

USAF ACADEMY
INSPECTION GUIDANCE
AS OF: 12 June 2002

SQUADRON SAFETY PROGRAM MANAGEMENT

This guidance implements AFI 91-202 Para 3.1., *Safety Inspection*. It applies to all activities. It is designed to assist in your preparation for your unit safety evaluation and is not intended as the sole source of inspection material but should be used in conjunction with the applicable governing directives: AFI 91-202, 91-204, 91-207, 90-901, 91-301, and AFMAN 91-201; and USAFA and unit supplements (see core paragraphs for specific references).

NO.	ITEM	Yes	No	N/A	REFERENCE
1	Does the Squadron Commander:				
<i>General Requirements</i>					
1.1	Promote a positive safety attitude with emphasis on proactive safety measures?				AFI 91-202, Para 1.6.13.1
1.2	Have a motivated flight, ground, motorcycle and explosives unit safety representatives (USR) appointed?				AFI 91-202, Para 6.2.
1.3	Provide safe and healthful workplaces and conduct periodic self-inspections for hazards or deficiencies?				AFI 91-301, Para 2.14.4.
1.4	Establish complementary safety goals and objectives based upon the unit mission, organizational structure, and problem area?				AFI 91-301, Para 15.
1.5	Counsel members asking for off-duty employment approval on the risks associated with fatigue, lack of rest, etc? Members should be counseled on maximum allowable off-duty employment hours. Take personal interest in the type of work to be conducted and ensure the individual understands the potential hazards and risks associated with their employment choice.				DoD 5500-7R, AF Sup 1
1.6	Attend and support base safety councils and committees?				AFI 91-301, Para 14.
1.7	Ensure mishaps are investigated and reported?				AFI 91-204, Para 2.14.6
1.8	Actively participate and support the Air Force and USAFA safety award programs?				AFI 36-2833, Para 2.2.

NO.	ITEM	Yes	No	N/A	REFERENCE
<i>Education and Training</i>					
1.9	Conduct newcomer's orientation within 30 days of arrival?				AFI 91-207, Para A2.2.2.
1.10	Ensure job safety training is provided to all individuals?				AFI 91-301, Para 2.14.8.
1.11	Make sure all supervisors of personnel who are potentially exposed to hazardous materials receive training according to USAFAI 48-101, <i>Hazard Communications Program</i> ?				AFI 91-301, Para 2.14.14.
1.12	Support and ensure attendance at required safety training courses?				AFI 91-202, Para 1.6.13.1
1.13	Ensure individuals in supervisory positions attend the Supervisors Safety Training Course, AFI 91-301, <i>Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Programs</i> ?				AFI 91-301, Para 7.2.
<i>Hazard Identification, Abatement and Reporting</i>					
1.14	Ensure implementation of operational risk management concepts?				AFI 90-901, Para 5.11
1.15	Establish and maintain a hazard abatement and reporting program?				AFI 91-301, Para 2.14.5.
1.16	Ensure facilities, equipment, work areas, and work processes comply with established safety standards?				AFI 91-301, Para 2.14.2.
1.17	Provide protective clothing and safety equipment when required?				AFI 91-301, Para 2.14.11.
<i>Traffic Safety</i>					
1.18	Ensure motorcycle operators receive proper training?				AFI 91-207, Para 13
1.19	Monitor unit seat belt usage and implement aggressive measures to ensure compliance with the program?				AFI 91-207, Para 5
1.20	Restrict the number of people in Air Force passenger-carrying vehicles to the designed seating capacity? (Note: When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders through the risk management decision process will determine the appropriate mode of transportation or operating procedures for such existing vehicles.)				AFI 91-207, Para 7

NO.	ITEM	Yes	No	N/A	REFERENCE
<i>Sports & Recreational Activities</i>					
1.21	Are personnel participating in high-risk activities program be counseled on the risks involved?				AFI 91-202
1.22	Attend intramural sporting events involving unit personnel. Ensure safety rules are followed and enforced?				AFI 91-201, Para 8.1.

NO.	ITEM	Yes	No	N/A	REFERENCE
2	Does the Unit Safety Representative (USR):				
2.1	Help the unit commander establish and maintain a mishap prevention program?				
2.2	Inform the commander or department and branch chief of program status and recommending corrective actions where required?				
2.3	Serve as the focal point for safety matters?				
2.4	Disseminate safety information and help supervisors develop briefings, educational talks, etc?				
2.5	Ensure supervisors are provided current briefing materials?				
2.6	Help the unit commander promote an aggressive motorcycle safety program?				
2.7	Establish a system for prompt reporting of mishaps?				
2.8	Conduct an ongoing safety belt program?				
2.9	Conduct at least one monthly spot inspection?				
2.10	Help supervisors prepare job training guides and job safety analyses?				
2.11	Help the unit commander and supervisors conduct a viable manual lifting program as directed by chapter 2 of AFOSH Standard 91-46, <i>Materiel Handling and Storage Equipment</i> ?				

NO.	ITEM	Yes	No	N/A	REFERENCE
3	Do Supervisors:				
3.1	Share responsibility with commanders, functional managers and workers for preventing damage and injury while reflecting a positive attitude toward safety?				AFI 91-202, Para 1.3.1
3.2	Keep their people informed, trained, and motivated to avoid hazards?				AFI 91-202, Para 1.6.14.7
3.3	Conduct monthly safety briefings for their people? (In administrative areas, the read-and-initial method meets this requirement.)				AFI 91-202Para 5.4.2
3.4	Monitor the job environment for hazards and report hazards promptly for abatement?				AFI 91-202Para 1.6.14.8
3.5	Know the safety and occupational health standards that apply to their areas and ensure their availability?				AFI 91-202, Para 1.6.14.1
3.6	Analyze job environment and tasks for hazards through Job Safety Analyses (JSA) and Operational Hazard Analyses (OHA)?				AFI 91-202, Para 1.6.14.2
3.7	Ensure their personnel are trained in the operational risk management techniques?				AFI 90-901, Para 5.11.5
3.8	Develop job safety training outlines for their assigned work areas?				AFI 91-202, Para 1.6.14.4
3.9	Conduct Job Safety and Occupational Health Training for each newly assigned worker and each worker who has not previously received this training? In additional, training given if required by a change in assignment, equipment, procedures, processes, or standards? Are workers trained/briefed on mandatory items listed in AFI 91-301, Attachment 5?				AFI 91-301, Para 7.3.
3.9.1	Is the training documented on AF Form 55?				AFI 91-301, Para 7.3.2.
3.9.2	Ensure their personnel correctly follow precautions and safety measures, including the proper use of personal protective equipment?				AFI 91-301, Para 2.14.11
3.10	Take appropriate actions to promptly eliminate occupational safety and health hazards and correct deficiencies?				AFI 91-202, Para 1.6.14.8
3.11	Is the supervisor posting warning notices, AF Form 1118, in the immediate area where Risk Assessment Codes 1, 2, or 3 hazards exits?				AFI 91-301, Para 18.

NO.	ITEM	Yes	No	N/A	REFERENCE
3.12	Immediately report all mishaps that occur in their work area and all subsequent employee absences to the supporting safety office. Inform civilian personnel if a mishap involves a civilian employee?				AFI 91-202, Para 1.6.14.9
3.13	Ensure blank AF Forms 457, <i>USAF Hazard Report</i> , and the base safety office's telephone number available to all personnel?				AFI 91-202, Para 4.5
3.14	Is AFVA 91-301 (AFOSH poster) posted on bulletin boards in principle work areas?				AFI 91-301, Para 2.14.13
3.15	Does the supervisor know the unit's procedures to follow in the event of imminent danger to employees?				AFI 91-301, Para 17.
3.16	Have new supervisors and those not proficient in AFOSH program requirements attended the Supervisor Safety Training course?				AFI 91-301, Para 7.2.

NO.	ITEM	Yes	No	N/A	REFERENCE
4	Do Individuals:				
4.1	Comply with standards, instructions, job guides, technical orders, and operating procedures?				AFI 91-202, Para 1.6.15.1
4.2	Identify and report hazards or situations that involve risk?				AFI 91-202, Para 1.6.15.2
4.3	Use personal protective clothing or equipment, when required?				AFI 91-202, Para 1.6.15.3
4.4	Notify their supervisor about any job-related injury or impaired health that may affect their job performance?				AFI 91-202, Para 1.6.15.4
4.5	Report any suspected or actual exposure to chemicals or hazardous materials?				AFI 91-202, Para 1.6.15.5
4.6	Consult with supervisor/commander before participating in high-risk activities?				AFI 91-202
4.7	Comply with risk management rules:				
4.7.1	Know the hazard. (Identify the risks involved in the activity.)				AFI 90-901, Para 4.5.1
4.7.2	Do not accept unnecessary risk. (Properly managed risks are acceptable.)				AFI 90-901, Para 3.1
4.7.3	Make risk decision at the appropriate level. (Assign risk accountability at the lowest level, with appropriate levels of review.)				AFI 90-901, Para 3.2
4.7.4	Accept risk when benefits outweigh cost. (Elevate the hazard to determine its impact upon the mission. If done incorrectly, the mission becomes either too risk averse or too risky. Neither is desirable, and both can seriously degrade mission performance.)				AFI 90-901, Para 3.3

NO.	ITEM	Yes	No	N/A	REFERENCE
5	Office Safety				
<i>Fire Prevention</i>					
5.1	Are fire extinguishers located in buildings where they can be easily reached in case of a fire?				NFPA 10, <i>Portable Fire Extinguisher</i> , Art 1-6.3
5.2	Are doors that are blocked posted “No Exit” on the opposite side?				NFPA 101, <i>Life Safety Code (LSC)</i> , Chap 5-10.4.2
5.3	Is panic hardware installed on the exit doors of all public assemblies, educational and mercantile buildings?				NFPA 101, LSC, Chap 15.2.2.2.2
5.4	Are boiler rooms, equipment rooms and other utility rooms not utilized as storage areas?				AFOSH Std 91-43, Para 3.15.6
5.5	Are pressurized cans of spray paint prohibited from being stored in the office environment and office storerooms (unless the storage area has been designed safe for the storage of flammable material by the local fire department)?				AFOSH Std 91-17, Para 3.7.2.1.2 and 3.7.2.1.3
5.6	Is the storage of flammable and combustible liquids prohibited in office areas except that which is required for maintenance of building and operation of equipment? (Note: Such storage shall be in a closed metal container stored in a storage cabinet or in safety cans or inside storage rooms not having a door that opens into that portion of the building used by personnel.)				AFOSH Std 91-43, Para 3.3.3
<i>Electrical Safety</i>					
5.7	Are electrical extension cords prohibited from being used as a substitute for fixed wiring, attached to building surfaces, or ran through doorways or under carpets, or through holes in walls, ceilings, or floors?				AFOSH Std 91-66, Para 1.7.2.1
5.8	Are damaged electrical cords replaced or repaired? Note: Extension cords shall not be spliced or taped, but is of continuous uninterrupted length.				AFOSH Std 91-66, Para 1.7.2.1 and NFPA 70, NEC, Art 400-9

NO.	ITEM	Yes	No	N/A	REFERENCE
5.9	Are extension cords prohibited from being spliced, tacked, stapled, coiled, or placed where they may be damaged or create a hazard? (Note: Ensure electrical power cords and installation wiring are not strung across floors, but are placed in conduits, covered by approved metal and (or) rubber strips, or suspended from overhead.)				AFOSH Std 91-66, Para 1.2.2 and 1.7.2.1
5.10	Are all electrical cords used with portable tools and equipment designed for three-prong plugs? (Exceptions: Double insulated tools and low amp devices, such as wall clocks, pencil sharpeners, tape recorders, etchers, and lamps, may be used with a two-prong plug.)				AFOSH Std 91-66, Para 1.7.2.4
5.11	Are all electrical fuses, switches, and circuit breakers boxes marked with their correct voltage?				AFOSH Std 91-66, Para 1.7.3.8
5.11.1	Are fuses, circuit breakers and switch boxes marked to identify what they control unless their purpose is clearly evident? Proper identification is to be specific. For example, Not merely, “lights”, but rather, “lights, front lobby.”				AFOSH Std 91-66, Para 1.7.3.8 and NFPA 70, NEC, Art 110-22
5.11.2	Are fuses and switch boxes free of obstructions that could hinder access to the device in event of an emergency?				NFPA 70, NEC, Art 240-24
5.11.3	Are electrical panel boards, boxes, cabinets, and switches enclosures covered or insulated to prevent accidental contact with live parts, and to protect electrical switches, relays, and wiring from contamination?				NFPA 70, NEC, Art 110-17
5.11.4	Are unused opening in circuit breakers, switch and fuse boxes and conduit bodies effectively closed to afford protection substantially equivalent to that of the wall of the box or conduit body?				NFPA 70, NEC, Art 110-12
5.12	Are electrical outlets in good repair (no cracked receptacles or missing faceplates)?				NFPA 70, NEC, Art 250-59 and 370-15
<i>Interior Walking and Working Surfaces</i>					
5.13	Are passageways, aisles, and exit accesses provided to permit the free movement of employees bringing and removing materials from the office?				AFOSH Std 91-22, Para 1.2.1.1.2
5.14	Are at least 18 inches provided for passageways through or between obstructions and 36 inches for all exit access through or between obstructions?				AFOSH Std 91-22, Para 1.2.1.1.4
5.15	Are floors in good repair and free of defects that could endanger workers or interfere with the handling of materials?				AFOSH Std 91-22, Para 1.2.1.1.2

NO.	ITEM	Yes	No	N/A	REFERENCE
5.16	Are passageways, aisles, and exit accesses kept clear for easy access to emergency equipment and to enable fire fighters to reach a fire, if necessary?				AFOSH Std 91-22, Para 1.2.1.2.5
5.17	Are floors free of obstructions, which could create a tripping hazard or hinder people leaving the area during emergencies?				AFOSH Std 91-22, Para 1.2.1.2
5.18	Are areas adjacent to fire sprinklers control valves, fuse boxes, and electrical switch panels clear and unobstructed?				AFOSH Std 91-22, Para 1.2.1.2.5
<i>Parking Lot, Exterior Walkways, and Grounds</i>					
5.19	Is the surface of parking lots smooth, have good drainage, and free of pedestrian tripping hazards?				AFOSH Std 91-22, Para 1.2.2.2
5.20	Are driveway entrances and exits free of obstructions that block a driver's or pedestrian's view of traffic?				AFOSH Std 91-22, Para 1.2.2.2
5.21	Are exterior walkways kept clear of obstacles that block the right-of-way or present slipping and tripping hazards?				AFOSH Std 91-22, Para 1.2.2.3
5.22	Are materials not stored, left under, or piled against building, doors, exits, or stairways?				AFOSH Std 91-22, Para 1.2.2.4.1
5.23	Are trees and bushes adjacent to walkways trimmed to permit a clear path for pedestrians?				AFOSH Std 91-22, Para 1.2.2.4.2
<i>Fixed Industrial Stairs and Ramps</i>					
5.24	Where there is less than 7 feet of headroom over stairs, are obstructions padded? Where they cannot be padded, are they color-coded yellow or yellow and black stripes to highlight the hazard?				AFOSH Std 91-22, Para 2.2.1.6
5.25	In all cases, are caution signs used to warn people of low clearance?				AFOSH Std 91-22, Para 2.2.1.6
5.26	Is every flight of fixed stairs, with four or more risers, equipped with standard guardrails or standard handrails? Are they free of splinters or burrs, and securely mounted?				AFOSH Std 91-22, Para 2.2.1.9.1
5.27	Are stairs and ramps kept clean, free of obstructions or slippery substances, and in good repair?				AFOSH Std 91-22, Para 2.2.2
5.28	Are slippery or worn treads and surfaces either replaced or made safe by coating them with non-slip surface material?				AFOSH Std 91-22, Para 2.2.2.2

NO.	ITEM	Yes	No	N/A	REFERENCE
Lighting					
5.29	Are fluorescent light fixtures, that are not designed with self-locking tubes, are provided with shields, clamps, or other methods to keep the tubes from inadvertently falling out of the fixture?				AFOSH Std 91-66, Para 1.1.7
5.30	Are all aisles, passageways, stairways, ramps and work areas adequately lighted?				AFOSH Std 91-22, Para 2.2.1.10
5.31	Are illuminated-exit signs provided in theaters, auditoriums, assembly halls, school gymnasiums, dormitories, (VOQ/BOQ), clubs, office buildings, dining halls, and similar places?				NFPA 101, LSC, Para 5-10.3.1
5.32	Are battery-operated emergency lighting units installed in occupied building to illuminated exits where needed? Are they serviceable?				NFPA 101, LSC, Para 5-9.1.1
5.33	Is lighting provided to highlight hazards in parking lots at night, where needed?				AFOSH Std 91-22, Para 1.2.2.3

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

<i>Abbreviation Or Acronym</i>	<i>Definition</i>
AFOOSH	Air Force Occupational and Environmental Safety, Fire Protection, and Health
BE	Bioenvironmental Engineer
COS	Chief of Safety
FSO	Flight Safety Officer
GSU	Geographically Separated Unit
JSA	Job Safety Analysis
LSC	NFPA 101, Life Safety Code
NEC	NFPA 70, National Electrical Code
NSC	National Safety Council
NFPA	National Fire Protection Association
OHA	Operational Hazard Analysis
OSH	Occupational Safety, Fire Prevention, and Health
OSHA	Occupational Safety and Health Administration
Q-D	Quantity Distance
RAC	Risk Assessment Code