employees must receive awareness training that includes the prohibition relating to attempts to use equipment that is locked or tagged out. Training will be provided by the supervisor during initial job safety training.

21.3.2.3.1. **(Added)** Supervisors will utilize the OC-ALC Form 494, *OC-ALC Lockout Tagout Log*, or equivalent form to document checked out locks and locks that are left on equipment beyond the work shift. The log will be maintained by the supervisor for one year.

21.3.8.9. **(Added)** When working on air-operated hoists and air is the only energy source, all hazardous energy is controlled by disconnecting the airline and the airline connection remains under continuous positive control by the authorized employee.

21.3.9.2.5. **(Added)** The equipment owning supervisor with assistance from the group safety office, engineering, or other support personnel, is responsible for ensuring procedures are developed and correct.

21.3.9.6. **(Added)** Specific written energy control procedures will be documented on the OC-ALC Form 493, *Lockout/Tagout (Control of Hazardous Energy) Worksheet*, or equivalent form.

21.3.9.7. **(Added)** Supervisors whose equipment requires specific written energy control procedures shall maintain a controlled original of the OC-ALC Form 493, *Lockout/Tagout (Control of Hazardous Energy) Worksheet*, or electronic equivalent, to be used in the event the posted copy is destroyed or lost.

21.6.1.6. **(Added)** The annual self-assessment results will be documented in writing on OC-ALC Form 495, *Annual Lockout/Tagout Program Self Inspection Checklist*, or equivalent form. Documentation shall include the name and title of the authorized person who performed the inspection, names of employees included in the inspection, and the identification of the machines or equipment on which energy control procedures were used. The form will be maintained by the supervisor for one year.

21.6.3. **(Added)** Supervisors of affected personnel and those responsible for equipment, which requires hazardous energy control, will accomplish an annual self-inspection of training and a review of OC-ALC Form 493 or equivalent to ensure currency. This annual inspection will be documented on the AFMC Form 315, *Supervisor Safety Inspection Record*.

21.4.9.1.1.7. **(Added)** When equipment is locked to prevent access, the shop supervisor will attach an AF Form 982, *Danger Tag: Do Not Start*, or similar form to the service/administrative lock annotated with the responsible point of contact and wording such as “Locked to Prevent Unauthorized Access”.

23.2.5.9.1. **(Added)** Equivalent forms that include all of the information shown on AF Form 1024, *Confined Spaces Entry Permit*, may be used. The following forms may be used in the 76th Aircraft Maintenance Group (76 AMXG). Form Numbers:

23.2.5.9.1.1. **(Added)** OC-ALC Form 1024-B, *B-1 Entry Permit*

23.2.5.9.1.2. **(Added)** OC-ALC Form 1024-C, *E-3/E-6 Entry Permit*

23.2.5.9.1.3. **(Added)** OC-ALC Form 1024-D, *B-52 Entry Permit*

23.2.5.9.1.4. **(Added)** OC-ALC Form 1024-DP, *De-paint Confined Space Entry Permit*

23.2.5.9.1.5. **(Added)** OC-ALC Form 1024-K, *KC-135 Confined Space Entry Permit*

23.2.5.9.1.6. **(Added)** OC-ALC Form 1024-P, *Paint Confined Space Entry Permit*

23.2.5.9.1.7. **(Added)** OC-ALC Form 169, *Field Entry Permit*

23.2.6.1. **(Added)** The OC-ALC Safety Office will manage the Confined Space Program for the OC-ALC. OC-ALC/SE will appoint a confined space program manager to assist commanders, functional managers, and supervisors with oversight of the confined space program. The OC-ALC/SE confined space program manager will represent the OC-ALC on the Tinker AFB confined space program team (CSPT).

23.2.7.1.1. **(Added)** Group commanders will ensure their confined space program is reviewed annually and will approve the annual review in writing.

23.2.7.4.1. **(Added)** Review the listing of confined spaces annually and ensure that known confined spaces are reassessed to determine if they should continue to be included on the organization’s listing. Approve the confined space listing annually, in writing.

23.2.11.1.1. **(Added)** Supervisors will reassess known confined spaces for changes in hazards, tasks, or conditions. Any changes will be reported to the CSPT and to the OC-ALC Confined Space Program Manager.

23.3.3.8.4. **(Added)** Atmospheric readings will be taken at the entry point and progressively towards the furthest point where maintenance operations extend inside the permit-required confined space. The worst case reading will be recorded. For all permit-required non-MEP entries, request atmospheric testing from BEF at 734-7844.

23.3.3.9. **(Added)** Any employee who suspects that a new area is a confined space or contains a confined space will report it to their supervisor. The supervisor will then initiate an OC-ALC Form 132, Request for Confined Space Assessment, and submit the form to the respective OC-ALC/SE group safety office.

23.3.3.10. **(Added)** Safety specialists from the respective group safety office will then begin the assessment process by reviewing the OC-ALC Form 132 and conducting an initial site survey to determine if the suspect area meets the definition and criteria of a confined space.

23.3.3.11. **(Added)** After the respective group safety office determines that the suspect area is a confined space, the respective group safety office will then forward the OC-ALC Form 132 to the OC-ALC confined space program manager for evaluation. The OC-ALC CSPT will then evaluate the confined space and further classify the confined space as either a permit-required or a non-permit-required confined space. The OC-ALC CSPT will classify the space in conjunction with the respective group safety office and work area supervisors/functional managers.

23.5.1. **(Added)** All entry permits must be coordinated through the respective OC-ALC/SE group safety office. The permit-required confined space entry operation will be controlled by the entry authority/supervisor or designated alternate entry authority/supervisor, who must be available to all entry participants. The approved entry permit must remain at the confined space entry site until the entry is completed or the permit expires, whichever occurs first.

23.5.1.2.1. **(Added)** Locations of organizational files of entry permits must be reported to the OC-ALC Confined Space Program Manager by the organizations/persons responsible for the entry permit files.

23.5.4.6.1. **(Added)** All entry supervisors/entry authorities or designated alternates will notify Tinker Fire Emergency Services (FES) via the 76th Aircraft Maintenance Group Maintenance Operations Center (MOC) at 736-2500 prior to and at the termination of all permit-required confined space entries. The MOC will also be notified of all confined space emergencies. Upon notification of the confined space emergency, the MOC is responsible for informing all other OC-ALC units that are conducting permit-required confined space entries to terminate the entries until the rescue team is available.

23.6.1.2.1. **(Added)** Tinker FES is the only authorized permit-required confined space rescue team for OC-ALC.

24.2.10. **(Added)** Moving Equipment around Aircraft: All non-powered work stands that are moved with a powered apparatus, powered mobile work platforms, scissor lifts, and boom lifts being moved within 10 feet of an aircraft require a spotter along with the personnel required to move the equipment. The spotter will insure the equipment does not contact the aircraft structure during positioning. The spotter is required to maintain visual contact with the equipment and the aircraft along with voice communications to personnel operating/moving the equipment. If manpower requirements permit, employees should use a spotter when manually moving B-series stands within 10 feet of an aircraft.

DONALD E. KIRKLAND, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI21-101_AFMCSUP_OC-ALCSUP, *Aircraft and Equipment Maintenance Management*, 21 November 2013

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

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

American Federation of Government Employees (AFGE) Council 214 and HQ AFMC, *Memorandum of Agreement (MOA) Concerning Commercial Safety Shoe Purchase Option*

Prescribed Forms

OC-ALC Form 912, *Emergency Eyewash/Shower Monthly Inspection Record*

OC-ALC Form 1024-B, *B-1 Entry Permit*

OC-ALC Form 1024-C, *E-3/E-6 Entry Permit*

OC-ALC Form 1024-D, *B-52 Entry Permit*

OC-ALC Form 1024-DP, *De-paint Confined Space Entry Permit*

OC-ALC Form 1024-K, *KC-135 Confined Space Entry Permit*

OC-ALC Form 1024-P, *Paint Confined Space Entry Permit*

OC-ALC Form 169, *Field Entry Permit*

OC-ALC Form 132, *Request for Confined Space Assessment*

OC-ALC Form 493, *Lockout/Tagout (Control of Hazardous Energy) Worksheet*

OC-ALC Form 494, *OC-ALC Lock Out/Tag Out Log*

OC-ALC Form 495, *OC-ALC Annual Lockout/Tagout Program Self-Inspection Checklist*

Adopted Forms

AF Form 982, *Danger Tag: Do Not Start*

AF Form 1024, *Confined Spaces Entry Permit*

AFMC Form 315, *Supervisor Safety Inspection Record*

OC-ALC Form 103, *Request for Prescription Eyewear*

Abbreviations and Acronyms

72 AMDS/SGPB—72d Aerospace Medicine Squadron, Bioenvironmental Engineering Flight

72 AMDS/SGPE—72d Medical Aerospace Medicine Squadron, Occupational Vision Office

76 AMXG—76th Aircraft Maintenance Group

76 AMXG MOC—76th Aircraft Maintenance Group, Maintenance Operations Center

776 MXSS/MXDEB—776th Maintenance Support Squadron, OC-ALC Environmental and Occupational Health Flight

AFGE—American Federation of Government Employees Council 214

AFMC—Air Force Materiel Command

ANSI—American National Standards Institute

ASSE—American Society of Safety Engineers

BEF—Bioenvironmental Engineering Flight

CSPT—Confined Space Program Team

FES—Fire Emergency Services

GPC—Government Purchase Card

IH—Industrial Hygiene

JSA—Job Safety Analysis

LO/TO—Lockout/Tagout

MEP—Manufacturing Extension Partnership

MOC—Maintenance Operations Center

OC-ALC—Oklahoma City Air Logistics Complex

OC-ALC/SE—Oklahoma City Air Logistics Complex, Safety Office

PPE—Personal Protective Equipment

RM—Risk Management

SDS—Safety Data Sheet (formerly MSDS)