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Safety

**SQUADRON GROUND SAFETY GUIDE--UNIT
COMPLIANCE INSPECTION**

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This inspection guide was developed to support AFI 90-201, USAFE Supplement 1, *Inspector General Activities*, inspection program. This FIG supports guidance in the following: DODI 6055 series, AFI 91 series, and appropriate USAFE Supplements. It applies to all USAFE units and members as indicated in paragraph 2. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, to USAFE Safety Directorate, HQ USAFE/SEG, Unit 3050 Box 165, APO AE 09094-0165. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Disposition Schedule in Web-RIMS.

1. **General.** As a minimum, units should use this directory in conjunction with the annual Unit Self-Assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. Users may add any item(s), which in the exercise of good judgment requires examination. This directory may be used in whole or in part by HHQ during visits, exercises, and/or inspections. The items listed do not constitute the order nor limit the scope of an inspection/assessment.

1.1. **Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI).** Items identified by functional managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. **CCGI.** Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

1.1.2. **CGI.** CGI are areas that require special vigilance and are important to the overall performance of the unit. Non-compliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Standard sentence case is used to identify CGIs.

2. **Applicability.** All items in this inspection guide are assigned an applicability code designating which type of unit the item applies. The applicability code are defined in **Table 1.**

Table 1. Inspection Applicability Code

| APPLICABILITY CODE | |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------|
| CODE | APPLIES TO |
| 1 | HQ USAFE |
| 2 | Numbered Air Force (3 AF, 16 AF) |
| 3 | Main Operating Base (Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Spangdahlem, Lajes) |
| 4 | ASOG (including associated ASOS and weather detachments -Heidelberg) |
| 5 | MUNNS (Buechel, Ghedi, Kleine Brogel, Volkel) |
| 6 | MUNS (Camp Darby) |
| 7 | AIR BASE SQUADRON /AIR BASE GROUP /GROUP with full-time safety staff (Fairford, Molesworth/Alconbury, Moron, Rhein-Main, Keflavik) |
| 8 | Communication Sites (Croughton) |
| 9 | USAFE Postal Activities |
| 11 | USAFE Joint Support Squadron and Associated Detachments |
| 11 | USAFE units without a full-time safety staff |

Table 2. Inspection Items for Squadron Ground Safety Program.

| Item | Description | Reference | Applicability Code | Yes/No |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|--------|
| 1. | Program Management. | | | |
| 1.1. | Has the unit commander appointed a primary and alternate unit safety representative with at least 1 year's retainability to manage the unit's ground safety program? | AFI 91-301, USAFE Sup 1, paragraph 8.5. | 11 | |
| 1.2. | Has the commander appointed a motorcycle safety coordinator? | AFI 91-207, USAFE Sup 1, paragraph 1.3.2.1.3. | 11 | |
| 1.3. | Are written mishaps reporting procedures established? | AFI 91-202, USAFE Sup 1, paragraph 8.5.8. | 11 | |
| 1.4. | Does the commander conduct semiannually review of AF Form 3, Hazard Abatement Plans , established for correction of safety hazards semiannually, as required? | AFI 91-301, paragraph 18.5.4. | 11 | |
| 1.5. | Does the commander support the installation safety council? | AFI 91-301, paragraph 14.1. | 11 | |
| 1.6. | Does the unit commander ensure AF Forms 457, USAF Hazard Report , are available to all unit personnel? | AFI 91-202, paragraph 4.5. | 11 | |
| 1.7. | Are all requests for hazardous material routed through the appropriate approval agencies? | AFI 32-7086, paragraph 2.6.8.4. | 11 | |
| 1.8. | Are periodic self-inspection conducted to identified hazards or deficiencies within the workplace? | AFI 91-301, paragraph 2.14.4. | 11 | |
| 1.9. | Are AFVA 91-307, <i>Air Force OSH Program</i> , conspicuously so personnel have reasonable access to it? | AFI 91-301, paragraph 2.14.13. | 11 | |
| 1.10. | Are requests for variance submitted if situations exist when it is either impractical or impossible to comply with OSHA or AFOSH guidelines due to operational needs, mission impact, or technical reasons? | AFI 91-301, paragraph 6 | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------|--------|
| 2. | Unit Ground Safety Representatives (USR). | | | |
| 2.1. | Have the USRs been trained as required? | AFI 91-202, USAFE Sup 1, paragraph 6.2. | 11 | |
| 2.2. | Do the USRs attend quarterly unit safety meetings? | AFI 91-202, USAFE Sup 1, paragraph 8.5.1 | 11 | |
| 2.3. | Do the USRs monitor the unit ALSAFECOM and USAFECOM program, to ensure required actions are taken? | AFI 91-202, USAFE Sup 1, paragraph 8.5.4. | 11 | |
| 2.4. | Do the USRs conduct and document weekly spot inspections? | AFI 91-202, USAFE Sup 1, paragraph 8.5.5 | 11 | |
| 2.5. | Has a safety management book been established that contain the required item specified in AFI 91-202, USAFE Sup 1, paragraph 1.6.11.2? | AFI 91-202, USAFE Sup 1, paragraph 1.6.11.2. | 11 | |
| 2.6. | Do the USRs assist in investigating and reporting unit mishaps? | AFI 91-202, USAFE Sup 1, paragraph 1.8.5.7. | 11 | |
| 2.7. | Do the USRs monitor all safety inspection discrepancies to completion of corrective action? | AFI 91-202, USAFE Sup 1, paragraph 8.5.6. | 11 | |
| 3. | Unit Motorcycle Safety Coordinators (UMC). | | | |
| 3.1. | Does the UMC serve as the focal point for: two-wheeled motor vehicle training; licensing and registration information? | AFI 91-207, USAFE Sup 1, paragraph 1.3.2.1.3. | 11 | |
| 3.2. | Does the UMC maintain a current roster of all two-wheeled motor vehicle operators within the unit? | AFI 91-207, USAFE Sup 1, paragraph 1.3.2.1.3.2. | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|--------|
| 3.3. | Does the UMC track the refresher training of unit personnel to ensure compliance with 3-year requirement? Does the UMC advise the commander of noncompliance? | AFI 91-207, USAFE Sup 1, paragraph 1.3.2.1.3.3 | 11 | |
| 3.4. | Does the UMC conduct and document periodic safety meetings with unit riders to address seasonal, regional hazards, recent mishaps, safe riding habits, and principles of risk management? | AFI 91-207, USAFE Sup 1, paragraph 1.3.2.1.3.4 | 11 | |
| 4. | Safety Training. | | | |
| 4.1. | Have Supervisors provided specialized safety, fire protection, and health on-the-job training to all newly assigned personnel and when there was a change in equipment, procedures, processes, or safety, fire protection, and health requirements? | AFI 91-301, paragraph 7.3.2 | 11 | |
| 4.2. | Does the specialized safety, fire protection, and health on-the-job training lesson plan cover all the mandated items in attachment 5, of AFI 91-301? | AFI 91-301, paragraph 7.3. | 11 | |
| 4.3. | Have Supervisors reviewed the OSH lesson plans annually and updated whenever equipment, procedures, or the work environment has changed. | AFI 91-301, paragraph 7.3. | 11 | |
| 4.4. | Has job safety training been documentation on the AF Form 55, for all applicable personnel? Exception: However, commanders, functional managers, supervisors, and staff members whose work environment is primarily a low risk, administrative areas do not require documentation on the AF Form 55. | AFI 91-301, paragraph 7.3.2 | 11 | |
| 4.5. | Do eligible personnel attend Supervisor Safety Training upon initial assignment to a supervisory position? Is completion of the training appropriately documented? | AFI 91-301, paragraph 7.2. through 7.2.3. | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|
| 4.6. | Does supervisors ensure personnel who require first aid and cardiopulmonary resuscitation (CPR) training receive the training within the required timelines? | AFI 32-1164, paragraph 2.13 AFOSH Std 91-50, paragraph 2.3.1. AFOSH Std 91-90, paragraph 2.11.2. AFOSH Std 91-110, paragraph 1.2.5. | 11 | |
| 4.7. | Have an evaluation been accomplished to determine whether personnel who are exposed to radiofrequency radiation (RFR) on a routine basis require RFR safety awareness training? | AFOSH Std 48-9, paragraph 3.7. | 11 | |
| 4.8. | Does the commander ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of their duties received hazard communication training? | AFOSH Std 161-21, paragraph 5e (1) | 11 | |
| 4.9. | Do personnel who work with lasers meeting the specification of AFOSH Std 48-139 receive laser safety training as required? | AFOSH Std 48-139, paragraph 2.4.1 | 11 | |
| 5. | Confined Space Program. | | | |
| 5.1. | Has the commander or functional manager identified, evaluated, and classified each confined space within the organization? If permit-required confined spaces were identified, has a written confined space program been developed | AFOSH Std 91-25, paragraph 2.12.1 and 3.2 | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|--------|
| 5.2. | Does the commander or functional manager ensure all personnel who are assigned duties and responsibilities that support the permit-required confined space program are properly trained, equipped, and qualified and the training is documented? | AFOSH Std 91-25, paragraph 2.12.2. | 11 | |
| 5.3. | Has the commander or representative ensured a current list of all confined spaces, both permit-required and non-permit, under the control of the organization or function, is maintained? Has a copy of the listing been provided to the installation safety office, fire chief, and bioenvironmental engineer office? | AFOSH Std 91-25, paragraph 2.12.4 | 11 | |
| 5.4. | Has the commander designated entry supervisors? Are entry supervisors the only personnel issuing entry permits using the master entry plan concept? | AFOSH Std 91-25, paragraph 2.12.6. | 11 | |
| 5.5. | Does the commander or designated representative completed an assessment of all nonpermit confined spaces annually? | AFOSH Std 91-25 paragraph 2.12.7 | 11 | |
| 5.6. | Does the entry supervisor maintained the organizational MEP? | AFOSH Std 91-25, paragraph 2.13.1 | 11 | |
| 5.7. | Has the entry supervisor developed a training plan based on the specific hazards to be encountered? Has the training plan been approved SEG, CEF, and BE officials? | AFOSH Std 91-25, paragraph 5.1. | | |
| 5.8. | Is each employees who is required to enter a confined space, trained in emergency procedures and have they received specific training covering hazard recognition, PPE, self-rescue and special work practices or procedures? | AFOSH Std 91.25 paragraph 5.2.1. through 5.2.4 | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|--------|
| 5.9. | Are permit-required confined spaces where workers or other could inadvertently enter posted with a warning signs that reads, "PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER?" Exception: Confined spaces where personnel cannot inadvertently enter, such as those protected by heavy manhole covers which require tools, to remove, do not need to post. | AFOSH Std 91-25, paragraph 3.4. | 11 | |
| 5.10. | Are equipment purchases to support the confined space program, coordinate with the appropriate member of the CSPT? Is only direct reading equipment with current calibration used? | AFOSH Std 91-25, paragraph 3.6. | 11 | |
| 5.11. | Does the supervisor ensure the inspection, testing, maintenance, and documentation of safety and rescue equipment are accomplished according to AFOSH Std 91-502 and Technical Order (TO) 00-25-245? | AFOSH Std 91-25, paragraph 4.2 | 11 | |
| 5.12. | Units with an organization rescue team: Do rescue team members received hands-on practice in removing simulated victims from actual or representative confined spaces every 12 months? | AFOSH Std 91-25, paragraph 5.5.1. | 11 | |
| 5.13. | Is documentation of team training maintained? | AFOSH Std 91-25, paragraph 5.7. | 11 | |
| 6. | Lockout/Tagout Program. | | | |
| 6.1. | Does the supervisor ensure all personnel whose duties are or may be in an area where lockout and tagout procedures are utilized are briefed on the program during the initial job safety briefing? | AFOSH Std 91-501, 21.6.2.1.2. | 11 | |
| 6.2. | Has the shop supervisor develop a training plan to provide initial and recurring training on lock-out and tagout procedures? | AFOSH Std 91-501, paragraph 21.3.5. | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------|--------|
| 6.3. | Has the shop supervisor conducted and document an annual inspection of the lockout or tagout program? | AFOSH Std 91-501, paragraph 21.3.6 and paragraph 21.6.3.2. | 11 | |
| 7. | Personal Protective Equipment (PPE). | | | |
| 7.1. | Has the supervisor conducted and documented a job safety analysis (JSA) to identify hazards and PPE required for a particular task? NOTE: A JSA is not required whenever appropriate guidance covers all safety requirements of an operation or process. | AFOSH Std 91-501, paragraph 14.2.2. | 11 | |
| 7.2. | Does the supervisor ensure that PPE is provided, used, and maintained in a sanitary and serviceable condition? | AFOSH Std 91-501, paragraph 14.5. | 11 | |
| 7.3. | Do unit personnel comply with PPE requirements that apply to the work situation, including its use, inspection, and care? | AFI 91-301, paragraph 2.1.4 | 11 | |
| 8. | Traffic Safety Program. | | | |
| 8.1. | Does the commander ensure supervisors brief their personnel annually on training, registration, and riding requirements? | AFI 91-207, paragraph 1.3.2.1.1. | 11 | |
| 8.2. | Does the commander ensure two-wheeled operators attend the installation preseason/annual safety briefing? Note when attendance is impractical, have provision been established to obtain the briefings material and present the material to unit personnel? | AFI 91-207, paragraph 1.3.2.1.2. | | |
| 8.3. | Does the unit commander and supervisors enforce the occupant restraint policy? | AFI 91-207, paragraph 5.1. | | |
| 8.4. | Does the unit have utility type vehicles? If so, has a formal training program been developed? | AFI 91-207, USAFE Sup 1, paragraph 8.3 | 11 | |

| Item | Description | Reference | Applicability Code | Yes/No |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------|--------|
| 8.5. | Does the unit commander ensure all two-wheeled vehicle operators complete refresher training every three years? | AFI 91-207, USAFE Sup 1, paragraph 13.2 | 11 | |
| 8.6. | Does the unit employ all terrain vehicles (ATV) or off-road motorcycles? If so, are personnel properly trained? | AFI 91-207, paragraph A2.3. | 11 | |
| 8.7. | Does the unit employ bicycles? If so, are bicycle helmet provided and mandated? Are the bicycles properly equipped? | AFI 91-207, USAFE Sup1 paragraph 20 through 20.2. | 11 | |
| 8.8. | Does the unit commander ensure personnel 26 and under attend local condition refresher training, as required? | AFI 91-207, USAFE Sup 1, paragraph A2.2.3 | 11 | |
| 8.9. | Does the commander ensure personnel that are exposed to vehicle or aircraft traffic during hours of darkness or periods of reduced visibility are provided reflective accessories? (Security police operations are exempt from this requirement at the option of the local security police commander in coordination with the installation ground safety staff) | AFI 91-207, USAFE Sup 1, paragraph 20.2. and AFOSH Std 91-501, paragraph 14.6.11.1 | 11 | |
| 8.10. | Are powered industrial truck (e.g. forklifts) operators evaluated every three years? Are written records of each operator's evaluation kept on file as required? | AFOSH Std 91-46, paragraph 3.2.2.7 | 11 | |
| 8.11. | Does the unit conduct vehicle operator training for pintle hook towed loads operated on/off base? Is the training document in personnel training record, as required? | AFI 24-301, paragraph 4.5.11 | 11 | |
| 8.12. | Has additional training been provided for personnel who operate vehicles in chemical warfare gear? Is the training documented in the personnel training record as required? | AFI 24-301, paragraph 4.5.8. | 11 | |
| 9. | Hangar Door Safety. | | | |

| Item | Description | Reference | Applicability Code | Yes/No |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------|--------|
| 9.1. | Has a standardized hands-on, on-the-job training (OJT) program been developed for personnel who operate electric and manual hangar doors? | AFOSH Std 91-110, USAFE Sup 1, paragraph 7.2.3.4.2. | 11 | |
| 9.2. | Have all personnel requiring access through hangar doors (not personnel doors) in the performance of routine duties received training as required? | AFOSH Std 91-110, USAFE Sup 1, paragraph 7.2.3.4.1. | 11 | |
| 10. | Safety Tags, Signs and Warnings. | | | |
| 10.1. | Are AF Forms 1118, Notice of Hazard , posted as required? | AFI 91-301, paragraph 18 | 11 | |
| 10.2. | Do supervisors coordinate the placement of safety tags, and the assignment of risk assessment codes, with the installation ground safety, fire department, or bioenvironmental office (as appropriate)? (AF Forms 979, Danger Tag , 980, Caution Tag , 981, Out of Order Tag , 982, Do Not Start Tag) | AFOSH Std 91-501, paragraph 21.5.1.1.3 | 11 | |

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