

28 MARCH 2003



Safety

**MISAWA AIR BASE MISHAP PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 35 FW/SEG (MSgt Keith A. Williams)
Supersedes 35 FWI 91-101, 28 Jun 00

Certified by: 35 FW/SE (Lt Col T.J. Perreira)
Pages: 15
Distribution: F

This instruction establishes policy and procedures for mishap prevention program requirements and contains specific safety program management information. It implements AFD 91-2, Safety Programs.

SUMMARY OF REVISIONS

This instruction consolidates program guidance for ground, flight and weapons safety program management. The rewrite is required due to 35 FW reorganization, added tabs of the weapons safety program management book and other minor changes.

1. Ground Safety.

- 1.1. Unit Safety Program Management: Unit commanders will appoint, in writing, primary and alternate unit safety representatives in the grade of E-4 or higher to manage their safety program. Personnel appointed must have at least 12 months remaining on their DEROS and completed the USAF Supervisor's Safety Training Course. Commanders will forward a letter to the 35th Fighter Wing Safety Office (35 FW/SE) within 30 days of appointment. The unit safety representative will serve as the primary point of contact for 35 FW/SE on all matters related to safety and health in the unit. Primary and alternate unit safety representatives will receive training within 30 days of appointment.
- 1.2. The appointment of safety personnel below squadron level (i.e., branch, section, flight) is optional. The primary or alternate squadron safety representative will train these personnel.
- 1.3. Flying squadron safety personnel at squadron level and below are trained by 35 FW/SE.
- 1.4. Weapons safety personnel at squadron level and below are trained by 35 FW/SE.

2. Mishap Reporting Procedures.

- 2.1. Unit commanders and unit safety representatives are responsible for developing and publicizing mishap notification procedures within their unit. The procedures must ensure:

2.1.1. On-duty mishaps are reported by the unit safety representative to 35 FW/SE immediately, following notification of rescue, medical or law enforcement agencies as necessary. On-duty mishaps include military and civilian injuries, Air Force motor vehicle accidents (regardless of whether or not the mishap involved injury) and damage to Air Force property. After duty hours, report all mishaps to the Command Post.

2.1.2. Off-duty mishaps (military injuries only) are reported by the unit safety representative by telephone to 35 FW/SE no later than close of business the first duty day following the mishap.

2.1.3. All mishaps require a preliminary "in house" investigation. The first-line supervisor of the individual involved in the mishap will conduct the investigation and document it on 35 FW Form 33, Preliminary Ground Mishap Report (Reference [Attachment 2](#)). The unit vehicle control officer/NCO, with the assistance of the unit safety representative, will conduct investigations for Air Force motor vehicle mishaps. The investigator will forward the completed original 35 FW Form 33 through the unit safety representative to 35 FW/SE within 5 duty days of occurrence.

2.2. The 35th Medical Group will provide Admission and Disposition Reports (Report of Injury/Illness and Treatment) and copies of Patient Injury and Treatment Log to 35 FW/SE.

2.3. The 35th Maintenance Group will coordinate all outgoing Material Deficiency Reports involving maintenance and aerospace ground equipment through 35 FW/SE prior to dispatch.

2.4. The Civilian Personnel Flight will forward copies of forms CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, and CA-16, Authorization For Examination and/or Treatment, to 35 FW/SE within 2 duty days of receipt.

2.5. The Base Human Resources Office will forward copies of forms LS-201, Notice of Employee's Injury or Death; LS-202, Employer's First Report of Occupational Injury or Occupational Illness; and LS-1, Request for Examination and/or Treatment, within 2 duty days of receipt.

2.6. The Base Staff Judge Advocate will notify 35 FW/SE of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

2.7. The 35th Security Forces Squadron will provide copies of AF Form 1315, Accident Report and make the daily blotter available for review by 35 FW/SEG.

2.8. The Base Fire Department will provide copies of Nation Fire Incident Reporting System (NFIRS) form to 35 FW/SE.

2.9. The 35th Logistics Readiness Squadron will notify 35 FW/SE of all reported damage to Air Force motor vehicles. They will also provide vehicle mileage for 35 FW fleet vehicles by the fifth workday of the month.

2.10. The Civilian Personnel Flight will provide a civilian monthly strength report to 35 FW/SE by the fifth workday of the month.

2.11. The 35th Mission Support Squadron Personnel Employments section will provide a military monthly strength report to 35 FW/SE by the fifth workday of each month.

3. Unit Safety Officer/NCO Responsibilities.

3.1. Unit safety representatives (USR) manage the safety program within their organization and accomplish, as a minimum, the following duties:

- 3.1.1. Serve as unit's primary point of contact for matters pertaining to safety.
- 3.1.2. Report all mishaps to 35 FW/SE by telephone, pending completion of the 35 FW Form 33.
- 3.1.3. Conduct and document at least one spot inspection per month of unit workplaces and operations. All units/sections must be inspected within each quarter. For some USRs, that means more than one spot inspection per month. Documentation will include:
 - 3.1.3.1. The area/operation inspected.
 - 3.1.3.2. Date of the inspection.
 - 3.1.3.3. Discrepancies identified.
 - 3.1.3.4. Corrective action taken or planned.
 - 3.1.3.5. Date corrective action was completed.
- 3.1.4. Perform a formal annual inspection of unit office/administrative areas. The USR will use the Administrative Inspection Checklist provided as **Attachment 1** for safety compliance. The USR will document the report on a Safety Inspection Report or in memorandum format. A 35 FW/SE staff representative will review the report during the annual unit evaluation.
- 3.1.5. Conduct and document a self-assessment 180 days after 35 FW/SE inspections/evaluation.
- 3.1.6. All open items from 35 FW/SE inspections/evaluations require follow-up and a status reported to 35 FW/SE every 30 days until abated.
- 3.1.7. Accompany 35 FW/SE staff during the annual safety evaluation/inspection of their organization.
- 3.1.8. Monitor the Hazard Reporting Program.
- 3.1.9. Identified hazards should be corrected at the lowest possible level within the squadron; however, supervisors and USR will report all hazards identified on AF Form 457, USAF Hazard Report, to 35 FW/SE for investigation. USRs and supervisors will ensure unit personnel are aware of their right to formally report hazards directly to 35 FW/SE.
- 3.1.10. Conduct monthly safety briefings. Separate safety meetings are not required; however, USRs will maintain documentation of topics discussed at commander's calls, work formations, staff meetings, etc. Flying squadrons will hold monthly ground/flight safety meetings. Flying squadrons do not need to convene a safety meeting during months when a wing quarterly flying safety meeting is held. All personnel who fly will attend this meeting.
- 3.1.11. Maintain safety bulletin boards.
 - 3.1.11.1. USRs will post a safety bulletin board in each unit facility or major work center in a conspicuous location. If space is limited, post materials in a segregated section of another unit bulletin board. The area will be neat and orderly and contain only safety-related items. As a minimum, the following will be posted:
 - 3.1.11.2. AFVA 91-307, Air Force Occupational Safety and Health Program.
 - 3.1.11.3. Unit mishap notification procedures.
 - 3.1.11.4. Form CA-10, What A Federal Employee Should Do When Injured at Work, if the unit employs civilians.

- 3.1.11.5. Instructions for completing AF Form 457 with blank copies of the form.
- 3.1.11.6. Current mishap prevention information (posters, flyers, safety grams, etc.).
- 3.1.11.7. Annual and baseline Base Bioenvironmental Engineer (BEE) industrial hygiene surveys and reports. Post these on affected shop/section safety bulletin boards for 10 days after receipt to allow all workers free access to the findings. This action is mandatory. 35 FW/SE will inspect this during program evaluations.
- 3.1.11.8. USR, duty section, and phone numbers.
- 3.1.12. Attend the 35 FW/SE training meeting held periodically. This meeting is the primary forum for providing USRs information on changes in safety policies and standards, discussing mishap prevention processes and providing additional training. Attendance by 35 FW unit ground safety representatives is mandatory. 35 FW/SE will assess this during program evaluations.
- 3.1.13. As a minimum, unit safety representatives will maintain the following safety publications:
 - 3.1.13.1. Air Force Index 17, Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications.
 - 3.1.13.2. AFI 91-202, The US Air Force Mishap Prevention Program.
 - 3.1.13.3. AFI 91-204, Investigating and Reporting US Air Force Mishaps.
 - 3.1.13.4. AFI 91-207, The US Air Force Traffic Safety Program.
 - 3.1.13.5. AFI 91-301, Air Force Occupational and Environmental, Safety, Fire Prevention and Health (AFOSH) Program.
 - 3.1.13.6. AFMAN 91-201, Explosives Safety Standards (if applicable).
 - 3.1.13.7. All AFOSH standards applicable to unit workplaces and operations.
- 3.1.14. Monitor job safety, fire prevention and occupational health training. USRs will ensure supervisors conduct and document training as prescribed in Chapter 4 of this instruction.
- 3.1.15. Maintain a safety continuity book. The book will contain the following tabs:
 - 3.1.15.1. Tab A: Unit AFOSH representative appointment memorandum and record of training.
 - 3.1.15.2. Tab B: Listing and location of all applicable safety publications and standards.
 - 3.1.15.3. Tab C: Unit Mishap Data.
 - 3.1.15.3.1. Unit Mishap Log: A paper copy form or computer database will be used to track unit mishap history and for trend analysis. As a minimum, the log will show the mishap date, rank/grade of personnel involved, duty status, workdays lost (if applicable), property damage costs and a brief synopsis of the mishap.
 - 3.1.15.3.2. Copies of 35 FW Form 33, Preliminary Ground Mishap Report (maintain 1 year).
 - 3.1.15.4. Tab D: Inspections.
 - 3.1.15.4.1. Spot inspection log (maintain for minimum of 1 year).

- 3.1.15.4.2. Copy of the last office area inspection report.
- 3.1.15.4.3. Copy of the last wing annual safety evaluation/inspection report.
- 3.1.15.4.4. Copies of wing spot, special and high-interest area inspections.
- 3.1.15.5. Tab E: Safety Meeting Minutes (maintain 1 year).
 - 3.1.15.5.1. Quarterly Integrated and Health Safety Council Minutes.
 - 3.1.15.5.2. Internal safety meeting minutes or record of topics discussed at commander's calls, staff meetings, etc.

4. Safety Fire Prevention and Health On-the-Job Training (OJT).

4.1. Supervisors must provide specialized safety and health OJT (includes Air Force Hazard Communication Program Training) to all Air Force personnel. Provide training to individual prior to their performance of assigned duties. Supervisors will document training for all workers, including personnel assigned to administrative areas and summer-hire employees, on AF Form 55, Employee Safety and Health Record. The AF Form 55 must be signed by both the supervisor and trainee. Develop lesson plans for training which address the specific hazards of the employee's job task and work environment. As a minimum, lesson plans will address, in detail, each item identified in Attachment 5 of AFI 91-301.

5. Safety Meetings.

5.1. Safety Meetings:

5.2. Integrated Safety Council (ISC):

5.2.1. The ISC serves as a forum for discussion of occupational safety and health (OSH) problems, to advise the installation commander on OSH-related matters and make recommendations to the commander on resolution of OSH problems.

5.2.2. Council meetings are conducted quarterly and chaired by the installation commander or designated representative.

5.2.3. Mandatory members include: Unit commanders, civilian employee representatives and representatives from civil engineering, resource management, civilian personnel, wing safety, fire prevention, environmental health and bioenvironmental engineering. Representatives of recognized employee organizations are also invited.

5.3. Unit Safety Representatives Meeting: This meeting serves as a forum for discussion of Air Force-, command-, and wing-level safety management policy and procedures. This meeting is conducted periodically and is chaired by the wing ground safety manager.

6. Course II, Local Conditions.

6.1. In addition to permanently assigned personnel, commanders will ensure personnel TDY to their unit, regardless of the length of stay; attend Course II, Local Conditions. The USR or unit Vehicle Control Officer/Noncommissioned Officer should give the Local Conditions briefing to TDY personnel. This briefing will be documented with the date, time and the name of persons who were briefed.

7. Training for Motorcycle Operators.

7.1. 35 FW/SE provides a motorcycle safety course for Misawa AB personnel: The Motorcycle Rider's Course: Riding and Street Skills (MRC:RSS) for novice riders.

7.2. All Air Force military personnel who operate a motorcycle, motor scooter or moped (on or off the installation) must complete training within 30 days of inprocessing or upon purchase of a motorcycle. All DAF civilian personnel who wish to operate a motorcycle, motor scooter or moped on the installation must also attend this training.

7.3. Training candidates will contact 35 FW/SE to schedule training. Proof of prior training is possession of a valid Motorcycle Safety Foundation (MSF) course completion card.

8. Unit Commander Orientation.

8.1. The chief of safety or ground safety manager will provide an overview on the status of their safety program to incoming unit commanders.

9. Inspection/Evaluations.

9.1. Each wing organization will receive a formal annual Safety Program Evaluation and Facilities/Operations Inspection. The 35 FW/SE staff conducts the evaluation and inspection. 35 FW/SE utilizes the IG inspection rating systems as outlined in AFI 90-201, 2.2.3, to grade all PACAF units. To ensure effective unit safety program management, the wing safety staff evaluates the following program areas annually:

- 9.1.1. Commander support and involvement in mishap prevention.
- 9.1.2. Quality and depth of internal safety inspections.
- 9.1.3. Adequacy and timeliness of mishap reporting.
- 9.1.4. Hazard reporting program.
- 9.1.5. Mishap prevention information provided to unit personnel.
- 9.1.6. Safety bulletin boards.
- 9.1.7. Safety meeting, briefings, etc.
- 9.1.8. Attendance at wing safety meetings.
- 9.1.9. Quality and effectiveness of job safety training.
- 9.1.10. Publications maintenance.
- 9.1.11. Mishap experience.
- 9.1.12. Participation in safety education courses.
- 9.1.13. Complaints and grievances involving safety programs.
- 9.1.14. Environmental Compliance Assessment & Management Program (ECAMP).
- 9.1.15. Confined Space Program.
- 9.1.16. Lockout Tagout Program.

10. Flight Safety.

10.1. Flying Squadron Safety Program Management.

10.1.1. Flying squadron commanders will appoint, in writing, a Squadron Flight Safety Officer (SFSO) and an Additional Duty Flight Safety Officer (ADFSO) to manage their flying safety program IAW AFI 91-202 (reference PACAF Supplement para 2.1. thru 2.1.7.2.). Personnel appointed must have at least 12 months remaining on their DEROS. Commanders will forward a memorandum to 35 FW/SE within 30 days of appointment. The SFSO/ADFSO will serve as the squadron's primary points of contact for 35 FW/SE on all matters related to flight safety. SFSOs and ADFSOs will receive training from 35 FW/SEF within 30 days of appointment.

10.1.2. SFSOs are their unit's point of contact for flight safety issues. They will work at 35 FW/SE a minimum of 1 day per week, exercise and TDY commitments permitting. This will expose them to wing staff issues and better prepare them to take over the wing position in the absence of the WFSO.

10.1.3. During the WFSO's absence (TDY, leave, etc.), an SFSO will be appointed by the 35th Fighter Wing Chief of Safety to act as WFSO. The acting WFSO will respond to major accidents (exercise or real world) and serve as the wing commander's flight safety representative.

10.1.4. Squadron safety offices will coordinate their respective squadron's flight safety program with wing flight safety to ensure continuity and standardization with their sister squadron.

10.1.5. Flying squadron commanders will appoint in writing a maintenance flight safety representative (MFSR) to act as a maintenance liaison for the squadron's flying safety program. Commanders will forward a memorandum to 35 FW/SE within 30 days of appointment. The MFSR will assist the SFSO/ADFSO in flying safety matters concerning maintenance to include mishap and hazard investigation.

10.1.6. Deployment commanders will ensure a flight safety representative is designated for all flying deployments. The designated deployment flight safety representative will be a qualified flight safety officer (wing flight safety officer (WFSO), SFSO or ADFSO). Commanders will ensure 35 FW/SE is notified of who the designated deployment flight safety representative is prior to the deployment.

10.1.7. Organizations that have qualified personnel to serve on mishap investigation boards will forward in writing a list of potential mishap investigation board members to 35 FW/SE. The primary tasked organizations are: 13 FS, 14 FS, 35 OSS, 35 AMXS, 35 AMDS and 35 MXS. Personnel identified will have had formal training either through the Air Force Safety Center (AFSC) or local training through 35 FW/SE on mishap investigation procedures. Formal training through AFSC includes the Aircraft Mishap Investigation Course (AMIC), Jet Engine Mishap Investigation Course (JMIC), Flight Safety Officer (FSO) Course, Flight Safety NCO (FSNCO) Course and Mishap Investigation Board President Course. Personnel required for mishap investigation boards are maintenance members, flight surgeons, life support officers, weather officers, ATC representatives, board president, pilot members and investigating officers.

10.1.7.1. 13 FS and 14 FS will identify as potential mishap board members a minimum of two pilot members, one life support officer and one investigating officer. 35 AMXS will identify as potential mishap board members a minimum of two (one from each AMU) maintenance officers. All qualified personnel within the squadrons should be identified in order to ensure the

required board could be convened on a short-notice basis.

10.1.7.2. The list of potential board members will be maintained by 35 FW/SE and a copy of the list will be forwarded to HQ PACAF/SE. The list will be used for selecting members to convene an Interim or Permanent Mishap Investigation Board at Misawa AB or other PACAF bases.

10.1.7.3. Organizations with personnel identified as Potential Mishap Board Members will update the list with 35 FW/SE no later than the end of each fiscal quarter. The update will include TDY and leave planned for the individuals.

11. Flying Safety Meetings.

11.1. Flying Safety Meetings:

11.2. The wing flight safety office will host a quarterly flying safety meeting chaired by the installation commander or representative. Flying unit SFSO and ADFSO will assist the WFSO as required and schedule permits. A copy of the meeting minutes will be forwarded to all applicable units.

11.3. Squadrons will conduct at least one safety meeting per month. These meetings may be combined with Operations meetings or Squadron Commander's calls. Squadrons will forward a copy of the meeting minutes to 35 FW/SEF.

12. Mishap Investigation and Deployment Safety Kits.

12.1. Mishap Investigation and Deployment Safety Kits:

12.2. The wing flight safety office will maintain a mishap investigation kit for Misawa AB. The kit content will be determined by wing flight safety office.

12.3. The wing flight safety office will maintain a deployment safety kit. These kits may be used by the deployment safety representative for flying deployments. The kits will be returned no later than 2 weeks after returning from the deployment.

13. Continuity Folder

13.1. WFSO, SFSO, and MFSR will maintain a continuity folder which defines their jobs, identifies points of contact, lists applicable regulations, etc. Minimum requirements for flight safety continuity folders are as follows:

13.1.1. Index or table of contents.

13.1.2. List of applicable publications.

13.1.3. SFSO/MFSR job description and outline or responsibilities.

13.1.4. Letters of appointment and training.

13.1.5. Unit inspection information, including spot inspection programs.

13.1.6. Mishap investigation reporting.

13.1.6.1. Notification procedures within and outside the unit.

13.1.6.2. Listing of reportable mishaps as outlined in AFI 91-204.

13.1.7. Squadron safety offices will maintain, as a minimum, the publications outlined in AFI 91-202 (Reference PACAF Supplement para 7.13.1.6.).

14. Mishap Notification.

14.1. Timely investigation of a mishap depends on prompt notification so perishable evidence can be preserved. Report all mishaps, incidents, and/or unusual occurrences to the safety office. The following mishap notification procedures apply:

14.2. The command post will notify the safety office of any mishaps, incidents, or unusual safety-related occurrences. After normal duty hours, command post will notify the standby safety representative IAW the standby duty roster provided by 35 FW/SE.

14.3. During deployments, the deployed FSO will inform the host safety office, if appropriate, as well as the 35 FW/SE, of any mishaps, incidents or unusual occurrences.

14.4. The 13th and 14th AMU Debrief Sections will maintain a listing of reportable mishaps. Any mishap, incident or unusual occurrence will be reported to the Maintenance Operations Center (MOC) and the SFSO or MFSR.

14.5. Transient alert will report any mishap, incident or unusual occurrence with transient aircraft to the MOC.

14.6. The MOC will report any mishap, incident, or unusual occurrence to the command post who will report IAW this instruction, para 2.

15. Mishap Response Plan.

15.1. 35 FW/SE is the OPR for 35 FW OPLAN 91-204, Mishap Response Plan. Squadron safety offices will maintain a copy of a 35 FW OPLAN 91-204 (Mishap Response Plan) and OPLAN 32-1 (Misawa Air Base Peacetime Disaster Operations Plan) and ensure they are available to key personnel, if required.

16. Privileged Limited Use Information.

16.1. Flight safety is responsible for briefing squadron/unit safety representatives on procedures of handling privileged, limited-use documents. The representatives are in-turn responsible for briefing their squadron/unit personnel on these procedures annually. Flight safety will distribute a point paper, which outlines responsibilities for handling privileged, limited-use information.

17. Mishap Data.

17.1. Any request for mishap data will be made through the 35th Fighter Wing Flight Safety Office.

18. Weapons Safety

18.1. The Weapons Safety Program Management (WSPM) Book. This book provides unit weapons safety personnel with a one-source continuity document for records retention. The book contains the Unit Weapons Safety program elements and the Unit Safety Representative responsibilities. A neat, efficient, and functional book is an asset to the unit program and provides for a smooth transition between unit safety personnel. They should review the contents of the book quarterly to eliminate out-

dated material. If retention of an item is questionable, ask Wing Weapons Safety for guidance. The WSPM book will be organized with the following tabs, and contain the identified information:

18.1.1. TAB A: Appointment Letters; Records of Additional Duty Weapons Safety NCO (ADWSNCO) Training (conducted by Wing Weapons Safety); Documentation of Initial/Annual Explosive Safety Training (for all unit personnel that handle/transport munitions).

18.1.2. TAB B: AF Form 2047, Explosive Facility license(s): Maintain a copy of all explosives facility license(s) in the WSPM book and post a copy of the license at each licensed explosive storage location. Make sure the license is current and accurate (Note: licenses expire 12 months after approval). The type and/or quantity of stored explosives cannot exceed what is on the license.

18.1.3. TAB C: Operating Instructions/Checklists (maintain copy of 35 FW/SEW coordination).

18.1.4. TAB D: Lesson Plan and Tests. Develop lesson plans for explosive/missile safety training. Individuals receiving explosive/missile safety training must take a closed book or Air Force approved computer-based test at the conclusion of initial and annual training session. Develop two “distinctively different” explosive/missile safety tests. All lesson plans and tests must be coordinated through the 35 FW/SEW prior to use and annually thereafter. Maintain the results of the test (by score) for all individuals who require testing.

18.1.5. TAB E: Wing Weapons Safety Annual Inspection Report. Maintain the last two reports on file with corrective actions.

18.1.6. TAB F: Spot Inspection Log. Maintain a record of monthly spot inspections (required one per month in each area where explosive operations are conducted).

18.1.7. TAB G: Mishap reporting procedures and reports. Maintain copies of actual mishaps that happen in your unit.

18.1.8. TAB H: Hazard Reporting Procedures. Maintain copies of AF Form 457, *USAF Hazard Report* here.

18.1.9. TAB I: 35 FW/SEW Weapons Safety Evaluation Checklist.

18.1.10. TAB J: 35 FW/SEW Weapons Safety Training Guide.

18.1.11. TAB K: General Correspondence and Miscellaneous Information (i.e., newsletters, safety flashes, cross-tells, meeting minutes, educational material, etc.).

18.2. Explosives Loss Prevention. The cardinal principle of explosives safety states, “Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.” Exposure is the key. Specifically, by limiting exposure, we minimize the effects of a mishap and preserve our combat capability. This concept of loss prevention equates to three general precautions:

18.2.1. Identify explosives by their hazard class/division to aid emergency response personnel.

18.2.2. Store explosives according to authorized compatibility groups to limit the magnitude of an unintended detonation.

18.2.3. Separate explosives from each other and adjacent areas IAW Quantity-Distance criteria to save us from being destroyed by our own explosives.

18.2.4. Note: The basis for these precautions is established in DoD Standard 6055.9 and OSHA Standard 1910.109. AFMAN 91-201 applies these federal standards to our environment.

18.3. Weapons Safety Meetings. Wing Weapons Safety conducts ADWSNCO meetings. Attendance by the primary or alternate unit weapons safety representative is mandatory.

18.4. Local Directives. Units will forward all operating instructions, local checklists and other local directives involving explosives (i.e., storage, handling, inspection, use, etc.) to wing weapons safety for coordination prior to use. Annual review is required thereafter (units will forward all local directives to the weapons safety office annually or anytime a change is made). Review documentation will be maintained in the unit's program management book.

18.5. Construction, Modification and Change of Use. Units will coordinate with 35 FW/SEW on all plans for construction, modification or change of use of explosives facilities or facilities within the clear zones of explosives locations. Coordination must take place before the construction, modification or change of use of the facility (it takes 6-8 months to prepare site plans, submit, and receive approval from the Department of Defense Explosive Safety Board).

18.6. Safety Inspections. The purpose of inspections is to find and eliminate unsafe acts and conditions. The more successful the inspector is in finding and eliminating hazards, the safer the work environment. ADWSNCO will assist Weapons Safety during the annual assessment. ADWSNCO will also perform monthly spot inspections for the unit IAW AFMAN 91-201 and the 35 FW/SEW Weapons Safety Evaluation Checklist. The following is a list of recommended inspection points when conducting spot inspections:

18.6.1. Command Support. Mishap notification, unit policy letters and quarterly reviews of the management book are obvious indicators of commander involvement.

18.6.2. Unit Commander Briefing. Brief unit commander at least quarterly on the status of weapons safety program management. Include the following: Spot inspection results, changes to weapons safety policy, facility compliance to weapons safety standards, identified weapons safety noncompliance trends and percentage of explosive safety trained personnel (required to be 100% for personnel who operate, handle, transport, maintain, load or dispose of missiles or explosives).

18.6.3. Education and Training. Compliance with the initial and annual requirements at a minimum. Documentation of this training will be maintained. An effective training program includes videotapes, summaries of recent mishaps and safety periodicals.

18.6.4. Local Directives. All local operating instructions/directives/lesson plans affecting weapons operations require 35 FW/SEW coordination before use and annual reviews thereafter.

18.6.5. Fire Protection. There are many elements to this program including fire symbol posting, fire extinguisher availability, pre-fire plans and smoking authorization (see AFMAN 91-201, Section 2B).

18.6.6. Concurrent Operations/Unrelated Personnel. Limit exposure consistent with operational requirements. Supervisors must avoid "unnecessarily" exposing personnel and equipment to explosives.

18.6.7. Housekeeping. Refer to AFMAN 91-201, para 2.10.

18.6.8. Unserviceable/expended munitions. Segregate these items from serviceable ones and turn them in as soon as possible not to exceed 7 days. If this turn-in period is exceeded, the using organization must maintain documentation as to why it could not be met (i.e., exercises, munitions inventory, etc.). Documentation will be maintained until items are turned-in. Wing weapons safety

office will coordinate on documentation. Know the difference between unserviceable munitions and dangerously unserviceable munitions and apply the appropriate safety requirements.

18.6.9. T.O. Usage. As with all other operations, individuals performing explosives operations must use the appropriate TOs, OIs and checklists. Technical guidance will be available and used at the location where munitions operations are being conducted.

18.6.10. Safety Briefing. Individuals performing explosives operations must be briefed on the hazards involved and appropriate emergency procedures before beginning work.

18.6.11. Transportation. Vehicles used for transporting explosives must have proper placards, be equipped with two 2A10BC fire extinguishers (one inside and one outside). Fire extinguishers will be inspected daily.

18.6.12. Spot Inspections. Must be documented to provide a record for periodic review. An entry in a logbook is normally sufficient. Local forms or general-purpose forms of the Air Force series may be used. Conduct and document a spot inspection of each function within your unit once a month as a minimum.

18.7. Mishap Prevention Data Analysis. A service wing weapons safety can provide your unit is data analysis. For example, at a unit's request 35 FW/SEW review spot inspection logs to determine if the unit has any particular violation with any frequency. At the other end of the spectrum, we can study reliability of a certain system or the frequency of occurrence. Weapons safety maintains source support material for a wide range of topics related to weapons safety. 35 FW/SE is always ready to study a specific issue or provide informal evaluations anytime in the interest of mishap prevention.

18.8. References required for the ADWSNCO to perform required duties. AFMAN 91-201, Explosive Safety Standards; AFI 91-202, The US Air Force Mishap Prevention Program; AFI 91-204, Safety Investigations and Reports, Additional Duty Weapons Safety Representative Guide (provided to you at the time of your training by Wing Safety) and this Instruction.

DANA T. ATKINS, Brigadier General, USAF
Commander

Attachment 1

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPN	DATE	
ADMINISTRATIVE AREAS ANNUAL INSPECTION CHECKLIST		35		
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
	<p>This checklist will be used to inspect annual administrative areas as required by 35 FWI 91-101. Administrative inspection report will be presented to the Wing Safety inspector in letter format.</p> <p><u>FLOOR SURFACES/STAIRS/LADDERS (AFOSH STD 91-501)</u></p> <ol style="list-style-type: none"> Are spills being cleaned up as soon as they occur and not being left? Are worn spots, torn carpet or chipped tiles repaired/replaced as needed? Are aisles (include open offices with systems furnishings) leading to corridors and exits kept clear at all times? Are handrails provided and secured? Are stairs risers in good condition and not in need of repair? Are stepladders provided for hard to reach areas? Are metal/metal reinforced ladders stenciled with, "DANGER -DO NOT USE AROUND ELECTRICAL EQUIPMENT"? <p><u>HOUSEKEEPING (AFOSH STD 91-66)</u></p> <ol style="list-style-type: none"> Are areas kept in a neat manner and combustible/flammable materials not allowed to accumulate? Are materials stacked at least 18 inches below ceiling fire-sprinkler deflectors? Are electrical cords kept from under rugs or carpets? Are files on top of cabinets stacked neatly and kept from creating a hazard? <p><u>ELECTRICAL (AFOSH STD 91-66)</u></p> <ol style="list-style-type: none"> Are electrical panels/breaker boxes unobstructed? Are circuit breakers labeled to show their purpose? Are electrical cords in good condition and not frayed or worn? Are extension cords unplugged daily and not used as permanent wiring? Are all electrical outlets covered with the proper faceplate and without damage? Are surge protectors used properly (not linked together)? 			

		PAGE	OF	PAGES
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	YES	NO	N/A
	<p><u>LIFTING (AFOSH STD 91-66)</u></p> <p>In areas where lifting of paper or equipment is frequent, is a hand cart or dolly available?</p> <p><u>HAZCOM (AFOSH STD 161-21)</u></p> <p>Are containers labeled to show their contents?</p> <p><u>FIRE SAFETY (35 FWI 32-2001)</u></p> <p>1. If space heaters are used, have they been approved by the Base Fire Chief in writing?</p> <p>2. Are drapes and other combustible items clear of heaters?</p> <p><u>EXITS (NFPA 101)</u></p> <p>1. Are exits marked (visible exit signs) and arranged so that the way to a place of safety is indicated in a clear manner?</p> <p>2. During inclement weather, is snow and ice removed so that exits are accessible and slipping hazards are eliminated?</p> <p>3. Is any door, passage or stairway which is neither an exit nor a way of exit access, and is located where it could be mistaken for an exit marked with a sign, "NOT AN EXIT", or similar designation, or identified as its actual use, such as "To Basement" or "Storeroom"?</p> <p>4. Are all exit doors and hardware kept in proper operating condition, not blocked or obstructed?</p>			

Attachment 2

PRELIMINARY GROUND MISHAP REPORT

PART - I PERSONAL DATA											
NAME (Last, First, MI)		RANK		AFSC/JOB SERIES		AGE		SEX		ORGANIZATION	
MISHAP DATE/TIME		DUTY STATUS ON <input type="checkbox"/> OFF <input type="checkbox"/>		TIME LOST HOSPITAL <input type="checkbox"/> QUARTERS <input type="checkbox"/>		LIGHT DUTY YES <input type="checkbox"/> NO <input type="checkbox"/>		ACTIVITY AT TIME OF MISHAP (I.E. LIFTING)		DUTY PHONE	
DESCRIPTION OF INJURIES											
MISHAP LOCATION (BE SPECIFIC, I.E. SHELTER#, MPF, #1C1)											
PART - II ON DUTY MISHAP EVENT DATA											
JOB TASK ASSIGNED		PPE REQUIRED		USED?		AVAILABLE		SERVICEABLE?		WORKER TRAINED IN USE	
TRAINING A FACTOR? YES <input type="checkbox"/> NO <input type="checkbox"/>		WEATHER A FACTOR? YES <input type="checkbox"/> NO <input type="checkbox"/>		APPLICABLE T.O./SAFETY STDS		AFOSH TRAINING MON _____ YR _____		USED? YES <input type="checkbox"/> NO <input type="checkbox"/>		ADEQUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EQUIPMENT/VEHICLE INFO		MANUFACTURER		MODEL/YEAR		LIC/REG/SERIAL#		DAMAGE DESCRIPTION		REPAIR COST	
PART - III OFF DUTY MISHAP EVENT DATA											
S & R		SPORT PLAYING?		INTRAMURAL <input type="checkbox"/>		PICK-UP <input type="checkbox"/>		RACTICE <input type="checkbox"/>		OTHER <input type="checkbox"/>	
POV MTC		SEATBELT/HELMET USED <input type="checkbox"/> NOT USED <input type="checkbox"/>		MSF TRAINING DATE (MTC ONLY)		ON BASE <input type="checkbox"/> OFF BASE <input type="checkbox"/>		WEATHER FACTOR		ALCOHOL INVOLVED?	
MISC		BURN <input type="checkbox"/> FALL <input type="checkbox"/>		CUT <input type="checkbox"/> LIFTING <input type="checkbox"/>		OTHER <input type="checkbox"/>		OTHER FACTORS			
PART - IV BRIEF NARRATIVE											
COMMANDER'S REVIEW											
SUPERVISOR'S NAME / RANK / SIGNATURE								DUTY PHONE			
COMMANDER'S SIGNATURE										WING SAFETY	