

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 91-202**



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Safety**

**AIR FORCE SUSTAINMENT
CENTER SAFETY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, and AFI 91-202_AFMCSUP, *The US Air Force Mishap Prevention Program*, AFI 91-204, *Safety Investigations and Reports*, and AFI 91-204_AFMCSUP, *Safety Investigation and Hazard Reporting*, Air Force Manual (AFMAN) 91-221, *Weapons Safety Investigations and Reports*, AFMAN 91-223, *Aviation Safety Investigations and Reports*, and AFMAN 91-224, *Ground Safety Investigation and Hazard Reporting*. It clarifies or expands mishap prevention program requirements, assigns responsibilities for program elements, contains program management information, and clarifies mishap reporting responsibilities. This instruction applies to all AFSC units. This publication does not apply to the United States Space Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level. Air Force Sustainment Center (AFSC) Wings will coordinate all safety directives, instructions, supplements, and other policy guidance with AFSC/SE and AFMC/SE prior to certification and approval.

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Chapter 1

SAFETY PROGRAM RESPONSIBILITIES

1.1. Air Force Sustainment Center Safety Office Responsibilities.

1.1.1. AFSC/SE will perform Program Assessments of wing organizations without assigned safety staffs every 24 months where the Host Tenant Agreement does not identify the installation safety office to conduct the Program Assessment. Prior to the assessment each wing/group will receive a copy of the Program Assessment checklist that will be used and potentially a request for documentation of processes to be loaded to the AFSC SharePoint site for review prior to the actual visit. Reports will be provided to the wing/complex commander within 15 days of evaluation completion. Responses by the organization to AFSC Safety will be required unless specifically indicated within the report.

1.1.2. AFSC/SE will perform Staff Assistance Visits (SAVs) every 36 months/18 months after last HQ AFMC/SE Safety Program Evaluation. Prior to the SAV each wing/complex safety office will receive a copy of the Program Assessment checklist that will be used and potentially a request for documentation of processes to be loaded to the AFSC SharePoint site for review prior to the actual visit. Reports will be provided to the wing/complex commander within 15 days of evaluation completion. Responses by the organization to AFSC Safety will not be required unless specifically indicated within the report.

1.1.3. AFSC/SE will provide safety contract documents for all contracts that will be accomplished across two or more AFSC bases.

1.1.4. AFSC/SE is committed to applying a balanced approach to System Safety that manages cost, schedule, and performance risks and requirements for the sustainment period in support of warfighter capability planning and validated operations. To this end AFSC/SE will:

1.1.4.1. Develop safety engineering as well as test safety policy and guidance for the AFSC.

1.1.4.2. Provide system safety engineering and test safety support to all AFSC units.

1.1.4.3. Review and coordinate on safety engineering and test safety guidance documents produced by AFSC units.

1.1.4.4. Review safety engineering and test safety programs during Program Management Evaluations.

1.1.4.5. Provide Risk Management training upon request.

1.1.5. AFSC/SE will perform and document annual training on the proper handling procedures for privileged safety information for all AFSC Staff Office, 448th Supply Chain Management Wing (SCMW) and 635th Supply Chain Operations Wing (SCOW) personnel requiring same.

1.1.6. AFSC/SE will ensure courtesy reports for deployed location mishaps for AFSC Staff Office and 448 SCMW personnel are received and released.

1.1.7. AFSC/SE will provide training on the safety and health of the organization to new AFSC Staff, 448 SCMW and 635 SCOW commanders within 60 days of arrival or appointment.

1.1.8. AFSC/SE will provide assistance to all AFSC Voluntary Protection Programs (VPP) with administrative guidance and technical support. Facilitate VPP meeting semi-annually providing Occupational Safety and Health Administration (OSHA) element progress, goal metrics, and certification/recertification updates and to the AFSC/CC.

1.1.8.1. Support OSHA and AFSC application sites with program management responsibilities and provide technical information and oversight during initial and recertification of VPP Star assessments within AFSC.

1.1.8.2. Request funding from SAF/IE to support Special Government Employees required OSHA program activities. Track funding, activities performed and ensure trip reports are provided to SAF/IE upon completion of funded activity.

1.1.8.3. Facilitate AFSC breakout sessions at the Voluntary Protection Programs Participants' Association (VPPPA) National Conferences to provide crosstalk opportunity between Wing and Group application sites.

1.2. Host Installation Safety Offices Responsibilities.

1.2.1. A quick reference sheet is provided at [Attachment 2](#) which delineates many of the responsibilities for safety offices across AFSC.

1.2.2. Perform biennial safety program assessments of all AFSC organizations on the installation (other than complex organizations.)

1.2.3. Provide courtesy copies of all biennial safety program assessments and all annual inspection reports for all AFSC tenant organizations on the installation (other than Complex organizations) to the AFSC/SE Workflow (afsc.se.workflow@us.af.mil).

1.2.4. Assign received hazard reports to the appropriate subject matter experts (Bioenvironmental, Fire, ABW Safety, Complex Safety) based on topic and organizational exposure. Re-assignments, when necessary, will be accomplished with concurrence from the original assignee and the installation safety office Chief of Safety. Installation safety office personnel will investigate all parking lot and base roadway related hazard reports.

1.2.5. Perform face-to-face Unit Safety Representative (USR) and Additional Duty Weapons Safety Representative (ADWSR) training within 30 days of notification of appointment.

1.2.6. Conduct semi-annual USR and ADWSR meetings, face-to-face meetings are preferred but optional. Maintain attendance rosters for a year following the meeting. USR/ADWSR attendance will be assessed during inspections of AFSC units.

1.2.7. Conduct Civilian and Military Newcomer Traffic Safety Training for all installation personnel to include Complex personnel.

1.2.8. Review contract documents (Safety Appendices) for all contracts managed by AFSC/PK that will be conducted on the Installation (excluding Complex) and provide appropriate safety related inputs. Investigate contractor mishaps involving damage to AF equipment and/or injury to AF personnel IAW with provided contract documents and AFI 91-204.

1.2.9. Respond to requests from AFSC Safety Office concerning training slots for Air Force Safety Center (AFSEC) managed courses (Board President, Mishap Investigation Non-Aviation [MINA], Chief of Safety [CoS], Risk Management [RM], Flight Safety Officer [FSO]), and Safety Management Course [SMC] for all Air Base Wing (ABW) personnel.

1.2.10. Complete an Annual Program Management Review for signature by the commander and forward a copy to AFSC/SE no later than (NLT) than 31 October of each year.

1.2.11. When notified of deployed location mishaps involving AFSC Staff Office or 448 SCMW personnel immediately notify the AFSC Safety Office providing any information to include the AF Form 978, *Supervisor Mishap Report*, if available.

1.2.12. Request Complex Safety Office review and provide comments for plans and specifications associated with construction projects to be performed within the Complex's area of responsibility. Identify format and suspense date in the request to ensure proper incorporation with installation safety comments. Notify Complex Safety Office of pre-construction meetings associated with projects within the Complex's area of responsibility.

1.2.13. Support all Wing and/or Tenant VPP sites with professional and technical assistance implementing program elements of the Air Force Safety Management System (AFSMS) for integration, application, and sustainment of OSHA VPP. Specific safety support or duties should be directed in accordance with the Wing/Installation VPP governance plan.

1.3. Complex Safety Offices Responsibilities.

1.3.1. A quick reference sheet is provided at [Attachment 2](#) that delineates many of the responsibilities for safety offices across AFSC.

1.3.2. Request sufficient training slots in the Aircraft Mishap Investigation Course and the Mishap Investigation Non-Aviation course to ensure they have personnel equipped to perform aviation/ground mishap investigations in accordance with AFI 91-204.

1.3.3. Investigate hazard reports assigned to the Complex Safety Office by the installation safety office. If necessary, request re-assignment based on hazard report topic outside safety purview or incorrectly identified organizational exposure. Re-assignment will be accomplished with concurrence of the installation safety office Chief of Safety.

1.3.4. Provide AF Form 3, *Hazard Abatement Plan*, for all hazards that cannot be abated within 30 days with a Risk Assessment Code (RAC) (1-3) found as a result of an annual inspection, spot inspection, hazard report investigation or OSHA citation to the local installation safety office within 30 days of identification of the hazard. Ensure all information required on provided forms is complete to include cost figures (estimated/actual). These hazards will be included in the Master Hazard Abatement Plan by the local installation safety office.

1.3.5. RACs will be managed IAW AFI 91-202 under the Master Hazard Abatement Program (MHAP) at the respective Environmental, Safety and Occupational Health (ESOH) and final determination of disposition will be determined by the appropriate Commander. Complexes will manage the AF Form 3s associated with the Complex (to include Safety, Fire and Bioenvironmental hazards) in support of the ABW Safety Office to ensure semi-annual updates are completed with appropriate Functional Manager/Commander signatures as designated by installation commanders. Provide signed copies to the ABW Safety Office upon receipt; this includes signed copies to the ABW Safety Office when the hazard is abated and verified closed.

1.3.6. Provide AF Form 1118, *Notice of Hazard*, to supervisors for posting when an identified hazard within the Complex has been assessed with a RAC 1-3 within one day of identifying the hazard.

1.3.7. Review contract documents (Safety Appendices) for all contracts managed within the Complex regardless of the Complex contracting office issuing the statement of work/performance work statement (SOW/PWS). Investigate contractor mishaps involving damage to AF equipment and/or injury to AF personnel.

1.3.8. Provide member as active participant to local Federal Employees and Compensation Act (FECA) working group if one is held on the installation. Lend support to specific issues and assist with problem solving at other base meetings (e.g., Aerospace Medicine Council, Occupational and Environmental Health Working Group, etc.).

1.3.9. Respond to requests from AFSC Safety Office concerning training slots for AFSEC managed courses (Board President, MINA, CoS, RM, FSO) for all Complex personnel.

1.3.10. Participate in Foreign Object Damage (FOD)/Dropped Object Program (DOP) meetings.

1.3.11. Review AF Form 332, *Base Civil Engineer Work Request*, and AFMC Form 299, *Safety, Fire and Health Review*, for projects within the Complex and coordinate as the cognizant safety authority.

1.3.12. Budget for training programs (Supervisor Safety Training [SST]/USR, etc.) and safety promotional campaigns provided to Complex personnel.

1.3.13. Participate in the installation ESOH Council and ESOH Working Groups, if held.

1.3.14. Be the internal management of compliance programs that the installation safety office manages installation wide.

1.3.14.1. Appoint in writing to the installation safety office a designated Confined Space Program Manager who will be trained IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, and act as the Confined Space Program Team (CSPT) representative for complex confined space responsibilities IAW AFMAN 91-203, and accomplish all Confined Space Program responsibilities for the complex as outlined in AFMAN 91-203.

1.3.14.2. The Air Logistics Center (ALC) Safety Office is responsible for maintaining an up-to-date listing of all potential Process Safety Management (PSM) sites that the Installation PSM team will provide oversight.

1.3.15. Will be the lead for OSHA Notices of Violation and requests for self-investigations within Complex areas of responsibility and provide the installation safety office a complete package that can be externally staffed on any and all responses to and from OSHA.

1.3.16. Complex Safety Directors or their designee will attend the installation Traffic Safety Working Group.

1.3.17. Perform face-to-face Complex USR and ADWSR training within 30 days of notification of appointment. The ADWSR training requirement is for Ogden Air Logistics Center (OO-ALC) only.

1.3.18. Conduct semi-annual USR and ADWSR (applies to units with assigned Weapons Safety Manager [WSM]) meetings, face-to-face meetings are preferred but optional. Maintain attendance rosters for a year following the meeting. USR/ADWSR attendance will be assessed during inspections of AFSC units.

1.3.19. Complex Safety Directors will develop a spot inspection program for their safety staff to ensure coverage of all activities that occur within Complex facilities, or are controlled by, Complex management.

1.3.20. Complex Safety Directors will designate, in writing, any high interest areas within the Complex and ensure inspections of same are accomplished at least monthly and documented.

1.3.21. Complete an Annual Program Management Review for signature by the commander and forward a copy to AFSC/SE NLT than 31 October of each year.

1.3.22. Complex Chiefs of Safety/ESOH Directors, IAW AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, will ensure Safety Process Authorization Requests associated with Complex organizations are processed.

1.3.23. If Complex Unit Manning Document identifies an assigned GS-017, Complex Weapons Safety Managers will:

1.3.23.1. Conduct spot, high-interest (as designated) and annual inspections on all complex entities with an explosives mission assigned.

1.3.23.2. Author required inspection reports and track deficiencies through closure.

1.3.23.3. Review all Complex generated test plans and provide required support documentation to validate review.

1.3.23.4. Evaluate and monitor Complex unit weapons safety training, approve lesson plans and review annually.

1.3.24. Provides assistance to Complex supervisors in developing Job Safety Training Outlines (JSTOs) and Job Hazard Analysis's (JHAs).

1.3.25. Provide face-to-face training on the safety and health of the organization to new commanders within their organization within 60 days of arrival or appointment.

1.3.26. Complex Chiefs of Safety/ESOH Directors will assign a Point of Contact (POC) for System Safety issues affecting the Complex. A System Safety Engineer (SSE)/System Safety Manager (SSM) position would satisfy this requirement and is an essential function within all ALC Safety offices. Assigned SSEs/SSMs are to be trained using a Commercial Off-the-Shelf (COTS) course for System Safety Management from the current list of AFMC/SES approved commercial courses. The System Safety POC will:

1.3.26.1. Ensure adequate SSMs are identified within the complex and are trained using a COTS course for System Safety Management from the current list of AFMC/SES approved commercial courses.

1.3.26.2. Coordinate on all AFMC Form 299.

1.3.26.3. Coordinate on Complex generated technical orders (T.O.) and Purchase Orders for safety critical and heavy maintenance operations (engine tests, laser systems, high-pressure systems, ordnance systems, chemical etching, high voltage, critical software, etc.).

1.3.26.4. Provide assistance and expertise in System Safety matters to System Safety Managers and Complex organizations upon request. If Safety Engineering expertise is not available in-house, coordinate with AFSC/SE before going outside the organization.

1.3.26.5. Apply System Safety Engineering methodology IAW Military Standard (MIL-STD)-882, *Department of Defense Standard Practice: System Safety*, to Capital Investment Programs, locally designed, developed, or modified systems, new or revised hazardous processes or procedures, and new or modified unique facilities and facility systems that are typically not covered by consensus standards or codes.

1.3.26.6. Coordinate with AFLCMC/SE at least annually to encourage Crosstell on similar safety issues affecting shared programs, and to ensure duplication of efforts is being minimized as much as possible.

1.3.26.7. Attend System Safety Working Groups/System Safety Groups (SSWG/SSG) either in person or via telecom for all platforms applicable to the complex. Contact AFLCMC/SE via email to obtain the list of SSWGs/SSGs anticipated dates and points of contact.

1.3.26.8. Ensure test safety IAW AFI 91-202_AFMCSUP and any local instructions or requirements is being appropriately applied to tests and evaluations conducted by the complex. Coordinate all high or serious risk tests with AFSC/SE.

1.3.27. Review and provide comments for plans and specifications associated with construction projects to be performed within the Complex's area of responsibility when requested by the installation safety office. Comments will be provided in the format requested and within the time frame requested for incorporation with installation safety comments. Attend pre-construction meetings associated with projects within the Complex's area of responsibility.

1.3.28. Support all Complex VPP sites with professional and technical assistance implementing program elements of the AFSMS for integration, application, and sustainment of OSHA VPP. Specific safety support or duties should be directed in accordance with the Complex/Installation VPP governance plan.

1.4. AFSC Organizations Responsibilities.

1.4.1. Unit Safety Representatives will be appointed for wings without embedded safety staff, at directorate and staff office levels. And at squadron level for those wings with embedded safety staff.

1.4.2. When contract work will be accomplished at more than one AFSC base AFSC/PK will forward contract documents to the AFSC/SE Workflow (afsc.se.workflow@us.af.mil) for provision of safety inputs.

1.4.3. 635 SCOW organizations will provide copies of annual safety inspections received from local installation safety offices to AFSC/SE Workflow (afsc.se.workflow@us.af.mil) upon receipt.

1.4.4. Installation commanders will appoint, in writing, the Office of Primary responsibility for the Traffic Safety Coordination Group.

Chapter 2

MISHAP INVESTIGATIONS

2.1. AFSC Convening Authority and Release Authority Delegation.

2.1.1. The AFSC/CC may delegate convening authority (CA) in writing for Class C and D mishaps and Class E events, other than directed energy mishaps, to subordinate wing (equivalent) commanders IAW AFI 91-204-AFMCSUP.

2.1.2. The following will apply unless AFSC/CC assumes convening authority.

2.1.2.1. Air Base Wing and Complex Commanders are delegated CA for all Class C and below mishaps/events (other than directed energy mishaps). Unless release authority is delegated, Wing/Complex Commanders shall review/approve release of all mishap reports/messages for their organizations and approve necessary extensions.

2.1.2.2. The 635 SCOW Commander is delegated CA for all Class C and below mishaps/events (other than directed energy mishaps). 635 SCOW/CC shall review/approve the release of all mishap reports/messages for their organization and approve necessary extensions. The release authority is delegated to AFSC/SE for Class C and below mishap and events.

2.1.2.3. AFSC/CC will retain CA for 448 SCMW and AFSC Staff Organizations. The release authority is delegated to AFSC/SE for Class C and below mishap and events. AFSC/SE will provide a periodic privileged report to the 448 SCMW/CL and Staff Directors on all reportable mishaps/events within their organization.

2.1.2.4. If the AFSC/CC is unavailable; AFSC/CA/CV may approve the release of AFSC Class A/B status messages, extensions and waiver requests.

2.1.3. Release authority for Class C and below mishap report/messages may be delegated in writing to the organizational CoS and Occupational Safety Manager (OSM). If delegated, the CoS will ensure the CA is provided, at minimum, a monthly report on all reportable mishaps/events in a method/forum determined by the CA.

2.2. Mishap Investigation Responsibilities.

2.2.1. All flight mishaps associated with Complex maintained aircraft occurring after there is intent for flight will be investigated by ABW/SEF with assistance (maintenance points of contact, etc.) from the Complex safety office.

2.2.2. All aviation mishaps associated with Complex maintained aircraft occurring prior to and after intent for flight and for which the Complex safety office has qualified personnel to investigate will be investigated by the Complex safety office.

DONALD E. KIRKLAND,
Lieutenant General, USAF
Commander

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020
AFI 91-202_AFMCSUP, *The US Air Force Mishap Prevention Program*, 17 May 2017
AFI 91-204, *Safety Investigations and Reports*, 27 April 2018
AFI 91-204_AFMCSUP, *Safety Investigation and Hazard Reporting*, 9 April 2019
AFMAN 91-221, *Weapons Safety Investigations and Reports*, 26 March 2020
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018
AFMAN 91-224, *Ground Safety Investigation and Hazard Reporting*, 29 March 2019
AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 11 December 2018
MIL-SDT-882, *Department of Defense Standard Practice: System Safety*, 11 May 2012

Adopted Forms

AF Form 3, *Hazard Abatement Plan*
AF Form 332, *Base Civil Engineer Work Request*
AF Form 847, *Recommendation for Change of Publication*
AF Form 978, *Supervisor Mishap Report*
AF Form 1118, *Notice of Hazard*
AFMC Form 299, *Safety, Fire and Health Review*

Abbreviations and Acronyms

ABW—Air Base Wing
ADWSR—Active Duty Weapons Safety Representative
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFSC—Air force Sustainment Center
AFSEC—Air Force Safety Center
AFSMS—Air Force Safety Management System

ALC—Air Logistics Center
CA—Convening Authority
CoS—Chief of Safety
COTS—Commercial Off-the-Shelf
CSPT—Confined Space Program Team
DOP—Dropped Object Program
ESOH—Environmental, Safety and Occupational Health
FECA—Federal Employees Compensation Act
FOD—Foreign Object Damage
FSO—Flight Safety Officer
IAW—In Accordance With
JHA—Job Hazard Analysis
JSTO—Job Safety Training Outlines
MHAP—Master Hazard Abatement Program
MINA—Mishap Investigation Non-Aviation
NLT—No Later Than
OCR—Office of Coordinating Responsibility
OO-ALC—Ogden Air Logistics Center
OPR—Office of Primary Responsibility
OSHA—Occupational Safety and Health Administration
OSM—Occupational Safety Manager
POC—Point of Contact
PWS—Performance Work statement
RAC—Risk Assessment Code
RDS—Records Disposition Schedule
RM—Risk Management
SAV—Staff Assistance Visit
SCMW—Supply Chain Management Wing
SCOW—Supply Chain Operations Wing
SMC—Safety Management Course
SOW—Statement of Work
SSE—System Safety Engineer

SSG—System Safety Group

SSM—System Safety Manager

SST—Supervisor Safety Training

SSWG—System Safety Working Group

T.O.—Technical Order

USR—Unit Safety Representative

VPP—Voluntary Protection Program

VPPPA—Voluntary Protection Programs Participants' Association

WSM—Weapons Safety Manager

Attachment 2

SAFETY OFFICE RESPONSIBILITIES QUICK REFERENCE

A2.1. The following list is not all-inclusive as there may be requirements in non 91-series documents for safety office support or other requirements within 91-series documents. All items below have been specifically identified within a current 91-series document as the responsibility of the office(s) listed. Requirements in Air Force Instructions, Manuals, or Pamphlets, not captured below, stating the Chief/Director of Safety or Occupational Safety Manager shall accomplish a task is, per this Instruction, the responsibility of Installation Safety personnel for ABW units and the responsibility of Complex Safety personnel for Complex units. Responsibilities identified for Installations or Complexes can be assumed by the other unit via a signed Memorandum of Agreement between the two parties. Any future identified responsibilities for which there is question as to the appropriate responsible party will be reviewed and direction provided by the AFSC Safety Office.

Table A2.1. Safety Office Responsibilities Quick Reference.

Requirement	Center	Installation	Complex
Perform Safety Program Evaluations of Wing/Complex Level Safety Programs	X		
Provide Safety Contract Documents for all Contracts That Will be Accomplished Across Two or More AFSC Bases	X		
Develop Safety Engineering as well as Test Safety Policy and Guidance	X		
Provide System Safety Engineering and Test Safety Support to all AFSC Units	X		
Review and Coordinate on Safety Engineering and Test Safety Guidance Documents Produced by AFSC Units	X		
Review Safety Engineering and Test Safety Programs During Program Management Evaluations	X		
Provide Risk Management Training Upon Request	X		
Perform and Document Annual Training on Proper Handling Procedures for Privileged Safety Information for all AFSC Staff Office, 448 SCMW and 635 SCOW Personnel Requiring Same	X		

Ensure Courtesy Reports for Deployed Location Mishaps for AFSC Staff Office and 448 SCMW Personnel are Received and Released	X		
Perform New Commander Safety Orientations for AFSC Staff, 448 SCMW and 635 SCOW Commanders	X		
Develop Annual Program Management Review	X	X	X
Develop Mishap Response Plan		X	
Review Airfield Waiver Packages		X	
Oversee Bird/Wildlife Aircraft Strike Hazard Programs		X	
Program Assessments of Command Subordinate Units		X*	
Physical Inspections all Tenant Units Without Safety Staffs		X	
Manage Installation Master Hazard Abatement Program		X	
Receive and Assign Hazard Reports to the Appropriate Organization		X	
Conduct Traffic Safety Training		X	
Perform Courtesy Reports for AFSC Unit Mishaps Occurring On/Near the Installation		X	
Review Plans and Specifications for Construction/Building Modifications		X	X
Acts as Primary Point of Contact for OSHA Visits to the Installation		X	
Create Annual OSHA 300 and 300A Summaries		X	
Notify AFSC/SE of AFSC Staff/448 SCMW Deployed Mishaps When Notified		X	
Maintain a Master File of Approved Variances That Apply to the Installation		X	
Attend Pre-Construction Conferences for Installation Construction Projects		X	X
Maintain a List of Potential Safety Investigation Board (SIB) Members and Provide to AFSC/SE When Requested		X	X
Provide Potential Safety Board Members Training on the Basics of Mishap Investigation		X	X

Participate in Foreign Object Damage (FOD)/Dropped Object Program (DOP) Meetings		X	X
Accomplish Explosives Siting Requirements		X	X**
FECA/ OEHWG Attendance		X	X
Manage On-Duty and Off-Duty Safety Programs		X	X
Track Assessment and Inspection Findings to Closure		X	X
Ensures Assignment of OPRs or Office if Coordinating Responsibility (OCRs) for Mishap Recommendations		X	X
Manage Mishap Recommendations Through Closure		X	X
Investigate Hazard Reports Assigned to the Organization		X	X
Conduct Safety Education Programs (SST, USR) for Assigned Organizations		X	X
Conduct USR Meetings for Supported USRs		X	X
Investigate and Report Units Mishaps		X	X
Track Safety Recommendations for Mishaps for Which Their Wing is the OPR		X	X
Perform Annual Privileged Safety Training		X	X
Provide Mishap Prevention and Education Materials		X	X
Review Organization Managed Contracts for Proper Safety Inputs		X	X
Maintain Current List of Training Courses Required/Completed by Career Safety Professionals		X	X
Notify AFSC/SE and AFMC/SE by Telephone Within 8 Hours of Class A or B Mishaps		X	X
Conduct Hazard Review Boards		X	X
Program Assessments and Physical Inspections of all Assigned Units		X	X
Investigate Hazard Reports		X	X
Investigate and Report Mishaps		X	X

Provide Mishap Prevention and Education Materials		X	X
Monitor all Identified Hazards Within the Organization and Track to Closure		X	X
Manage All AF Forms 3 Associated With Assigned Organizations (This Includes Safety, Fire And Bioenvironmental Hazards) Ensuring Semi-Annual Updates Are Completed		X	X
Review AF Forms 332, Base Civil Engineer Work Requests Associated with Assigned Organizations		X	X
Attend The Installation Traffic Safety Coordination Group		X	X
Develop a Spot Inspection Program For Their Safety Staff to Ensure Coverage of All Activities That Occur Within Assigned Organization		X	X
Process Hazardous Materials Safety Process Authorization Requests Associated With Assigned Organizations		X	X
Perform New Commander Safety Orientations for Assigned Organization Commanders		X	X
Review AFMC Form 299, Safety, Fire And Health Review, For Projects Within The Complex And Coordinate As The Cognizant Safety Authority.			X
Assign a POC for System Safety Issues Affecting the Complex			X
Note: Asterisks (*) within the Table are designated below: * Units without assigned safety personnel ** Ogden Complex Only			