

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE**



**AIR FORCE INSTRUCTION 91-301
UNITED STATES AIR FORCES IN EUROPE
Supplement 2
29 OCTOBER 2003**

Safety

**AIR FORCE OCCUPATIONAL AND
ENVIRONMENTAL SAFETY, FIRE
PROTECTION, AND HEALTH (AFOSH)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-301, 1 June 1996, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) personnel except non-US personnel in the United Kingdom and Germany. Germany-specific guidance is provided in AFI 91-301, USAFE supplement 1. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). This supplement applies to Air Force Reserve or Air National Guard units when attached to USAFE units.

SUMMARY OF REVISION

This change incorporates IC-03-2. These changes require squadron commanders who lose a member of their unit as a result of a mishap or suicide to brief the NAF Commander on the circumstances of the death. Revisions are indicated by a vertical bar (|) in the left margin.

1.1. Article IX(4) of the North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) requires that conditions of employment and work, in particular conditions for the protection of workers shall be those laid down by the legislation of the receiving State. Therefore, the United States Air Force must consider applicable host nation safety requirements applicable to the non-US civilian employment system when implementing the AFOSH program. Include such requirements in wing or base supplements. Local safety offices and servicing Civilian Personnel Flights (CPF), with the advice of the staff judge advocate, will identify host nation laws and regulations, as well as labor agreements and contracts which could impact the implementation of this program. The staff judge advocate will also determine applicability to non-US civilian employees. Document such host nation laws and regulations, and their applicability to non-US civilian employees and notify the Director of Safety (HQ USAFE/SE). If applicable and mandated by governing provisions, local safety offices, and CPFs are responsible for ensuring coordination and consultation obligations with local union or employee safety representatives are met.

Whenever possible, avoid conducting separate occupational safety and health programs that are based solely on host nation regulations for the non-US work force.

2.5.5.1. USAFE units and numbered air forces (NAF) coordinate proposed directives containing Occupational Safety and Health Administration (OSHA) guidance with the Office of Safety, Ground Safety Division (HQ USAFE/SEG) and Office of the Surgeon, Public Health (HQ USAFE/SGPM) before publication. Units must follow the guidance for publishing according to AFI 33-360 Volume 1, *The Publications Management Program*. USAFE units and NAFs must ensure proposed directives are never less stringent than AFOSH and applicable OSHA guidelines. They must be equivalent or more stringent.

2.5.5.4. AFI 91-301, AFI 91-301/USAFE Supplement 2, the *Squadron Commander's Safety Program Guide* published by HQ USAFE/SEG, AFI 91-202, *The US Air Force Mishap Prevention Program*, USAFE Supplement 1, and AFI 91-207, *The US Air Force Traffic Safety Program*, USAFE Supplement 1 constitute USAFE guidance.

2.5.5.5. Ground safety program management evaluations are conducted during Inspector General Functional Inspection (FI), or during HQ USAFE/SE-dedicated safety program management evaluations.

2.5.5.7. Functional managers are deputy commanders controlling major functional areas (for example, civil engineering, security forces, base medical services), and all squadron commanders. Geographically separate units (GSU) commanders are functional managers.

2.5.5.8. Forward all proposed variances to Air Force Occupational And Health Standards through the applicable NAF. NAFs submit their concurrence or nonconcurrence on proposed variances in writing to HQ USAFE/SEG.

2.9.10. Report conflicts between AFOSH standards and other Air Force guidance through the numbered air force ground safety office to HQ USAFE/SEG, UNIT 3050, BOX 165, APO AE 09094-0165. Variance requests to AFOSH standards are evaluated by HQ USAFE/SEG and forwarded to the Air Force Safety Center, Kirtland AFB NM, for final approval.

2.9.13. Main Operating Base (MOB) will maintain master file (hard copy, CD-ROM, hard drive, etc) instructions, standards, directives, and laws stipulated in the basic instruction. GSUs of 250 or more Air Force military personnel maintain at least one master file (hard copy, compact disk (CD), harddrive, etc.) of applicable AFOSH standards and other guidance required in various Air Force safety publications that apply to the unit mission, tasks performed, or equipment possessed (see guidance in AFI 33-360 Volume 1, chapter 7).

2.9.13.1. (Added) Forward copies of all installation supplements to Air Force or USAFE safety directives through NAF/SE to HQ USAFE/SE, UNIT 3050 BOX 165, APO AE 09094-0165. GSUs forward copies of safety directives to their parent installation and HQ USAFE/SE.

2.9.14. Installation hazard abatement plans will include AF Form 3, **Hazard Abatement Plan**, for all GSUs supported by the host base.

2.9.17. The safety office will be the primary POC for host nation governmental official safety visits to the installation. In the event of a host nation governmental safety official visits a USAFE installation for the purpose of a safety inspection, mishap response, non-US employee complaint or grievance, etc., the ground safety manager will immediately notify by telephone, the installation commander, the appropriate NAF/SE, and the Ground Safety Division (HQ USAFE/SEG), Defense Switched Network (DSN) 480-6466. The ground safety manager will then follow-up, no later than the close of business of the second duty day, using the Defense Message System (DMS) message format (refer to paragraph 10.1.7. this

supplement) to their NAF/SE, HQ USAFE/SEG, and HQ USAFE/SGPM/CEF (if noncompliance citation applies to these agencies) of the citations of noncompliance.

2.10.2. Send copies of AF Form 190, **Occupational Illness/Injury Report**, to HQ USAFE/SGPM, UNIT 3050 BOX 130, APO 09094-0130, when the AF Form 190 is initiated, and when the occupational illness investigation is finalized.

2.10.2.5. Notify supervisors of occupational health education training requirements for subordinate personnel and routinely visit work areas and determine training effectiveness of required occupational health education programs.

2.10.2.6. Conduct occupational epidemiological investigations and analyses to identify factors, which may contribute to work-related illness.

2.10.2.8. (Added) Brief the AFOSH council on occupational illness statistics and trends and causal relationships as well as AFOSH program effectiveness statistics (e.g., cost effectiveness, benefit to the worker, lost workdays, expenditures for compensation, medical costs, and lost workdays, years of potential life and work loss, impact of illness on production costs, and other overhead costs associated with work-related illness).

2.10.3.3. (Added) Installation Health and Wellness Center (HAWC) staff will administer comprehensive worksite health promotion programs to enhance the general health of workers. They will assist workers by providing them with self-help materials or with referral to appropriate community-based prevention services for risk reduction. For non-US employees such programs and initiatives shall be provided to the extent feasible and permitted by host nation laws and labor agreements.

2.13.11. CPFs provide various statistics, as available and as requested, to the installation public health office to assist with assessing program effectiveness (worker demographic and work history information, lost work days, expenditures for compensation, medical cost, impact of illness on production costs, and other overhead costs).

2.14.2. Commanders, functional managers, and supervisors take special measures, where necessary, to ensure non-US citizen employees understand the protection provided by the AFOSH program and the need for individual compliance with established safe working procedures.

2.14.7. Ground Safety Managers will coordinate with their NAF Safety on all imminent danger situations. NAFs will in-turn notify HQ USAFE/SEG of potential imminent danger situations. HQ USAFE/SEG will determine if further assistance is required.

2.14.9. Commanders, functional managers, and supervisors notify the installation public health office if the military or civilian employee is from a work center requiring Hazard Communications training.

2.14.19. (Added) Commanders, functional managers, and supervisors ensure that statements of work, statements of need, or performance work statements are reviewed by the safety staff prior to processing by contracting.

2.16. (Added) Mortuary Affairs (HQ USAFE/SVXRM) provides copies of DD Form 2064, **Certificate of Death Overseas**, for applicable military and civilian workers to HQ USAFE/SGPM who, in turn, performs analyses to identify intervention programs to reduce worker mortality.

7.1. The chief of safety or the ground safety manager will brief all newly-assigned squadron commanders and functional managers within 30 days of assignment on responsibilities outlined in paragraph 2.14 of the basic instruction. The briefing should include an overview of the unit's mishap prevention program

(previous inspection rating, open abatement projects, trends, rating system, etc) and the command policy requiring squadron commanders who lose a member of their unit as a result of a mishap or suicide to brief the NAF Commander on the circumstances of the death. **NOTE:** USAFE/SG is the office of primary (OPR) for suicide briefings.

7.2.3. The installation safety office issues AF Form 1256, **Certificate of Training**, or locally develop attendance sheet to unit training managers. For individual without AF Form 55, **Employee Safety and Health Record**, document SST training in the individual training record (for enlisted personnel AF Form 623, **On-The-Job Training Record**; for civilians AF Form 971, **Supervisor's Employee Brief**; and for all others as determined by the supervisor.

7.3. Accomplish training within 30 days of arrival on station for duty, or, prior to the person starting local job task. Ground Safety, Base Environmental Engineering, and Public Health (SEG/BEE/PH) officials provide technical assistance, upon request, to supervisors in developing an appropriate lesson plan for this training. Ensure training is of a sufficient depth that trainees are familiar with the requirements of AFI 91-301, attachment 5. Provide additional coverage of the finding and recommendation outlined in the most current annual or baseline bioenvironmental engineering industrial hygiene survey.

7.3.2. **NOTE:** Signatures of the supervisor and, or trainer and employee are required on AF Form 55.

7.4. Ensure AF Forms 55 are available at all times within the work environment. **Do not** file AF Forms 55 in a locked cabinet, draw, etc., unless they are readily accessible upon request at anytime. When personnel transfer (permanent change of assignment [PCA]) to a new squadron, workcenter, etc., forward the AF Forms 55 with the members to their new duty section. **Do not** destroy or reaccomplish AF Form 55, when an individual transfer to a new duty section.

8. **Do not** release or make available safety assessment and inspection reports to persons or agencies outside the US Air Force without specific release authority by the appropriate level of command. Contact HQ USAFE/SEG for guidance on request for copies of inspection reports outside of AF channels.

10.1.7. Transmit a message report through the DMS on investigations or inspections visits within 2 work-days after receiving a citation. This applies to Air Force workplaces or facilities, or operations performed by contractor in which Air Force facilities, equipment, or procedural deficiencies are identified in the citation. Transmit message, by routine precedence, to:

10.1.7.1. HQ USAFE Ramstein//SE/SEG//SGPB/CEF//

10.1.7.2. NAF//SEG/SGPB/CE//**NOTE:** Include the following information:

10.1.7.2.1. (Added) Date of investigation or inspection.

10.1.7.2.2. (Added) Agency of inspector.

10.1.7.2.3. (Added) Workplace visited.

10.1.7.2.4. (Added) Reason for visit.

10.1.7.2.5. (Added) Results of investigation or inspection and violation reference or any notices of unsafe and unhealthful working conditions with the appropriate RAC.

10.1.7.2.6. (Added) Problems encountered, if any.

10.1.7.2.7. (Added) If significant hazards or deficiencies are identified or problems occur during an inspection or investigation, call the MAJCOM or NAF.

12.1.1. (Added) Advise the originator, if known, of their right to appeal if they are not satisfied with action taken on the hazard report. Include in the closing letter to the originator the following statement or a facsimile:

"If not satisfied with actions taken on the report, you may resubmit the report to the appropriate agency (safety, fire prevention, or bioenvironmental engineering) requesting the alleged hazard be reinvestigated, stating the reason why."

14.1. GSUs with full-time safety staff that have more than 300 assigned personnel will establish Occupational Safety and Health Councils. Ensure these councils meet all requirements according to AFI 91-301, paragraph 14, and subparagraphs 14.1 through 14.3.

14.1.3. Forward a copy of the approved minutes to HQ USAFE/SEG. The minutes may be furnished electronically or mailed to USAFE/SEG, Unit 3050, Box 165, APO AE 09094-0165.

15. Submit input for the command mishap prevention goals by 31 Oct of each year. Develop complementary goals based on the command goals and forward to USAFE/SEG by 31 Jan of each year.

18.1. Workplace supervisor must coordinate with the appropriate agency; safety, health, or fire prevention staffs to ensure notice of hazard are posted in the best position.

18.2. Functional manager and, or work center supervisor coordinate with the issuing agency when notices of hazards need to be removed, repositioned, etc. Ensure the issuing agency is informed when conditions change within the work environment. Relocation of the notice of hazard requires issuing agency input to ensure proper placement of the notice of hazard is located in the best position.

18.4.5. MOB includes GSUs hazard abatement projects; prioritize by APNs, in their master hazard abatement plan.

18.5.1. Ground safety managers coordinate with their NAF safety office on all assigned Risk Assessment Codes (RAC) 1. NAF safety office notifies HQ USAFE/SEG of RACs 1. HQ USAFE/SE determines if further assistance is required to affected USAFE unit.

18.5.7. Safety staffs conduct a spot inspection upon notification that a master hazard abatement project has been completed to validate the abatement action eliminated the hazardous condition prior certifying the hazard is abate. Document the spot inspection according to AFI 91-202, *The US Air Force Mishap Prevention Program*, and AFI 91-202, USAFE Supplement 1.

18.5.9. Use AF Form 3, **Hazard Abatement Plan**, or any other method for recording, tracking, and closing actions on RAC 4 and 5 hazards.

18.6.3. Projects must specifically identify the scope and cost related to hazard abatement. Submit contract projects abatement of hazards that are beyond the base's ability to fund to HQ USAFE for funding in one of the following programs:

18.6.3.1. (Added) Operation and Maintenance (O&M). Projects are prioritized in the appropriate O&M program and transmitted to USAFE/SEP via Civil Engineering Contract Reporting System (CECORS) as part of the total base program. Submissions from all USAFE units are integrated into a command priority list from which they are funded according to relative priority and funds availability. Ensure projects initiated to correct hazard include APN to assist in establishing funding priorities. Funds are not reserved specifically for hazard abatement projects.

18.6.3.2. (Added) Military Construction (MILCON). Each year the base submits a prioritized list of MILCON projects to the USAFE Civil Engineer (HQ USAFE/CE), including those related to hazard abatement. The command facilities board develops and approves a prioritized program that is submitted to HQ USAF, the OSD, and finally to Congress for funding. Ensure projects initiated to correct hazard include APN to assist in establishing funding priorities. USAFE/SE is involved in the command review process to validate MILCON projects correcting AFOSH deficiencies.

18.6.5. The installation safety staff forwards a copy of the master hazard abatement plan to their NAF/SE for consolidation. NAF/SE will submit a consolidated RCS: HAF-SEC(A) 9363, *Annual Hazard Abatement Survey Report*, to HQ USAFE/SEG, UNIT 3050, BOX 165, APO AE 09094-0165, by 15 October each year.

A9.4.3. Item 18 (Added) The ground safety staff indicates whether the plan has been entered into wing High Interest Areas Spot Inspection Program according to AFI 91-202, USAFE Supplement 1, paragraph 3.6.

References (Added)

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

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

Abbreviations and Acronyms (Added)

DSN--Defense Switched Network

FI--Functional Inspection

NAF--Numbered Air Force

OSHA--Occupational Safety and Health Administration

USAFE—United States Air Forces in Europe

Attachment 11 (Added)

IC 03-1 TO AFI 91-301, USAFE SUPPLEMENT 2, AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL SAFETY, FIRE PROTECTION, AND HEALTH (AFOSH) PROGRAM

1 JULY 2003

SUMMARY OF REVISION

Changed requires installation safety offices to provide HQ USAFE/SEG minutes of the occupational safety and health council meetings.

14.1.3. Forward a copy of the approved minutes to HQ USAFE/SEG. The minutes may be furnished electronically or mailed to USAFE/SEG, Unit 3050, Box 165, APO AE 09094-0165.

Attachment 12 (Added)**IC 03-2 TO AFI 91-301, USAFE SUPPLEMENT, AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL SAFETY, FIRE PROTECTION, AND HEALTH (AFOSH) PROGRAM**

29 OCTOBER 2003

SUMMARY OF REVISION

These changes require squadron commanders who lose a member of their unit as a result of a mishap or suicide to brief the NAF Commander on the circumstances of the death.

7.1. The chief of safety or the ground safety manager will brief all newly-assigned squadron commanders and functional managers within 30 days of assignment on responsibilities outlined in paragraph 2.14 of the basic instruction. The briefing should include an overview of the unit's mishap prevention program (previous inspection rating, open abatement projects, trends, rating system, etc) and the command policy requiring squadron commanders who lose a member of their unit as a result of a mishap or suicide to brief the NAF Commander on the circumstances of the death. **NOTE:** USAFE/SG is the office of primary (OPR) for suicide briefings.

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