



Sheppard 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. Per AFMAN 91-224, the involved/injured personnel's supervisor shall complete the form, route it through the commander, and return it to the installation safety office **within five (5) workdays following notification**. Don't delay reporting if you can't 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** _____

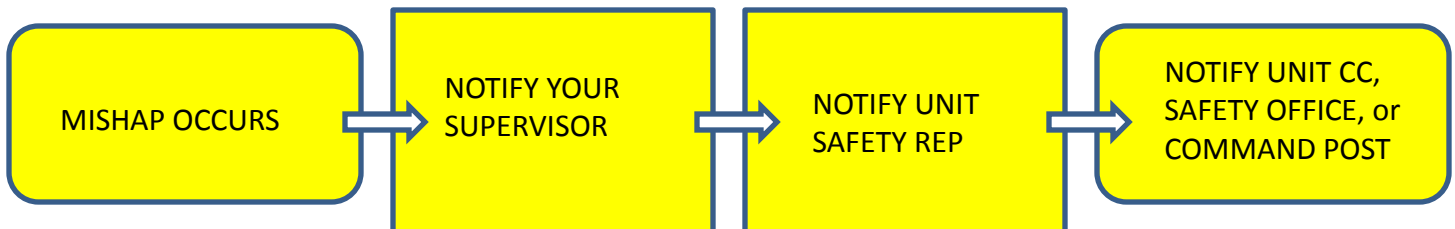
3. Unit Safety Representative: **NOTIFY YOUR UNIT COMMANDER and WING SAFETY OFFICE during normal duty hours or COMMAND POST after normal duty hours:**

82 TRW SAFETY OFFICE: DSN 736-4149/7308

COMMERCIAL 940-676-4149/7308

82 TRW COMMAND POST: DSN 736-6266/2616

COMMERCIAL 940-676-6266/2616



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