

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 91-202

1 MAY 2024



Safety

SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, Air Force Policy Directive 91-2, Safety Programs, and Department of the Air Force Instructions 91-202, The US Air Force Mishap Prevention Program, DAFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards, 91-204, Safety Investigations and Reports, 91-207, The US Air Force Traffic Safety Program, and 90-801, Environment, Safety, and Occupational Health Council (ESOHC), and 90-802, Risk Management, as supplemented. This instruction applies to all personnel and agencies on Andersen Air Force Base (AAFB). This instruction establishes the AAFB Safety Program, provides the commander's policy on mishap prevention, the functional manager's and squadron commander's responsibilities for mishap prevention and the safety staff's role in mishap prevention. It establishes mishap prevention program requirements, assigns responsibilities for program elements, and contains program management information. This instruction is applicable to all activities, organizations, associate units, tenant units, deployed units, contractors, military and DoD civilian personnel and their dependents on AAFB and areas under jurisdiction of the Commander, 36th Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command.

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1. Overview.

1.1. The purpose of the 36th Wing Safety Program is to protect AAFB populace from death, injuries or illnesses by managing risks both on and off duty and minimize loss of Air Force resources. This program applies to all operations except where otherwise prescribed. The purpose of this instruction is to provide AAFB-specific guidance in order to maintain the 36th Wing's mishap prevention program IAW Air Force Policy.

1.2. Airmen are AAFB's number one resource. Consequently, safety is vital to ensuring mission accomplishment. Commanders and supervisors at all levels must understand the importance of safety and how it directly relates to mission success. Commanders must establish proactive mishap prevention programs both on and off duty. Supervisors must facilitate safety education and training to ensure a safe work environment while encouraging people to actively identify and correct existing hazards. While the ultimate safety responsibility belongs to the commander, safety is the shared responsibility of every person within the unit. Safety is as much a personal choice as it is professional.

2. Unit Safety Representative (USR) and Additional Duty Weapon Safety Representative (ADWSR) Responsibilities.

2.1. USRs serve as the unit's primary point of contact for matters pertaining to safety, fire prevention, and occupational health. USRs should be knowledgeable in the mission and activities of the unit and have a minimum of one-year retainability at the time of selection.

2.2. ADWSRs serve as the unit's primary point of contact for managing, facilitating, and training all unit personnel in the unit's weapons safety program when the unit has a mission requirement to store, handle, or transport explosives. ADWSRs should have a minimum of one-year retainability at the time of selection.

2.3. Each unit shall have a primary and alternate USR and ADWSR, if applicable. USR and ADWSRs shall receive training from the 36th Wing Safety office or through a course approved by the PACAF Safety office. Primary and Alternate USRs and ADWSRs for active-duty units shall complete initial training within 30 calendar days of appointment.

2.3.1. Air Reserve Component and National Guard Primary and Alternate USRs and ADWSRs shall complete initial training within two-unit training assemblies of appointment. The unit is responsible for maintaining USR/ADWSR training records. USRs and ADWSRs are responsible for managing the squadron commander's occupational and weapons safety program respectively and accomplishing the following duties:

2.3.2. USRs/ADWSRs shall develop a process to ensure safety and risk management (RM) topics are discussed and documented throughout the organization at least monthly and must be maintained for one year. Briefing can be accomplished via in-person briefing, Safety Gram, or any other form of communication. USRs and ADWSRs shall maintain an Occupational Safety Management Book (OSMB) IAW [Attachment 2](#) and a Unit Weapons Safety Management Book (UWSMB) IAW [Attachment 3](#), respectively.

2.3.3. USRs/ADWSRs shall maintain safety bulletin boards. USRs shall post a safety bulletin board in a conspicuous location within each unit facility or major work center. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post materials in segregated sections of other unit bulletin boards. As a minimum, the USRs shall post the following items:

2.3.3.1. AFVA 91-209, Occupational Safety and Health Program.

2.3.3.2. CA 10 (What a Federal Employee Should Do If Injured at Work), if work center has civil service personnel.

2.3.3.3. Unit mishap notification procedures.

2.3.3.4. Blank copies of AF Form 457 and Airman Safety Action Program quick access. 36th Wing Commander Safety Policy.

2.3.3.5. Current mishap prevention information (posters, flyers, safety grams, etc.).

2.3.3.6. 36th Wing Safety office Point of Contact information.

2.3.3.7. OSHA Form 300A (1 February – 30 April annually).

2.3.3.8. USRs/ADWSRs will route AF Fm 4437 *Deliberate Risk Assessments*, to the Safety Office for review at minimum 60 days prior to the event, before the approval authority signs off.

2.4. Primary, alternate USRs/ADWSRs, or a designated representative shall attend USR/ADWSR safety meetings as required. This meeting is the primary forum for providing USRs/ADWSRs information on changes in safety policies and standards, discussing mishap prevention processes, and providing additional training.

2.5. USRs shall meet quarterly with the unit commander to review program requirements including the following topics: reportable mishaps and timely reporting of those mishaps, open hazards and deficiencies, due AF form 3 Hazard Abatement Plans, and current status of the high-risk activities (HRA) program. This review must be documented to reflect all areas covered. Utilization of the Unit Safety Representative Quarterly Report to the Unit Commander (**Figure A2.1**) is highly encouraged.

3. Unit Safety Program Assessments and Inspections.

3.1. In accordance with DESR 6055.09_AFMAN 91-201, DAFMAN 91-203, and Title 29 Code of Federal Regulations 1960.26, the 36th Wing Safety office is required to perform annual occupational and weapons safety program assessments and facility inspections of all assigned and tenant units.

3.2. The safety staff will develop and publish an annual fiscal year inspection schedule and distribute to units, to include local union(s) and Wing IG gatekeepers, no later than 15 September for the upcoming fiscal year. (T-1) When possible, these may be conducted as part of the Wing's Commander's Inspection Program. USRs and ADWSRs shall track corrective actions on all open hazards and program deficiencies identified during 36th Wing Safety office occupational and weapons safety program assessments and facility inspections.

3.3. USRs and ADWSRs shall submit follow-ups to within 30 calendar days of receipt of the inspection report(s).

3.3.1. USRs will accomplish corrective action plans and 30-day follow-up actions utilizing the Air Force Safety Automated System (AFSAS).

3.3.2. ADWSRs shall submit follow-ups to the 36th Wing Safety office at 36WG.SEG2@us.af.mil within 30 calendar days of receipt of the inspection report(s). The corrective actions shall detail the initial corrective plan of action for all reported discrepancies. After the initial follow-up, all other follow-ups thereafter are due every 30 days until all corrective actions are completed.

3.3.3. USR and ADWSRs shall inform the commander on all submitted corrective actions until closure.

4. Unit Motorcycle Safety Representative (MSR) Responsibilities.

4.1. Ensure all riders within the unit are identified upon arrival and information is updated in the Motorcycle Unit Safety Tracking Tool (MUSTT) database. Verify licensing and training of the member. If members require training, visit the 36th Wing Occupational Safety SharePoint or contact the 36th Wing Occupational Safety office at 36WG.SEG2@us.af.mil.

4.2. Maintain MUSTT database ensuring each active-duty rider is accounted and updated.

4.3. Ensure all riders receive an annual pre-season motorcycle riders' safety briefing.

4.4. Ensure procedures are established to have personnel in and out-process through motorcycle safety representative.

4.5. Consider appropriate administrative or disciplinary actions, to include restricting installation driving and riding privileges, for personnel who fail to comply with this instruction.

5. Safety Meetings.

5.1. The Environmental, Safety, and Occupational Health Council (ESOHC) serves as a forum to discuss occupational safety and health issues, advises the installation commander on occupational safety and health related matters, and makes recommendations to the commander on resolution of occupational safety and health problems. The council is conducted semiannually and chaired by the 36th Wing Commander or Vice Wing Commander.

5.2. AAFB ESOHC members include 36th Wing group commanders, squadron commanders, wing staff representatives from each two-letter office, 36th Civil Engineer Fire and Emergency Services, Environmental, Public Health, Bioenvironmental Engineering, and all tenant organizations. Joint Region Marianas Safety office representatives are extended courtesy invitations to attend AAFB ESOHC meetings but are not AAFB ESOHC members.

5.3. IAW DAFI 91-202, the installation safety office has established written procedures to define how to handle OSHA representative(s) during official installation visits or inquiries.

5.4. IAW DAFI 91-212, para 2.3.3, the Bird Hazard Working Group meeting is delegated to the 36 Wing Operations Group Commander to be held in conjunction with the 2nd and 4th Quarter Airfield Operations Board (AOB).

6. Mishap Reporting Procedures.

6.1. Unit commanders, USRs, and ADWSRs are responsible for developing and publicizing mishap notification procedures within their unit. As a minimum requirement, an AF Form 978 will be completed by the work center supervisor or injured personnel's supervisor and returned to the safety office within five (5) workdays following the mishap or notification of the mishap, whichever is earlier.

6.2. Per DAFI 91-202, a mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D and E mishap reporting criteria IAW DAFI 91-204. Damage or injury includes: damage to DoD property or equipment; environmental damage; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on or off duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

6.3. DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, governs mishap class criteria for all the DoD service components to include guidance provided in DAFI 91-204.

6.4. For all on/off duty military and on-duty DoD civilian personnel mishaps which occur during normal duty hours, USRs/ADWSRs shall report the mishap to the 36th Wing Safety Office at DSN 366-SAFE (7233) immediately following mishap notification to the unit's commander and/or the 36th Wing Command Post.

6.5. For all on/off duty military and on-duty DoD civilian personnel mishaps which occur after normal duty hours and do not result in death, hospitalization, or government property damage estimated to be greater than \$60,000, USRs shall report the mishap to the 36th Wing Safety Office at 366-SAFE (7233) by the close of the first duty day following the mishap.

6.6. For all on/off duty military and on-duty DoD civilian mishaps which occur after normal duty hours and result in death, hospitalization, or government property damage estimated to be greater than \$60,000, USRs shall contact 36th Wing Safety immediately following notification to the unit's commander and the 36th Wing Command Post. After normal duty hours, the 36th Wing Safety office on-call person can be reached through the 36th Wing Command Post at DSN 366-2981. Of note, all Class A and B mishaps are OPREP-3 reportable (i.e. once the 36th Wing Command Post is notified of a Class A or B mishap, the 36th Wing Command Post is required to submit a 36th Wing Commander approved OPREP-3 message within one hour). The responding AF installation safety office should coordinate with the Command Post on Operational Reports generated as a result of a mishap to ensure no inaccurate or privileged information is released.

6.7. The 36th Medical Group shall provide patient injury and treatment logs to the 36th Wing Safety office for military and DoD civilian personnel.

6.8. The 36th Wing Staff Judge Advocate shall notify the 36th Wing Safety office of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

6.9. The 36th Security Forces Squadron shall provide copies of AF Form 1315, Accident Report, when requested, and make the daily blotter available for review by the 36th Wing Safety Office staff.

6.10. The 36th Civil Engineer Squadron shall provide cost assessments of damage to government property as a result of natural phenomena to the 36th Wing Safety office.

6.11. The AAFB Fire Department shall provide copies of fire incident reports to the 36th Wing Safety Office, when requested.

6.12. The 36th Wing Command Post shall notify the 36th Wing Safety office of the following:

6.12.1. Activation of the Crisis Action Team (CAT) or Emergency Operations Center (EOC).

6.12.2. On-duty accidents/mishaps involving injury to USAF personnel (military or DoD civilian employees).

6.12.3. Off-duty accidents/mishaps involving injury to US Armed Forces personnel.

6.12.4. Property damage to facilities, aircraft, vehicles or equipment.

6.12.5. Accidents/mishaps involving explosives handling or storage.

6.13. The 36th Logistics Readiness Squadron (LRS) shall provide, on a monthly basis, cost estimates on all reported damage to Air Force motor vehicles.

6.14. When an on-duty ground event involves both USAF and NATO assets and/or personnel (military or civilian), the USAF will conduct a safety investigation.

7. Unit Safety and Risk Management (RM).

7.1. Commanders or supervisors shall ensure all personnel are briefed on the PACAF HRA program regardless of their participation in high-risk activities.

7.1.1. Each individual should be surveyed, and if it is determined they are actively engaged or may engage in an HRA they should meet one on one with their commander or supervisor. AF Form 4391, High-Risk Activities Worksheet, will be used to document the discussion and intended HRAs. Ideally implemented, an HRA interview is designed to determine the mental and physical readiness and risk assessment of participants before an HRA occurs.

7.1.2. Further information about the Air Force HRA program may be found in DAFI 91-202, paragraph 15.4.

7.2. Commanders or supervisors should provide a pre-departure safety discussion or briefing to all active-duty members prior to departing work for a weekend, pass, leave, or TDY. For all active-duty members below the age of 26, it is recommended this pre-departure safety discussion or briefing be documented on AF Form 4392, Pre-Departure Safety Briefing Form if the member is leaving the local area on leave or TDY.

7.3. Commanders and supervisors shall apply RM while performing unit events such as challenging physical fitness sessions.

7.4. Supervisors shall ensure all assigned personnel are aware of local Guam hazards on and off duty. Supervisors are responsible for ensuring their Airmen read and acknowledge the 36th Wing Guam Water Activity Restrictions.

7.5. Personnel shall practice sound RM at all times. The Air Force RM program has proven successful, and not only protects you, but also enables the 36th Wing to maintain its focus on mission readiness. Furthermore, Air Force RM education, information, and training is available through the Air Force Safety Center Portal via the AF Portal.

7.5.1. All Air Force personnel will be trained in Air Force Risk Management Fundamentals via an option outlined in AFI 90-802, paragraph 4.1.

7.5.2. Another great resource available to all is “Check 3, GPS,” <https://usaf.dps.mil/teams/AFSEC-SEG/RM/Pages/RM.aspx>. Check 3 GPS is a simple RM tool that can be employed in all on- and off-duty activities. This concept helps ensure you have the right “G – Gear,” “P – Plan,” and “S – Skill” for the activity. By ensuring these three simple steps are carefully thought through members can eliminate any unnecessary risks.

8. Reflective Gear Wear.

8.1. Reflective gear or a flashing light, visible from the front and back, shall be worn while performing cardiovascular exercise (e.g. walking, jogging, running, bicycle riding, etc.) on the installation during hours of darkness, reduced visibility, or inclement weather (e.g. fog, heavy rain, etc.). The Air Force official physical training (PT) uniform is considered reflective and does not require additional reflective gear.

8.2. AAFB military, DoD civilian employee, or contractor personnel conducting activities in a traffic environment, working on or off the flightline, during hours of darkness or reduced visibility, or working as part of a construction activity shall wear reflective gear.

8.3. During real-world force protection conditions Charlie and Delta the wear of reflective gear shall be at the unit commander’s discretion.

9. Walking, Jogging, and Running Safety.

9.1. Anyone performing cardiovascular exercise (e.g. walking, jogging, running, etc.) on roadways shall travel in single file against the flow of traffic (i.e. on the left side of the road). It is highly recommended that walkers, joggers, and runners remain on the sidewalks as much as possible. If walking, jogging or running on the road and no traffic is present, walkers, joggers, and runners may run two abreast. At the first sign of approaching traffic, walkers, joggers, and runners shall return to single file and clear the roadway as much as possible.

9.2. Jogging/Running is not authorized in any areas adjacent to or along road construction areas.

9.3. Wearing headphones while performing cardiovascular exercise (e.g. walking, jogging, running, etc.) on roadways is not permitted. Wearing earbuds/headphones on base sidewalks, the Arc Light path, the base track, the rubberized/concrete sidewalk path adjacent to the Palm Tree Golf Course, and jogging pathways in the grass/dirt areas along roadways is permitted. All earbuds/headphones shall be removed when crossing a roadway intersection or traversing through parking lots.

9.4. 36th Wing military personnel who jog off the installation during hours of darkness, reduced visibility or inclement weather are highly encouraged to wear reflective gear or possess a flashing light visible from the front and back.

10. Military Formations.

10.1. Military formations are defined as an organized body of personnel numbering at least ten maintaining formation integrity. These formations shall have one leader and traffic guards positioned at the front and rear of the formation.

10.2. Traffic guards shall wear reflective vests to be immediately recognizable.

10.3. If performing PT during hours of darkness, it is highly encouraged that the leader and each road guard carry a coned traffic wand flashlight.

10.4. Vehicles shall not enter an intersection until a formation has completely passed through and the road guards have recovered with the formation.

10.5. Unless a road is closed to traffic, formations shall be limited to allow for safe vehicle passing. This restriction is not applicable to wing runs.

10.6. Formations shall not run on Carolinas Ave, Santa Rosa Blvd, Arc Light Blvd or Plumeria Blvd from Andersen Middle School to the AAFB back gate. This restriction is not applicable to wing runs.

11. Bicycle, Skateboard, Roller-Skate, and Roller-Blade Safety.

11.1. All personnel riding bicycles, coaster, roller skates, in-line skates, skateboards, and other similar devices on AAFB will wear an approved helmet. Helmets must meet the American National Standards Institute (ANSI), Snell Memorial Foundation requirements, or other equivalently rated helmet.

11.2. Play wagons, carts, small two-wheel bicycles, tricycles, roller-blades, roller-skates or skateboards may be used in parking lots and other areas during non-peak traffic hours. Rollerblading, roller-skating and/or skateboarding is prohibited in parking lots during hours of darkness or limited visibility.

11.3. Please refer to 36 WGI 31-218, Andersen AFB Motor Vehicle Traffic Supervision, for additional guidance on bicycle, skateboard, roller-skate, and roller-blade safety.

12. Water Safety.

12.1. Guam's waters offer an excellent opportunity for recreational enjoyment, but they also require understanding of local hazards to maintain personnel safety. For swimming and snorkeling, the safest areas are those beaches protected from the ocean by a barrier reef. Inside this reef, the water may be calmer, shallower and have a lighter current. However, this calm water can be deceitful as it may lure people to venture out near or onto the reef into deeper water in the pursuit of fish or sight-seeing. This can be extremely dangerous because of two primary dangers are swimming too close or onto the reef.

12.1.1. The first danger is caused by waves breaking on the reef. Even in the calmest of conditions, it is difficult and dangerous to be near the reef. The coral is extremely sharp and can cause deep and painful cuts. There are also large cracks and holes in the coral, which can catch a foot or hand and trap a person. Naturally, larger waves increase the danger, and in the past have proven fatal to swimmers.

12.1.2. The second danger is the current caused by waves. In almost all cases where the waves are larger than one foot, a strong current runs along the reef. This current is created when water forced inside the reef by the waves is higher than the sea level outside the reef. The water will flow along the reef or shoreline until it finds a place to flow back to the sea. This current can be very strong and cause a rip current. A person swimming too close to the reef's edge can become caught in the current and be swept onto or over the reef. Water activities are permitted on AAFB in designated areas only.

12.1.3. To mitigate these hazards Joint Region Marianas and the 36th Wing have developed water safety restrictions to ensure that risk is managed appropriately.

12.2. Water restrictions on Andersen AFB are as follows for all military service members, dependents, retirees or visitors:

12.2.1. Wingman concept (minimum 2 swimmers) is required for all water-related activities.

12.2.2. Reef walking is prohibited.

12.2.3. Swimming is prohibited under "red flag" conditions.

12.2.4. Swimming and water activities at Tarague Beach are permitted ONLY in the buoyed area from 0630 to 1830 hours.

12.2.5. ***SCUBA diving is prohibited on Andersen AFB. This excludes commercial, diver certified off-shore boat diving.***

12.2.6. Fishing from the shore only (knee deep water entry), and not within the designated Tarague buoy area.

12.3. The following restrictions apply on Guam (off AAFB) for all Air Force personnel assigned to AAFB. All military personnel on Guam must comply with Joint Region Marianas Notice 1620 ([Attachment 6](#)). Individuals not under 36th Wing control will be referred to their chain of command for appropriate administrative action:

12.3.1. Cliff diving along the coastline is prohibited.

12.3.2. Water entry is prohibited at Shark's Hole in Shark's Cove, north of Tanguisson Beach and Pagat Shore at Pagat Point's cliff line. Reef Walking is prohibited.

12.3.3. Swimming under "red flag" conditions is prohibited.

12.3.4. Swimming or fishing in the vicinity of the reef/breakwater is prohibited. SCUBA Diving through this area is allowed if certified or in training for certification.

12.3.5. Cave diving/Underwater exploration is prohibited. SCUBA Diving is allowed in these areas if properly certified. Seek local dive instructor guidance before diving caves, caverns, reefs, wreckage etc.

- 12.3.5.1. Underwater exploration applies to swimming with or without SCUBA gear in underwater environments where there is a possibility of entrapment or restricted egress, meaning the swimmer/diver cannot swim vertically to the surface or exit the underwater environment (e.g., caves, caverns, reefs, wreckage, etc.). This can also be referred to as underwater spelunking.
- 12.4. Do not engage in recreational water activity during Typhoon Conditions of Readiness (TCOR) I, II, and III, or in any area where a hazardous surf warning is in effect.
- 12.5. Maintain a constant, direct line of sight with your Wingman, fellow swimmers, and/or family while in the water.
- 12.6. It is highly recommended for all to wear protective footwear in the water and on the beach.

13. SCUBA Diving.

- 13.1. SCUBA Divers shall obtain valid training and certification prior to engaging in SCUBA diving on Guam. Supervisors shall track this requirement by utilizing the PACAF HRA program.
- 13.2. SCUBA Divers shall always have a dive plan and dive with a designated buddy. Dive plans shall be communicated with a responsible person ashore or with the boat captain for boat dives.
- 13.3. SCUBA Divers shall conduct all SCUBA dives within the limits of the diver's certification level, as recommended by the certifying agency.
- 13.4. SCUBA Diving is not authorized on or from AAFB property. This restriction does not apply to SCUBA dive lessons taught at the base swimming pool or from commercially sourced boat excursions off the coast of AAFB.

14. Boating Safety.

- 14.1. Prior to participating in recreational boating activities, boaters and supervisors shall together review and comply with the PACAF HRA Program personal watercraft checklist.
- 14.2. Prior to participating in recreational boating activities, boaters shall call commercial number 211 to check the daily weather, tides, and any potential water related cautions/warnings.
- 14.3. Prior to participating in recreational boating activities, all AAFB military and DoD civilian personnel will ensure they establish a "float plan" in the event boaters become capsized or stranded at sea. "Float plans" should include the assistance of an onshore responsible person who will follow up on the boater's whereabouts if the boater goes overdue on their scheduled return time. Float plans at a minimum will include the route of intended travel and expected launch/docking times and locations.
- 14.4. Boaters are highly recommended to carry adequate supplies and safety equipment to ensure the safety of every person onboard (e.g. extra water, food, fuel, extra flares, mirror, a flashlight, and extra batteries). Life jackets and other required safety equipment for boating is directed by United States Coast Guard regulations.

14.5. If operating a boat offshore, boaters must ensure it is equipped with a working radio. Although CB radios are popular, their power and range is limited to a distance of three miles. The preferred radio to carry is the VHF-FM radio all U.S. Coast Guard units monitor. VHF-FM radios have a range of more than 50 miles.

15. Jungle Safety.

15.1. Entry into the jungle is strongly discouraged unless engaged in an approved, designated activity such as a field trip, Guam Boonie Stompers sanctioned hike, or hike coordinated through Outdoor Recreation on a well-known and marked Guam trail. Be sure to dress appropriately for the hike and bring along enough food, water, and emergency supplies in case of inclement weather or loss of direction.

15.2. Recreational rappelling on AAFB is prohibited.

16. Motorized Vehicles.

16.1. Please refer to 36 WGI 31-218, Andersen AFB Motor Vehicle Traffic Supervision, for guidance on motor vehicle safety.

17. Motorcycle, Moped, Low Speed Vehicle (LSV), Utility Vehicles (UTV's) and All-Terrain Vehicle (ATV) Operations:

17.1. Please refer to 36 WGI 31-218, Andersen AFB Motor Vehicle Traffic Supervision, for guidance on LSV and ATV operations.

17.2. LSVs and ATVs are prohibited from being utilized on off installation roadways in accordance with local law.

17.3. The personal use of UTVs are prohibited on an off installation roadways.

17.4. The use of personal use LSVs shall only be used:

17.4.1. By a licensed vehicle operator.

17.4.2. In low traffic areas. Areas such as Arc Light Blvd. should be avoided except for short distances or crossing the street.

17.4.3. All occupants must be in a proper seat donning a seatbelt.

18. Government Vehicle Other (GVO).

18.1. Per DAFI 91-207, "the majority of GVOs are off-highway motorized vehicles such as specialty/special purpose, material handling, construction or tactical vehicles." John Deere Gators, Club Cars, and Kawasaki Polaris vehicles are examples of GVOs.

18.2. Per DAFI 91-207, paragraph 2.2.2.1., "Commanders will limit the use of GVOs to off-road areas and tactical operations as much as possible." Prior to utilizing GVOs on AAFB, organizational commanders must ensure operating risk assessments are conducted and documented IAW AFI 90-802, for each type of GVO utilized by the organization. Additionally, organizational commanders will ensure every GVO has a written plan of instruction (POI), IAW AFI 24-301 and AFMAN 24-306, to include identifying vehicle operational environment, usage requirements and manufacturer recommendations. Risk assessments, training plans, and operator certification records shall be developed, documented, and maintained by organizational Vehicle Control Officers or Unit Training Managers.

18.2.1. Traffic environments are defined as surfaces accessible to the base populace where government owned vehicles, privately owned vehicles, or contracted commercial vehicles may legally operate (streets, road ways, parking lots, etc). Industrial environments are defined as surfaces not accessible to the base populace to include, but not limited to, unit training compounds, warehouses, storage areas, garages, mobile equipment facilities/areas, and property within the airfield perimeter fence. Pedestrian environments are defined as surfaces accessible to the base populace where non-unit or unrelated personnel traverse by walking.

18.2.2. GVO's are prohibited from being utilized on off installation roadways in accordance with local law.

18.3. Organizational commanders can approve the routine use of GVOs in traffic environments, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802. GVOs are authorized to operate in traffic or pedestrian environments only for mission essential activities which cannot be accomplished utilizing other methods (for example, accomplishing GVO refueling/maintenance services or GVO deployment processing). These mission essential activities are restricted to daylight hours and non-inclement weather conditions.

19. Safety Awards Program.

19.1. It is important to recognize individual and squadron efforts in ensuring the safety of our people and the protection of our resources. All units are expected to actively participate in the safety awards nomination process.

19.2. Individual and Team Safety Awards of Distinction: The semi-annual awards are presented to the individuals and teams who made the greatest contribution to mishap prevention on AAFB. One individual is selected for the Occupational Safety Individual Safety Award of Distinction and one team is selected for the Occupational Safety Team Safety Award of Distinction. Individual and team awards are also presented for the Weapons and Flight safety disciplines. Criteria for the awards include safety awareness, professional knowledge and performance, and the identification and elimination of hazards. Any military or DoD civilian member not assigned to full-time safety duty positions (1S0 AFSC) are eligible, to include USRs.

19.3. Twice a year, commanders, supervisors or any member of the 36th Wing or tenant unit may submit nominations for the awards. Nominations shall be prepared using a narrative format. Narrative format instructions and templates can be found on the 36th Wing Safety SharePoint site. Nominations will be solicited through electronic mail the month prior to the scheduled ESOHC meetings. Nominations should detail reasons for the nomination and should include specific actions by the individual that qualify them for the award. The significance of the achievement is more important than the quantity of material in the nomination. Award winners shall be selected by the 36th Wing Chief of Safety and staff and are asked to attend the following ESOHC for presentation of the award.

19.4. Commander's Safety Award: This annual award is presented to the individual who, by his/ her actions, made the most outstanding contribution to the prevention of a mishap, or reducing its harmful effects. One winner shall be selected from each category (weapons, occupational, and flight safety) from the winners of the semi-annual awards.

19.5. Squadron Safety Award: This award is presented annually to the squadron or unit who demonstrated the best overall safety program during the previous calendar year. The award consists of a traveling trophy. A recommendation shall be prepared by the 36th Wing Safety office, with the 36th Wing Commander selecting the eventual winner. To qualify for this award the unit must not have experienced a class A mishap within the calendar year. Annual and spot inspection findings from the year shall be reviewed. Criteria for selection shall include:

THOMAS B. PALENSKE
Brigadier General, USAF
Commander

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

AFPD 91-2, Safety Programs

AFI 90-801, Environment, Safety, and Occupational Health Council (ESOHC)

AFI 90-802, Risk Management

DAFI 91-202, The US Air Force Mishap Prevention Program

DAFMAN 91-203, Department of the Air Force Consolidated Occupational Safety Instruction

DAFI 91-204, Safety Investigations and Report

DAFI 91-207, The US Air Force Traffic Safety Program

DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping

JRM Memorandum of Agreement

DESR_6055.09_AFMAN 91-201, Explosive Safety Standards

Adopted Forms

AF Form 3, Hazard Abatement Plan

AF Form 55, Employee Safety and Health Record

AF Form 457, USAF Hazard Report

AF Form 651, Hazardous Air Traffic Report (HATR)

AF Form 1118, Notice of Hazard AF Form 1286, Safety Education/Training Class Roster

AF Form 4391, High-Risk Activities Worksheet

AF Form 4392, Pre-Departure Safety Briefing

AF Form 9, Request For Purchase

AF Form 332, Base Civil Engineer Work Request

AF Form 847, Recommendation For Change of Publication

AF Form 860B, Civilian Progress Review Worksheet

AF Form 978, Supervisor's Preliminary Mishap/Incident Report

AF Form 979, Danger Tag

AF Form 1754, Job Capability and Safety Analysis (LRA)

AF Form 4437, Deliberate Risk Assessment Worksheet

AFTO Form 244, Industrial/Support Equipment Record

OSHA 300, Log of Work-Related Injuries and Illness

OSHA Form 300A, Summary of Work-Related Injuries and Illness

Abbreviations and Acronyms

AAFB—Andersen Air Force Base
ADWSR—Additional Duty Weapon Safety Representative
AE—Ammunition and Explosives
AFOSH—Air Force Office of Safety and Health
ANSI—American National Standards Institute
ATV—All-Terrain Vehicle
CAT—Crisis Action Team
CES—Civil Engineer Squadron
CFR—Code of Federal Regulation
EED—Electro-Explosive Device
EOC—Emergency Operation Center
ESOHC—Environmental, Safety, and Occupational Health Council
GVO—Government Vehicle Other
HRA—High Risk Activity
LRS—Logistics Readiness Squadron
LSV—Low Speed Vehicle
MSR—Motorcycle Safety Representative
MUSTT—Motorcycle Unit Safety Tracking Tool
OSHA—Occupational Safety and Health Administration
OSMB—Occupational Safety Management Book
PFD—Personal Floation Device
PPE—Personal Protective Equipment
PT—Physical Training
RAC—Risk Assessment Code
RDS—Records Disposition Schedule
RM—Risk Management
TCOR—Typhoon Conditions of Readiness
USR—Unit Safety Representative
UWSMB—Unit Weapons Safety Management Book

Attachment 2**OCCUPATIONAL SAFETY MANAGEMENT BOOK**

A2.1. Unit Safety Representatives (USRs). Will maintain an Occupational Safety Management Book (OSMB). The OSMB will consist of:

A2.1.1. Tab A, Table of Contents.

A2.1.2. Tab B, Letter of Appointment and Record of Training. Each unit will have a primary and alternate USR, as applicable. When possible, these individuals will have one year retainability. Training will be accomplished within 30 working days after appointment. Appointment letters and the record of training will be maintained in this tab.

A2.1.3. Tab C, Mishap Notification Procedures. USRs will assist commanders to develop and establish mishap notification procedures.

A2.1.4. Tab D, Workplace Identifier. USRs will maintain a current listing of all facilities owned/used by their unit for inspection purposes.

A2.1.5. Tab E, Unit Annual Safety Inspection. USRs will maintain the previous annual safety inspections to use for reference, providing follow-ups for open discrepancies to the wing safety office every 30 days until closed.

A2.1.6. Tab F, Unit Spot Inspections. USRs will conduct and document spot inspections in conjunction with the facility manager when possible.

A2.1.7. Tab G, Hazard Reports and RAC 4/5 Log. USRs will maintain information concerning hazards identified within their unit, such as AF Forms 457s, hazard reports, and safety inspection findings.

A2.1.8. Tab H, Mishap Reports. USRs will maintain a copy of all AF Form 978s submitted to the wing safety office. All reports will be submitted to the safety office within 5 calendar days of the mishap. USRs will maintain a log of all AF Form 978s.

A2.1.9. Tab I, General Correspondence. USRs will maintain special unit guidance provided by the commander, copies of any correspondence related to safety, i.e., special interest items, programs, publicity, and seasonal campaigns, and actions taken at the unit level.

A2.1.10. Tab J, Safety Briefings, Safety Information, Material Dissemination. USRs will maintain a copy of all safety briefings or information briefed to squadron personnel. Additionally, maintain any safety materials provided by the Wing, PACAF safety, or outside agency.

A2.1.11. Tab K, Committee Meeting Minutes. USRs will attend all USR meetings, and when invited, Environmental, Safety, and Occupational Health (ESOH) council meetings. USRs will maintain meeting minutes for the previous year.

A2.1.12. Tab L, Special Programs Listing. USRs will maintain a list of any special programs identified within the unit. Maintain a list of Confined Spaces, Lock-Out/Tag-Out programs, Blood Borne Pathogens, etc. Programs in this listing may be kept in separate binders.

A2.1.13. Tab M, Commanders Review Log. USRs will meet with the Commander at least quarterly. During this meeting, USRs will brief the CC on the health of the squadron's overall mishap prevention program. Discuss mishaps that occurred during the quarter, safety inspections and open findings, any safety training that is required, and any other high interest items for the quarter.

A2.1.14. Tab N, Miscellaneous. Use this tab to maintain any additional information that does not fall under the previous tabs.

A2.2. Organizations may augment the primary and alternate safety representatives. Using a "team concept" by adding representatives at the flight level (or equivalent organizational levels). If the "Team Concept" is used, please refer to the 36 WG Occupational Safety page under Section Rep Toolbox for suggested shop/section/office safety management binder information.

A2.3. Unit Safety Representative (USR) Quarterly Report to the Unit CC Form.

A2.3.1. Use of the USR Quarterly Report to the Unit CC Form is highly recommended, and the form can be accessed via the AAFB SharePoint at <https://andersen.eis.pacaf.af.mil/WingStaffAgencies/36WGSE/36WGSEG/layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2FWingStaffAgencies%2F36WGSE%2F36WGSEG%2FShared%20Documents%2FUSR%20Toolbox%2FUSR%20Program%20Management%20Tabs%2FTab%20M%20%2D%20Commander%27s%20Review%20Log&FolderCTID=0x01200057790B338FD11E4086699E01BF06BC51&View=%7B915C5CCD%2D51C8%2D4EE0%2D98F7%2D6DDB246CB209%7D>.

Figure A2.1. The Unit Safety Representative (USR) Quarterly Report to the Unit CC Form.

UNIT SAFETY REPRESENTATIVE (USR) QUARTERLY REPORT TO THE UNIT COMMANDER				
USRs advise the commander on safety related matters at least quarterly and document key elements briefed. AFI 91-202, 8.5.1.				
UNIT MISHAP EXPERIENCE				
DESCRIPTION/ACTIVITY	CAUSAL FACTORS	CORRECTIVE ACTIONS TAKEN	COMMENTS	
UNIT SAFETY INSPECTION EXPERIENCE				
HIGHER ECHELON SAFETY INSPECTIONS/VISITS				
AGENCY	SIGNIFICANT FINDINGS	CORRECTIVE ACTIONS TAKEN	COMMENTS	
UNIT SAFETY REPRESENTATIVE SAFETY SPOT INSPECTIONS (AFI 91-202, 2.2.4.2 & Table 3.1, Note 9)				
FINDINGS	CORRECTIVE ACTIONS TAKEN	COMMENTS		
USR VERIFICATION OF SUPERVISORY-LEVEL SAFETY SPOT INSPECTIONS (AFI 91-202, 8.5.6)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
SAFETY EDUCATION				
COURSE	# ATTENDED	# SCHEDULED	# OVERDUE	COMMENTS
Supervisor Safety Training Course				
Course III, Traffic Safety Training				
Course IV-A, Motorcycle Safety Training (Beginner's)				
Course IV-B, Motorcycle Safety Training (Intermediate)				
Motorcycle Safety Training (Refresher)				
Driver Improvement Course				
Risk Management (RM) Fundamentals				
RM Essentials for Leaders				
RM Application & Integration				
RM Executive Overview				
RM Techniques & Application @ Organizational Level (Local)				
Other Safety Course				
USR VERIFICATION OF SUPERVISORY LEVEL SAFETY BRIEFINGS (AFI 91 202, 8.5.5)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
USR VERIFICATION OF JOB SAFETY TRAINING (JSTGs / AF Forms 55)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
USR EVALUATION OF UNIT MOTORCYCLE SAFETY PROGRAM (AFI 91 202, 8.5.7)				
MSRs TRAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ALL RIDER DATA IN MUST? <input type="checkbox"/> YES <input type="checkbox"/> NO	MOTORCYCLISTS TRAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO	INITIAL UNIT/CC BRIEFINGS ACCOMPLISHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
REFRESHER TRAINING COMPLIANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	ANNUAL/PRE-SEASON BRIEFINGS COMPLIANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	MENTORSHIP PROGRAM ACTIVELY PROMOTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
MOTORCYCLE SAFETY PROGRAM COMMENTS				
MISCELLANEOUS SAFETY MATTERS (Safety program shortfalls/strengths; upcoming safety campaigns/events; suggested CC emphasis areas, etc.)				
USR SIGNATURE	DATE	COMMANDER SIGNATURE	DATE	

Attachment 3

UNIT WEAPONS SAFETY MANAGEMENT BOOK

A3.1. Each unit with an explosive safety program is required to maintain a UWSMB either hard copy or centrally-accessible electronic copy continuity binder. This book is a management tool for each unit and the 36 WG/SEW to ensure continuity of the Weapons Safety Program. The book shall contain, at a minimum, the following tabs:

- A3.1.1. Tab A, Commanders' Safety Emphasis Letters.
- A3.1.2. Tab B, ADWSR appointment letter and documented training.
- A3.1.3. Tab C, ADWSR guide and/or local publications.
- A3.1.4. Tab D, Inspection checklists.
- A3.1.5. Tab E, Unit spot inspection logs.
- A3.1.6. Tab F, Past two annual unit inspection reports.
- A3.1.7. Tab G, Weapons Safety Cross-tell.
- A3.1.8. Tab H, Copies of all unit AF Forms 2047, Explosive Safety License.
- A3.1.9. Tab I, Miscellaneous Information.

Attachment 4

USR PROGRAM ASSESSMENT CHECKLIST

Table A4.1. USR Program Assessment Checklist.

	Yes	No	N/A	Notes
1. Commanders/Functional Managers				
1.1. Does the commander direct implementation and provide resources for the mishap prevention program within the framework of the AFSMS? (DAFI 91-202, 1.6.27.1)				
1.2. Does the commander appoint a primary and alternate Unit Safety Representative (USR) to assist them in implementing their safety program and do they have minimum 12 months retainability? (DAFI 91-202, 1.6.27.2)				
1.3. Does the commander ensure safety and health training and off-duty safety information and briefings are provided to all personnel based on requirements from other regulatory guidance and the specific needs of the organization? (DAFI 91-202, 1.6.27.3.)				
1.4. Does the commander ensure request for equipment, products and services using purchase orders and/or Government Purchase Card are reviewed for potential safety and health impact IAW AFI 64-117, Air Force Government Purchase Card (GPC) Program, and AFMAN 32-7002, Environmental Compliance and Pollution Prevention. Note: Ensure government purchase card program addresses requirement to coordinate purchase of hazardous chemicals, munitions and industry equipment through the installation safety office.				
1.5. Does the unit submit to the safety staff corrective actions taken/planned? (DAFI 91-202, 3.4.6.)				
1.6. Has the Primary and Alternate USR with 12 months retainability been appointed in writing by the commander? (DAFI 91-202, 1.6.27.2)				

1.7. Did the primary and alternate attend USR training course within 30 working days of appointment? (DAFI 91-202, 2.2.)				
1.8. Does USR conduct and document safety spot inspections at least monthly to ensure 100% unit coverage annually? (DAFI 91-202, 2.2.2.2/3.7.)				
3.2. Unit mishap reporting procedures.				
3.3. CA-10 if Civilian Employees work in the area.				
3.4. Are AF Form 457, USAF Hazard Report, and instructions for use, readily available to all personnel? (Posted on safety bulletin boards.)				
3.5. Current Mishap Prevention information (posters, flyers, safety grams, etc.).				
3.6. Wing Safety current POCs.				
3.7. OSHA Form 300A (1 Feb – 30 Apr annually)				
3.8. Wing Commander's Safety Policy				
4. Safety Training (AF Form 55/JSTO/SST/HAZCOM)				
4.1. Do supervisors create and conduct job safety training outlines (JSTO) with all required items? Consider work center (local) HAZCOM training, LO/TO training, etc. (DAFI 91-202, Ch. 14)				
4.2. Have all personnel (military and civilian) received job safety training? (DAFI 91-202, Ch. 14 para. 14.1.1 & 14.1.1.3)				
4.3. Do supervisors document the annual review of the work center JSTO? (DAFI 91-202, 14.1.1.1)				
4.4. Do all personnel (military and civilian) have job safety training documented on AF Form 55 or equivalent product? (DAFI 91-202, 14.1.1.2.)				

<p>4.5. Do work-center supervisors ensure personnel requiring supervisor safety training are scheduled and attend? (DAFI 91-202, 1.6.28.12.1)</p>				
<p>4.6. Is training documented IAW DAFI 91-202, 1.6.28.7.1-1.6.28.8?</p>				
<p>4.7. Do supervisors know the safety and occupational health standards that apply to their areas and ensure standards are available? (DAFI 91-202, 1.6.28.2)</p>				
<p>5. Unit RM Program</p>				
<p>5.1. Does the commander ensure IAW AFI 90-802 2.9.3 - 2.9.3.3., paragraphs RM principles, processes, tools and techniques are established, as appropriate, to address specific operations, missions, and activities (on and off-duty).</p>				
<p>5.2. Does the unit ensure all members have completed RM Fundamentals training? (AFI 90-802, para. 4.1.1- 4.2.1)</p>				
<p>6. Mishap Reporting</p>				
<p>6.1. Are written unit mishap reporting procedures established and used? (DAFI 91-202, 8.5.3.)</p>				
<p>6.2. Are Work center supervisors utilizing AF Form 978 to document mishaps, and sent to the unit commander, then the Installation Safety Office after signature? (DAFI 91-204, 1.6.28.10)</p>				
<p>7. Traffic Safety</p>				
<p>7.1. Have RM assessments been accomplished when government off-road vehicles are authorized to be used in traffic, industrial, or pedestrian environments? Owing organizations shall complete a written RM assessment on GVOs and LSVs (i.e. Gators, off- road golf carts, agricultural carts, golf course maintenance tractors and carts). (AFI 91-207, 2.2.2.3.)</p>				
<p>7.2. Has a standard Plan of Instruction (POI), been written and training documented for specific vehicle types? (AFI 91-207, 2.2.2.4. & 4.7.3)</p>				

<p>7.3. Have operators of government owned ATVs completed the Specialty Vehicle Institute of America’s ATV Rider Course? (AFI 91-207, 4.4.6.3.)</p>				
<p>8. Motorcycle Program</p>				
<p>8.1. Has unit commander appointed a MSR for the unit’s motorcycle safety program? (AFI 91-207, 1.3.4.3.)</p>				
<p>8.2. Does the unit in and out processing procedures include contacting the MSR? (AFI 91-207, 1.3.4.4 & A5.1.4)</p>				
<p>8.3. Has the unit commander or designated MSR(s) provided an initial briefing to all new or newly assigned motorcycle riders within 30 days from initial assignment or identification as a rider? (AFI 91-207, 1.3.9.3.)</p>				
<p>8.4. Has an annual/pre-season motorcycle riders’ briefing been performed by the unit commander or designated representative? (AFI 91-207, 1.3.9.4.)</p>				
<p>8.5. Is the MSR the focal point for information regarding motorcycle training, education, mentorship, AFSAS Training Module MUSTT etc.?</p>				
<p>8.6. Have operators completed all required motorcycle safety training and briefings? (AFI 91-207, 1.3.11.5)</p>				
<p>9. Personal Protective Equipment (PPE)</p>				
<p>9.1. Do commanders ensure a proactive mishap prevention program is implemented to include procurement and proper use of PPE, and facility compliance with AFI and OSHA standards? (DAFI 91-202, 1.6.27.5.)</p>				
<p>9.2. Do supervisors exercise control over job tasks to ensure personnel follow all precautions and safety measures, including the proper use of PPE. (DAFI 91-202, 1.8.22.7.)</p>				
<p>9.3. Do supervisors ensure shop personnel use the protective clothing and equipment that will protect them from work hazards? (DAFMAN 91-203, 14.4.1)</p>				
<p>9.4. Are workers maintaining PPE IAW manufacturer’s instruction to include being kept clean and in good repair? (DAFMAN 91-203, 14.4)</p>				

<p>9.5. Do supervisors contact BE when workplace operations change to schedule appropriate evaluation when new hazardous materials are introduced/processed, procedures are changed, or engineering controls are modified or added? (DAFMAN 91-203, 14.4.)</p>				
<p>9.6. Does the supervisor ensure that PPE is provided, used and maintained in a sanitary and serviceable condition IAW manufacturer’s instructions? (DAFMAN 91-203, 14.3.1.3)</p>				
<p>9.7. Does PPE meet minimum requirements? (Provide adequate protection, reasonably comfortable, fit snugly without interfering with movement, durable, capable of being disinfected, can easily be cleaned and kept clean and in good repair) (DAFMAN 91-203, 14.4.1.)</p>				
<p>10. HAZCOM</p>				
<p>10.1. Is the written work-area specific HAZCOM program included and meet the following criteria IAW AFI 90-821, 3.1.?</p> <p>A. Hazardous Chemical List</p> <p>B. Non-Routine Tasks Involving Hazardous Chemicals – OI, specific task list, and job safety analyses thoroughly describe non-routine tasks, associated hazards and controls.</p> <p>C. Labels and Other Forms of Warning – ensure labels on containers of hazardous chemicals used in their work area meet 29 CFR 1910.1200(f).</p> <p>D. Safety Data Sheet – Work areas shall maintain a SDS (paper or electronic) for every item on the work area-specific hazardous chemical list.</p> <p>E. Contractors in AF Work Areas – When an AF work area uses hazardous chemicals in a way that contractor employees may be exposed, then access to the work area specific written HAZCOM program must be provided to the contractors’ area supervisor.</p> <p>Employee Information and Training - Supervisors and employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official AF duties must be provided HAZCOM training prior to the use of hazardous chemicals. (Supervisor Training, Initial Worker Training, Supplemental Worker Training, Activities Not Co-Located and Worker Knowledge Assessment).</p>				

11. Eyewash				
11.1. Are permanently installed eyewash units conspicuously marked and accessible within no more than 10 seconds of reach to the exposure of hazardous materials? (DAFMAN 91-203, 9.4.4.1.)				
11.2. Are energized circuits located within two (2) feet of emergency eyewash stations and five (5) of emergency shower stations protected by ground fault circuit interrupters (GFCI)? (DAFMAN 91-203, 8.2.3.)				
11.3. Are permanently-installed shower and eyewash units activated weekly by the supervisor to verify operation & to reduce accumulation of bacteria/sediment for time period directed by the manufacturer? (DAFMAN 91-203, 9.5.1.)				
11.4. Are self-contained units tested and inspected IAW the manufacturer's instructions? 11.4.1. Is the fluid level checked monthly? 11.4.2. Are tags or labels attached to the unit or adjacent to it, indicating the fluid change schedule? (DAFMAN 91-203, 9.5.3.)				
14. Ladder Safety Program				
14.1. Portable Ladders:				
14.1.1. Are personnel who use ladders at four feet and higher trained in the care and use of different types of ladders when first assigned? Information presented during safety briefings shall satisfy the periodic training requirement. All training shall include hands-on instruction to include inspection of ladders for defects, possible electrocution hazards, proper positioning, and placement of ladders for various job sites.				
14.1.2. Do supervisors ensure portable ladders are NOT used in the following manner: 1. Ladders set on unstable surfaces. 2. Ladders placed in front of doors which open towards the ladder without proper guarding.				

<p>3. Ladders used as scaffolds, unless specifically designed for that purpose.</p> <p>4. Personnel reaching too far out to the sides.</p> <p>5. Personnel standing too high to maintain their balance.</p> <p>6. Use of a defective ladder, e.g., broken rail or rung.</p> <p>7. Improvising and using a make-shift ladder.</p> <p>8. Personnel carrying materials in their hands while ascending or descending a ladder.</p> <p>9. Using a ladder with conductive side rails while working on electrical circuits or near live electrical lines, etc.</p> <p>10. Descending with their back to the ladder, unless specifically designed for that purpose.</p> <p>11. Paint wood ladders with an opaque coating, since possible defects may be covered up.</p> <p>(DAFMAN 91-203, 7.4.1)</p>				
<p>14.2. Fixed Ladders:</p>				
<p>14.2.1. Do supervisors perform thorough visual inspections when ladders are received and prior to being placed in service?</p>				
<p>14.2.2. Are workers performing visual inspections prior to use? (DAFMAN 91-203, 7.4.2.2)</p>				
<p>14.2.3. Are defective ladders which can't be immediately repaired, removed from service, and scheduled for repair or maintenance? (DAFMAN 91-203, 7.4.2.4)</p>				
<p>14.2.4. Does the supervisor ensure an AF Form 979, Danger Tag or equivalent is used to warn employees that the ladder can't be used? (DAFMAN 91-203, 7.4.2.4)</p>				
<p>14.2.5. Are ladders stored to provide easy access for inspections and permits safe removal for use? (DAFMAN 91-203, 7.4.2.5.2)</p>				
<p>14.2.6. Does the supervisor ensure only one person is on the portable ladder at any given time? (DFAMAN 91-203, 7.4.2.5.3)</p>				

<p>14.2.7. Are employees free to use both hands when ascending and descending ladders? Equipment and material will be raised to the working position using a rope and canvas bucket or another approved method. (DAFMAN 91-203, 7.4.2.5.7)</p>				
<p>14.2.8. Has the supervisor or designated trainer ensured personnel who use ladders at any height are trained in the care and use of different types of ladders? Has the training been documented IAW DAFI 91-202? (DAFMAN 91-203, 7.4.2.7)</p>				
<p>15. Material Handling Equipment (MHE)</p>				
<p>15.1. Do work-centers requiring forklift training designate qualified personnel in writing as instructors? (AFI 24-301, 5.5.)</p>				
<p>15.2. Are administrative /office spaces protected from exhaust buildup by distance or positive airflow pressure in relation to warehouse activities? (DAFMAN 91-203, 12.1.2)</p>				
<p>15.3. Are administrative /office spaces protected from exhaust buildup by distance or positive airflow pressure in relation to warehouse activities? (DAFMAN 91-203, 12.1.2)</p>				
<p>15.4 Does the unit have MHE parked inside warehouses? If yes, the unit must obtain approval from the Group Commander responsible for the designated warehouse with recommendations from FES, BE, and the Occupational Safety office. (DAFMAN 91-203, 12.2.3)</p>				
<p>16. Hoist/Crane Program</p>				
<p>16.1. Do annual hoist/cranes meet the basic requirements of DAFMAN 91-203 12.6.?</p>				
<p>17. Fall Protection Program {General Industry/Construction/Aircraft Flightline Operations}</p>				
<p>17.1. General Industry. Fall protection shall be provided whenever employees can fall four (4) feet or more. (T-0) This four (4) foot rule applies to all walking and working surfaces and includes open-sided floors and platforms, wall openings and window wall openings at a stairway landing, floor, platform or balcony with a drop of four (4) feet or more. Refer to 29 CFR § 1910, Subpart D –</p>				

<p>Walking-Working Surfaces, for additional requirements, and paragraph 13.2.4 for types of fall protection. (DAFMAN 91-203, 13.1.1.)</p>				
<p>17.2. Construction Operations. Fall protection shall be provided when employees can fall six (6) feet or more during construction operations. (T-0) This six (6) foot rule applies to all walking and working surfaces, including roofs, open-sided floors and platforms, wall openings and window wall openings at a stairway landing, floor, platform or balcony with a drop of six (6) feet or more. Refer to 29 CFR § 1926, Subpart M – Fall Protection (29 CFR § 1926.500), for additional requirements. (DAFMAN 91-203, 13.1.2.)</p>				
<p>17.3 Has the commander developed a policy statement that states his/her commitment to providing a safe workplace for employees working at heights? The policy will also provide general goals and guidance for the fall protection program. An example is located in ANSI/ASSP Z359.2 (DAFMAN 91-203, 13.3.1)</p>				
<p>17.4. Does the unit have a competent person IAW ANSI/ASSP Z359.0 appointed by the unit commander?</p> <p>Competent person shall:</p> <p>Be trained and meet the responsibilities outlined in ANSI/ASSP Z359.2 and as defined in 29 CFR § 1910.140(b). (T-0)</p>				
<p>17.5. Are supervisors ensuring training is accomplished before personnel are exposed to fall hazards IAW 29 CFR § 1910.30, Training Requirements. (T-0) Trainers conducting fall protection and rescue training shall meet the requirements of ANSI/ASSP Z490.1, Criteria for Accepted Practices in Safety, Health and Environmental Training. (T-1) (DAFMAN 91-203, 13.7)</p>				
<p>17.6. 17.5. Does Fall Protection Training meet the requirements of AFMAN 91-203 13.3.</p>				
<p>17.7 Does the unit fall protection program manager assess the compliance of the fall protection program requirements, with assistance of the competent/qualified person as needed?</p>				

<p>Are findings documented and corrected? (DAFMAN 91-203, 13.3.3.1)</p>				
<p>17.8 Has the final report been routed to the unit commander for signature and review within 10 days of assessment completion? (DAFMAN 91-203, 13.3.3.1.1)</p>				
<p>17.9 Does the unit fall protection program manager maintain completed assessments for a minimum of 3 years? (DAFMAN 91-203, 13.3.3.1.2)</p>				
<p>17.10 Are fall hazard surveys conducted where employees are exposed to fall hazards? (DAFMAN 91-203, 13.4.1)</p>				
<p>17.11 Does the fall hazard survey include: Identification of fall hazards and include details of each hazard such as: (T-1) Means of access to the fall hazards. Locations of the fall hazards. Tasks that create exposure to fall hazards. Hidden fall hazards that are not always readily apparent. (DAFMAN 91-203, 13.4.2)</p>				
<p>17.12. Do supervisors ensure all PFAS components receive a thorough inspection at least quarterly? This inspection shall be documented and maintained for at least one year. (DAFMAN 91-203, 13.5.1.3.)</p>				
<p>17.13. Has a self-inspection checklist been prepared and accomplished annually IAW TO 00-25-245. Checklist shall include all relevant information on fall protection/fall arrest systems, i.e., proper care, maintaining and inspection of fall protection/fall arrest systems equipment, training program, etc. The self- inspection shall be documented and maintained until the next self-inspection is performed. (DAFMAN 91-203, 13.6.6.5.)</p>				

<p>17.14. Are inspections, maintenance, cleaning and storage of Personal fall arrest systems (PFAS) in compliance with TO 00-25-245, Operations Instructions- Testing and Inspection Procedures for Personal Safety and Rescue Equipment, & manufacturer’s instructions? (DFAMAN 91-203, 13.8.1)</p>				
<p>17.15. Are written fall protection and rescue procedures documented specifically for each workplace and task to which they are applied to when the use of fall protection is required? (DAFMAN 91-203, 13.5.1)</p>				
<p>17.16. Do written procedures will include:</p> <p>Purpose of the fall protection procedure. (T-1)</p> <p>Location and photographs/diagrams of the fall hazard(s) and fall protection system setup. (T-1)</p> <p>Appropriate standards, regulations or requirements for the task(s) conducted. (T1)</p> <p>Training requirements for the fall protection procedure based on the fall protection equipment required. (T-1)</p> <p>Fall protection system design parameters. (T-1) Note: Include fall calculations based on identified equipment and equipment design parameters, which include a detailed list of PPE and who developed the procedure, when it was developed, system certifications and inspection logs.</p> <p>Equipment requirements. (T-1)</p> <p>Procedures documenting how to safely erect, use and dismantle the fall protection equipment. (T-1)</p> <p>Preparatory actions to be conducted by the supervisor to ensure authorized persons know the fall protection and rescue procedures. (T-1)</p> <p>Steps to take when work is completed, e.g., clean up, storage. (T-1)</p>				
<p>17.17. Does the detailed rescue plan include the following:</p> <p>Coordination with outside rescue agencies (installation F&ES Flight, contracted rescue unit, etc.) to determine requirements to ensure prompt rescue of fallen personnel as part of preplanning. (T-1) Ensure the outside rescue agency completes pre-planning prior to work start.</p> <p>Procedures to contact the rescue agency if a fall occurs. (T-1)</p>				

<p>Training on actions an authorized person can take to attempt self-rescue, when possible. (T-1)</p> <p>Actions to be taken by the organization to rescue fallen authorized personnel, when possible. (T-1)</p> <p>Location of rescue anchorage. (T-1)</p> <p>Equipment needed. (T-1)</p> <p>Location of attachment to fallen employee’s harness. (T-1)</p> <p>Specific actions to achieve successful rescue. (T-1)</p> <p>Required training for rescuers. (T-1)</p>				
<p>17.18. Is the fall protection planned only used in construction for residential roofs, leading edge work and precast concrete erection work? (T-O)</p> <p>When its determined fall protections systems won’t be feasible to use while on residential roofs, as identified in 29 CFR 1910.28(b)(1)(ii), a written fall protection plan meeting the requirements of 29 CFR 1926.503(a) and (c)</p>				
<p>18. Hearing Protection Program</p>				
<p>18.1. Does the squadron commander ensure workplaces and workplace supervisors comply with all DAF HCP, DoD, and OSHA requirements (e.g., workplace noise hazard assessments, ensuring monitoring of hazardous noise-exposed personnel including pre-placement, periodic, follow-up, and termination audiograms; training of noise-exposed personnel, and supplying hearing protection devices and enforcing use, as appropriate) (T-0). (AFI 48-127, 2.11.1)</p>				
<p>18.2. Is hearing conservation program briefed in workcenter job safety training? (DAFI 91-202, 14.1.3.4.)</p>				
<p>19. Respiratory Protection Program</p>				
<p>19.1. Is respiratory protection program briefed in workcenter job safety training? (DAFI 91-202, 14.1.3.7.)</p>				
<p>20. Hazardous Energy Control/LOTO(Lock out Tag Out)</p>				

<p>20.1. Do work center/shop supervisors establish procedures when required? (DAFMAN 91-203, 21.2.1) Does unit have workcenters that require a hazardous energy control program? If No, skip to next section of this checklist. (DAFMAN 91-203, 21.1.)</p>				
<p>20.2 Are work center/shop supervisors performing & documenting an annual HEC program self-inspection? (T-1) Refer to paragraphs 21.4.1 and 21.4.2 (DAFMAN 91-203, 21.1.2)</p>				
<p>20.3. Are inspections documented to include the date of the inspection and the USR conducting the inspection? (DAFMAN 91-203, 21.4.1)</p>				
<p>20.4. Are shop HEC periodic program inspections conducted by authorized employees, one acting as an inspector and one performing the maintenance/servicing activity, at least annually, to ensure compliance with all program elements? (DAFMAN 91-203, 21.4.1)</p>				
<p>20.5. Are inspections designed to identify & correct any deviations or inadequacies observed? (DAFMAN 91-203, 21.4.1)</p>				
<p>20.6. Has the unit certified the periodic inspections have been performed? Does the certification include the machinery/equipment on which the HEC procedures have been utilized, date, employees included in the inspection and the person performing the inspection? (DAFMAN 91-203, 21.4.1)</p>				
<p>20.7 Is a separate authorized employee conducting periodic inspections of the energy control procedures IAW 29 CFR 1910.147(c)(6)(i)(A). (T-0)</p> <p>At a minimum the inspection shall include the following 5 items:</p> <ol style="list-style-type: none"> 1) Identification of equipment and machinery for which the hazardous energy control program applies. (T-0) 2) A review of each employee’s responsibilities under the program. (T-0) 3) Verification that training has been conducted is current and properly documented. (T-0) 4) A review of hazardous energy control procedures with authorized employees to include demonstration by the employee of the required practices. (T-0) 				

An out-brief to the shop or unit supervisor, as appropriate, and documented in the written report. (T-0)				
20.8 Are supervisors verifying that authorized & affected employees receive training as defined by OSHA, 29 CFR 1910.147(c)(7)(DAFMAN 91-203, 21.3.1)				
20.9. Is HEC training documented? All training, i.e., familiarization, initial and recurring, shall be documented. Training documentation shall be certified, current, include each individual's name, type and dates of training and be documented on the AF IMT 55, <i>Employee Safety and Health Record</i> , or equivalent product IAW DAFI 91-202. All training documentation shall be readily available during inspections and HEC program evaluations. (DAFMAN 91-203, 21.3.3.)				
20.10. Do authorized & affected employees receive retraining, when there's a change job assignments, machinery changes, or equipment or processes that present a new hazard, when there is a change in the energy control procedures or other conditions as specified in 29 CFR § 1910.147(c)(7)(iii)? (T-0) (, 21.3.2)				
20.11. Are authorized lockout and tagout devices used IAW 29 CFR 1910.147(c)(5), 29 CFR 1910.333(b)(2)(iii)(D) When tags are utilized, are they paired with an additional safety measure that provides a level of safety equipment to that obtained by the use of a lock? (DAFMAN 91-203, 21.5)				
20.12. Are authorized lockout and tagout devices singularly keyed with only authorized employees retaining the key(s) to the lock(s) when in use? (DAFMAN 91-203, 21.5.1)				
20.13. Does the functional manager or supervisor ensure an adequate supply of energy-isolating devices are available? (T-1) (DAFMAN 91-203, 21.5.2)				
<i>Hazardous Energy Control Procedures</i>				
20.14. Has the unit developed & documented specific procedures for each piece of equipment identified in the hazardous energy control program unless exempted in 29 CFR § 1910.147(a)(2)? (T-0)				

<p>20.15. Is the DAFMAN 91-203, Figure 21.1 8-STEP HEC Checklist being utilized for HEC operations?</p>				
<p>20.16. Is the DAFMAN 91-203, Figure 21.2 3-STEP Release from Hazardous Energy Control Procedure Checklist</p>				
<p>20.17 Are group lockout/tag out IAW 29 CFR 1910.147(f)(3) & subordinate paragraphs? (DAFMAN 91-203, 21.6.1)</p>				
<p>20.18. Are group hazardous energy control procedures developed to ensure authorized employees walk through the affected work area to verify isolation at each LOTO device? (DAFMAN 91-203, 21.6.2)</p>				
<p>20.19. Have specific written procedures been developed and utilized during shift or personnel changes to ensure continuity of hazardous energy control protection? (, 21.6.4)</p>				
<p><i>Hazardous Energy Control Procedures When Establishing An Electrically Safe Work Condition</i></p>				
<p>20.20. Are work conditions established IAW NFPA 70E Electrical Safety in the Workplace, Article 120? (DAFMAN 91-203, 21.7)</p>				
<p>20.21. Are authorized employees responsible for their own lockout/tag out as it pertains to simple lockout/tag out procedures? (DAFMAN 91-203, 21.7.1)</p>				
<p>20.22. Have complex lockout/tag out procedures been developed when one or more of the below exits: Multiple energy sources, e.g., electrical and other sources? (T-0) Multiple crews. (T-0) Multiple crafts. (T-0) Multiple locations. (T-0) Multiple employers. (T-0) Multiple disconnecting means. (T-0) Particular sequences. (T-0) Job or task that continues for more than one work period. (T-0) (DAFMAN 91-203, 21.7.2.1)</p>				

20.23. Has a written plan of execution been developed to meet the requirements of 29 CFR 1910.147 & identifies the person(s) in charge? (DAFMAN 91-203, 21.7.2)				
Contractors				
20.24. Are interactions involving contractors in compliance with DoDI 6055.01, DAFI 91-202 and 29 CFR 1910.147(f)(2)? (DAFMAN 91-203, 21.8)				
21. Confined Space Program (CS)				
21.1. Does the commander's designated representative ensure the required equipment to conduct safe entry into a permit-required space is purchased and properly maintained? (DAFMAN 91-203, 23.4.7.1)				
21.2. Does the commander's designated representative obtain Confined Space Program Team (CSPT) approval when selecting & purchasing equipment for confined space entries? (DAFMAN 91-203, 23.4.7.1.1)				
21.3. Has the commander's designated representative developed an inventory of organizationally-controlled confined spaces and submitted the confined space inventory to the CC for review prior to submission to the 36 Wing Safety Office? (DAFMAN 91-203, 23.4.7.2)				
21.4. Is the commander's designated representative knowledgeable of the general hazards, conditions, and layouts of each confined space under their program? (DAFMAN 91-203, 23.4.7.3)				
21.5. Has the commander's designated representative ensured personnel entering non-permit confined spaces received the same initial confined space training as personnel entering permit-required spaces? (DAFMAN 91-203, 23.4.7.5)				
21.6. Has the commander's designated representative with the assistance of each shop supervisor, developed a written confined space program, if required that includes a structured & effective training program that establishes safe work practices & techniques specific to the spaces they enter? (DAFMAN 91-203, 23.4.7.6)				
21.7. Does the training plan meet the requirements in DAFMAN 91-203 and have been approved by the CSPT annually? (DAFMAN 91-203, 23.4.7.6)				

<p>21.8. Does the unit notify the 36 WG Safety Office when the organization plans to contract work in confined spaces as well as provide required known information about the permit-required confined spaces under their control to contractors working within the permit-required confined spaces? (DAFMAN 91-203, 23.4.7.7)</p>				
<p><i>Entry Supervisor</i></p>				
<p>21.9. Entry Supervisor duties:</p> <ol style="list-style-type: none"> 1. Be knowledgeable of all their confined space duties. 2. Issue entry permits consistent with the organizational written confined space program or the Master Entry Plan, when applicable. 3. Cancel the entry permit after becoming aware of a prohibited or unexpected condition. (T-0) Use of suspending an entry permit under 29 CFR § 1926.1205(e)(2) will not be allowed in DAF confined space entry operations. 4. Ensure workers are aware that work on energized electrical equipment is prohibited unless approved by the installation base civil engineer (BCE) in accordance with AFMAN 32-1065, Grounding and Electrical Systems. 5. With assistance from Occupational Safety, BE or the F&ES Flight, as appropriate, determine and evaluate newly identified hazardous condition source(s) found at the time of entry, e.g., residue from the space, leaking valve or pipe in the space, etc. 6. Ensure all members of the rescue team are trained and current in cardiopulmonary resuscitation (CPR) for permit-required confined space entry operations. 7. Ensure DAF workers enter a permit-required confined space only after an AF Form 1024, Confined Spaces Entry Permit, or other entry permit, approved by the CSPT 8. that meets the minimum documentation requirements, has been completed. 9. Maintain the entry permit and a copy of the written confined space program and Master Entry Plan, when applicable, at the permit space entry to provide personnel fulfilling confined space entry duties with a reference to required procedures applicable to the confined space entered. 10. Request assistance from the CSPT, as needed, to ensure all program requirements are met. 				

Be trained according to paragraph 23.10				
21.10. Are confined space attendants performing duties IAW 29 CFR 1926.1209? (, 23.4.9)				
21.11. Are confined space entrants performing duties IAW 29 CFR 1926.1208 (, 23.4.10)				
21.12. Do rescue teams perform duties IAW 29 CFR 1926.1211 Rescue & Emergency Services?				
21.13. Does the written confined space program include all requirements outlined in 29 CFR 1910.146 and 29 CFR 1926 Subpart AA, as required? (DAFMAN 91-203, 23.5.1)				
21.14. When a flammable or explosive atmosphere are present, are explosive proof or intrinsically safe equipment being utilized? (DAFMAN 91-203, 23.5.1.2)				
21.15. Is atmospheric accomplished continuously for atmospheric hazards in permit spaces unless the organization can demonstrate that continuous monitoring for the identified atmospheric hazard is not commercially available? (DAFMAN 91-203, 23.5.1.3)				
21.16. Is the monitoring equipment used to evaluate confined spaces calibrated by Testing, Measurement, Diagnostic and Evaluation (TMDE) laboratory at an interval established by manufacturer's instructions or applicable technical orders? (DAFMAN 91-203, 23.5.1.4)				
21.17. Does the user perform the required field check and span gas test IAW manufacturer's instructions immediately before testing the confined space? (DFMAN 91,203, 23.5.1.5)				
21.18. Does the worker obtain an AF Form 592, Hot Work Permit from 36 FES when they need to perform the following: <ul style="list-style-type: none"> • Hot Riveting • Welding • Cutting • Burning • Any other heating operations 				

(, 23.5.2)				
21.19. Does the unit contact BE if hazards may be introduced into the space? (DAFMAN 91-203, 23.5.2)				
<i>Entry into Immediately Dangerous to Life and Health (IDLH) Conditions</i>				
21.20. Does the supervisor contact the CSPT and continuously work to reduce the hazard(s) within the confined space? 1. CSPT will only authorize entry when the following conditions are met: 2. Continuous monitoring is conducted. 3. A knowledgeable BE and occupational safety representative shall be present at all times to serve as consultants to the entry supervisor. 4. An experienced on-site supervisor shall be present. Personnel will be equipped with respirators in accordance with 29 CFR § 1910.134, Respiratory Protection. (T-0) Note: Additional guidance can be found in AFI 48-137.				
<i>Master Entry Plan</i>				
21.21. Has the unit developed a Master Entry Plan (MEP) for routine entries into permit-required confined spaces to conduct work under routine conditions? (DAFMAN 91-203 23.7)				
21.22. Has the unit submitted the MEP to the CSPT for review and approval? (DAFMAN 91-203, 23.7)				
21.23. Does the MEP contain all required items? (DAFMAN 91-203, 23.7.2.)				
<i>Non-Permit Confined Space</i>				
21.24. For confined spaces classified as non-permit required, does the shop supervisor assess the space to determine if work conducted could or will introduce hazard(s) within the space? e.g. welding, sanding, use of chemicals. (DAFMAN 91-203, 23.8.2)				
21.25. Are the results of the assessment provided to the CSPT? (DAFMAN 91-203, 23.8.2)				

21.26. Does the supervisor visually inspect in and around the space to determine if any previously unidentified potential hazards are present or if conditions have changed prior to entry? (DAFMAN 91-203, 23.8.3)				
21.27. Does the supervisor contact the CSPT if hazardous conditions or results are uncertain prior to entry? (DAFMAN 91-203, 23.8.3.2)				
21.28. Are AF Form 1024s maintained on file for one year?				
21.29. Does the unit contact the CSPT prior to entry, if they don't have an approved MEP?				
21.30. Does the supervisor issue entry permits consistent with the MEP? (DAFMAN 91-203, 23.2.8.1.1.)				
21.31. Are AF Form 1024s completed IAW approved MEP? (DAFMAN 91-203, 23.10.2.5; 23.10.2.6.)				
21.32. Are AF Form 1024s issued maintained on file for one year? (DAFMAN 91-203, Figure 23.2, AF Form 1024)				
21.33. Does the unit provide the installation Occupational Safety office an annual status report on the installation's confined space program. The report shall include, at a minimum, the number and type of confined spaces, the installation's major issues/challenges, the number of personnel trained on confined space operations and the number of entry permits and MEPs approved. (DAFMAN 91-203, 23.2.5.13.)				

Attachment 5

ADDITIONAL DUTY WEAPONS SAFETY REPRESENTATIVE (ADWSR) PROGRAM CHECKLIST

Table A5.1. ADWSR Program Checklist.

	Yes	No	N/A	Notes
1. ADWSR Management				
NOTE: Chemical munitions requirements are identical to explosive requirements.				
1.1. Have all personnel (supervisory and non-supervisory) who operate, handle, transport, maintain, load, or dispose of missiles or explosives received initial/annual weapons safety training before performing any tasks? (DAFI 91-202)				
1.2. Are procedures established and published for mishap notification? (DAFI 91-202)				
1.3. Have unit lesson plans been developed to conduct initial and recurring training? (DAFI 91-202)				
1.4. Are locally developed lesson plans coordinated through Wing Safety? (PACAFI 91-202)				
1.5. Is training conducted by unit weapons/explosives representative(s) or qualified instructor(s)? (PACAFI 91-202)				
1.6. Does the unit commander develop and implement safety program elements in his/her unit? (DAFI 91-202)				
1.7. Is supervision aware and do they recognize deserving personnel or units by supporting the 36th Wing Mishap Prevention, 11th AF, and the PACAF Annual Safety Awards Program? (AFMAN 36-2806)				

<p>1.8. If heat producing devices are required that produce temperatures higher than 228 degrees Fahrenheit, are written instructions developed and coordinated with weapons safety and the fire department for approval? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.9. Are supervisors knowledgeable of hazards involved in the operation and do they convey emergency procedures to workers? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.10. Are personnel technically trained and qualified to perform the task being conducted? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.11. Is the cardinal principal of explosive safety (expose the minimum number of people to the minimum amount of explosives for the minimum amount of time) observed? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.12. Does the unit ensure that the fire department pre- fire plans reflect current hazards? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.13. Are written operating instructions for explosive operations available and approved by the squadron commander or equivalent? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.14. Do written operating instructions contain the minimum required items? (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.15. Are unserviceable/expended items turned in to the base munitions storage area as quickly as possible to preclude build-up of unserviceable Net Explosive Weight Quantity Distance (NEWQD)? Unserviceable NEWQD must be counted against the total NEWQD of the licensed facility. (DESR 6055.09_AFMAN 91-201)</p>				
<p>1.16. Is the fire department notified when an explosive fire, chemical hazard and/or fire direction symbol is changed or added to a facility? (DESR 6055.09_AFMAN 91-201)</p>				

1.17. Is flammable storage located at least 50 feet from explosive locations? (DESR 6055.09_AFMAN 91-201)				
1.18. Is good housekeeping apparent in explosive storage/licensed facilities and operating locations? (DESR 6055.09_AFMAN 91-201)				
1.19. Are storage/licensed locations maintained in good repair and suitable for the types and hazards involved? (DESR 6055.09_AFMAN 91-201)				
2. ADWSR Responsibilities				
2.1. Does the ADWSR ensure that operating instructions, lesson plans, and explosive licenses are reviewed and coordinated with the proper agencies and are they reviewed during the annual inspection/assessment? (DAFI 91-202, WG. Sup 1)				
2.2. Does the ADWSR perform and document monthly spot inspections on all explosives activities in their unit? (DAFI 91-202, WG Sup 1)				
a. Are all shifts included?				
b. Are spot inspection discrepancies monitored until corrected?				
2.3. Does the ADWSR monitor compliance with safety directives, safety training and use of qualified personnel/equipment within their unit? (DAFI 91-202, WG Sup 1)				
2.4. Does the ADWSR distribute safety data and post information to bulletin boards? (DAFI 91-202, WG Sup 1)				
2.5. Has the ADWSR been appointed in the organizations that handle, maintain, store, install or remove missiles, explosives, chemicals or nuclear weapons? (PACAFI 91-202)				
2.6. Does the ADWSR inform the commander of unit specific weapons safety issues and weapons safety program? (DAFI 91-202, WG SUP 1)				

2.7. Has the newly appointed ADWSR attended training within 30 days of being appointed? (DAFI 91-202)				
a. Do ADWSRs receive recurring training 12 months after initial training? (DAFI 91-202 PACAF SUP)				
2.8. Does the ADWSR maintain a weapons safety continuity book? (DAFI 91-202, WG Sup 1)				
2.9. Has the ADWSR established and published written internal explosive mishap reporting procedures? (DAFI 91-202, WG Sup 1)				
3. ADWSR Explosive Facility Licenses				
3.1. Are facilities that are not sited and store small amounts of ammunition and explosives (AE) licensed in accordance with V6.E3.6.1.4? (DESR 6055.09_AFMAN 91-201)				
3.2. Are explosive licenses reviewed annually? (DESR 6055.09_AFMAN 91-201)				
3.3. Are explosive licenses coordinated through responsible Munitions Accountable System Officer, the local Security Forces Resource Protection office and the base fire protection agency prior to being approved by the installation Weapons Safety Office? (DESR 6055.09_AFMAN 91-201)				
3.4. Are fire extinguisher(s) type, quantity, and placement as designated by the Fire Department included on the license? (DESR 6055.09_AFMAN 91-201)				
3.5. Are explosive licenses clearly displayed at the location and current? (DESR 6055.09_AFMAN 91-201)				
a. Do licenses clearly state location of explosives authorized? (DESR 6055.09_AFMAN 91-201)				
b. Are stored explosive quantities within licensed authorization? (DESR 6055.09_AFMAN 91-201)				

<p>c. Are licenses updated each time the Hazard Divisions (HD), NEWQD, Compatibility Group (CG), or quantity of Ammunition & Explosives (AE) items change? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.6. Has a local OI been produced to cover storage, issue, transporting, and assembly procedures of explosives? (DESR 6055.09_AFMAN 91-201)</p>				
<p>a. Non-explosives Waste Materials. (DESR 6055.09_AFMAN 91-201)</p>				
<p>b. Explosives Residue. (DESR 6055.09_AFMAN 91-201)</p>				
<p>c. Cleaning Compounds. (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.7. Are explosives operating and personnel limits posted at appropriate explosive locations? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.8. Are appropriate fire and chemical hazard symbols posted on and visible from all approach roads? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.9. Are fire extinguishers readily available at the facility? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.10. Is the structure/facility used for storage locked and secured to prevent pilferage and unauthorized handling? (AFMAM 91-201)</p>				
<p>3.11. Are outer containers in good condition and securely closed? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.12. Are unserviceable explosive items segregated and properly marked? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.13. Are training items physically separated from the live items they represent? (DESR 6055.09_AFMAN 91-201)</p>				
<p>3.14. Does the stored quantity exceed the level authorized by the license and the smallest quantity needed? (DESR 6055.09_AFMAN 91-201)</p>				

3.15. Are all parts of explosives stacks provided ventilation by the use of dunnage? (DESR 6055.09_AFMAN 91-201)				
3.16. Are the stocks provided dunnage for ventilation when required by civil engineering, logistics or bioenvironmental directives? (DESR 6055.09_AFMAN 91-201)				
3.17. Are static grounds for equipment inspected? (AFI 32-1065)				
3.18. A minimum explosives safety separation of 100 feet is required from licensed explosives storage locations containing HD 1.2.2 AE to unrelated explosives operations, unrelated personnel, or other licensed explosives storage locations. Where 100 feet cannot be maintained, a fragment barrier that provides protection equal to ¼-inch mild steel plate or one layer of sand bags (at least two sand bags higher than the stack of HD 1.2.2 stored) is required. (DESR 6055.09_AFMAN 91-201)				
3.19. Is smoking allowed in an explosives storage area or operating location only in specifically designated locations, where “authorized smoking area” signs are posted? (DESR 6055.09_AFMAN 91-201)				
3.20. When unpackaged EED items are stored in the licensed facility, are grounding points available for personnel to discharge static electricity prior to handling explosives? (DESR 6055.09_AFMAN 91-201)				
3.21. Are munitions properly closed and clearly marked to show contents and quantity? (DESR 6055.09_AFMAN 91-201 / TO 11A-1-10 / Specific Item TO)				
4. ADWSR Transportation				
4.1. Are drivers qualified to operate the vehicle and knowledgeable of the explosives being transported and associated hazards? In addition, do civilian drivers have Commercial Drivers Licenses, with a hazardous materials endorsement, to transport explosives off a military installation? (AFI 24-301)				

<p>4.2. Are drivers aware of and comply with all transportation requirements? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.3. Are explosive laden vehicles equipped with at least two serviceable, portable fire extinguishers rated at a minimum of 2A:10BC? In addition, is one mounted on the exterior driver’s side and one mounted inside the cab? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.4. Are explosives placarding requirements being met? (DESR 6055.09_AFMAN 91-201, 36 WG SUP)</p>				
<p>4.5. Has a LOI been approved to transport personnel and limited quantities of explosives in the cargo compartments of vehicles when required? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.6. Are vehicles inspected prior to transporting explosives and do they meet the minimum guidelines? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.7. Are explosive loaded vehicles and material handling equipment (MHE) chocked when parked and the driver is not behind the wheel? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.8. Are explosives properly secured prior to transport? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.9. Is only authorized maintenance being performed on explosive laden vehicles? (DESR 6055.09_AFMAN 91-201)</p>				
<p>4.10. All vehicles to be used for off-base shipments of explosives will be inspected by shipping activities before and after loading for compliance with safety regulations. Are DD Form 626s completed according to DTR 4500.9R, Part 2, Chapter 204? (DESR 6055.09_AFMAN 91-201)</p>				

4.11. When transporting items containing electro-explosive device (EEDs) are the requirements being met? (DESR 6055.09_AFMAN 91-201)				
4.12. Are seats and safety belts provided for all personnel? (AFI 91-207)				
4.13. Are personnel aware of the primary and alternate explosive routes on base? (DESR 6055.09_AFMAN 91-201)				
4.14. Are explosives handled by only trained personnel? (AFI 91-201)				
4.15. Is smoking prohibited within 50 feet of any conveyance or material handling equipment loaded with explosive items? (DESR 6055.09_AFMAN 91-201)				
4.16. Do explosives loaded / unloaded from a motor vehicle while the engine is running meet the requirements listed within DESR 6055.09_AFMAN 91-201?				
4.17. Do containers prevent item to item contact and are they marked to identify their contents? (DESR 6055.09_AFMAN 91-201)				
4.18. Are munitions / containers tumbled, dragged, dropped, thrown, rolled, or walked? Containers designed with skids may be pushed or pulled for positioning. (DESR 6055.09_AFMAN 91-201)				
4.19. Are explosives laden vehicles not left unattended except as required in the event of an electrical storm, unless parked in the munitions storage area or flight line munitions holding area(See section V2.E4.6 of DESR 6055.09_AFMAN 91-201).				
4.20. Are supervisors knowledgeable of steps to take when an abnormal condition exists? (DESR 6055.09_AFMAN 91-201)				

Attachment 6

JOINT REGION MARIANAS NOTE 1620

Figure A6.1. Joint Region Marianas Note 1620.



DEPARTMENT OF THE NAVY
 JOINT REGION MARIANAS
 PSC 455 BOX 211
 FPO AP 96540-1000

Canc: Nov 2024

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 J35
 28 Nov 2023

JTREG MARIANAS NOTICE 1620

From: Commander, Joint Region Marianas

Subj: OFF LIMITS LOCATIONS, RESTRICTED WATER ACTIVITIES, AND HIGH RISK
 ACTIVITIES ON GUAM AND IN THE COMMONWEALTH OF THE MARIANA
 ISLANDS

Ref: (a) JTREGMARIANASINST 1620.1B
 (b) 36 WG/CC most current memo for (Guam Water Activity Restrictions)
 (c) 36 WG/CC most current memo for (High-Risk Activities Program)
 (d) OPNAV M-5100.23

1. Purpose. To notify all military personnel on Guam and in the Commonwealth of the Northern Mariana Islands (CNMI) of the off-limits locations and other prohibitions and restrictions. Copies of this notice shall be posted on bulletin boards and other conspicuous locations throughout each command. The prohibitions and restrictions discussed in this notice are not applicable when conducting official duties requiring the use of subject water location, (e.g., military exercises involving listed locations); however, military leaders and personnel conducting official duties shall ensure adherence to appropriate water safety measures.

2. Authority

a. Reference (a) authorizes the formation of the Joint Region Marianas (JRM) Armed Forces Disciplinary Control Board (AFDCB) to advise and make recommendations on matters related to eliminating conditions which adversely affect the health, safety, morale, welfare, and discipline of the Armed Forces within JRM and its area of responsibility (AOR).

b. This notice amplifies the guidance provided in references (b) and (c), and addresses the safe participation in water activities of all personnel on Andersen Air Force Base (AAFB), whether permanently assigned, on temporary duty, deployed, or visiting.

3. Background

a. Guam's waters offer a wide range of recreational opportunities. The safest areas for swimming and snorkeling, are those beaches protected from the ocean by a barrier reef. Inside this reef, the water is often calm, shallow, and with only a slight current, if any at all. Many times people venture near or onto the reef, then into deeper water for various reasons. This can be extremely dangerous because of two primary dangers in swimming too close or onto the reef.

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(1) The first danger to swimming near a reef is caused by the waves breaking on the reef. Even in the calmest conditions, it is difficult and dangerous to cross the reef in surf. The coral itself is extremely sharp which can cause deep and painful cuts. If necessary to cross the reef, it is best to do so during high tide or in an area where contact to the reef is avoidable.

(2) The second danger are currents caused by waves. There are rip currents which are strong, but relatively narrow seaward currents moving perpendicular from the shore. There are also longshore currents. In almost all cases where waves are consistently larger than one foot, a strong current runs along the reef. This current, known as a "long shore" current, is created when the water forced inside the reef by the waves is higher than the sea level outside the reef. When this happens, the water tries to flow back out to sea, but the waves bringing more water into the reef prevent the flow back of water. Therefore, the water will flow parallel along the reef or shoreline until it finds a place to flow back into the sea. Long shore currents can be just as strong as rip currents.

b. In the past, there have been military and civilian casualties due to water activity mishaps. The implementation of off-limits locations and restricted water activities is a way to combat these tragic yet avoidable events.

c. Additional information on water safety and other local recreational hazards can be found at the following sites:

(1) United States Coast Guard Water Safety Tips:

<https://www.pacificarea.uscg.mil/Portals/8/District%2014/SectGuam/Documents/Safety%20at%20Sea.pdf>

(2) AAFB's Guam Survival Secrets Guide:

<http://www.andersen.af.mil/Portals/43/36%20WSA%20TENANT/Installation%20Safety/Guam%20Survival%20Guide%2018%27.pdf?ver=2018-02-08-054850-083>

(3) Joint Region Marianas' Guam Water Safety Video:

<https://www.youtube.com/watch?v=fTVJsEI3wTg>
<https://drive.google.com/file/d/1uApqkYsSrTK841PiiKm7Wshy1cOePqus/view?usp=sharing>

(4) Joint Region Marianas' Guam Hiking Safety Video:

<https://www.youtube.com/watch?v=yQOt2CtUvl8>
https://drive.google.com/file/d/18933yc_71lh-igQELM49iuB0BTg5UvTc/view?usp=sharing

(5) Joint Region Marianas' Guam Hiking Safety Video:

<https://www.tide-forecast.com/locations/Guam-Marianas/tides/latest>

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4. Guam Water Activity Prohibition/Restrictions. The following locations and activities are restricted, as described in the table below. These prohibitions/restrictions apply to all military personnel on Guam and CNMI, whether permanently assigned, on temporary duty, leave, or any other status.

LOCATION / ACTIVITY	PROHIBITION / RESTRICTION / CAUTION
Non-Recreational Diving	Diving below 130 feet and wreck diving is prohibited unless appropriately certified and equipped or undergoing certification training.
Pagat Shore at Pagat Point's cliff line	Water entry is prohibited.
Recreational Swimming	Recreational swimming in the CNMI is restricted to recreational beach areas. Saipan: Western shores and beaches near Garapan. Tinian: Western shores and protected beaches in the town of San Jose.
Reefs	There will be no standing, sitting, climbing, walking, or other such contact with reefs. For these purposes, a reef is a ridge of jagged rock, coral, or sand just above or below the surface of the ocean.
Rivers and Waterfalls	Caution should be exercised when hiking in the near vicinity of rivers, river outlets, and waterfalls. These areas shall be avoided during or shortly after heavy rain.
Shark's Hole at Shark's Cove North of Tanguisson Beach	Water entry is prohibited.
Swimming in the vicinity of breakwater	No swimming in the vicinity of breakwater. For these purposes, breakwater is defined as the last portion of an elevated ridge of coral or rock between the shore and the deep water open sea that can typically be identified by waves breaking the surface, depending on the tide.
Two (2) Person Concept	A minimum of two capable swimmers are required for all ocean-related activities. Exception: Self-Reliant certified divers must conduct the following with their supervisor: (1) Provide proof of Self-Reliant certification; (2) Complete service specific Risk Management form; (3) Maintain accountability (phone call/text message) when entering and exiting the water.

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5. High Risk Activities. The following activities are considered high risk due to the likelihood for a mishap. These activities and actions required prior to participating in apply to all military personnel on Guam and the CNMI, whether permanently assigned, on temporary duty, leave, or any other status. Unit leaders should consult their Safety Officers and/or their respective Installation Safety Office to ensure a proper Risk Management briefing is conducted and documented for the following. Units may use service specific Risk Management forms.

HIGH RISK ACTIVITIES LISTING

All-Terrain Vehicle ATV	Mountain Biking (Trail Riding/Racing)
Auto Racing	Parasailing
Bungee Jumping	Kayaking/Canoeing
Civil Light Aircraft Flying	Rock Climbing/Rappelling
Cliff Diving	Scuba Diving
Combative Sports	Snorkeling
Free Diving/Extended Breath Holding	Soaring
Hiking	Spearfishing
Hunting (Firearm and/or Bow)	Surfing/Boogie Boarding
Jet Skiing/Personal Water Craft	Ultralight Aircraft/Powered Parachute
Kite Boarding/Surfing	Underwater Exploration (Cave
Motocross/Off-Road Riding	Diving/Spelunking)
Motorcycle Racing (Street/Track)	Parachuting to include Sky Diving

NOTE: This list is for Guam and the CNMI. Service members must reference service specific regulations and their leadership prior to participating in High Risk activities away from Guam and the CNMI.

6. On-Installation Prohibitions/Restrictions/High-Risk Activities. Military installations on Guam, (i.e., AAFB and NBG) may have additional guidance and restrictions regarding high risk activities on their specific installation. All military personnel must ensure compliance with any such installation-level orders, guidance, or policies. Refer to references (b) and (c).

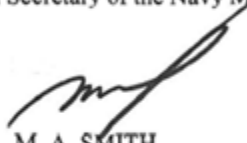
7. Effective Date. The above prohibitions/restrictions and high risk activities are effective immediately and will remain in effect until modified or rescinded by competent authority.

8. Restriction. Service personnel, whether in uniform or in civilian clothing, found violating the limits of these prohibitions may be subject to disciplinary action under the Uniform Code of Military Justice.

9. Dissemination. Wide dissemination of the preceding information is directed to ensure awareness and compliance by all military personnel. Copies of this notice shall be posted on bulletin boards and other conspicuous locations throughout each command.

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10. Records Management. Records created as a result of this notice, regardless of media or format, must be managed in accordance with Secretary of the Navy Manual 5210.1 of January 2012.



M. A. SMITH
Chief of Staff

Releasability and distribution:

This notice is available electronically via the CNIC G2 Portal at
<https://g2.cnic.navy.mil/JRM/SitePages/Home.aspx>