



502 ABW MISHAP REPORTING PROCEDURES



STEPS:

1. If an on or off-duty military person is injured, an on-duty civilian is injured, or government/equipment property is damaged:
 - a. **NOTIFY SUPERVISOR IMMEDIATELY**
 - b. **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE (USR) IMMEDIATELY**

PRIMARY UNIT SAFETY REP: _____ **Number:** _____

ALTERNATE UNIT SAFETY REP: _____ **Number:** _____

2. USR NOTIFIES THE FOLLOWING OF A MISHAP:

- a. **DURING NORMAL DUTY HOURS: Unit Commander and Wing Safety Office**
- b. **AFTER NORMAL DUTY HOURS: 502 ABW Command Post**

JBSA-LAK Safety Office: DSN 473-5028/Comm 210-671-5028

JBSA-RND Safety Office: DSN 487-1842/Comm 210-652-1842

JBSA-FSH Safety Office: DSN 471-3840/Comm 210-221-4576

502 ABW Command Post: DSN 471-9363/Comm 210-221-9363

IMMEDIATELY UPON NOTIFICATION

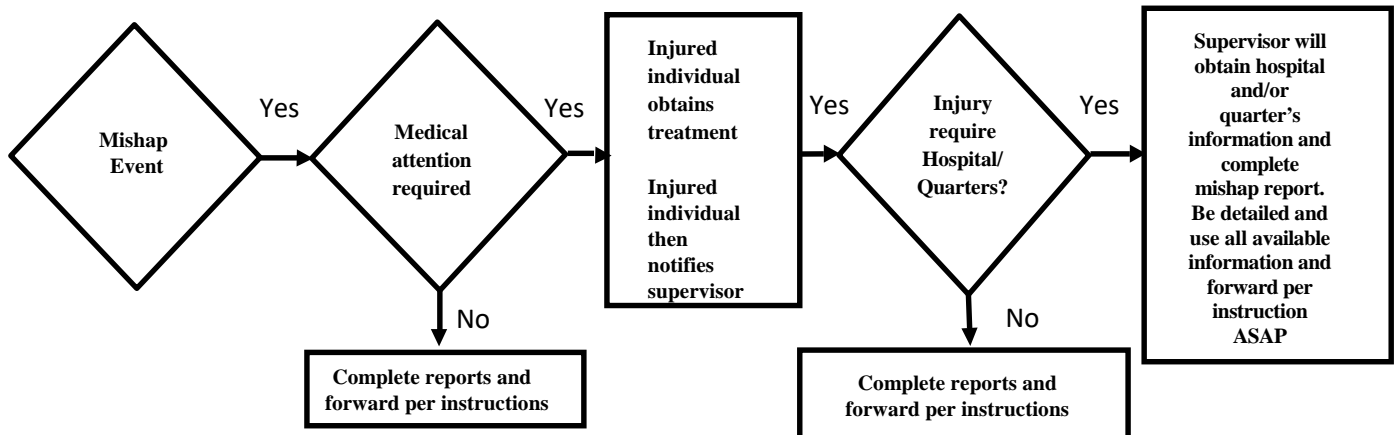
- Supervisors will complete the AF Form 978, *Supervisor Mishap Report*, for each Military, Civilian, and NAF person injured.

NOTE: In addition to supervisors completing the AF Form 978, a Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, is required for DOD Civilians, and an LS Form 202, *Employer's First Report of Injury or Occupational Illness*, is required for NAF personnel. These forms are located on the E-COMP website.

- Supervisors will review the AF Form 978, sign the form, and forward it to the USR along with the Form CA-1 or LS-202 as applicable.

- USR will review for appropriate documentation, sign, and forward to the Commander.

- Commander will review the form, add comments, sign, and return to USR for forwarding to the Safety Office within 5 duty days.



NOTE: Follow the FOUO Policy on email transmissions. There should be no additional email notifications on a specific mishap unless providing new information that is relevant to the mishap.