

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 91-301

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

8 DECEMBER 1998

Safety

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.af.mil/im> . If you lack access, contact your Base Publishing Manager.

OPR: HQ AETC/SEG (Mr. K. Jolley)
Supersedes AFI 91-301/AETC Sup 1,
10 December 1996

Certified by: HQ AETC/SEG (Mr. H. Dean)
Pages: 3
Distribution: F; X HQ AFSC/SEG - 1;
HQ AFIA/IMP - 1;
AUL/LSD - 1

AFI 91-301, 1 June 1996, is supplemented as follows:

SUMMARY OF REVISIONS

A bar (|) in the left margin indicates revised material.

2.5.5.1. Each HQ AETC staff agency, numbered Air Force (NAF), and wing will coordinate proposed publications (including supplements) containing Occupational Safety and Health Administration (OSHA) or Air Force Occupational and Health (AFOSH) guidance with HQ AETC/SEG and SGPB before publication.

2.5.5.5. This evaluation will be conducted during operational readiness inspections (ORI).

2.5.5.7. Base-level functional managers are group commanders and chiefs of major functional areas, such as Chief, Services Division; Chief, Security Forces; etc.

2.5.5.11. Base ground safety managers (GSM) will maintain a log of all OSHA visits. For citations issued to AETC activities, document items listed in the basic AFI, paragraphs 2.5.5.11.1 through 2.5.5.11.8. For contractors or non-AETC units, record only the date and activity visited. Forward a copy of the visit log through the NAF to HQ AETC/SEG no later than 1 November each year.

2.7.3. Students attending technical training courses must receive an Air Force occupational safety and health (AFOSH) orientation. Students in Officer Training School (OTS), Health Professional Orientation Course (HPOC), Military Indoctrination of Medical Services (MIMSO), and Air Force Commissioned Officer (AFCOT) for law and chaplain officers receive this orientation training at Maxwell AFB. Air

Force Reserve Officer Training Corps (AFROTC) students receive this orientation during annual AFROTC field training. AFOSH orientation training must include management and general knowledge of AFOSH standards and other Air Force safety, fire prevention, and occupational health guidance; hazard reporting; hazard abatement; AFOSH inspection; mishap investigations; reporting of injuries and illnesses that occur on the job; employee appeal procedures, and operational risk management. NOTE: Class rosters are the only documentation required.

2.9.2. Wing safety staffs will include base exchange and commissary facilities (patron areas only) in their spot inspection program. They will provide safety consultant service as requested.

2.9.12. The wing safety manager designates (in writing) high interest areas based on a realistic appraisal of actual risks, past mishap experience, and results of previous inspections.

2.10.1.21. (Added) Help base contracting establish contract requirements and a compliance evaluation for occupational safety and health (OSH) aspects of contract operations on AETC installations (paragraph 2, AFPAM 91-210, *Contract Safety*).

2.13.12. (Added) Provide a review of Federal Employees Compensation Act (FECA) Committee action at the quarterly OSH council meeting.

2.14.9. If the individual is from a workcenter that requires training in the Air Force Hazard Communications Program, notify public health so the individual can be scheduled for such training.

2.14.19. (Added) Ensure statements of work (SOW), statements of need (SON), and performance work statements (PWS) are reviewed by the safety staff prior to being processed by contracting (AFPAM 91-210).

7.1. The chief of safety or GSM will brief newly assigned squadron commanders and functional managers within 30 days of assignment on their responsibilities as outlined in paragraph 2.14 of the basic AFI and this supplement. The briefing should also include an overview of the unit's safety program.

7.2. Flying training instructors at flying training bases, technical training instructors, and Air Force Institute training instructors who do not supervise are exempt from attending the supervisors safety training (SST) course until they occupy a supervisory position. Students are also exempt.

7.2.3. The wing safety office will issue AF Form 1256, **Certificate of Training**, to persons who have completed the SST course. In turn, each person who has completed the SST course will give his or her supervisor a copy of the completed AF Form 1256 for posting to the employee's AF Form 55, **Employee Safety and Health Record**, or AF Form 971, **Supervisor's Employee Brief**.

7.3.1. Completion of the SST course satisfies this training requirement.

7.3.2. All nonsupervisory personnel are required to receive AFOSH training. However, in the training environment, AF Form 55 is not required to be maintained for students if the training syllabus covers required safety items. (NOTE: For the purpose of documentation, supervisors are those who write official performance evaluations; that is, officer performance reports (OPR), enlisted performance reports (EPR), or civilian performance appraisals.) AF Forms 55 or computer products will be verified by signatures. Rated officer aircrew members are considered supervisors; they do not need an AF Form 55 to document training. Supervisors will maintain a copy of the AF Form 55 and training outline used as a briefing guide for newly assigned workers. The briefing guide should be tailored to the work area. A briefing guide is not required if AFOSH training requirements are included in course outlines, course training standards, syllabi, etc., within the training environment.

9. AFOSH standards do not apply to contractors or their employees except as necessary to protect Air Force resources (that is, personnel, equipment, and facilities).

9.3. Safety, fire, and bioenvironmental personnel will inspect Air Force-owned, contractor-occupied facilities and observe contractor activities and operations as needed to ensure Air Force interests and resources are not jeopardized.

9.5. Prior to releasing a facility for the exclusive use of a contractor, wing safety, fire, and bioenvironmental personnel will inspect the facility for compliance with applicable standards. Violations will be noted and a risk assessment code (RAC) will be assigned. Violations will be included in the base hazard abatement plan as necessary, and hazards will be corrected in accordance with base-wide priorities.

10.1. Safety managers will immediately notify the NAF, HQ AETC/SEG, and HQ AETC/SGPB by telephone of Department of Labor (DOL) or state OSHA inspections. Applicable electronic message reports about the visit will follow.

10.2.1.6. The real estate section, in coordination with the staff judge advocate, will provide the installation commander a list of contractor work areas under exclusive federal jurisdiction.

18.3. AF Forms 979, **Danger Tag**, or AF Form 1118, **Notice of Hazard**, will be posted at the time the hazard is discovered.

18.5.9. An AF Form 3, **Hazard Abatement Plan**, or any other method may be used to record, track, and close actions on RAC 4 and 5 hazards.

18.6.5. Each wing safety office will forward its end-of-FY annual hazard abatement survey report to the NAF by 10 October of each year. Each NAF will validate, consolidate, and forward a survey report to HQ AETC/SEG by 15 October of each year.

STEPHEN B. MADDIX, Colonel, USAF
Director of Safety