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**Safety**

**SAFETY STANDARDS FOR THE EIELSON  
AFB MISHAP PREVENTION PROGRAM**

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This instruction implements AFD 91-2, *Safety Programs*, and prescribes policies and procedures for mishap prevention program requirements. It contains specific safety program management information and applies to all personnel assigned or attached to, or associated with 354th Fighter Wing (354 FW) and all other individuals, whether military or civilian, while upon the 354 FW installation or property. This instruction establishes installation safety directives needed to enforce the Department of Defense position on safety. This publication does not apply to the U. S. Air Force Reserves or Air National Guard units and members. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Web-RIMS *Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil/rds/index.cfm>. Public Law 104-13, *The Paperwork Reduction Act of 1995* and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force

**SUMMARY OF REVISIONS**

This change incorporates the PACAF CARES Program as directed by HQ PACAF/CC (paragraph **5.**, **6.**, and **7.**); updates squadron title from 354 Supply Squadron to 354 Logistics Readiness Squadron (paragraph **2.8.**); updates requirements for Safety Boards within a unit to include EAFBVA 91-1 Mishap Reporting Procedures, Commanders High Risk Activities Letter, and Commanders Motorcycle Policy Letter (paragraph 3.3.7, 3.3.8, and 3.3.9 respectively); updates the requirement for supervisors to complete a CA-1 and CA-16 for civilian on duty injuries in addition to the PACAF Form 161 (paragraph **2.1.3.**); updates the requirement for a semi-annual self inspection to be performed on the Safety Program IAW 354 FWI 90-202 (paragraph **3.13.**); identifies specific requirements to be covered during the commanders monthly review (paragraph **3.14.**); and updates the requirement for units to identify, manage, and mentor motorcycle riders (paragraph **9.18.**).

**1. Unit Safety Program Management.** Unit commanders will appoint, in writing, primary and alternate Unit Safety Representatives (USR) in the grade of SSgt (or civilian equivalent) or higher to manage the unit's safety program. The USR will serve as the primary point of contact for the 354 FW Safety Office on all matters related to safety, fire prevention, and health within the unit. USRs should be knowledgeable in the mission and activities of the unit, and have a minimum of nine months retainability at the time of selection. Primary and alternate USRs will receive training from the wing safety office within 30 days of appointment. The appointment of safety personnel below squadron level (i.e., flight, section) is optional; however, it is recommended.

**2. Mishap Reporting Procedures.** Unit commanders and USRs are responsible for developing and publicizing mishap notification procedures within their unit. The procedures must ensure prompt notification.

2.1. On-duty mishaps are reported by the USR to the wing safety office immediately (24 hours a day) depending on the need to first notify rescue, medical, or law enforcement agencies. On-duty mishaps include military and civilian injuries, Air Force motor vehicle accidents (regardless of whether or not the mishap involved injury), and damage to Air Force property.

2.1.1. Off-duty mishaps (military injuries only) are reported by the USR by telephone to the wing safety office by the close of the first duty day following the mishap. If the mishap results in hospitalization or death, the safety office will be notified immediately.

2.1.2. After normal duty hours, the safety office on-call person can be reached through the 354 FW Command Post.

2.1.3. All mishaps receive a preliminary "in-house" investigation. Immediate notification of the mishap is critical. Accident sites contain valuable information necessary for accurate investigation and the formation of corrective actions. The first line supervisor of the individual involved in the mishap will conduct the investigation and document it on PACAF Form 161, *Ground Mishap Report Worksheet*. (For Air Force Motor Vehicle mishaps, the unit Vehicle Control Officer/Non-commissioned Officer, with the assistance of the unit USR, will conduct the investigation.) The extent of the investigation and reporting criteria will be determined by wing safety. The investigator will forward the completed PACAF Form 161 through the USR and commander to the 354 FW safety office within three duty days of mishap's occurrence. Civilian personnel who are injured on the job will notify their supervisor immediately. Supervisors will complete a CA-1 and CA-16 for all civilian on duty injuries in addition to the PACAF Form 161.

2.2. The 354th Medical Group (MDG) will provide Admission and Disposition Reports, Report of Injury/Illness and Treatment, and copies of AF Form 1488, *Patient Injury and Treatment Log*, to the wing safety office.

2.3. The 354th FW Staff Judge Advocate (JA) will notify the wing safety office of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

2.4. The 354th Security Forces Squadron (SFS) will provide copies of AF Form 1315, *Accident Report*, when requested, and make the daily blotter available for review by the wing safety staff.

2.5. The 354th Civil Engineer Squadron (CES) will provide cost assessments of damage to government property as a result of natural phenomena to the wing safety office.

2.6. The Base Fire Department (CEF) will provide copies of Fire Incident Reports to the wing safety office, when requested.

2.7. The 354 FW Command Post (CP) will notify wing safety of the following:

- 2.7.1. Activation of the Disaster Control Group (DCG).
- 2.7.2. On-duty accident/mishap involving injury to USAF personnel (civilian or military).
- 2.7.3. Off-duty accident/mishap involving injury to US Armed Forces personnel.
- 2.7.4. USAF property damage to facility, aircraft, vehicle or equipment.
- 2.7.5. Accident/mishap involving explosives handling or storing.

2.8. The 354 LRS will provide the wing safety office a copy of the AF Form 1823-1, *Vehicle and Equipment Work Order*, on all reported damage to Air Force motor vehicles.

**3. Unit Safety Representative Responsibilities.** The USR is responsible for managing the squadron commander's safety program and accomplishing the following duties:

3.1. Serve as the unit's primary point of contact for matters pertaining to safety, fire prevention, and health.

3.2. Report all mishaps to the wing safety office by telephone or e-mail, pending completion of PACAF Form 161.

3.3. Conduct and document spot inspections of unit workplaces and operations. These are unscheduled inspections and are conducted periodically by the USR, unit supervisors, commanders, and the Wing Safety staff. They are generally informal, without notice, and are limited to a single activity, subject, objective, or interest. The USR is responsible for ensuring at least one spot inspection per month is completed and each organizational section is inspected at least once semi-annually. (For some squadron USRs, this may mean more than one spot inspection per month.) Documentation will include:

- 3.3.1. The area/operation inspected.
- 3.3.2. Date of the inspection.
- 3.3.3. Discrepancies identified.
- 3.3.4. Corrective action taken or planned.
- 3.3.5. Date corrective action was completed.

3.4. Accompany the wing safety staff during the annual safety assessment/inspection of his/her organization.

3.5. USR must track corrective actions on all open hazards and program deficiencies identified during wing safety's annual inspection and spot inspections. It is the responsibility of the USR to provide a current status report, to include estimated completion dates, to wing safety by the 7th calendar day of each new quarter (Jan, Apr, Jul, Oct). The status report must be coordinated with the squadron commander.

3.6. Monitor the hazard reporting program. Identified hazards should be corrected at the lowest possible level within the squadron. The USR and supervisors will ensure that unit personnel are aware of their right to formally report hazards directly to the wing safety office. The USR or supervisor will make blank AF Form 457s, *USAF Hazard Report*, and instructions available to all personnel.

3.7. Squadrons will develop a process to ensure safety topics are discussed and documented throughout the organization at least monthly.

3.8. Maintain safety bulletin boards. The USR will post a safety bulletin board in each unit facility or major work center in a conspicuous location. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post the materials in segregated sections of other unit bulletin boards. The area will be neat and orderly and contain only safety-related items. As a minimum, the USR will post the following items.

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

3.8.2. Unit mishap notification procedures.

3.8.3. Instructions for completing AF Form 457 and blank 457 forms.

3.8.4. Current mishap prevention information (posters, flyers, safety grams, and so forth).

3.8.5. Commander's safety policy letter (Squadron, Wing, 11AF, PACAF).

3.8.6. Wing Safety Point of Contact information.

3.8.7. EAFBVA 91-1 Mishap Reporting Procedures.

3.8.8. Commanders High Risk Activities Letter.

3.8.9. Commanders Motorcycle Policy Letter

3.9. Attend the Quarterly USR Safety meeting. This meeting is the primary forum for providing USRs information on changes in safety policies and standards, discussing mishap prevention processes, and providing additional training. Attendance by 354 FW USRs is mandatory and will be analyzed by wing safety during program assessments.

3.10. As a minimum, the USR will maintain the following safety publications. Publications may be accessible via web; however, all publications must be available upon request and all personnel must have ready access.

3.10.1. Air Force Electronic Publication Library (AFEPL).

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

3.10.3. AFI 91-207, *US Air Force Traffic Safety Program*.

3.10.4. AFI 91-301, *Air Force Occupational and Environmental*.

3.10.5. All AFOSH standards applicable to unit workplaces and operations.

3.11. Monitor Job Safety, Fire Prevention and Occupational Health Training. The USR will ensure supervisors conduct and document training as prescribed in AFI 91-301.

3.12. Maintain a Safety Continuity Book. The continuity book will contain the applicable information outlined in the tabs provided by Wing Safety.

3.13. Perform a Semi-Annual Self Inspection using the Program Management Checklist.

3.14. Perform a monthly review with the unit commander to include the following topics: reportable mishaps and timely reporting of those mishaps, open inspections items (wing and squadron), open hazards reports, risk management integration, and current status of the high risk activities program (PACAF CARES). This review must be documented to reflect all areas covered.

**4. Safety Meetings.** The Combined Safety Council (CSC) serves as a forum for discussion of Occupational Safety and Health (OSHA) problems, advises the installation commander on OSHA-related matters, and makes recommendations to the commander on resolution of OSHA problems. The council is conducted quarterly and chaired by the wing commander or designated representative.

4.1. Mandatory members include group commanders, unit commanders, civilian employee representatives and representatives from civil engineering, resource management, the civilian personnel office, wing safety, fire prevention, environmental health, and BEE. Representatives of recognized employee organizations are invited to take part.

4.2. Quarterly USR safety meetings serve as a forum for discussion of Air Force, command, and wing-level safety management policy and procedures. This meeting is conducted quarterly and chaired by a representative of the wing safety staff.

**5. Motorcycle Safety Training.** The wing safety office coordinates and schedules the Basic Rider Course and an Experienced Rider Course (ERC), which is offered in the late spring through the summer of each year. Training candidates will contact the wing safety office to schedule training. Acceptable proof of prior training is possession of a valid Motorcycle Safety Foundation (MSF) course completion card. Personnel must complete a Comprehensive Assessment and Risk Evaluation System survey prior to being scheduled for the training.

**6. Snowmobile Training.** Snowmobile training for off-duty recreational riding is conducted by the Base Snowmobile Club. This training is required prior to riding snowmobiles on base. Training candidates will contact Wing Safety to schedule training. Personnel must complete a Comprehensive Assessment and Risk Evaluation System survey prior to being scheduled for the training. Work centers that require the use of snowmobiles will implement a training program IAW AFI 91-207. Personnel operating a snowmobile in accordance with their duties (on-duty status) will receive unit specific training prior to operating a snowmobile. Unit plans must be reviewed and approved by Wing Safety at least annually.

**7. ATV Training.** ATV training for off duty recreational use is coordinated and scheduled through the Wing Safety. Personnel must complete a Comprehensive Assessment and Risk Evaluation System survey prior to being scheduled for the training. Work centers that require the use of ATVs in accordance with their duties will complete a training program IAW AFI 91-207, Special Vehicle Institute of America (SVIA).

7.1. Unit commanders will annually designate personnel authorized to operate ATV snow plows, ensure the operator is trained and a risk assessment has been completed prior to operating the ATV. SVIA training is not required for ATV snow plow operations unless the individual must operate along roadways, to remote areas of the installation, or distances over one-quarter mile.

**8. Unit Commander Orientation.** The Chief of Safety, or designated representative, will provide the incoming commander an overview on the status of their squadron safety program.

**9. Inspections/Assessments.** Associate units will receive an annual facilities/operations inspection only. To ensure effective unit safety program management, the wing safety staff evaluation will include, but not be limited to, the following program areas:

9.1. Commander support and involvement in mishap prevention.

- 9.2. Quality and depth of internal safety inspections.
- 9.3. Adequacy and timeliness of mishap reporting.
- 9.4. Hazard reporting program.
- 9.5. Mishap prevention information provided to unit personnel.
- 9.6. Safety bulletin boards.
- 9.7. Safety meetings and briefings.
- 9.8. Attendance at safety meetings.
- 9.9. Quality and effectiveness of job safety training.
- 9.10. Effectiveness of GOV Operations and Training Program.
- 9.11. Publications maintenance.
- 9.12. Mishap experience.
- 9.13. Participation in safety education courses.
- 9.14. Complaints and grievances involving safety problems.
- 9.15. Special interest items (HAZCOM, LOCKOUT/TAGOUT, Confined Space).
- 9.16. Integration of Risk Management practices/concepts into day to day operations and exercises.
- 9.17. Utilization/Administration of PACAF Comprehensive Assessment of Risk and Evaluation System (CARES).
- 9.18. Effective identification/mentorship/management for motorcycle riders.

**10. Self-Help Projects.** Self-help projects are operational in nature and frequently require employees to perform duties that are not inherent to their normal job assignment. These projects may expose workers to hazards requiring specialized training prior to start of the self-help work. The officer in charge/noncommissioned officer in charge of self-help projects will ensure personnel are properly trained to accomplish the projects safely.

**11. Light Reflective Products.** Military personnel exposed to vehicle or aircraft traffic during hours of darkness or periods of reduced visibility will be provided and use reflective accessories or will use organizational clothing sewn-on reflective tape (red or orange reflective colors provide better contrast in a snow or white environment). Security police operations, at the option of the security police commander, are exempt from this requirement when wearing the accessories would hinder the individual's safety. Such an exemption will be coordinated with Wing Safety.

**12. Traffic and Pedestrian Restrictions:**

- 12.1. Two-wheeled motorized vehicles are not authorized on base roadways during the period of 15 Oct thru 15 Apr, subject to weather conditions.

12.2. Refer to AFI 91-207, *The US Air Force Traffic Safety Program*, and FWI 31-201, *Eielson AFB Motor Vehicle Code*, for additional requirements.

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