

18 February 1999



Safety

BASE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 934 AW/SE (Michael Askins)
Supersedes 934 AWI 91-201, 31 January 1996

Certified by: 934 AW/CC (Colonel Richard Moss)
Pages: 2
Distribution: F

This instruction clarifies safety program elements. It is applicable to all military and civilian personnel within the 934th Airlift Wing (AW). It implements AFRPD 91-2, *Safety Programs*.

SUMMARY OF REVISIONS

This revision updates posting requirements of safety bulletin boards, adds traffic safety and supervisor spot inspections. A (I) indicates revisions from the previous edition.

- 1. Combined Safety Council.** The base combined occupational safety; fire and health council will meet quarterly, according to AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*. Members are designated in AFI 91-301, paragraph 14.1. The base contracting officer and Security Forces are also considered members.
- 2. High Interest Areas.** Base safety office (934 AW/SE) will determine the need for and publish a list of high interest areas according to AFI 91-202, *The US Air Force Mishap Prevention Program*.
- 3. Safety Continuity Books.** 934 AW/SE will designate which areas are to keep safety continuity books and will prescribe the format for the books. The purpose of the book is to provide guidance to and ensure continuation of the unit's safety program.
- 4. Tennis Shoes.** Tennis shoes/running shoes are not to be worn when engaged in any primary work activity in or around the aircraft or any industrial areas, unless they are procured according to AFOSH Standard 91-31, *Personal Protective Equipment*.
- 5. Mishap Reporting Procedures.** Supervisors will ensure that all mishaps are promptly reported to the base safety office, regardless of the severity of the mishap. Mishap reporting procedures will be posted

prominently in the work areas, and supervisors will ensure that all workers are trained on and understand these procedures. As a minimum, each unit's mishap procedures must have the emergency telephone number (x1911) and the base safety office telephone number (x1236/1237).

6. Unit Safety Representatives. Unit commanders and division chiefs will appoint in writing, at least one additional duty safety representative (ADSO) to assist in monitoring the unit's safety program. The ADSO will contact 934 AW/SE as soon as possible after the appointment to receive training.

7. Safety Bulletin Boards. 934 AW/SE will coordinate with the ADSO on the need and location for safety bulletin boards. As a minimum, safety bulletin boards will be in a well-lit and traveled area, kept neat and uncluttered and with relevant and current safety information posted.

8. Posting Requirements. The following information should be prominently posted so that everyone in the work area has access. If the unit has designated safety bulletin boards, it is recommended that these items be posted there. Otherwise, they should be prominently posted elsewhere in the unit.

9. AFVA 91-207, *Air Force Occupational Safety and Health Program:*

9.1. Mishap reporting procedures.

9.2. Hazard reporting procedures and where to obtain copies of AF Form 457, USAF Hazard Report.

9.3. Names of base and unit safety representatives.

10. Civil Engineering Work Requests. Civil Engineering work requests should be routed through 934 AW/SE whenever safety matters are involved. 934 AW/SE will review the work request and attach a risk assessment code if appropriate. Work requests involving occupational health matters should be referred to 934 SPTG/SGPB. Work requests involving fire prevention should be routed through 934 SPTG/CEF.

11. Traffic Safety. Persons who are biking, walking, or jogging on any base streets may not wear portable headsets/listening devices. Skateboarding and rollerblading are not permitted on any base streets. Motorcyclists and bicyclists will comply with the personal protective equipment requirements of AFI 91-207, USAF Traffic Safety Program.

12. Supervisors Spot Inspections. Supervisors will conduct and document safety self-inspections. These instructions will be done quarterly, as a minimum. These inspections will normally be done at the shop or section level. These may be done at other levels of management for some units, but the unit should coordinate with 934 AW/SEG.

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