

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

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 91-201**



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Safety

SAFETY PROGRAM MANAGEMENT

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This instruction implements AFI 91-202, *The U.S. Air Force Mishap Prevention Program*. It provides guidance and responsibility in managing the base safety program. This instruction applies to all organizations assigned to the 17th Training Wing and includes Geographically-Separated Units (GSUs). It does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units. Tenant unit compliance is voluntary (due to requirement to follow command/service specific standards) unless otherwise specified. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims/cfm>. 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 847s from the field through the appropriate chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This interim change revises the instruction. The below changes to GOODFELLOWAFBI 91-201, dated 3 Sept 2013, are effective immediately. A margin bar indicates newly revised material.

1. Unit Safety Representatives (USR).

1.1. USRs will be appointed in writing and receive training by 17 TRW/SE within 30 working days from date of appointment. USRs will be appointed for at least 1 year and the primary shall be an NCO or equivalent and higher. USRs are primarily responsible for helping the squadron commander manage his/her safety program and will be given an opportunity to complete required tasks during the duty day. USRs should not be given other additional duties that distract from managing the safety program.

1.2. Each squadron USR will maintain a Ground Safety Program Management Book. Electronic versions of the book are acceptable as long as the information is readily accessible. At a minimum, the following information will be kept in the USR safety program management book or reference the location for at least one year (two years for GSUs unless otherwise directed).

1.2.1. Tab A. Index.

1.2.2. Tab B. USR appointment letters and training documentation.

1.2.3. Tab C. 17 TRW/CC and SQ/CC safety policy letters and applicable guidance/standards (i.e., confined space, USR guide, etc.).

1.2.4. Tab D. High Risk Activities information. This may include the completed AF Form 4391 (optional), *High-Risk Activities Worksheet*.

1.2.5. Tab E. Inspections information. Monthly spot inspection log (may include section supervisors monthly spot inspections as well), last two annual safety program assessments/inspections, inspection checklists, ground mishap prevention checklists, workplace facility listing, and hazard abatement log (to include RAC 1-4 and open program management deficiencies).

1.2.6. Tab F. Mishap information. Includes a ground mishap log, trend analysis, and mishap notification/response procedures, GOODFELLOWAFBI 91-201 (copy), as well as other pertinent mishap prevention information.

1.2.7. Tab G. Meeting minutes. Includes USR, Energy Environmental, Safety, and Occupational Health Council (EESOHC), and Traffic Safety Coordination Group (TSCG) Minutes.

1.2.8. Tab H. Traffic safety. Documentation of at least one instance of distracted driver training per fiscal year, seatbelt checks (if accomplished), CC emphasis, emails, etc.

1.2.9. Tab I. Safety awards program (includes GOODFELLOWAFBI 36-2802 and any submissions over the last 2 years).

1.2.10. Tab J. USR Safety briefings. Monthly safety briefings IAW 91-202 AETC Supplement, paragraph 5.4.2; also include or reference section supervisors monthly safety briefings as well as Commanders Newcomers Orientation, AETC Form 29As.

1.2.11. Tab K. Unit Job Safety Training Guide (JSTG). Documented training for all individuals may be referenced.

1.2.12. Tab L. Obsolete.

1.2.13. Tab M. Commanders review log. Used to document meetings with the commander, at least monthly. Include topics discussed.

2. Safety Boards. Maintain a central safety board, if possible. Listed below are items to be posted to safety board, or if not available, to general bulletin board.

2.1. Mandatory Items. The following items must be readily accessible to squadron personnel:

2.1.1. CA-10, *What A Federal Employee Should Do When Injured at Work*.

2.1.2. GOODFELLOWAFBVA 91-3, *Commander's Safety Philosophy*.

2.1.3. GOODFELLOWAFBVA 91-1, *Do You Know About A Hazardous Situation?*

2.1.4. AFVA 91-209, *Air Force Occupational Safety and Health Program*.

2.1.5. OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses* (Posted from 1 February – 30 April each year).

2.1.6. AF Form 457, *USAF Hazard Report*, with instructions.

2.2. Additional Items. The following additional items are not mandatory, but are highly encouraged to be readily accessible to squadron personnel.

2.2.1. Squadron, Wing, NAF, and MAJCOM safety philosophy or item of interest.

2.2.2. Squadron mishap notification procedures.

2.2.3. AF Form 978, *Supervisor's Mishap Report*.

3. Civil Engineering Work Requests. With the exception of 517 TRG and its subordinate units, any unit submitting a Base Civil Engineer Work Request through TRIRIGA shall coordinate the request with 17 TRW/SE for review to ensure safety-related issues are identified.

4. Government Purchase Requests. Any safety-related purchase via the AF Form 9, *Request for Purchase*, or Government Purchase Card (GPC) shall be coordinated through 17 TRW/SE. This coordination will be accomplished in writing (e-mail acceptable) by providing 17 TRW/SE with reason for purchase (i.e., task), equipment item, equipment standard (i.e., ANSI), and job safety analysis (JSA), if applicable. Purchases include, but are not limited to Personal Protective Equipment (PPE), machinery, tools, Other Government Motor Vehicle Conveyances (OGMVC), munitions, and safety services.

5. Motorcycle Safety Representative (MSR). Each MSR shall be appointed in writing and trained within 30 days of appointment. MSRs will be given an opportunity to complete required tasks during the duty day and will attend scheduled meetings coordinated by 17 TRW/SE. MSRs, and/or USRs, will brief the Commander on the status of the program monthly and document. Additionally, MSRs should provide information to all squadron riders, both military and civilian, for educational purposes to help them make informed decisions about safe riding. MSRs must obtain an Air Force Safety Automated System (AFSAS) Motorcycle Unit Safety Tracking Tool (MUSTT) account. All military riders and AF civilian personnel on or off a DOD installation when in a duty status on official business; and operators of government owned motorcycles must be documented in MUSTT. The MSR will maintain a continuity book and it will include at least the following. Note: Electronic versions of the book are acceptable as long as the information is readily accessible.

- 5.1. Tab A. MSR appointment letter. TRW/CC and SQ/CC policy letters (as applicable).
- 5.2. Tab B. List of squadron riders.
- 5.3. Tab C. Mentorship info. Though optional, the commander should appoint in writing a mentor for qualified riders that may require one based on observed risky motorcycle operation habits, limited experience, etc.
- 5.4. Tab D. Annual/pre-season briefing information for all riders (per MUSTT). Monthly safety publicity/articles/recalls/emails shall be sent to all squadron riders.
- 5.5. Tab E. Current course schedule for Basic Riders Course, Experienced Riders Course, and Sports Bike Course (if available).
- 5.6. Tab F. Miscellaneous.

6. Weapons Safety Representative (WSR). Units will appoint WSRs based on mission requirement. Each WSR shall be appointed in writing and trained within 30 days of appointment. AFI 91-202_AETCSUP paragraph 9.5.4., identifies specific duties of WSRs. In addition, WSRs will run a self-inspection checklist at least annually, provide monthly safety briefings and educational material to affected personnel, and attend USR/WSR quarterly meetings. WSRs and/or USRs should brief the status of the explosive safety program with the commander monthly and document.

7. Risk Management (RM) Liaison. Each squadron shall appoint a RM liaison in writing. Each squadron will be able to show evidence of using the five-step RM process periodically. For RM, periodic is defined as at least every other month, but no less than every four months. Documentation may be done on the AETC Form 4437, *Deliberate Risk Assessment Worksheet*, or electronic document (i.e., Microsoft Word or Excel) which identifies hazards, assesses risks of each hazard, identifies the controls used to mitigate each hazard (i.e., how to implement and who will implement), and the residual risk level after mitigating actions for each hazard. For events involving multiple units (i.e., wing events), the RM liaison or respective unit POC is responsible for completing and coordinating a risk assessment, which addresses risks and mitigating actions with the Wing Safety Office. For any event which is not covered at all by AFIs or adequately detailed to address injury prevention (e.g., physical injury, heat stress), the unit POC or private organization representative will conduct a risk assessment and define risk mitigation actions. The RM liaison will maintain a continuity book which includes at least the following items noted below. Electronic versions of the book are acceptable as long as the information is readily accessible.

- 7.1. Tab A. RM advisor and squadron liaison appointment letters.
- 7.2. Tab B. Training; list of personnel trained, percent trained, and/or certificates of training. Include annual refresher training dates.
- 7.3. Tab C. RM policy letters (AETC, 2AF, 17 TRW, and Squadron – as applicable).
- 7.4. Tab D. Obsolete.
- 7.5. Tab E. Evidence of RM being used and discussed throughout the squadron (RM worksheets, documentation of safety training involving RM, Commander Calls etc.).
- 7.6. Tab F. Applicable 90 series regulations, including AETC supplements as applicable (AFPD 90-8, AFI 90-802, and AFPAM 90-803).

7.7. Tab G. RM self-inspection checklist. (This checklist shall be completed annually)

8. Section Supervisors. (i.e., functional managers, flight chiefs, flight commanders, etc.) play a key role in implementing an effective safety program, are responsible for certain actions, and will be able to provide or have access to safety information for their respective section. **Note:** Electronic versions of the safety information are acceptable as long it is readily available and accessible.

8.1. Work center-specific Job Safety Training Outlines.

8.2. AF Form 55s.

8.3. Completed Air Force Forms (4391, 4392, etc.).

8.4. Identified work center hazards and status of corrective actions, if applicable.

8.5. Perform and document monthly spot inspections of their work areas. Maintain documentation for at least one year (two years for GSUs).

8.6. Provide and document monthly safety briefings to their personnel. Maintained documentation for at least one year (two years for GSUs).

8.7. Safety instructions that apply to the work center (AFI, OSHA, NFPA, etc.). The minimum to include: GOODFELLOWAFBI 91-201, GOODFELLOWAFBI 91-204, AFI 91-207, AFI 91-202, and AFI 91-203.

8.8. Job Safety Analysis (JSA) inspections, as required. JSAs will be documented and kept in the work center.

9. Safety Office (17 TRW/SE). May annually assess a squadron's overall safety attitude and/or culture and include this information in their annual safety inspection reports in addition to the condition of their facilities and the status of their programs. USRs should also assess this and provide feedback to the Commander. Document as needed.

10. Safety Training. USRs and section supervisors, with the help of Unit Training Managers (UTMs), should schedule personnel IAW applicable instructions for the necessary safety training courses such as Course 2 (Local Conditions, required for permanent party and personnel who will be TDY at Goodfellow AFB for more than 30 days) and Supervisor Safety Training (SST). UTM's should assist USRs and section supervisors determine applicable training rates when possible.

11. Lockout/Tagout (LO/TO) Programs. Each squadron requiring a LO/TO program will maintain a program book with at least the following information. Electronic versions of the book are acceptable as long as the information is readily accessible. Squadron USRs or LO/TO POCs will be required to attend any meeting coordinated by 17 TRW/SE.

11.1. Tab A – LO/TO Point of Contact (POC) appointment letter and applicable training certifications.

11.2. Tab B – Training plan or lesson plan. LO/TO test with answer key.

11.3. Tab C – List of authorized users and training certificates.

11.4. Tab D – LO/TO checklists.

11.5. Tab E – Procedures for locking and tagging each piece of equipment.

- 11.6. Tab F – Log of equipment that is currently locked or tagged out.
- 11.7. Tab G – Applicable regulations.
- 11.8. Tab H – Annual review/periodic inspection.
- 11.9. Tab I – Miscellaneous.

12. Confined Space Programs. Each squadron requiring a confined space program will maintain a program book with at least the following information. Electronic versions of the book are acceptable as long as the information is readily accessible.

- 12.1. Tab A – Confined space POC appointment letter and applicable training certifications or letters of experience.
- 12.2. Tab B – Training plan or lesson plan.
- 12.3. Tab C – List of trained and qualified personnel.
- 12.4. Tab D – Confined space checklists.
- 12.5. Tab E – List of confined spaces with specific location descriptions.
- 12.6. Tab F – Applicable regulations.
- 12.7. Tab G – CSPT minutes for the past year.
- 12.8. Tab H – Entry permits (AF Form 1024) for the past year, to include canceled and revoked entry permits.
- 12.9. Tab I – Contractor requirements and list of Quality Assurance Evaluators (QAEs).
- 12.10. Tab J – Master Entry Plan (MEP) with annual review, or Entry Plan, as applicable.
- 12.11. Tab K – Miscellaneous.

KIMBERLEE P. JOOS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AETC 36-2643, *Military Standards Training (MST) Program*, 24 May 2016
AFPD 36-28, *Awards and Decorations Programs*, 30 Jul 2012
AFI 36-2833, *Safety Awards*, 31 Oct 2012
AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, 5 Aug 2011
AFI 91-207, *The US Air Force Traffic Safety Program*, 27 Oct 2011
AFMAN 33-363, *Management of Records*, 1 Mar 2008
AFVA 91-209, *Air Force Occupational Safety and Health Program*, 18 Dec 2012
GOODFELLOWAFBI 36-2802, *Safety Awards*, 28 Jun 2012
GOODFELLOWAFBVA 91-1, *Do You Know About A Hazardous Situation?*, 28 Jun 2012
GOODFELLOWAFBVA 91-3, *Commander's Safety Philosophy*, 3 Jul 2013

Adopted Forms

AETC IMT 705, *Job Safety Analysis Worksheet*
AF Form 9, *Request for Purchase*
AF Form 55, *Employee Safety and Health Record*
AF Form 332, *Base Civil Engineer Work Request*
AF Form 457, *USAF Hazard Report*
AF Form 847, *Recommendation for Change of Publication*
AF Form 978, *Supervisor Mishap Report*
(Added) AF Form 4391, *High-Risk Activities Worksheet*
(Added) AF Form 4392, *Predeparture Safety Briefing*
CA-10, *What A Federal Employee Should Do When Injured at Work*
OSHA Form 300A, *Summary of Work-Related Injuries and Illness*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFMAN—Air Force Manual
AFRC—Air Force Reserve Command
AFSAS—Air Force Safety Automated System

ANG—Air National Guard
EESOHC—Energy Environmental, Safety, and Occupational Health Council
GPC—Government Purchase Card
GSU—Geographically-Separated Unit
JSA—Job Safety Analysis
JSTG—Job Safety Training Guide
LO/TO—Lockout/Tagout
MEP—Master Entry Plan
MSR—Motorcycle Safety Representative
MUSTT—Motorcycle Unit Safety Tracking Tool
OGMVC—Other Government Motor Vehicle Conveyances
ORM—Operational Risk Management
PPE—Personal Protective Equipment
QAE—Quality Assurance Evaluators
RDS—Records Disposition Schedule
RM—Risk Management
SST—Supervisor Safety Training
TSCG—Traffic Safety Coordination Group
USR—Unit Safety Representative
UTM—Unit Training Managers
VA—Visual Aid
VPP—Voluntary Protection Program
WSR—Weapons Safety Representative