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Safety



**COMMANDER'S SAFETY ASSESSMENT AND
INSPECTION GUIDE**

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This guide provides commanders the criteria by which their units will be assessed during their annual Operational Risk Management (ORM), Ground, Flight, and Weapons Safety Assessments/Inspections. The objective of our inspection program is to provide commanders with direct feedback on the effectiveness of their safety program; their compliance with USAF, HQ AMC, Air Force Occupational Safety and Health (AFOSH), and Occupation Safety and Health Administration (OSHA) standards; and an assessment of their squadron's safety culture. Our goal is to promote an effective safety culture, which provides for low risk operations within the workplace and identifies hazards, prevents injury, minimizes wasted resources and complies with statutory Code of Federal Regulations (CFR) guidance on occupational safety and health standards.

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This document is substantially revised and must be completely reviewed.

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Chapter 1

COMMANDER'S MISHAP PREVENTION PROGRAM

1.1. Commander's MISHAP Prevention Program: The categories listed below will be graded based upon the overall scores of the ORM, Ground Safety, Weapons Safety, and Flight Safety programs.

1.1.1. **Commander's Support and Management of Unit Safety Program:** This category encompasses the commander's support for all aspects of safety, to include: Prioritizing the abatement of identified safety hazards above other projects. Assignment/training of unit safety representatives (USRs), flight safety officers (FSOs), weapons safety representatives, and any other safety-related training essential for reducing risks. Attendance at USR and safety-related meetings will indicate commander's support for safety programs. Mishap frequency and hazard abatement will also be graded here.

1.1.2. **Safety Program Compliance:** This category encompasses a unit's compliance with Air Force Instructions (AFI), Occupational Safety and Health Administration (OSHA), and Air Force Occupational, Safety, and Health (AFOSH) standards. Operations and training in confined space, lockout/tagout, hazard abatement, facility maintenance, seatbelt usage, and motorcycle safety/ATV safety evaluations will affect the rating in this area.

1.1.3. **Hazard Reporting:** This category reflects an average overall assessment of both the Flight and Ground Hazard Reporting ratings.

1.1.4. **Training:** This category reflects an average overall assessment of the Ground, Weapons, and Flight training ratings.

Chapter 2

UNIT OPERATIONAL RISK MANAGEMENT PROGRAM

2.1. Unit Operational Risk Management (OPR) Program (CRITICAL): An overall rating for the Unit Operational Risk Management program is given based on ratings from program sub-elements **2.2.** through **2.5.**

2.1.1. **OUTSTANDING:** Requirements of **SATISFACTORY** and **EXCELLENT** ratings plus squadron members have accomplished web-based ORM Fundamentals training, the unit fosters an environment that encourages individuals to identify hazards, documentation of ORM program far exceeds minimum requirements, all unit members apply ORM principles to daily tasks, and knowledge of ORM application is widespread and evident.

2.1.2. **EXCELLENT:** Requirements of **SATISFACTORY** rating plus unit champions have accomplished the Distance Learning ORM Supervisor Course or equivalent, top ten hazards and appropriate control measures have been identified by the majority of personnel in the unit and they are directly in line with the unit's top risk factors, documentation of ORM program exceeds minimum requirements, unit personnel were able to identify the 6 step process used in an effective ORM program, and the unit has visibly posted ORM information (wing/group/unit ORM champions, 6 steps of ORM process, and official ORM website: <https://rmis.saia.af.mil>).

2.1.3. **SATISFACTORY:** Unit has established a written ORM program which effectively identifies risk and provides a system for feedback to supervisors for elevated risk. This includes having a commander's ORM policy letter, ORM Champion assigned and trained, formal ORM training program for unit personnel, quarterly ORM focus days documented, and top 10 unit hazards with control measures documented.

2.1.4. **UNSATISFACTORY:** Unit has not established a written ORM program which effectively identifies risk and provides a system for feedback to supervisors for elevated risk. This includes not having a Commander's ORM policy letter, ORM Champion assigned and trained, formal ORM training program for unit personnel, quarterly ORM focus days documented, or top 10 unit hazards with control measures not documented.

2.2. Training: In this section, individual training, unit champion training, and quarterly focus days will be evaluated and given one of the ratings listed in **2.2.1.** through **2.2.4.** See GFAFBI 91-202, *Operational Risk Management Program*.

2.2.1. **OUTSTANDING:** Requirements of **SATISFACTORY** and **EXCELLENT** ratings plus squadron members have accomplished web-based ORM Fundamentals training.

2.2.2. **EXCELLENT:** Requirements of **SATISFACTORY** rating plus unit champions have accomplished the Distance Learning ORM Supervisor Course or equivalent. ORM quarterly focus days were used to make improvements to unit processes.

2.2.3. **SATISFACTORY:** Unit personnel have accomplished basic ORM training, unit champions have accomplished (at a minimum) web-based ORM Fundamentals training, and quarterly focus days have been accomplished.

2.2.4. UNSATISFACTORY: Unit personnel have not accomplished basic ORM training, unit champions have not accomplished (at the minimum) web-based ORM Fundamentals training, or quarterly focus days have not been accomplished.

2.3. Hazard Identification: In this section, the unit's process of hazard identification and appropriate control measures will be evaluated and given one of the ratings listed in 2.3.1. through 2.3.4. See GFAFBI 91-202.

2.3.1. OUTSTANDING: Requirements of SATISFACTORY and EXCELLENT ratings plus the unit fosters an environment that encourages individuals to identify hazards.

2.3.2. EXCELLENT: Requirements of SATISFACTORY rating plus the top ten hazards and appropriate control measures have been identified by the majority of personnel in the unit and they are directly in line with the unit's top risk factors.

2.3.3. SATISFACTORY: Unit has annually identified the top ten hazards associated with their unit and assigned appropriate control measures.

2.3.4. UNSATISFACTORY: Unit has not annually identified the top ten hazards associated with their unit or assigned appropriate control measures to these hazards.

2.4. Documentation: In this section, unit ORM program documentation will be evaluated and given one of the ratings listed in 2.4.1. through 2.4.4. See GFAFBI 91-202.

2.4.1. OUTSTANDING: Requirements of SATISFACTORY and EXCELLENT rating plus documentation of the ORM program far exceeds requirements.

2.4.2. EXCELLENT: Requirements of SATISFACTORY rating plus documentation of ORM program exceeds minimum requirements.

2.4.3. SATISFACTORY: Unit has documented: ORM training of unit members/champions, quarterly focus days, annual top 10 risks and appropriate control measures, commander's policy letter on ORM, ORM champions, and GFAFBI 91-202.

2.4.4. UNSATISFACTORY: Unit has not documented: ORM training of unit members/champions, quarterly focus days, annual top 10 risks and appropriate control measures, commander's policy letter on ORM, ORM champions, or GFAFBI 91-202.

2.5. Knowledge: In this section, the ORM knowledge of unit personnel will be evaluated and given one of the ratings listed in 2.5.1. through 2.5.4. See GFAFBI 91-202.

2.5.1. OUTSTANDING: Requirements of SATISFACTORY and EXCELLENT ratings plus all unit members apply ORM principles to daily tasks. Knowledge of ORM application is widespread and evident.

2.5.2. EXCELLENT: Requirements of SATISFACTORY rating plus unit personnel were able to identify the 6 step process used in an effective ORM program. Unit has also visibly posted wing/group/unit ORM champions, 6 steps of ORM process, and official ORM website: <https://rmis.saia.af.mil>.

2.5.3. SATISFACTORY: Unit personnel are aware of unit's ORM program, unit personnel are encouraged to identify ORM issues, and annual top ten risks and appropriate control measures have been visibly posted in squadron.

2.5.4. UNSATISFACTORY: Unit personnel are not aware of unit's ORM program, unit personnel are not encouraged to identify ORM issues, or annual top ten risks and appropriate control measures have not been visibly posted in squadron.

Chapter 3

GROUND SAFETY PROGRAM

3.1. Ground Safety Program: An overall rating for the Unit Ground Safety Program is given based on ratings from program sub-elements 3.2. through 3.13.

3.2. Mishap Reporting: On-time mishap reporting will be evaluated based on a 3 duty day reporting window suspense. All (on and off-duty) mishaps involving military personnel and on-duty civilian mishaps, including injuries, occupational exposures, and property damage, whether on or off-base, must be reported to Wing Safety. Near-miss reporting is encouraged. Initial reports may be telephonic, E-Mail, FAX, or AMC Form 441, *Report of Injury / Illness and Treatment*. The rating is based on the following criteria for initial on-time reporting suspense's.

NOTE: In cases where the individual does not seek immediate medical attention, the 3 duty day reporting suspense begins on the date the individual involved in a mishap seeks initial medical treatment.

OUTSTANDING	95% - 100%
EXCELLENT	85% - 94%
SATISFACTORY	75% - 84%
MARGINAL	70% - 74%
UNSATISFACTORY	69% or lower

3.3. Hazard Reporting (Critical): In this section, the availability of AF Forms 457, *USAF Hazard Report*, unit personnel's knowledge of the USAF Hazard Reporting system, and timeliness and adequacy of corrective action taken on Hazard Reports forwarded to the unit (OPR) for action is evaluated. IAW AFI 91-202, *The US Air Force Mishap Prevention Program*, Chapter 4, Risk Assessment Code (RAC) 1 hazards are treated as Immediately Dangerous to Life and Health (IDLH). Operations will be terminated immediately until worker exposure, severity of injury, or protection of workers results in the RAC being reduced to a RAC 2 or 3.

3.3.1. OUTSTANDING: Hazard Reports are available (posted) within each duty section (to maintain anonymity, personnel must not have to ask for a hazard report) in a common area such as a hallway or break room. Hazard reporting instructions are posted with the AF Form 457s. All personnel are aware that an attempt should be made to correct the problem at the lowest level before submission of an AF Form 457. The Wing Safety Office has not received a report of a hazardous condition that could have been abated by the unit with minimal impact since the previous annual assessment. Personnel are aware that hazard reports may be submitted anonymously to the safety office. Abatement actions taken by the OPR were completed almost immediately. If the abatement actions were beyond the scope of the unit to complete or abatement actions would exceed 30 days, an AF Form 3, *Hazard Abatement Plan*, was completed by the unit and forwarded to the Wing Safety Office for inclusion in the installation Master Hazard Abatement Log. When serious hazards cannot be abated immediately upon receipt, the unit has conducted an ORM assessment to consider additional ways (besides interim control measures offered on the AF Form 457), in which to reduce worker exposure from serious to minor. When completed, the ORM assessment was forwarded to the Wing Safety Office for review.

The unit has conducted a unit-wide inspection to determine that similar safety hazards do not exist. The results of this inspection were forwarded to the Wing Safety Office for distribution to other units. The commander has prioritized the abatement of this serious hazard above all other projects.

3.3.2. EXCELLENT: AF Form 457's are available (posted) on unit safety bulletin boards/common areas (personnel must not have to ask for a hazard report). Hazard reporting instructions are posted with the AF Form 457's. The majority of personnel are aware that an attempt should be made to correct the problem at the lowest level before submission of a AF Form 457. Personnel are aware that hazard reports may be submitted anonymously to the safety office. Abatement actions taken by the OPR were completed in an effective manner prior to the suspense established by AFI 91-202 and OSHA (30 days for serious RAC 2 and 3 hazards). If the abatement actions were beyond the scope of the unit to complete or abatement actions would exceed 30 days, an AF Form 3 was completed by the unit and forwarded to the Wing Safety Office for inclusion in the installation Master Hazard Abatement Log. When serious hazards cannot be abated immediately upon receipt, the unit has conducted an ORM assessment to consider additional ways (besides interim control measures offered on the AF Form 457), in which to reduce worker exposure. When completed, the ORM assessment was forwarded to the Wing Safety Office for review. The commander has prioritized the abatement of this serious hazard above all other projects.

3.3.3. SATISFACTORY: Hazard Reports are available (posted) to personnel within the common areas (personnel must not have to ask for an AF Form 457). Hazard reporting instructions are posted with the AF Form 457s. Personnel are aware that hazard reports may be submitted anonymously to the safety office. Abatement actions taken by the OPR were completed in an effective manner within the suspense established by AFIs and OSHA (30 days for serious RAC 2 and 3 hazards). If the abatement actions were beyond the scope of the unit to complete or abatement actions would exceed 30 days, an AF Form 3 was completed by the unit and forwarded to the Wing Safety Office for inclusion in the installation Master Hazard Abatement Log. The commander has prioritized the abatement of this serious hazard above all other projects.

3.3.4. MARGINAL: Hazard Reports are available (posted) to personnel in a common area but not in a prominent location (personnel must not have to ask for a hazard report). Hazard reporting instructions are posted with the AF Form 457s. Abatement actions taken by the OPR were completed in an effective manner but not within the suspense established by AFIs and OSHA (30 days for serious RAC 2 and 3 hazards). The unit submitted an AF Form 3 after the 30 day suspense. The commander has prioritized the abatement of this serious hazard but not above other projects.

3.3.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.4. Adequacy and Timeliness of Actions Taken (Critical): Each subparagraph will be individually rated based on meeting established suspense's, follow-up action taken on program management deficiencies, and quarterly updates on RAC items, for elements 3.4.1. through 3.4.4.

3.4.1. SAFETY AND HEALTH PROGRAM MANAGEMENT DEFICIENCIES: This section will be reviewed for action taken on program management deficiencies identified during the previous year's annual assessment.

NOTE: If there were no program deficiencies identified during the previous assessment, this element will be N/A.

3.4.1.1. **OUTSTANDING:** The unit eliminated identified safety program deficiencies from the last assessment within 30 days and no repeat deficiencies were identified during the current assessment. Corrective actions designed to eliminate program deficiencies have demonstrated long term results in that no element is currently rated lower than the previous assessment's rating. Additionally, the unit took action to improve elements rated as satisfactory during the last assessment. The unit provided the safety office with weekly updates indicating status of corrective actions. Between assessments, close contact is maintained with the safety office to determine any negative trends and immediate actions are implemented to reverse these trends.

3.4.1.2. **EXCELLENT:** The unit eliminated identified safety program deficiencies from the last assessment within 60 days and no repeat deficiencies were identified during the current assessment. Corrective actions designed to eliminate program deficiencies were effective and have demonstrated long term results. The unit provided the safety office with monthly updates indicating status of corrective actions. Between assessments, close contact is maintained with the safety office to determine any negative trends.

3.4.1.3. **SATISFACTORY:** Identified safety program deficiencies have been corrected since the last assessment and there were no repeat deficiencies identified. Corrective actions designed to eliminate program deficiencies were effective. The unit provided the safety office with updates indicating status of corrective actions.

3.4.1.4. **MARGINAL:** The majority of program deficiencies identified during the last assessment have been closed. Minor (non-hazard producing) program deficiencies from the last assessment remain open but improvement is evident. Deficiencies in Confined Space or Lockout/Tagout programs that make affect worker health or safety must be closed within 30 days.

3.4.1.5. **UNSATISFACTORY:** Fails to meet requirements for MARGINAL.

3.4.2. **SAFETY AND HEALTH INSPECTION HAZARDS/DEFICIENCIES:** This element will include a review of the adequacy and timeliness of actions taken on facilities/work practice hazards and deficiencies identified during the inspection process (annual and spot inspections). RAC 1 hazards are treated as Immediately Dangerous to Life and Health (IDLH). Operations will be terminated immediately until worker exposure, severity of injury, or protection of workers results in the RAC being reduced to a RAC 2 or 3.

NOTE: If there were no open hazards or deficiencies identified during the previous annual inspection and no hazards were identified during spot inspections, this element will not be rated.

3.4.2.1. **OUTSTANDING:** No RAC 1 or 2 hazards were identified during the reporting period. All RAC 3 hazards (within the scope of the unit to abate) were permanently abated within 30 days and an AF Form 3 was submitted on each hazard not within the unit's scope to abate. RAC 3 hazards not within the scope of the unit to abate are on the commander's priority list and have been elevated to the group commander. Identified hazards were distributed throughout the unit and an inspection was accomplished to ensure similar hazards were identified. Self-identified hazards have been given high priority for abatement and Wing Safety has been notified of these self-identified hazards. RAC 4 and 5 hazards not abated within 30 days have been placed on the commander's priority list above all non-safety related projects.

3.4.2.2. **EXCELLENT:** Hazard suspense's have been met within the required timelines. No RAC 1 hazards were identified during the reporting period. All RAC 2 and 3 hazards within the scope of the unit to abate were abated within 30 days. RAC 2 and 3 hazards that were not within the

scope of the unit to abate have been investigated fully and temporary actions implemented to reduce the risk to personnel until permanent abatement actions are complete. All RAC 2 and 3 hazards not within the scope of the unit to abate are on the commander's priority list and have been elevated to the group commander. An AF Form 3 has been initiated on each unabated RAC 2 and 3 hazard and forwarded to Wing Safety for inclusion in the installation Master Hazard Abatement Program. All RAC 4 hazards are on the commander's priority list.

3.4.2.3. **SATISFACTORY:** The majority of suspense's have been met within required timelines. All RAC 1 hazards have been mitigated/abated, or the operation suspended immediately. RAC 2 and 3 hazards have been investigated fully and temporary actions implemented to reduce the risk to personnel until permanent abatement actions are complete. All RAC 2 and 3 hazards within the scope of the unit to abate are on the commander's priority list and have been elevated to the group commander. AF Form 3s have been initiated and forwarded to Wing Safety for inclusion in the installation Master Hazard Abatement Program. Wing Safety has been provided updates periodically.

3.4.2.4. **MARGINAL:** RAC 2 and 3 hazards within the scope of the unit to abate were abated, but not within 30 days as required by AFOSH and OSHA. RAC 4 and 5 hazards have not been prioritized above non-safety related projects on the unit commander's priority list. Suspense's have not been met and updates require Wing Safety to query the unit for a response.

3.4.2.5. **UNSATISFACTORY:** Fails to meet requirements for **MARGINAL**.

3.4.3. **MISHAP REPORTS:** This will include reviewing follow-up action taken on mishap report recommendations where the unit is the OPR for corrective action. If no mishap reports were forwarded to the unit for action this element will not be rated.

NOTE: Due to the necessity of timely action to prevent the recurrence of mishaps the **OUTSTANDING** and **MARGINAL** ratings are dropped from this element.

3.4.3.1. **EXCELLENT:** Recommended actions taken were initiated in a timely manner, were comprehensive and designed to prevent recurrence. Actions taken were publicized throughout the unit for mishap prevention purposes. All suspense's were met.

3.4.3.2. **SATISFACTORY:** Recommended actions taken were comprehensive and designed to prevent recurrence. The majority of suspense's have been met within required timelines.

3.4.3.3. **UNSATISFACTORY:** Fails to meet requirements for **SATISFACTORY**.

3.5. Traffic Safety Program (Critical): This section will reflect an overall rating based on results in elements **3.5.1.** through **3.5.3.**

3.5.1. **OCCUPANT RESTRAINT PROGRAM:** The rating will include evaluation of unit's written guidance, how well the unit is monitoring occupant restraint compliance, and occupant restraint monitoring accomplished during the annual wing inspection.

3.5.1.1. **OUTSTANDING:** The unit has established an occupant restraint program as part of the overall unit traffic safety program. Spot inspections for occupant restraint compliance are conducted in unit controlled areas at least twice monthly and results are documented in the USR continuity book. Unit compliance rates are distributed to unit personnel. The unit commander and supervisors continually emphasizes the importance of vehicle restraint systems. No Government Motor Vehicle (GMV) violations were noted within the inspection period. Private Motor Vehicle

(PMV) usage rates during the inspection period were 95 percent or above. The unit has established a program to educate personnel identified as non-compliant. The unit provides a pre-departure safety briefing to all personnel under 26 years of age who are departing on leave or Temporary Duty (TDY), when the mode of transportation is a PMV.

3.5.1.2. EXCELLENT: The unit has established an occupant restraint program as part of the overall unit traffic safety program. Spot inspections for occupant restraint compliance are conducted in unit controlled areas at least monthly and results are documented in the USR continuity book. Unit compliance rates are distributed to unit personnel. The unit commanders emphasize the importance of vehicle restraint systems. No GMV violations were noted within the unit during the inspection period. PMV usage rates during the inspection period were 90 percent or above.

3.5.1.3. SATISFACTORY: The unit has established an occupant restraint program as part of the overall unit traffic safety program. Spot inspections for occupant restraint compliance are conducted in unit controlled areas once a quarter and results are documented in the USR continuity book. Unit compliance rates are distributed to unit personnel. GMV usage rates are 95 percent or above. PMV usage rates are 80 percent or above.

3.5.1.4. MARGINAL: The unit has established an occupant restraint program as part of the overall unit traffic safety program. Spot inspections for occupant restraint compliance are conducted in unit controlled areas less than once a quarter. Results are documented in the USR continuity book but unit rates are not distributed to unit personnel. Lack of commander emphasis is evident. GMV usage rates are below 95 percent. PMV usage rates are below 80 percent.

3.5.1.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.5.2. MOTORCYCLE (M/C) SAFETY PROGRAM: Rating is based on whether the unit is monitoring Motorcycle Safety Foundation (MSF) training of licensed motorcycle operators and monitoring of personal protective equipment usage.

3.5.2.1. OUTSTANDING: The unit has established a M/C safety program as part of the overall unit traffic safety program. The unit identifies M/C operators during initial in-processing, ensures the identified M/C operator has completed a recognized (approved) hands-on safety course (listed below), and logs the operator's information (including course completion date and course location) into the unit's records. The unit forwards this information to the 319 ARW Safety Office. M/C operators are informed of GFAFB Personal Protective Equipment (PPE) requirements. Information identifying the requirement for all active duty military personnel to attend a recognized hands-on training course before operating a M/C, is provided to all incoming personnel.

NOTE: This applies to all active duty personnel, whether on or off-duty, on or off-base. Prior to and continuously throughout the motorcycle riding season, emphasis is placed on motorcycle safety. The unit has established a program to educate M/C operators violating PPE or safe operating practices. Motorcycle safety information is posted on unit/shop bulletin boards. No unsafe practices or PPE violations are noted during the assessment.

3.5.2.2. EXCELLENT: The unit has established a M/C safety program as part of the overall unit traffic safety program. The unit identifies M/C operators during initial in-processing, ensures the identified M/C operator has completed a recognized (approved) hands-on safety course (listed below), and logs the operator's information (including course completion date and course location) into the unit's records. The unit forwards this information to the 319 ARW Safety Office. M/C operators are informed of GFAFB PPE requirements. Information identifying the requirement

for all active duty military personnel to attend a recognized hands-on training course before operating a motorcycle, is provided to all incoming personnel.

NOTE: This applies to all active duty personnel, whether on or off-duty, on or off-base. Prior to and periodically throughout the motorcycle riding season, emphasis is placed on motorcycle safety.

3.5.2.3. **SATISFACTORY:** The unit has established a M/C safety program as part of the overall unit traffic safety program. The unit identifies M/C operators during initial in-processing, ensures the identified M/C operator has completed a recognized (approved) hands-on safety course (listed below), and logs the operator's information (including course completion date and course location) into the unit's records. The M/C operators are informed of GFAFB PPE requirements. Information identifying the requirement for all active duty military personnel to attend a recognized hands-on training course before operating a motorcycle, is provided to all incoming personnel.

NOTE: This applies to all active duty personnel, whether on or off-duty, on or off-base. Prior to motorcycle riding season, emphasis is placed on motorcycle safety.

3.5.2.4. **MARGINAL:** The unit has established a M/C safety program as part of the overall unit traffic safety program but does not identify M/C operators during initial in-processing. The unit ensures the identified M/C operator has completed a recognized (approved) hands-on safety course (listed below) but does not maintain the operator's information into the unit's records.

3.5.2.5. **UNSATISFACTORY:** Fails to meet requirements for MARGINAL.

NOTE: M/C SAFETY COURSES RECOGNIZED (APPROVED) BY THE USAF

Motorcycle Safety Foundation (MSF):

Motorcycle Rider Course (MRC) Experienced Rider Course (ERC)

California Motorcyclist Safety Program (CMSP):

Motorcycle Rider Course (MRC) Experienced Rider Course (ERC)

American Bikers Aimed Toward Education (ABATE):

Motorcycle Rider Course (MRC) Experienced Rider Course (ERC)

NOTE: M/C TRAINING COURSES NO LONGER RECOGNIZED BY THE USAF

Motorcycle Operator's Safety Training (MOST)

Motorcycle Operator's Safety Training II (MOST II)

Better Biking Course (BBC)

3.5.3. **ALL TERRAIN VEHICLE (ATV) PROGRAM:** Rating is based on whether the unit has ATV's assigned and if all operators have completed the required Specialty Vehicle Institute of America (SVIA) training.

3.5.3.1. **OUTSTANDING:** The unit has established an ATV safety program as part of the overall traffic safety program. Operators are identified and scheduled to attend the SVIA Course conducted by the 319 SFS if they have not previously attended and possess a completion card. A list of qualified operators is maintained in the USR continuity book. Required PPE (see AFI 91-207,

The US Air Force Traffic Safety Program) is issued to each operator and inspected at least monthly for serviceability, cleanliness, and proper storage. PPE usage is rigidly enforced. ATV operating rules are posted on bulletin boards in each section where ATVs are used. USRs conduct monthly spot inspections of ATV operations including a visual inspection of the ATVs for damage and observations of riding practices (if practical). Errant operators are suspended from operating ATVs. No unlicensed operators have been identified since the last assessment.

3.5.3.2. EXCELLENT: The unit has established an ATV safety program as part of the overall traffic safety program. Operators are identified and scheduled to attend the SVIA Course conducted by the 319 SFS if they have not already attended and passed. A list of qualified operators is maintained in the USR continuity book. Required PPE (see AFI 91-207) is issued to each operator and inspected at least quarterly for serviceability, cleanliness, and proper storage. PPE usage is rigidly enforced. USRs conduct quarterly spot inspections of ATV operations including a visual inspection of the ATVs for damage and observations of riding practices (if practical). Errant operators are suspended from operating ATVs. No unlicensed operators have been identified since the last assessment.

3.5.3.3. SATISFACTORY: The unit has established an ATV safety program as part of the overall traffic safety program. Operators are identified and scheduled to attend the SVIA Course conducted by the 319 SFS if they have not already attended and passed. Required PPE (see AFI 91-207) is issued to each operator. PPE usage is enforced. No unlicensed operators have been identified since the last assessment.

3.5.3.4. MARGINAL: The unit has established an ATV safety program as part of the overall traffic safety program. Required PPE (see AFI 91-207) is shared by operators. ATVs show signs of abuse (cracked or broken parts, flat tires, scrapes and scratches). Licensed operators have been observed violating ATV operating rules or have been observed without all required PPE.

3.5.3.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.6. Injury Experience: No rating. Statistics provided are based on OSHA rates for civilian injuries (when applicable).

3.6.1. CIVILIAN INJURIES: Civilian injuries will be given in raw numbers, and also the rate per 100 employees, as used by the United States Department of Labor (USDOL) Occupational Safety and Health Administration (OSHA) to target USAF installations for inspections. The rate will reflect statistical data (injuries sustained) based on an inspection to inspection time frame. This information should assist you in gauging your unit against the USDOL rate of 2.42. In addition, the mishap trend section following the figures and rates will highlight any trends by type of injury and/or incidence within one shop/area, or specific cause factor such as training, supervision, etc.

3.6.1.1. CIVILIAN LOST TIME INJURY: FORECASTED RATE.

3.6.1.2. CIVILIAN FIRST-AID INJURY: RATE.

3.6.1.3. CIVILIAN INJURY TRENDS: Mishap trends identified based on on-duty injuries reported from your last annual inspection to current inspection.

3.6.2. MILITARY INJURIES (ON-DUTY): Military injuries, both lost time and first aid, on-duty and off-duty, are reflected as raw numbers only. Figures are based on last annual inspection to current inspection.

3.6.2.1. LOST TIME REPORTABLE INJURIES:

3.6.2.2. FIRST-AID INJURIES:

3.6.2.3. ON-DUTY TRENDS: Mishap trends identified based on on-duty injuries reported from your last annual inspection to current inspection.

3.6.3. MILITARY INJURIES (OFF-DUTY):

3.6.3.1. LOST TIME REPORTABLE INJURIES:

3.6.3.2. FIRST-AID INJURIES:

3.6.3.3. OFF-DUTY TRENDS: Trends identified based on off-duty injuries reported from your last annual inspection to current inspection.

3.7. AFOSH Training and Documentation (Critical): Rating is based on documentation of workers safety and health training on AF Forms 55, *Employee Safety and Health Record*, throughout the organization and a review of shop specific training outlines for each workcenter. For more information, see AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

NOTE: Due to the importance of proper training in the prevention of mishaps and recent OSHA decisions, this area will be rated SATISFACTORY OR UNSATISFACTORY only.

3.7.1. SATISFACTORY: AF Form 55s are maintained on all personnel (with the exception of workers listed in paragraph 7.3.2, AFI 91-301). Personnel have been provided training on all subjects listed on the AF Form 55. Section supervisors have developed written workplace specific training guides and trained personnel on the operation and maintenance (including Lockout/Tagout procedures) of equipment, hazards associated with specific job tasks, and required PPE for all powered equipment, machinery, and tools. Written guidance will include local environmental factors and out-of-workplace job site hazards. Training is documented on the individual's AF Form 55. In addition to Federal Hazard Communication (HAZCOM) training, supervisors have developed written training plans, trained personnel, and documented training of workplace specific HAZCOM training. This training must include all hazardous chemicals the worker may use or be exposed to in his/her duties, location of Material Safety Data Sheets (MSDSs), routes of entry, target organs, PPE requirements, compatibility and storage, and emergency procedures. Whenever a procedure is changed, new tools, equipment, or a new chemical is received, the appropriate training guide is updated, workers are trained, and the training documented on the AF Form 55. Separate "special" job training such as Control of Hazardous Energy (Lockout/Tagout), Powder Actuated Tools, and Permit-Required Confined Space Training will be provided using separate written training guides and that training will be documented as a separate entry on the AF Form 55. Required annual training is provided and documented.

3.7.2. UNSATISFACTORY: Fails to meet requirements for SATISFACTORY.

3.8. Supervisor's Safety Training (SST): This rating is based on how well the unit monitors SST Training. Specifically, the unit is properly scheduling individuals for training and is training documented on AF Forms 55 after completion. For additional information on SST refer to AFI 91-301.

3.8.1. OUTSTANDING: The unit tracks newly assigned (new arrivals, recently promoted) supervisors to ensure these individuals receive SST. The unit consistently schedules individuals for monthly training based on the numbers of unit personnel requiring training. No personnel require training at

the time of the assessment. Supervisors annotate training in the individual's AF Form 55 and monitor performance. Supervisors that exhibit less than satisfactory safety knowledge or performance are rescheduled for SST.

3.8.2. EXCELLENT: The unit tracks newly assigned (new arrivals, recently promoted) supervisors to ensure these individuals receive SST. The unit consistently schedules individuals for monthly training based on the numbers of unit personnel requiring training. A small number of personnel (based on unit assigned strength) require training at the time of the assessment. Supervisors annotate training in the individual's AF Form 55.

3.8.3. SATISFACTORY: The unit tracks newly assigned (new arrivals, recently promoted) supervisors to ensure these individuals receive SST. The unit schedules individuals monthly based on the numbers of unit personnel requiring training. Supervisors annotate training in the individual's AF Form 55.

3.8.4. MARGINAL: The unit has failed to schedule individuals for monthly training based on the numbers of unit personnel requiring training, but is working to make up the training through commander involvement and additional classes. The unit has failed to schedule sufficient personnel for monthly training courses compared with total personnel requiring training.

3.8.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.9. Control Of Hazardous Energy Program (Lock Out /Tag Out) (Critical): This rating is based on unit requirement, training, documentation, and implementation IAW OSHA CFR 1910.145, OSHA CFR 1910.147, and AFOSH Std 127-45.

3.9.1. SATISFACTORY: The unit has ensured that each affected duty section has established a written Lockout/Tagout (LOTO) Program (a standardized written unit program with shop specific additions will suffice) that fulfills the requirements of AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*, AFI 91-301, OSHA Standard 1910.145, and 1910.147. Included in the written program will be a list of permanently installed powered machinery, equipment, and or systems subject to LOTO. The equipment list will include the make, model, serial number, nomenclature, and location of the equipment/system. Also, list hazards and energy sources (including residual stored energy) associated with each machine, hazards, and authorized maintenance personnel (authorized to lockout/tagout). List whether the machine has lockable power source(s). Individual locks must be issued to personnel authorized to lockout equipment. Locks must be numbered and/or color coded with the locks identification entered on the Authorized to Perform Lockout/Tagout list maintained by the supervisor. The only key available for these locks will be maintained by the individual. Extra keys will be destroyed. When lockout devices are installed, a fully filled out AF Form 979, *Danger Tag*, will be attached at the same point as the lockout device. The shop supervisor will maintain a lockout/tagout list to track when equipment is locked or tagged out. The supervisor will notify the safety office of lockout/tagout application unless exempted by the AFOSH Standard. All personnel within each duty section will be given LOTO familiarization training to acquaint them with the meaning of AF Form 979 and other Danger and Do Not Start tags. Likewise, all personnel will be briefed whenever LOTO has been applied within a duty section.

NOTE: Machines, equipment, and systems may have more than one type of energy to lock out (Refer to AFOSH Std 91-501 for further guidance).

3.9.2. UNSATISFACTORY: Fails to meet requirements for SATISFACTORY.

3.10. Confined Space Entry Program (Critical): This rating is based on the unit's requirement for a confined Space Entry Program. This will include implementation, documentation and training as referenced in OSHA 1910.146 and AFOSH STD 91-25, *Confined Spaces*. Examples of confined spaces would include, but are not limited to; the sewer systems, bulk fuel storage tanks, oil water separators, electrical vaults, fuel valve and drain pits, water tanks, and other specified structures.

3.10.1. SATISFACTORY: Unit has established a written confined space program including the following elements:

3.10.1.1. Written entry procedures and Master Entry Plan (MEP) with current annual Confined Space Program Team (CSPT) approval document.

3.10.1.2. Written workcenter specific confined space attendant/entry/supervisor training plans.

3.10.1.3. Complete list of trained and qualified personnel. (attendant, entrant, supervisor, CPR, rescue, atmospheric testing and respirator trained).

3.10.1.4. Complete list of unit owned confined spaces.

3.10.1.5. Complete list of unit owned confined space equipment. (tri-pod, testers, body harness, retrieval lines, etc.).

3.10.1.6. Written pre-entry checklists.

3.10.1.7. Blank entry permits for permit required confined spaces.

3.10.1.8. Written emergency response plan.

3.10.1.9. Unit has appointed, in writing, a primary and alternate confined space entry program team (CSEPT) member to the Wing Safety Office.

3.10.1.10. Unit forwards a copy of all completed confined space entry permits (AF Form 1024, *Confined Space Entry Permit*) to Wing Safety and maintains a unit copy for one year.

3.10.1.11. Unit maintains a log of all non-permit required space entries for one year. Also, no unauthorized or untrained personnel are observed entering a confined space during the assessment period (1-year) and no entries are observed during the assessment period (1-year) which violate the unit written entry procedures, MEP, AFOSH Std. 91-25, and OSHA Standard 29 CFR 1910.146.

3.10.2. UNSATISFACTORY: Fails to meet requirements for SATISFACTORY.

3.11. Personal Protective Equipment (PPE) (Critical): Rating is based on unit requirement for PPE, training, accessibility, storage, maintenance, use, and enforcement. For further information on PPE requirements refer to AFOSH STD 91-501.

EXAMPLE: gloves, goggles, face shields, aprons, harnesses, hard hats, steel toe boots, respirators, etc.

3.11.1. OUTSTANDING: Supervisors have performed a Job Safety Analysis (JSA) on all hazardous tasks employees may encounter in day-to-day work activities. Supervisors have performed a JSA on all non-routine tasks their employees may be subject to perform. Supervisors have developed and utilize written lesson plans for PPE training. Supervisors have contacted appropriate agencies (Health, Fire, Safety) and attempted to eliminate tasks or mitigate hazardous conditions by engineering changes, product substitution, or worker isolation. Supervisors have identified PPE required to be used to perform tasks not permanently abated. Employees have been issued PPE, taught proper care

and usage, and provided a proper storage location. Issued PPE is being stored properly, all items are in serviceable condition, and employees exhibit comprehensive knowledge of PPE selection criteria and source documents. General use PPE (versus individual issue) is stored properly and cleaning materials (alcohol swabs) are available. Supervisor and leadership enforces PPE usage, to include disciplinary measures for repeat non-compliance. No cases of non-compliance have been noted since the last inspection by safety or health personnel.

NOTE: In cases of employee failure to utilize PPE, documentation is essential.

3.11.2. **EXCELLENT:** Shop supervisors have performed Job Safety Analysis (JSA) on the majority of hazardous tasks employees may encounter in day-to-day work activities. Supervisors have analyzed day-to-day hazardous tasks and some non-routine tasks their employees are subject to perform and identified PPE required to be used to perform those tasks. Employees have been issued PPE, taught proper care and usage, and provided a proper storage location. Issued PPE is being stored properly, all items are in serviceable condition, and employees exhibit comprehensive knowledge of PPE selection criteria and source documents. General use PPE (versus individual issue) is stored properly and cleaning materials (alcohol swabs) are available. PPE use is enforced but cases of repeated failure are not resulting in verifiable disciplinary action. A few cases of non-compliance have been observed since the last assessment.

3.11.3. **SATISFACTORY:** Shop supervisors have analyzed hazardous tasks their employees are subject to perform routinely and identified PPE required to be used to perform those tasks. Employees have been issued PPE, taught proper care and usage, and provided a proper storage location. Issued PPE is being stored properly and the majority of items are in serviceable condition. General use PPE (versus individual issue) is stored properly and cleaning materials (alcohol swabs) are available. Workers state that the supervisor enforces PPE use verbally. No cases of non-compliance are noted by safety or health personnel during the inspection.

3.11.4. **MARGINAL:** Shop supervisors have analyzed some day-to-day activities for PPE requirements but rely mainly on in-place work practices and employee judgment. Employees have been issued PPE but are given cursory training in care and usage. Issued PPE is not being stored or maintained properly and general condition is poor. General use PPE is available but no cleaning materials are provided. Personnel are not knowledgeable about PPE selection but understand it is required. Supervisors mention PPE occasionally but do not enforce usage.

3.11.5. **UNSATISFACTORY:** Fails to meet requirements for MARGINAL.

3.12. USR Continuity: This rating is based on how well the unit assigns and utilizes USR positions. The following guidelines should be followed when considering the appointment of a USR: Larger organizations should consider assigning a full time safety individual whose primary duty is unit safety. Individuals appointed should be in the grade of E-6 or above and hold a 7-level (5-level minimum). Individuals should have a minimum of 12 months retainability. For continuity purposes, the duration of appointment should be one year or longer. In addition, the individual selected should not be subject to extended TDYs.

3.12.1. **OUTSTANDING:** The unit selects USRs based on knowledge and interest, and the unit has designated (in writing) a primary and alternate USR (both of which are grade E-6 or higher) and ensured both the primary and alternate receive required training from the Wing Ground Safety Office within 30 days of appointment. Personnel appointed as USRs have at least 18 months retainability at the time of appointment. USR names are recognized by all unit personnel queried. A change in USRs

is accomplished with at least one week overlap when practical. Posters or letters with the USR names, photos, and duty phone numbers are posted on all safety bulletin boards in the unit. The commander gives the USR full support and authority in matters of safety. Monthly meetings are held between the USRs and unit leadership. USRs are active and interact with the Wing Ground Safety Office more than once a month. Leadership ensures a safety POC is available at all times.

3.12.2. EXCELLENT: The unit has designated (in writing) a primary and alternate USR (at least one of which is grade E-6 or higher) and ensured both the primary and alternate receive required training from the Wing Ground Safety Office within 30 days of appointment. Personnel appointed as USRs have at least 18 months retainability at the time of appointment. Unit safety representative's names are recognized by the majority of unit personnel queried. Posters or letters with the USR's names and duty phone numbers are posted on safety bulletin boards throughout the unit. The commander gives the USR support and authority in matters of safety. Regular meetings are held between the USRs and unit leadership. USRs are active and interact with the Wing Ground Safety Office at least monthly.

3.12.3. SATISFACTORY: The unit has designated (in writing) a primary and alternate USR but only the primary has received required training from the Wing Ground Safety Office within 30 days of appointment. Personnel appointed as USRs have at least 12 months retainability at the time of appointment. Unit safety representative's names are recognized by unit personnel queried. Posters or letters with the USR's names and duty phone numbers are posted on safety bulletin boards. The commander gives the USR support and authority in matters of safety.

3.12.4. MARGINAL: The unit has designated (in writing) a primary and alternate USR and but failed to ensure both the primary and alternate receive required training from the Wing Ground Safety Office within 30 days of appointment. Unit safety representative's names are recognized by a minority of unit personnel queried. Posters or letters with the USR's names and duty phone numbers are not posted on safety bulletin boards. The commander gives the USR cursory support and little authority in matters of safety.

3.12.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.13. Unit Safety Representatives (USR): The overall rating is based on the evaluation of elements **3.13.1.** through **3.13.4.**

3.13.1. USR TRAINING: SATISFACTORY or UNSATISFACTORY based on whether appointed USRs are trained within 30 days of appointment.

3.13.2. USR MEETING ATTENDANCE: The overall rating is based on the number of scheduled meetings attended by the USR or appointed representative.

3.13.2.1. OUTSTANDING: 100% of meetings attended, and significantly contributes to the training accomplished during at least one meeting.

3.13.2.2. EXCELLENT: 100% of meetings attended.

3.13.2.3. SATISFACTORY: 75% of meetings attended.

3.13.2.4. UNSATISFACTORY: 50% or less meetings attended.

3.13.3. SPOT INSPECTIONS: This rating is based on the frequency and scope of inspections conducted by the unit. The program is overseen by the USR.

3.13.3.1. **OUTSTANDING:** All unit work centers receive monthly spot inspections for safety, conducted by the USR and/or shop supervisor. Documentation of findings and corrective actions is complete and comprehensive. Unit developed safety checklists are available for each work center and utilized during spot inspections. Checklists are complete, comprehensive, and work center specific.

3.13.3.2. **EXCELLENT:** All unit work centers receive quarterly spot inspections conducted by the USR and/or shop supervisor. Documentation of findings and corrective actions is complete and comprehensive. Unit developed safety checklists are available for each work center and utilized during spot inspections. Checklists are complete, comprehensive, and work center specific.

3.13.3.3. **SATISFACTORY:** All unit work centers receive a spot inspection, conducted by the USR and/or shop supervisor, at least semi-annually. Documentation of findings and corrective actions is complete. A unit developed safety checklist is available for use during spot inspections. Checklists are generic in nature and all-encompassing.

3.13.3.4. **MARGINAL:** Most unit work centers receive a spot inspection, conducted by the USR and shop supervisor, semi annually. Documentation of findings and corrective actions is conducted.

3.13.3.5. **UNSATISFACTORY:** Fails to meet requirements for MARGINAL.

3.13.4. **UNIT SAFETY PROGRAM MANAGEMENT BOOK:** Rating is based on compliance with program requirements, maintaining up-to date materials, and current publications.

3.13.4.1. **OUTSTANDING:** The USR maintains a comprehensive program management book including the following mandatory and optional items:

MANDATORY:

A current commander's appointment letter for the primary and alternate USR.

A copy of the USR training verification letter.

A copy of the previous annual inspection, including corrective actions taken.

A unit spot inspection log with documented discrepancies and corrective actions.

A copy of existing CC Safety Policy Letters or OI's.

A listing of AFOSH Standards and AFI's applicable to the unit.

A real property listing of all unit owned facilities.

A copy of all active and closed AF Form 3's and AF Form 457's.

OPTIONAL:

A Copy of Bio-Environmental Engineering (BEE) and Fire Protection Survey's.

A copy of previous USR meeting minutes covering a period of 1 year.

A copy of CC/USR/Unit leadership meeting minutes for a period of 1 year.

Documentation of unit safety briefings including topic, date and personnel briefed.

A copy of CC call meeting minutes highlighting safety topics discussed.

Safety materials and publications for use in work centers (posters, flyers, etc.).

3.13.4.2. EXCELLENT: All mandatory and some of the optional elements listed above.

3.13.4.3. SATISFACTORY: All mandatory elements listed above.

3.13.4.4. MARGINAL: Most mandatory elements listed above.

3.13.4.5. UNSATISFACTORY: Fails to meet requirements for MARGINAL.

3.14. Facilities and Work Practices Discrepancies: No comments made unless trends are observed or discrepancies are noted. Discrepancies noted will include:

3.14.1. Findings

3.14.2. Risk Assessment Codes (RAC's)

3.14.3. Reference

3.14.4. Cause

3.14.5. Recommendations

3.14.6. Action taken and date

3.15. Additional Comments: This section will include laudatory or other comments if appropriate.

Chapter 4

WEAPONS SAFETY PROGRAM

4.1. Weapons Safety Program Management: An overall rating for the Unit Weapons Safety Program is given based on ratings from program sub-elements 4.2. through 4.3.3. Due to the regulatory requirements of a Weapons Safety Program, only the ratings of SATISFACTORY or UNSATISFACTORY will be used.

4.2. Commander's Support and Involvement: The Weapons Safety Program is an integral part of the overall Mishap Prevention Program. The commander conducts quarterly reviews of the Weapons Safety Program for compliance.

4.2.1. Weapons Safety Training (Critical): Unit administered explosive safety training for personnel whose duties involve the storage, transportation, or handling of munitions. Training is conducted from the W3 Web-based Explosive Safety Section. Training for all personnel within the work center is current. Explosive safety Training is being tracked on the individual's AF Form 55 and Explosive Safety Program Management Book.

4.2.2. Storage and Handling of Munitions (Critical): Rating is based on compliance with explosive safety standards outlined in AFMAN 91-201, *Explosive Safety Standards*, applicable technical orders, and local publications.

4.2.3. Facilities (Critical): Rating is based on the existing conditions of storage and maintenance facilities, facility being licensed to store explosives (AF Form 2047, *Explosive Facility License*), lockers and facilities properly marked with the appropriate fire symbol and compatibility of explosives are maintained.

4.2.4. Transportation (Critical): Rating is based on compliance with explosive transportation requirements outlined in AFMAN 91-201 and Title 49 of the CFR.

4.3. Additional Duty Weapons Safety Representatives (ADWSR's): Rating is based on whether individuals are appointed in writing and trained within 30 days of appointment.

4.3.1. Spot Inspections: Rating is based on the scope of inspection and compliance with AFMAN 91-201, explosive safety standards, and applicable technical orders. Spot inspections of the unit's Weapons Safety Program are accomplished on a monthly basis. Documentation of the inspections and recommendations with follow up actions are taken to abate hazards IAW AFI 91-202. Explosive Safety Discipline is enforced at all times.

4.3.2. Safety Management Book: Rating is based on compliance with Explosive Safety Program requirements, maintaining up-to-date information and current publications.

4.3.3. Administration: All technical orders and operating instructions are available to personnel. Mishap reporting procedures are clear and practical.

Chapter 5

FLIGHT SAFETY PROGRAM

5.1. Flight Safety Office Management and Commander's Support: Rating is based on the level of proactive risk measurement processes identified in the squadron and the level of commitment towards developing a flight safety mentality, displayed in utilization and accessibility of squadron safety office and squadron staff. An overall rating is given based on ratings of sub-elements 5.2. through 5.3.5.

5.2. Flight Safety Program (Critical): In this section, the squadron flight safety program is rated on the areas of program compliance with governing instructions, the participation of the SQ/CC in fostering a culture of safety, and the Flight Safety Officer (FSO) participation in squadron and wing level meetings. The manner in which flight safety information is disseminated to members of the squadron is also reviewed.

EXAMPLE: accessibility of information, safety bulletin board, spot inspections, and handling and destruction of privileged material.

5.2.1. **OUTSTANDING:** The Flight Safety Program complies with all applicable regulations. Current SQ/CC policy and appointment letters are maintained. FSO attends staff, Training Review Panel (TRP), and Review and Certification (R&C) meetings. Frequently attends Bird Aircraft Strike Hazard (BASH) and Airfield Operations Board (AOB) meetings. Aircrew attend regular safety meetings. FSO researches timely topics and ensures crews are briefed at least monthly. There is easy access to a newer generation computer with e-mail and internet access. The FSO provides safety related information easily accessible to aircrews. A bulletin board displaying current wing and squadron safety policy letters as well as AMC Form 15, *Report All Mishaps and Hazards*, and AF Form 457 is available to squadron members. Additional safety information or articles are posted to improve the safety culture. All information is posted in a prominent, highly visible area. IAW 91-202 AMC Sup 1, spot inspections are conducted at least four times per month and all required facilities are visited at least once per quarter. Inspections are documented and open items are properly tracked/followed up until closure. Adequate facilities are available to conduct privileged interviews. Privileged information is disposed or destroyed properly. Aircrew members are briefed annually on concept and handling of privileged information. The squadron safety office maintains an active Air Mobility Command Flying Hours Milestone Awards Program. A safety culture is clearly visible in most squadron processes.

5.2.2. **EXCELLENT:** The Flight Safety Program complies with all applicable regulations. Current SQ/CC policy and appointment letters are maintained. FSO attends staff, TRP, and R&C meetings. Attends BASH and AOB meetings. Aircrew attend regular safety meetings. FSO researches timely topics and ensures crews are briefed at least monthly. There is easy access to a newer generation computer with e-mail and internet access. The FSO provides safety related information easily accessible to aircrews. A bulletin board displaying current wing and squadron safety policy letters as well as AMC Form 15 and AF Form 457 are available to squadron members. Additional safety information or articles are posted to improve the safety culture. All information is posted in a prominent, highly visible area. IAW 91-202 AMC Sup 1. Spot inspections are conducted at monthly and all required facilities are visited at least once per quarter. Adequate facilities are available to conduct privileged interviews. Privileged information is disposed or destroyed properly. Aircrew members are briefed annually on concept and handling of privileged information. Inspections are documented and open items are prop-

erly tracked/followed up until closure. The squadron safety office maintains an active Air Mobility Command Flying Hours Milestone Awards Program.

5.2.3. **SATISFACTORY:** The Flight Safety Program complies with all applicable regulations. Current SQ/CC policy and appointment letters are maintained. FSO attends staff, TRP, and R&C meetings. Aircrew attend regular safety meetings. FSO has a current computer for e-mail and internet access, and provides safety literature to aircrews. A bulletin board with current policy letters and safety forms are posted. Spot inspections are conducted and documented. Open items are tracked until closure. Adequate facilities are available to conduct privileged interviews. Privileged information is disposed or destroyed properly. Aircrew members are briefed annually on concept and handling of privileged information.

5.2.4. **MARGINAL:** The Flight Safety Program complies with most applicable regulations. SQ/CC policy/appointment letters are out of date, and aircrew do not attend regular safety meetings. The safety officer rarely attends squadron meetings. FSO has access to a computer for e-mail and internet access. A bulletin board provides safety forms. Spot inspections are conducted and documented. Adequate facilities are available to conduct privileged interviews. Privileged information is disposed or destroyed properly. Aircrew members are briefed on concept and handling of privileged information.

5.2.5. **UNSATISFACTORY:** The Flight Safety Program does not comply with applicable regulations. SQ/CC policy/appointment letters are missing, and aircrew do not attend safety meetings. Spot inspections are not performed or are not properly documented. Privileged information is not handled or stored in an appropriate manner. Crews are not briefed annually on safety privilege.

5.3. Flight Safety Officer (Critical): The Squadron FSO is rated based on the individual's level of training, frequency of interaction with the Wing Safety Office, individual's ability to deploy as an FSO, and the level of overlapping continuity between incoming and outgoing FSO's.

5.3.1. **OUTSTANDING:** Squadron FSO has attended the Flight Safety Officer's Course. At least 6 months of overlap occurred between the incoming and outgoing FSO. The individual is qualified in the unit's aircraft and on deployment status. The squadron FSO augments the Wing Flight Safety Office on a regular basis, and has assisted with a 319 ARW aircraft mishap investigation to its completion. The Flight Safety continuity book contains current AFI's, current appointment and policy letters, and outlines the programs and duties of the squadron flight safety office. Squadron Flight Safety Office maintains a deployment kit which contains AFI 91-202, AFI 91-204, *Safety Investigations and Reports*, AFPAM 91-211, *USAF Guide To Aviation Safety Investigations*, AFPAM 91-216, *USAF Safety Deployment and Contingency Pamphlet*, and the AMC Deployed FSO Guide. These regulations may be maintained electronically on CD-ROM or disk.

5.3.2. **EXCELLENT:** Squadron FSO has attended the Flight Safety Officer's Course. At least 3 months of overlap occurred between the incoming and outgoing FSO. The individual is qualified in the unit's aircraft and on deployment status. The squadron FSO augments the Wing Flight Safety Office on a regular basis. The Flight Safety continuity book contains current AFI's, current appointment and policy letters, and outlines the programs and duties of the squadron safety office. Squadron Safety Office maintains a deployment kit which contains AFIs 91-202, 91-204, 91-211, 91-216, and the AMC Deployed FSO Guide. These regulations may be maintained electronically on CD-ROM or disk.

5.3.3. SATISFACTORY: Squadron FSO has attended the Flight Safety Officer's Course and the individual is qualified in the unit's aircraft and on deployment status. A qualified instructor awaiting FSO training can fill this position. There should be at least 10 working days of overlap between the incoming and outgoing FSO. The Flight Safety continuity book is current and provides adequate guidance.

5.3.4. MARGINAL: FSO is a pilot or navigator current in the unit's aircraft and on deployment status, but the individual is not FSO trained. There is some overlap of incoming and outgoing FSO's. The Flight Safety continuity book is out of date or lacks appropriate guidance.

5.3.5. UNSATISFACTORY: The acting FSO is not trained or current in the unit's aircraft or not on deployment status. No overlap exists between incoming and outgoing FSO's and the continuity book does not contain appropriate information.

MARK F. RAMSAY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

AFI 90-901, *Operational Risk Management*

AFPD 90-9, *Operational Risk Management*

AFPD 91-2, *Safety Programs*

Air Force Occupational Safety and Health Standards (91, 48, and 161 Series)

GFAFBI 91-202, *Operational Risk Management Program*

GFAFBI 91-204, *Commander's Safety Assessment and Inspection Guide*

29 CFR 1910, 29 CFR 1926 and 29 CFR 1960 (2004) (OSHA Standards)

Attachment 2**METHODS AND RULES FOR ASSESSMENT APPROACH****A2.1. Methods.**

- A2.1.1. All disciplines will be inspected during designated inspection period.
- A2.1.2. Inspectors may provide Squadron Commander (Sq CC) with in-brief, if desired.
- A2.1.3. Inspectors will provide Sq CC with an inspection out-brief.
- A2.1.4. Inspectors will provide the unit with a written report within 15 duty days of completion.
- A2.1.5. Units should resolve discrepancies within 30 days of report receipt or identify shortfalls for submission into wing hazard abatement program.

A2.2. Rules.

- A2.2.1. No pre-inspections will be conducted by Wing Safety personnel.
- A2.2.2. Absence of documentation will be construed as "Not Accomplished".
- A2.2.3. Inspections will not be postponed or delayed due to the absence of unit safety representatives (USR).
- A2.2.4. A rating of UNSATISFACTORY in one critical program element will result in the unit receiving an overall rating no higher than a SATISFACTORY.
- A2.2.5. Three or more marginal ratings in any one discipline (ORM, Flight, Weapons, or Ground) will result in the unit receiving no higher than a SATISFACTORY.

Attachment 3**GLOSSARY OF INSPECTION RATING SCALE CRITERIA*****Rating Scale***

A3.1. Outstanding:: Performance or operation far exceeds mission and regulatory requirements. Unit safety culture is proactive with a majority of personnel fully aware of all safety requirements and actively promoting hazard reduction through risk management principles-mishap potential is very low. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and of exceptional merit. No deficiencies exist.

A3.2. Excellent: Performance or operation exceeds mission and regulatory requirements. Unit safety culture is active with most personnel fully aware of safety requirements and some promoting hazard reduction through risk management principles mishap potential low. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed with three or less program deficiencies.

A3.3. Satisfactory: Performance or operation meets mission and regulatory requirements. Unit culture is safe with an acceptable level of safety understanding and some efforts used in promoting hazard reduction through risk management principles mishap potential is low. Procedures and activities are carried out in an effective, competent manner. Resources and programs are efficiently managed. Minor deficiencies exist but do not impede mission accomplishment.

A3.4. Marginal: Performance or operation does not meet all mission or regulatory requirements. Unit culture is bordering on unsafe with many personnel unaware or not following safety requirements and little effort expended toward hazard reduction through risk management principles mishap potential is moderate. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede mission accomplishment. Deficient areas will be reevaluated within 90 days.

A3.5. Unsatisfactory: Performance or operation does not meet mission or regulatory requirements. Unit culture is unsafe with most personnel unaware of or choosing to ignore safety requirements. No effort is expended toward hazard reduction through risk management procedures mishap potential is high. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that seriously limit mission accomplishment. Deficient areas will be reevaluated within 90 days.