

AETC PAMPHLET 91-203
10 APRIL 2002

Squadron Commanders Safety Pamphlet



Air Education and Training Command

FOREWORD

To safeguard people, equipment, and the mission, you, as the squadron commander, must ensure safety is integrated into every facet of your operation. Sometimes, however, we tend to overlook safety. We emphasize safety to the point that it becomes "just another program" that falls on deaf ears. We shouldn't force-feed safety—it should be something inherent in the way we conduct our business.

My approach to safety may be a little different than you're used to. I hear a lot of people say safety is Job One. I don't agree with that. The mission is Job One. It's not doing safety at the expense of the mission, but accomplishing the mission as safely as possible that's important.

That's why I believe in operational risk management (ORM). I believe mishaps can be avoided at every operational level. But this can only happen if everyone takes a close look at what they're doing, determines if what they're doing adds value, ensures the benefits outweigh the risks, and uses common sense. If these four checks haven't been done, then it's time to reexamine our operation. There isn't a mission in the command that can't wait until tomorrow if need be, and I expect every commander and supervisor to fight for safe practices and common sense. ORM is a tool to help you get there. But it isn't something to hide behind or a tool for ignoring instructions; it's a way of verifying the need for change.

This pamphlet provides an overview of the AETC Mishap Prevention Program, to include ORM. To enhance your unit's mission, take the tools outlined in the pamphlet and create a culture that supports and promotes employee involvement at all levels.


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General, USAF
Commander

**BY ORDER OF THE
COMMANDER
AIR EDUCATION AND
TRAINING COMMAND**

AETC PAMPHLET 91-203

10 APRIL 2002

Safety



**SQUADRON COMMANDERS
SAFETY PAMPHLET**

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OPR: HQ AETC/SEO
(MSgt A. Stone)
Supersedes AETCPAM 91-203,
1 May 1997

Certified by: HQ AETC/SEO
(Lt Col R. Schavrien)
Pages: 27
Distribution: F

This pamphlet implements AETC 91-2, *Safety Programs*. It provides AETC squadron commanders an insight into the AETC safety program and helpful hints for planning and carrying out this program. Attachment 1 contains a glossary of references and supporting information referred to in this publication.

This pamphlet does not apply to the Air National Guard or Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This pamphlet generally updates statistics and references and should be completely reviewed.

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Section A—Overview

1. AETC Safety Goals, Objectives, and Initiatives:

1.1. Preserve our resources.

1.1.1. Establish a culture that integrates risk management into decision-making processes.

1.1.2. Achieve zero fatalities in AETC flight operations and Class A mishap rate to below 20 percent of the Air Force rate.

1.1.3. Reduce the ground and explosives 3-year average mishap rate by 3 percent each year.

1.2. Provide a safer and healthier work, living, and recreational environment for all our people.

1.2.1. Ensure availability of and compliance with Air Force occupational safety and health (AFOSH) standards for all personnel.

1.2.2. Consider the use of "light duty" for people who have suffered minor injuries.

1.2.3. Ensure new and temporarily assigned personnel are trained on proper manual lifting techniques according to AFOSH Standard 91-46, *Materials Handling and Storage Equipment*.

1.3. Reduce mishaps and costs due to hazardous conditions (for example, injury compensation, environmental differential pay, property loss, and lost time).

1.3.1. Stop drinking and driving.

1.3.2. Eliminate hazards that represent high mishap potential (hazard abatement).

1.3.2.1. Ensure there are comprehensive traffic safety education and enforcement programs in place with proper publicity and visibility.

1.3.2.2. Achieve and maintain 100 percent seatbelt and helmet usage (as applicable) and providing motorcycle safety training.

1.3.2.3. Ensure quality newcomers' orientation and predeparture safety briefings are provided to personnel under the age of 26.

1.3.2.4. Ensure personnel who participate in high-risk activities are aware of (and take) appropriate safety measures.

Section B—Responsibilities for the AFOSH Program

2. Squadron Commander Responsibilities. According to public law, command authority and moral obligation require a squadron commander to:

2.1. Implement risk management concepts.

2.2. Promote a positive safety attitude with emphasis on proactive safety measures.

2.3. Provide safe workplaces.

2.4. Establish and maintain a hazard abatement and reporting program.

2.5. Investigate and report mishaps.

2.6. Ensure job safety training is provided to all individuals.

2.7. Ensure facilities, equipment, work areas, and work processes comply with established safety standards.

2.8. Provide protective clothing and safety equipment when required.

2.9. Implement an aggressive seatbelt usage program.

2.10. Ensure motorcycle operators receive proper training.

2.11. Include safety as part of unit self-assessments.

2.12. Appoint motivated flight, ground, and explosives unit safety representatives (USR).

2.13. Hold squadron meetings and be prepared to provide personal comments and guidance.

2.14. Attend and support base safety councils and committees.

2.15. Support and ensure attendance at required safety training courses.

2.16. Attend intramural sporting events involving unit personnel and ensure safety rules are followed and enforced.

2.17. Ensure supervisors of personnel who are potentially exposed to hazardous materials receive training according to AFOSH Standard 161-21, *Hazard Communication*.

2.18. Counsel members asking for off-duty employment on the risks associated with fatigue, lack of rest, and other issues that may adversely affect the member's performance and the mission. Consider establishing a ceiling for the amount of daily and weekly hours an individual can work at off-duty employment.

2.19. Ensure supervisors attend Supervisors Safety Training (SST) according to AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

2.20. Implement continuous improvement efforts in the quality of safety program management and implementation.

2.21. Actively participate and support the Air Force and AETC safety award programs.

2.22. Establish complementary safety goals and objectives based on the unit mission, organizational structure, and problem areas.

3. Flight Commander, First Sergeant, and Supervisor Responsibilities. These individuals must know the capabilities and experience levels of each person working for them and convey to each individual his or her role in safe mission accomplishment. The flight commander, first sergeant, and supervisors are so close to both the mission and personnel that they are in the best position to recognize subtle changes in attitude, performance, and behavior, which could affect mission accomplishment and individual or unit safety. Therefore, these individuals will:

3.1. When necessary and depending on the circumstances, ensure individuals receive professional assistance from a chaplain, financial counselor, etc.

3.2. Through counseling sessions, make a special effort to improve individuals' safety concepts, knowledge, and behavior and help them develop a more responsible attitude and mature judgment in conforming to safe practices both on and off duty.

3.3. Once individuals are identified with high or increased mishap risk factors, counsel and work with them to help reduce their mishap potential. If necessary, refer them to the proper agencies

where they can get assistance in solving their problems.

3.4. Inform the squadron commander when an individual's attitude or performance indicates stronger action is necessary to gain the desired results or when it appears further efforts at rehabilitation are useless.

4. Functional Manager and Supervisor Responsibilities. Functional managers and supervisors will: (*NOTE:* Refer to AFI 91-301 for the complete program.)

4.1. Ensure compliance with AFOSH program requirements in their areas of responsibility.

4.2. Implement the hazard reporting and abatement program.

4.3. After a mishap occurs or is reported, notify the USR and base ground safety personnel as soon as possible.

4.4. Establish procedures for employees to follow in imminent danger situations.

4.5. Ensure employees know which occupational safety and health (OSH) standards apply to them and where to locate these standards (http://www.osha.gov/OshStd_toc/OSHA_Std_toc_1910.html).

4.6. Enforce compliance with OSH standards.

4.7. Provide job safety training for their military and civilian employees on assignment or when there is a change in work center equipment or procedures. *NOTE:* Although all personnel must have job safety training, the training of commanders, functional managers, supervisors, and staff members whose work environment is primarily located in low-risk, administrative areas does not require documentation. For all others, job safety training will be documented on AF Form 55, **Employee Safety and Health**

Record.

4.8. Post AFVA 91-307, *Air Force Occupational Safety and Health Program*, in conspicuous places accessible to all personnel.

4.9. Post AF Form 1118, **Notice of Hazard**, as appropriate.

4.10. Attend wing occupational safety and health council meetings.

Section C—Commanders Initiatives for Managing Risks

5. AETC Risk Management. In AETC, business can push the limits of equipment and people. Commanders must frequently accomplish the mission in the face of these risks, and the challenge is to effectively manage the risk to ensure safe mission accomplishment.

5.1. Risk Management—a Common-Sense, Decision-Making Process. Decisions are based on an evaluation of the factors affecting the mission, the individual, or the activity. We practice risk management in our everyday lives, in the rules we agree to live by, and in the knowledge we have acquired through experience.

5.2. Scope. AETC personnel will participate in the risk management program, and this program will be integrated into all tasks performed within AETC.

5.3. Goals. Commanders will provide every member with a process to accurately identify and assess risks, improve productivity, preserve resources, and establish a culture that integrates risk management into every task.

5.4. Related Applications. Risk management can be divided into three related applications: *mission*, *people*, and *activities*.

6. Mission Risk Management:

6.1. Operational Risk Management (ORM). ORM is a concept that focuses personnel on the risks inherent in the performance of their duties. Every person in the unit must practice and use risk management principles to make informed decisions at the proper level of accountability. For further information on ORM refer to the following publications:

6.1.1. AFD 90-9, *Operational Risk Management*.

6.1.2. AFI 90-901, *Operational Risk Management*.

6.1.3. AFPAM 90-902, *Operations Risk Management (ORM) Guidelines and Tools*.

6.2. Risk Management Principles:

6.2.1. Know the Risk. Identify the risks involved.

6.2.2. Do Not Accept Unnecessary Risk. Properly managed risks are acceptable.

6.2.3. Make Risk Decisions at the Appropriate Level. Assign risk accountability at the lowest level, with appropriate levels of review.

6.2.4. Accept Risk When Benefits Outweigh Cost. Evaluate the hazard to determine its impact on 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.

6.3. Flight Example:

6.3.1. Instrument approaches during marginal weather with an inexperienced instructor pilot and below-average student is an

example of a flight that was examined for risk management. Getting to the alternate would be challenging due to the possibility of imbedded thunderstorms en route.

6.3.2. In this example, one or two of the factors affecting the mission would have been manageable, but the combination of all these factors increased the risk. The conditions were evaluated against a predetermined matrix. The matrix identified the mission as "moderate risk," requiring operations officer approval. The operations officer accepted the risk and approved the mission with a caveat to limit instrument approaches to one full stop. (Paragraph 6.4 explains the risk management matrix.)

6.4. Risk Management Matrix. Figure 1 shows a sample format for a risk management matrix, which recognizes several risk factors affecting a mission. The circumstances influencing the risk factors can be modified to manage the risk. This type of tool can be modified to fit specific squadron missions.

6.5. Applying the Matrix Technique. The matrix technique can be applied to all Air Force missions. Putting unit personnel to work analyzing past mishap activities will result in an entry-level hazard inventory. This can be fine-tuned by those at risk (for example, aviators, shop personnel, etc.). From the inventory, subject matter experts can assign weighted risk values, and the results will be an effective tool in the workplace.

6.6. Ground Example:

6.6.1. A cabling team is being sent to pull a cable at a remote site. With the team, the supervisor reviews conditions that were identified as hazardous during a previous risk assessment workshop. One of the hazards identified was lack of communication between the "feeder" and the "puller." Control measures are discussed and limits are set.

6.6.2. Team members reach the site and find they will be working with a contractor without a compatible communications system. The onsite supervisor stops the operation until control measures (radios) arrive.

7. Personal Risk Management:

7.1. Overview:

7.1.1. The objective of personal risk management is to identify individuals who may be at increased risk due to factors affecting their lives. This increased risk may put them or the mission in jeopardy. An effective risk management program gives commanders and supervisors the ability to identify individuals at risk by learning to recognize warning signs. Once the warning signs are recognized, steps must be taken to reduce risks.

7.1.2. For example, an individual in the unit begins to show signs of stress. He or she comes to work uncharacteristically late, and the supervisor starts to notice errors and omissions in critical work. The individual is distracted and, when questioned, becomes irritated and belligerent. He or she is allowed to become withdrawn until one day he or she doesn't come to work (because of a mishap or suicide).

7.1.3. During the investigation into the death, the commander discovers the individual had severe financial, marital, and legal problems. The commander also discovers the individual's coworkers were aware of some of his problems, but no one knew the whole story. Although friends and coworkers had all the pieces to a large puzzle, the supervisor and commander had the responsibility to put those pieces together, see what the picture looked like, and take the appropriate action.

Figure 1. Risk Management Matrix (Sample Format).

<u>Weather Forecast</u> _____	<u>Crew Complement</u> _____
<p>Winds > 25 knots Moderate or severe turbulence Moon illum < 20% (for NVG ops) Thunderstorms Icing Visibility < 5 SM Ceilings < 3000' AGL Extreme ramp temp (< 32 or > 90)</p>	<p>> One student in same crew position Students in > 3 crew positions > 6 people planned to be on flight deck Multiple seat swaps planned O-6 or higher on the aircraft Passengers and/or MEGPs on board</p>
<u>Mission Profile</u> _____	<u>Human Factors</u> _____
<p>Profile different from original plan > Four events planned > 2.5 hours of low-level planned flight Unfamiliar route, AR track, DZ or LZ Planned off-station landing Actual personnel airdrop planned Other aircraft known to be flying the same area</p>	<p>First flight in this model C-130 First night flight in this model First flight in > 3 weeks Third plus flight in a row Marginal crew rest or planning time</p>
<u>Maintenance Factors</u> _____	<u>Scheduling Factors</u> _____
<p>Maintenance delay expected Aircraft has not been flown in over a week Accepting aircraft with maintenance problem</p>	<p>Flight planned to terminate after 0130 Flight duration to be > 5 hours Anticipated crew day > 10 hours</p>

Figure 1. (Continued).

Category	# of Factors	Overall Risk	
		(# Factors)	(Crew's Opinion)
Weather Forecast	_____	0 - 3	Low
Mission Profile	_____	4 - 7	High*
Maintenance Factors	_____	8 - 11	Moderate-Low
Crew Complement	_____	12 - 15	Moderate
Human Factors	_____	16 - 19	Moderate-High
Scheduling Factors	_____	20+	Very High**
Total	_____		

* Brief the flight commander, operations officer, or squadron commander prior to flight
 ** Requires operations group commander's approval

7.2. Mishap Probability Factors:

7.2.1. Figure 2 is an example of a matrix that shows how factors affecting an individual task can be quantified to manage risk in the squadron.

Figure 2. Example of a Mishap Probability Factor Analysis.

Task: Operating a Motorcycle		
<u>Area</u>	<u>Indicator</u>	<u>Points</u>
Age	Less than 26 of age	2
Marital Status	Single, divorced, or separated	2
Grade	E-5, 0-2 (or below)	2
Duty Performance	Article 15	3
	Per letter of reprimand	2*
	Per letter of counseling	1*
Motorcycle Safety Training	No training	3
Traffic Violations	Add points assessed against license for each violation → → → → → → → →	—
Traffic Accidents	If contributed	1
	If found at fault	2
Financial Irresponsibility	Per incident	2*
Personal Problems	Per incident (marital problems, emotional stress, child neglect or abuse, spouse abuse charges)	2*
Drug or Alcohol	Per incident	4*
Miscellaneous	Per incident	2*

*These multiply with each successive incident due to escalating problems.

TOTAL POINTS ASSESSED

0 - 11 points – Supervisor's option.

12 - 19 points - Commanders will inform the individual of his or her mishap probability factor and encourage and/or direct him or her to seek assistance (from military equal opportunity, chaplain, family support, mental health, Air Force Aid Society, Red Cross, etc., as applicable) to lower his or her factor. Commanders should restrict motorcycle operation and schedule the individual to attend the Motorcycle Safety Foundation (MSF) Experienced Riders Course.

20 or more points - Conduct monthly counseling or interviews with the individual to determine progress toward reducing his or her mishap probability factor. Schedule the individual to attend a driver improvement course.

7.2.2. Commanders and supervisors may use this matrix to compute a mishap probability factor for a particular task (for example, operating a motorcycle). A score of 12 or more points indicates the individual has a higher-than-average mishap potential. Remember, the intent of the program is to provide the individual with the help required to lower his or her mishap potential.

8. Management of High-Risk Activities:

8.1. High-risk activities are those with an inherent, increased risk of personal injury. However, with the proper training and adequate safety measures, high-risk activities can be performed safely.

8.2. Examples of high-risk activities include civil aircraft flying, hang-gliding, sky-diving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee-jumping, dirt bike riding, hunting, mountain climbing, rodeo activities, kayaking, and other exciting activities that can result in injury when not properly executed.

8.3. Commanders should select officers, civilians, or NCOs who are mature to conduct interviews with participants in high-risk activities on a one-on-one basis. These interviewers should discuss training, experience, use of safety equipment, rules, and precautions to ensure personnel wishing to participate in these activities take appropriate safety measures to reduce their likelihood of being involved in a mishap.

8.4. If interviewers determine a participant is not adequately trained or is inexperienced, they should encourage the participant to seek additional training through a nationally recognized institute before participating in the activity. (See AFI 91-202, *The US Air Force Mishap Prevention Program*, and its AETC Sup 1, Attachment 6 [Added][AETC].)

9. Profile of a Fatal Automobile Mishap. The last thing a squadron commander wants to do is to have to inform a mother, father, spouse, or other relative of a member's fatal mishap.

9.1. According to the National Highway Transportation Safety Administration, the people most likely to be involved in a fatal automotive mishap are young men and women between the ages of 16 and 20. From Friday midnight to 0300 on Saturday proved to be the deadliest 3-hour period. When all age groups are considered, alcohol is involved in 41 percent of the fatal crashes occurring from midnight to 0300. This information can help detect potential mishap victims and prevent future mishaps through education and counseling.

9.2. In addition, there are many tools to resolve personnel problems in the interest of disciplinary control and mishap prevention. Address each case individually and take action based on individual merit and severity. The following actions are highly recommended for high-risk individuals:

9.2.1. Personally counsel the individual on the behavior or situation causing the concern.

9.2.2. Consider periodic counseling sessions for high-risk individuals. Also give careful consideration to determining the appropriate individual or level for conducting the counseling; for example, the first sergeant or flight commander.

9.2.3. Do not authorize TDY travel in a government or private motor vehicle for an individual whose driving record, behavior, personal history, attitude, or mishap experience indicates an inability to safely function in job-related tasks.

9.2.4. Ensure the individual attends the Driver Improvement Program (Course V). This course is offered by most wing safety offices to military and civilian personnel who have been directed

by their commander to attend to improve driving habits and knowledge. (Volunteers with a valid state driver license may also attend.) Information regarding Course V can be found in AFI 91-207, *The US Air Force Traffic Safety Program*. **NOTE:** Personnel required to attend and successfully complete a court-approved, local-community driver improvement program are not required to complete this course.

Section D—Safety Investigations and Reports

10. Mishap Investigation and Reporting: (**NOTE:** Refer to AFI 91-204, *Safety Investigations and Reports*, and its AETC Sup 1 for more detailed requirements.)

10.1. Mishaps require a systematic investigation and thorough examination of all factors that might be contributory or causal so preventive actions can be taken to prevent future occurrences of similar mishaps.

10.2. Early notification is the key to reporting and investigating mishaps. To ensure the notification system works, run an exercise to test it.

10.3. Timely investigation is important. Do not wait for the safety investigator to show up; start gathering facts as soon as you are notified.

10.4. If you suspect there may be negligence or criminal activity on any class mishap, start the legal investigation immediately. Be careful not to use any information gained from the privileged portion of a safety investigation or a promise of confidentiality.

10.5. Remember, witness statements (taken by an investigator), findings, conclusions, and recommendations will not be used for disciplinary or adverse administrative actions.

10.6. The unit is not allowed to keep copies of any completed formal safety report. The safety office is the only base-level agency authorized to maintain copies.

10.7. On written request, HQ AFSC/JA will provide the releasable portions of ground and explosive safety reports to the requester.

10.8. Class A (paragraph 10.10) and Class B (paragraph 10.11) operational mishaps require an 8-hour preliminary message. Class A and B off-duty mishaps require a preliminary message by the end of the second duty day following the mishap.

10.9. The AETC Commander is usually the investigating and convening authority for Class A and B mishaps in the command. The wing safety office can assist with information on convening authority and mishaps classification.

10.10. Class A mishaps are those that may result in one or more of the following:

10.10.1. A total cost of \$1 million or more in property damage.

10.10.2. A fatality or permanent total disability.

10.10.3. Destruction of, or damage beyond economical repair to, Air Force aircraft. **NOTE:** A mishap causing injury severe enough for the individual to be comatose will be reported as a permanent total disability.

10.11. Class B mishaps are those that may result in one or more of the following:

10.11.1. A total cost of \$200,000 or more but less than \$1 million in property damage.

10.11.2. A permanent partial disability.

10.11.3. Hospitalization of five or more personnel.

10.12. The majority of mishaps are Class C mishaps, which are mishaps resulting in (1) total cost of \$20,000 or more for property damage, but less than \$200,000 or (2) an injury or occupational illnesses resulting in a lost workday involving 8 hours or more away from work.

11. Fatality Briefing: (*NOTE:* Refer to AFI 91-204 for details of this briefing.)

11.1. The AETC Commander or Vice Commander will be briefed on all fatalities.

11.2. Fatality briefings will be presented via video teleconference by the squadron commander of the individual involved in the mishap. AETC wing commanders will participate in the video teleconference.

11.3. HQ AETC/SE will schedule fatality briefings through the appropriate wing commander or equivalent.

11.4. HQ AETC/SE personnel will provide the squadron commander with briefing guidelines, but he or she is responsible for the briefing. The investigation must be started and completed as soon as possible and the evidence preserved for possible use in developing the briefing.

Section E—Mishap Prevention

12. USAF Hazard Reporting Program: (*NOTE:* Refer to AFI 91-202 for more details on the program.)

12.1. A hazard is defined as an existing or potential condition, act, or procedure that could result in a mishap.

12.2. The program is designed so any military or civilian employee who observes a hazard on an Air Force installation may submit an AF Form 457, **USAF Hazard Report**. Reports may be submitted anonymously, but this is not recommended.

13. Explosives Safety Program. Each unit commander will: (*NOTE:* Refer to AFI 91-202 and its AETC Sup 1 for further program requirements.)

13.1. Ensure his or her unit complies with AFMAN 91-201, *Explosives Safety Standards*, and its AETC Sup 1.

13.2. Ensure a unit explosives safety representative is appointed and properly trained. Also ensure the training is documented.

13.3. Review the unit's explosives safety self-assessment program and ensure explosives safety discrepancies are corrected.

13.4. Ensure local directives are current for all explosives operations.

13.5. Ensure personnel working with explosives are properly trained.

13.6. Review and ensure site plans, exemptions, waivers, and deviations are updated as required.

Section F—Safety Awards Program

14. Overview. The squadron commander will:

14.1. Develop squadron or unit safety awards that complement AETC- and Air Force-level awards.

14.2. Recognize individuals who meet established criteria at squadron and unit gatherings.

14.3. Forward nominations to the wing safety office for possible wing-level awards. In turn, the wing commander will forward the nominations for possible AETC- and Air Force-level safety awards.

15. Air Force Safety Awards. The following safety awards are available to AETC personnel and units: (*NOTE:* Refer to AFI 36-2833, *Safety Awards*, and its AETC Sup 1.)

15.1. Chief of Staff Individual Safety Award. This award is presented to a member who has made significant contributions to safety during the award year.

15.2. Chief of Safety Special Achievement Award. This award is presented to a member or an organization for outstanding safety contributions or achievements.

15.3. Air Force Well-Done Award. This award recognizes an individual who, by performing outstanding feats of airmanship or support to aircrews, prevented or reduced the effects of a serious flight mishap.

15.4. Air Force Chief of Safety Medical Achievement Award. This award recognizes an individual or organization from the medical community for outstanding safety contributions or achievements.

16. AETC Safety Awards: (*NOTE:* Refer to AFI 36-2833 and its AETC Sup 1.)

16.1. AETC Unit Flying Safety Award. This award recognizes a flying unit for 12 consecutive months without a Class A or B mishap. Foreign object damage (FOD) mishaps are excluded.

16.2. AETC Sustained Performance Award. This award recognizes a flying unit for successive 5-year periods without a

flight Class A or B mishap. FOD mishaps are excluded.

16.3. AETC Well-Done Award. This award recognizes an individual who prevents or minimizes the seriousness of an aircraft or other mishap.

16.4. AETC Aircrew Safety Award of Distinction. This quarterly award recognizes a pilot or an aircrew for distinctive accomplishments during flight operations.

16.5. AETC Ground Safety Individual Award of Distinction. This quarterly award recognizes an individual for distinctive accomplishments in ground safety.

16.6. AETC Weapons Safety Individual Award of Distinction. This quarterly award recognizes an individual for distinctive accomplishments in weapons safety.

Section G—Administrative

17. Forms Adopted. AF Forms 55, 457, and 1118.

HERMAN DEAN
Deputy Director of Safety

Attachment 1**GLOSSARY OF REFERENCES AND
SUPPORTING INFORMATION*****References***

AFPD 90-9, *Operational Risk Management*
AFPD 91-2, *Safety Programs*
AFI 36-2833, *Safety Awards*
AFI 90-901, *Operational Risk Management*
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*
AFMAN 37-139, *Records Disposition Schedule* (will become
AFMAN 33-322, Volume 4)
AFMAN 91-201, *Explosive Safety Standards*
AFPAM 90-902, *Operational Risk Management (ORM)
Guidelines and Tools*
AFOSH Standard 91-46, *Materials Handling and Storage
Equipment*
AFOSH Standard 161-21, *Hazard Communication*
AFVA 91-307, *Air Force Occupational Safety and Health
Program*

Abbreviations and Acronyms

AFOSH—Air Force occupational safety and health
AGL—above ground level
AR—aerial refueling
DZ—drop zone
LZ—landing zone
MEGP—mission essential ground personnel
MSF—Motorcycle Safety Foundation

NVG—night vision goggles

ORM—operational risk management

OSH—occupational safety and health

SM—statute mile

SST—supervisors safety training

USR—unit safety representative

Operational Risk Management

ORM - A WAY OF LIFE



UNITED STATES AIR FORCE