

16 APRIL 2001



Safety

GROUND MISHAP PREVENTION PLAN

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: SEG (MSgt Steven Abraham)

Certified by: 911 AW/CC (Col F. Baxter Lane)

Pages: 6

Distribution: F

This instruction implements AFDPO 91-2, *Safety Programs*. It establishes goal of the Mishap Prevention Program is three fold. First is to provide the safest work environment for personnel. Second, is to ensure safety is the primary consideration in all operations and third, is to ensure the appropriate safety education is provided to all employees. The Mishap Prevention Program, when aggressively supported by all individuals, will reduce or eliminate many of those on and off duty incidents that cause damage to resources or injury to personnel.

1. Duties/Responsibilities:

1.1. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program* and AFI 91-202, *The US Air Force Mishap Prevention Program*, outline specific responsibilities for Commanders, Functional Managers, Supervisors and individuals. In short, mishap prevention requires the dedicated efforts of everyone in the unit.

1.2. Commanders, supervisors, and functional managers at all levels develop and implement safety, risk management, and health programs that integrate hazard reduction and safety policy into all on-duty and off-duty operations and activities.

1.3. Specific duties related to safety and mishap prevention are:

1.3.1. Commanders and functional managers below wing level:

1.3.1.1. Commanders must appoint a primary and alternate Unit Safety Representative (USR). The minimum rank/grade for the primary USR for each section will be E-7/MSgt or above; and E-5/SSgt and above for alternates (Civilian equivalencies are acceptable) . Appointment letters must be provided to the 911 AW/SE.

1.3.1.2. Commanders and Functional Managers must implement safety and health program elements in their unit or area of responsibility

1.3.1.3. Commanders and Functional Managers must provide safe and healthful workplaces

for all employees.

1.3.1.4. Commanders and Functional Managers must ensure all individuals receive necessary job safety training.

1.3.1.5. Commanders and Functional Managers must ensure all appropriate hazard abatement actions are implemented and follow-up is accomplished until corrected.

1.3.1.6. Commanders and Functional Managers must keep safety staff updated on all abatement actions.

1.3.1.7. Commanders and Functional Managers must ensure the principles of Operational Risk Management (ORM) are actively implemented and utilized within the unit at all levels.

1.3.2. Supervisors:

1.3.2.1. Supervisors must be knowledgeable of the safety and occupational health standards that apply to their areas.

1.3.2.2. Supervisors must analyze job environments and tasks for hazards.

1.3.2.3. Supervisors must identify hazards of their duty sections. ORM techniques referenced in AFI 90-901, *Operational Risk Management*, Job Safety Analysis (JSA's), and Occupational Hazard Analysis (OHA's) referenced in AFI 91-301 will be used to analyze job environments. Once identified, employees must be trained, and standards must be developed to prevent mishaps.

1.3.2.4. Supervisors must enable each worker to participate in workplace risk management processes.

1.3.2.5. Supervisors must develop job safety standards or job safety training outlines for their assigned work areas.

1.3.2.6. Supervisors must train all personnel on standards to follow and hazards to avoid.

1.3.2.7. Supervisors must make sure that all work complies with occupational safety and health standards.

1.3.2.8. Supervisors must exercise control over job tasks to ensure personnel correctly follow all precautions and safety measures, including the proper use of personal protective equipment.

1.3.2.9. Supervisors must train personnel on safety and health standards, procedures, and requirements of the job tasks. This training must be documented. Ensure lesson plans (Job Safety Lesson Plans) are developed and maintained as required by AFI 91-301 and this directive.

1.3.2.10. Supervisors must take appropriate actions to promptly eliminate safety and health hazards and correct deficiencies.

1.3.2.11. Supervisors must immediately report all mishaps that occur in their work area and all subsequent employee absences to the safety office. Inform civilian personnel if a mishap involves a civilian employee.

1.3.2.12. Supervisors must make sure all personnel are trained on the objectives and principles of risk management in AFI 90-901.

1.3.2.13. Supervisors must post notices of hazards.

1.3.2.14. Supervisors must develop off-duty education programs suitable for your workers' needs.

1.3.3. Individuals:

1.3.3.1. Individuals must comply with standards, instructions, job guides, technical orders, and operating procedures.

1.3.3.2. Individuals must identify, correct, and report hazards.

1.3.3.3. Individuals must use protective clothing or equipment when required. Individuals must use risk management to identify, reduce, or eliminate risk in activities on and off-duty.

1.3.3.4. Individuals must notify supervision about any job-related injury, any suspected or actual exposure to chemicals or hazardous materials, as well as impaired health that may impact job performance.

1.3.4. Unit Safety Representatives (USR's) Responsibilities:

1.3.4.1. Each group will have a minimum of 2 USR's.

1.3.4.2. USR's serve as a point of contact to commanders, functional managers and safety office personnel on safety issues.

1.3.4.3. USR's promptly report injuries and mishaps to 911 AW/SEG.

1.3.4.4. USR's assist personnel in the identification, reporting and elimination of hazards through AF Form 457, Hazard Report. If hazards cannot be eliminated at the unit or group level, report them by forwarding AF Form 457 to 911 AW/SEG.

1.3.4.5. USR's attend the quarterly USR meetings and assist in the implementation of various safety and health programs.

1.3.4.6. USR's ensure monthly safety briefings and spot inspections are being performed at each section monthly. The SSR's (Section Safety Representative) will forward a copy of the safety briefing log and facility spot inspection log to the USR monthly. The USR will maintain these logs for a period of at least 1 year.

1.3.4.7. USR's inform safety office of facility discrepancies that have the potential for injury and cannot be immediately corrected.

1.3.4.8. SSR's will forward copies of the notice of injury (CA-1's, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, for civilians and AMC Form 441, Report of Injury/Illness and Treatment, for military) to the USR as soon as possible. The USR or SSR will ensure the safety office receives a copy of the report.

1.3.5. Section Safety Representatives (SSR's) Responsibilities:

1.3.5.1. SSR's serve as the point of contact to the section supervisors and Unit Safety Representative.

1.3.5.2. The section safety representative will ensure spot inspections are performed in the assigned duty section at least monthly. If there is one SSR assigned for a duty section that is co-located between 2 or more separate facilities, the SSR will ensure spot inspections are per-

formed in all co-located buildings.

1.3.5.3. Promptly report injuries and mishaps to the Unit Safety Representative and the Safety Office

1.3.5.4. The SSR will ensure safety briefings, facility spot inspections, and mishaps are documented in the section safety binder. These logs must be forwarded to the USR's monthly as per instructions in paragraph 1.3.4.6 and 1.3.4.8 of this document.

1.3.5.5. Assist section personnel in the identification, reporting and elimination of hazards through the AF Form 457, Hazard Reporting System . If hazards cannot be eliminated at this level, report them by forwarding AF Form 457 to the Unit Safety Representative and the safety office.

1.3.5.6. Attend quarterly unit safety representative meetings in the absence of the USR.

2. Training Requirements: Proper training is absolutely vital to mishap prevention. Supervisors are already aware of the training each of their sections are required to have, and the frequency of that training. Equally as important to training is the documentation of that training. In the past, AF Form 55, Employee Safety and Health Record, was the preferred method of documentation. It is the 911th Airlift Wings goal, supported by HQ AFRC to evolve from documenting safety training on the AF Form 55 to an automated process. Hence, the following procedures briefly outline the procedures for this automation process: Detailed procedures can be obtained by contacting the safety office.

2.1. In accordance with AFI 91-301, automation is the preferred method of documenting safety training. The intent is to ensure that all newcomers are briefed on all hazards and emergency procedures associated with their sections, and that all employees are kept aware as changes are made. In the past, we have been directed to document our safety training on the Air Force Form 55, then again in various databases. This dual documentation leads to documenting errors as well as many additional hours of work. To simplify this process, commanders, functional managers and supervisors should automate the documentation process with the procedures outlined herein.

2.1.1. Awareness of the hazards and emergency procedures is vital to mishap prevention. Supervisors are the key to mishap prevention as they are directly involved in day to day operations in their sections. Subsequently, supervisors must review and document the Safety, Fire Protection and Health On the Job Training guide (SFHOJT) {also known as the Job Safety Training Outline (JSTO)} annually and brief their employees on all changes.

2.1.2. In accordance with AFI 91-301, personnel whose primary duties are administrative in nature are not required to maintain AF Form 55's. Do not misinterpret the intent of this exception, all personnel, regardless of their work, are exposed to some hazards. These hazards must be placed in the JSTO / SFHOJT briefing and reviewed annually by supervisors for necessary changes. These changes must be briefed to all administrative personnel as they occur.

2.1.3. Supervisors must review the SFHOJT / JSTO annually and make necessary changes when equipment, procedures or work environment change.

2.1.3.1. Changes to the SFHOJT / JSTO must be briefed to each employee as they occur.

2.1.3.2. All training that was formally annotated on the Air Force Form 55 will now be loaded into an authorized database.

2.1.3.3. Supervisors/Instructors will use the AF Form 2426, Training Request and Completion Notification, or roster as a means of identifying employee attendance for safety training.

2.1.4. Once the AF Form 55's have been automated, follow disposition requirements outlined in AFMAN 37-139, Table 91-4 Rule 25.

3. Documentation of Monthly Spot Inspections:

3.1. Supervisors, in conjunction with the SSR's are required to perform monthly spot inspections of their duty sections. Checklists need to be developed and used during spot inspections. SSR's will maintain documentation of these inspections covering a 12 month period. A spot inspection log will be maintained identifying the following information:

3.1.1. Date of the inspection.

3.1.2. Discrepancies encountered.

3.1.3. CE work order number as necessary,

3.1.4. The status of the close out action.

3.1.5. These logs will be forward to the USR monthly. USR's will review the logs for noticeable trends and forward to the safety office with any concerns they may have. Automation of these logs is acceptable and encouraged.

3.1.6. If a section SST identifies any safety discrepancies that are not corrected within 30 days, notify the USR and safety staff to try to expedite correction of the safety deficiencies.

4. Documentation of Monthly Safety Briefings:

4.1. Monthly safety briefings will be conducted by the supervisor or a designated individual such as the SSR or a person who has demonstrated lack of good judgment in accomplishing a given task. The supervisor should select a topic based on the work environment or current seasonal conditions. The 24 items listed in the JSTO could and should be used as well for briefing unit personnel.

4.2. It is understood that supervisors in some duty sections required to work shifts or involved in high operations tempo duties do not always have the opportunity to collectively brief all personnel during a single briefing. Therefore, the read and initial method may be used as an exception to formal briefings from the supervisors.

4.3. Documentation of these briefings will be by locally developed logs identifying the following items:

4.3.1. Date of the safety briefing.

4.3.2. Names of the persons receiving the briefings.

4.3.3. Topic of safety briefing.

4.3.4. Name of person conducting the briefing.

5. Mishaps and injuries will be reported to the safety office as soon as possible.

5.1. If an injury occurs, first seek medical attention as necessary.

5.2. The supervisor and or SSR will ensure the appropriate paperwork has been completed. AMC Form 441 for military and the CA-1 for Civilians will be used to report injuries to the safety office.

5.3. The section incurring an injury will maintain a log showing the date of the mishap, the name of the injured, and a description of the injury. The description should state what happened, and what was done to prevent recurrence.

5.4. The safety office will investigate all mishaps. Section Safety Representatives and Unit Safety representatives may be tasked to assist in the investigation.

F. BAXTER LANE, Colonel, USAFR
Commander