

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE—AIR FORCES IN AFRICA**

**UNITES STATES AIR FORCES IN
EUROPE—AIR FORCES IN AFRICA
INSTRUCTION 91-203**

24 NOVEMBER 2025



Safety

**OCCUPATIONAL SAFETY AND
HEALTH PROTECTION FOR LOCAL
NATIONALS EMPLOYED BY THE US
AIR FORCE IN GERMANY**

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This instruction implements and extends the guidance of Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. USAFE-AFAFRICA I 91-203 serves the implementation of the Supplementary Agreement (SA) to the NATO Status of Forces Agreement (SOFA), particularly IX (4). This instruction outlines the provisions for Occupational Safety and Health Protection, defines accident prevention guidelines and applies, based on Article 56, paragraph 1 and 3 of the Supplementary Agreement (SA) to the North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) in conjunction with the Protocol of Signature to Article 56, paragraph 1 and 3 to all units of the United States Air Forces in Europe (USAFE) and Air Forces in Africa (AFAFRICA) which employ personnel covered by the Tariff Agreement (TV AL II). It does not apply to Air Force Reserve (AFRC) or Air National Guard (ANG) units. It does apply to the United States Space Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This instruction was coordinated with the Federal Ministry of the Interior, the Accident Insurance Federal and Rail, the Federal Ministry of Defense and the Command Works Council. Submit requests for waivers

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SUMMARY OF CHANGES

This document replaces USAFEI 91-203 and must be reviewed in its entirety.

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Chapter 1

OVERVIEW

1.1. Disclaimer. This instruction takes into account the framework of existing legislation of the European Union (EU) in regard to occupational safety and health. Within the Federal Republic of Germany (FRG) the implementation of such directives, which serve the protection of safety and health of employees, is covered by German Occupational Safety and Health Act and other legal provisions. This instruction refers to and implements those applicable German legislative provisions, which are not already covered by Air Force instructions and other safety-related and occupational health guidelines of the United States (U.S.) forces.

1.2. Purpose.

1.2.1. The purpose of this regulation is to ensure and improve the safety and health of all Local National (LN) employees of the US Air Force in Germany, to protect Local National employees in the best possible way from occupational hazards.

1.2.2. This provision implements the directives of the European Union's occupational health and safety program, which are national law according to the Occupational Safety Act (ArbSchG), the Act on Occupational Physicians, Safety Engineers and Other Occupational Safety Specialists (ASiG) and other laws and ordinances on the safety and health of employees in Germany (National Occupational Health and Safety Law).

1.2.3. This provision expands on the guidelines in DAFI 91-202, *The Department of the Air Force Mishap Prevention Program*.

1.2.4. This regulation supports:

1.2.4.1. Supervisors in detecting, evaluating and mitigating risks

1.2.4.2. Employees in managing risks, protecting their health and preventing damage to government property

1.2.4.3. Units and Departments in maintaining operational readiness and fulfill their mission

1.3. Responsibilities.

1.3.1. The HQ USAFE-AFAFRICA Safety Office will:

1.3.1.1. Implement and transcribe the requirements of German provisions, as required per NATO Status of Forces Agreement (SOFA), the Supplementary Agreement to the NATO Status of Forces Agreement (SA) thereto and the Protocol of Signature into official Air Force Occupational Safety and Health (AFOSH) and Air Force Instruction (AFI) and interpret them on a case-by-case basis

1.3.2. Installation Commanders shall:

1.3.2.1. Appoint occupational health physicians (Betriebsarzt) (para. 2. ASiG) and occupational safety specialists (Fachkraft für Arbeitssicherheit in accordance with 5 ASiG) based on the standards for public employees in the federal sector in accordance with para. 16 of the Occupational Safety Act (ASiG). This is also for the purpose of supporting the works council.

1.3.2.2. Establish an occupational health and safety committee (Arbeitsschutzausschuss in accordance with § 11 ASiG) in accordance with **paragraph 3.7** of this provision

1.3.3. Commanders, Functional Managers and Supervisors shall:

1.3.3.1. Comply with laws, legal ordinances and technical rules of occupational health and safety as well as the autonomous laws of the German Social Accident Insurance (DGUV) and the accident prevention regulations (see Annex 2)

1.3.3.2. Conduct and document a risk-assessment in accordance with paras. 5 and 6. Occupational Safety Act (ArbSchG). **Note:** To document the risk assessment within the meaning of paras. 5 and 6. ArbSchG, supervisors must use the DAF Form 4437 or the DD Form 2977 "Deliberate Risk Assessment" (Appendix 3, **Figure A3.7**), the "Template Risk Assessment" (Appendix 3, **Figure A3.6**, or equivalent product. In addition to the risk assessment, a Job Specific Training Outline (JSTO within the meaning of 91-202 para 14.1.1.1.; see Appendix 3, **Figure A3.7**) can be created for local employees.

1.3.3.3. Ensure workplaces are set up and operated in such a way that risks to the safety and health of employees are mitigated to the maximum extent and that the remaining risks are kept as low as possible. The regulations published by the Federal Ministry of Labor and Social Affairs (BMAS) must be considered (TRGS, TRBS, TRBA, ASR, TRLV, TROS).

1.3.3.4. Actively cooperate with the Works Council in accident prevention and occupational health and safety

1.3.3.5. Forward a copy of all Accident Reports (AE 385 10A/B) to the Works Council

1.3.3.6. Appoint Local National safety representatives (para. 22. SGB VII) and first-aiders (para. 26. DGUV V1), in accordance with Annex 3 and to ensure appointees receive qualification and refresher courses

1.3.3.7. Ensure appropriate occupational health care in accordance with para. 3. ArbMedVV, based on the risk assessment

1.3.3.8. Train employees regularly and sufficiently on occupational safety, fire protection and health protection in accordance with para. 12. ArbSchG. The training must be documented.

1.3.3.9. Develop and post operating instructions to protect employees from accidents and health hazards

1.3.3.10. Establish inspection deadlines for work equipment and ensure work equipment is regularly inspected by a qualified person and/or approved inspection body (ZÜS). The inspection results must be documented (paras. 14-17. BetrSichV).

1.3.3.11. Cooperate with the supervisory authorities to ensure occupational health and safety

1.3.4. Wing Safety is responsible for advising and supporting the employer and other persons responsible for occupational safety and mishap prevention, in all matters of occupational safety and mishap prevention, including measures designed to tailor jobs to meet human requirements (Section 6 ASiG).

1.3.5. Public Health, occupational health for local "Non-US" employees, offers general and recommended occupational advice for occupational health exams as well as coordination of such exams. These exams are in accordance with the documented hazards and potential hazards at the workplace.

1.3.6. The Occupational Health Physician is responsible for advising and supporting the employer and other persons responsible for occupational safety and mishap prevention, in all matters relating to occupational health (Section 3 ASiG).

1.3.7. Bioenvironmental Engineering (BE) is responsible for identifying, assessing, and controlling environmental and workplace hazards (biological, chemical, and physical). Bioenvironmental Engineering conducts occupational environmental hazard risk assessments, develops control measures, monitors exposure to hazardous substances, advises commanders on health risks, and recommends appropriate measures to protect employee health and ensure operational readiness.

1.3.8. Local National employees shall:

1.3.8.1. Comply with all occupational health and safety regulations and instructions

Chapter 2

APPLICABLE LAWS AND INSTRUCTIONS

2.1. NATO Status of Forces Agreement (NATO SOFA), Supplementary Agreement to the NATO Status of Forces Agreement (SA) and Protocol of Signature.

2.1.1. The application of German Labor Protection Act and Accident Prevention Regulations are regulated in Article IX, paragraph 4 of the NATO SOFA and Articles 53 and 56 SA along with the associated Protocol of Signature.

2.2. Instructions of the U. S. Department of Defense and the U.S. Air Force.

2.2.1. If there are no equivalent German Occupational Safety and Health Laws, Local Nationals will comply with guidelines from applicable US Code of Federal Regulations (CFR), Occupational Safety and Health Act (OSHA), technical instructions (as listed in [Attachment 1](#)) or national consensus standard which is incorporated by reference and disclosed to them. Sanctions, especially criminal sanctions, which result or could result from US law, are not applicable to Local National employees.

2.3. German Labor Protection and Work Safety Requirements.

2.3.1. The accident prevention and occupational safety instructions of the USAF pertaining to the resident workforce employed by the US Forces within the Federal Republic of Germany, are as prescribed in NATO SOFA and the applicable SA, supplemented insofar, as the US Forces must comply with Host Nation law.

2.3.2. In the event of contradictions or inconsistencies between US Air Force and Host Nation occupational health and safety regulations, the more stringent regulation shall apply.

2.3.3. Contradictions or inconsistencies between the US Air Force and Host Nation occupational health and safety regulations must be brought to the attention of the HQ USAFE/AFAFRICA Safety Office for resolution.

2.4. German Accident Prevention Regulations.

2.4.1. The accident prevention regulations "Accident Prevention Regulations - UVV" (see Annex 2) are issued by the accident insurance institutions in the form of autonomous standards. They are approved by the Federal Ministry of Labor and Social Affairs (BMAS) and are also adopted by the Bundeswehr.

2.4.2. Special rules for accident prevention are expressly required for US Air Force in Europe if the accident prevention guidelines created for the commercial sector, industry and the Bundeswehr do not correspond to the specific characteristics and special task requirements of the US Air Force. If necessary, they can be prepared by USAFE-AFAFRICA after consultation with the responsible German authorities.

2.4.3. Compliance with the accident prevention regulations (see Annex 2) is mandatory.

2.5. Announcement of Occupational Safety Regulations.

2.5.1. Occupational safety regulations and standards must be made available and accessible to the work force. This can be done by posting or digitally.

2.5.2. The Occupational Safety Offices maintain and make available the newest, complete editions of the OSHA Standards, US Air Force regulations, as well as all statutory guidelines. Any required assistance and explanation must be provided when these standards, regulations and guidelines are viewed by Local National employees. If necessary, a translation of the relevant passages must be presented.

2.5.3. Additional announcements to the workforce. The Department of the Air Forces Visual Aid (DAFVA 91- 209, *Air Force Occupational Safety and Health*) is a poster which explains the Air Force Program to Local National employees. All work centers, where this supplement is applicable and which employs a Local National workforce, must display the AFVA 91-209, *the Air Force OSH Program* and the German language version (USAFE-AFAFRICAVA 91-209).

2.5.4. The employees must be instructed in Safety and Health Protection at the workplace, with emphasis on the related work hazards and the associated preventive measures. As a basic principle these instructions must be presented in a comprehensive way prior to the initial start on the job and, if needed conducted at least annually. The Supervisors must ensure all employees understand the material and if necessary, on-site demonstrations can improve the comprehension of the material. Training sessions must be documented and contain a reference to the specific topic(s) covered.

Chapter 3

MONITORING BY THE GERMAN AUTHORITIES

3.1. Authorities.

3.1.1. The following federal authorities and their subordinate agencies are responsible for Occupational Safety, Health Protection, Accident Prevention and Radiation Protection. Based on the NATO SOFA and NATO SOFA SA this authority also extends to the U.S. Forces:

3.1.1.1. Unfallversicherung Bund und Bahn (UVB) (Accident Insurance Federal and Rail)

3.1.1.2. Öffentlich-rechtliche Aufsicht der Bundeswehr (Bw) für Arbeitssicherheit und Technischen Umweltschutz bei den Gaststreitkräften (ÖrABw), Public-sector Administration of the German Armed Forces of Occupational Safety and Environmental Engineering and the Visiting Forces.

3.2. Accident Insurance Federal and Rail (UVB, Unfallversicherung Bund und Bahn).

3.2.1. By statute all Local Nationals employed by the US Forces in Germany are accident insured. The Federal Republic of Germany is the insurance carrier (ZA NTS, Article 56, paragraph 3.). The Accident Insurance Federal and Rail act on their behalf. **Note:** Resident employees of American and non-American Contractors are not considered employees of the US Forces for the purpose of this regulation. When a company falls under German law, the responsibility for the compliance surveillance lays with the proper regulating authorities of the local state (Host Nation) which means the administrative bodies for Occupational Safety and/or the Trade Control and the applicable Accident Insurance Carriers.

3.2.2. Provisions for the statutory Accident Insurance are regulated in SGB VII (Social Law Code VII - statutory Accident Insurance).

3.2.3. The responsibility of the Accident Insurance Federal and Rail is responsible for:

3.2.3.1. Prevention of occupational accidents, health risks and occupational diseases

3.2.3.2. Rehabilitation of injured and sick employees, as well as the compensation of insured employees, family members and surviving dependents, as may be necessary

3.2.3.3. Compilation, verification and processing of accident reports (AE Form 385-10A) as well as occupational illness reports (AE Form 385-10B)

3.2.3.4. Conducting further investigations within the context of claims regarding entitlement to benefits if necessary.

3.2.3.5. Decision on claims and benefits

3.2.3.6. The training and continued education of personnel involved with occupational safety, i.e. Safety Representatives, First Aiders, and Safety specialists (SGB VII § 23)

3.2.3.7. Occasion driven surveillance of compliance with occupational safety provisions during the above listed responsibilities. **Note:** The systematic surveillance of the compliance with laws and regulations is the responsibility of the Öffentlich-rechtlichen Aufsicht der Bundeswehr für Arbeitssicherheit und Technischen Umweltschutz (ÖrABw). This includes the right to visit and screen worksites and notify leadership on the deficiencies identified.

3.3. Public-Sector Administration of the German Armed Forces for Occupational Safety and Environmental Engineering (ÖrABw).

3.3.1. Monitoring and compliance with the German regulations of the federal industrial safety legislation with regard to Local National employees is the responsibility of the Bundesministerium der Verteidigung (German Ministry of Defense). The German Ministry of Defense delegated this responsibility to the ÖrABw, which is also responsible for this task regarding the German Forces. With regard to the Local National work force, the ÖrABw – i.e. their local representative - is the cognizant authority in matters relating to Occupation-, Health-, Radiation protection within units of the US Forces in Germany. **Note:** Resident employees of American and non-American Contractors are not considered employees of the US Forces for the purpose of this regulation. When a company falls under German law, the responsibility for the compliance surveillance lays with the proper regulating authorities of the state (Host Nation), the jurisdiction for compliance surveillance of the federal Industrial Safety Legislation lays with the appropriate regulating authority of the federal states.

3.3.2. The representatives of the ÖrABw access installations, request information and conduct inspections and investigations. During their visits, the ÖrABw require the full support and cooperation of the units and the employees.

3.3.3. Commanders, functional managers and supervisors of Local National employees must ensure compliance with German Occupational Safety regulations (including all Occupational Safety regulations) and cooperate with the applicable ÖrABw office. Decision making authorities must participate in the inspection process.

3.3.4. The ÖrABw is authorized:

3.3.4.1. To inspect and verify Occupational- and Health Protection Programs, operations, installations, work equipment and facilities; however, entry into secured areas may not be feasible

3.3.4.2. To request information related to Occupational Safety and Health Protection

3.3.4.3. To establish procedures related to Occupational Safety and Health

3.3.5. The ÖrABw conducts the following Occupational- and Health precautionary measures:

3.3.5.1. Advice to units.

3.3.5.2. Inspections of the workplaces and processes

3.3.5.3. Inspections of facilities, operations, and documents

3.3.5.4. Accident investigations

3.3.5.5. Verification of records within the scope of the construction planning

3.3.5.6. Execute administrative procedures (announcements, permits, approvals)

3.3.6. Representatives of the ÖrABw may issue deficiency reports, orders or subsequent orders for the measures listed above. These orders are applicable to the U.S. Air Forces in Europe, unless they conflict with existing regulations, rules, or directives. In the event of a conflict, the HQ USAFE/AFAFRICA Safety Office must be informed promptly. The Safety Office will then work collaboratively with German authorities to resolve the issue and find a mutually acceptable solution.

3.3.7. The monitoring of occupational safety in contractor's firms of the US Department of Defense (DoD), which according to Article (Art.) 71 & 71 SOFA SA are affiliated with the forces (i.e. Banks and Monetary Institutions) is not the responsibility of the ÖrABw but remains the responsibility of the trade inspection agency (Gewerbeaufsicht) of the local state (Host Nation).

3.4. Local Works Council.

3.4.1. Works Councils play a significant role in accident prevention. The statutory basis for their involvement is found in Art. 75 par. 3 no. 11 and. § 80 Abs. 1 Nr. 16 BPersVG (FPRL) in conjunction with Signature Protocol to Art. 56 para. 9 of the Supplementary Agreement to the NATO SOFA.

3.4.2. The works council has, where appropriate and as long as no statutory or tariff provisions exist, the right to conclude work agreements with regard to the prevention of duty and work-related accidents and other health damages (§ 68 BPersVG, FPRL).

3.4.3. In addition, pursuant to § 68 BPersVG/FPRL the following applies:

3.4.3.1. The Works Council plays a supportive role in preventing hazards that can cause accidents or harm to health by providing recommendations, guidance, and information to the relevant authorities, including the Federal Accident Insurance and Railways, and other competent bodies. This collaboration aims to facilitate the effective implementation of occupational safety and accident prevention measures.

3.4.3.2. The commander and organizations and offices mentioned in § 68 Abs. 1 BPersVG (FPRL) are required to include the Works Council or their Safety representative in the units in which the inspection or investigation is conducted, in all matters regarding occupational protection and accident prevention. The commander must immediately notify the Works Council on occupational safety and accident prevention requirements and policy released by organizations and offices referenced in the BPersVG.

3.4.3.3. Works Council members designated by the Council shall participate in meetings between the commanders and the Safety representatives or Safety committee (ASA).

3.4.3.4. The Works Council shall receive sanitized copies of the investigations, inspections and discussions in which it is to be consulted under paragraph [3.4.3.2](#) and [3.4.3.3](#).

3.5. Severely Handicapped Employee Representative.

3.5.1. The representative body for severely disabled employees can participate in occupational health and safety committee meetings and inspections in an advisory capacity (Art. 25 par. 5 Act for Severely Handicapped Employees, SHE). Additionally, requests affecting an individual person or the severely disabled as a group may be placed on the next ASA meeting agenda.

3.5.2. The employer is required to promptly and thoroughly inform the representative of severely disabled employees about all issues that impact an individual severely disabled person or the group. Furthermore, the representative body for severely disabled employees must be consulted prior to making a final decision and notified of the outcome without undue delay (Art. 25 par. 2 Act for SHE).

3.6. Local National Safety Representatives (SiBe) and First Aiders.

3.6.1. Local National Safety Representatives

3.6.1.1. Units with more than 20 Local National employees must appoint safety representatives (IAW § 22 SGB VII, § 20 DGUV Vorschrift 1). The duty of a Local National Safety Representative is a voluntary activity and cannot be forced upon the workforce. This appointment must be conducted with the cooperation and participation of the Work Council. This appointment must be in writing (Figure [A3.1](#) and [A3.2](#)).

3.6.1.2. The number of Local National safety representatives will be determined by the working conditions, the work environment and the type of work based on the following criteria:

3.6.1.2.1. Accident and health hazards present in the workplace

3.6.1.2.2. Physical proximity of the Safety Representative to the Local National employees for whom they are responsible

3.6.1.2.3. Need for Safety Representatives to be present at the same time as the employees for whom they are responsible (temporal proximity)

3.6.1.2.4. Technical and general knowledge of tasks performed by the Local Nationals (professional proximity)

3.6.1.2.5. Number of Local National employees

3.6.1.3. A Local National Safety Representative is a voluntary duty and does not entitle the appointee to extra pay.

3.6.1.4. Section Chiefs, Supervisors and Shop Foremen should not be charged with the duties of a Safety Representative, due to the fact they are already responsible for the organization of occupational safety and health in the area assigned to them, by virtue of their position.

3.6.1.5. The Safety Representatives shall perform their duties during their regular working time only. If necessary, the employer must release the Safety Representative from normal work duties in order to perform his/her Safety Representative tasks. Safety Representatives shall not be disadvantaged because of the fulfillment of the task assigned to them (§ 22 Abs.3 SGB VII).

3.6.1.6. Safety Representatives are to be appointed by the unit commander for all installation workplaces where Local Nationals are employed, to include assigned and tenant units and Appropriated and Non-Appropriated Funds agencies, the Defense Commissary Agency (DeCA), the Defense Logistics Agency (DLA) and the Defense Health Agency (DHA).

3.6.1.7. For purpose of this supplement, the term workplace (Arbeitsstätte IAW § 2 ArbStättV) is defined as the major functional areas of a wing or base organization (e.g. civil engineering, supply, transportation). Under special circumstances, different workplaces with fewer than 20 non-US civilian employees may be combined under one Safety Representative. This applies especially to sections with predominantly administrative functions.

3.6.2. Local National Safety Representatives:

3.6.2.1. Function as advisories and do not have authority to issue instructions

3.6.2.2. Support the supervisor and commander in the implementation of accident prevention measures, immediately report any safety hazards and propose measures for their elimination

3.6.2.3. Encourage colleagues to behave in a safety-conscious manner and comply with occupational health and safety regulations

3.6.3. The initial training of the Safety Representatives will be conducted by the Accident Insurance Federal and Rail. The Safety Representatives will receive advisory support by the responsible safety professionals. The training will be funded by the Accident Insurance Federal and Rail. To apply for training use the Standard Form 182 and forward the form to the Civilian Personnel Office. Note: To ensure that Local National Safety Representatives can effectively perform their duties within the unit, they should receive ongoing training and development on a regular basis.

3.6.4. Commanders must maintain a listing with all appointed and trained safety representatives, this listing must contain the following information:

3.6.4.1. Name of the safety representatives

3.6.4.2. Working area and phone number

3.6.4.3. Date of appointment, the dates and types of any other training

3.6.5. First Aid.

3.6.5.1. Occupational Safety Act (ArbSchG), paragraph 10 in conjunction with, Accident Prevention Regulation “Grundsätze der Prävention” (DGUV 1) paragraphs 24 and 26 require, that employers appoint one or more First Aider(s) in writing.

3.6.5.2. The appointment as First Aider is a voluntary duty without additional pay, to be performed within the regular duty hours; the local Works Council must be notified of the appointment.

3.6.5.3. The minimum number of appointed First Aider is based on the size (insured persons present) and type of the workplace. At a minimum, first aiders should be available in the following numbers:

Figure 3.1. Number of First Aiders.

Number of employees present	Number of first aiders
2 - 20	1
more than 20	
a) in administrative and commercial enterprises	5 %
b) in other establishments	10 %

c) in daycare centers	1 first aider per group of children
-----------------------	-------------------------------------

3.6.6. First Aiders Shall:

3.6.6.1. Be trained in accordance with DGUV V1 "Principles of Prevention." The first aider training comprises at least 16 teaching units with a minimum duration of 45 minutes each. This training must be carried out by a training center authorized by the Federal and Railway Accident Insurance (e.g. Arbeiter- & Samariter-Bund (ASB), German Red Cross or specialist staff of the Malteser Hilfsdienst). To remain a first aider, they must be trained at intervals of two years (refresher training). If training is planned outside working hours, the first aider is entitled to compensatory time for hours worked outside regular working hours. There are no further claims.

3.6.6.2. Manage organizations on-site emergencies and they must be familiar with the storage locations of the First Aid Kit(s), blankets and stretchers, which should be in plain view and labeled with the appropriate emergency signs. Specific medical knowledge is not a requirement.

3.6.6.3. Provide first aid, within their area of responsibility, in the case of an accident or any sudden illness of a colleague.

3.6.6.4. Be appointed, in writing, as a first aider. The sample document ([Figure A3.3](#) and [Figure A3.4](#)) can be used for this purpose.

3.6.6.5. The units must maintain a list of appointed First Aiders with the following information:

- 3.6.6.5.1. Name of the First Aider
- 3.6.6.5.2. Working area and phone number
- 3.6.6.5.3. Date/type of training(s)

3.6.6.6. The employer shall ensure that a record is kept of all first aid provided. Each first aid kit must contain an accident book. A filled accident book must be retained for at least 5 years after the last entry. The records shall be treated in a manner that is suitable for Personal Privacy Information and for occupational safety and health purposes only. The format should be similar to the one shown in [Table 3.1](#) below.

Table 3.1. Meldeblockeintrag (Muster)/ Accident Book Sample.

INCIDENT

	First and Last Name (Injured/Ill Employee)	Date/Time	Type of Injury/Illness	Location of Injury/Illness	Cause (if known)
1					
2					
3					
4					
5					
HELP PROVIDED					
	Date	Time	Type of Help	First and Last Name (First Aider)	First and Last Name (Witnesses)
1					
2					
3					
4					
5					
NOTES:					

3.7. Occupational Health and Safety Committee (Arbeitsschutzausschuss-ASA). US Air Force regulations, as well as the statutory regulations in Germany, provide for the cooperation and involvement of the Work Council in occupational safety-, fire- and health protection programs.

3.7.1. Promotion and continuation of the cooperation between the units and other involved groups, on matters concerning occupational- and health protection, require continuous beneficial dialog (i.e. health and safety committee, Arbeitsschutzausschuss - ASA).

3.7.2. An occupational health and safety committee is to be set up on each installation with a Works Council, in accordance with §11 ASiG. The Occupational Health and Safety Committee meets once a quarter at a minimum and is tasked to advise on occupational safety and accident prevention matters. Depending on the operational circumstances, the following topics may be discussed, among others:

- 3.7.2.1. Fundamental questions
- 3.7.2.2. Occupational health and safety programs
- 3.7.2.3. Current safety concerns (deficiencies and hazards)
- 3.7.2.4. Development of training, instructions and safety motivation.
- 3.7.2.5. Safety and occupational health recommendations regarding the implementation of new work procedures or usage of new working materials,
- 3.7.2.6. Identified safety deficiencies and proposals for closure

3.7.3. In cases where occupational safety and health matters cannot be resolved within the Occupational Health and Safety Committee (ASA), they shall be escalated to the Environmental, Safety and Health Council (ESOHC) for further deliberation and final determination.

3.7.4. The Occupational Health and Safety Committee (ASA) shall be composed of the following members:

- 3.7.4.1. Commander or designated representative
- 3.7.4.2. Two works council members appointed by the works council
- 3.7.4.3. Occupational Health physician
- 3.7.4.4. Occupational safety specialist
- 3.7.4.5. Local National safety representative IAW Art. 22 Social Code VII
- 3.7.4.6. Bioenvironmental Engineering representative
- 3.7.4.7. Public Health representative

3.7.5. Written rules must be established for each Occupational Health and Safety Committee specifying meeting topics, list of participants, chair names, the processing and monitoring of the topics, meeting minutes, and method of distribution.

Chapter 4

REPORTING PROCEDURES FOR OCCUPATIONAL ACCIDENTS AND OCCUPATIONAL ILLNESSES

4.1. Safety Investigations and Reports. DAFI 91-204, *Safety Investigations and Reports*, regulates the reporting procedure for occupational accidents and diseases of local employees. This regulation mandates that employees must report accidents as soon as possible after they occur. The accident report (AE Form 385-10A) and the DAF Form 978 must be signed by the supervisor and submitted within 3 working days (§ 193 Abs. 4 SGB VII). The day on which the accident occurred is excluded from the count. The accident report (AE Form 385-10A) or the notification of an occupational disease (AE form 385-10B) must be sent to Wing Safety within five working days. Wing Safety distributes the accident report to the responsible authorities (e.g. BAIUDBw, local Works Council, UVB, etc.). In the event of accidents involving serious bodily injury (e.g. skull fracture, loss of limbs, open fractures) or fatal accidents, Wing Safety and the Federal and Railway Accident Insurance (UVB) must be informed immediately.

4.1.1. The following incidents must be reported:

4.1.1.1. Work-related injuries that cause an employee to be unable to work for more than three calendar days

4.1.1.2. Injuries sustained while traveling to or from work (commuter accidents)

4.1.1.3. Suspected occupational illness/disease

4.1.1.4. Traumatic events

4.1.2. Wing Safety is required to notify the Federal and Railway Accident Insurance (UVB) and the Public Supervision of the German Armed Forces for Occupational Safety and Technical Environmental Protection (ÖrABw) within 24 hours, via phone, fax, or digital means, regarding the following incidents:

4.1.2.1. Work accidents that result in serious physical injuries (e.g. skull fracture, loss of limbs, etc.) or damage to the health of a local employee

4.1.2.2. Accidents that result in a death of a local employee

4.1.3. All injuries listed under **Paragraph 4.1.1** are to be reported with the AE Form 385-10A (November 15, Accident Report).

4.1.4. All occupational diseases are to be reported with the AE Form 385-10B (November 15, *Employer Notification of an Occupational Disease*).

4.1.5. Upon completion, accident reports must be disseminated to the following entities:

4.1.5.1. The Federal and Railway Accident Insurance (original and copy)

4.1.5.2. Department of Occupational Safety (Wing Safety) - one copy

4.1.5.3. Civilian Personnel Office (CPO) - one copy

4.1.5.4. Supervisory and Service Directorate - Foreign Forces Payroll Office (ADD-LaS/Foreign Forces Payroll Office, FFPO) - one copy

4.1.5.5. Works Council - one copy

4.1.5.6. Public supervision of the Bundeswehr for occupational safety and technical environmental protection (ÖrABw) - one copy

4.1.5.7. Employment office - one copy

4.1.6. If the accident report is for a member not assigned to USAFE-AFAFRICA, a copy of AE Form 385-10A must be sent to Wing Safety and a copy of the AE 385-10B must be sent to Occupational Health. Distribution of the accident reports to the above specified offices is the responsibility of the occupational safety offices of the external agencies.

4.1.7. Prior to submitting the accident report and/or occupational disease notification to the Federal and Railway Accident Insurance, Wing Safety must review the accident report form to verify its accuracy and ensure that it includes the following points:

4.1.7.1. Address of the place of employment in the upper left corner,

4.1.7.2. Company number of the accident insurance institution.

4.1.7.3. Signed copies by the injured employee's supervisor (or deputy) and a Works Council member.

4.1.8. Regarding treatment for a work-related accident, injury on the way to and from work, or an occupational disease, all local employees are instructed to provide the treating physician with the full address of the place of employment and company number

4.1.9. The company number is indicated on the poster USAFE-AFAFRICAVA 91-203, *What To Do In Case of Accident*, which is to be posted in all major areas of work. CPO staff will ensure this poster is available when needed and enter the correct company number in the designated area. Additionally, HR offices issue cards containing this data and other relevant information to employees. Employees should carry this card with them and present it to the attending physician when they seek medical treatment.

4.2. Accident Investigation.

4.2.1. To identify the root cause of a work-related accident and implement effective occupational health and safety measures for the future, the unit commander or the supervisor of the injured employee conducts an accident investigation. The responsible Local National safety representative, a Works Council member, and an occupational safety specialist must advise the supervisor on the accident investigation.

4.2.2. For commuting accidents, the investigation is focused on gathering testimony from the injured individual and reviewing any additional information provided by the authorities who investigated the incident at the scene.

4.2.3. For occupational diseases, Public Health supports the investigation through identification of potential causes and contributing factors.

4.3. Procedural Requirements.

4.3.1. It is the unit's responsibility to inform Local National employees to the greatest extent possible, of the following procedures in the event of a workplace accident:

4.3.1.1. Employees must be examined by an approved physician "Durchgangsarzt," unless the primary physician has determined that the injury will not result in absence beyond the day of the incident require treatment for more than one week. In cases of severe injuries,

medical treatment must be provided at a hospital authorized by the accident insurance institution.

4.3.1.2. In the event of an injury to the eye, ear, nose and/or throat, the nearest available specialist in the relevant medical field must be consulted for evaluation and treatment, unless it is determined that no further medical attention is required.

4.4. Official Physician “Durchgangsärzte”.

4.4.1. A list of approved physicians and hospitals in the vicinity of the workplace can be found on the poster USAFE-AFAFRICAVA 91-203 or on the website of the State Association of the German Social Accident Insurance.

4.5. Request for Additional Information.

4.5.1. Work-related accidents and occupational diseases can be reported by the accident insurance doctor without completion of the AE Form 385-10A/B, but the federal and railway accident insurance may require additional information. These inquiries are usually aimed at establishing the follow information; whether the individual is employed by the US Air Force, the funding source (budget or special public), the specific unit in which they are employed and the circumstances surrounding the workplace accident. The responsible specialists for Occupational Safety, Bioenvironmental Engineering and Public Health must respond immediately to inquiries from the Federal Accident Insurance and Railways using AE Form 385-10A/B or forward the request to the relevant employment office for processing.

4.6. Further Investigations. If necessary, the Federal and Railway Accident Insurance will carry out further investigations in the unit in accordance with its responsibility (See [Paragraph 3.2](#)) to determine the cause of the work-related accident or illness and conditions of the working environment.

4.6.1. If safety deficiencies are identified during an investigation, a formal written request will be made to the supervisor requiring prompt corrective action to remedy the identified issues.

4.6.2. Although the demand to rectify safety deficiencies may not be legally enforceable, US Air Force organizations in Europe are still expected to comply with relevant regulations and standards, provided they do not conflict with the US Air Force's military mission or operational requirements. If this is the case, the matter must be reported to the HQ USAFE/AFAFRICA Safety Office, who will then find an amicable solution in accordance with the SA-SOFA with the German authorities.

4.6.3. The Federal and Railway Accident Insurance will notify the HQ USAFE/AFAFRICA Safety Office and Wing Safety of the scheduled on-site inspection, including the date and purpose of the visit. Wing Safety must then notify Bioenvironmental Engineering, Public Health and the Works Council, and coordinate with the unit to confirm the scheduled date, ensuring that all relevant parties are aware of and prepared for the inspection.

4.6.4. Prior to the inspection, Wing Safety should verify the information provided by the Federal and Railway Accident Insurance. If the employee is no longer employed by the unit, additional documentation may be obtained from the responsible CPO. If there have been any changes to the working conditions since the workplace accident, Wing Safety must inform the representative of the Federal and Railway Accident Insurance to ensure the inspection is conducted with the most up-to-date information.

4.6.5. During the on-site inspection, the representative of the Federal Accident Insurance and Railway must be accompanied by a designated unit representative, an Occupational Safety Specialists, Bioenvironmental Engineering Specialists, Public Health Specialists, and the Works Council.

4.6.6. Wing Safety is required to maintain a record of all visits with the Federal and Railway Accident Insurance. If any safety deficiencies are identified during the visit that cannot be immediately addressed on site, Wing Safety must notify the HQ USAFE/AFAFRICA Safety Office and the relevant Works Council to ensure these issues are documented and brought to the attention of the appropriate authorities for follow-up action.

Chapter 5

DATA PROTECTION

5.1. The protection of personal data must be sufficiently taken into consideration.

BRANDON A. ZUERCHER, Col, USAF
Director of Safety

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 6055.1, *Safety and Occupational Health (SOH) Program*

North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA), Abkommen zwischen den Parteien des Nordatlantikvertrages (NATO-Truppenstatut-NTS)

Supplementary Agreement to the NATO SOFA (SOFA SA), Zusatzabkommen zum NATO-Truppenstatut (SOFA ZA)

NATO Standard Agreement (STANAG) 2908 (MED), Preventive Measures for Accident Prevention Programs (Vorbeugende Maßnahmen für Unfallverhütungsprogramme)

Title 29, *Code of Federal Regulations*, Part 1910 and 1926

AFI 48-101, *Aerospace Medicine Enterprise*, 08 Dec 2014

DAFI 90-801, *Environmental, Safety, and Occupational Health Councils*, 9 May 2024

AFI 90-802, *Risk Management*, 1 Apr 2019

DAFI 91-202, *The Air Force Mishap Preventions Program*, 20 Mar 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 25 Mar 2022

DAFI 91-204, *Safety Investigations and Reports*, 10 Mar 2021

DAFI 91-207, *The U.S. Air Force Traffic Safety Program*, 26 Jul 2019

DAFMAN 91-224, *Ground Safety Investigation and Reports*, 21 Jan 2022

DAFVA 91-209, *Air Force Occupational Safety and Health Program*, 17 Sep 2024

DoDD 4715.1E, *Environment, Safety, and Occupational Health (ESOH)*, 19 Mar 2005

DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 11 Nov 2008

DoDI 6055.04, *DoD Traffic Safety Program*, 27 Aug 2021

DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011

USAFE-AFAFRICAVA 91-203, *Bei Arbeits- und Wegeunfällen ist folgendes zu beachten!*

USAFE-AFAFRICAVA 91-209, *Das Arbeitsschutzprogramm der US-Luftstreitkräfte*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AE Form 385-10A, *Unfallanzeige (LN Accident Report)*

AE Form 385-10B, *Berufskrankheit (LN Occupational Illness Report)*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

ADD—LaS—Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (Rhineland-Palatinate Controlling and Service Directorate, Foreign Forces Payroll Office)

AFPUBS—Air Force Publications System

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

DAFVA—Department of the Air Force Visual Aid

AG—Employer

ANG—Air National Guard

ASA—Arbeitsschutzausschuss (Occupational Protection Committee)

ASiG—Arbeitssicherheitsgesetz (Work Safety Law)

ArbSchG—Arbeitsschutzgesetz (Occupational Safety and Health Act)

BetrSichV—Betriebssicherheitsverordnung (Ordinance on Industrial Safety)

BGBl 1—Bundesgesetzblatt (Federal Law Gazette)

BGV—Berufsgenossenschaftliche Vorschrift (Trade Association Regulation)

BMV—Bundesministerium der Verteidigung (Federal Ministry of Defense)

BPersVG—Bundespersonalvertretungsgesetz (Federal Law on Staff Committees in the public sector)

BV—Betriebsvertretung (Works Council) **Bw**—Bundeswehr (German Military) **CPF**—Civilian Personnel Flight

CWC—Hauptbetriebsvertretung (Command Works Council)

DeCA—Defense Commissary Agency

DGUV—V—Deutsche Gesetzliche Unfallversicherung - Vorschrift (German Social Accident Insurance – Legal Requirement)

DLA—Defense Logistics Agency

EU—Europäische Union (European Union)

FFPO—Foreign Forces Payroll Office

FRG—Federal Republic of Germany

SIFA—Fachkräfte für Arbeitssicherheit (Specialist for Occupational Safety)

JArbSchG—Jugendarbeitsschutzgesetz (Youth Employment Law)

LN—Local National

MuSchG—Mutterschutzgesetz (Maternity Protection Act)

NATO—North Atlantic Treaty Organization

NTS—NATO—Truppenstatut

ÖrABw—Öffentlich—rechtliche Aufsicht der Bundeswehr (Bw) für Arbeitssicherheit und Technischen Umweltschutz (Public-sector Administration of the German Armed Forces of Occupational Safety and Environmental Engineering)

OSHA—Arbeits- und Gesundheitsschutzbehörde (Occupational Safety and Health Administration)

PH—Public Health

POS—Unterzeichnungsprotokoll (Protocol of Signature)

RDS—Records Disposition Schedule

SA—Supplementary Agreement (to the NATO SOFA)

SEG—Arbeitssicherheitsbüro (Occupational Safety Office)

SchwBG—Schwerbehindertengesetz (Act for Severely Handicapped Employees, SHE)

SGB—Sozialgesetzbuch (Social Law Code)

SGPB—Bioenvironmental Engineering

SGPM—Military Public Health

SOFA—Status of Forces Agreement (Truppenstatut)

TVAL II—Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement, CTA II)

USAFE-AFAFRICA—United States Air Forces in Europe and Air Force in Africa

UVB—Unfallversicherung Bund und Bahn (Accident Insurance Federal and Rail)

UVV—Unfallverhütungsvorschrift (Safety Regulation of the Accident Carriers)

ZA—Zusatzabkommen (Supplementary Agreement (SA))

ZA—NTS—Zusatzabkommen zum NATO-Truppenstatut (Supplementary Agreement to NATO Status of Forces Agreement)

Terms

Safety Representatives—Safety Representatives are Local National employees who support the supervisors in the implementation of occupational safety and accident prevention.

Activity Identification Code—This is an eight-digit number used to identify the reporting agency, and to distinguish between appropriated and non- appropriated fund employees. Because these numbers are used by Accident Insurance Federal and Rail in billing the US Forces and assist in establishing audit trails for all cost items, it is essential that the correct code be entered on all reports.

Emergency Responders—Employees, which are trained and proficient in the application of first aid

Occupational Illnesses—Occupational illnesses are illnesses that the insured suffer because of their occupational activity and are listed in the Occupational Diseases Ordinance (BKV)

Attachment 2

GERMAN ACCIDENT PREVENTION REGULATIONS

A2.1. The respective German Labor and Accident Prevention provisions are obligatory for all areas of responsibility of the U.S. Air Force. This list is not exhaustive.

- A2.1.1. Grundsätze der Prävention, DGUV Vorschrift 1
- A2.1.2. Betriebsärzte und Fachkräfte für Arbeitssicherheit, DGUV Vorschrift 2
- A2.1.3. Elektrische Anlagen und Betriebsmittel, DGUV Vorschrift 3
- A2.1.4. Elektrische Anlagen und Betriebsmittel, DGUV Vorschrift 4
- A2.1.5. Elektromagnetische Felder, DGUV Vorschrift 16
- A2.1.6. Abwassertechnische Anlagen, DGUV Vorschrift 22
- A2.1.7. Wach- und Sicherheitsdienst, DGUV Vorschrift 24
- A2.1.8. Überfallprävention DGUV Vorschrift 25
- A2.1.9. Bauarbeiten, DGUV Vorschrift 38
- A2.1.10. Straßenreinigung, DGUV Vorschrift 48
- A2.1.11. Feuerwehren, DGUV Vorschrift 49
- A2.1.12. Krane, DGUV Vorschrift 53
- A2.1.13. Winden, Hub- und Zuggeräte, DGUV Vorschrift 55
- A2.1.14. Arbeiten mit Schussapparaten, DGUV Vorschrift 57
- A2.1.15. Flurförderzeuge, DGUV Vorschrift 69
- A2.1.16. Fahrzeuge, DGUV Vorschrift 71

A2.2. German Legislation and Regulations.

A2.2.1. Below listed are important statutory German Labor and Occupational Safety provisions, which must be applied to the resident workforce in Germany.

- A2.2.1.1. Law on the implementation of protective measures to improve safety and health of the employees at work (Work Protection Law - ArbSchG)).
- A2.2.1.2. Law on Company Doctors, Safety Engineers, and other Industrial Safety Advisers (Industrial Safety Act – ASiG)
- A2.2.1.3. Law to protect the employed mother (Mother Protection Law (MuSchG).
- A2.2.1.4. Law to protect the employed youth (Youth Work Protection Law (JArbSchG).
- A2.2.1.5. Law on the protection from hazardous substances (ChemG).
- A2.2.1.6. Law on the regulation of safety requirements for products and to protect the CE-marking (Product Safety Law (ProdSG)).
- A2.2.1.7. Law on work hours (ArbZG).
- A2.2.1.8. Mandatory Accident Insurance (SGB VII).

A2.2.1.9. The ninth book of social security statute (SGB IX) on the rehabilitation and integration of handicapped people

A2.3. The references statutory orders are further explained in the decree examples below.

A2.3.1. Ordinance on Workplaces – Workplace Regulations (ArbStättV)

A2.3.2. Ordinance of Occupational Illnesses- Berufskrankheiten-Verordnung (BKV).

A2.3.3. Ordinance on safety and health protection at provision of personal protective equipment while using work, concerning safety when operating installations subject to monitoring and concerning the organization - industrial safety regulation (BetrSichV)

A2.3.4. Ordinance on the protection from hazardous substances - Ordinance on Hazardous Substances (GefStoffV)

A2.3.5. Ordinance on safety and health protection when working with biological agents – Biological Working Agents (BioStoffV)

A2.3.6. Ordinance on preventive occupational medicine – Occupational Health Care Regulation (ArbMedVV)

A2.3.7. Ordinance to protect employees from noise vibration hazards -- Noise Vibration OSH Regulation (LärmVibrationsArbSchV)

A2.3.8. Ordinance to product safety act - 1. bis 14. Product Safety Regulation (ProdSV)

A2.3.9. Ordinance on the protection of workers to risks arising from artificial optical radiation – Regulation on artificial optical radiation (OStrV)

A2.3.10. Ordinance on safety and health protection at work while moving loads manually - Load Handling Ordinance (LasthandhabV)

A2.3.11. Ordinance on safety and health protection at work while using personal protective equipment (PPE-Use Ordinance – PSA-BV)

A2.3.12. Ordinance on safety and health protection on construction sites – Construction Site Ordinance (BaustellV)

A2.3.13. Ordinance on the protection from ionizing radiation - Radiation Protection Ordinance (StrlSchV)

A2.4. List of Technical Rules. This list is not exhaustive.

A2.4.1. Technical rules specify laws and regulations on occupational safety. They contain recommendations and technical suggestions on how the respective requirements can be implemented. They reflect the current state of the art technology, occupational medicine, and occupational hygiene, as well as other proven industrial science/ergonomic findings, at the time of publication. In general, technical rules are not legally binding. If the technical rules are complied with, the employer can assume that the underlying requirements of the laws and regulations are fulfilled (presumption of conformity). If the employer chooses a different solution, they must prove that this solution achieves at least the same level of safety and health protection for employees. The most important technical rules are listed below. The list is not exhaustive.

A2.4.1.1. ASR V3 Gefährdungsbeurteilung

- A2.4.1.2. ASR A3a.2 Barrierefreie Gestaltung von Arbeitsstätten
- A2.4.1.3. ASR A1.2 Raumabmessungen und Bewegungsflächen
- A2.4.1.4. ASR A1.3 Sicherheits- und Gesundheitsschutzkennzeichnung
- A2.4.1.5. ASR A1.5 Fußböden
- A2.4.1.6. ASR A1.6 Fenster, Oberlichter, lichtdurchlässige Wände
- A2.4.1.7. ASR A1.7 Türen und Tore
- A2.4.1.8. ASR A 1.8 Verkehrswege
- A2.4.1.9. ASR A2.1 Schutz vor Absturz und herabfallenden Gegenständen, Betreten von Gefahrenbereichen
- A2.4.1.10. ASR A2.2 Maßnahmen gegen Brände
- A2.4.1.11. ASR A2.3 Fluchtwege und Notausgänge
- A2.4.1.12. ASR A3.4 Beleuchtung und Sichtverbindung
- A2.4.1.13. ASR A3.5 Raumtemperatur
- A2.4.1.14. ASR A3.6 Lüftung
- A2.4.1.15. ASR A3.7 Lärm
- A2.4.1.16. ASR A4.1 Sanitärräume
- A2.4.1.17. ASR A4.2 Pausen- und Bereitschaftsräume
- A2.4.1.18. ASR A4.3 Erste-Hilfe-Räume, Mittel und Einrichtungen zur Ersten Hilfe
- A2.4.1.19. ASR A4.4 Unterkünfte
- A2.4.1.20. ASR A5.2 Anforderungen an Arbeitsplätze und Verkehrswege auf Baustellen im Grenzbereich zum Straßenverkehr – Straßenbaustellen
- A2.4.1.21. ASR A6 Bildschirmarbeit
- A2.4.1.22. TRBS 1001 Struktur und Anwendung der Technischen Regeln für Betriebssicherheit
- A2.4.1.23. TRBS 1111 Gefährdungsbeurteilung
- A2.4.1.24. TRBS 1112 Instandhaltung
- A2.4.1.25. TRBS 1112 Teil 1 Explosionsgefährdungen bei und durch Instandhaltungsarbeiten - Beurteilungen und Schutzmaßnahmen
- A2.4.1.26. TRBS 1115 Sicherheitsrelevante Mess-, Steuer- und Regeleinrichtungen
- A2.4.1.27. TRBS 1116 Qualifikation, Unterweisung und Beauftragung von Beschäftigten für die sichere Verwendung von Arbeitsmitteln
- A2.4.1.28. TRBS 1123 Prüfpflichtige Änderungen von Anlagen in explosionsgefährdeten Bereichen - Ermittlung der Prüfnötigkeit gemäß § 15 Absatz 1 BetrSichV
- A2.4.1.29. TRBS 1113 Beschaffung von Arbeitsmitteln

- A2.4.1.30. TRBS 1201 Prüfungen von Arbeitsmitteln und überwachungsbedürftigen Anlagen und Änderungen zur TRBS 1201
- A2.4.1.31. TRBS 1203 Zur Prüfung befähigte Personen
- A2.4.1.32. TRBS 2121 Gefährdungen von Personen durch Absturz-Allgemeine Anforderungen
- A2.4.1.33. TRBS 2141 Gefährdungen durch Dampf und Druck
- A2.4.1.34. TRBS 2152 Gefährliche explosionsfähige Atmosphäre – Allgemeines
- A2.4.1.35. TRBS 3121 Betrieb von Aufzugsanlagen
- A2.4.1.36. TRBA 001 Allgemeines und Aufbau des Technischen Regelwerks zur Biostoffverordnung - Anwendung von Technische Regeln für Biologische Arbeitsstoffe (TRBA)
- A2.4.1.37. TRBA 100 Schutzmaßnahmen für gezielte und nicht gezielte Tätigkeiten mit biologischen Arbeitsstoffen in Laboratorien
- A2.4.1.38. TRBA 214 Anlagen zur Behandlung und Verwertung von Abfällen
- A2.4.1.39. TRBA 220 Abwassertechnischen Anlagen "Schutzmaßnahmen"
- A2.4.1.40. TRBA 450 Einstufungskriterien für Biologische Arbeitsstoffe
- A2.4.1.41. TRGS 001 Das Technische Regelwerk zur Gefahrstoffverordnung - Allgemeines - Aufbau - Übersicht - Beachtung der Technischen Regeln für Gefahrstoffe
- A2.4.1.42. TRGS 400 Gefährdungsbeurteilung für Tätigkeiten mit Gefahrstoffen
- A2.4.1.43. TRGS 519 Asbest: Abbruch-, Sanierungs- oder Instandhaltungsarbeiten
- A2.4.1.44. TRGS 520 Errichtung und Betrieb von Sammelstellen und zugehörigen Zwischenlagern für Kleinmengen gefährlicher Abfälle
- A2.4.1.45. TRGS 524 Schutzmaßnahmen bei Tätigkeiten in kontaminierten Bereichen
- A2.4.1.46. TRGS 553 Holzstaub
- A2.4.1.47. TRGS 905 Verzeichnis krebserzeugender, erbgutverändernder oder fortpflanzungsgefährdender Stoffe
- A2.4.1.48. TRLV Lärm Allgemeines
- A2.4.1.49. TRLV Teil 3 Lärmschutzmaßnahmen
- A2.4.1.50. TRLV Vibrationen Allgemeines
- A2.4.1.51. TRLV Vibrationsschutzmaßnahmen
- A2.4.1.52. TROS IOS Allgemeines
- A2.4.1.53. TROS IOS Teil 3 Maßnahmen zum Schutz vor Gefährdungen durch inkohärente optische Strahlung

A2.5. List of Occupational Health Regulations.

A2.5.1. Occupational health regulations (AMR) reflect the current state of occupational medicine and other established occupational health findings. By complying with the AMR, employers can assume that the requirements of the Occupational Health Care Regulation (ArbMedVV) specified in the AMR are met (presumption of conformity, Section 3 (1) sentence 3 ArbMedVV). If the employer chooses a different solution, it must achieve at least the same level of safety and health protection for employees. The list is not exhaustive.

A2.5.1.1. AMR Nr. 2.1 Fristen für die Veranlassung/das Angebot arbeitsmedizinischer Vorsorge

A2.5.1.2. AMR Nr. 3.2 Arbeitsmedizinische Prävention

A2.5.1.3. AMR Nr. 5.1 Anforderungen an das Angebot von arbeitsmedizinischer Vorsorge

A2.5.1.4. AMR Nr. 13.4 Tätigkeiten an Bildschirmgeräten

A2.5.1.5. AMR Nr. 13.2 Tätigkeiten mit wesentlich erhöhten körperlichen Belastungen mit Gesundheitsgefährdungen für das Muskel-Skelett-System

A2.5.1.6. AMR Nr. 13.3 Tätigkeiten im Freien mit intensiver Belastung durch natürliche UV-Strahlung von regelmäßig einer Stunde oder mehr je Tag

A2.5.1.7. AMR Nr. 6.7 Pneumokokken-Impfung als Bestandteil der arbeitsmedizinischen Vorsorge bei Tätigkeiten mit Gefahrstoffen durch Schweißen und Trennen von Metallen

A2.5.1.8. AMR Nr. 14.2 Einteilung von Atemschutzgeräten in Gruppen

A2.6. List of Occupational Medical Examination/Consultation.

A2.6.1. Occupational health care is regulated by the “Ordinance on Preventive Occupational Health Care” (ArbMedVV). Occupational health care within the meaning of this regulation relates to certain hazardous activities or exposures. Below is a list of important health care examinations for the three possible types of health care (mandatory health care, optional health care, and elective health care). The list is not exhaustive.

A2.6.1.1. Arbeitsmedizinische Vorsorge - Lärm

A2.6.1.2. Arbeitsmedizinische Vorsorge - Hauterkrankungen

A2.6.1.3. Arbeitsmedizinische Vorsorge - Fahr-, Steuer- und Überwachungstätigkeiten

A2.6.1.4. Arbeitsmedizinische Vorsorge - Arbeiten mit Absturzgefahr

A2.6.1.5. Arbeitsmedizinische Vorsorge - Berufliche Auslandsreisen

A2.6.1.6. Arbeitsmedizinische Vorsorge - Bildschirmarbeitsplätze

A2.6.1.7. Arbeitsmedizinische Vorsorge - Tätigkeiten mit Infektionsgefährdung

A2.6.1.8. Arbeitsmedizinische Vorsorge - Mineralischer Staub

A2.6.1.9. Arbeitsmedizinische Vorsorge - Asbesthaltiger Staub

A2.6.1.10. Arbeitsmedizinische Vorsorge - Blei oder seine Verbindungen

A2.6.1.11. Arbeitsmedizinische Vorsorge - Schweißrauche

- A2.6.1.12. Arbeitsmedizinische Vorsorge - Krebserzeugende und erbgutverändernde Gefahrstoffe
- A2.6.1.13. Arbeitsmedizinische Vorsorge - Nachtschichtarbeit (ArbZG)
- A2.6.1.14. Arbeitsmedizinische Vorsorge - Atemschutzgeräte
- A2.6.1.15. Arbeitsmedizinische Vorsorge - Benzol
- A2.6.1.16. Arbeitsmedizinische Vorsorge - FSME
- A2.6.1.17. Arbeitsmedizinische Vorsorge - Isocyanate
- A2.6.1.18. Arbeitsmedizinische Vorsorge - Masern
- A2.6.1.19. Arbeitsmedizinische Vorsorge - Mumps
- A2.6.1.20. Arbeitsmedizinische Vorsorge - Windpocken
- A2.6.1.21. Arbeitsmedizinische Vorsorge - Röteln
- A2.6.1.22. Arbeitsmedizinische Vorsorge - Hartholzstäube

Attachment 3

APPOINTMENT SAMPLE LETTERS

A3.1. Use. Each applicable USAFE-AFAFRICA subordinate and/or affiliated organization must document the appointment of the Safety Representative (**Paragraph 3.6.1**) and the First Aider (**Paragraph 3.6.6**) and maintain a file copy. This appointment must be signed by the commander.

Figure A3.1. SAFETY REPRESENTATIVE APPOINTMENT LETTER (SAMPLE Front).

<p>CERTIFICATE OF APPOINTMENT</p> <p>Appointment as Safety Representative</p>
<p>According to § 22 Social Insurance Code, Book VII (SGB VII), § 20 DGUV Regulation 1 "Principles of Prevention"</p>
<p>Mrs. / Mr. ____ (First and Last Name) _____</p>
<p>Is hereby appointed as Safety Representative for __ (Unit/Office Symbol) ____</p>
<p>The Safety Representative shall implement and support the occupational health and safety program for all ____ (Name of the Unit) _____, RAMSTEIN AIR BASE operations.</p> <p>Associated tasks, in accordance with Section 22 (2) SGB VII, are listed on page 2 and should be carried out within normal working hours. There is no separate compensation for performing these tasks. Safety Representatives must not be disadvantaged because of the fulfillment of the assigned tasks.</p>
<p>_____</p> <p>Date</p>
<p>_____</p> <p>Signature of the Commander/Chief</p>
<p>_____</p> <p>Signature of the Works Council (works council or staff council)</p>
<p>I agree to perform unit Safety Representative duties. With my signature I consent to my data being announced within the organization (safety board). I have been informed of my duties and rights (see back page)</p>
<p>_____</p> <p>Signature of the Safety Representative</p>

Figure A3.2. SAFETY REPRESENTATIVE APPOINTMENT LETTER (SAMPLE Back).**Primary Safety Representative Tasks:**

1. Become familiar with the potential hazards and risks in the workplace and applicable Occupational Safety Regulations (Accident Prevention regulations).
2. Conduct workplace safety inspection (accompanied by a manager or supervisor if possible) pay particular attention to the following:
 - The presence, use and effectiveness of safety devices and extraction systems on work machines
 - Use of personal protective equipment such as goggles, head, hand and foot protection;
 - Condition of tools and electrical equipment, including storage and care;
 - Dangers that can arise from the storage and handling of hazardous substances and biological agents;
 - Correct labeling, storage and safe transport of materials, hazardous substances
 - Safe walking and working areas, covering of pits and hatches, safe condition of ladders and steps;
 - Cleanliness and order, separation and provision of waste in accordance with operational requirements.
 - General overall safety and health conditions in the workplace and of work practices employed to protect employees
3. Notifies work colleagues of unsafe and dangerous behavior - if necessary repeatedly - e.g. Recklessness, overestimation of one's own physical strength, disregard for accident and health risks;
4. Informs new employees about risks and hazards in the workplace in addition to the (initial) instructions from the supervisors.
5. Provides suggestions for improving occupational safety and health based on observations and experiences, and encourages colleagues to suggest improvements in these areas;
6. Immediately informs supervisor of safety deficiencies and hazards.
7. Informs the supervisor of accidents, including those without consequences (near-accidents), so that the supervisor can investigate the causes to prevent recurrence.

A prerequisite for successful work by the safety representative is trustful cooperation with the supervisors and a good relationship with fellow work colleagues. Cooperation with work colleagues and the safety representative's own active participation in occupational health and safety initiatives and compliance with established standards are usually necessary for establishing an effective program.

Figure A3.3. FIRST AIDER APPOINTMENT LETTER (SAMPLE Front).

CERTIFICATE OF APPOINTMENT	
Appointment as First Aider	
According to § 26 DGUV Regulation 1 "Principles of Prevention"	
Mrs. / Mr.	

Is hereby appointed as First Aider for the unit / department of the unit	

(Name of the Unit)	
<p>First aiders help ensure first aid measures are taken in the unit when necessary. In the event of accidents, or occupational , they carry out appropriate first aid measures until the injured or ill person can obtain greater medical care. First responders require specialized training.</p> <p>Associated tasks in accordance with DGUV Information 204-022 are listed on page 2 and are performed within normal working hours. There is no separate compensation for performing these tasks.</p>	

Place and date	

Signature of the Commander/Chief	

Signature of the Works Council (works council or staff council)	
<p>I agree to perform unit First Aider duties. With my signature I consent to my data being announced within the organization (safety board). I have been informed of my duties and rights (see back page).</p>	

Signature of the Safety Representative	

Figure A3.4. FIRST AIDER APPOINTMENT LETTER (SAMPLE Back).**Tasks of the First Aider**

The First Aider has the following tasks in particular:


The tasks of the First Aider result from the type and scope of the training and further education. In the field of first aid, they are only allowed to exercise first aid corresponding to their level of training.

Always keep in mind that first aid treatment executed by a layperson is only a first initial medical response and not a substitute for advanced medical or professional measures. Within the framework of training and further education, it is your responsibility to take the necessary immediate measures in the event of an emergency and to care for the injured until professional medical personnel assume responsibilities.

While it is important to be ready and assist in an emergency, it is not the only consideration. The first aider must also provide help in cases that do not reach the degree of a life-threatening disorder.

In units in which there are no paramedics or a company physician on site, it is the job of the first aider to provide first aid to the injured with minor injuries, and if necessary, organize the transport to the next medical treatment facility.

Figure A3.5. FIRST RESPONDER APPOINTMENT LETTER (PATTERN 2).



DEPARTMENT OF THE AIR FORCE 52D

<Date>

MEMORANDUM FOR <Base Safety>

FROM: <Unit/Shop>

SUBJECT: Ernennung zum Ersthelfer
(Local National (LN) First Aider Announcement)

1. Nach der Deutschen Gesetzlichen Unfall Versicherungs (DGUV) Vorschrift 1 § 26, hat jede Dienststelle mit regelmässig mehr als 2 bis 20 Beschäftigten mindestens einen (1) Ersthelfer zu ernennen. *(IAW German Federal Accident Insurance Regulation 1, Paragraph 26, each workplace with more than 2 to 20 LN employees has to announce at least 1 LN First Aider.)*
2. Ersthelfer tragen dazu bei, dass bei Bedarf Erste-Hilfe-Massnahmen in der Abteilung ergriffen werden. Ebenso bei Arbeits-/Unfällen geeignete Erste-Hilfe Massnahmen durchzuführen, bis die verletzte oder kranke Person den Rettungskräften übergeben wird. *(Help ensure first aid measures are taken in the unit when necessary. Also in the event of accidents, or occupational, they carry out appropriate first aid measures until the injured or ill person can obtain greater medical care.)*
3. <Frau/Herr (Ms./Mr.) Name> wird für den folgenden Arbeitsbereich zum Ersthelfer benannt *(is announced as First Aider for this operational area):* <Shop/Area Name>

Unterschrift Dienststellenleiter *(signature unit commander)*

Unterschrift Ersthelfer *(signature First Aider)*

Ich bin mit den Aufgaben als Ershelfer einverstanden. Mit meiner Unterschrift stimme ich zu, dass meine Daten innerhalb der Organisation bekannt gemacht werden (Safety Board). Ich wurde über meine Rechten und Pflichten informiert (siehe Rückseite). *(I agree to perform First Aider duties. With my signature I consent to my data being announced within the organization (safety board). I have been informed of my duties and rights (see backpage)).*

Unterschrift Betriebsvertretung *(signature works council)*

Figure A3.6. "SAMPLE RISK ASSESSMENT".

Occupational Safety Risk-Assessment

Unit: Created on: Click or tap here to enter text.

Subject/Work area: Created by: Click or tap here to enter text.

Identified Hazard <i>(Description)</i>	Initial Risklevel	Control/Safety measure	Need for action	Implementation		Residual Risklevel	Effectiveness	
				Who	Until when		Effective on	Monitored by
I. Sub-Task/Sub-Step:								
	<div style="display: flex; flex-direction: column; align-items: center; gap: 5px;"> <div style="width: 10px; height: 10px; background-color: red;"></div> <div style="width: 10px; height: 10px; background-color: yellow;"></div> <div style="width: 10px; height: 10px; background-color: green;"></div> </div>					<div style="display: flex; flex-direction: column; align-items: center; gap: 5px;"> <div style="width: 10px; height: 10px; background-color: red;"></div> <div style="width: 10px; height: 10px; background-color: yellow;"></div> <div style="width: 10px; height: 10px; background-color: green;"></div> </div>		

Figure A3.7. AIR FORCE FORM 4437 "DELIBERATE RISK-ASSESSMENT".

DELIBERATE RISK ASSESSMENT WORKSHEET								
AGENCY DISCLOSURE NOTICE: Voluntary, however, failure to use may have a negative effect on mission effectiveness at all levels and lead to failure of preserving assets and safeguarding health and welfare.								
AUTHORITY: DoD1 6055.01, AFPD 90-8 and AFI 90-802. PRINCIPAL PURPOSE: Conduct a formal risk assessment and ensure the assessment is properly documented for future evaluation and reference. ROUTINE USES: Used to develop and enhance awareness and understanding of at-risk activities and behavior of personnel both on- and off-duty. SYSTEM OF RECORDS NOTICE: Not applicable.								
1. EVENT/MISSION/TASK OF RISK ASSESSMENT:								
A. EVENT DESCRIPTION					B. EVENT DATE			
2. PREPARED BY:								
A. LAST NAME, FIRST, MI			B. RANK/GRADE		C. DUTY TITLE/POSITION			
D. WORK EMAIL			E. PHONE DSN/COMM		F. UNIT			
G. UIC/CIN (as required)			H. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)					
Risk Assessment Matrix		PROBABILITY						
		Frequency of Occurrence Over Time						
SEVERITY	Catastrophic (Death, Loss of Asset, Mission Capability or Unit Readiness)	I	EH	EH	H	H		M
	Critical (Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	II	EH	H	H	M		L
	Moderate (Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)	III	H	M	M	L		L
	Negligible (Minimal Injury or Damage, Little or No Mission Capability or Unit Readiness)	IV	M	L	L	L	L	
Risk Assessment Levels EH=Extremely High H=High M=Medium L=Low								
3. SUB-TASK/SUB-STEP AND RISK ASSESSMENT (Fields expand as needed, Add, Remove and Move Sub-Task/Steps with left side controls)								
#	A. SUB-TASK/SUB-STEP	B. HAZARD	C. INITIAL RISK LEVEL	D. CONTROL	E. HOW TO IMPLEMENT WHO WILL IMPLEMENT	F. RESIDUAL RISK LEVEL		
1								
2								
G. COURSE OF ACTION								
H. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED				I. PREPARER SIGNATURE				
4. ATTACHMENTS (Once the preparer has signed files can be viewed only)								
ADD ATTACHMENTS (Include supporting files and/or photos to create a complete electronic file) <input type="button" value="Add File/Photo"/> <input type="button" value="Remove File/Photo"/> <input type="button" value="Open File/Photo"/>								
5. RISK ACCEPTANCE AUTHORITY (Once the approver has signed, the form will lock except "Risk Assessment Review" and "Feedback and Lessons Learned")								
A. APPROVAL/DISAPPROVAL OF EVENT/MISSION			B. APPROVER LAST NAME, FIRST, MI		C. RANK/GRADE			
D. ADDITIONAL INFORMATION/APPROVER COMMENTS								
E. DUTY TITLE/POSITION			F. APPROVER SIGNATURE					

Figure A3.8. "JOB SAFETY TRAINING OUTLINE (JSTO) ".

