



Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 419 FW/SE (Capt Thomas Klingensmith)

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Supersedes 419 FWI 91-202/419 FW Sup 1, 22 August 1996

Pages: 5

Distribution: F;X: HQ AFRC/SE and 10 AF/SE

The OPR for this supplement is 419 FW/SE Capt Thomas Klingensmith. This supplement implements and extends the guidance of Air Force Instruction (AFI) 91-202, 1 August 1998. It also establishes mishap prevention policies and procedures specific to the 419th Fighter Wing as a compliment to Air Force Occupational Safety and Health directives. This instruction applies to all 419th Fighter Wing personnel.

SUMMARY OF REVISIONS

*Renumbered paragraphs to align with the basic instruction. Ground safety management book has been completely revised (paragraph 6.2.2.10.) see **Attachment 1**; deleted reference to multiple findings (paragraph 3.1.4.5.1.). An * indicates revisions from the previous edition.

***1.6.13.7. (Added-419 FW)** Ensures the safety office is included on distribution for appropriate incoming and outgoing messages such as MDRs, appropriate operations and maintenance messages, and safety of flight supplements.

***1.6.13.8. (Added-419 FW)** Actively participates in planning for all exercises or deployments to ensure safety items are addressed and safety personnel are included in the deployment manning document.

3.1. (419 FW) Increases safety surveillance of operations and maintenance activities during sortie surge, integrated combat turns, or exercises. Determines the frequency of spot inspections and ensures activities which operate around the clock are adequately surveyed at times other than normal duty hours.

3.1.2.1. (Added-419 FW) Schedules inspections so they do not exceed 12 months from prior inspection dates. The annual, flight, ground, and weapons inspections should be conducted jointly when organizational operations warrant such an approach.

***3.1.4.6. (Added-419 FW)** Identify Discrepancies. Use 419 FW Form 5, **419 FW Safety Inspection/Evaluation Report**. The 419 FW Form 5 is to be organized in the following manner:

3.1.4.6.1. Use AF Form 1768, **Staff Summary Sheet** to forward the report to the unit within 15 workdays for corrective action. The staff summary sheet provides an overview of the evaluation. It establishes suspense dates, reply instructions and is signed by the chief of safety. The chief of safety and all OPRs for applicable safety disciplines involved in the inspection, out brief the unit commander.

3.1.4.6.2. Risk assessment codes (RACs) included for all flight, ground, and weapon hazards.

3.1.4.6.3. Unit replies to inspection reports on the reply package. Forward to the chief of safety within 30 days after receipt of the inspection report. Units provide a status report on open items within the suspense established by the wing safety office. Submission of work orders for hazards does not constitute closing action.

3.1.4.6.4. Suspenses are established in the safety office for each open item and follow-up action initiated. Follow-up suspenses are to be determined by the degree of hazard based on RAC, mission impact, and adequacy of interim control measures. Follow-up is scheduled from 30-60 days.

6.2.1. (Added-419 FW) Select a unit safety representative, preferably an air reserve technician (ART) knowledgeable in the mission and activities of the unit. Selection is made by letter with a copy sent to the wing ground safety office and another retained in the Ground Safety Management Book. For units with multiple operations/activities or locations, commanders may appoint ground safety representatives who will be responsible to their unit ground safety representative for management of the Ground Safety Program within their area of responsibility.

6.2.1.1. Releases unit ground safety personnel to attend training and meetings as specified.

6.2.1.2. Assigns no other unrelated duties to unit ground safety personnel.

6.2.1.3. Ensures all personnel requiring training as prescribed by AFI 91-207, *The US Air Force Traffic Safety Program* and AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards* are scheduled and attended.

6.2.2. (Added-419 FW) Unit Safety Representative:

6.2.2.1. Ensures that initial training of unit safety personnel starts no later than 30-days after receipt of the appointment letter. Attachment 1 provides guidance for training. AF Form 797 **Job Qualification Standard Continuation/Command JQS** is used to record the training. The JQS is maintained in the wing safety office and the squadron management book.

6.2.2.2. Instructs personnel in proper safety methods.

6.2.2.3. Maintains an attractive and educational bulletin board in the work area.

6.2.2.4. Conducts an aggressive hazard reporting program as directed by Chapter 4 of AFI 91-202. Ensures AF Form 457, **USAF Hazard Report**, and instructions for their use are readily available to all personnel.

6.2.2.5. Informs the safety office of special operations and activities requiring observation by safety personnel.

6.2.2.6. Forwards unit reports to wing safety office.

6.2.2.7. Briefs the commander monthly on the status of the ground safety program. This briefing should be informal and can also include key members in the organization. The purpose of the briefing is to update the commander on the unit's mishap experience, inspection results, education activities and the pros and cons of the overall mishap prevention program. The briefing should be documented on 419 FW Form 15, **Commanders' Monthly Status Briefing**.

6.2.2.8. Conducts safety self-inspections as prescribed by AFI 90-201, *Inspector General Activities* or as determined by wing ground safety. Hazards identified on 419 FW Form 5 can be transferred to the AF Form 3, **Hazard Abatement Plan**. Checklists provided by ground safety office are used as a guide during unit inspections.

6.2.2.9. Disseminates mishap prevention information such as mishap summaries, bulletins, messages, special subjects for inspections, seasonal programs, etc.

***6.2.2.10.** Maintains a ground safety management book as prescribed in **Attachment 1**.

6.2.2.11. Attends the Unit Safety Personnel Education Training (USPET) meetings conducted by the ground safety office.

6.2.2.12. Establishes written internal ground mishap reporting procedures. Notifies the ground safety office of all unit ground mishaps.

F.C. WILLIAMS, Col, USAFR
Commander

Attachment 1 (Added-419 FW)**GROUND SAFETY MANAGEMENT BOOK**

Provides unit ground safety personnel with a one-source continuity document for records retention. The book in conjunction with this attachment contains the unit ground safety program elements and unit safety personnel responsibilities. This book provide an excellent tool for the unit safety representative; a neat, efficient and functional book that will be an asset to the unit program and provides for a smooth transition between unit safety personnel. The unit safety person should review the contents of the book each quarter to eliminate outdated material. If retention of an item is questionable ask your wing safety staff for guidance.

A1.1. Unit Safety Representative Responsibilities:

A1.1.1. Each unit maintains a management book.

A1.1.2. The ground safety office assists in the formulation of unit books and ensures composition is adequate and standardized throughout the wing. The required contents and organization of management books are described in this attachment.

***A1.2. How the Management Book is Organized.** The book, organized with the tabs listed below, contains an appropriate explanatory statement under each tab to assist the unit safety person in understanding the significance and contents of that section.

A1.2.1. Tab A-Program Overview. Introduction to the AF Mishap Prevention Program and general responsibilities of the unit safety representative.

A1.2.2. Tab B-Commanders Corner. Commander's safety policy, a copy of the appointment letter and the record of training, AF Form 797, and program review log is filed in this section.

A1.2.3. Tab C-Fire Protection Guide. For evacuation plan, fire extinguisher logs, and other fire protection information.

A1.2.4. Tab D-Mishap Reporting Procedures. Mishap procedures specific to each workcenter will be maintained, and briefed to all members on a regular basis. Maintain unit mishap/injury log in this file for trend analysis.

A1.2.5. Tab E-Safety Checklists and Spot Inspection Logs. Maintain workcenter safety self-inspection checklists here for discrepancy and follow-up trackings. Also spot inspection logs are kept here. Unit safety representatives should use workcenter checklists to perform spot inspections.

A1.2.6. Tab F-Hazard Reporting. File information regarding hazard reports generated by the unit.

A1.2.7. Tab G-Safety Briefing and Log. Maintain safety information to pass on during monthly safety briefings. Copies of correspondence related to safety interest items, programs, publicity, etc.

A1.2.8. Tab H-AFOSH Training. AFRC and 419FW policy letters will be kept here along with the 10th AF supervisors AFOSH guide.

A1.2.9. Tab I-Inspection Reports/Crosstells. An extracted portion of ground safety inspections conducted by higher headquarters, wing, etc., pertaining to the unit with corrective action taken are filed under this tab. Unit safety personnel monitor reports for adequacy of corrective actions and ensures suspense dates are met.

A1.2.10. Tab J-Operational Risk Management (ORM). File ORM policies, worksheets, or other guidance in this section.

A1.2.11. Tab K-Safety Awards. File any documentation of safety ward nominations in this section.