



*Safety*

**AF OCCUPATIONAL AND ENVIRONMENTAL SAFETY, FIRE  
PREVENTION, AND HEALTH (AFOSH) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFI 91-301/919 SOW Supplement 1, 25 January 1999

Pages: 5  
Distribution: F

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

***SUMMARY OF REVISIONS***

This revision updates contents for currency and makes minor corrections. A ★ indicates revision from the previous edition.

2.9.12. High interest areas for the 919th Special Operations Wing (919 SOW) are the Flightline, Fuel Cell, Munitions Storage and Munitions Handling Areas. The Chief of Safety based on mishaps or higher headquarters special interest may add additional areas.

★2.14.13. Each squadron is required to have a safety bulletin board. Co-located units may share the same safety bulletin board. The bulletin board will be placed in a well lit, highly traveled area, and as a minimum contain the following information:

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

*919 SOW Commander's Safety Policy*

*919 SOW VA 91-202, Wing Safety Representatives*

*CA-10, What A Federal Employee Should Do When Injured At Work*

*AF Form 457, US Air Force Hazard Report (blank), with instructions for filling out the form*

*919 SOW Supervisor's Safety Scoop newsletter*

★7.2. Supervisor Safety Training (SST) will be conducted by the Wing Ground Safety staff and is provided to all newcomers unless proof of previous training is provided to the 919 SOW safety office. The course will normally be presented once each Unit Training Assembly (UTA) using material directed by HQ AFRES with locally generated enhancements. Additional training requests will be coordinated with the 919 SOW safety office for members who are not available on UTAs.

7.2.3. Military Personnel Systems & Readiness Office will provide monthly Automated Personnel Data Systems (APDS) data extracts to the Wing Safety office which reflect current dates of assignment by organizational structure for all 919 SOW members. The Safety office will check these against training dates in the AFOSH computer program and determine all personnel due Supervisor's Safety Training. Safety staff will distribute these names on a listing to the affected workcenters for UTA scheduling. The course instructor certifies training completion and updates the database. Certificates showing completion for a course taken before arriving at Duke Field should be brought to the Safety Office, so that the database can be updated for individuals previously trained.

7.2.4. Units will be notified of personnel requiring Safety, Fire Protection, and Health On-The-Job Training (SFHOJT) (also referred to as AFOSH training) by the Wing Safety office via a computer product. Supervisors should give the briefings to the individuals listed, sign and date the computer product, and return it to the Safety office. Safety office staff will update the database to indicate training was given.

★7.3. AFOSH training will be conducted within 60 days of assignment or prior to the individual starting work for newly assigned personnel. The Safety Office will provide a sample of the 919 SOW Supervisor's AFOSH lesson plan to be used by the supervisors, in the development of a workcenter specific lesson plan. The supervisor will be required to review and insert any additional information specific to their workcenter. Additionally, a copy of the workcenter's Bio-environmental baseline and the most recent survey report, (if applicable), will be readily available.

★ 7.3.1. The sample lesson plan will be reviewed NLT December of each year by the safety office and a change supplement for non-workplace specific items will be distributed to all workcenters during the month of January. All functional managers/ supervisors are required to review their workplace specific guides during the months of February through March and update as required. Supervisors will forward a copy of their updated lesson plan to the wing safety office not later than 30 June.

7.3.2. Additionally, all workcenters will develop a Master AF Form 55 which will list all safety and health training requirements required for the workcenter (see attachment 11). A master AF Form 55 and lesson plan will be required for each AFSC within the workcenter.

★7.3.2.1. Training must be documented on any database system.

★7.3.2.1.1. You must have a current copy of the supervisor AFOSH Guide to Safety, Fire Protection, and Health On-The-Job training (SFHOJT) Lesson Plan.

★7.3.2.1.2. All training that was formally annotated on the AF Form 55, Employee Safety and Health Record, will now be loaded against a Course Code or by name of training for units that do not have a system which supports Course Code capability. The following items will be maintained within the work center and be readily available:

★7.3.2.1.2.1. A master copy of an Air Force Form 55 for your workcenter(s) (See Attachment 11). (The master AF Form 55 will be your guide as to which Course Code or training your workcenter specialized jobs Safety Training is associated with).

★7.3.2.1.2.2. A database printout of each course code that is listed on your master AF Form 55. (This printout will enable you to track your work center specialized Job Safety Training). Course code printouts are required to be updated. The database printout will be current.

7.4.2. Personnel leaving the unit will process their AF Forms 55 in accordance with the procedures outlined in AFOSHSTD 161-21, *Hazard Communications*, paragraph 5e(7)(a).

THOMAS M. STOGSDILL, Colonel, USAFR  
Commander

**ATTACHMENT 1****INSTRUCTIONS FOR COMPLETING MASTER AF FORM 55  
EMPLOYEE SAFETY AND HEALTH RECORD FOR USE WITH AUTOMATION**

Item 1. See Unit Manning Document or equivalent

Item 2. For Arts check military

Item 3. Unit and OSC.

Item 4. List AFSC

Item 5. Employee's duty title as established by job description.

Item 6. Briefly describe hazards the employee will encounter on the job, such as chemicals used and electrical hazards.

Item 7. Indicate if duties require occupational health medical examination and frequency.

Section I. Mandatory items. Each new employee is briefed by his or her supervisor on the items identified in the job safety training outline and any other particular items of concern. (Supervisor should list mandatory items only in Section I and use Section VI or a continuation sheet if additional space is needed.) Items 18-24 must be added to AF Form 55, dated Feb 88.

Section II. Personnel Protection Issued. Indicate any items issued to personnel for their sole use by make and type. When any item is issued, a briefing is prepared on the reasons or tasks requiring the item. It shall be made known to the employee that the use of protective clothing or equipment, when required, is a condition of employment and not an option. See supervisor lesson plan, Section I, Item 4.

Section III. Personal Protection Provided in Work Area. Indicate the items provided in the work area for general use by task, such as face shields or goggles for grinding. As these items are checked off, indicate the type and reason for use. It must be made known to the employee that the use of these items, when required is not an option but is a condition of employment. See supervisor lesson plan Section I, Item 4.

Section IV. Date specialized OSH Training was provided. Indicate specific training provided, as required. Use course codes for respirator if required, fire extinguisher and SST in the other block. (SST Date: may be obtained from the Safety office.)

Section V. Columns A and B. Record employee Safety, Fire Prevention and Protection, and Occupational Health On-The-Job Training. Record both generalized and specific hazard communication training required by AFOSHSTD 161-21 (until replaced by 48-21). Enter course code in block C. Section V on the reverse of the AF Form 55 will have Hazard Communications Training; Initial. It will also have SFHOJT Training listed as an annual requirement. SFHOJT replaces what was once work specific and shop safety training.

Section VI. List additional workcenter specific special training requirements, by title and course code. Section VI on the reverse of the Master Form 55 will have the following statement; AF Form's 55 have been automated IAW 919 SOW Supplement to AFI 91-301. Once the job safety and health training has been transferred to an automated system, the AF Form 55s will be maintained and disposed of according to AFMAN 37-139, *Records Disposition Schedule*.