

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

**WRIGHTPATTERSON AIR FORCE
BASE INSTRUCTION 91-202**

28 FEBRUARY 2025

Safety

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 releasability restrictions on this publication

OPR: 88ABW/SE

Certified by: 88ABW/SE
(Mr. William D. Neitzke)

Supersedes: WRIGHTPATTERSONAFBI91-202,
22 November 2022

Pages: 31

This instruction implements AFPD91-2, Safety Programs. This instruction applies to all activities and personnel assigned, deployed, TDY or attached to Wright-Patterson Air Force Base in accordance with applicable host-tenant support agreements. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9, EO 9397, November 1943. System of records notice F036 AF A, Biographical Data and Automated Personnel Management System, and 29 CFR, Part 1926.21(a)(b) and EO 129196; 10 USC 8013, System of Records Notice F 036 AF PC Q, Personnel Data System (PDS) applies. Send comments and suggestions about this publication for improvements on AF Form 847, Recommendation for Change of Publication, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document supersedes WRIGHTPATTERSONAFBI 91-202, Mishap Prevention Program, 22 November 2022. This document incorporates minor updates. Some specific changes include: annual safety inspection of tenant units, utility and tactical vehicles requirements, material handling equipment storage requirements, occupational safety award types, voluntary protection

program responsibilities, flight safety small unmanned aircraft systems, personnel mishap notification sample letter, and weapons safety sample explosive quantity justification memorandum revisions.

Chapter 1—GENERAL	4
1.1. Safety Investigation Convening Authority.	4
1.2. Mishap Review Panel (MRP).	4
1.3. Privilege Safety Information Training.	4
1.4. Test Safety Reviews and Safety Review Boards (SRB).	4
1.5. Hot Desking/Hoteling/Telework Guidelines.	4
Chapter 2—OCCUPATIONAL SAFETY	6
2.1. Mishap Notification Procedures.	6
2.2. Reporting Address for the AF Form 978.	6
2.3. Safety Bulletin Boards.	6
Table 2.1. Safety Bulletin Board Documentation Requirement.	7
2.4. Unit Occupational Safety Management Book (electronic or hard copy).	7
2.5. Safety Training and Education.	8
2.6. Annual Occupational Safety Program Assessment/Facility Inspections.	9
2.7. Utility and Tactical Vehicles.	10
2.8. Gasoline or Diesel Engine Vehicles and Equipment Parked Inside.	11
2.9. Occupational Safety Awards.	11
2.10. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) Inspections.	11
2.11. Risk Management (RM).	12
Chapter 3—FLIGHT SAFETY	13
3.1. Flight Safety Program.	13
3.2. Mishap Notification Procedures.	13
3.3. Flight Safety Representatives.	14
3.4. Flight Safety Meetings.	14
3.5. Bird/Wildlife Air Strike Reporting Process.	14
3.6. Memorandum of Understanding (MOU).	14
3.7. Training.	14
3.8. Staff Assistance Visits.	15
3.9. Flight Safety Awards.	15

Chapter 4—WEAPONS SAFETY	16
4.1. Scope and Purpose.....	16
4.2. Additional Duty Weapons Safety Representative.....	16
4.3. Unit Weapons Safety Management Continuity Book.....	17
4.4. Explosives Facility License.....	18
4.5. Fire and Chemical Symbol Posting.....	18
4.6. Annual Weapons Safety Inspections.....	19
4.7. Weapons Mishap Notification Procedures.....	19
Chapter 5—VOLUNTARY PROTECTION PROGRAM	20
5.1. Purpose.....	20
5.2. VPP Vision within AFSMS.....	20
5.3. Responsibilities.....	20
5.4. Commander’s Safe Site Challenge.....	21
5.5. VPP Application Process.....	21
5.6. On-site OSHA Audits.....	22
5.7. Annual Evaluations.....	22
5.8. Mentorship Programs.....	23
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	24
Attachment 2—COMMANDER OR DIRECTOR PERSONNEL MISHAP NOTIFICATION (SAMPLE LETTER)	27
Attachment 3—SAMPLE EXPLOSIVE QUANTITY JUSTIFICATION MEMORANDUM	28
Attachment 4—COMMANDER’S SAFE SITE MINIMUM EXPECTATIONS	29

Chapter 1

GENERAL

1.1. Safety Investigation Convening Authority.

1.1.1. The management and execution of Flight, Weapons and Occupational Safety Programs are assigned to the 88 ABW/SE for the 88 Air Base Wing.

1.1.2. The convening authority for Class C and D mishaps and Class E events has been delegated to the 88 ABW/CC by the AFLCMC/CC.

1.2. Mishap Review Panel (MRP).

1.2.1. 88 ABW/SE will consolidate unit MRP inputs and recommendations for all safety disciplines for which 88 ABW is the responsible OPR. 88 ABW/SE will provide PowerPoint charts with applicable recommendations to the AFLCMC/SE office in April and October each year unless otherwise tasked.

1.3. Privilege Safety Information Training.

1.3.1. 88 ABW/SE will ensure all 88 ABW personnel with access to privileged safety information are trained annually on the proper handling procedures and maintain training documentation. Training is available on the Air Force Safety University website. A Non-Disclosure Agreement will be signed to comply with MAJCOM requirements.

1.4. Test Safety Reviews and Safety Review Boards (SRB).

1.4.1. IAW DoDI5000.89 "Test and Evaluation", Independent government technical and safety personnel must examine the technical and safety aspects of T&E plans that involve government resources (personnel, equipment, or facilities) prior to commencement of test activities. All test organizations must establish procedures for when and how these reviews are accomplished. Tenant units will conduct these reviews IAW applicable AFIs and owning MAJCOM guidance and will invite 88 ABW/SE to participate in safety reviews for test activities conducted on WPAFB. Tenant units shall inform 88 ABW/SE of residual hazards and mitigating actions prior to test execution. 88 ABW/CC shall be kept apprised of tenant unit activities and accept/deny risks to 88 ABW assets, personnel and mission as impacted by unit testing.

1.5. Hot Desking/Hoteling/Telework Guidelines.

1.5.1. Post-pandemic has created a flexible work environment. Flexible work environments include hot-desking, teleworking and hoteling. These concepts have left potential gaps in managing the Commander's Mishap Prevention Programs at various levels. In an effort to manage some of these potential gaps, see specific requirements detailed below. For additional telework guidance, visit the AFLCMC SharePoint, <https://usaf.dps.mil/teams/22005/telework>. NOTE: This supplement is not all inclusive. As organizations evolve to the dynamic work environment and are unclear how to meet the intent of any 91-series requirement, contact 88 ABW/SE.

1.5.2. The Job Safety Training Outline (JSTO) must list their telework, hoteling & hot-desking work concept and their plan of action to address safety concerns.

1.5.3. Work center supervisors are still expected to conduct monthly spot inspections IAW DAFI 91-202. These spot inspections should incorporate all assigned hoteling/hot desking locations for their unit utilizing the AFMC Form 315 or equivalent. Real Property Building Managers/Facility Manger spot inspections of shared locations are not to be used as a substitute for work center supervisor's spot inspections.

1.5.4. Work centers must still have defined primary/secondary evacuation routes, shelter-inplace location and rally points for all personnel that are hoteling or hot desking for the day. Work center supervisors will ensure accountability of all personnel in each hoteled/shared space during an emergency situation. This would include a pre-emergency accountability as well as post emergency.

Chapter 2

OCCUPATIONAL SAFETY

2.1. Mishap Notification Procedures.

2.1.1. Reporting Procedures. During normal duty hours, the supervisor's initial occupational injury telephone report should be made to the 88 ABW/SE (via commercial 937-904-3391 or 937-904-0888/DSN 674-3391 or 674-0888) as soon as possible. During non-duty hours, notification should be made at the start of the next duty day. EXCEPTION: Notification of major injury or significant government property damage mishaps should be made to the AFMC Command Center (via commercial 937-257-6314/DSN 787-6314) as soon as possible.

2.1.2. Personnel working solely in a teleworking environment are still required to report all mishaps IAW DAFI 91-204. The 88 ABW/SE office will determine recordability of the mishap.

2.1.3. In the event of a "near-miss," where personnel are not injured and equipment is not damaged, personnel may use the WPAFB Form 1418, Wright Patterson AFB Near Miss Safety Notification, to report such occurrences or incidents. The purpose of this form is to help identify potential safety concerns.

2.2. Reporting Address for the AF Form 978.

2.2.1. The form requires collecting and maintaining information protected by the Controlled Unclassified Information DoDI (5200.48) requirement. This form will be safeguarded from unauthorized closure. Protect the form as personally identifiable information; submit the signed form to 88 ABW/SEG: Safety.300@us.af.mil.

2.3. Safety Bulletin Boards.

2.3.1. Each work center is required to maintain a safety bulletin board to publicly display a variety of forms/guidance which specifically relates to work center safety. These boards will be located in high traffic areas where unit personnel have access to review the information that has been posted. Where work centers maintain multiple facilities, to include hotdesking/hoteling accommodations, at least one safety board will be located in each facility.

Table 2.1. Safety Bulletin Board Documentation Requirement.

Posted Document	Must Physically Post
AFVA 91-209, Air Force Occupational Safety and Health Program	Yes
Blank AF Form 457, USAF Hazard Report (must include instructions on how to complete form)	Yes
OSHA CA-10 poster	Yes
OSHA Workers poster	Yes
Bioenvironmental Engineering Health Risk Assessment report (post for 10 calendar days after receipt)	Yes
OSHA 300A (post log from 1 FEB – 30 APR)	Yes
Commander/Director Mishap Notification	No
Commander/Director Safety Memorandum (AFMC/AFLCMC/ABW/Unit)	No
Current 88 ABW Safety Goals	No

2.3.2. Units may elect to use a virtual safety bulletin board. **Table 2.1** lists all safety bulletin board documentation requirements. If electing to use a virtual safety bulletin board, follow **Table 2.1** to determine which items must be physically posted.

2.3.3. Unit work center personnel are required to know the location of their official safety bulletin board within their applicable facility (initial Job Safety Training requirement can specify locations or link to virtual safety board) or work concept (hot-desking/hoteling).

2.3.4. Non unit specific safety bulletin board documents can be centrally managed by the RPBM/facility manager in cases of hot desking/hoteling environment.

2.4. Unit Occupational Safety Management Book (electronic or hard copy).

2.4.1. The USR will maintain an occupational safety continuity book in the following tab order:

2.4.1.1. TAB A: Maintain copies of USR and MSR appointment letters and training certificates, if applicable.

2.4.1.2. TAB B: Copy of Unit Mishap Notification and Reporting Procedures signed by the current Commander or Director.

2.4.1.3. TAB C: Unit Commander or Director Review. At a minimum, the USR will conduct and document a quarterly review of the unit safety program with the Commander or Director regarding current mishaps or trends, safety inspection results with open findings or work orders, job safety training, motorcycle training and other safety related topics as deemed appropriate. Maintain documentation for one year.

2.4.1.4. TAB D: Copy of the last 88 ABW/SEG Annual Occupational Safety Inspection Report.

2.4.1.5. TAB E: Copies of completed AFMC Form 315, Supervisor Safety Inspection Records or equivalent. This is a supervisor requirement (although the USR can accept this responsibility for small administrative organizations). Maintain documentation for one year.

2.4.1.6. TAB F: Copies of completed AFMC Form 316, Supervisor Safety Meeting Minutes or equivalent. This is a supervisor requirement (although the USR can accept this responsibility for small administrative organizations). Supervisors must conduct and document, at least quarterly safety meetings. Maintain documentation for one year.

2.4.1.7. TAB G: Copies of any AF Form 978 submitted within the last year. The form requires collecting and maintaining information protected by the Controlled Unclassified Information (CUI) DoDI (5200.48), the form will be safeguarded from unauthorized disclosure. Protect the form as personally identifiable information. Maintain documentation for one year.

2.4.1.8. TAB H: If applicable, maintain a current copy of open and uncorrected hazards assigned a Risk Assessment Code (RAC) 1-3, include the current work order status. If work centers possess a RAC 1-3 they are required to have the AF Form 1118 posted in the vicinity of the hazard. The JSTO must be updated to reflect this hazard information as well. Per DAFI 91-202, Squadron commanders or functional managers will conduct a semiannual review of AF Form 3 pertaining to their areas of responsibilities and reflect that review in Block 38 of the AF Form 3.

2.4.1.9. TAB I: Unit facility listing. Maintain a list of all occupied facilities; floor plans are acceptable. For facilities shared with another organizations, identify areas under unit control with building and room number. Does not apply for units located within one main facility. As your facility listing changes, you must communicate to the Installation Safety Office and provide the changes to them.

2.5. Safety Training and Education.

2.5.1. Supervisor Safety Training (SST). Supervisors, as identified in DAFI 91-202, are key to the success of the safety program because they are responsible for maintaining a safe and healthy environment in their areas. Enrollment for SST is made available through the WPAFB Education & Training Flight at https://etmsweb.wpafb.af.mil/etmsasp/scripts/relogin.asp?code=session_null&debug=1. Enrollees must accomplish the Supervisor Safety Course CBT located on the MyLearning platform prior to attending the classroom training and present the certificate in order to receive credit for the course.

2.5.2. The Wright-Patterson Air Force Base Installation Safety Office is hosting the SST course on a monthly basis throughout the calendar year. Personnel must have a working TEAMS account and will receive an email and login information with a link prior to the class occurring.

2.6. Annual Occupational Safety Program Assessment/Facility Inspections.

2.6.1. 88 ABW/SEG will conduct an annual occupational safety program assessment and facility inspection of all 88 ABW units without assigned full-time (0018/1S0) safety personnel. 88 ABW/SEG will conduct annual facility inspections of all tenant units without a full-time safety staff, unless otherwise specified in a host/tenant support agreement. The tenant unit inspection will include a validation of job safety training IAW DAFI91-202. Note: Higher headquarters (such as NAF/Center/MAJCOM) are considered tenants without a full-time safety staff due to manning.

2.6.1.1. The depth and scope of the tenant units job safety validation will be individually assessed based on existing conditions and potential risks. At a minimum, the validation will include of job safety training, motorcycle program, and spot checking training documentation.

2.6.1.2. Any items noted during job safety validation will be included on the inspection report as observations.

2.6.2. All 88 ABW units with a full-time safety staff will receive an annual Staff Assistance Visit by 88 ABW/SEG.

2.6.3. Any organization can request a Staff Assistance Visit so long as it's not within 120 days of their scheduled assessment or inspection.

2.6.4. 88 ABW/SEG will provide the unit commander with an assessment/inspection report. The report will assess program and facility compliance using the following rating guidelines:

2.6.4.1. MET AND EFFECTIVE: No program findings noted.

2.6.4.2. MET BUT NEEDS MINOR IMPROVEMENTS: Minor findings noted - major program elements in place (e.g. repeat program management findings).

2.6.4.3. MET BUT NEEDS SIGNIFICANT IMPROVEMENTS: Significant findings noted (e.g. repeat program management findings or willful non-compliance facility findings).

2.6.4.4. NOT EFFECTIVE: Major program findings noted or any Immediate Danger to Life and Health (IDLH) findings.

2.6.4.5. For units that are deemed "Not effective" the unit will be required to develop a "get well" plan to rectify the issues. The get well plan consists of the following:

2.6.4.5.1. The unit commander will receive an out-brief from either 88 ABW Director of Safety or Occupational Safety Manager.

2.6.4.5.2. The unit will provide a way forward for remedying deficiencies.

2.6.4.5.3. The unit's USR will receive remedial USR training to ensure understanding of USR duties.

2.6.4.5.4. The unit will receive a SAV 180 days after the out-brief.

2.6.4.6. Units must be prepared to facilitate their safety program assessment/inspection. Ensure appropriate documentation for their safety program is readily available at the time of the inspection. If specific items are not readily available, the unit must provide it within three duty days, otherwise it will be marked as “not available to review” and annotated as a discrepancy. **NOTE:** The out-brief will be scheduled NLT three duty days of the inspection IAW DAFI91-202.

2.7. Utility and Tactical Vehicles.

2.7.1. Utility Vehicle. A vehicle specifically for utility use that is intended to transport a person(s) or cargo with a top speed in excess of 25 miles per hour and is 80 inches or less in overall width; designed to travel on 4 or more wheels, 2 or 4 tracks, or combinations of 4 or more tracks and wheels; using a steering wheel for steering control; with a non-straddle seat; with a gross vehicle weight rating of no more than 4,000 pounds; and with a minimum cargo capacity of 350 pounds. Refer to DAFI 91-207, for additional information,

2.7.2. Training Requirements.

2.7.3. Owing units of GVOs will use training plans, as established or approved by their corresponding functional area. Training plan, at a minimum, will address:

2.7.3.1. Vehicle type.

2.7.3.2. Minimum required PPE for safe vehicle operation.

2.7.3.3. Content of initial training required.

2.7.3.4. Quantity of hands-on drivers training for operational conditions.

2.7.3.5. Certification procedures.

2.7.3.6. Frequency and content of refresher training.

2.7.3.7. Remedial training for observed undesirable driving behaviors.

2.7.4. Tactical Vehicles. A motor vehicle designed to military specification, or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. Refer to DAFI 91-207, for additional information.

2.7.5. Training Requirements.

2.7.6. Owing units of tactical vehicles will use training plans as established or approved by their corresponding MAJCOM/FLDCOM or functional area. Training plan, at a minimum, will address:

2.7.6.1. Vehicle type.

2.7.6.2. Minimum required PPE for safe vehicle operation.

2.7.6.3. Content of initial training required.

2.7.6.4. Minimum hours of hands-on drivers training for operational conditions.

2.7.6.5. Certification procedures.

2.7.6.6. Frequency and content of refresher training.

2.7.6.7. Remedial training for observed undesirable driving behaviors.

2.8. Gasoline or Diesel Engine Vehicles and Equipment Parked Inside.

2.8.1. Gasoline or diesel-powered equipment and vehicles (to include materiel handling equipment) parked inside facilities must approved by the group commander (or equivalent executive) for the designated facility, with recommendations by the installation F&ES Flight, BE, and Occupational Safety office.

2.9. Occupational Safety Awards.

2.9.1. The Unit Safety Representative of the Quarter Award. The USR of the Quarter Award provides recognition to USRs for their stewardship of their organization's occupational safety program.

2.9.1.1. Eligibility. Any USR (primary or alternate) on WPAFB, including tenant units. Contractors are not eligible for this award.

2.9.1.2. Nomination Procedures. Anyone may nominate an additional duty, primary, or alternate USR (not having a full-time safety staff) on WPAFB. Nominations should reach 88 ABW/SEG no later than the last day of March, June, September, or December. Use the AF Form 1206, Nomination for Award, containing award title, nominee's name, office symbol, supervisor's name/phone, and justification for the nomination. The 1206 must contain a minimum of three safety related bullets.

2.9.1.3. The 88 ABW Occupational Safety Manager will review the nominations and recommend recipients to the 88 ABW Director of Safety, who will then inform the 88 ABW/CD. The awards will be presented at a Commander's Call, Environmental, Safety, and Occupational Health Council (ESOHC) or other forums determined by Unit Commander.

2.9.2. Individual Safety Incentives.

2.9.2.1. The Individual Safety Incentives Program recognizes outstanding participation or contributions to USAF and 88 ABW Occupational Safety programs.

2.9.2.2. All personnel assigned to WPAFB with the exception of contractors are eligible.

2.9.2.3. Individuals observed displaying extraordinary measures of safety awareness, taking an extra measure of safety, or participating in a special safety program may be nominated by their organization. The written nomination should include the nominee's name, office symbol, supervisor's name, phone number, and justification for the nomination.

2.10. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) Inspections.

2.10.1. It is the policy of the Air Force and AFMC that OSHA inspectors are valued members of the safety and health team.

2.10.2. 88 ABW/SEG is the POC for all OSHA activities on WPAFB. All organizations must inform 88 ABW/SEG of the arrival of an OSHA inspector or the planned visit of an OSHA inspector. Notification during duty hours shall be to 937-904-0888 (DSN: 674-0888). After hour's notification shall be through the AFMC Command Center at 937-257- 6314/7900 (DSN: 787-6314/7900).

2.10.3. OSHA will be granted access to operations and personnel on WPAFB consistent with security requirements. The 88 ABW/SE is the single point of contact regarding OSHA, as part of its evaluation program, annual targeted inspections or program assistance visits.

2.10.3.1. Security Forces will notify the 88 ABW/SE of OSHA's arrival at the gate.

2.10.3.2. 88 ABW/SE will ensure the OSHA representative will be met and escorted during their visit.

2.10.4. Any correspondence from OSHA will be forwarded to 88 ABW/SEG for proper coordination and response as necessary.

2.11. Risk Management (RM).

2.11.1. The Wing Commander appoints primary and alternate RM Instructors and Advisors within 88 ABW/SE. The 88 ABW Safety Office will provide further unit assistance in determining when deliberate risk assessments should be conducted and will provide clarification on the delegation authority process depending on the size and scope of the event and/or process being requested. RM acceptance authority levels are detailed below.

2.11.1.1. Accountability is a critically important aspect of RM. Acceptance of the decision (applicable control measures) must be made at the appropriate level of responsibility. The following risk acceptance authority levels are established for all deliberate RM assessments in the 88 ABW:

2.11.1.1.1. High and Extremely High - 88 ABW/CC

2.11.1.1.2. Medium - 88 ABW/CD or 88 ABW/DD

2.11.1.1.3. Low - Squadron CC/CD or Wing Staff Director

2.11.2. Commanders and personnel at all levels are responsible for exercising RM both on and off duty, IAW DAFPAM 90-803. Strategic or Deliberate RM activity assessments involving 88 ABW facilities, land area and personnel (e.g. an airshow RM analysis) shall be forwarded to 88 ABW/SE for review and coordination to account for the appropriate level of risk acceptance.

2.11.3. Commanders/Directors at all levels will identify special events within their organization e.g. fun runs, carnivals, sporting events etc. Commanders will appoint an event POC to work with 88 ABW Safety to complete the 88 ABW Special Events Checklist and/or a Formal Risk Acceptance Package, AF Form 4437. <https://usaf.dps.mil/teams/21087/Ground/Safety%20Forms/Forms/AllItems.aspx>.

Chapter 3

FLIGHT SAFETY

3.1. Flight Safety Program.

3.1.1. The 88 ABW/SEF will manage and implement a flight safety program per DAFI 91-202 and the AFI 91-202_AFMCSUP for WPAFB. Wing units with an sUAS program and tenant units with a flying mission on WPAFB will support the host flight safety program. Elements of the flight safety program are as follows:

- 3.1.1.1. Bird/Wildlife Aircraft Strike Hazard (BASH).
- 3.1.1.2. Hazardous Air Traffic Reporting (HATR) and High Accident Potential (HAP) Programs.
- 3.1.1.3. Mid Air Collision Avoidance (MACA).
- 3.1.1.4. Awards Program.
- 3.1.1.5. Airfield Maintenance, Construction and Waivers (Host).
- 3.1.1.6. Small Unmanned Aircraft Systems

3.2. Mishap Notification Procedures.

3.2.1. Notification of flight or flight-related mishaps during duty hours shall be to 937-904-0888 (DSN: 674-0888). After hour's notification shall be through the AFMC Command Center at 937-257-6314 (DSN: 787-6314).

3.2.2. Mishaps and hazards can be reported utilizing the web-based Airman Safety Action Program (ASAP).

3.2.3. Other offices or individuals receiving notification shall call the above number and send an e-mail to the 88 ABW/SE Workflow mailbox: 88ABW.se.workflow@us.af.mil.

3.2.4. Information to be provided to 88 ABW/SE includes:

- 3.2.4.1. Date and time of mishap.
- 3.2.4.2. Location.
- 3.2.4.3. Accountable organization.
- 3.2.4.4. Contract status (if applicable).
- 3.2.4.5. Impound status.
- 3.2.4.6. Damage estimate.
- 3.2.4.7. Narrative of mishap.
- 3.2.4.8. Contact information.

3.2.5. Property Damage Reporting. Property damage severity is generally expressed in terms of cost and is calculated as the sum of the costs associated with DoD property and non-DoD property that is damaged in a DoD accident.

3.3. Flight Safety Representatives.

3.3.1. Flight Safety Officers (FSO).

3.3.1.1. Tenant units with flying operations will appoint a Flight Safety Officer.

3.3.1.2. 88 ABW/SEF will assist FSOs as requested.

3.3.2. Squadron Assigned Flight Safety Officer/Manager

3.3.2.1. Wing units with an sUAS program will appoint a Squadron Assigned Flight Safety Officer/Manager.

3.4. Flight Safety Meetings.

3.4.1. 88 ABW/SEF will act in an advisory capacity.

3.4.1.1. Wing units with an sUAS program and tenant units will conduct monthly flight safety meetings. Minutes will be forwarded to 88 ABW/SEF. Meeting will be conducted IAW applicable MAJCOM instructions and adequate attendance records will be maintained to ensure required safety training is completed.

3.5. Bird/Wildlife Air Strike Reporting Process.

3.5.1. The complete Bird/Wildlife Air Strike Hazard (BASH) Program is defined in the WPAFB BASH PLAN.

3.5.2. Individuals who first discover evidence of a bird strike will:

3.5.2.1. Collect a small amount of remains (feathers, beaks, or talons/claws, etc.) for species identification and forward to 88 ABW/SEF.

3.5.2.2. Complete AF Form 853, Air Force Wildlife Strike Report and forward to 88 ABW/SEF.

3.6. Memorandum of Understanding (MOU).

3.6.1. MOUs for mishap investigation will be coordinated with 88 ABW/SEF for continuity and thoroughness. As a minimum the following will be included: Purpose, Background, Scope, Responsibilities, Mishap Reporting, and Points of Contact.

3.6.2. Copies of signed MOUs for mishap investigation will be forwarded to 88 ABW/SEF.

3.7. Training.

3.7.1. 88 ABW/SEF is responsible for coordinating wing training slots with AFLCMC/SEF for the following courses: Board President (BP), Aircraft Mishap Investigation Course (AMIC), Jet Engine Mishap Investigation Course (JEMIC), Flight Safety Officer Course (FSOC), Flight Safety Non-Commissioned Officer (FSNCO), and Chief of Safety (COS).

3.7.2. To request training, send e-mail to the 88 ABW/SE Workflow mailbox 88ABW.se.workflow@us.af.mil with name, rank and course desired.

3.7.3. 88 ABW/SEF will conduct Squadron Assigned Flight Safety Officer/Manager training for wing units with an sUAS program.

3.8. Staff Assistance Visits.

3.8.1. 88 ABW/SEF will conduct staff assistance visits on a required or requested basis. The sole intent of a staff assistance visit is to work with unit Flight Safety Representatives to enhance and improve flying safety programs.

3.9. Flight Safety Awards.

3.9.1. Tenant units with flying operations can submit flight safety awards through their chain of command.

Chapter 4

WEAPONS SAFETY

4.1. Scope and Purpose.

4.1.1. This publication, together with DAFI 91-202, AFI 91-401, Directed Energy Weapons Safety, AFI 91-208, Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management, DESR_6055.09_DAFMAN 91-201, Explosive Safety Standards, AFMC supplements, and other applicable directives, constitute the 88 ABW Weapons Safety Program.

4.2. Additional Duty Weapons Safety Representative.

4.2.1. Commanders and directors of organizations with a weapons mission involving employment, handling, destroying, transporting, maintaining, storing, installing, or removing missiles, explosives, chemical, or nuclear directed energy weapons will appoint a primary and alternate Additional Duty Weapons Safety Representative (ADWSR) in writing.

4.2.2. Once appointed, ADWSRs must request and receive training from 88 ABW/SEW within 30 days of appointment.

4.2.3. The ADWSRs will implement their organization's weapons safety program. They are responsible for the following:

4.2.3.1. Maintain a Weapons Safety Management Continuity Book or electronic equivalent.

4.2.3.2. Develop unit lesson plans and coordinate approval with 88 ABW/SEW.

4.2.3.3. Conduct unit-level, 15-month weapons/explosives safety training for unit personnel.

4.2.3.3.1. Track unit personnel weapons/explosives safety training currency.

4.2.3.3.2. Advise supervisors, functional managers, and commander to remove unit personnel overdue weapons/explosives safety training from explosive/weapons related duties until training requirements are satisfied.

4.2.3.4. Develop, update, coordinate with installation weapons safety, and seek squadron level commander approval of locally written instructions required to support unit explosives operations.

4.2.3.5. Review and coordinate explosives facility license requests with the 88 ABW/SEW, fire department, resource protection and the Munitions Accountable Systems Officer (MASO).

4.2.3.6. Perform unit spot inspections at an interval commensurate with the size and scope of explosive operations, but not less than monthly, using applicable checklists in the Weapons Safety Inspection Guide provided by the installation weapons safety office. Document spot inspections on Weapons Safety Inspection Report forms provided by the installation weapons safety office. As a minimum, each spot inspection must include: inspector's name, person(s) contacted, section/flight, date/time, whether performed after normal duty hours (Y/N), checklist number used, finding/discrepancy, cause, reference, recommendation, corrective actions performed/planned with dates, and status (Open or

Closed). In the course of a year, inspections must occur in all areas of the program. File all completed spot inspection report forms, including those received from 88 ABW/SEWs, in Tab 2 of the unit Weapons Safety Management Continuity Book until superseded by a subsequent annual assessment or report. Track all discrepancies to closure.

4.2.3.7. Advise the squadron-level commander or director, functional managers and supervisors on matters affecting safety, health, and program management issues. These briefings must be performed and documented at least quarterly. A summary of briefing content must be included in quarterly documentation. Include all matters that affect the weapons safety program including results of inspections performed and trends identified by the 88 ABW/SEWs.

4.2.3.8. Work with 88 ABW/SEW on all issues affecting weapons/explosives safety.

4.2.3.9. Coordinate all test plans with the installation safety office; include 88 ABW/SEWs in all test review processes involving explosives/munitions involving lasers.

4.2.4. Report hazards beyond the unit's ability to correct using an AF Form 457.

4.2.5. Immediately report mishaps to the 88 ABW/SE office and the unit chain of command. Preserve the mishap scene until investigators arrive. Use of the AF Form 978 is encouraged.

4.2.6. ADWSRs should be knowledgeable of their unit's explosives operations and be trained/qualified to handle explosives in most cases.

4.2.7. ADWSRs should be appointed for at least two years to maintain continuity in the unit program.

4.3. Unit Weapons Safety Management Continuity Book.

4.3.1. Each unit primary ADWSR must maintain this book or electronic equivalent. The following items will be maintained in the Weapons Safety Management Continuity Book or electronic equivalent in the following tab order:

4.3.1.1. Tab 1: Appointment/Training Letters Documentation.

4.3.1.2. Tab 2: Spot Inspection Requirements Log.

4.3.1.3. Tab 3: Explosives Facility License.

4.3.1.4. Tab 4: Operating Instructions.

4.3.1.5. Tab 5: Lesson Plans and Tests.

4.3.1.6. Tab 6: Hazards of Electromagnetic Radiation to Ordnance (HERO) Analysis.

4.3.1.7. Tab 7: Annual Inspection Reports.

4.3.1.8. Tab 8: Safety Awards Information.

4.3.1.9. Tab 9: Weapons Safety Cross-Feed.

4.3.1.10. Tab 10: Safety Regulations.

4.3.1.11. Tab 11: Checklists and Inspection Guides.

4.3.1.12. Tab 12: Miscellaneous.

4.4. Explosives Facility License.

4.4.1. Units requesting issuance of an explosives facility license are required to pre-coordinate a draft AF Form 2047, Explosives Facility License, and a quantity justification memorandum (**Attachment 3**) with 88 ABW/SEW prior to seeking final approval. 88 ABW/SEW will review these draft documents and provide feedback or corrections to the requesting unit ADWSR. The unit squadron-level commander must sign both documents. The requesting unit ADWSR must coordinate these documents through the MASO, the local Security Forces Resource Protection office and the Base Fire Protection agency prior to being signed by the 88 ABW/SEW.

4.4.2. The ADWSR must coordinate storage of specified quantities and types of explosives that do not require a license with the 88 ABW/SEW. Post fire or chemical symbols as required in **paragraph 4.5**, of this publication.

4.5. Fire and Chemical Symbol Posting.

4.5.1. Facilities supported by an explosives site plan.

4.5.1.1. Post applicable 24-inch fire symbol or chemical symbols to the exterior of facilities to communicate the most hazardous material present at sited nonnuclear explosives locations. Ensure symbols are visible from all approach roads.

4.5.1.2. Post 12-inch individual fire or chemical hazard symbols on each door of a multi-cube storage magazine when the multi-cube is sited as a multi-cube versus a single magazine.

4.5.1.3. Identify aircraft loaded with nonnuclear weapons/explosives with 24-inch fire or chemical symbols posted at each aircraft or hot cargo pad. Notify the Emergency Communications Center (ECC) when each aircraft is loaded or unloaded. Provide the aircraft tail number, parking location, and the type of explosives involved. During mass loading of three or more aircraft, when a fire truck is present, notify the ECC as soon as the last loading is complete.

4.5.2. Facilities supported by an explosives facility license.

4.5.2.1. Posting of 24-inch fire symbol or chemical symbol(s) on the exterior of licensed facilities are optional, provided the Installation Fire Chief approves in writing.

4.5.2.2. Post 12-inch fire or chemical symbols on exterior and interior entrances to small rooms in buildings that are licensed to store explosives. Also, post 12-inch fire or chemical symbols on the exterior of lockers or containers containing explosives with the proper fire or chemical symbol(s).

4.5.2.3. Post 12-inch fire or chemical symbol(s) on exterior and interior entrances to small rooms in buildings that contain explosives when exempted by DESR_6055.09_DAFMAN 91-201. Post 12-inch fire or chemical symbol(s) on the exterior of lockers or containers containing explosives to ensure fire fighters are aware of the hazard. 12-inch fire or chemical symbol(s) on exterior and interior entrances to small rooms in buildings that contain explosives when exempted by AFMAN 91-201. Post 12-inch fire or chemical symbol(s) on the exterior of lockers or containers containing explosives to ensure fire fighters are aware of the hazard.

4.6. Annual Weapons Safety Inspections.

4.6.1. 88 ABW/SEW conducts an annual weapons safety inspection of all host and tenant units without full-time weapons safety personnel unless other requirements are negotiated in a host tenant support agreement. A projected monthly schedule for the following fiscal year is published by 15 September. Specific dates are coordinated with the unit prior to the start of the inspection.

4.6.2. Annual Weapons Safety Inspections. Include a program assessment and a compliance inspection of the unit's facilities, equipment, operations, and applicable program elements to include geographically separated components of units supported by 88 ABW Safety IAW host tenant support agreement.

4.6.3. Inspection Reports. 88 ABW/SEW will provide the unit commander with an annual inspection assessment report. The assessment report will be maintained by the ADWSR in Tab 7 of the unit Weapons Safety Management Continuity Book until it is superseded by a subsequent annual assessment report. The report will assess program compliance using the following rating guidelines:

4.6.3.1. MET AND EFFECTIVE: No program findings noted.

4.6.3.2. MET BUT NEEDS MINOR IMPROVEMENTS: Minor findings noted - major program elements in place.

4.6.3.3. MET BUT NEEDS SIGNIFICANT IMPROVEMENTS: Significant findings noted.

4.6.3.4. NOT EFFECTIVE: Major program findings noted.

4.7. Weapons Mishap Notification Procedures.

4.7.1. Immediately report all weapons/explosives mishaps to the installation weapons safety office via telephone, DSN 674-0888 or Commercial 937-904-0888. After hour's notification shall be through the AFMC Command Center at 937-257-6314/7900 (DSN: 787-6314/7900). These mishaps must also be reported in the same manner as a ground mishap using the procedures found in [Chapter 2](#) of this instruction.

Chapter 5

VOLUNTARY PROTECTION PROGRAM

5.1. Purpose.

5.1.1. If a unit chooses to participate in the in the Voluntary Protection Program (VPP) or the Commander's Safe Site Challenge (CSSC) all elements of **chapter 5** are mandatory.

5.2. VPP Vision within AFSMS.

5.2.1. The AFSMS supports the Air Force mishap prevention program; it is not a substitution for, or in lieu of, the mishap prevention program. Hence, it applies to all units and organizations from the shop or office level to the headquarters.

5.3. Responsibilities.

5.3.1. Installation Commander (Host):

5.3.1.1. Directs implementation and provide resources for VPP within the framework of the AFSMS.

5.3.1.2. Encourages and supports Airmen participation in VPP.

5.3.1.3. Serves as chairperson of the Voluntary Protection Program Steering Committee (VPPSC), but may delegate to the wing deputy commander or deputy director.

5.3.2. Installation VPP Office (Host):

5.3.2.1. Directs the VPP process base-wide.

5.3.2.2. Liaise with OSHA Officers for all correspondence between OSHA and WPAFB VPP units.

5.3.2.3. Coordinates and hosts the quarterly Voluntary Protection Program Steering Committee (VPPSC) Meeting. The meeting will be "in-person" every other quarter. The other quarters will be "slides only".

5.3.2.4. Coordinates and leads the development and submittal of the Annual VPP Report.

5.3.2.5. Leads the coordination efforts for all OSHA Audits.

5.3.2.6. Interfaces and partners with the local unions for worker involvement in VPP.

5.3.2.7. Coordinates mentoring visits.

5.3.3. Installation Bioenvironmental Engineering (BE):

5.3.3.1. Attends all OSHA VPP audit in-briefs and out-briefs, and accompanies inspectors during all health-related inspections.

5.3.3.2. Determines the need for and adequacy of occupational health-related personal protective equipment (PPE), engineering controls and administrative controls to reduce exposures.

5.3.4. Commander below Installation:

5.3.4.1. Encourages and provides opportunities for employees to participate in inspections, investigations, hazard assessments, safety reviews and VPPSC Meetings.

5.3.4.2. Ensures safety and health issues brought to their attention are resolved in a timely manner.

5.3.4.3. Routinely walks through their areas of responsibility and solicits input from employees on safety and health issues.

5.3.4.4. Allocates the necessary resources to ensure the appropriate integration of safety into work tasks.

5.3.5. VPP Representative:

5.3.5.1. Interfaces regularly with the Installation VPP Manager.

5.3.5.2. Serves as the point of contact between the unit and Installation VPP Manager.

5.3.5.3. Contributes to the Quarterly VPPSC Meeting.

5.3.5.4. Contributes to the Annual VPP Report & Statistics.

5.3.5.5. Positively promotes employee involvement in the safety program.

5.3.5.6. Ensures the unit or group-level goals and objectives are developed and communicated each year.

5.3.6. Labor Relations:

5.3.6.1. Coordinates communication between the installation VPP Office and the local union.

5.4. Commander's Safe Site Challenge.

5.4.1. Overview of Commander's Safe Site Challenge.

5.4.1.1. The CSSC is the AFMC initiative to systematically identify and address many aspects of the AFSMS framework in incremental and measurable stages. The CSSC, as an implementation tool, establishes a common process and identifies requirements to measure performance and conformance from the shop floor or office level up to the unit, squadron, group, wing level with the goal of fully implementing the Air Force Mishap Prevention Program in AFMC using the SMS framework.

5.4.1.2. Organizations choosing to participate in CSSC will endeavor successive levels of Bronze, Silver and Gold.

5.4.1.3. Organizations that have decided not to pursue OSHA VPP Star Status but remain in the CSSC will need to have reoccurring audits completed every 3 years to maintain their current status.

5.4.2. See [Attachment 4](#) for Commander's Safe Site Minimum Expectations for Bronze Gold.

5.5. VPP Application Process.

5.5.1. Eligibility and Program Requirements.

5.5.1.1. OSHA accepts applications from Federal agency worksites that have implemented a safety and health management system meeting the requirements of 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

5.5.1.2. VPP applications must be from the commander having responsibility of assuring safe and healthful working conditions within the specific organization.

5.5.1.3. Employees support the VPP application.

5.5.1.4. VPP elements are in place, and the requirements of the elements will be met and maintained. Employees, including newly hired employees and contract employees when they reach the worksite, will have the VPP explained to them, including employee rights under the program.

5.5.2. Preparing the Application.

5.5.2.1. Instructions for preparing and submitting the applications can be found in OSHA Instruction CSP 03-01-003, Voluntary Protection Program (VPP) Policies and Procedures Manual.

5.6. On-site OSHA Audits.

5.6.1. Purpose. An onsite evaluation consists of a thorough evaluation of a VPP applicant or participant's safety and health management system in order to recommend approval or reapproval. A team consisting of OSHA staff acting in a non-enforcement capacity with other qualified team members carries out on-site evaluations.

5.6.2. Preparation. Preparation for the onsite evaluation will be done in-conjunction with the 88 ABW/SE VPP Office.

5.6.3. Conducting the Onsite Evaluation. For all onsite evaluations, the three primary methods of evaluation are document review, walkthrough, and interviews. Additional activities that must occur are the opening conference, daily briefings, report preparation, and closing conference.

5.6.4. On-site Evaluation Report. The onsite evaluation team must write a report documenting the onsite evaluation to substantiate the team's recommendation to the Regional Administrator and Assistant Secretary for approval or re-approval of the applicant or participant into VPP. If the applicant or participant is approved or reapproved, the report and worksheet will become an official record in the public file along with the application, and will provide baseline data for future evaluation purposes.

5.6.4.1. The report must include the following information:

5.6.4.1.1. Verification of the application information submitted by an applicant.

5.6.4.1.2. Documentation of the qualifications for participation.

5.7. Annual Evaluations.

5.7.1. Participation in the VPP requires each participant to annually evaluate the effectiveness of its safety and health management system. The evaluation must include assessments of the effectiveness of all elements and sub-elements of the participant's safety and health management system.

5.7.2. OSHA expects the evaluation to include participant and applicable contractors' injury and illness data and success stories. OSHA uses the information to update records and statistics, to showcase successes related to implementation of the VPP requirements, and to demonstrate that participants are committed to continuously improving employee safety and health at their facilities.

5.7.3. 88 ABW/SE VPP Office will lead the development and submittal of the Annual VPP Report.

5.7.4. Annual Evaluation should be submitted to 88 ABW/SE VPP Office by 10 February.

5.7.5. OSHA requires program participants to submit their annual evaluation to their OSHA VPP Manager by 15 February of each year.

5.8. Mentorship Programs.

5.8.1. CSSC and VPP participants often mentor other organizations interested in improving safety and health.

5.8.2. Mentoring can be any CSSC or VPP participant that provides assistance to another organization to improve their safety and health management system or prepare for CSSC or VPP application or audit. Organizations also share best practices and promote excellence in safety and health in their industries and communities.

DUSTIN C. RICHARDS, Colonel, USAF
Commander

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

AFI90-802, *Risk Management*, 1 April 2019

DAFI91-202, *The US Air Force Mishap Prevention Program*, 20 March 2020

DAFI91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

AFI91-208, *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*, 24 October 2019

AFI91-401, *Directed Energy Weapons Safety*, 18 April 2024

DAFI99-103, *Capabilities-Based Test and Evaluation*, 9 December 2021

AFI33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD91-2, *Safety Programs*, 25 June 2024

AFVA91-209, *Air Force Occupational Safety and Health Program*, 17 September 2024

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

CSP 03-01-003, *Voluntary Protection Program (VPP) Policies and Procedures Manual*

DAFPAM90-803, *Risk Management (RM) Guidelines and Tools*, 23 March 2022

DESR 6055.09_DAFMAN91-201, *Explosive Safety Standards*, 28 May 2020

OSHA 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*

29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*.

Prescribed Form

WPAFB 1418, *Wright-Patterson AFB Near Miss Safety Notification*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Forms 457, *USAF Hazard Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 853, *Air Force Wildlife Strike Report*

AF Form 978, *Supervisor Mishap Report*

AF Form 1206, *Nomination for Award*

AF Form 2047, *Explosives Facility License*

AFMC Form 228, *Job Safety Analysis*

AFMC Form 315, *Supervisor Safety Inspection Record*

Abbreviations and Acronyms

ABW—Air Base Wing

ADWSR—Additional Duty Weapons Safety Representative

AF—Air Force

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFSMS—Air Force Safety Management System

AMIC—Aircraft Mishap Investigation Course

BASH—Bird/Wildlife Aircraft Strike Hazard

BP—Board President

CBT—Computer Based Training

CC—Commander

CEG—Civil Engineer Group

COS—Chief of Safety

CFR—Code of Federal Regulations

CSP—Confined Space Program

CSSC—Commander's Safe Site Challenge

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

DOL—Department of Labor

DSN—Defense Switched Network

ECC—Emergency Communications Center

ESOHC—Environmental, Safety, and Occupational Health Council

FSNCO—Flight Safety Non-Commissioned Officer

FSO—Flight Safety Officer

FSOC—Flight Safety Officer Course

HERO—Hazards of Electromagnetic Radiation to Ordnance

IAW—In Accordance With

IDLH—Immediate Danger to Life and Health

JEMIC—Jet Engine Mishap Investigation Course


JSA—Job Safety Analysis

JSTO—Job Safety Training Outline
MAJCOM—Major Command
MASO—Munitions Accountable Systems Officer
MDG—Medical Group
MHE—Materiel Handling Equipment
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MSR—Motorcycle Safety Representative
OSHA—Occupational Safety and Health Administration
POC—Point of Contact
PPE—Personal Protective Equipment
RAC—Risk Assessment Code
RM—Risk Management
SE—Safety
SEG—Occupational Safety
SEF—Flight Safety
SEW—Weapons Safety
SRB—Safety Review Board
SFS—Security Forces Squadron
SST—Supervisor Safety Training
SMS—Safety Management System
TSCG—Traffic Safety Coordination Group
USR—Unit Safety Representative
VPP—Voluntary Protection Program
VPPSC—Voluntary Protection Program Steering Committee
WPAFB—Wright-Patterson Air Force Base

Attachment 2

COMMANDER OR DIRECTOR PERSONNEL MISHAP NOTIFICATION (SAMPLE LETTER)

Figure A2.1. Commander or Director Personnel Mishap Notification (Sample Letter).



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

DD MM YYYY

MEMORANDUM FOR (ORGANIZATION OFFICE SYMBOL) PERSONNEL

FROM: (ORGANIZATION OFFICE SYMBOL) COMMANDER or DIRECTOR

SUBJECT: Personnel Mishap Notification Procedures

1. Military personnel in active duty status assigned to (ORGANIZATION OFFICE SYMBOL) will report any on-duty or off-duty mishaps in which they are involved during duty hours as soon as possible to their supervisor, as well as the primary or alternate Unit Safety Representative (USR). After normal duty hours, report the mishap at the start of the following duty day.
2. Civilian personnel (other than contractors) assigned to (ORGANIZATION OFFICE SYMBOL) will report any on-duty mishaps in which they are involved in as soon as possible to their supervisor, as well as the primary or alternate USR. After normal duty hours, report the mishap at the start of the following duty day.
3. Contract employees assigned to (ORGANIZATION OFFICE SYMBOL) will report any on-duty mishaps in which they are involved in as soon as possible to their supervisor and refer to their contract employer mishap reporting procedures. Notify the primary or alternate USR.
4. During normal duty hours:
 - a. Civilian personnel should be treated at Occupational Medicine (Bldg. 675) or the WPAFB Medical Center emergency room (Bldg. 830), if warranted.
 - b. Military personnel in active duty status should be treated at the WPAFB Medical Center (Bldg. 830).
 - c. Contractors should seek treatment at the WPAFB Medical Center emergency room (Bldg. 830) if warranted and should otherwise do so in accordance with their company policy.
5. During non-duty hours military personnel should be treated at the WPAFB Medical Center (Bldg. 830)
6. All personnel treated by Occupational Medicine or the WPAFB Medical Center will receive an AF Form 978, *Supervisor's Mishap Report*, from the medical staff and this must be provided to the supervisor for completion and forward to the 88 ABW Safety Office. NOTE: If treatment is provided off base, the supervisor is responsible for the initiation and forwarding of the AF Form 978.


NAME, Rank/Grade, USAF

Strength Through Support

Attachment 3

SAMPLE EXPLOSIVE QUANTITY JUSTIFICATION MEMORANDUM

Figure A3.1. Sample Explosive Quantity Justification Memorandum.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 88TH AIR BASE WING (AFMC) WRIGHT-PATTERSON AIR FORCE BASE OHIO</p>	<p>DD MM YYYY</p>
<p>MEMORANDUM FOR: 88 ABW/SEW</p>		
<p>FROM: (ORGANIZATION OFFICE SYMBOL) COMMANDER or DIRECTOR</p>		
<p>SUBJECT: Justification for Explosives Facility License Quantities</p>		
<p>1. Requesting of explosive facility license for Building 206 and ROOM 23. The justification paragraphs below reflect how mission essential quantities are determined for the explosive facility license required by DESR6055.09_DAFMAN91-201.</p>		
<p>2. These paragraphs reflect the requirements by national stock number (NSN) along with the justification of the quantities required by AF CAT 21-209 Volume 2. Mission essential quantities of explosives for daily operations/training are listed.</p>		
<p>a. Explosives CTG 5.56 mm, Ball, M855, clipped (1305-01-155-5459) total of 118, 944 rounds required for base defense. IAW AF CAT 21-201, Vol 1 Table 3.1., ACC Nuclear unit bases require 168 rounds per firearm: we maintain 708 firearms.</p>		
<p>b. Explosives CTG 5.56 mm, TCR, M856, clipped (1305-01-155-5457) total of 29,736 rounds required for base defense. IAW AF CAT 21-201, Vol 1 Table 3.1., ACC Nuclear unit bases require 42 rounds per firearm: we maintain 708 firearms.</p>		
<p>c. Etc.</p>		
<p>3. Request issue of an explosives facility license reflecting these quantities based on this justification letter for Building 206 Room 23.</p>		
<p>NAME, Rank/Grade, USAF</p>		
<p><i>Strength Through Support</i></p>		

Attachment 4

COMMANDER'S SAFE SITE MINIMUM EXPECTATIONS

A4.1. Bronze Level Commander's Safe Site.

A4.1.1. Application for participation has been completed, signed, submitted, reviewed, and approved.

A4.1.2. Employees in the work center support participation, i.e. employee safety committees, in the CSSC and are actively engaged in the work center's occupational safety and health efforts (such as assisting with work center inspections, giving safety briefings to work center personnel, etc.).

A4.1.3. Employees feel free to regularly discuss and suggest opportunities to improve workplace safety. Employees understand they are empowered to highlight occupational safety and health issues or concerns without fear of retribution.

A4.1.4. Supervisors and employees are adequately trained on how to identify and explain risks and hazards in their work areas. They know how to eliminate, mitigate, manage or report risks and hazards if necessary.

A4.1.5. If Personal Protective Equipment (PPE) is used in the work center, employees have been trained on how to select, care for and store PPE.

A4.1.6. Supervisors and employees are trained and use Risk Management (RM).

A4.1.7. Supervisors and employees have been trained on emergency procedures for the work center.

A4.1.8. Work center safety inspections are completed and supervisors and employees that conduct inspections have been adequately trained on what to look for and how to document.

A4.1.9. Good housekeeping practices to support a safe work environment are evident in the work center.

A4.1.10. Supervisor and Unit Safety Representative binders are accurate and up-to-date.

A4.1.11. Work center baseline inspections or surveys have been completed (applicable facility inspections, industrial hygiene surveys, ergonomic assessments, etc.) and employees understand the results.

A4.1.12. Supervisors and employees have started to receive training and gain an understanding of the requirements and expectations for CSSC, SMS, and VPP.

A4.1.13. The work center-specific job safety training outline (JSTO) addresses all mandatory items, based on the scope and complexity of hazards within the work center, and training is documented on the AF Form 55 or equivalent form.

A4.1.14. Commanders' involvement at all levels is a must for the progression of the organization through all phases of the SMS and in the development of a true safety culture.

A4.2. Silver Level Commander's Safe Site.

A4.2.1. The work center demonstrates all supervisors and employees have received and are current on all mandatory and applicable safety and health training.

A4.2.2. Work centers have established written, meaningful, and measurable occupational safety and health goals and objectives have been communicated. Additionally, employees understand how they can support the work center in achieving those goals.

A4.2.3. Individuals assigned responsibilities for the occupational safety and health of employees within the work center have the authority to ensure hazards are corrected or required changes are made to address hazards and unsafe behaviors.

A4.2.4. Supervisors and employees are aware of the hazard analysis techniques used in routine operations, processes, and activities.

A4.2.5. Supervisors and employees have been trained, have developed (as applicable) and can provide evidence of job safety analyses (JSA) for tasks that do not otherwise have written procedures to identify steps, risks, and hazards and define how to mitigate or manage risks and hazards.

A4.2.6. Work center supervisors and employees clearly demonstrate through documentation, interviews, and observations their use of RM.

A4.2.7. Work centers have injury and illness rates at or below industry average or there is a plan in place to reduce injuries and illnesses if the number of incidences and occurrences are higher than industry average.

A4.2.8. Supervisors and employees are knowledgeable of and know how to access results of various inspections, industrial hygiene, personal sampling (applicable for their work center), injury and illness data, and accident investigation results (as applicable).

A4.2.9. Supervisors and employees receive periodic status updates and feedback on any known, open or reported hazards.

A4.2.10. All hazard prevention and control programs (as applicable) are current and effectively executed (ex. hazardous energy controls, confined space, hazardous communications, etc.).

A4.2.11. Work centers can demonstrate that ALL supervisors and employees periodically exercise and have participated in applicable emergency actions and procedures. These can be fire drills, tornado drills, and active shooter to name a few.

A4.3. Gold Level Commander's Safe Site.

A4.3.1. Work center supervisors and employees clearly demonstrate a commitment to occupational safety and health. This can be accomplished by showing monthly work center inspections, knowledge of local SG assessments of the work center, and explaining what safety and health requirements are required in the work center.

A4.3.2. Work centers injury and illness rates are consistently below the industry average and continue to trend downward.

A4.3.3. Work centers clearly demonstrate, support, and set goals for continuous improvement of employee occupational safety and health.

A4.3.4. Work centers have no open Risk Assessment Code (RAC) categorized as a 1, 2, or 3 on the base Master Hazard Abatement Log for which the corrective actions are within their span of control. For any open RAC 1-5 for which corrective action is outside the scope or control of the work center, effective interim control measures are in place, a clearly stated path to address the hazards is documented and supervisors and employees are aware of the hazards.

A4.3.5. Supervisor and employees are proactively communicating occupational safety and health throughout the work center.

A4.3.6. The safety culture of the work center clearly demonstrates a culture that is informed, just, learning, flexible, and reporting; reference DAFI 91-202. This is demonstrated when the work center personnel know and follow all safety and health requirements for their work center and remind co-workers when they forget to follow those requirements.

A4.3.7. A review of annual safety inspections and industrial hygiene surveys results indicate no open findings or observations, which have not received a follow-up with mitigation actions.

A4.3.8. There are no identified compliance issues noted that were previously not annotated or not immediately corrected by the work center.

A4.3.9. Work center housekeeping practices are notably excellent.

A4.3.10. Work center supervisors and employees clearly demonstrate a very solid knowledge of the Air Force, base, and the site's occupational safety and health programs, processes, and basic SMS elements. This can be accomplished by showing monthly work center inspections, knowledge of local SG assessments of the work center, and explaining what safety and health requirements are required in the work center.