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Safety

**MISHAP PREVENTION PROGRAM
COMMANDER'S GUIDE**

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This instruction implements AFD 91-2, *Safety Programs*. It outlines programs for Flying Safety, Ground Safety, and Weapons Safety. It is applicable to 60th Air Mobility Wing personnel and the 349th Air Mobility Wing.

SUMMARY OF REVISIONS

Updates functional address symbols, safety publications, and forms throughout the text. It deletes the section on Nuclear Surety. Section D, Nuclear Surety Program has been deleted. Section E, Weapons Safety is now **Section D**. A bar (|) indicates a change since the last edition.

Section A—General

1. Scope. This instruction is designed to augment the master USAF and AMC Mishap Prevention Program. Units shall use AFI 91-202, *The USAF Mishap Prevention Program*, as the regulatory guidance for establishing and maintaining all disciplines of their safety programs.

2. Applicability.

2.1. **Section A** and **Section B** are applicable to all 60 AMW units. **Section C** is applicable to all units with a flying mission. **Section D** deals with weapon safety and is applicable to all units who handle or possess munitions, firearms, explosives, and hazardous materials.

3. Councils and Inspections.

3.1. 60 AMW Mishap Prevention Council (MPC): This is a senior forum, conducted quarterly, for discussion and resolution of all mishap prevention matters. This council also serves as the Safety, Fire Prevention, and Occupational Health Committee. It is chaired by the 60 AMW Commander. Membership is as follows:

3.1.1. Primary Members:

60 AMW/CV/JA/SE	60 AMDS/SGPM
60 MXG/CC	60 MSG/CC
60 OG/CC	60 MSS/DPC
60 MDG/CC	60 CES/CC/CEF
AFGE Union Rep	

3.1.2. Other members include squadron commanders, tenant unit commanders or representatives, and others who may have an interest in a particular agenda item, or as directed by Group Commanders.

3.2. Facility Inspections/Program Evaluations: Wing safety specialists will inspect unit facilities and safety programs to ensure compliance with applicable safety standards. They will provide a report of findings to the commander.

3.2.1. Upon receipt of the report, the unit will have 30 days to implement corrective action and send a copy of the report, signed by the unit commander, back to Wing Safety. The unit is required to update open items every 30 days until closure. A work order does not constitute closing action.

3.2.2. Copies of inspections/evaluations will be submitted to 60 AMW/CC/CV, at the discretion of the Chief of Safety, upon completion of the report. Trends from inspections will be highlighted at the MPC.

4. Unit Safety Program.

4.1. Units must have strong, participative safety programs. Commanders are required to implement safety measures and ensure their unit has a proactive safety and mishap prevention program. In addition, all personnel must participate in mishap prevention efforts, including reporting hazards and safety violations, without fear of coercion or reprimand.

4.2. Organization and Structure:

4.2.1. Each commander is required to select, from the best-qualified personnel available, and appoint by letter, a Unit Safety Officer/NCO (including at least one alternate) to manage all unit ground safety activities. The letter will be forwarded to 60 AMW/SEG.

4.2.2. In addition, flying unit commanders will appoint, in writing, a current and qualified aircraft commander (as a minimum) as the squadron Flying Safety Officer (FSO).

5. Safety Publications. The following publications must be in the safety office or cross-referenced to other files within the unit:

- 5.1. 15 AF, *Safety Awards Processing and Policy Guide*.
- 5.2. 60 AMW OPLAN 91-204, *Aircraft Mishap Safety Investigation Plan*.
- 5.3. 60 AMW OPLAN 127-15, *Bird Aircraft Strike Hazard Plan*.
- 5.4. AFI 36-2833, *Safety Awards Programs*.
- 5.5. AFI 91-202, *The US Air Force Mishap Prevention Program*.

- 5.6. AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.
- 5.7. AFI 91-207, *USAF Traffic Safety Program*.
- 5.8. AFI 91-213, *Operational Risk Management Program*.
- 5.9. AFI 91-301, *Air Force Occupational Safety and Fire Prevention and Health (AFOSH) Program*.
- 5.10. AFOSH Standards 91-series, and 161-series, as applicable to the unit.
- 5.11. TAFBI 32-105, *Fire Prevention*.
- 5.12. TAFBI 91-101, *Motorcycle/Moped Safety Program*.
- 5.13. TAFBI 91-102, *Mid-Air Collision Avoid Potential Program*.
- 5.14. TAFBI 91-103, *Explosives, Firearms, and Hazardous Materials Transportation Program*.
- 5.15. TAFBI 91-202, *Mishap Prevention Program Commander's Guide*.

6. ALSAFECOM Messages General.

6.1. 60 AMW/SE will maintain a master log of safety messages. Copies of messages will be distributed to appropriate units as required. Upon receipt of the messages, the unit commander will ensure the widest possible dissemination, including through the use of email. They will brief the information at the next safety meeting, Commander's Call, etc., and document in safety meeting minutes to ensure absent members also receive the information. Units will include a section in their continuity book describing these procedures. Additionally, a file will be maintained by each unit stating when each message was received and briefed and any other actions taken.

7. Wing Commander's Safety Policy.

7.1. All 60 AMW units will post the Wing Commander's safety policy (visual aid or letter) on a bulletin board in a high-density traffic area, as well as maintain a copy for their safety program.

8. General Communication Requirements.

8.1. All unit (including additional duty) safety personnel will ensure constant and effective communications are maintained with the Wing Safety staff.

Section B—Ground Safety

9. Scope. The squadron ground safety program is the squadron commander's program. It must be specifically oriented to the squadron mission. The unit safety program should focus on the application of mishap prevention and Operational Risk Management (ORM) principles and procedures. It should also be designed to provide safety coverage in all unit ground activities involving Air Force personnel, material, equipment, and facilities, both on/off duty and on/off base.

10. Ground Mishap Notification.

10.1. Commanders will ensure standard procedures are developed for prompt reporting of all government property damage mishaps, injuries to Air Force military, and on-duty civilian personnel to the 60 AMW Safety Office and applicable functional managers.

10.2. In order to perform adequate and accurate investigations, timely notification of mishaps is extremely important. Consequently, individuals must immediately report an on-duty injury to their supervisor. The supervisor will contact the unit safety representative as soon as possible. The unit safety representative will respond to the mishap immediately and also contact the Wing Safety Office within 30 minutes. Off-duty mishaps will be reported by 1100 hours the next duty day.

10.3. During duty hours, contact Wing Ground Safety personnel and after duty hours, Safety Standby Duty Investigator can be reached through the Travis Command Post (TCP), which will in turn notify the 60 AMW safety standby duty investigator.

10.4. 60 AMW Form 141, **Ground Mishap Worksheet:**

10.4.1. All mishaps will be initially investigated by the safety officer/NCO or a representative designated by the commander of the organization or organizations involved and documented on 60 AMW Form 141.

10.4.2. 60 AMW Form 141 will be signed by the supervisor/unit safety representative for all mishaps.

10.4.3. 60 AMW Form 141 will be delivered to the Ground Safety Office (60 AMW/SEG) no later than (NLT) 1100 hours the first duty day following the initial notification of the mishap.

10.4.4. When an injury results in lost duty time, include a copy of the quarters notice along with the 60 AMW Form 141.

11. Submission and Staffing of Ground Mishap Reports.

11.1. Ground mishap reports must be completed by the 60 AMW Ground Safety Office entered into the USAF Safety Reporting System, and forwarded to higher headquarters, within 30 working days from the date of occurrence. Actions to be completed within this period include investigation, preparation, and staffing of the report. To enable the Ground Safety Office to meet this requirement, commanders will establish procedures to ensure that:

11.1.1. Full cooperation and support are given the individual investigating the mishap.

11.1.2. All mishap reports received for staffing are given immediate action. The maximum time for completion of staff action at each level is 24 hours.

12. Seasonal Campaigns.

12.1. Unit commanders will conduct seasonal safety campaigns in their units based on guidelines and assistance provided by 60 AMW Safety Office. The program of separate mishap prevention campaigns throughout the year is tailored to meet mishap potential unique to different periods and seasons. Safety posters and other educational material can be used to enhance these campaigns. This material is available to all squadrons through 60 AMW Safety Office.

12.2. Fall, Winter, and Spring Mishap Prevention Program: Campaigns for this period are initiated 1 September and extended through Memorial Day each year. This campaign places continued emphasis on private motor vehicle operations and mishap prevention during the winter, with emphasis on hazards associated with the holiday season. This campaign is disseminated to members through the media of video, slide presentations, lectures, commander's calls, websites, and other briefings by supervisors.

12.3. Summer Mishap Prevention Program: The summer campaign (101 Critical Days) period begins Memorial Day and extends through Labor Day holiday. These vacation periods are extremely high exposure times involving more people on the roads, in swimming pools, and on camping grounds enjoying these and other types of outdoor activities. The campaign includes programs for seatbelts, prevention of alcohol abuse, swimming, boating, and motorcycle safety. Automobile accidents and drownings account for 90 percent of the USAF fatalities during this vacation period. The summer safety campaign stimulates safety awareness by presenting frequent briefings and videos, by distributing brochures and pamphlets, and by emphases by commanders and supervisors at all levels.

12.4. Travis AFB Form 461, **Dial-A-Ride:**

12.4.1. Unit commanders will issue a TAFB Form 461 card to all assigned military personnel to carry in their wallet.

12.4.2. Forms will have telephone numbers of commander, first sergeant, taxi, law enforcement desk, supervisor, or other number to call should the person be involved in drinking.

12.4.3. All units will ensure personnel are briefed on Dial-A-Ride procedures within their units. No retribution is allowed on personnel who call for a ride.

13. Base Traffic Engineering Working Group (BTEWG):

13.1. This group acts as the action and advisory body to the Mishap Prevention Council on all traffic engineering matters, traffic management, and motor vehicle mishap prevention programs. The group is composed of 60 AMW/SEG, and 60 MSG commander, security forces, civil engineering and transportation squadron representatives and meets quarterly. 60 MSG/CC is the chairman; 60 AMW/SEG is the recorder and will publish the minutes for the meeting.

14. Safety Awards.

14.1. 60 AMW Commander's Outstanding Unit Ground Safety Award: This award is established to annually recognize the 60 AMW units, which most aggressively implement the ground mishap prevention program. Selection for the award will not be based solely on the mishap rates. Evaluation will also include such items as safety program management, self-inspection programs, quality of safety meetings, bulletin boards, and program evaluations. Final selection will be made by the 60 AMW Commander based on mishap statistics and recommendations from the 60 AMW Safety Office. Nominations for this award are not required.

14.2. AMC Distinguished Individual Safety Award: This award program is established to recognize individuals for outstanding achievement in the area of ground safety. Squadrons should submit nominations through channels to 60 AMW/SE IAW AFI 36-2833.

14.3. Semiannual Ground Safety Award: This award program is established to recognize personnel for noteworthy contributions to the 60 AMW Mishap Prevention Program. Squadrons should submit nominations to 60 AMW/SE in the same format as for the Distinguished Individual Safety Award, as outlined in AFI 36-2833.

14.4. USAF and AMC Unit and Individual Safety awards are in accordance with AFI 36-2833 and AMCI 36-2805, *Safety Awards Program*. The following awards are included in this category: Koren Kolligian Jr. Trophy, AF Nuclear Surety Outstanding Achievement Award, Safety Career Professional of the Year Award, Unit Flying-Hour Milestone Award, Unit Mishap-Free Flying of the Year Award,

Safety Officer and NCO of the Year Award (Primary and Additional Duty). Reference 15 AF Safety Awards Processing and Policy Guide.

15. Hazard Abatement Plan.

15.1. AF Form 3, **Hazard Abatement Plan**, will be initiated when an unsafe or unhealthful working condition has not been corrected within 30 calendar days and a Risk Assessment Code (RAC) of 1, 2, or 3 has been assigned by 60 AMW/SEG, 60 MSG/DEF, or 60 MDG/SGPB. The functional manager/supervisor will prepare the AF Form 3, IAW AFI 91-301 and forward to 60 AMW/SEG. After assigning a control number and adding the Form 3 to the Master Hazard Abatement Plan, one copy will be kept by 60 AMW/SEG, one by the unit safety representative, and one by the supervisor. Hazards with RACs of 4 or 5 will be kept on a log by the unit safety representative and will be available for inspection.

Section C—Flying Safety

16. Applicability.

16.1. This chapter is applicable to all 60 AMW flying squadrons.

17. Duties of the Squadron Flying Officer (FSO).

17.1. Squadrons will conduct monthly flying safety meetings, except during the month of the Quarterly Wing Flying Safety meeting.

17.2. Unit FSOs are required to attend periodic training meetings as scheduled by Wing Safety.

17.3. Particularly during periods of heavy flying activity, unit FSOs should contact the Wing Flight Safety staff at least once a week to ensure continuity of the mishap prevention program.

17.3.1. Squadron FSOs are required to augment the wing on a rotational basis. Their duties will include flightline safety patrols/inspections, flight operations inspections and on-call response.

17.4. Squadrons will forward a copy of their Flying Safety meeting minutes to 60 AMW/SEF for review prior to publication the 60 AMW/SEF will ensure the minutes are properly sanitized of privileged safety information before publication and distribution.

17.5. Squadrons will forward one copy of their approved Flying Safety meeting minutes to 60 AMW/SEF and all other Travis AFB flying squadrons and respective dedicated crew chief squadron. Minutes will include the following:

17.5.1. Summary of items discussed in sufficient detail so as to convey adequate safety lessons.

17.5.2. Squadron commanders', wing commanders', DOs', or other DVs' comments on flying safety.

17.5.3. Total attendance (attach attendance list by squadron, including guests).

17.6. Safety meetings should be planned with a safety prevention theme as well as a review of mishap reports. The use of guest speakers is encouraged. Mandatory annual safety briefing topics are listed in AFI 91-202/ AMC1. Additional mandatory safety topics will be specified by 60 AMW/SEF.

Section D—Weapons safety**18. Responsibilities.**

18.1. Each unit that stores, handles or transports explosives must have a weapons safety representative who is responsible for insuring all explosives safety rules and regulations are enforced. The Wing Ground/Weapons Safety Manager with assistance from the Weapons Safety NCO assists the unit weapon safety representatives and is also tasked to review and approve all explosives site plans initiated at the base level. They are the wing commander's eyes and ears for compliance of all explosives safety rules, and also provides expertise on explosives site planning and other explosives safety issues and serves as consultants in these areas. Any problem relating to explosives safety or explosives site planning should be routed to the weapon's safety office for resolution.

19. Duties of the Ground/Weapons Safety Manager and NCO.

19.1. Monitor and inspect operations involving weapons to ensure that Air Force units understand and comply with all safety standards.

19.2. Evaluate requests for waivers, exemptions, and deviations from established criteria.

19.3. Advise commanders of the increased damage potential these exceptions allow.

19.4. Ensure that units take compensatory measures to minimize mishap potential.

19.5. License facilities that store small quantities of explosives in accordance with AFMAN 91-201, *Explosive Safety Standards*.

19.6. Provide initial and reoccurring training to unit weapons safety noncommissioned officer or civilian.

19.7. Review the proposed sitting and separating distances for all proposed explosives facilities with the base civil engineer's office and the base munitions supervisor/manager to determine net explosives weight for each hazard class/division material for all proposed facilities.

19.8. Review the proposed site of all non-explosives facilities to ensure the site complies with explosives safety criteria and the proposed facility is within an explosive clear zone.

19.9. Assist the base civil engineer in preparing and submitting an explosives site plan as required by AFMAN 91-201, Chapter 7.

20. Maintenance of Records.

20.1. Maintain records in accordance with AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

21. Adopted Forms. AF Form 3 Hazard Abatement Plan.

22. Prescribed Forms. TAFB Form 141, **Ground Mishap Worksheet** and TAFB Form 461, **Dial-A-Ride**.

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Director, Wing Staff

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

15 AF *Safety Awards Processing and Policy Guide*

60 AMW OPLAN 91-204, *Aircraft Mishap Safety Investigation Program*

60 AMW OPLAN 127-15, *Bird Aircraft Strike Hazard (BASH) Plan*

60 AMW SPLAN 55-18, *Nuclear Surety Plan*

T.O. 00-35D-54, *US Air Force Material Deficiency Reporting and Investigating System*

T.O. 11N-20-11, *(CRD) General Fire Fighting Guidance*

AFI 36-2104, *Personnel Reliability Program*

AFI 36-2833, *Safety Awards Programs*

AFI 91-101, *The US Air Force Nuclear Weapons Surety Program*

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

AFI 91-204, *Investigation and Reporting USAF Mishaps*

AFI 91-207, *U. S. Air Force Traffic Safety Program*

AFI 91-213, *Operational Risk Management (ORM) Program*

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

AFJI 11-204, *Operational Procedures for Aircraft Carrying Dangerous Materials*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosive Safety Standards*

AFPD 91-2, *Safety Programs*

AMCI 36-2805, *Safety Awards Program Guide*

AMCR 50-16, *Nuclear Weapons Airlift Training*

AMCR 55-18, Vol 3, *Nuclear Airlift Operations Stockpile Emergency Verification*

AMCR 55-141, *C-141 Strategic Airlift Operations*

TAFBI 32-105, *Fire Prevention*

TAFBI 91-101, *Motorcycle/Moped Safety Program*

TAFBI 91-102, *Mid-air Collision Avoidance (MACA) Potential Program*

TAFBI 91-103, *Explosives, Firearms, and Hazardous Materials Transportation Program*

TAFBI 91-202, *Mishap Prevention Program Commander's Guide*