BY ORDER OF THE COMMANDER
70TH INTELLIGENCE WING

70TH INTELLIGENCE WING
INSTRUCTION 91-201

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Safety

70TH INTELLIGENCE WING SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 91-2, *Safety Programs.* It also implements AFI 36-2833, *Safety Awards*; AFI 91-202, *The US Air Force Mishap Prevention Program;* AFI 91-204, *Safety Investigations and Reports;* AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program.* This instruction establishes mishap prevention program requirements, assigns responsibilities for program elements, and gives procedures for reporting and investigating US Air Force mishaps. The purpose of the 70 IW Mishap Prevention Program is to accomplish the mission while preventing work related injury, illness, loss of life or resources due to mishaps. This instruction incorporates the principal requirements of Public Law 91-596 and Executive Order 12196, subsequent Department of Defense (DOD), and Air Force guidance into a single document. This instruction applies to 70 IW Staff Directorates, Direct Reporting Units (DRU), subordinate Groups, and all military and civilian personnel assigned. It does not apply to Wing-gained Air National Guard or Air Force Reserve units. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013.

SUMMARY OF REVISIONS

This revision includes the requirement for unit commanders to conduct and document one-on-one counseling sessions with each assigned motorcycle rider. It delineates the 70 IW Pre-departure Risk Management Policy and, IAW ACC guidance, changes the age of military personnel who must receive pre-departure risk management counseling from 24 years of age or younger, to under 26 years of age. Responsibilities of Safety Managers and additional duty Unit Safety Representatives (USR) are further delineated. The recommended grade for new USRs was changed from TSgt to SSgt or above. The five-tier rating system for annual safety inspections was further delineated and the ACC rating criteria was used as the standard. A requirement to consider annual safety inspection reports as For Official Use Only was added. A

requirement was added that directs all Safety Managers to conduct spot inspections to verify closing actions for identified unsafe conditions, work actions and program management deficiencies. The requirement to maintain an AF Form 55, **Employee Safety and Health Record**, for all personnel was modified. Personnel who primarily perform administrative duties and work in low risk, administrative environments are no longer required to maintain AF Forms 55. Procedures for reporting civilian occupational injuries are included and a Glossary of Abbreviations and Acronyms has been added. A ◆ denotes revised paragraphs of this instruction.

1. Mishap Prevention Program.

1.1. 70 IW Staff Directorates, Group, Squadron, Detachment (Det) and Operating Location (OL) Commanders will:

1.1.1. Implement safety and health programs consistent with AFI 91-202, *Air Force Mishap Prevention Program,* AFI 91-301, *Occupational Safety and Health Program,* and ACC supplements.

1.1.2. Provide a safe and healthful working environment for all personnel.

◆1.1.3. Appoint in writing a Unit Safety Representative (USR) in the grade of SSgt or above where full-time Safety Managers (AFSC: GS-018 for civilian personnel or 1S0X1 for military personnel) are not assigned. Whenever possible, new USRs will have at least 12 months retainability at the time of their appointments.

1.1.4. Appoint Section Safety Monitors, in joint environments where Air Force supervisors are not available, to assist Safety Managers/USRs in the deployment of the unit Mishap Prevention Program throughout the organization. Appointment of Section Safety Monitors may be done at the work center level.

1.1.5. Integrate safety into all elements of the unit's mission.

1.1.6. Integrate Operational Risk Management (ORM) into all unit operations.

◆1.1.7. Unit commanders will conduct one-on-one counseling sessions with assigned motorcycle riders. This counseling shall include at a minimum, the risks and standards of conduct, professional behavior, and proper protective equipment requirements. Commanders will ensure that counseling documentation is retained in each motorcycle rider's Personal Information File (PIF).

◆1.1.8. Ensure all personnel under 26 years of age receive pre-departure safety briefings before departing for leave, TDY and PCS.

1.2. Safety Managers/Unit Safety Representatives (USR):

1.2.1. Safety Managers are civilian or military full-time safety professionals who possess the GS-018, civilian skill code, or 1S0X1, military AFSC. USRs are additional duty personnel appointed by the commander to manage the unit's safety program.

1.2.2. Comply with requirements set forth in USAF 91 series instructions, applicable ACC supplements and this instruction.

◆1.2.3. Whenever possible, new USRs will have at least 12 months retainability at the time of their appointments.

◆1.2.4. Newly appointed USRs that are collocated on the same installation with their host safety office or their wing/group safety office must receive USR training within 30 days of appointment. USRs will contact the responsible safety office to arrange this required training.

◆1.2.5. Those USRs that are not collocated with safety offices must make reasonable efforts to meet the 30-day training requirement. As a last resort these individuals will receive USR training from their wing/group safety manager during the unit's annual safety inspection.

1.2.6. Conduct monthly spot inspections of their work areas using ACC Ground Safety C&SRL. Self-inspection checklists provided by the wing/group safety office may be used in addition to the ACC Ground Safety C&SRL during monthly inspections. Safety Manager/USR may randomly select which work center will be inspected, but must ensure all unit work centers are inspected at least semi-annually.

1.2.7. Identify all high interest areas, if any. Inspect all high interest areas at least monthly.

◆1.2.8. Ensure prompt action is taken to correct discrepancies noted during safety inspections. Validity of corrective actions will be verified by spot inspections. Results of these spot inspections will be entered into the spot inspection log.

1.2.9. Work with supervisors to eliminate unsafe conditions and work practices.

1.2.10. Receive mishap reports from supervisors/section safety monitors and, in turn, promptly report mishaps to wing/group safety office.

1.2.11. Assist in investigating and reporting unit mishaps.

1.2.12. Promptly disseminate information on Air Force Occupational Safety and Health (AFOSH) related matters passed to them by wing/group safety offices.

1.2.13. Maintain a Unit Mishap Prevention Program Management Continuity Book. This

continuity book provides the Safety Manager/USR with a one-source document for records retention.

1.2.13.1. Maintain the following tabs in the Unit Mishap Prevention Management Continuity Book, in this order:

Tab A: Index
Tab B: USR Appointment Letters
1. Appointment letters, signed by unit commander or designated representative
2. USR training certification letters from Wing, Group or Host Safety Office
3. List of work centers, supervisors, and where applicable, Section Safety Monitors
Tab C: Safety Policy Letters:
1. 70 IW Commander
2. Group and/or Unit Commander, if available
Tab D: Mishap Reporting Procedures:
1. Unit Mishap Reporting Procedures
2. Mishap Report Log
3. Completed ACC Forms 164, **Ground Mishap Report**
4. Blank copies of ACC Forms 164, **Ground Mishap Report**
Tab E: Hazard Reporting and Abatement Information:
1. Log Tracking Open/Closed Hazards
2. Blank Copies of AF Form 457, **USAF Hazard Report**
Tab F: Inspections:
1. Most Recent Wing/Group Annual Inspection Report
2. List of High Interest Areas, if any
3. USR Spot Inspection Log
4. Inspection Checklist(s)
Tab G: Control of Hazardous Energy (Lockout/Tagout) Operating Instruction as required. At a minimum, Tab G must contain educational material for awareness level training.
Tab H: Confined Space Operating Instruction as required. At a minimum, Tab H must contain educational material for awareness level training.
Tab I: ALSAFECOM and Other Higher HQ Safety Related Messages:
1. ALSAFECOM Messages
2. Other Safety-related Messages
Tab J: Safety Meeting Minutes:
1. USR Meeting Minutes
2. Other Meeting Minutes
Tab K: List of Safety Publications, Applicable Directives, and/or Instructions
Tab L: General Correspondence
Tab M: Miscellaneous
Tab N: Commander’s Review Log

1.2.14. The unit commander will review the Mishap Prevention Program Management Continuity Book with the Safety Manager/USR at least quarterly. The purpose of the review is to update the commander on the unit's mishap experience, education activities, inspection results, and the pros/cons of the overall mishap prevention program. The commander should sign the review log at Tab N during each quarterly review.

1.2.15. Maintain unit safety bulletin boards with the following minimum items prominently displayed:

1.2.15.1. Wing Commander's Safety Policy Letter.

1.2.15.2. Group Commander's Safety Policy Letter, if available.

1.2.15.3. Blank AF Forms 457, **USAF Hazard Report**, and instructions for completing form.

1.2.15.4. Mishap Notification Procedures.

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

1.2.15.6. CA Form 10, **What a Federal Employee Should Do If Injured**. (Post only where civilian employees are assigned.)

1.2.16. If the bulletin board is shared with other activities, safety material must be segregated in one section of the board.

1.3. **Supervisors/Section Safety Monitors will:**

1.3.1. Implement safety and health program elements in their unit or area of responsibility.

◆1.3.2. Supervisors will provide pre-departure safety briefings to their military personnel who are under the age of 26 before they go on leave, TDY, or PCS (NLT one day prior to departure). Supervisors will retain completed pre-departure safety briefing documentation for members going on leave or TDY until the member returns to duty. Supervisors will retain pre-departure safety briefing documentation for members who PCS for 45 days after departure.

1.3.3. Maintain Supervisor's Safety Management Books. Work centers that are collocated (in same room) may maintain AF Forms 55 in a single management book. However, supervisors must be cognizant of their responsibilities to subordinates for training and documentation.

1.3.4. Supervisor's Safety Management Books will contain the following tabs, in this order:

Tab A: Commander's Policy Letters:
1. 70 IW Commander
2. Group/Unit Commander, if available
3. Section Safety Monitor Letters of Appointment, if any are appointed
Tab B: List of assigned personnel in the work center. Identify supervisor/Section Safety Monitor with asterisks.
Tab C: AF Forms 55, **Employee Safety and Health Record**, are required for personnel who perform industrial duties or who work in industrial areas. Personnel with duties that are primarily administrative and who work in low risk, administrative environments are not required to maintain AF Forms 55.
Tab D: Work Center Specific Job Safety Training Outline (JSTO) and annual review documentation.
Tab E: Mishap Notification Procedures
Tab F: Hazard Report Information
Tab G: Control of Hazardous Energy (Lockout/Tagout), if required.
Tab H: Confined Space Operating Instructions, if required
Tab I: Spot Inspection Log and annual safety inspection reports (maintain annual reports for one year).
Tab J: Inspection Checklists
Tab K: Safety Meeting Minutes
Tab L: List of Safety Publications and Other Applicable Directives
Tab M: General Correspondence & Safety Education Material
Tab N: Host Installation Bioenvironmental Surveys, if any are available.
Tab O: Supervisor/Section Safety Monitor Quarterly Review Log

1.3.5. Supervisors/Section Safety Monitors should review the contents of their Safety Management Books at least quarterly to eliminate outdated material and, if retention is questionable, they should contact the Safety Manager/USR. Supervisors/Section Safety Monitors will document the results of their quarterly reviews on a log maintained in Tab O of their Section Safety Management Books.

1.3.6. Ensure a written work section-specific Job Safety Training Outline (JSTO) is available for use when conducting Job Safety Training with newly assigned personnel. JSTOs must address each of the briefing items in Section I, Mandatory Items, of AF Form 55.

◆1.3.7. Ensure initial Job Safety Training of each Air Force employee, military and civilian, upon his/her assignment to the section. All personnel must have Job Safety Training; however, personnel whose work environment is primarily administrative are not required to document such training.

◆1.3.8. Units need only maintain AF Forms 55 for Air Force personnel, military and civilian, who perform industrial duties or work primarily in industrial environments. This includes

individuals who may be working in industrial environments temporarily. **There is no requirement to maintain AF Forms 55 for personnel who perform administrative duties in low-risk, administrative areas.** Supervisors will contact their Group Safety Manager for help in determining if AF Forms 55 are required for their areas. When AF Forms 55 are required they will be retained in the appropriate tab of the Supervisor's Safety Management Book. All training entered on the AF Form 55 will require supervisor/trainer and employee signatures in the appropriate spaces on the reverse side of the AF Form 55. Care will be exercised to ensure that the provisions of the Privacy Act of 1974 are adhered to in the maintenance of AF Forms 55. When completed AF Forms 55 are located in a continuity book, the book must have a Privacy Act statement on it. When completed AF Forms 55 are filed in office records, the file folder must have a Privacy Act statement on the front and back of it.

1.3.9. Report mishaps involving property damage and/or personnel injuries to the Safety Manager/USR.

1.3.10. Ensure an ACC Form 164, **Ground Mishap Report**, is completed for each reported mishap.

1.3.11. Disseminate safety information passed from the wing/group safety office and/or Safety Manager/USR to all applicable section members.

1.3.12. Ensure all section personnel are aware of mishap reporting procedures.

1.4. Safety Inspections:

◆1.4.1. **Supervisors/Section Safety Monitors will:** Conduct monthly inspections of their areas of responsibility. General purpose work sheets may be used for inspection logs. However, if deficiencies are noted during the inspection period, an inspection report will be generated to identify deficiencies, follow-up actions and closeout date. Inspection logs will contain, at a minimum, date/time, work center, POC's name, deficiency observed or details of inspection, fixed (yes/no). Maintain inspection logs/reports in Supervisor's Safety Management Book for 2 years. Ensure a tracking mechanism is in place for all open deficiencies until corrective actions have been verified.

◆1.4.2. **Safety Managers/Unit Safety Representatives will:** Conduct monthly safety inspections. Safety Manager/USR may randomly select which work center is to be inspected, ensuring all work centers are inspected at least semi-annually. Safety Managers/USRs will ensure that their spot inspections cover all shifts unit personnel normally work. Spot inspections will be conducted during other-than-normal day shift duty hours. In addition to their random monthly work center inspections, Safety Manager/USR will inspect all high interest areas on a monthly basis. High interest inspections may be documented on the Monthly Spot Inspection Log or, at Safety Manager/USR discretion, a separate log may be maintained for high interest inspections. The Monthly Spot Inspection Log will be maintained in the appropriate tab of the

Unit Mishap Prevention Program Management Continuity Book.

1.4.3. Checklist(s) will be tailored to the unit and used during safety inspections.

1.4.4. Document Disintegration System (DDS) or (burn incinerator facilities) are considered high interest areas and will be inspected monthly by the Safety Manager/USR. Checklists will be tailored for the specific DDS and those checklists will be used during monthly inspections.

1.4.5. Wing or Group safety offices may identify and designate additional high interest areas as necessary.

◆1.4.6. Group Safety Managers will document annual safety inspections in letter format, identifying each area evaluated and use the five tier rating system (outstanding down to unsatisfactory) to provide an overall rating in the inspection report context. Ratings are defined as follows:

◆1.4.6.1. **OUTSTANDING:** Far exceeds mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are carried out in a far superior manner. Programs and resources are efficiently managed and demonstrate exceptional merit with minimal deficiencies. (85% or more of the major program elements rated outstanding).

◆1.4.6.2. **EXCELLENT:** Exceeds mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are carried out in a superior manner. Programs and resources are efficiently managed and are relatively free of discrepancies. (75% of major program elements rated excellent or above).

◆1.4.6.3. **SATISFACTORY:** Meets mission requirements indicated in the areas of operation or performance. This is demonstrated when procedures and activities are effectively and competently carried out. (65% of major program elements rated satisfactory or above).

◆1.4.6.4. **MARGINAL:** Does not meet mission requirements indicated in the areas of operation or performance. Procedures and activities are not carried out in an efficient manner. Deficiencies exist that impede or limit mission accomplishment. (55% or more of major program elements rated marginal or below).

◆1.4.6.5. **UNSATIFACTORY:** Does not meet mission requirements indicated in the areas of operation or performance. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment. (45% or more of major program elements are rated as unsatisfactory).

◆1.4.7. Annual safety inspection reports will be considered as For Official Use Only. Their distribution will be limited to the minimum required for mishap prevention purposes. Wing safety will assume oversight and inspection responsibilities for groups where full-time Safety Managers (AFSC: GS-018, civilian / 1SOX1, military) are not assigned.

2. Safety Investigation and Reports.

2.1. Mishap Reporting:

2.1.1. Implement a mishap reporting program consistent with AFI 91-204, *Safety Investigations and Reports*, and HQ ACC supplement. Subordinate organizations will ensure upchanneling programs are in place to provide timely and effective reporting to group and wing commanders and group/wing safety offices.

2.1.2. Mishap reports will follow reporting guidelines as outlined in AFI 91-204.

2.1.3. Late message reporting will be accompanied with documented justification (letter format with commander's signature) as to circumstances and reason for late report submission.

2.1.4. Message reports are required for Class A and Class B mishaps.

2.1.4.1. **Class A Mishap.** A mishap resulting in one or more of the following:

2.1.4.1.1. Total mishap cost of $1,000,000 or more.

2.1.4.1.2. A fatality or permanent total disability.

2.1.4.1.3. Destruction of an Air Force aircraft.

2.1.4.2. **Class B Mishap.** A mishap resulting in one or more of the following:

2.1.4.2.1. Total mishap cost of $200,000 or more but less than $1,000,000.

2.1.4.2.2. A permanent partial disability.

2.1.4.2.3. Inpatient hospitalization of three or more personnel.

2.1.5. Groups experiencing a Class A or Class B mishap will immediately notify the wing commander and safety office by the most expeditious method available. Following the initial notification, a preliminary message report will be forwarded to the wing safety office in sufficient time for review and upchanneling to 8 AF. The responsible commander transmits or faxes the preliminary message report within 4 hours of mishap occurrence directly to 70 IW/SE at defense switched network (DSN) 622-0205. Commercial fax number is (301) 677-0205. The wing or group safety office staff will prepare any subsequent message reports. The unit experiencing the Class A/B mishap will stand by to provide assistance as necessary.

2.1.6. **Class C Mishap.** A mishap resulting in one or more of the following:

2.1.6.1. Reportable damage between $20,000 and $200,000.

2.1.6.2. An injury resulting in a lost workday case involving 8 hours or more away from work beyond the day or shift on which it occurred or an occupational illness that causes loss of time from work at any time. For military personnel, do not count the day of injury or the day returned to work. Do not count days when military personnel were not scheduled to work.

2.1.7. **Class C on-duty ground mishaps** will be reported to the wing/group safety office not later than close of business on the day of the mishap. Immediately notify 70 IW/SE when mishaps warrant wing or higher headquarters interest or action and involve unusual circumstances. 70 IW/SE may be reached at DSN 622-0425 or commercially at (301) 677-0425 during normal duty hours.

2.1.8. **Class C off-duty mishaps** will be forwarded to 70 IW/SE within 20 calendar days of notification using Safety Automated System (SAS) message report(s). Messages may be sent via e-mail or facsimile to HQ 70 IW/SE at DSN 622-0205 if access to SAS is unavailable.

2.2. Specific Safety Discipline Reporting:

2.2.1. Use of host installation mishap report forms instead of ACC 164, **Ground Mishap Report**, is authorized only after appropriate wing or group safety offices have reviewed the alternate form and ensured information is sufficient to meet the intent of ACC Form 164.

2.2.2. Safety Manager/Unit Safety Representative will log all mishaps and/or incidents, and property damage on the mishap report log. Mishap logs and ACC Forms 164 will be retained in the appropriate tabs of the Mishap Prevention Management Continuity Book. Ground Mishap Reports will be retained for a minimum of 24 months.

2.2.3. Safety Manager/Unit Safety Representative will review mishap logs at least quarterly for trends. Commanders shall be apprised of analysis and direct corrective actions to reverse trends.

2.2.4. All units experiencing loss of life or property damage as a result of fire will notify 70 IW/CC/CV/SE and 8 AF/SEG within 4 hours of occurrence. The commander and/or Safety Manager/USR will ensure appropriate messages are transmitted IAW AFMAN 10-206, *Operations Reporting*, ACC Supplement 1. The commander and Safety Manager/USR will coordinate with the host installation fire department to conduct any formal investigation and/or report. The wing or host safety office may be contacted for assistance. If a wing subordinate unit is not located on an Air Force installation, the wing or group safety office will be contacted for assistance.

2.2.5. Units will contact wing or group safety office for mishap reportability determination. Mishaps not reportable IAW AFI 91-204, Chapter 1, will have a nonreportable justification letter attached to the ACC Form 164. Justification will include sufficient data to verify reasoning,

investigator's name and grade, and the name/grade of the wing or group safety office official that was contacted. Documentation will be retained for a minimum of 24 months along with the ACC Form 164.

2.2.6. Units will establish procedures for reporting Class C on- or off-duty mishaps. Procedures will include timelines, unit, wing, or group points of contact, and host installation points of contact.

◆2.3. Reporting Civilian Mishaps:

2.3.1. Civilian personnel need only report on-duty mishaps.

2.3.2. **Employee:** Report any injury, regardless of how minor, to the supervisor. The injured employee will complete a Form CA-1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, for each on-duty mishap regardless of how minor. The employee will keep a personal copy of the completed Form CA-1. If medical attention is required, the employee will obtain a Form CA-16, **Authorization for Examination and/or Treatment**, from the supervisor.

2.3.3. **Supervisor:** Ensure all Air Force civilian personnel are aware of unit mishap notification procedures and related civilian injury compensation programs. Mishaps involving civilian employees will be investigated and reported IAW the guidelines outlined in Section 2, Mishap Reporting of this instruction. When a civilian employee is injured on-duty, the supervisor will ensure that the injured employee completes a Form CA-1. In addition, the supervisor will complete an ACC Form 164 and forward it to the Safety Manager/USR NLT close of business on the next duty day after the mishap. Additionally, if an injured civilian employee requires medical care the supervisor will complete Part A of CA-16 Form and send it along with the employee to the physician/medical facility.

2.3.4. Contact 70 IW/MO, Civilian Personnel Representative, at DSN 622-0410, for additional information and/or required forms. Host base civilian personnel offices are additional sources for guidance and may be contacted for assistance as necessary.

3. Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program.

3.1. Commanders, functional managers, supervisors, and personnel:

3.1.1. Implement safety and health programs consistent with AFI 91-301 and ACC supplement.

3.1.2. Commanders, functional managers, and supervisors will ensure safety is integrated into unit missions.

3.1.3. Ensure compliance with industrial safety, occupational health, fire protection, and environmental programs within their area of responsibility.

3.1.4. Ensure a safe and healthful environment is maintained throughout the organization.

3.1.5. Notify host installation ground safety office when military or civilian personnel become supervisors so they may be scheduled for mandatory Supervisor Safety Training (SST).

3.1.6. Work center supervisors will develop Job Safety Training Outlines (JSTO) that are detailed and work center specific. Wing/group safety offices should be contacted for guidance. Supervisors will review JSTOs annually and update them whenever equipment, procedures, or the work environment changes. Supervisors will document annual JSTO review by signing and dating a review log, or by signing and dating the last page of the JSTO. Review logs will be maintained with the JSTO in the Supervisor's Safety Management Book.

◆3.1.7. All personnel must receive Job Safety Training upon entry into new work centers. Documentation of Job Safety Training is not required if the individual's duties are administrative and the work environment is primarily administrative and low risk. However, if units or supervisors, at their discretion, require documentation of Job Safety Training or other safety related training they should use the AF Form 55 for this purpose.

3.2. All personnel will:

3.2.1. Be safety conscious at all times and comply with instructions and standards to ensure their safety, both on- and off-duty.

3.2.2. Use required protective equipment while performing specific tasks, including operating government owned vehicles both on and off government installations.

3.2.3. Report unsafe equipment or conditions to their supervisor in accordance with this instruction.

3.2.4. Promptly report mishaps involving personal injury or damage to government property to the responsible supervisor. Prompt notification that a mishap has occurred is critical for a thorough mishap investigation. Every effort should be made to report mishaps by close of business on the day that they occur.

3.3. Military personnel will:

3.3.1. Promptly report all mishaps, whether on- or off-duty, that result in injury significant enough to warrant professional medical attention to their supervisor, Section Safety Monitor, or Safety Manager/Unit Safety Representative (USR). Every effort should be made to report mishaps by close of business on the day that they occur.

3.3.2. Use manufacturer-installed occupant restraint devices, on- or off-duty, while operating or riding in government and private motor vehicles on and off military installations.

3.3.3. Military personnel who ride motorcycles will complete Motorcycle Rider Safety Training in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*. This applies whether or not an individual rides on or off an installation and regardless of their intentions to register his/her motorcycle on a DoD installation. Additionally, motorcyclists will wear an approved helmet, eye protection, and other required safety equipment when operating or riding on a motorcycle, motor scooter, or moped on or off military installations.

◆3.3.4. Military personnel who ride motorcycles must receive motorcycle rider counseling from their unit commanders.

3.3.5. Wear an approved (i.e., American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet when riding a bicycle on or off military installations.

◆3.3.6. Assigned military members who are younger than 26 years of age will receive Pre-departure Risk Management counseling before departing on leave, TDY or PCS, NLT one day prior to departure.

3.4. Civilian personnel will:

3.4.1. Promptly report all **on-duty mishaps** to their supervisor, Section Safety Monitor, or Safety Manager/Unit Safety Representative. Every effort should be made to report mishaps by close of business on the day that they occur. Civilians need not report off-duty mishaps.

3.4.2. Use manufacturer-installed occupant restraint devices while riding in or operating government or private motor vehicles on military installations.

3.4.3. Use manufacturer-installed occupant restraint devices while on official business and traveling off military installations. This also applies to personnel on temporary duty status. Note: Civilian employees riding in or operating motor vehicles on or off military installations are encouraged to always wear occupant restraint devices regardless of their duty status.

3.4.4. Civilian employees who ride motorcycles on DoD installations or while on official business will complete Motorcycle Rider Safety Training in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*. Additionally, an approved helmet, eye protection, and other required safety equipment will be worn.

3.4.5. Wear an approved (i.e., American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet when riding a bicycle on military installations.

3.5. Inspection Schedule and Reports:

3.5.1. Group Safety Managers will forward an annual inspection schedule of subordinate units to 70 IW/SE by 15 December of each year.

3.5.2. Group Safety Managers will forward copies of annual inspection reports to 70 IW/SE as they are conducted. 70 IW/SE will consolidate inspection reports and forward the results to 8 AF/SEG prior to 20 November.

3.5.3. If repeat findings are noted during an annual inspection, the Safety Manager will attach a factual statement to the report to document corrective actions or training accomplished prior to departing unit. Factual statements will include future actions the Group Safety Manager will pursue to ensure appropriate corrective action is taken to negate repeat findings.

3.5.4. Staff assistance visits will be conducted at visiting unit commander's request.

3.5.5. Group Safety Managers will provide subordinate units with crossfeed information at least quarterly. Crossfeed information may be derived from ACC/SE safety educational materials, other unit's UCI/MEI findings, wing crossfeed information, group inspection information, or mishap trend analysis.

4. Safety Awards.

4.1. The 70th Intelligence Wing's Safety Awards Program is designed to recognize individuals and units for their contributions to the wing's mishap prevention program. Accomplishments submitted for recognition must apply to the period for which the recognition pertains. However, you may include specific achievements culminating during, but initiated before, the award period in the nomination narrative.

4.2. Award Categories and Submission Suspense.

4.2.1. **Wing Ground Safety Individual Award:**

4.2.1.1. Purpose: To acknowledge an individual for outstanding achievements and contributions to the wing mishap prevention program.

4.2.1.2. Eligibility: Military and civilian personnel assigned to the 70th Intelligence Wing and subordinate units.

4.2.1.3. Nomination Procedures: Submit nomination on Air Force Form 1206, **Nomination for Award**. A recommendation letter signed by the commander must accompany the Air Force Form 1206. Nomination must be submitted to 70 IW/SE no later than 10 workdays prior to the end of each fiscal year/quarter.

4.2.1.4. Selection: The Wing Safety staff will forward recommendations of award winners to

the Wing Commander for final selection. The 70 IW Safety and Occupational Health Manager will coordinate through the command section and the applicable unit commander for presentation of award at the earliest opportunity.

4.2.1.5. Award: Award with congratulatory letter from Wing Commander.

4.2.2. **Wing Commander's Annual Unit Award:**

4.2.2.1. Purpose: To acknowledge units for outstanding achievements and contributions to the wing mishap prevention program.

4.2.2.2. Elgibility: Wing subordinate units.

4.2.2.3. Selection Criteria: Units will be identified as Category I (over 100 people) and Category II (less than 100 people). One award will be issued for each category. The Wing Commander selects award recipients.

4.2.2.4. Nomination Procedures: Submit nominations in a letter format. Nomination letters will be limited to two single-sided, typed written pages. The wing safety office must receive nomination letters no later than 20 September. Nomination letters should include:

4.2.2.4.1. Summary of unit safety accomplishments to include mishap record, inspection results, seatbelt usage surveys.

4.2.2.4.2. Safety program management innovations.

4.2.2.4.3. Safety article submission (base newspaper, unit newsletter, MAJCOM/Air Force magazines.)

4.2.2.4.4. Quality improvement in unit safety program.

4.2.2.4.5. Unusual hazards or environmental working conditions abated by the unit.

4.2.2.4.6. Additional comments or relevant information.

4.2.2.4.7. Award Presentation: Presentation by Wing Commander.

4.2.3. **70 IW Rapid Recognition Program:**

4.2.3.1. Purpose: To provide commanders with a quick and handy method for recognizing an individual's contribution to mishap prevention.

4.2.3.2. Eligibility: Military and civilian personnel assigned to the 70th Intelligence Wing and

subordinate units.

4.2.3.3. Nomination/Selection: Unit personnel, Safety Manager/USR, and/or supervisor may submit recommendations to unit commander. Timeliness is very important so personnel identified can be recognized shortly after their significant contribution to the unit's mishap prevention program. Submit nominations in letter format. Nomination letters will be limited to a single-sided typed written page.

4.2.3.4. Selection Criteria: Any individual, military or civilian, assigned to the unit may be submitted for a singular act or event that enhanced, or contributed to, the unit's mishap prevention program.

4.2.3.5. Award: Certificate of Recognition.

4.2.3.6. Award Presentation: Presentation by unit commander.

5. Operational Risk Management (ORM).

5.1. Operational Risk Management (ORM) enhances mission effectiveness at all levels while minimizing risks. It will be used in conjunction with AFPD 90-9, *Operational Risk Management*, AFI 90-901, *Operational Risk Management*, and AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*.

5.2. Responsibilities:

5.2.1. Commanders will tailor ORM application and techniques to accommodate the unique mission needs of their organization.

5.2.2. Supervisors will:

5.2.2.1. Provide their people with the knowledge to apply, integrate, and implement ORM.

5.2.2.2. Provide the tools and information that facilitate ORM application.

5.2.2.3. Continuously improve ORM policies, processes, products, and services.

5.3. ORM Principles and Procedures:

5.3.1. **Principles of ORM:**

5.3.1.1. Accept no unnecessary risk.

5.3.1.2. Make risk decisions at the appropriate level to establish clear accountability.

5.3.1.3. Accept risk when the benefits outweigh the costs.

5.3.1.4. Integrate ORM into the Air Force Doctrine and planning at all levels.

5.4. Application Procedures:

5.4.1. **The Air Force Six Step Process:**

5.4.1.1. **Identify the hazards.** Involves application of appropriate hazard identification to identify hazards associated with the operation or activity. A hazard can be defined as any real or potential condition that causes mission degradation, injury, illness, or death to personnel, or damage to or loss of equipment or property.

5.4.1.2. **Assess the risk.** Risk is the probability and severity of loss from exposure to the hazard. Assessment is the application of quantitative or qualitative measures to determine all the levels of risk associated with a specific hazard.

5.4.1.3. **Analyze risk control measures.** Investigate specific strategies and controls that reduce or eliminate risk. Effective control measures reduce one of the three components (probability, severity, or exposure) of risk.

5.4.1.4. **Make control decisions.** Decision-makers at the appropriate level choose controls based on analysis of overall costs and benefits.

5.4.1.5. **Implement risk controls.** Once control strategies have been analyzed, an implementation strategy needs to be developed and then applied by management and the work force. Implementation may require commitment of funds and other resources.

5.4.1.6. **Supervise and review.** ORM is a process that continues throughout the life cycle of the system, mission, or activity. Once controls are in place, the process must be scrutinized to determine its effectiveness.

5.5. Management Procedures:

5.5.1. Section Supervisors will use this instruction, in conjunction with AFPAM 90-902, *ORM Guidelines and Tools*, to implement the section ORM plan. The ORM plan will consist of the Management Procedures in Section B; and the Safety and Training Procedures in Section 5.5. The plan should be used in the scheduling and planning of the daily work schedule. Section supervisors shall refer to this plan as needed to ensure risks are minimized at the appropriate level.

5.5.2. Hazards, which already have effective control measures in place, i.e. operating procedures or technical data, do not require the six-step process or placement on the section hazard table.

They should, however, be analyzed for improved control measures during the semi-annual hazard identification process.

5.5.3. The six-step process will be applied to all new hazards identified by work center personnel. This process should involve all personnel who perform the task. Each task with a newly identified hazard must be added to the section hazard table. If the task is already on the table, simply add the new hazard.

5.5.4. The six step process will be applied to all unique or one time tasks (e.g. moving to a new building). All personnel performing the task will be involved in the process.

5.5.5. A hazard identification of all tasks will be performed twice a year during the months of April and October. The six-step process will be applied to all newly identified hazards. The process should involve all work center personnel. Each task with a newly identified hazard must be added to the section hazard table. If the task is already on the table simply add the new hazard.

5.6. Safety and Training.

5.6.1. **Safety:**

5.6.1.1. The supervisor or section safety monitor will conduct safety briefings for high-risk tasks prior to the start of work. The briefings may be informal and will be conducted in the section or at the job site. The section supervisor will monitor all high-risk tasks to ensure safety compliance.

5.6.1.2. Any individual may stop operations of a task if they observe a potential or real hazard not previously identified. The individual may analyze the hazard, modify operations as required, and restart the operation after appropriate control measures have been implemented. Tasks with hazards, which cannot be controlled on the spot, will be discontinued until the six-step process is applied.

5.6.1.3. ORM principles will be incorporated into work section monthly safety briefings.

5.6.2. **Training:**

5.6.2.1. ORM awareness in the accomplishment of daily duties is imperative. Individuals must understand the principles of ORM and utilize them both on and off duty.

5.6.2.2. All newly assigned personnel will receive ORM awareness training when they in-process into the unit. The Unit Safety Representative, section safety monitor, or section supervisor will ensure the awareness training is conducted.

◆6. Computer Maintenance Safety.

6.1. Implement computer safety programs consistent with AFI 21-116, *Maintenance Management of Communications-Electronics*, AFI 33-112, *Computer Systems Management*, AFOSHSTD 91-50, *Communications Cable, Antenna and Communications-Electronic (CE) Systems*, and T.O. 00-25-234, *General Shop Practice Requirements for Repair of Electrical Equipment* (electronic discharge guidance).

6.2. Maintenance personnel will comply with the following guidelines whenever a Central Processing Unit (CPU) cover is removed:

6.2.1. Electrical connections will be removed from power sources.

6.2.2. Personnel will not wear finger rings, watches, or other conductive objects that could cause increased shock risk or be the source of potentially severe burns.

6.2.3. Personnel will use electronic discharge procedures and appropriate equipment.

6.3. Maintenance personnel will receive Cardiopulmonary Resuscitation (CPR) and Bloodborne Pathogen Training prior to initial task assignment involving electronic components.

6.3.1. Supervisors will document CPR and Bloodboure Pathogen Training on trainee's AF Form 55, **Employee Safety and Health Record**.

6.3.2. Personnel will be task certified and qualified prior to any work assignment.

FRED W. GORTLER, III, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-9, *Operational Risk Management*

AFPD 91-2, *Safety Programs*

AFPD 91-3, *Occupational Safety and Health*

AFOSHSTD 91-50, *Communications Cable, Antenna and Communications-Electric (CE) Systems*

AFMAN 10-206, *Operations Reporting*

AFI 21-116, *Maintenance Management of Communications-Electronics*

AFI 33-112, *Computer Systems Management*

AFI 36-2833, *Safety Awards*

AFI 90-901, *Operational Risk Management*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

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

AFI 91-204, *Safety Investigations and Reports*

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

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

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

T.O. 00-25-234, *General Shop Practice Requirements for Repair of Electrical Equipment*

Abbreviations and Acronyms

ACC - Air Combat Command

AFI - Air Force Instruction

AFMAN - Air Force Manual

AFOSH - Air Force Occupational Safety and Health Standard

AFP - Air Force Pamphlet

AFPD - Air Policy Directive

AFSC - Air Force Specialty Code, Air Force Safety Center

AIA - Air Intelligence Agency

CPR - Cardiopulmonary Resuscitation

DOD - Department of Defense

DRU - Direct Reporting Unit

HAZCOM - Hazard Communication

JSTO - Job Safety Training Outline

MAJCOM - Major Command

ORM - Operational Risk Management

PIF – Personal Information File

USR - Unit Safety Representative