

27 September 1999

Safety

MISHAP PREVENTION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 91-2. It establishes procedures and responsibilities for Commanders, Functional Managers, Supervisors, Unit Safety Representatives and Air Force Personnel. This instruction implements procedures from AFI 91-202. It applies to all personnel stationed at the Willow Grove Air Reserve Station, Pennsylvania.

SUMMARY OF REVISIONS

This revision has been revised to reflect procedures in AFI 91-202. A (I) indicates revision from previous edition.

1. Hazard Abatement Program:

1.1. The Hazard Abatement Program will be reviewed during the scheduled installation Occupational Safety and Health Council/Combined Safety Council Meeting.

2. Commander's Responsibilities:

2.1. Unit Commanders appoint, by letter, a Unit Safety Representative to assist in discharging safety responsibilities. A copy of the letter will go to the appointed safety representative and a copy to the Wing Safety Office.

3. Supervisor's Responsibilities:

3.1. Supervisors shall develop lesson plans, training outlines, and operating instructions pertaining to job tasks in their area of responsibility.

3.2. Supervisors will ensure Cardio-Pulmonary Resuscitation (CPR) proficiency training is provided for all personnel employed in corrosion control, fuel systems repair, welding, nondestructive inspections, electrical, avionics, electronics, and the powered AGE fields. Other individuals requiring CPR

training will be locally identified by the unit commander. Each unit requiring CPR will have fully qualified and certified CPR instructors available. Instructor candidates may acquire this training from the Base Medical Services, the American Red Cross or the American Heart Association.

4. Unit Safety Representative Responsibilities:

4.1. Supervisors will schedule Unit Safety Representative training with the Wing Safety Office. This training includes the following: Philosophy and Responsibilities, Safety Education and AFOSH, Inspections and Hazard Reporting, and Investigations & Conclusions.

4.2. Unit Safety Representatives will maintain a continuity management binder, which contains as a minimum the following information.

4.2.1. Unit Safety Representative Appointment Letter.

4.2.2. A list of applicable Air Force Occupational Safety Health (AFOSH) Standards and Technical Orders which pertain to their area of responsibility.

4.2.3. An outline of their duties and responsibilities.

4.2.4. A copy of the mishap reporting procedures.

4.2.5. Hazard report processing procedures.

4.2.6. Self-inspection and spot inspection procedures with location of logs and checklists (previous inspections will be held for two years).

4.2.7. Safety meeting minutes (Combined Safety Council and Unit Safety Meetings), and miscellaneous safety related materials.

4.3. Unit Safety Representatives will attend Unit Safety Meetings conducted monthly by the Wing Ground Safety Office.

4.4. Unit Safety Representatives will conduct monthly spot inspections of their area.

4.5. Unit Safety Representatives will maintain a Safety Bulletin Board located in heavy traffic areas for all major work centers. The bulletin board will be identified as Safety bulletin board. Safety Bulletin Boards, which display more than required safety items will be divided into appropriately, identified sections, and contain the following information:

4.5.1. 913 AWI 91-201, *Wing Commander's Safety Program*.

4.5.2. 913 AWI 91-203, *Commander's Explosive Safety Program*.

4.5.3. 913 AWI 91-204, *Commander's Eye and Face Protection Program*.

4.5.4. List of Emergency Numbers.

4.5.5. Fire Evacuation Plan.

4.5.6. A copy of what Federal Employees should do when injured.

4.5.7. AFVA 32-4010, Nov 1997, *USAF Standardized Alarm Signals*.

4.5.8. A supply of USAF Hazard Report Forms (AF Form 457) with instructions provided on how to complete them.

4.6. Unit Safety Representatives will conduct monthly safety meetings document what the meeting covered, the date, and attach a copy of the sign-in roster. This documentation will be maintained in the continuity management binder for a minimum of one year.

5. Air Force Personnel :

5.1. Employees will know which Occupational Safety and Health Guidelines apply to them and where the unit's AFOSH Standards are located.

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Commander