

DEPARTMENT OF THE AIR FORCE
Headquarters 81st Training Wing (AETC)
Keesler Air Force Base, Mississippi 39534-5000

KEESLER AFB SUPPLEMENT 1
AFI 91-301
19 August 1999



Safety

**AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL SAFETY,
FIRE PROTECTION AND HEALTH (AFOSH) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

OPR: 81 TRW/SE (Mr. Donald W. Rabideau)
Supersedes AFI 91-301/Keesler AFB Sup 1, 2 Apr 97.

Certified by: 81 TRW/SE (Lt Col J. E. Nothstine)
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HQ AETC/SEG - 1

AFI 91-301, 1 June 1996, is supplemented as follows. This directive also applies to tenant units as specified in host-tenant agreements.

SUMMARY OF REVISIONS

The Occupational Safety, Fire Protection and Health Training Outline (Attachment 11) has been updated. Security Police has changed to Security Forces. All noncommissioned officers are required to attend Supervisor's Safety Training and adds Senior Airmen when they become supervisors. A ★ indicates changes from last revision.

2.5.5.1. All 81 TRW units must coordinate directives containing OSH guidance with 81 TRW/SEG for safety related topics and 81 AMDS/SGPB for health related topics prior to publication.

2.14. Noncollocated activities will support the host base Occupational Safety and Health (OSH) program. Where the host base (other than Air Force) program does not meet Air Force/AETC requirements, the 81 TRW program is used.

2.14.4. Work center supervisors will conduct, document, and follow up as necessary, monthly inspections of their respective functional areas. Unit Safety Representatives will conduct, document, and follow up as necessary, quarterly inspections of their unit so as to perform a comprehensive inspection of the entire organization during any given one year period.

★ 2.14.8. Supervisors will complete the Occupational Safety, Fire Protection and Health Training Outline (Attachment 11). Once completed, use this outline for administering Job Safety Training to newly assigned personnel.

2.14.18. Appoint, in writing, a primary and alternate health care monitor and furnish Public Health a copy of this appointment. Ensure health care monitor schedules all individuals required to use respirators and requiring occupational physicals with Physical Exams Section and notifies individuals of scheduled appointments.

- ★ 7.2.1. All commissioned officers and noncommissioned officers are required to attend the SST course. Senior airmen are required to attend the SST course when assigned to a supervisory position. Civilian personnel are required to attend the SST course upon initial assignment to a supervisory position.

7.3. Supervisors of predesignated augmentee personnel must provide job safety training to those augmentees who are not functioning in their duty AFSC. For example, an administrative specialist is working in vehicle operations as a predesignated augmentee, replacing vehicle operations specialists who have deployed to another base due to mobilization contingencies. The augmentee must therefore be trained by the appropriate supervisor within the vehicle operations complex. The supervisor of the augmented activity documents training on AF Form 55 and maintains the form in the workplace.

- ★ 7.3.2. (AETC Sup 1) Document initial and refresher manual lift training in section IV of the AF Form 55.

10.1. (AETC Sup 1) The Wing Safety Office is the OPR for all Department of Labor, State, OSHA inspections regardless if the inspection is safety or health related. Security Forces will detain the inspector at the base entrance and contact the Safety Office. Wing Safety personnel will escort the inspector throughout the duration of the inspection, contact appropriate base agencies, and arrange for photographic support, if requested.

14.1. The installation OSH Council is integrated with the installation Safety Council.

18.3.1.1. To ensure the control number on the AF Form 1118 coincides with the control number used on AF Form 3, the issuing authority will contact the Hazard Abatement Monitor at 81 TRW/SE for a control number.

18.5.2. The following personnel are designated functional managers for the purpose of AF Form 3, USAF Hazard Abatement Plan, responsibility:

18.5.2.1. (Added) Commander, 81st Logistics Group.

18.5.2.2. (Added) Commander, 81st Medical Group.

18.5.2.3. (Added) Commander, 81st Training Group.

18.5.2.4. (Added) Commander, 81st Support Group.

18.5.2.5. (Added) Associate Unit Commanders.

MICHAEL W. BARTLETT, Colonel, USAF
Vice Commander, 81st Training Wing

Attachment (Added)

11. Occupational Safety, Fire Protection
and Health Training Outline

Attachment 11

Occupational Safety, Fire Protection and Health Training Outline



Occupational Safety, Fire Protection, and Health Training Outline (AF Form 55)

- Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel. Supervisors provide this training to newly assigned individuals and if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. Safety, fire protection, and health (BE, PH, flight surgeon and (or) occupational medicine physician) officials will provide technical assistance to supervisors in developing an appropriate lesson plan for this training. Supervisors will review lesson plans annually and update whenever equipment, procedures, or the work environment change.

NOTE : Check local command and base supplements for any additional requirements.

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AFI 91-301
AFPAM 91-215

INDEX

1. Work center Lesson Plan

Complete this lesson plan discussing work center unique safety, fire, and health risks/hazards. Ensure personnel are aware how each risk/hazard is being managed to make the workplace safer. Operational Risk Management Tools and Techniques AFPAM 91-215 should be used as guidance in the application of Operational Risk Management.

2. Filling out the AF Form 55

Complete OSH training on all personnel and document on an AF Form 55. A copy of an AF Form 55 is on the end of this outline for use as a reference.

Note: Ensure items listed in item 6 on the front page of the AF Form 55 are the same items referenced in item 1 of this outline.

NOTE: This Occupational Safety and Health Training Outline combines all twenty three items listed in the mandatory items list on the AF Form 55.

The Risk Assessment Instructions are provided to allow you to determine the Probability, Severity, and Risk Assessment Index (RAI) for each of the hazards associated with your work area. You should use this RAI matrix to assess risks whenever there is a need, for instance no definitive technical guidance for a new tasking or an unexpected situation occurring such as weather changes, operation lasting longer than expected.

Risk Assessment Index (RAI) Instructions

HAZARD PROBABILITY					
	Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
CATASTROPHIC	EXTREMELY HIGH				
CRITICAL		HIGH			
MODERATE		MEDIUM			
NEGLIGIBLE		LOW			
RISK LEVELS					

I. Assess Hazard Exposure: *Surveys, inspections, observations, and mapping* techniques can help determine the level of exposure to the hazard, and record it.

- **FREQUENT**

- Individual item - Occurs often in the life of the system

- Fleet or inventory - Continuously experienced
- Individual Airman - Occurs often in career
- All Airmen exposed - continuously experienced

- **LIKELY**
 - Individual item - Occurs several times in the life of the system
 - Fleet or Inventory - Occurs frequently
 - Individual Airman - Occurs several times in a career
 - All Airmen exposed - Occurs frequently

- **OCCASIONAL**
 - Individual item - Will occur in the life of the system
 - Fleet or Inventory - Occurs several times in the life of the system
 - Individual Airman - Will occur in a career
 - All Airmen exposed - Occurs sporadically

- **SELDOM**
 - Individual item - Unlikely but could occur in the life of the system
 - Fleet or Inventory - Unlikely but can expect to occur in the life of the system
 - Individual Airman - Unlikely but could occur in a career
 - All Airmen exposed - Occurs seldom

- **UNLIKELY**
 - Individual item - So unlikely you can assume it will not occur in the life of the system
 - Fleet or Inventory - Unlikely but could occur in the life of the system
 - Individual Airman - So unlikely you can assume it will not occur in a career
 - All Airmen exposed - Occurs very rarely

II. Assess Hazard Severity: Determine the severity of the hazard in terms of its potential impact on the people, equipment, or mission. *Cause and effect diagrams, scenarios and "What-If" analysis* are some of the best tools for assessing the hazard severity. Severity assessment should be based upon the worst possible outcome that can reasonably be expected.

- **CATASTROPHIC** - Complete mission failure, death, or loss of system

- **CRITICAL** - Major mission degradation, severe injury, and occupational illness or major system damage

- **MODERATE** - Minor mission degradation, injury, minor occupational illness, or minor system damage

- **NEGLIGIBLE** - Less than minor mission degradation, injury, occupational illness, or minor system damage however, adaptation to a particular process or mission is generally required to provide a mutual understanding between the parties involved. The adaptation must define what constitutes mission degradation, damage, or loss.

III. Assess Mishap Probability: Determine the probability that the hazard will cause a mishap or loss of the severity assessed in paragraph 2 above. Mishap probability is proportional to the cumulative probability of the identified causes for the hazard. Probability may be determined through estimates or actual numbers, if they are available.

IV. Complete Risk Assessment: Combine severity and probability estimates to form a risk assessment for each hazard. By combining the probability of occurrence with severity, a matrix is created where intersecting rows and columns define a Risk Assessment Index (RAI).

① Lesson Plan:

Initial AF Form 55 Safety, Fire Prevention, and Health On-The-Job Training (SFHOJT) AF1 91-301

Work Center Title:		
Duty Title:		
Date Annual Reviewed/Updated:	Date/ Reviewer:	Date/ Reviewer:
	Date/ Reviewer:	Date/ Reviewer:

Fill in the blanks with the appropriate information:

When : Upon assignment to work center. Supplemental training will be conducted for significant changes in work center taskings which affect the safety of workers.

How: Circle method(s): Supervisor introduction/worker reviews Supervisor briefs all material
 Worker review and supervisor briefs

Briefing Material:

1. Hazards of job tasks and the work area. These should include physical and chemical hazards as well as safety procedures used to mitigate them. (Precautions should list personal protective equipment, along with how, when, and where it should be used (See page 6)

Hazard 1: _____ Probability _____ Severity _____ RAI _____
 Control Measures _____

Hazard 2: _____ Probability _____ Severity _____ RAI _____
 Control Measures _____

Hazard 3: _____ Probability _____ Severity _____ RAI _____
 Control Measures _____

Hazard 4: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 5: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 6: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 7: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 8: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 9: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Hazard 10: _____ Probability _____ Severity _____ RAI _____

Control Measures _____

Other hazard descriptions attached? YES NO

2. OSH Standards and Guidance that apply to the work area. The Wing Safety Office, Fire Department, and the Bioenvironmental Engineering offices may be consulted if you are unsure which standards are needed for your area. Work centers maintain safety standards that directly impact their day to day operations. The safety standards that are maintained in this work center are:

▪ Directive(s) _____ Title: _____

Guidance: _____

Other Safety Standards listing attached? YES NO.

3. Location and use of emergency and fire protection equipment: _____

4. Emergency Procedures that apply to the job and work place, including evacuation procedures, fire reporting procedures, and location of fire alarms and extinguishers.

EMERGENCY PROCEDURES: _____

EVACUATION: _____

FIRE REPORTING: _____

OTHER: _____

ALARM LOCATIONS: _____

5. Reporting procedures for unsafe equipment, conditions or procedures.

Procedures: _____

6. Location, submission procedures, and purpose of the Air Force 457 (AFI 91-202).

Location _____ Submission Procedures _____

Purpose: This form is a means of correcting hazards in the workplace. A hazard report should be submitted through your unit safety representative who will then submit it to the Base Safety Office. Instructions for completing the form are available at their location.

7. Mishap Reporting Procedures for documentation and notification of occupational injury or illness.

1. What should be reported:

- Report all on and off duty mishaps involving active duty members and Air Force property.
- Report all on duty civilian personnel injuries that occur while in an on duty status and those injuries that were a result of military operations.

2. How should they be reported:

- Report these mishaps to your supervisor. If the supervisor is not available, complete notifications through your chain of command. Depending on the type of mishap, numerous base agencies may require notification, such as Base Safety, Fire Department, Bioenvironmental Office, Civilian Personnel, Law Enforcement and Civil Engineering (Real Property) are several prime examples. If the severity of a mishap is serious or the potential for a serious mishap exists an investigation may be required by the Base Safety Office and other base agencies (timely notifications are essential). (AETC REQUIREMENT) All mishaps will have a AETC Form 435 completed and forwarded to the Base Safety Office. DAF civilian employees also require a AETC Form 435 , CA-1 and CA-16. NAF civilians require a AETC Form 435, LS-201 and LS-202.

8. Emergency telephone numbers are.

LOCATION	NUMBER
FIRE:	
EMERGENCY ROOM:	
POLICE:	
CRIME STOP:	
SAFETY OFFICE:	
OTHER:	

9. The safety bulletin board is located _____ . It should be reviewed _____ and contain AF Visual Aid 91-307, Keesler AFB Visual Aid 91-1, blank AF Form 457s posters and educational materials.

10. Location of medical facilities and procedures for obtaining treatment.

Medical facility location: _____

Medical Treatment Procedures: _____

11. Purpose and Function of the AF Form 1118, Notice of Hazard:

- Purpose: This form has a red border and would be posted at the site of a known hazard that has not been corrected within 30 days and could reasonably cause severe injury, illness or property damage if interim precautions are not taken. Determination of the risks involved is completed by the Wing Safety Office.
- Function: This form is one method of providing information to workers, supervisors, and visitors on serious hazards within the work center. The supervisor would not use the AF Form 1118 for routine application of mishap prevention tags for maintenance work. The requirements for control of hazardous energy sources in each work center is contained in AFOSH Std 127-45.

12. Individual responsibilities for ensuring own safety. (AFI 91-301)

- Comply with OSH guidance.
- Promptly report safety, fire, and health hazards and deficiencies.
- Promptly report injuries and illnesses to the supervisor.
- Comply with protective clothing or equipment requirements.

- Give due consideration to personal safety and safety of fellow workers while doing assigned tasks.

13. Required use of safety belts. All personnel on a Air Force installation must use serviceable occupant restraints while operating or riding as a passenger in any motor vehicle IAW AFI 91-207.

14. Individuals' rights and responsibilities under OSH guidance. (AFI 91-301)

- Take part in the AFOSH program without fear, coercion, discrimination or reprisal.
- Request inspections of unsafe or unhealthful working conditions or report those conditions to the supervisor, safety manager, fire protection specialist or bioenvironmental engineers, including OSHA officials.
- Have access to applicable Occupational Safety and Health Administration (OSHA) and AFOSH standards, installation injury and illness statistics, safety, fire prevention and health program procedures, and their own employee exposure and medical records.
- Decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm. The affected employee and local management may request an assessment by installation safety, fire protection or health professionals before proceeding.
- Use official on-duty time to take part in AFOSH program activities.

15. Air Force Hazard Communication (HAZCOM) program requirements. Each workplace using or handling hazardous material will maintain a written HAZCOM program and the requirements are located in AFOSH Std 161-21 for specific requirements.

16. Confined space requirements are located in AFOSH Std 91-25.

Local Procedures, _____

17. Manual lifting guidance. (AFOSH Std 91-46)

Local Procedures, _____

18. Jewelry Safety. (AFOSH Std 91-66, Chapter 2)

Local Procedures, _____

19. Potential hazards associated with the surrounding local area if operational activities require travel off-base

- Hazard: _____

20. Principals of risk management (AFI 91-213, AFP 91-215).

Four basic principals govern operational risk management.

- Accept no unnecessary risk.
- Make risk decisions at the appropriate level.
- Accept risk when benefits outweigh costs.
- Integrate ORM into doctrine and planning at all levels.

21. Other (Any other job specific items that apply to the work center.)

2 Filling out the AF Form 55:

EMPLOYEE SAFETY AND HEALTH RECORD		
<i>The AF Form 55 will be maintained by the supervisor in the work place. For Department of the Air Force civilian personnel, this form may be filed with AF Form 971, Supervisor's Employee Brief. For military personnel - file with records. See AFI 91-301..</i>		
1. NAME (Last, First, Middle Initial) ➔ 1 - 5. Self Explanatory.	2. SSN	3. ORGANIZATION & OFC SYMBOL AND/OR WORKPLACE IDENTIFIER
4. OCCUPATIONAL SERIES OR PRIMARY AFSC	5. DUTY TITLE	
6. HAZARDS ASSOCIATED WITH PRESENT JOB OR TASK AND WORK AREAS (NOISE, ELECTRICAL SHOCK, RADIATION HAZARDOUS MATARIALS, ETC.) ➔ 6. List the general hazards the employee will encounter on the job. A short description of the hazard will be defined in item 6 of the JOB SAFETY TRAINING OUTLINE . An example of this would be a "noise hazard". The Job Safety Outline would describe what generates the noise levels and what protection is required while working in this area. Note: Whatever you have listed in this section should mirror item 1 of the Job Safety Training Outline		
7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION (OHME) REQUIRED ➔ 7. Indicate if duties require an Occupational Health Medical Examination and the frequency of the examination.		
I MANDATORY ITEMS (To be briefed to all personnel, as applicable)		
1. HAZARDS OF THE JOB OR TASKS TO BE DONE AND SAFETY PROCEDURES TO BE FOLLOWED.		
2. HAZARDS OF THE WORK AREA.		
3. OSH STANDARDS AND GUIDANCE THAT APPLY TO JOB AND WORK PLACE.		
4. PERSONAL PROTECTIVE EQUIPMENT THEY WILL NEED AND HOW, WHEN AND WHERE TO USE IT (To be entered in sections II and III of this form)		
5. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT.		
6. EMERGENCY PROCEDURES THAT APPLY TO THEIR JOB AND WORK PLACE.		
7. REPORTING UNSAFE EQUIPMENT, CONDITIONS OR PROCEDURES TO SUPERVISOR IMMEDIATELY.		
8. LOCATION, SUBMITTING PROCEDURES, AND PURPOSE OF AF FORM 457, USAF HAZARD REPORT. (AFI 91-202)		
9. MISHAP REPORTING PROCEDURES (AFI 91-204).		
10. EMERGENCY TELEPHONE NUMBERS.		
11. LOCATION AND REQUIRED REVIEW OF APPROPRIATE SAFETY BULLETIN BOARDS, AF VISUAL AID 91-307.		
12. LOCATION OF MEDICAL FACILITIES AND PROCEDURES FOR OBTAINING TREATMENT.		
13. REQUIREMENTS FOR DOCUMENTATION AND NOTIFICATION OF ON-THE-JOB INJURY OR ILLNESS.		
14. PURPOSE AND FUNCTION OF THE AF FORM 1118, NOTICE OF HAZARD.		
15. INDIVIDUAL RESPONSIBILITIES FOR INSURING OWN SAFETY.		
16. REQUIRED USE OF SEAT BELTS.		
17. PERSONNEL RIGHTS (AFI 91-301)		
18. AIR FORCE HAZARD COMMUNICATION PROGRAM REQUIREMENTS		
19. CONFINED SPACE REQUIREMENTS IF REQUIRED. (AFOSH STANDARD 91-25)		
20. MANUAL LIFTING GUIDANCE (AFOSH STD 91-46)		
21. JEWELRY SAFETY (AFOSH STANDARD 91-66)		
22. POTENTIAL HAZARDS ASSOCIATED WITH THE SURROUNDING LOCAL AREA (If operational activities require travel off installation)		
23. OTHER (List in remarks or on continuation sheet, if necessary)		
II. PERSONAL PROTECTION ISSUED	III. PERSONAL PROTECTION PROVIDED IN WORK AREA	
1. FOOT PROTECTION	➔ Indicate Type	1. FOOT PROTECTION
2. ARM/HAND PROTECTION		2. ARM/HAND PROTECTION
3. EYE PROTECTION		3. EYE PROTECTION
4. HEARING PROTECTION		4. HEARING PROTECTION
5. RESPIRATORY PROTECTION		5. RESPIRATORY PROTECTION
6. HEAD PROTECTION		6. HEAD PROTECTION
7. OTHER (List)		7. OTHER (List)

