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*Safety*

**THE 51 FW MISHAP PREVENTION PROGRAM**

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This instruction provides local guidance, supplementing AFI 91-202 *The US Air Force Mishap Prevention Program* and Pacific Air Forces Command Supplement 1. This instruction identifies policies and procedures for managing the 51 FW Safety Program. It applies to all 51 FW personnel. Refer recommended changes and conflicts between this and other publications to 51 FW/SE, Unit 2067, APO AP 96278-2067, on AF Form 847, **Recommendation for Change of Publication**.

**SUMMARY OF REVISIONS**

Additional inspections, was replaced with high interest items (paragraph 2.2.); Mishap investigations, has been rewritten to more clearly define flight safety responsibilities (paragraph 3.2.); paragraph 3.4.2 has been deleted. The 51 FW/SEF spot inspection program is now outlined in paragraph 3.5. Paragraph 3.6.2 has been deleted. Paragraph 3.8.2. has been added to clarify the weekly and monthly reporting requirements that SAFSOs will provide 51 FW/SEF. Flight Safety Mishap prevention has been deleted (paragraph 3.10); paragraph 4.2.3., has been rewritten and 4.2.4 has been deleted. Safety training has been eliminated from the Ground Safety portion of this supplement as the training program is clearly defined in the AFI 91-202. Paragraph 4.5. has been changed to Mishap Notification and Reporting. Operational Risk Management and AF Form 55 example has been deleted from the attachments. A bar (|) indicates revisions from the previous edition.

**1. Osan Air Base Safety Program:**

**1.1. Unit Commanders are Responsible for Implementing the Air Force Safety Program:**

1.1.1. All 51 FW unit commanders will develop and implement a Commander's Safety Policy Letter within 30 days of appointment. Units will coordinate proposed safety plans, revisions, wing publications, or Operating Instructions (OI) with 51 FW/SE prior to publication.

1.1.2. All 51 FW unit commanders will receive a new commander's safety brief from the 51 FW/SE after taking command. The unit is responsible for coordinating with wing safety for the commanders brief.

1.1.3. All 51 FW unit commanders and assigned tenant unit commanders must appoint a primary and alternate Unit Safety Representative (USR) in writing within 10 days. The USR must begin training within 30 days after appointment. All commanders with more than five (5) foreign national civilians must also appoint a foreign national as their unit foreign national safety representative. Individuals appointed must have a minimum of nine months retainability. All 51 FW unit commanders and assigned tenant unit commanders must review the status of their unit safety program monthly with the Unit Safety Representative (USR) and sign the appropriate tab in the unit ground safety management book.

1.1.4. Flying unit commanders will appoint a Squadron Assigned Flight Safety Officer (SAFSO) and an Additional Duty Flight Safety Officer (ADFSO). FSO or Aircraft Mishap Investigation Course (AMIC) formal training for SAFSOs at Air Force Safety Center (AFSC) is desired and will be coordinated through 51 FW/SE. Within 30 days of appointment SAFSOs and ADFSOs will be trained on local procedures by 51 FW/SEF.

1.1.5. Flying unit commanders will ensure 51FW/SEF is notified of all flying related exercises/deployments.

1.1.6. 51 FW/SE has overall safety responsibility for all units deployed to Osan AB unless a previous agreement exists between the 51 FW/SE and the deploying unit. The host and deploying unit personnel will work together to ensure safety standards are met. The deploying unit's ground, flight, or weapons safety person is responsible for the deploying unit's safety program and reports significant safety problems and/or hazards to both the deployment commander and the 51 FW/SE.

## **2. Safety Inspections:**

### **2.1. Annual Inspections:**

2.1.1. 51 FW/SEG will publish an annual inspection schedule prior to 1 October of the next FY. The schedule will outline the month the individual units will be inspected. Specific dates will be coordinated with unit commanders and USRs at least 30 days prior to planned inspection. 51 FW/SE will combine inspections of disciplines (SEW, SEG, SEF) as much as possible to minimize time impact on units.

2.1.2. 51 FW/SEG and 51 FW/SEW will out brief unit commanders or their designated representative following annual inspections. A written report will be provided within 30 days to the unit commander and corresponding group commander.

2.1.3. Annual assessments of assigned and tenant units' flight safety programs will be scheduled in coordination with the Ground/Weapons Safety assessments when possible. Inspections will be conducted by a Wing Flight Safety Officer (WFSO) or Wing Flight Safety NCO (WFSNCO) and findings incorporated in the overall unit assessment. The inspector will provide an out brief to the unit commander for the flight safety inspection. Assigned units will be evaluated IAW the flight safety self-inspection checklist in PACAFI 90-513. Tenant units will be evaluated IAW standing support agreements.

### **2.2. High Interest Items:**

2.2.1. High interest items will be identified by each safety discipline based on trends or problem areas noted during annual and spot inspections. Each quarter a memorandum identifying the 51 FW/SE high interest items will be signed by the Chief of Safety and forwarded to all units. At the end of each quarter the current high interest items will be reviewed to determine if items should remain high interest. High interest items may be reviewed for closure at earlier intervals if conditions dictate.

### **3. Flight Safety:**

#### **3.1. Duty FSO (DFSO) Requirements:**

3.1.1. DFSO Requirements: 51 FW/SEF will ensure a qualified FSO or FSNCO, designated as the Duty FSO is on duty during all normal periods of wing flying. At all other times a trained FSO or FSNCO will be designated for stand-by.

3.1.2. The DFSO will report at least 1 hour prior to start of daily wing flying. DFSO will pick up the 51 FW/SEF designated radio, flight safety vehicle, and a copy of the daily flying schedule.

3.1.3. The DFSO will be available to respond to all potentially reportable in-flight emergencies (IFE). The DFSO will not be required to respond to every IFE, but will remain in radio or telephone contact with applicable agencies at all times during wing flying.

#### **3.2. Aircraft Mishap Investigation:**

3.2.1. 51 FW/SEF, in coordination with unit commanders, may task unit FSOs to conduct their unit class E and C mishap investigations.

3.2.2. The DFSO will notify 51 FW/SEF of any potentially reportable mishaps ASAP.

3.2.3. DFSO will collect as much perishable evidence including photos, physical evidence, and witness statements. This data will be forwarded to 51 FW/SEF.

3.3. **Flight line Access:** All DFSOs will obtain a flight line driver's license within 15 days of appointment.

3.4. **Personnel Scheduling:** SAFSOs and ADFSOs will notify 51 FW/SEF of TDY deployments and leave NLT one week prior to departure.

3.5. **Spot Inspections:** Monitoring required by AFI 91-202 by 51 FW/SEF and SAFSOs will be conducted utilizing the *51 FW Spot Assessment Checklist* (located in the flight safety vehicle).

3.6. **Mishap Response Plan:** Refer to *51 FW 91-211 Mishap Response Plan*.

#### **3.7. Mishap Investigation Board (MIB) Requirements:**

3.7.1. 51 FW/SEF will maintain a list of potential 51 FW Mishap Investigation Board (MIB) members. The MIB list will be updated at least quarterly. 51 FW/SEF will compile the names of qualified FSOs to serve as Investigating Officers.

3.7.2. The 25 FS and 36 FS commanders will provide names of candidates, including at a minimum, two Pilot Members, and one Life Support Member. The 55 ALF will provide the name of a primary and alternate candidate for pilot member.

3.7.3. The 51 MXG commander will provide the name of two officers and three NCOs for each as Maintenance Officer Members.

3.7.4. The OSS commander will provide a primary and alternate candidate for the Weather Officer Member.

3.7.5. The 51st Medical Group Commander will provide the names of all Flight Surgeons.

3.7.6. Commanders will provide candidate information in accordance with PACAF requirements specified in AFI91-204/PACAFSUP1, paragraph 3.6.

3.7.7. MIB training will be conducted by a WFSO at building 781. Training will include, at a minimum, handling of privileged information, mishap board member responsibilities, OPlan 32-1, 51 FW 91-211, and mishap response kit equipment familiarization.

### 3.8. Tracking and Reporting:

3.8.1. The SAFSOs will provide 51 FW/SEF the following information NLT the first Wednesday following the end of the period.

3.8.2. Monthly – IFE summary and trends, and minutes from Flight Safety meetings.

3.8.3. Quarterly – number of IFEs per 100 sorties and per 100 hours.

### 3.9. PQDR Review:

3.9.1. MXG/QA will provide 51 FW/SE courtesy copies of all PQDR submissions.

3.9.2. MXG/QA will provide 51 FW/SE courtesy copies of PQDR findings, once final.

## 4. Ground Safety:

### 4.1. Unit Safety Representatives (USR):

4.1.1. All USRs will conduct monthly spot inspections within the unit's areas of responsibility. Hazards and discrepancies will be document and tracked to ensure corrective action is complete. These findings will be submitted to the Environment of Care committee and recorded in to the committee's minutes to determine trends. Minimum documentation consists of date inspection, location(s)/program elements inspected, findings or discrepancies and follow up tracking until closed out. Documentation will be maintained for a 12-month period from last annual inspection.

4.1.2. All USRs will maintain a log of military (on/off-duty) and civilian employee mishaps and maintain copies of completed PACAF Form 161, **Notification of Civilian/Military Injury or USAF Property Damage Ground Mishap Report** . Documentation will be maintained for a 12-month period from the last inspection.

4.1.3. All USRs will disseminate mishap prevention information such as mishap summaries, bulletins, messages, special subjects for inspection, seasonal campaigns, etc.

4.1.4. All USRs will coordinate monthly responses to open findings from annual wing safety inspections. Monthly responses must be reviewed by the unit commander and forwarded to the ground safety office no later than the 20th of each month.

4.1.5. All units are required to send their USR/alternate/or designate to bi-monthly USR meetings conducted by the 51 FW/SEG.

4.1.6. All USRs will maintain a unit ground safety management book within the following guidelines: (additional tabs may be added)

TAB A: USR Letter of Appointment and Documentation of Training (AF Form 797, **Job Qualification Standard Continuation/Command JQS**)

TAB B: Record of Mishaps (On-Duty Mishap Log and Off-Duty Mishap Log)

TAB C: List of Safety Directives (Unit Specific)

TAB D: Record of Safety Inspections/Assessments and monthly spot inspections

TAB E: Hazard Report Log (Copies of unit specific AF Form 457, **USAF Hazard Report**, AF Form 1118, **Notice of Hazard** and AF Form 3, **Hazard Abatement Plan**)

TAB F: Hazard Abatement Log (RACs 1,2,and 3 Log) and a (RAC 4 and 5 Log)

TAB G: General Correspondence

TAB H: Lock-out/Tag-out Program Procedures

TAB I: Confined Space Program Procedures

TAB J: Commander's Review/Signature Log

#### 4.2. **Work-center Supervisors:**

4.2.1. Work-center supervisors will conduct monthly spot inspections in their areas of responsibility. Hazards and discrepancies will be documented and tracked until corrective action is complete. Minimum documentation consists of date of inspection, location(s)/program elements inspected, findings or discrepancies and follow up tracking till closed out. Documentation will be maintained for a 12-month period from last annual inspection.

4.2.2. Work-center supervisors will conduct and document monthly supervisor safety briefings. Documentation will consist of number of personnel assigned, number present for briefing, date of briefing, briefer name and topic. Documentation will be maintained for a 12-month period from last annual inspection.

4.2.3. All flight/section level safety representatives will maintain a flight/section ground safety management book within the following guidelines: (unit may add additional tabs)

TAB A. Unit Safety Representative (s) Appointment Letter and Section Safety Representative (s) Appointment Letter

TAB B. Work Section Monthly Safety Meeting Documentation

TAB C. Monthly Spot Inspection Checklist and Documentation

TAB D. Job Safety Training Outline(s)

TAB E. AF Form 55, **Employee Safety and Health Record.**

#### 4.3. **Safety Programs:**

4.3.1. The 51 FW/SEG is the OPR for the Traffic Safety Working Group (TSWG). The TSWG meets quarterly and as needed to address traffic safety issues at Osan AB. The TSWG is comprised of representatives from Wing Safety, Civil Engineers, Security Forces and LRS.

4.3.2. The 51 FW/SEG is the OPR for the Confined Space Program Team (CSPT), consisting of representatives from Bioenvironmental Engineer, Fire Department and Safety.

4.4. **Safety Bulletin Boards Must Contain the Following Mandatory Items:** (Bulletin boards must be conspicuously displayed at each facility within the unit where employees report to work)

4.4.1. Wing commander's safety letter or visual aid.

4.4.2. Unit commander's safety letter or visual aid.

4.4.3. Unit commander's Operational Risk Management policy letter or visual aid.

4.4.4. Unit Safety Representative appointment visual aid, 51FWVA 91-202.

4.4.5. Current seasonal safety materials (e.g., posters, safety grams, safety tips relative to assigned personnel).

4.4.6. AFVA 91-307, *Air Force Occupational Safety and Health Programs*.

4.4.7. Blank AF Forms 457, **USAF Hazard Report, with instructions**.

4.4.8. Unit mishap notification procedures.

4.5. **Mishap Notification and Reporting:**

4.5.1. Military or civilian personnel with knowledge of on duty mishaps involving personal injury or damage to Air Force property must immediately notify their supervisor USR and the wing safety office. Serious mishaps occurring after duty hours will be reported to wing command post. Notification of off-duty mishaps will be made on the first duty after mishap occurred.

4.5.2. All injuries sustained while on- or off-duty will be thoroughly investigated by the unit and causal factors identified on PACAF Form 161. The PACAF Form 161 will be forwarded to 51 FW/SEG within five workdays after the mishap through Unit Safety Representative and commander.

5. **Weapons Safety:**

5.1. The 51 FW/SEW safety management program requirements are included in the 51 FWI 91-201.

6. **Safety Awards.**

6.1. **Safety Awards:**

6.1.1. 51 FW/SE is the OPR for the Safety Awards Program.

6.1.2. Purpose: This program is established to recognize individuals and units that have made significant effort towards accomplishing our mission while protecting our resources and safeguarding our personnel. By identifying, publicizing, and rewarding these accomplishments, we hope to instill pride and set examples for all Osan AB personnel.

6.1.3. Unit commanders and their safety representatives will be familiar with the 51 FW Safety Awards Program so that deserving personnel are recognized in a timely manner.

6.1.4. Award nominations will be submitted to 51 FW/SE electronically on AF Form 1206, **Nomination for Award**. Include a citation in Word format, if required. Follow nominations with a written recommendation in the form of a Memorandum signed by the unit commander. Unit safety personnel will be responsible for ensuring any photo requirements are accomplished and forwarded to 51 FW/SE.

6.1.5. Quarterly Award nominations must be submitted by the first Wednesday of the next quarter. Nominations for annual awards must be submitted by 5 October.

6.1.6. 51 FW/SE will complete nominations, in coordination with squadrons, for PACAF and Air Force Safety Awards.

## **6.2. 51 FW Well Done Award:**

6.2.1. Purpose: Provide rapid recognition to personnel who, by performing outstanding acts beyond normal duties, prevented or reduced the effects of a serious mishap.

6.2.2. Eligibility: All Osan AB personnel are eligible. There is no limitation on number of awards presented. Submissions should be received within 20 days of the event.

6.2.3. Nomination Procedure: Anyone witnessing the act other than the individual may submit a nomination. Nominations may be submitted in narrative or bullet format and should clearly describe the event and the impact of the nominees' actions.

6.2.4. Award winners will be nominated for the PACAF Aircrew of Distinction, or Mishap Prevention Award, and/or the Air Force Well Done award, if appropriate. 51 FW/SE, with unit cooperation, will prepare the PACAF nomination package.

6.2.5. Selection Procedure: The 51 FW Chief of Safety will select winners based on the impact of the action. All nominations will be evaluated as quickly as possible to ensure rapid recognition of all winners.

6.2.6. Presentation: The Well Done Memorandum will be addressed to the individuals commander and include presentation of the Safety Coin.

## **6.3. Quarterly Individual (Flight, Weapons, or Ground) Award:**

6.3.1. Purpose: Recognize Osan-based personnel who have significantly contributed to flight, weapons, or ground safety. The individual contributions may be a single act that prevented injury, loss of AF property, or mission degradation; or implementation of a program that enhanced the 51 FW's overall safety posture.

6.3.2. Eligibility: All personnel assigned to Osan AB are eligible to receive these awards.

6.3.3. Nomination Procedure: Submit nominations in bullet or narrative format to the 51 FW Safety Office. Indicate for which safety discipline (flight, weapons, or ground) the individual is nominated. Include specific details and results. Nominations must be received by the first Wednesday of the next quarter.

6.3.4. Selection Procedure: The 51 FW Chief of Safety will select winners based on the impact of the action. Normally, one winner will be selected from each area.

6.3.5. Presentation: The 51 FW quarterly awards are presented at the Integrated Safety Council or provided to commanders for presentation within the unit.

## **6.4. Annual Unit Safety Award:**

6.4.1. Purpose: Recognize the unit that has made the greatest contribution to the 51 FW Safety Program throughout the previous fiscal year and has excelled in mishap prevention.

6.4.2. Eligibility: The award is open to all 51 FW squadrons.

6.4.3. Nomination Procedure: Unit commanders may submit nominations in narrative or bullet format to the 51 FW Safety Office before COB 10 October.

6.4.4. Some areas to consider include:

6.4.4.1. Complexity of actions taken to enhance safety or prevent a mishap.

6.4.4.2. Unusual hazards, circumstances, working conditions, measures taken in the prevention of a mishap, and the enhancement to safety programs.

6.4.4.3. Previous safety record to include number, type, and severity of past mishaps.

6.4.4.4. Significant contributions to the prevention of future mishaps e.g., T.O. changes, material deficiency reports, suggestions, hazard reports and establishment of an operating instruction.

6.4.4.5. Other achievements toward enhancing mission accomplishment while preventing accidents.

6.4.4.6. What level contributions were put into effect (Unit, Wing, NAF, MAJCOM, and AF).

6.4.5. Selection Procedure: The Chief of Safety, Ground Safety Manager, Chief of Flight Safety, and Chief of Weapons Safety will review and score each nomination independently. 51 FW/CC will review and approve the unit winner.

6.4.6. All nominations shall be scored during the same session to allow for better comparison.

Area Scored	Points available	Points given
Specific achievements and contributions towards safe mission accomplishment.	25	
Unit Safety History	20	
Mishap Experience Trend	20	
Hazard Identification and Abatement	20	
Safety Awareness, education , publicity	15	
Totals	100	

6.5. **MAJCOM and Air Force Level Awards:** Units should reference AFI 36-2833/PACAF Sup 1 for specific information on MAJCOM and Air Force level safety awards.

MAURICE H. FORSYTH, Brigadier General, USAF  
Commander

## Attachment 1

### HAZARDS OF THE JOB OR TASKS AND SAFETY PROCEDURES TO FOLLOW

#### **A1.1. Hazards of the Work Area:**

A1.1.1. Write your own outline for this section. Remember, this will be different from section one above. The section will include physical hazards that can lead to injuries.

A1.1.2. Make a list of all the hazards employees might encounter in the workplace.

A1.1.3. Some examples of items to brief: Wet or greasy floors due to spills; inadvertent exposure to welding arc; exposure to harmful fumes or vapors (vehicle exhaust, cleaning solvents, etc.); open desk or filing cabinet drawers; and exposure to noise levels above 85 decibels.

**A1.2. Occupational Safety and Health Administration (OSHA) Standards and Guidance that Apply to Job and Workplace:** The Wing Safety Office, Fire Department, and the Bioenvironmental Engineering offices may be consulted if you are unsure which standards are needed for your area. Work centers maintain safety standards that directly impact their day-to-day operations.

A1.2.1. Your Unit Safety Representative or the 51 FW Safety Office can assist you in determining what instructions you need in your workplace.

A1.2.2. Show all employees where they can find the publications. If the standards or instructions are accessed on the computer publications library then make sure every worker knows how to find each standard.

A1.2.3. List each publication that apply to your section and briefly describe what items it addresses. Ex: AF Occupational Safety and Health (AFOSH) Std 91-66 General Industrial Operations. This standard gives guidance on floors and walking surfaces, packing supplies, walls, ceilings, material, and other industrial operations.

#### **A1.3. Personal Protective Equipment (PPE) They Will Need and How, When and Where To Use It:**

A1.3.1. Brief the employee on the personal protective equipment (PPE) required to complete each task performed. Personal protective equipment issued to them (safety shoes, gloves and ear plugs). Annotate in section II of AF Form 55. Personal protective equipment available in the workplace (chemical gloves, face shields and rubber apron). Annotate in Section III of AF Form 55.

A1.3.2. Explain the proper use of the equipment. How and when to use it. How to inspect and care for it. Where it is located if provided by the shop.

#### **A1.4. Locations and Use of Emergency and Fire Protection Equipment:**

A1.4.1. Include the workplace and other areas the worker will visit.

A1.4.2. Show employees the fire alarm call boxes and how to use them.

A1.4.3. Show the location of fire extinguishers/fire hoses and how to use them.

A1.4.4. Show the location of other emergency equipment you may have in the workplace and how to use it.

**A1.5. Emergency Procedures that Apply to the Job and Workplace : Make a list specific to the employee's work area and job. Here are some examples:**

- A1.5.1. Equipment emergency shutoff procedures.
- A1.5.2. Main circuit breakers/emergency shutoff for electrical circuits.
- A1.5.3. Location of emergency lighting.
- A1.5.4. First-aid procedures to follow in case of an emergency.

**A1.6. Reporting Unsafe Equipment/Condition/Procedures:**

- A1.6.1. Explain to employees any time they see unsafe equipment, conditions, or procedures (no matter how minor they appear), they must report it to the supervisor immediately.
- A1.6.2. If the supervisor cannot correct the hazard on the spot, the supervisor will report it to the proper authorities (Safety, Fire Department, or Bioenvironmental Engineering) for assistance.
- A1.6.3. Oral reporting to the supervisor is the quickest way to get a hazard corrected.

**A1.7. Location, Submission Procedures, and Purpose of AF Form 457, USAF Hazard Report (AFIs 91-202 and 91- 301):**

- A1.7.1. Show the employee where the AF Forms 457 are kept.
- A1.7.2. Show the employee an example of how to complete the form.
- A1.7.3. Explain the purpose of the form.
- A1.7.4. Explain to them that they can send it directly to the 51st Fighter Wing Safety Office if they choose not to go through their supervisor.

**A1.8. Mishap Reporting Procedures (AFI 91-204):**

- A1.8.1. What should be reported?
- A1.8.2. Report all on and off duty mishaps involving active duty members and Air Force property.
- A1.8.3. How should they be reported?
  - A1.8.3.1. Report these mishaps to your supervisor.
- A1.8.4. If the supervisor is not available, complete notifications through your chain of command.
- A1.8.5. Depending on the type of mishap, numerous base agencies may require notification, such as Wing Safety, Fire Department, Bioenvironmental Office Civilian Personnel, Law Enforcement and Civil Engineering (Real Property) are several prime examples.
- A1.8.6. If the severity of a mishap is serious or the potential for a serious mishap exists an investigation may be required by the Wing Safety Office and other base agencies (timely notifications are essential).
- A1.8.7. PACAF requirement: All mishaps will have a PACAF Form 161 completed and forwarded to the 51 FW Safety Office within five days. DAF employees also require a PACAF Form 161, CA-1 and CA-16. NAF civilians require a PACAF Form 161, LS 201 and LS-202.

**A1.9. Emergency Telephone Numbers:**

LOCATION	NUMBER
FIRE	911
EMERGENCY ROOM	911
POLICE	784-5515
CRIME STOP	784-5757
SAFETY OFFICE	784-1842

**A1.10. Locations and Required Review of Appropriate Safety Bulletin Boards and AFVA 91-307 (AFOSH Poster):**

- A1.10.1. Show all employees where the safety bulletin board is located.
- A1.10.2. Tell the employees what information is maintained on the bulletin board
- A1.10.3. Show employees where AFVA 91-307, AFOSH Program poster is located.
- A1.10.4. Have the employee check the bulletin board periodically.
- A1.10.5. The following information should be posted on the bulletin board.
  - A1.10.5.1. Wing and unit commander's safety policy letter.
  - A1.10.5.2. Unit commander's operational risk management policy letter or visual aid.
  - A1.10.5.3. 51 FWVA 91-202.
  - A1.10.5.4. Blank copies of AF Forms 457 with completion instructions.
  - A1.10.5.5. Posters and educational materials ( e.g., safety grams, newsletters, safety tips relative to assigned personnel ).
  - A1.10.5.6. Blank AF Forms 1206.

**A1.11. Location of Medical Facilities and Procedures for Obtaining Treatment:**

- A1.11.1. Base medical facility is located in building 777.
- A1.11.2. Military personnel should use the base hospital when possible.
- A1.11.3. DOD and NAF civilian employees are authorized and encouraged to use the base hospital for initial evaluation and treatment of on-the-job injuries/illness.

**A1.12. Requirement for Documentation and Notification of On-the-Job Injury or Illness:**

- A1.12.1. Employees must report all illnesses that may have been caused by a work process or job related injuries or illnesses to their supervisor.
- A1.12.2. Occupational injuries/illness to civilian employees must also be reported on appropriate CA-xx and LS-XX (NAF forms).

**A1.13. Purpose and Function of AF Form 1118, Notice of Hazard:**

A1.13.1. Purpose: This form has a red border and would be posted at the site of a known hazard that has not been corrected within 30 days and could reasonably cause severe injury, illness or property damage if interim precautions are not taken.

A1.13.2. Safety, fire, or health officials can only issue the AF Form 1118.

A1.13.3. Function: This form is one method of providing information to workers, supervisors, and visitors on serious hazards within the work center. The supervisor would not use the AF Form 1118 for routine application of mishap prevention tags for maintenance work. The requirements for control of hazardous energy sources in each work center are contained in AFOSH STD 91-45.

A1.13.4. Only the issuing authority can remove this form.

#### **A1.14. Individual Responsibilities for Ensuring Own Safety (AFI 91-301):**

A1.14.1. Must comply with Occupational, Safety and Health (OSH) Guidance.

A1.14.2. Promptly report safety, fire and health hazards and deficiencies.

A1.14.3. Promptly report injuries and illnesses to supervisor.

A1.14.4. Use required protective equipment.

A1.14.5. Give due consideration to personal safety and safety of fellow workers while completing assigned task.

#### **A1.15. Required Use of Safety Belts:**

A1.15.1. All personnel on an Air Force installation must use serviceable occupant restraints while operating or riding as a passenger in any motor vehicle COMPACAF Zero Tolerance Policy Letter on Nonusage of Seatbelt usage and Proper Motorcycle Personal Protection Equipment, dated 14 Oct 2003.

A1.15.2. Personnel may be transported in the rear bed of a truck if the truck is equipped with permanent side rails and a tailgate, on base only. Personnel being transported in the bed of the truck must sit on the bed floor with their back against the rear of the cab or against the side. Troop transport vehicle remain the only exception IAW 51 FWI 31-202.

#### **A1.16. Personal Rights and Responsibilities Under OSH Guidance (AFI 91-301):**

A1.16.1. The employee has the right to take part in the AFOSH Program without fear of coercion, discrimination, or reprisal.

A1.16.2. Employees can request inspections of unsafe or unhealthful working conditions to the supervisor, safety manager, fire protection specialist or bio environmental engineers, including OSHA officials.

A1.16.3. Employees have rights to access applicable OSHA and AFOSH standards, installation injury and illness statistics, safety, fire prevention and health program procedures, and their own employee exposure and medical records.

A1.16.4. Employees can decline to perform an assigned task because of reasonable belief that the task poses an imminent risk of death or serious bodily harm. The affected employee and local management may request an assessment by installation safety, fire or health professionals before proceeding.

A1.16.5. Employees must be allowed to use on-duty time to take part in AFOSH program activities.

**A1.17. Air Force Hazard Communications (HAZCOM) Program:**

A1.17.1. Each work place using or handling hazardous material will maintain a written HAZCOM program . The specific requirements are located in AFOSH STD 161-21.

A1.17.2. Include the location of the HAZCOM training materials to ensure supervisor includes it as part of AFOSH training.

**A1.18. Confined Space Requirements :**

A1.18.1. Confined space requirements are located in AFOSH STD 91-25.

A1.18.2. Include the location of Confined Space training materials to ensure supervisor includes it as paper of AFOSH training.

A1.18.3. Consult the 51st Fighter Wing Safety Office for further guidance on the Confined Space Program.

**A1.19. Manual Lifting Guidance (AFOSH STD 91-46):**

A1.19.1. Generally speaking a weight of 40 pounds for the average woman and 60 pounds for the average man should be the maximum amounts of weights that is manually lifted.

A1.19.2. For weights greater than this additional help should sought or mechanical assistance used.

A1.19.3. Gloves should be worn to lift objects, which have sharp burred edges or splintered surfaces.

A1.19.4. Before an object is lifted it should be inspected for any slippery substances.

A1.19.5. Position your feet shoulder width apart for balance with one foot to the rear and the other foot slightly ahead of the side of the object.

A1.19.6. Crouch to the load and stay close to minimize strain on the back muscles.

A1.19.7. Keep your back as straight as possible and from the hips.

A1.19.8. Pick up materials with a full palm grip do not use fingertip grip.

A1.19.9. Slide the object toward the body to give it some motion and at the same time lift the object with the legs and bring it to a vertical position.

A1.19.10. Consult AFOSH Std 91-46 for additional manual lifting guidance.

**A1.20. Jewelry Safety (AFOSH Std 91-66, Chapter 2):** Supervisors should conduct a job safety analysis to identify tasks where the wearing of finger rings or other jewelry should be restricted. Once these tasks are identified the supervisor will include this information as part of initial employee safety training. Placing tape over rings or wearing gloves does not provide protection or eliminate the requirement to remove the ring. Any jewelry that presents a potential for catching, snagging, pulling, and tearing should be evaluated and restricted from wear if necessary. Consult your technical orders and AFOSH standards for additional guidance.

**A1.21. Potential Hazards Associated With the Surrounding Local Area:** This part of the briefing is primarily used when personnel are required to travel off base as part of their job requirement. Some issues that should be addressed but are not limited to are:

- A1.21.1. Hazardous weather conditions such as heavy rains, floods and thunderstorms.
- A1.21.2. Traffic hazards such as highly congested areas around the base entry gates and the local area.
- A1.21.3. Other conditions such as narrow roads and sporadic driving habits by local civilians.
- A1.21.4. Snow or icy road conditions during the winter months.

**A1.22. Occupational Medical Examination Requirements:** List the requirements for all occupational medical exams as determined by Military Public Health in this section. Some work centers will have a requirement for an annual hearing exam and some sections will require an annual vision and colorblind test for crane operators. Consult Military Public Health for your section's requirement.

**A1.23. Lockout/Tagout Requirements (AFOSH 91-45):** The guidance on the Lockout /Tagout requirements and can assist you with establishing your program if you require one.

**A1.24. Principle of Risk Management (AFI 90-901, AFPAM 90-92 & AFD 90-9):**

- A1.24.1. ORM does not solely refer to the functional area of operations. ORM applies to tasks we perform during our daily operations.
- A1.24.2. The Air Force will identify and eliminate, if possible, or reduce all hazards to personnel and property and to the general public when those hazards result from its operations.
- A1.24.3. When the Air Force cannot eliminate hazards, it will assess and document the risk associated with them and use protective measures to lower the risks to an acceptable level or to the lowest level feasible.
- A1.24.4. When hazards cannot be practically eliminated, commanders and operators must know the specific risks involved and manage those risks to an acceptable level to accomplish the mission.
- A1.24.5. ORM computer based training is available on the internet at <https://rmis.saia.af.mil>. Go to ORM University; enter your user name; establish a password and click login; click attend class and study ORM fundamentals.

**A1.25. Fetal Protection Program (AFI 44-104):**

This briefing is required when you have female employees exposed to hazardous chemicals, radiation, or any other hazards that could affect an unborn child. All female employees should be provided the following information on the Fetal Protection Program:

- A1.25.1. If you think you are pregnant inform your supervisor.
- A1.25.2. Make a hospital appointment to verify a positive pregnancy.
- A1.25.3. The OB/GYN doctor will refer the patient to public health with a SF Form 513 consult.
- A1.25.4. Public Health will interview the patient and confer with the patient's supervisor regarding workplace hazards.

A1.25.5. Public Health refers information to Bioenvironmental Engineering for assessment of hazards.

A1.25.6. Patient is then referred to physical exams for a temporary profile.

A1.25.7. Permanent profile will be completed within seven workdays.