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Safety



**WING COMMANDER'S MISHAP
PREVENTION POLICY**

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This instruction provides the commander's policy on mishap prevention, the functional managers' and squadron commanders' responsibilities for mishap prevention, and the safety staff's role in the Mishap Prevention Program. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN). System of Records Notice F036 AF PC C applies.

SUMMARY OF REVISIONS

Mishap reporting criteria to include forms required added to paragraph **8**. Minor changes were made to paragraph **9**. A bar (|) indicates a change since the last revision.

1. Introduction: People are our number one resource. Consequently, safety is paramount to the accomplishment of our Wing's mission. Commanders and supervisors at every level must realize that mission accomplishment is directly dependent on their efforts to prevent mishaps. Commanders must establish proactive safety programs that will deter both on and off-duty mishaps. Supervisors are the key to Dover's mishap prevention program by facilitating safety education and training, on-the-job training, establishing a safe work environment, and encouraging personnel to actively identify and correct hazards. Furthermore, mishap prevention is a team effort and every member of the Dover Team must take a proactive role in safety in order to prevent mishaps.

2. Safety Education And Training: Safety education and training is the cornerstone of a sound mishap prevention program. Squadron Commanders must establish effective safety education and training programs that will aid in the prevention of on and off-duty mishaps. In order to facilitate these programs, Squadron Commanders must effectively plan and budget for the continuing safety education and training needs of their personnel.

3. Off-Duty Safety: Safety does not end when personnel leave the confines of Dover AFB at the end of the duty day. Safety must be a state of mind off-duty as well as on-duty. Squadron Commanders must establish an aggressive off-duty safety program in order to reduce the potential for off-duty mishaps. These programs should strive to control the off-duty hazards associated with the home, speeding in private vehicles, drinking and driving, the non-use of seat belts, sports and recreational activities and seasonal hazards associated with the local area such as snow and ice.

4. Base Organized Sports Activities: Base organized sports activities play a key role in the morale and welfare of the base populace. Squadron Commanders have a vested interest in the conduct and safety of their personnel who partake in these activities. Everyone involved in base organized sports activities including participants, coaches, and organizers must enforce and adhere to the rules of the game in order to promote sportsmanship and the safety of participants.

5. DUI: DUI (Driving Under the Influence) will not be tolerated. Each level from Wing/Group/Squadron/Flight Commander to the frontline supervisor plays a key role in preventing alcohol-related mishaps. Individuals are responsible for ensuring that they do not drive while under the influence of alcohol. Dover Air Force Base has several well-developed and comprehensive designated-driver programs. Personnel are strongly encouraged to familiarize themselves with what is available and utilize these valuable services when they are under the influence of alcohol.

6. Hazard Abatement: Qualified safety, fire and health officials identify hazards and assign Risk Assessment Codes (RACs). Wing Safety tracks hazards until they are abated. Group Commanders and Squadron Commanders must effectively budget and lobby for the abatement of Risk Assessment Codes that have been assigned to the hazards associated with their facilities, equipment, and work centers. The hazard abatement lobbying effort includes attending Occupational Safety and Health Councils and Base Comprehensive Plan meetings. When hazards cannot be abated in a timely manner, managerial actions must reduce exposure to the hazard and manage risk through the implementation of interim control measures. The Wing Safety Staff is available with expertise to assist in those managerial decisions.

7. Hazard Identification and Reporting: Everyone has the responsibility to identify and report hazardous conditions, unsafe work processes and operations to their supervisors. Personnel should attempt to abate the hazard at the lowest level first. If the hazard cannot be abated at the lowest level, personnel should elevate the hazard to the appropriate level by utilizing a variety of resources available which include: AF Form 457, **USAF Hazard Report**, Action Lines, phone calls or letters.

8. Mishap Reporting: Timely mishap reporting enables safety personnel to perform mishap investigations that are critical in preventing the reoccurrence of future mishaps. Individual personnel are responsible for reporting both on and off-duty mishaps to their supervisors as soon as practicable. Wing Safety will be notified within 24 hours after the mishap is reported. DAFB Form 351, **Dover AFB Safety Incident Report**, must be completed and received by Wing Safety within 7 days of mishap notification.

9. Risk Management: Risk Management is a mishap prevention tool that promotes effective decision making by identifying, analyzing, and controlling the hazards associated with any task. The six-step Risk Management process can be used any place, on any mission, and by anyone. The Risk Management process must become a part of the 436th Airlift Wing culture so that performing a work task in a safe manner becomes second-nature to our workforce. Risk Management must be integrated into our off-duty activi-

ties so we will exhibit safe patterns of behavior when we are driving in our cars, working around the house, and participating in sports and recreational activities.

JOHN I. PRAY, JR., Colonel, USAF
Commander