

**BY ORDER OF THE
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE
INSTRUCTION 91-202**

1 JULY 2002

Safety



**PROCEDURES FOR UNIT SAFETY
REPRESENTATIVES AND FLIGHT SAFETY
OFFICERS**

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: 437 AW/SEG (MSgt Bidmead)

Certified by: 437 AW/SE
(Lt Col Adam J. McMillian)

Supersedes CAFBI91-202, 1 March 2001

Pages: 6
Distribution: F

This publication establishes local safety program management procedures and the responsibilities of squadron unit safety representatives (USR), flight safety officers (FSO), and flight safety NCOs (FSNCO) in accordance with AFI 91-202, AFI 91-204, and AFI 91-301. This instruction is applicable to all squadrons assigned or attached to the 437th Airlift Wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Purpose.

1.1. The purpose of this instruction is to define the responsibilities of squadron Unit Safety Representatives (USR) and Flight Safety Officers (FSO), and their staff to the wing safety office. USRs and FSOs have a dual responsibility to their commander's safety program and to the wing commander's safety program.

2. Unit Safety Representative (USR) Responsibilities.

2.1. USRs are responsible for developing and implementing their commander's safety and risk management programs for all on-duty and off-duty operations and activities. These responsibilities include but are not limited to:

2.1.1. Assists the commander with implementing the requirements of all applicable safety instructions and standards, and act as the commander's liaison with 437 Airlift Wing Safety Office.

2.1.2. Maintains the Unit Ground Safety Continuity Book.

- 2.1.3. Ensures safety mishaps are reported to 437 AW Safety in accordance with paragraph 4.1.1. of this supplement.
- 2.1.4. Ensures safety hazards are reported and corrected.
- 2.1.5. Ensures a pro-active mishap prevention program is implemented.
- 2.1.6. Coordinates scheduled safety inspections with the unit commander and functional managers.
- 2.1.7. Conducts spot inspections and oversees supervisor spot inspection programs.
- 2.1.8. Ensures Operational Risk Management (ORM) is actively utilized by the squadron in the absence of a commander appointed ORM manager.
- 2.1.9. Coordinates with wing safety and the Unit Training Manager to ensure personnel are scheduled and attend all required safety training.

3. USR Manning and Training Requirements.

- 3.1. Squadron commanders will appoint at least one primary and alternate Unit Safety Representative in writing. A letter of appointment will be forwarded to 437 AW Safety. The appointment letter will be updated annually or whenever changes occur.
 - 3.1.1. Commanders are encouraged to select individuals who have a minimum of one-year retainability.
 - 3.1.2. Flying squadron commanders are requested to select at least one non-flying member for program continuity.
- 3.2. USRs must request USR Initial Training through the ground safety office within 30 days of appointment. The 437 AW safety training schedule is posted on the wing safety web page. All USRs will attend an ORM Fundamentals Course within 90 days of assuming their duties if not previously ORM trained.
- 3.3. At least one USR from each unit shall attend the quarterly wing USR meeting. The schedule is located on the wing safety web page.

4. Ground Safety Program Management.

- 4.1. Squadron commanders shall publish unit mishap reporting procedures. Procedures shall ensure military on and off-duty injuries, civilian employee on-duty injuries, damage to government property, and damage to any property as a result of military operations are reported to wing safety.
 - 4.1.1. Mishaps involving serious injuries, hospitalization or damage estimated to be greater than \$20,000 must be reported to wing safety immediately. After duty hours, wing safety can be contacted through Command Post. Less serious mishaps will be reported to wing safety not later than close of business of the next duty day.
 - 4.1.2. Supervisors will ensure a completed CAFB Form 26, **437th Airlift Wing Ground Safety Mishap Report**, is submitted for all safety mishaps. This is in addition to other reporting requirements (exception: flight safety mishaps will be reported on AMC Form 97).
 - 4.1.2.1. CAFB Forms 26 should be routed in accordance with unit mishap reporting proce-

dures to ensure commanders and USRs have knowledge of the event. *Note: Civilian worker injuries may require additional reporting through the appropriate CPO or HRO.*

4.1.2.2. CAFB Forms 26 shall be forwarded to Wing Safety within 3 duty days of the mishap.

4.2. USR will conduct at least one monthly spot inspection of the unit. The USR will log all spot inspections and ensure corrective actions are taken to eliminate hazards.

4.3. USRs that are authorized and trained in accordance with AFI 91-202, 3.1.1., to conduct unit safety self-inspections in lieu of an annual safety inspection by wing safety will use the inspection checklist(s) provided by wing safety and will forward a copy of the inspection results to wing safety NLT 31 March for the current fiscal year.

4.3.1. Units that do not provide inspection results to wing safety by 31 March and have not been granted an extension by the 437 AW/SE will be subject to a short notice annual inspection at the discretion of wing safety.

4.4. Supervisors will develop Job Safety Training (JST) outlines as required by AFI 91-202, 1.6.14.4. The required annual review of the JST outline will be documented.

4.5. Wing Safety periodically receives ALSAFECOM messages from the Air Force Safety Center when deemed necessary. Wing Safety will forward the message to effected units for immediate action. All units receiving ALSAFECOM messages from wing safety must take action as outlined in the message and will provide an after action report to wing safety.

4.6. As a minimum the Unit Ground Safety Continuity Book will include:

4.6.1. One copy of the latest USR appointment letter and documentation of initial USR training.

4.6.2. One copy of unit mishap reporting procedures.

4.6.3. A complete list of all unit work centers and facilities.

4.6.4. A list of motorcycle operators within the unit to include name, rank and date of training.

4.6.5. One copy of the most recent 437 AW Wing Safety program assessment and inspection report, and all previous reports that have open findings. Units that are authorized by Wing Safety to conduct a self-inspection in lieu of an annual inspection will maintain copies of the self-inspection results for the previous 2 years (see paragraph 4.3.).

4.6.6. A copy of open AF Forms 3 and/or AF Forms 1118 applicable to the unit USR Spot inspection log.

4.6.7. A copy of all Special Interest Items (SII), ALSAFECOM Messages, or high interest items applicable to the unit, and any associated corrective actions or after action reports.

4.6.8. A copy of all USR meeting minutes for the previous 12 months.

5. Flight Safety Officer Taskings and Augmentation Process

5.1. The 437AW Flight Safety office is manned on a rotational basis by one member of each squadron. There is one attached position and an on-loan position for each flying squadron. Squadron personnel who have completed the FSO course may be required to augment wing safety if a shortfall in the manning of the wing safety office occurs. Squadron personnel may also be required to provide

support for operational taskings (i.e. AEF, Large Package Exercises, etc) that the wing may be required to fill.

5.2. The Wing Safety office maintains a database identifying all individuals who have completed the FSO and AMIC courses. Taskings for squadron augmentation to support mishap investigations will specifically identify whether a USR, FSO or AMIC trained individual is needed.

5.3. Augmentee taskings will be forwarded from Wing Safety (Chief of Safety or Chief of Flight Safety) through OSS/OSO (current operations) to the appropriate group or squadron commander. Once identified, the individual will report to the wing safety office.

5.4. If wing augmentee taskings can not be filled, the group commander will provide wing safety an explanation of the shortfall for tracking purposes and for forwarding to higher headquarters as appropriate.

5.5. Occasionally wing safety will need a squadron FSO to man standby flight safety duty. This tasking will be coordinated through the respective group or squadron commander. See paragraph 6.1. for additional information on standby duty.

6. Flight Safety Standby Duty.

6.1. The wing safety office maintains a flight safety officer (FSO) on call 24 hours a day to respond to any flight related safety issues or incidents.

6.2. While performing standby duty, the FSO's primary responsibility is mishap response. FSO's will respond to any safety related incident or request involving an aircraft and/or aircrew member to include initiating an incident/accident investigation. Augmentees will receive a thorough inbrief by a wing FSO prior to assuming standby duty. The standby duty FSO carries the flight safety cell phone and must respond by telephone within 10 minutes after notification and be on scene within 60 minutes of notification at the mishap site location with all the necessary equipment to preserve all perishable evidence.

6.3. Individuals carrying the standby cell phone will not concurrently sit on any other alert status (e.g. J-Alert, A/B/C Alert, etc.)

7. Mobility Posture

7.1. All FSO and AMIC trained individuals are on mobility status and can be tasked for deployment at any time for accident/incident investigation. Taskings will be coordinated IAW paragraph 5.3. of this instruction. NAF will normally request an FSO or AMIC for Class A and B investigations through the wing safety office.

7.2. Upon request from NAF and through coordination between chief of safety and the appropriate group commander and squadron commander, names will be forwarded for deployment. Deployments are normally for 30 days but may be longer.

8. Forms Prescribed. CAFB Form 26, **437 Airlift Wing Ground Mishap Report**, Jun 02.

BROOKS L. BASH, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-202, *The Air Force Mishap Prevention Program*.

AFI 91-204, *Safety Investigations and Reports*.

AFI 91-301, *AF Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*.

Abbreviations and Acronyms

AFSC—Air Force Safety Center

ALSAFECOM—All Safety Communication Message

AMIC—Aircraft Mishap Investigation Course

FSNCO—Flight Safety Non-Commissioned Officer

FSO—Flight Safety Officer

JST—Job Safety Training

USR—Unit Safety Representative (May or may not be trained as an FSO, or AMIC)

Terms

Attached FSO—Full time FSO at Wing safety (FSO course completed)

Flight Safety—Discipline within Wing Safety

Ground Safety—Discipline within Wing Safety

On-loan FSO—Flight Safety part-time position at Wing Safety (FSO course completed)

Wing Safety—437 Airlift Wing Safety Office