

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 91-202

**374TH AIRLIFT WING COMMAND
Supplement 1**

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Safety

**THE US AIR FORCE MISHAP PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all assigned, attached, and associate Pacific Air Forces (PACAF) units at Yokota Air Base (AB).

SUMMARY OF REVISIONS

The following changes have been made to this supplement. Unnecessary guidance has been eliminated to the maximum extent possible. Expands guidance on squadron flight safety officers (FSO) to include instructor flight nurses. Clarifies guidance regarding selection and appointment of unit safety representatives (USR) and additional-duty weapons safety representatives. Expands on the duties and responsibilities of USRs. Clarifies mishap-reporting procedures for supervisors and USRs. Eliminates the requirement for units to perform semi-annual seatbelt surveys. New or revised material is indicated by a (|).

AFI 91-202, 1 August 1998, is supplemented as follows:

2.1.2.1.(PACAF). Squadron assigned flight safety officers (SAFSO) should be either an aircraft commander, an instructor navigator, or an instructor flight nurse.

2.3.1. Unit commanders must select a primary and alternate USR officer or noncommissioned officer (NCO), knowledgeable in the mission and activities of the unit to act in the capacity of a USR. Individuals must have a minimum of 12 months retainability. Appointment of a primary and alternate must be by letter with a copy sent to the 374th Airlift Wing Safety (374 AW/SE) and another retained in the unit's ground safety management book (GSMB).

2.7.1. The Quarterly Integrated Safety Council combines the Installation Safety Council, Occupational Safety and Health Council, Airfield Safety Council, and Weapons Safety Council. Members consist of

the 374 AW Commander (374 AW/CC) and the 374 AW Vice Commander (374 AW/CV), as chairman and vice chairman, the 374 AW group commanders, the 730th Air Mobility Squadron Commander (730 AMS/CC), all assigned squadron commanders (the 374th Medical Support Squadron Commander [374 MDSS/CC] will represent both the 374th Dental Squadron Commander [374 DS/CC] and the 374th Medical Operations Squadron Commander [374 MDOS/CC]), associate PACAF unit commanders, representatives from the 374 AW Judge Advocate (374 AW/JA), 374 AW/SE, the 374th Civil Engineer Squadron Fire Protection Flight (374 CES/CEF), the 374th Aerospace Medicine Squadron Bioenvironmental Engineering Flight (374 AMDS/SGPB), the 374 AMDS Public Health Flight (374 AMDS/SGPM), and the 374th Mission Support Squadron Civilian Personnel Flight (374 MSS/DPC).

3.1.3.2. USRs and supervisors will conduct and document monthly unit spot inspections for all areas of responsibility as prescribed by the USR guide.

3.1.3.3.(Added)(374 AW). Units will provide 374 AW Ground Safety Chief (374 AW/SEG) with a monthly update of all open Risk Assessment Code (RAC) 4 and 5 discrepancies using the RAC 4 and 5 log until all items are closed.

6.2.1.(PACAF). USRs duties and responsibilities include the following:

6.2.1.1.(PACAF).(Added)(374 AW). Within 30 days of appointment, attend training scheduled by the 374 AW/SEG staff.

6.2.1.2.(PACAF).(Added)(374 AW). Conduct monthly unit safety meeting, which may be included as a part of Commanders' Call or other unit meetings.

6.2.1.3.(PACAF).(Added)(374 AW). Maintain the unit's GSMB.

6.2.1.4.(PACAF).(Added)(374 AW). Attend the USR meetings conducted by 374 AW/SE staff.

6.2.1.5.(PACAF).(Added)(374 AW). Notify 374 AW/SE within 24 hours of all mishaps involving unit personnel. Immediately begin gathering all factual information pertaining to the mishap to include; location, individuals involved, training records, hospitalization or quarters documentation etc. Submit information gathered to the 374 AW/SE staff and assist with the mishap investigation as requested by 374 AW/SE.

6.2.1.6.(PACAF).(Added)(374 AW). Brief the unit commander monthly on the status of their unit's mishap prevention program. Document this briefing in the unit safety continuity folder. Suggested topics are mishap data, inspection findings, seat belt and motorcycle personal protective equipment use, high interest items, and identified hazards.

6.2.1.7.(PACAF).(Added)(374 AW). Maintain a current workplace identifier and location roster for the organization. The listing should include the unit designation, buildings or facilities occupied by the unit, and functional work areas. Provide 374 AW/SE with a copy of this listing and update it as required.

6.2.1.8.(PACAF).(Added)(374 AW). Ensure unit safety bulletin boards are kept current.

6.2.1.9.(PACAF).(Added)(374 AW). Serve as the unit motorcycle safety representative if the unit does not meet the criteria of appointing one (refer to AFI 91-207/374 AWSUP1, *The US Air Force Traffic Safety Program*).

7.11.1.1.1. 374 AW units will use 374 AW Form 97, **Aircraft Mishap/Birdstrike Report**, to report mishaps involving aircraft or crews. The form is self-explanatory. Submit the form and one copy of the aircrew orders to squadron safety office. Attach other applicable paperwork as required for mishap

investigation. If the squadron safety office is unavailable, fax a copy to the 374 AW Flight Safety (374 AW/SEF).

8.2.1. After normal duty hours, report all mishaps to 374 AW Command Post (374 AW/CP), which will in turn notify 374 AW/SE. The 374 AW/SE staff will determine the extent of the mishap investigation.

8.2.1.1.(Added)(374 AW). Supervisors will investigate and complete PACAF Form 161, **Notification of Civilian/Military Injury or USAF Property Damage Ground Mishap Report**, for all mishaps. The form is self-explanatory. Immediately notify 374 AW/SE via telephone after mishap occurrence. Supervisors should also ensure to notify their USR and follow squadron mishap procedures. The USR will review the form for completeness and forward it to the unit commander for review and signature. The form must be completely filled in with the mishap-involved person's information. A complete mishap investigation worksheet form will be required for all military and on-duty civilian injuries, government motor vehicle (GMV), special purpose vehicle (SPV), aircraft ground damage, or United States Air Force property damage mishaps regardless of reportability. **The USR will ensure a draft copy of the PACAF Form 161 is forwarded to 374 AW/SE by the next duty day after the occurrence. The final completed PACAF Form 161, with commander's signature, will be forwarded to 374 AW/SE no later than (NLT) 5 duty days after the mishap.** The completed draft form(s) may be faxed or hand carried to 374 AW/SE by the next duty day after the mishap occurrence.

8.4.1.(Added)(374 AW). Each USR will maintain a unit safety continuity folder or binder in accordance with the index given in the USR guide.

8.4.2.(Added)(374 AW). Safety bulletin boards will contain, at a minimum, AFVA 91-307, *Air Force Occupational Safety and Health Program*, 374 AWVA 91-1, *Report All Mishaps and Hazards*, blank AF Form 457, **USAF Hazard Report**, with instructions on completing the form (bilingual instruction when required), CA Form 10, **What a Federal Employee Should Do When Injured at Work**, if a civil service employee is assigned, 374 AW/CC and squadron commanders safety policy letters, and other current mishap prevention information. These items must be displayed in a neat and orderly manner where worker will be able to easily read this information. **NOTE: Procedures for reporting local national mishaps must also be displayed. These procedures are at the discretion of the unit; they must ensure the timely notification of mishaps to 374 AW/SE within 24 hours. The final completed PACAF Form 161, with commander's signature, will be forwarded to 374 AW/SE NLT 5 duty days after the mishap**

10.2.1.1.(PACAF).(Added)(374 AW). Unit commanders, with a weapons safety program, must appoint by letter an additional-duty weapons safety representatives. The unit must forward a copy of the appointment letter to 374 AW Weapons Safety (374 AW/SEW) and schedule weapons safety training for newly appointed representatives.

10.10.2.1.(Added)(374 AW). Each unit with a weapons safety program must conduct initial and annual explosive safety training. Annually forward unit lesson plans to 374 AW/SEW for review. Units are responsible for ensuring all personnel complete this training prior to performing any explosive operations. The 374 AW/SE personnel will monitor compliance with this requirement during spot and annual inspections of unit weapons safety programs.

11.6. Form Prescribed. 374 AW Form 97, Aircraft Mishap/Birdstrike Report.

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Commander