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Safety

SAFETY PROGRAM



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This instruction implements AFRS 91-2, *Safety Programs*. It establishes policies and procedures governing hazard reporting, mishap reporting, inspections, and training. It contains safety management information and assigns responsibilities. It applies to all Air Force Recruiting Service (AFRS) personnel. It does not apply to Air National Guard and Air Force Reserve Command units.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. See Attachment 1 for a glossary of references and supporting information.

1. Responsibilities:

1.1. Commander. Each commander will:

- 1.1.1. Implement safety and health program elements in his or her area of responsibility.
- 1.1.2. Provide a safe workplace.
- 1.1.3. Ensure all appropriate hazard abatement actions needed to resolve identified hazards are implemented and followup is accomplished until all abatement actions are completed.
- 1.1.4. Ensure all individuals receive necessary job safety training.

1.2. Unit Safety Representative (USR). Each USR will:

- 1.2.1. Manage the safety program.
- 1.2.2. Advise the commander, functional managers, and supervisors on safety matters.
- 1.2.3. Keep the commander informed on program status and hazards.

1.3. Supervisors. Supervisors will:

- 1.3.1. Know the safety and occupational health standards that apply to their areas.
- 1.3.2. Enable each worker to participate in workplace risk management processes.
- 1.3.3. Make sure all work complies with occupational safety and health standards.

- 1.3.4. Take appropriate actions to promptly eliminate safety and health hazards and correct deficiencies.
- 1.3.5. Ensure their employees all are trained on objectives and principles of risk management in AFI 90-901, *Operational Risk Management*.
- 1.3.6. Post notices of hazards.
- 1.3.7. Develop job safety standards or job safety training outlines for their assigned work areas. Train all personnel on standards to follow and hazards to avoid.

1.4. Individuals. Individuals will:

- 1.4.1. Comply with standards, instructions, job guides, technical orders, and operating procedures.
- 1.4.2. Use the operational risk management (ORM) process to identify and report hazards or situations that place them or their coworkers, equipment, or facility at risk.
- 1.4.3. Use protective clothes or equipment when required.
- 1.4.4. Use the ORM process to identify, reduce, or eliminate risk in activities on and off duty.
- 1.4.5. Notify their supervisor about any job-related injury or impaired health that may impact their job performance.
- 1.4.6. Report any job-related injury as well as any suspected or actual exposure to chemicals or hazardous materials.

2. Safety Management Book. USRs will maintain a safety management book in which program elements will be identified as follows:

- 2.1. Tab A - USR appointment memorandum, USR training guide, and training documentation.
- 2.2. Tab B - List of safety publications and their location. As a minimum, the list will identify location of the following publications:
 - 2.2.1. AFD 90-9, *Operational Risk Management*.
 - 2.2.2. AFI 90-901, *Operational Risk Management*.
 - 2.2.3. AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*.
 - 2.2.4. AFI 91-202, *The USAF Mishap Prevention Program*, and its AETC Sup 1.
 - 2.2.5. AFI 91-204, *Safety Investigations and Reports*, and its AETC Sup 1.
 - 2.2.6. AFI 91-207, *The US Air Force Traffic Safety Program*, and its AETC Sup 1.
 - 2.2.7. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, and its AETC Sup 1.
 - 2.2.8. AFOSH Standard 91-66, *General Industrial Operations*, and its AETC Sup 1.
 - 2.2.9. AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*.
- 2.3. Tab C - Copy of Traffic Safety Course II, Local Conditions.
- 2.4. Tab D - Mishap notification procedures and mishap log.
- 2.5. Tab E - Mishap reporting and investigation procedures.
- 2.6. Tab F - Inspection reports and spot inspection log.
- 2.7. Tab G - List of motorcycle operators.

2.8. Tab H - Safety award program.

3. Appointment of USRs. Each squadron or group commander will:

3.1. Appoint a primary and alternate USR with a minimum of 24 months of retainability. When there is a change of USRs, the commander will appoint a new USR at least 30 days prior to relieving the departing USR to ensure program continuity.

3.2. Send a copy of the appointment memorandum to the host-base-safety office and HQ AFRS/SE immediately after the appointment.

4. Safety Education and Training:

4.1. Traffic Safety Course II, Local Conditions:

4.1.1. HQ AFRS personnel are scheduled for this course and a safety briefing during in-processing through the Randolph AFB Base Introduction Program.

4.1.2. Personnel assigned directly to a group or squadron will attend Course II conducted by the host base safety office.

4.1.3. Field personnel will receive this training from the USR during in-processing at squadron headquarters.

4.2. Motorcycle Training:

4.2.1. For specific training requirements, see AFI 91-207 and its AETC Sup 1.

4.2.2. Commanders are encouraged to use the ORM program guidelines in AFI 91-207/AETC Sup 1, Attachment 3. This program is designed to help with before-the-fact mishap prevention; that is, to identify the people most at risk so commanders can take action to prevent a serious mishap.

4.3. Mini-Jet Training. Training will be provided to all personnel who operate a mini-jet. This training will include detailed instructions on how to tow and back up the mini-jet trailer. Mini-jet training procedures will be reviewed and the review documented by the USR annually.

4.4. Operational Risk Management (ORM). All personnel must have ORM training, and this training must be documented on AF Form 55, **Employee Safety and Health Record**. *NOTE:* An ORM training guide may be accessed at the following Web site: <https://www.aetc.af.mil/se2/safety/home.htm> under "ORM" and then "training guide."

4.5. Newcomers Safety Briefing:

4.5.1. All newly assigned military personnel under 26 years of age must receive a newcomers safety briefing within 30 days of their arrival. The purpose of this briefing is to provide personnel with essential information to help them acclimate to their new surroundings and maintain their safety awareness.

4.5.2. The individual's commander, superintendent, or immediate supervisor will conduct the briefing, documenting it on AETC Form 29A, **Commander's Newcomers' Safety Briefing**.

4.5.3. The completed form will be maintained in the individual's personal information file (PIF) until he or she departs PCS or PCA or retires.

4.6. Predeparture Safety Briefing:

4.6.1. Military personnel under the age of 26 must receive a predeparture safety briefing prior to going on leave, TDY, or PCS.

4.6.2. The individual's commander, superintendent, or immediate supervisor will conduct the briefing, documenting it on AETC Form 29B, **Predeparture Safety Briefing**.

4.6.3. The completed form will be kept for 90 days after the individual returns from leave or TDY or arrives at his or her new duty station.

4.6.4. The following statement will be overprinted (and signed) in part IV of AETC Form 29B: "I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to use required safety devices may result in a line of duty investigation and loss of medical benefits, as well as potential Uniform Code of Military Justice (UCMJ) action."

4.7. Monthly Safety Briefing. HQ AFRS/SE will provide a monthly safety briefing via e-mail for all personnel. USRs will be notified when the briefing is available for viewing. As a means of documentation, USRs will save the briefing to a folder. Briefings conducted en mass (at commanders call) will be documented on AETC Form 703, **Log of Supervisor's Safety Briefings**. If a member is absent, a makeup briefing will be documented on the reverse side of the form. The AETC Form 703 and e-mail briefing will be kept on file for 60 days.

4.8. Visitors Traffic Safety Briefing. Anyone TDY to an AFRS organization or location who is unfamiliar with the local areas will receive an AFRS traffic safety briefing if he or she intends to drive in the area. This briefing will be tailored to the visitor's needs to ensure his or her safety. Only traffic-unique items to the TDY location will be briefed; generic or obvious items will not.

4.9. USR Training. USRs must be trained within 30 days of appointment. To meet this requirement, all units will notify HQ AFRS/SE of their intent to appoint a new USR prior to the actual appointment. HQ AFRS/SE will provide a training package, and the primary USR will ensure the new appointee completes the training. The primary USR will submit a letter of completion to HQ AFRS/SE and the host installation safety office (if the host is providing safety support). If the primary USR is relieved and departs prior to appointment of a replacement, the alternate USR will ensure the new appointee is adequately trained.

4.10. Job Safety Training. Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel. Supervisors will provide training to newly assigned individuals. They will also provide training if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. All personnel must have job safety training. However, commanders, functional managers, and supervisors whose work environment is primarily low risk do not require documentation. Job safety training for all other personnel will be documented on AF Form 55. There is no requirement to provide safety, fire protection, and health on-the-job training on an annual basis.

5. Inspections:

5.1. Annual Safety Inspection:

5.1.1. A safety inspection of each unit's headquarters facility will be conducted once a year. This should be a physical inspection to identify potential hazards. Units located on an Air Force installation should receive an inspection from the host-base safety office. USRs assigned to AFRS units not located on an Air Force installation will conduct their own annual headquarters facility inspection. A copy of the completed safety inspection report will be sent to HQ AFRS/SE not later than 5 days after completion of the inspection. **NOTE:** In accordance with AFI 91-301, risk assessment codes may be assigned by the host base safety office or HQ AFRS/SE.

5.1.2. AETC Form 69, **Safety Inspection Report**, will be used to document inspection findings and corrective actions.

5.2. Spot Inspections. Spot inspections, one of the most important tools of mishap prevention, will be included in all areas. Squadron and group commanders will establish a spot inspection program that fulfills the needs of their unit. They will determine the frequency of inspections, appoint inspectors, and, as closely as possible, mimic the program prescribed in AFI 91-202/AETC Sup 1, Chapter 3.

6. Hazard Report Program:

6.1. Mishap prevention depends on early identification, reporting, and correction of hazards. A hazard may be reported by any person, military or civilian, who is assigned, attached, or under contract to the Air Force. Written hazard reports are sent to the USR.

6.2. AF Form 457, **USAF Hazard Report**, will be used to report hazards that cannot be eliminated immediately. Blank copies of the form, along with the USR's telephone number and instructions on completion, will be posted on or near the unit's safety bulletin board.

7. Mishap Reporting:

7.1. Written notification procedures will be developed at each unit. Procedures may be outlined in an instruction or other directive material. Procedures will be established to ensure prompt notification of all mishaps by subordinate units. Supervisors will follow up mishap notifications by completing AETC Form 435, **Mishap Data Worksheet**. The form will be sent through the USR and unit commander to HQ AFRS/SE.

7.2. All mishaps involving military personnel—on or off duty and on or off base—will be reported.

7.3. Mishaps involving civilian personnel will be reported only if civilians were injured while on duty.

7.4. All government motor vehicle (GMV) mishaps, regardless of severity of the mishap (on or off base) will be reported. For mishap reporting purposes, GMVs are considered "on duty" any time they are being operated.

8. Severe Weather Policy. Unit commanders will establish a severe-weather policy at locations where severe weather is common, especially during winter months. This policy should clearly state what actions an individual should take, specifically when driving a vehicle. The policy will be briefed during in-processing and posted on the safety bulletin board (paragraph 11).

9. High-Risk Activities Program. The high-risk activities program outlined in AFI 91-202/AETC Sup 1 will be implemented. The intent of this program is to ensure participants are familiar with the hazards and injury potential associated with their particular activity.

10. Safety Awards Program. The purpose of the Air Force Safety Award Program is to increase safety awareness and recognize those who have added value to the safety program. The program awards outstanding safety acts and achievement. The Air Force encourages commanders to develop and establish incentive systems that complement the Air Force Safety Award Program. AFI 36-2833, *Safety Awards*, and its AETC Sup 1 give specifics on various awards. Locally developed programs will greatly enhance mishap prevention efforts.

11. Safety Bulletin Board. A safety bulletin board will be maintained at group and squadron headquarters. This bulletin board will be located in a high-traffic, well-lit area and contain the following, at a minimum:

11.1. Mishap notification procedures.

11.2. CA-10, **What a Federal Employee Should Do When Injured at Work.**

11.3. AFVA 91-307, *Air Force Occupational Safety and Health Program.*

11.4. AF Form 457, **USAF Hazard Report.**

11.5. Safety posters.

12. Forms Adopted. AETC Forms 29A, 29B, 69, 435, and 703; AF Forms 55 and 457; and CA-10.

EDWARD A. RICE, JR., Brig General, USAF
Commander

Attachment

1. Glossary of References and Supporting Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-9, *Operational Risk Management*

AFPD 91-2, *Safety Programs*

AFI 36-2833, *Safety Awards*

AFI 90-901, *Operational Risk Management*

AFI 91-202, *The US Air Force Mishap Prevention Program*, and its AETC Sup 1

AFI 91-204, *Safety Investigations and Reports*, and its AETC Sup 1

AFI 91-207, *The US Air Force Traffic Safety Program*, and its AETC Sup 1

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Program*, and its AETC Sup 1

AFMAN 37-139, *Records Disposition Schedule*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

AFVA 91-307, *Air Force Occupational Safety and Health Program*

AFOSH Standard 91-66, *General Industrial Operations*, and its AETC Sup 1

AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety and Health

AFRS—Air Force Recruiting Service

GMV—government motor vehicle

ORM—operational risk management

USR—unit safety representative