



Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-202, 1 Aug 98, is supplemented as follows:

SUMMARY OF REVISIONS

This revision adds procedures for posting the commander's safety policy letter; adds training requirements and procedures for appointing unit safety representatives; adds the requirements for the safety office to provide technical assistance to the unit commanders in reference to ORM; adds the requirement for deployed commanders to appoint an individual to address safety issues associated with deployments; changes ORM representatives to ORM advisors; adds requirements for Inspection/Assessment notification letters and surveys to be forwarded to units NLT 60 days prior to the actual inspection or assessment; adds requirement for units to complete the survey and return them to the safety office; adds the option to use SITS to document hazards or unsafe work practices or observations; adds requirement to appoint an additional duty flight safety officer (ADFSO); adds requirement for functional managers/supervisors to perform the primary duties of the Weapons Safety representative (WSR) as applicable to their mission and assignment; adds requirement to provide training to primary WSRs within 90 days of appointment. A ★ indicates revisions from previous edition.

★1.6.10. The 919 SOW Commander's Safety policy letter will be posted IAW procedures outlined in AFI 91-301, 919 SOW Sup 1.

1.6.13. Functional Managers/Supervisors will perform the primary duties of the unit safety representative (USR) as applicable to their mission. Traditional reservists may be appointed as alternates to assist the primary USR. When appointed as an alternate, the individual (s) will serve for a minimum of 12 months. Retainability, job knowledge and ability to communicate should be some of the factors to consider in your selection. When an alternate USR is appointed, a letter will be accomplished IAW with attachment 6. A copy of the appointment letter will be maintained in the appointee's respective continuity guide and the original appointment letter forwarded to the wing safety office with an AF Form 2426, Request for Training. This process may also be accomplished by electronic means. The unit commander will ensure initial training is accomplished within 90 days of appointment. Continuation training will be conducted via the base network system and unit safety representative meetings.

1.6.13.5. Commanders will ensure Operational Risk Management (ORM) principals, as outlined in AFI 91-213, *Operational Risk Management (ORM) Program* and AFPAM 91-215, *Operational Risk Management (ORM) Guidelines and Tools*, are applied to all activities associated with each deployment. Risk Assessments should be accomplished for the deployment as a whole, then for each major event occurring during the deployment. Group/Unit commanders will appoint an ORM advisor to assist the unit in accomplishing these assessments. The 919 SOW/SE will provide technical assistance at the request of the unit commander.

★1.6.13.5.1. Deployed commanders will appoint by letter to an individual to act as point of contact for safety issues associated with each deployment. If this person is not already a primary or alternate Additional Duty Safety Representative (ADSR), they will report to the safety office for required training prior to departure. Risk assessments will be accomplished prior to departure, re-addressed once in place at deployed location, then reevaluated upon mission completion for adequacy and effectiveness. All phases of risk assessment profiles will be made available to the wing commander, to include a brief to the wing commander prior to deployment.

★1.6.13.5.2. Unit ORM advisors will provide the following data to 919 SOW/SE semi-annually no later than 15 January and 15 July:

1.6.13.5.2.1. Personnel.

1.6.13.5.2.2. Personnel completed Intro/Awareness to ORM training.

1.6.13.5.2.3. Personnel completed Workplace Specific Training (to include the outline and resultant Risk Assessment matrix).

1.6.13.5.2.4. Personnel completed Supervisor ORM Training.

1.6.13.5.2.5. Personnel completed ORM Advisor Training.

1.6.13.5.2.6. Items 2-5 to include personnel by name.

1.6.14.9. A 919 SOW Form 9, **919 SOW Ground Mishap Report**, will be initiated by the supervisor for all ground mishaps to include property damage. A completed copy of the 919 SOW Form 9 will be forwarded to the 919 SOW safety office as soon as possible after the mishap but NLT the end of the next duty day.

★2.1. Functional Manager/Supervisors will perform the primary duties of the unit safety representative (USR) as applicable to their mission. Traditional reservists may be appointed as alternates to assist the primary functional manager. When appointed as an alternate, the individual(s) will serve for a minimum of 12 months. Retainability, job knowledge, and ability to communicate should be some of the factors to consider in your selection.

2.1.1. The appointment letter will be accomplished IAW with attachment 6. A copy of the appointment letter will be maintained in the appointee's respective continuity guide and the original appointment letter forwarded to the wing safety office with an AF Form 2426.

2.1.2. The unit commander will ensure initial training is accomplished within 30 days of appointment. Continuation training will be conducted via the base network system.

2.7.1. The 919 SOW safety council will convene on a semi-annual basis, or at the discretion of the wing commander. Participating members of the 919 SOW safety council will be notified by letter. A request for agenda items will be sent to members approximately 60 days prior to the meeting. A final agenda will be published and distributed 30 days prior to the actual council meeting.

3.1.4.1. The Wing Safety Office schedules formal ground and weapons safety inspections/assessments. The annual inspection schedule will be published and distributed NLT 31 Dec of each calendar year. Deviations from the schedule must be coordinated, in written format, between the safety office and the unit to be inspected. Inspection/assessment notification letters and safety program surveys will be forwarded to the unit NLT 60 days prior to the actual inspection/assessment. Surveys should be completed and returned to the wing safety office prior to the scheduled inspection/ assessment date.

3.1.4.1.1. Inspection reminder notices and safety program surveys will be forwarded to the unit NLT 60 days prior to the actual inspection. Surveys should be completed and returned to the wing safety office prior to the scheduled inspection date.

★3.1.4.4. A 919 SOW Form 3, Safety Inspection Record, or the Self Inspection Tracking System (SITS), will be used to document all hazards, unsafe work practices or observations, both positive and negative, noted during inspections. Positive notes from this form may be used in support of potential candidates for the Safety Awards Program. Copies of the Form 3 will be maintained in the ADSRs safety continuity guide. Discrepancies identified on the Form 3 will be corrected at the lowest possible level. Discrepancies that are not within the scope of the unit's ability to resolve will be forwarded, via the Form 3, to the wing safety office with recommendations for correction.

3.3. Safety program assessments will be performed periodically, not to exceed 24 months. Units may be assessed more frequently when requested by unit commanders, when mishap trend analysis or special interest items warrant more frequent assessments.

★6.2 The wing safety office provide training to personnel assigned USR duties within 90 days of appointment. Refresher training will be conducted as needed during quarterly unit safety representatives meetings and the base network.

★7.1.1. Each flying squadron will appoint, in writing, an Additional Duty Flight Safety Officer (ADFSO). The ADFSO will, ideally, be a fully qualified Instructor/ FE Pilot Nav or EWO. Individuals will serve in this position for a minimum of 1 year to provide continuity. The ADFSO will assist the host safety office in administering and managing the squadron flight safety program. ADFSOs will be trained by the 919 SOW/SE within 90 days of appointment.

7.3.3.4. Aircraft commanders will use 919 SOW Form 2, **Aircraft Incident/Accident Report**, for any unusual in-flight occurrence/accident/incident or ground abort. Fill out the form IAW instructions on the form. Be as complete as possible. Any and all details provided to the safety office may help to resolve/investigate the occurrence. Completed forms will be maintained at 919 SOW/SE.

7.7.1. Aircraft commanders will use 919 SOW Form 2 for any unusual in-flight occurrence/accident/incident or ground abort. Fill out the form IAW instructions on the form. Be as complete as possible. Any and all details provided to the safety office may help to resolve/investigate the occurrence. Completed forms will be maintained at 919 SOW/SE.

10.5. Functional Managers/Supervisors will perform the primary duties of the Weapons Safety Representative (WSR) as applicable to their mission and assignment. Traditional reservists may be appointed as alternates to assist the primary WSR. When appointed as an alternate, the individual (s) will serve for a minimum of 12 months. Retainability, job knowledge and ability to communicate should be some of the factors to consider in your selection. When an alternate WSR is appointed, a letter will be accomplished IAW with attachment 6. A copy of the appointment letter will be maintained in the appointee's respective continuity guide and the original appointment letter forwarded to the wing safety office with an AF Form 2426. This process may also be accomplished by electronic means.

10.5.1 The wing safety office provides initial training to primary WSRs within 90 days of assignment. Alternate WSRs may be trained by the primary WRS or the wing safety office. Training requests will be coordinated through the wing safety office and all training must be completed within 90 days of appointment.

11.6. Forms Prescribed. 919 SOW Form 2, **Aircraft Incident/Accident Report**, 919 SOW Form 3, **Safety Inspection Record**, and 919 SOW Form 9, **919 SOW Ground Mishap Report**.

THOMAS M. STOGSDILL, Colonel, USAFR
Commander

ATTACHMENT 1

SAMPLE

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date _____

MEMORANDUM FOR 919 SOW/SE

FROM: _____

SUBJECT: Appointment of Safety Representatives

1. The following personnel are appointed as our unit safety representatives:

a. Primary Safety Representative

Name: (This will be the functional manager or full time supervisor of the workcenter.)

Rank:

Office Symbol:

Phone No:

b. Alternate Safety Representative

Name: (Traditional reservists can be used in this position.)

Rank:

Office Symbol:

Phone No:

2. These people (Please circle one) require/do not require training.

Commander's Signature