



81st Training Wing Mishap Reporting Procedures

The key to **MISHAP REPORTING** is timely notification. The AF Form 978, **Supervisor's Mishap Report**, must be filled out for all mishaps, including those that did not require medical attention. Don't delay reporting if unable to locate an individual; proceed to the next step.

STEPS:

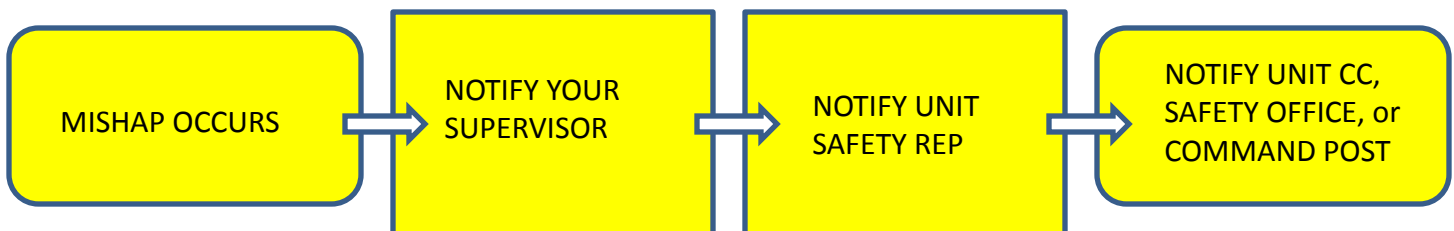
1. If a military person is injured on or off duty, a civilian is injured on duty, or government equipment/property is damaged: **NOTIFY SUPERVISOR IMMEDIATELY**
2. Supervisor: **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE**

PRIMARY UNIT SAFETY REP _____ **ext** _____

ALTERNATE UNIT SAFETY REP _____ **ext** _____

3. Unit Safety Representative: **Notify your unit Commander and the Wing Safety Office** during normal duty hours or the **Command Post** after normal duty hours. Completed form must be returned to the Wing Safety Office **within five (5) workdays following notification.**

81 TRW SAFETY OFFICE: DSN 597-7233 Comm: (228) 377-7233
81 TRW COMMAND POST: DSN 597-4330 Comm: (228) 377-4330



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