

**“SAFETY, FIRE PROTECTION, AND HEALTH ON-THE-JOB TRAINING”
LESSON PLAN**

Detachment 890

AFI 91-202 requires SUPERVISORS to develop and utilize lesson plans when conducting safety, fire protection, and health on-the job training. This training is given to each employee upon assignment and if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. The lesson plan, as a minimum, must address the mandatory items listed in attachment 5 in AFI 91-202. **LESSON PLANS MUST BE TAILORED TO THE WORKING ENVIRONMENT.** There are numerous publications, regulations and standards, which a supervisor must research and familiarize him/her with when developing this lesson plan.

Lesson plans must be reviewed ANNUALLY, as a minimum, by the supervisor. Changes to your outline will be required when equipment, procedures, or processes change or when safety, fire prevention, and health requirements change.

Items that, as a minimum, must be covered during Job Safety Training are:

Mandatory Items To Be Covered:

1. Hazards of the job and specific safety guidance that applies to their workplace.
2. Hazards of the work area environment to include awareness of the Hazard Communication Program requirements, (“Employee’s Right to Know”).
3. Personal proper lifting techniques. Reference: AFOSH Standard 91-501
4. Location of medical facilities and procedures for obtaining treatment.
5. Location and use, as appropriate, of emergency and fire protection equipment.
6. Emergency procedures that apply to job and work place, including evacuation, fire reporting, emergency numbers, alarms and extinguishers location(s).
7. Requirements and procedures for reporting mishaps, occupational injury and occupational illness.
8. Reporting unsafe equipment, conditions or procedures to supervisor immediately.
9. Requirements of Air Force Traffic Safety Program, including mandatory use of seat belts and helmets, speed limits, local traffic hazards, personal risk management and cell phone prohibition while operating a GMV or PMV on base. If applicable, discuss motorcycle safety training requirements before riding a motorcycle.
10. Purpose and location of AF Form 457, USAF Hazard Report.
11. Location and content of Air Force Visual (AFVA) 91-307, Air Force Occupational Safety and Health Program.
12. Purpose of the AF Form 1118, Notice of Hazard.
13. Risk Management Awareness Training.
14. CA 10, What A Federal Employee Should Do When Injured At Work.
15. Fire Extinguisher Use. Reference: AFI 91-203 and 29 CFR 1910.157.
16. Fetal Protection Program Awareness. Reference AFI 48-101.

Job Specific Items To Be Covered:

17. Personal Protective Equipment (use, location, fit, care, limitations). Reference: 29 CFR 1910.132. AFI 91-203 and other directives.
18. Wearing Jewelry in the workplace. Reference: AFI 91-203 and applicable technical orders.
19. Portable and Fixed Ladder Safety. Reference: AFI 91-203.
20. Cardio Pulmonary Resuscitation (CPR) Training, Reference AFI 91-203
21. Required documentation to complete.

1. Hazards of the job and specific safety guidance that applies to their workplace.

Hazards Of The Job Tasks	Safety Procedures To Be Followed
<p>Walking - Falling is one of the greatest threats to your safety at work. Minimize this risk by being alert when walking and by following these guidelines:</p>	<ul style="list-style-type: none"> • Walk with special care over wet floors or with wet shoes. On rainy days, wipe off your shoe soles as soon as you arrive. Wipe up spills immediately. • Use handrails on the stairs. • Do not carry objects obstructing your view. • Approach doorways and corners with caution to avoid collisions with others. • When crossing streets use the crosswalks and look both directions for oncoming traffic.
<p>Storage Procedures - It is important to keep your workplace neat. To avoid the dangers of improper storage in the workplace, follow these guidelines:</p>	<ul style="list-style-type: none"> • Don't stockpile office supplies. Over-abundance can make storage unsafe. • Store flammable materials in their proper containers. • Stack boxes neatly, with the largest on the bottom. • When stocking shelves, keep the heaviest items at waist level to minimize lifting effort. • When retrieving supplies from storage, do not twist or stretch your body. • Keep aisles clear; place items where they do not present a tripping hazard.
<p>Office Layout and Furniture Placement - Furniture should be arranged, for your safety and convenience, according to the physical layout of your workplace. Keep these points in mind when rearranging furniture/equipment:</p>	<ul style="list-style-type: none"> • Keep office machinery near electrical outlets to minimize the use of extension cords and to avoid stretching cords across aisles. • Leave enough room in front of drawers to open fully. • Position desks and file cabinets so their drawers do not open into a doorway. • Don't place wastebaskets or other objects in walkways. • To avoid eyestrain caused by poor lighting, keep desks and counter tops near primary light sources.
<p>Drawers and Files - The drawers of desks and file cabinets sometimes present their own set of risks. Follow these guidelines for their proper use:</p>	<ul style="list-style-type: none"> • Don't use excessive force to open drawers. If a drawer is stuck. Try a series of light, quick tugs. Do not overdo it - if drawer remains stuck, request assistance. • Keep drawers organized. Keep razor blades and sharp objects stored separate from other supplies. • Close drawers with the flat of your hand to void catching your fingers. • Keep drawers closed when not in use. Open drawers present a hazard to anyone walking past and can cause file cabinets to topple over. • File cabinets should fill from the bottom to keep them stable. Never open more than one drawer at a time.
<p>Work Station Ergonomics - You can enhance both your personal comfort and productivity by applying basic ergonomic principles to your workstations. Remember everyone is different. What is comfortable for you may not be for someone else. Some points to consider:</p>	<ul style="list-style-type: none"> • Adjust chairs to fit you. • Worktables should be adjustable to reduce the need for adjustment of individual components, such as keyboards and monitors. • Place monitors at eye level. A clean screen will give off fewer glares. • Avoid excessive light levels to reduce glare and eye fatigue. Place workstations at 90 degrees from light sources, including all windows. • Change your task at least once each hour to avoid fatigue and excessive repetition. • Reduce fatigue by standing up, stretching, flexing your muscles, rotating your head and shifting your body's position every 15 minutes. You can also rest your eyes by briefly closing them or changing focus by looking at distant objects.

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<p>Electrical Safety - Severe injuries or even death can result from the improper use of electricity. The following guidelines will protect both you and your fellow employees:</p>	<ul style="list-style-type: none"> • Use extension cords only on a temporary basis. Never use them in lieu of permanent wiring. Make sure you do not exceed the safe current rating. DO NOT TAPE CORDS DOWN. • Never use machinery with frayed cords or wires. Tag and remove defective equipment from service. • When operating any electrical appliance or machine near running water, or in damp conditions, make sure a Ground-Fault Circuit-Interrupter (GFCI) is installed and/or the plug is grounded.
<p>Lifting - Although we lift objects, every day, improper technique can cause both chronic and acute back injuries. To keep your back healthy, follow these tips when lifting:</p>	<ul style="list-style-type: none"> • Space your feet apart for good balance, and position yourself close to the object you are lifting. • Use good judgment when gauging the weight you can lift, and stay within your limits. Do not lift bulky materials or those weighting more than 50 pounds without someone's assistance or the use of a mechanical lifting device. • Keep your spine straight as you squat or kneel next to the object you lift. • Flex your legs as you lift, using them to do most of the work, and keep the object close to your body. • Do not twist or turn as you lift. • Use mechanical devices to lift heavier objects.
<p>Office Machinery and Equipment - Equipment with moving parts are dangerous, carrying the risk of painful and disfiguring injuries, so proper use is crucial.</p>	<ul style="list-style-type: none"> • Keep fingers away from moving and/or sharp parts when using tools such as the following: <ul style="list-style-type: none"> • staplers • staple removers • scissors • hole punchers • paper cutters • paper shredders • Never remove or disable guards or safety switches. • Use only machines that you know how to operate. • Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee. In addition, follow these guidelines to ensure machine safety: <ul style="list-style-type: none"> • Secure machines that tend to move during operation. • Do not place machines near the edge of a table or desk. • Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards. • Unplug defective machines and have them repaired immediately. • Do not use any machine that smokes, sparks, shocks or appears defective in any way. • Close hand-operated paper cutters after each use and activate the guard. • Take care when working with copy machines. If you have to open the machine for maintenance, repair or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting. • Unplug paper shredders before conducting maintenance, repair or troubleshooting.
<p>Chemicals</p>	<p>Cleaning agents such as bleach can be dangerous when in contact with the skin. Wear rubber gloves and take all precautions.</p>
<p>Field Events – You will be exposed to several hazards in field events, which can result in significant injury. Minimize this risk by being alert when walking and by following these guidelines:</p>	<p>For ropes course wear safety harness and helmet when on the course. Be aware of where you walk, as there are many holes and tripping hazards, which the long grass will cover and make difficult to see. Be aware of what trainees are doing with long poles and boards to ensure you and trainees are not hit in the head or body with those objects.</p>
<p>Paintball</p>	<p>Obey all safety instructions, wear all instructed safety gear, and inspect safety equipment before usage. Wear goggles and ear plugs while filling air tanks. Only trained personnel should operate compressor equipment.</p>

2. Hazards of the work area environment to include awareness of the Hazard Communication Program requirements, (“Employee’s Right to Know”).

What are the hazards in the actual work area? This should include all aspects of the total work environment that constitute physical, fire, safety and/or health hazards. It may also involve heat/cold problems, ventilation or lighting considerations, etc. .

Examples: Ventilation, illumination, noise, slipping/tripping/fall hazards, walking surfaces (collision points, running, open doors, blind corners, inattention, narrow corridors, low ceiling heights), on-going construction/demolition sites, waste disposal (oils, greases, bio-wastes, chemicals, etc.), fire protection (storage and safe use of flammables and combustibles, smoking materials and smoking areas, and electrical equipment.), housekeeping procedures, office hazards (desk/cabinet drawers not to be left open, proper loading of filing cabinets so they don’t become top heavy, don’t use chairs as makeshift ladders, keep aisles unobstructed, don’t run on stairs, use of handrails, risks with high-heeled shoes, etc.). **TAKE THE EMPLOYEE AROUND AND SHOW HIM/HER THE HAZARDS WITHIN THE WORK AREA.**

Hazard	Location	Precautions to Take
Falls/Tripping	Outside steps Around the building	Walk carefully on steps
Heavy vehicular traffic	Parking Lot	Stay abreast of vehicular traffic. We have several work place buildings located next to Astronomy and cars drive through our parking lot to get to their work location. Be especially cautious around "high" profile vehicles.
Elevated delivery platform without a guardrail	There is a delivery platform outside of the Air Force exit of the Astronomy building that does not have a railing or fall protection.	Be aware when exiting the back door that there is a ledge without a guardrail. Use the stairs; do not jump off the ledge.

Air Force Hazard Communication Program (AFHCP) Requirements.

Commanders must ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials/chemicals in the course of official AF duties are provided information and training on the AFHCP *and* the specific hazards in their work areas.

Conduct training upon initial work area assignment and whenever introducing a new hazard into the work area. Initial training will occur *before* exposing employees to hazardous materials.

Supervisors will train their assigned personnel on the AFHCP and all additional hazard communication training documented on the AF Form 55, Employee Safety and Health Record. Documentation will be added in Section V of AF Form 55 as: “*Federal Hazard Communication Training Program (FHCTP)*” for the initial training and “*Workplace Specific FHCTP*” for each presentation of **specific** workplace hazard information.

Workers should be familiar with locations of Material Safety Data Sheets (MSDS) and have a basic knowledge of their use and information.

Air Force Instruction 90-821, *Hazard Communication*, explains the program in detail and should be maintained readily available/accessible in the work center.

3. Personal proper lifting techniques. Reference: AFOSH Standard 91-501

Back injuries are a leading cause of lost work time. Not using proper lifting techniques can lead to a painful and debilitating back injury. Always consider the load you are about to lift and never over-exert yourself AFOSH Standard 91-501, covers lifting techniques in detail.

Lifting Methods: There are three basic methods of lifting, that is, straight back-bent knees, free style, and kinetic. Each has advantages and limitations. The kinetic method is the most widely accepted and taught because it provides more stability for the worker while reducing load on the back muscles and intervertebral disks.

- Position feet correctly. Place feet far enough apart for balance with one foot to the rear of the object and the other foot slightly ahead of the other and to the side of the object.
- Crouch close to the load. Crouching is preferred to squatting. Stay close to the load to minimize strain on the back muscles.
- Pick up materials with a full palm grip. Do not attempt to pick up weights with a fingertip grip. Ensure that the load is free of grease or sharp points, which could cause injury. Use suitable gloves when necessary.
- Always keep the back as straight as possible. It may not be possible to keep the back in the vertical plane but avoid arching the back. Bend from the hips and not from the middle of the back.
- With the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, use the legs to lift the object and bring the back to a vertical position. Keep the object close to the body while lifting.

Carrying Methods. Acceptable carrying methods differ, based upon the type of material, distance and number of workers. Workers should be instructed during initial training in each procedure (for example, neck, shoulder, side, tray, two-person, and under-arm carry methods, etc.). Some points to remember are:

- Use gloves to protect the hands and safety shoes to protect the feet.
- Inspect objects for slivers, sharp edges, rough surfaces or slippery surfaces before attempting to lift.
- Keep fingers away from pinch and shear points.
- Do not carry a load that obstructs the view of the direction of travel. Make sure that the path of travel is clear.
- Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.
- When carrying items up or down stairways:
 - Adhere to the weight carrying standards contained in Mil Std 1472C or as directed by the supervisor.
 - Try to reduce the bulk or size of the object carried to allow for maximum visibility.
 - Use assistance when required and available.
 - If possible, carry broken glass in a container other than a plastic trash bag or enclose the broken piece in cardboard or protective shield before placing in a bag. This will reduce the possibility of cuts from glass protruding from bags.

**HOW TO...
LIFT CORRECTLY**

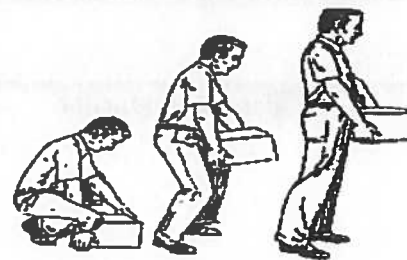
**THE
WRONG WAY**

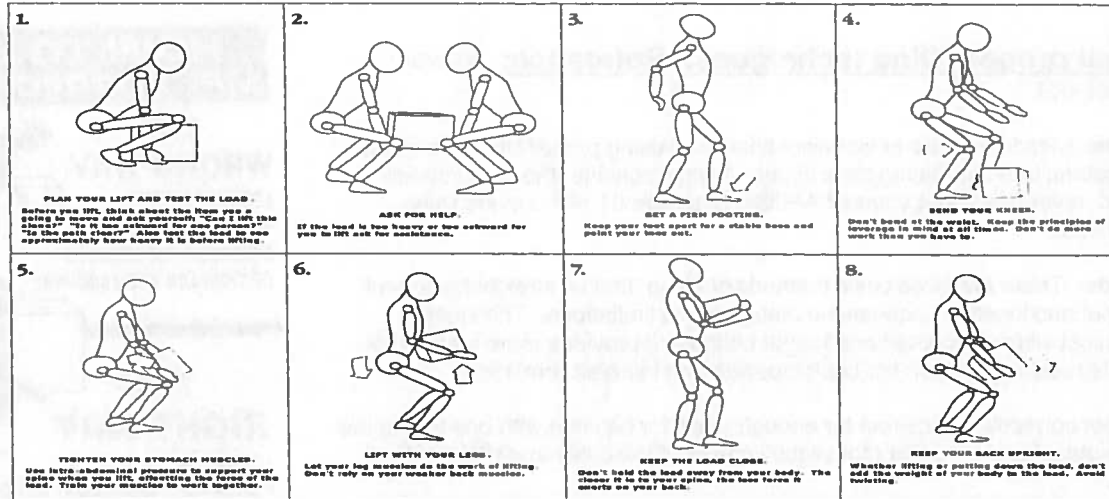
LEGS STRAIGHT,
BACK BENT, PUTS ALL
STRAIN ON THE MUSCLES
OF THE BACK AND ABDOMEN.



**THE
RIGHT WAY**

- LEGS BENT
- BACK KEPT AS STRAIGHT AS POSSIBLE
- LOAD CLOSE TO BODY
- GRIPPED AT OPPOSITE CORNERS





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

For Emergencies, contact 911

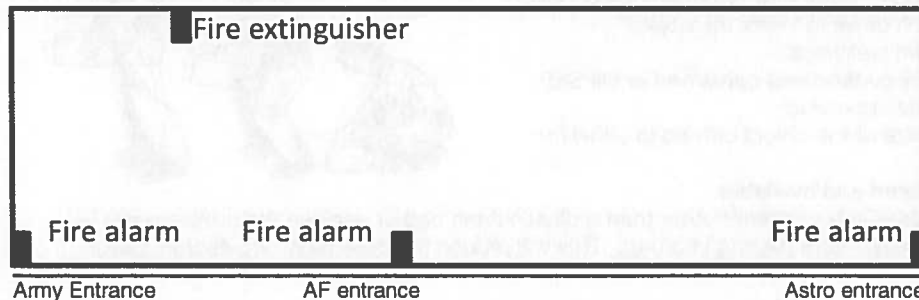
Medical Appointments.

Since we are located in a Tricare Prime Remote location, we are required to locate our own primary care manager. Contact 1-877-874-2273 to start the process of enrolling in the Tricare Prime Remote once you have determined which health care facility you would like to use as a primary location.

University of Virginia Hospital (1215 Lee St, Charlottesville, VA 22903, 434-924-3627)

Sentara Martha Jefferson (500 Martha Jefferson Drive, Charlottesville, VA 22911, 434-654-7150)

5. Location and use, as appropriate, of emergency and fire protection equipment.



This is a diagram of Detachment 890. There are fire alarms at each exit/entrance door and a fire extinguisher at the hallway where the Army and Air Force ROTC intersect.

Supervisors are responsible for ensuring personnel under their control and supervision is knowledgeable and trained in their fire prevention responsibilities. Training should include:

- * Fire safe practices in the workplace
- * Fire reporting procedures
- * Building evacuation procedures

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- * Procedures to sound the fire alarm
- * Location and use of fire extinguishers in the work area
- * Location and use of standpipe and hose systems when required
- * Manual activation of fire detection and suppression systems in the work area.
- * See AFI 91-203 and 29 CFR 1910.38 (<http://www.osha.gov>) for more information.

Show the employee where emergency and fire protection equipment is located and how to utilize it. This includes locations of fire alarm devices, fire suppression systems (if installed), portable fire extinguishers, emergency eyewashes and showers, "Air Pac" units, spill kits, etc.

Stress the importance of maintaining a clear, unobstructed means of access to all pieces of emergency equipment, fire exits and electrical control panels.

Employees must be able to demonstrate proficiency in locating and utilizing emergency and fire protection equipment.

<p>FIRE NOTIFICATION (If you observe a fire....)</p>	<ol style="list-style-type: none"> 1. Sound the alarm by pulling the fire alarm pull station handle. 2. Call 911 (Give name, bldg. # and nature of emergency). 3. If fire can be contained with portable, hand-held extinguishers give it a try (see fire extinguisher use). 4. If fire cannot be safely extinguished by hand-held unit evacuate building and rendezvous at pre-coordinated assembly point (far end of main parking lot – see diagram in training item #7).
<p>FIRE EXTINGUISHER USE</p>	<ol style="list-style-type: none"> 1. Ensure the right extinguisher for the fire. CLASS A - Water CLASS B - Flammable Liquids CLASS C - Electrical CLASS K - Flammable Metals 2. Remove extinguisher from mounting bracket. 3. Pull the handle-securing pin. 4. Aim at the base of the fire. 5. Squeeze the fire extinguisher handle. 6. Sweep extinguisher along the base of the fire.

Fire extinguishers and fire alarm pull stations are located throughout the buildings. Take a moment to find the nearest one. See "Emergency Evacuation Flow" in training item #7.

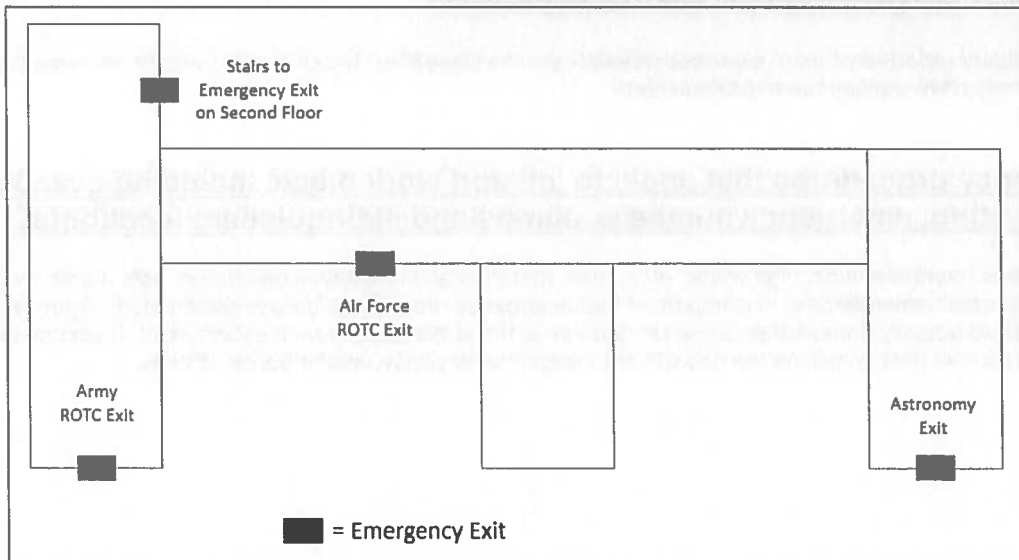
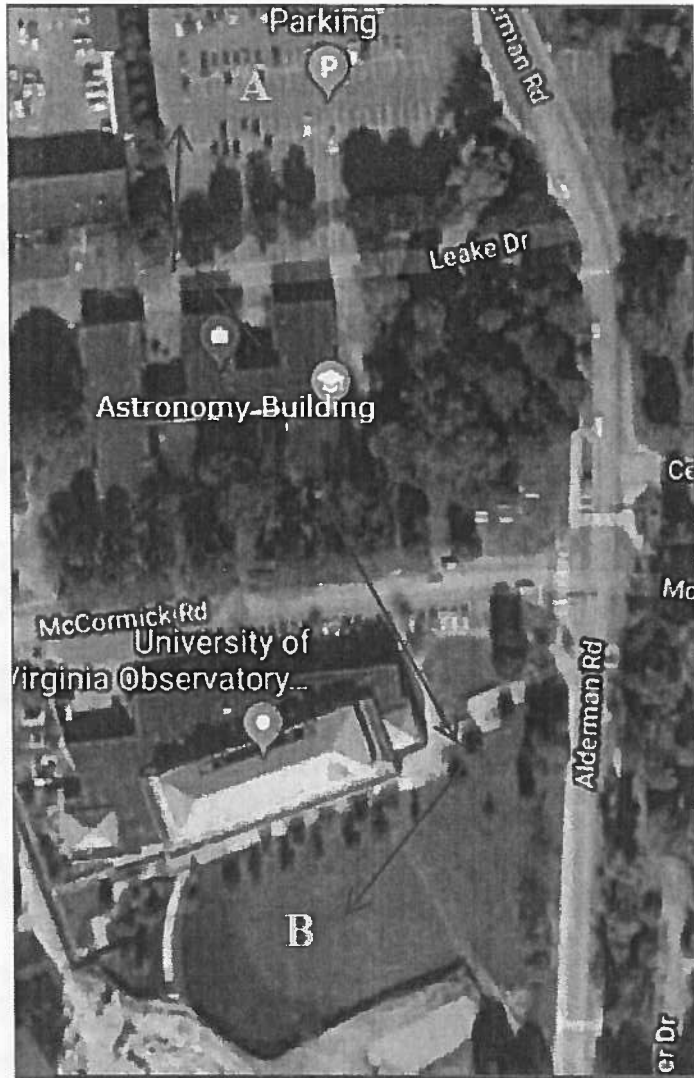
NOTE: Immediately report any fire in government facilities to the Base Fire Department no matter how small and even though it may have already been extinguished!

6. Emergency procedures that apply to job and work place, including evacuation, fire reporting, emergency numbers, alarms and extinguishers location(s).

Inclement weather (thunderstorms, high winds, etc.), fires, tornados and intentional destructive acts (bomb threats, terrorist threats) are all emergencies. It is important that emergency procedures be well understood. If possible, each person should actually demonstrate these procedures to the supervisor, to their satisfaction. Each person should know when and how to call the fire department, hospital emergency, and/or police officials.

The detachment evacuation route is shown by the arrows to the right. You must determine if it is safe to proceed to the primary location which is "A" on the picture. The "B" indicates the alternate location.

Local Emergency Contacts	
Emergency	911
UVA Campus Police	(434) 924-7166
Charlottesville Police Department	(434) 970-3280
UVA Office of Safety & Emergency Preparedness	(434) 924-8745
Langley AFB Command Post	(757) 764-2146
Langley AFB ATO Office	(757) 764-6654
Det 890 Safety Officer Cell	(410) 533-2948



Astronomy Building – 1st Floor

BOMB THREAT

If you receive a bomb threat call do the following:

1. Immediately dial "911" using a different telephone if possible.
2. Try to ascertain the sex, accent, age, attitude and background noise through conversation with the caller. Use an AF Form 440 if available.

AFTER A DISASTER:

1. Check for fire and fire hazards.
 - a. Sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows and carefully leave the house. **DO NOT turn lights on or off or light matches or do anything that makes a spark!** NOTE: Do not shut off gas unless an emergency exists. DO NOT TURN IT BACK ON until the gas company has checked it out.
 - b. If water leaks are suspected, shut off water at main valve
 - c. If damage to electrical system is suspected, (frayed wires, sparks or the smell of hot insulation) turn off system at main circuit breaker or fuse box.
2. Check for injuries and give first aid.
3. Put on heavy shoes immediately to avoid injury from stepping on glass and other debris.
4. Check neighbors for injury.
5. Turn on radio and listen for advisories. Locate light source, if necessary.
6. Do not touch downed power lines or objects touched by downed wires.
7. Clean up potentially harmful material.
8. Check to see that sewage lines are intact before flushing of toilets
9. Check house, roof and chimney for damage.
10. Check emergency supplies.
11. DO NOT USE THE PHONE except for genuine emergencies.
12. Do not go sightseeing.
13. Be prepared for aftershocks. They can be as severe or bigger than the first quake.
14. Open closets and cupboards carefully.
15. Cooperate with public safety officials. Be prepared to evacuate when necessary.

HEAT STRESS

Heat stress is a major concern here. Please ensure you are always hydrated. Do not wait until you are feeling dehydrated before you drink water. By then it is too late and you are probably on your way to developing heat related disorders.

The chart below sets some guidelines on work rest cycles. However, you know yourself and your body more than anyone else does. If you are having heat, stress symptoms notify your supervisor. Find shade or a cool facility. If you continue to have heat related problems seek medical attention. SEE CHART BELOW.

Heat Category	WBGT Index (F)	Light Work		Moderate Work		Heavy Work	
		Acclimated	Unacclimated	Acclimated	Unacclimated	Acclimated	Unacclimated
1	78-81.9	No Limit	No limit	No limit	50/10 min	40/20 min	30/30 min
2	82-84.9	No Limit	No limit	50/10 min	40/20 min	30/30 min	30/30 min
3	85-87.9	No Limit	No limit	40/20 min	30/30 min	30/30 min	20/40 min
4	88-89.9	No Limit	50/10 min	30/30 min	20/40 min	20/40 min	10/50 min
5	>90	50/10 min	40/20 min	20/40 min	10/50 min	10/50 min	Not allowed

¹ The work/rest values in the table should sustain performance for at least 4 hours of work in the specified heat categories.

² Examples of work uniforms Airman Battle Uniforms (ADU). Work uniforms should be loose fitting for free movement of air over the skin's surface. Tight fitting clothing, multiple layered clothing or encapsulating type uniforms severely restrict heat removal and should be avoided. When wearing body armor, add 5 degrees F to the measured WBGT Index. When wearing the ground crew ensemble (i.e., MOPP gear), fire-fighting gear, or other similar restrictive impermeable clothing, adds 10 degrees to the WBGT Index measurement. Add 15 degrees to the measured WBGT Index if wearing both armor and the ground crew ensemble (or similar clothing).

³ Individuals should drink small volumes (approximately 1 cup) of cool, potable water about every 15 to 20 minutes for fluid replenishment. This equates to approximately 1.5 bottles (0.5-liter bottles) of water per hour.

⁴ Rest means minimal physical activity, i.e., sitting or standing in the shade or in air conditioning (AC) if possible.

⁵ The work/rest cycles presented in Table 1 are guidance and are not directive in nature. Military operational requirements will at times prevent adherence with work/rest cycles. Commanders and supervisors should practice good judgment and operational risk management when making decisions regarding work/rest periods to ensure workers are at a low risk of experiencing heat-related disorders.

7. Requirements and procedures for reporting mishaps, occupational injury and occupational illness.

If you are involved in a mishap, ON-DUTY or OFF-DUTY notifies your supervisor AS SOON AS POSSIBLE. Relay to them when, where and how the mishap occurred and on the extent of injury and/or damages involved. **REPORT ALL MISHAPS.**

How do you know if you need to report a mishap? If you seek medical attention for something other than illness, you will need to report it.

Supervisors will then relay the information to their commander, or designated representative (usually the Unit Safety Representative), who will contact Wing Safety.

Commander's policy letter can be found on your safety bulletin board.

1. Anytime a military member is injured ON or OFF duty, an Air Force civilian is injured ON duty, or there is damage to government property or equipment, the mishap must be investigated and reported to Detachment 890/SE - regardless of severity. A good rule to follow is if YOU are injured and **seek medical treatment** it is serious enough to be investigated and reported to your supervisor and Detachment 890/SE.

- It is important to note that if a mishap is **very serious** (fatality, amputation, serious bodily injury, inpatient hospitalization of three or more personnel, property damage of over \$20,000 etc.) IMMEDIATE notification to Detachment 890/SE is required. Call 434-924-6834 during duty hours or call the Command Post at 434-481-2144 after hours

A final note for all supervisors - You are required to address the importance of timely mishap reporting and investigation with your employees. This includes instruction on the completion of mishap reporting forms. Your unit's "mishap reporting procedures" should be widely publicized.

Requirements for documentation and notification of occupational injury or illness.

Timely reporting and investigation of mishaps are critical to preventing recurrence.

All mishaps (injuries, occupational illnesses and property damage) must be reported to your supervisor who will notify the Detachment 890/SE.

If involved in a mishap complete applicable portions of AETC Form 435 or other commands Mishap Worksheet, and forward it to your supervisor within 3 workdays following the mishap.

If the mishap is **serious** (fatality, amputation, serious bodily injury, inpatient hospitalization of three or more personnel, property damage of over \$20,000 etc.) IMMEDIATE notification to 42 ABW/SE is required.

For personal injury mishaps resulting in loss of work hours or days, include copies of medical dispositions such as: quarters slip(s), convalescent leave form(s), CA form(s), or equivalent documentation supporting restriction from duty by competent medical authority. All or any of this information can be sent to 42 ABW/SE via electronic mail or by facsimile transmission (953-5632). If, for some unplanned reason, the information cannot be obtained within the specified time criteria, please give us a call (953-2001) and let us know. We are always willing to work with you!

NOTE FOR CIVILIAN SUPERVISORS: In order for the Safety Office to comply with the federal (U.S. Department of Labor) record-keeping requirements, we must ensure any civilian employee injured on the job, notifies the Safety Office. We must receive **copies** of all CA forms that are filed with the Office of Workers' Compensation Program (OWCP) because of an on-duty injury or illness. These forms include:

- * CA Form 1 - Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
- * CA Form 2 - Notice of Occupational Disease and Claim for Compensation.
- * CA Form 16 - Authorization for Examination and/or Treatment.

*** Before you send the original CA forms to the Base Civilian Personnel Office, please ensure that we receive a **copy** of all your documents for our files. If follow-up care is provided, ensure copies of those documents are forwarded to us too.

8. Reporting unsafe equipment, conditions or procedures to supervisor immediately.

Report ALL unsafe equipment, conditions and/or procedures in your work area to your supervisor immediately. If you see something that is unsafe, do not overlook it and hope someone else sees it and fixes it. Get involved! If you can correct the hazard, do so, and then inform your supervisors of the situation. Do not attempt to repair any equipment you are not qualified on - leave this to an expert. Remember **SAFETY** is EVERYONE'S responsibility!

9. Requirements of Air Force Traffic Safety Program, including mandatory use of seat belts and helmets, speed limits, local traffic hazards, personal risk management and cell phone prohibition while operating a GMV or PMV on base. If applicable, discuss motorcycle safety training requirements before riding a motorcycle.

Seat Belt Use: Mishap experience has proven time after time that safety belts prevent injuries and save lives. All people in a moving motor vehicle on Air Force installations must use available installed restraint devices.

Military personnel, Department of the Air Force (DAF) civilians, and Non-Appropriated Funds (NAF) civilians on official duty, in an operating motor vehicle off any Air Force installation must use installed occupant restraints. Active duty military personnel must wear their seatbelts at all times. If you are involved in a vehicle mishap where you are injured and not wearing your safety belt, you could be found "out of the line of duty" and be liable for the medical costs incurred. Also, as a vehicle operator you are responsible for ensuring all passengers are using safety belts.

NOTE: Placing the shoulder strap under the arm or not using/disconnecting automatic belts constitutes "improper use" and could result in more severe injuries should you get into an accident.

Helmets: Operators of motorcycles, bicycles, skateboards or scooters will wear approved helmets

Cell Phone Use: Drivers will obey the local laws, including texting.

Motorcycle Safety: All motorcycle riders must possess the Motorcycle Safety Foundation (MSF) certificate of training prior to operating a motorcycle.

10. Purpose and location of AF Form 457, USAF Hazard Report.

Detecting unsafe or unhealthful working conditions at the earliest possible time and correcting hazards promptly at the **lowest possible working level** are essential elements of the AFOSH program. The hazard-reporting program provides a system of reporting hazardous conditions and for investigating and correcting those hazards. Any person assigned, attached or under contract to the Air Force may report a hazard. Submit a hazard report (HR) on any event or condition that affects flight, ground, weapons or space safety. Reportable hazards include unsafe procedures, practices or conditions. AFI 91-202 explains the hazard-reporting program in detail.

Hazard Reporting Procedures:

- Report hazards to the responsible supervisor or local agency. If the hazard is eliminated on the spot, no further action is required unless it applies to other similar operations or to other units or agencies.
- If the hazard presents imminent danger, the supervisor or individual responsible for that area must take immediate action to correct the situation or apply interim control measures.
- Report hazards that cannot be corrected at lower levels to the safety office via AF Form 457, *USAF Hazard Report*, or by telephone or in person. You may submit reports anonymously.

AF Form 457 is available through normal Publication Distribution (PDO) channels, Form Flow and Electronic Forms via the Internet (http://static.e-publishing.af.mil/production/1/af_se/form/af457/af457.xfd).

An Important Note on Hazard Reporting: Supervisors must ensure blank HRs are kept readily available to workers and **workers know where the forms are located**. Workers should never have to “ask” for the forms. They should be readily available so a worker can grab it and submit it *anonymously* if they choose.

Federal Law prohibits reprisal to any employee who submits a hazard report or reports a hazardous condition.

USAF HAZARD REPORT		HAZARD REPORTING (Managed by Safety Office)
		LEAVE BLANK
HAZARD (To be completed by institutional reporting hazard)		
TO: CHIEF OF SAFETY (Organization and location)	FROM: (Optional - Name, Grade and Organization)	
42 ABW/SE BLDG, 804 Maxwell AFB AL 36112	ENTER YOUR NAME, GRADE, AND ORGANIZATION Reports may be submitted anonymously.	
TYPE: MODEL, SERIAL, NUMBER, ETC. MATERIAL FACILITIES PROCEDURE OR HEALTH HAZARD INVOLVED		
WHAT'S INVOLVED? PROVIDE AS MANY DETAILS AS POSSIBLE INCLUDING SERIAL, MODEL, NUMBERS, ETC.		
DESCRIPTION OF HAZARD (Date, Time, SUMMARY - Who, What, Where, How)		
GIVE A PRECISE AND DETAILED DESCRIPTION OF THE HAZARD. INCLUDE TIMES, DATES, NAMES, RANKS OF INDIVIDUALS INVOLVED, TYPE AND CONDITION OF HAZARD, AND PLACE/LOCATION OF THE HAZARD.		
DESCRIBE THE HAZARD. WHEN DID IT OCCUR? HOW OFTEN? IS IT RECURRING? WHAT OCCURRED? WHERE DID IT OCCUR?		
THE MORE DETAILS YOU PROVIDE THE EASIER IT WILL BE TO GATHER ALL THE FACTS AND ABATE THE HAZARD.		
RECOMMENDATIONS (Optional - Not Mandatory)		
WHAT ADVICE DO YOU HAVE FOR CORRECTING THE SITUATION?		
MAKE RECOMMENDATIONS FOR CORRECTION IF YOU HAVE ANY (NOT MANDATORY).		
DATE RECEIVED LEAVE BLANK	REPORTING PERSON (Typed or printed name, grade, and position or title)	SIGNATURE
DATE FORWARDED LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
		DESIGNATED OFFICER LEAVE BLANK
		REPORTER DATE LEAVE BLANK


AF Form 457

11. Location and content of Air Force Visual (AFVA) 91-307, Air Force Occupational Safety and Health Program.

Safety Bulletin Boards provide an excellent means for displaying mishap prevention information. Information displayed on bulletin boards should be clearly identified, current, neat, and of interest to the target audience. Bulletin boards should be conspicuously located in a well-lighted and well-traveled area.

Air Force Visual Aid (AFVA) 91-307 briefly describes the Air Force Occupational Safety and Health Program. This poster addresses the Air Forces' responsibilities, your personnel rights and responsibilities, and lists responsible local officials for occupational safety, health and fire prevention. This poster is required to be conspicuously displayed. Be sure your workers know the location of this visual aid and are familiar with its contents. Have them review it periodically.

The Detachment 890 Safety Board is located in the hallway between Room 132 and 134.



AIR FORCE SAFETY AND HEALTH

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to establish programs to protect their personnel from work-related deaths, injuries and illnesses. The Air Force Occupational Safety and Health Program is explained in AFI 91-301.

PROGRAM MANAGEMENT

1. The Deputy Assistant Secretary, Environment, Safety, & Occupational Health (SAF/MS2) is responsible for overall direction of the Air Force Occupational Safety and Health (AFOSH) Program.
2. The Director of Ground Safety, Air Force Safety Agency (AFSA/SEG) manages the Air Force occupational safety program.
3. The Chief, Aerospace Medical Consultants Division, Air Force Medical Operation Agency (HQ AFMDA/SGPA) manages the Air Force occupational health program.
4. The Director of Fire Protection, Air Force Civil Engineering Support Agency (AFCEA/DF) manages the occupational fire protection program.

THE AIR FORCE HAS THE RESPONSIBILITY TO:

1. Comply with OSHA and AFOSH standards.
2. Set up procedures for submitting and responding to reports of unsafe and unhealthful working conditions.
3. Acquire, maintain and require the use of approved personal protective equipment and safety equipment.
4. Inspect all workplaces at least annually with participation by representatives of civilian employees.
5. Establish procedures to insure that personnel are not subject to restraint, interference, coercion, discrimination or reprisal for exercising their rights under the Air Force occupational safety and health program.
6. Post notices of unsafe or unhealthful working conditions found during inspections.
7. Insure prompt abatement of hazardous conditions. Personnel exposed to such conditions shall be informed of the abatement plan. Corrections shall be made immediately for imminent danger situations.
8. Set up a Management Information System to keep records of occupational mishaps, injuries, illnesses and their causes, and to post an annual summary of injuries and illnesses for a minimum of 30 days at each installation.
9. Conduct occupational safety and health training for all Air Force personnel.

AF PERSONNEL HAVE THE RIGHT TO:

1. Participate in the Air Force occupational safety and health program. Personnel shall be authorized official time to participate in these activities.
2. Have access to OSHA standards, AFOSH standards and applicable safety and health criteria in Air Force directives.
3. Have access to installation occupational injury and illness statistics.
4. Comment on alternate standards proposed by the Air Force at your installation.
5. Report and request inspections of unsafe or unhealthful working conditions to the local safety and health officials or to other appropriate officials including the Secretary of Labor. However, the Secretary of Labor encourages the use of Air Force procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The USAF Hazard Report, AF Form 457, is used for this purpose. Anonymity is assured if requested.

INDIVIDUALS HAVE THE RESPONSIBILITY TO:

1. Comply with safety and health requirements of OSHA standards, AFOSH standards, technical orders and Air Force directives.
2. Comply with Air Force policies and directives relative to the safety and health program.
3. Use personal protective equipment and safety equipment provided by your installation.
4. Report hazardous conditions, injuries, job-related illnesses, or other mishaps promptly to your supervisor or to the safety or health contact for your installation.

OTHER INFORMATION

1. Reports of hazards will be investigated promptly and the results will be reported in writing to the individual making the report.
2. For further information on the occupational safety and health program, contact the local officials listed below.
3. Failure to carry out your safety and health responsibilities can result in corrective disciplinary or administrative action.

RESPONSIBLE LOCAL OFFICIALS

**THE OCCUPATIONAL SAFETY
POINT OF CONTACT IS**

42 ABW/SE

(ORGANIZATION AND OFFICE SYMBOL)
BLDG 304, DSN 493-2001

(BUILDING NUMBER AND PHONE NUMBER)

**THE OCCUPATIONAL HEALTH
POINT OF CONTACT IS**

42 MDG/SGGB

(ORGANIZATION AND OFFICE SYMBOL)
BLDG 038, DSN 493-5849

(BUILDING NUMBER AND PHONE NUMBER)

**THE OCCUPATIONAL FIRE PREVENTION
POINT OF CONTACT IS**

42 ABW/CFE

(ORGANIZATION AND OFFICE SYMBOL)
DSN 493-7222

(BUILDING NUMBER AND PHONE NUMBER)

AFVA 91-307
Supersedes AFVA 127.4, 17 May 1988
OPR: HQ AFSA/SEG
Distribution: F

All safety info is available online at <https://maxpoint.maxwell.af.mil/sites/au/holm/Holm%20Center%20Safety/Forms/AllItems.aspx>

Materials That Should Be Conspicuously Displayed (AFI 91-202 MAFB SUP 1)

Form Title	Form Number
Maxwell Installation Commander's Safety Message	MAFBVA 91-201
Unit Mishap Notification Procedures	
Unit Safety Representative	MAFBVA91-1
USAF Hazard Report (with Instructions)	AF Form 457
Air Force Occupational Safety and Health Program	AFVA 91-037
What a federal Employee Should Do When Injured at Work (if civilians are assigned)	CA Form 10
General safety education material	

* Remember to keep items up-to-date!

12. Purpose of the AF Form 1118, Notice of Hazard.

The purpose and function of the form is to alert employees to a hazardous condition, any interim control measures in effect, and permanent corrective actions underway or programmed. AF Forms 1118 are issued for hazards assigned a Risk Assessment Code (RAC) of 1, 2 or 3 (See AFI 91-301 for additional details on RACs). Qualified safety, fire protection and bioenvironmental engineering (B.E.E.) officials are the sole issuing authorities for AF Form 1118. If you should encounter an AF Form 1118 ensure you read it and take the appropriate precautions described on the form. Never remove the form without coordinating with your supervisor and base safety first.

Imminent Danger Situations. Imminent danger situations must be brought to the attention of the supervisor in charge immediately. Supervisors will take immediate action to eliminate or reduce the hazard or cease operations and withdraw exposed personnel until action is taken.

The image shows a sample of the AF Form 1118, Notice of Hazard. The form is a rectangular document with a header section titled "NOTICE OF HAZARD". Below the header, there are several sections with horizontal lines for text entry: "HAZARDOUS CONDITION", "INTERIM CONTROL MEASURES", and "PERMANENT CORRECTIVE ACTION". There are also small boxes for "DATE" and "ISSUED BY" in the top right corner, and "FORM NUMBER" and "DATE" in the bottom left corner.

13. Risk Management Awareness Training.

Holm Center personnel need to complete the following Risk Management courses:
AF ORM Fundamentals (all personnel)
AF ORM Essentials for Leaders (SSgt and above)
Available through ADLS (<https://golearn.csd.disa.mil/>)

Risk Management Principles

- **Accept No Unnecessary Risk** If not all the hazards are identified, then too much risk is being accepted.
- **Make Decisions At The Appropriate Level**
- Those accountable for the success or failure of the mission must be included in the risk-decision process. This establishes clear accountability. Commanders must ensure subordinates know how much risk they may accept and when they must elevate the decision to a higher level.
- **Integrate RM into Air Force Doctrine and Planning At All Levels** Integrating risk management into planning as early as possible provides the decision-maker the greatest opportunity to apply ORM principles. Usually, it reduces costs and enhances ORM's overall effectiveness too.
- **Apply the process cyclically and continuously**
- RM is a continuous process applied across the full spectrum of military operations, training and day-to-day activities both on and off-duty. We must continually apply the RM process to assess hazards, develop and implement controls, and provide feedback to our Airmen to save lives and preserve combat resources.

5-Step RM Process

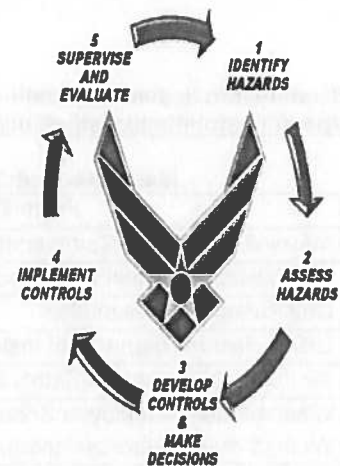
Identify Hazards A hazard is any real or potential condition that can cause mission degradation; injury, illness, or death to personnel; or damage or loss of equipment or property.

Assess Hazards Quantify and qualify the probability and severity of loss from exposure to the hazard.

Develop Controls and Make Decisions The appropriate decision maker uses cost versus benefit analysis to choose the best control(s).

Implement Controls Plan for implementation of control(s) and the commitment of resources to do it.

Supervise & Evaluate Proactive follow-up on effectiveness of control(s).



14. CA 10, What A Federal Employee Should Do When Injured At Work.

Report to Supervisor

Every job-related injury should be reported as soon as possible to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

Obtain Medical Care

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500/HCFA-1500 to the provider you select. The form OWCP-1500/HCFA 1500 is the billing form physicians must use to submit bills to OWCP. Hospitals and pharmacies may use their own billing forms. On occupational disease claims form CA-16 may not be issued without prior approval from OWCP.

File Written Notice

In traumatic injuries, complete the employee's portion of Form CA-1. Obtain the form from your employing agency, complete and turn it in to your supervisor as soon as possible, but not later than 30 days following the injury. For occupational disease, use form CA-2 instead of form CA-1. For more detailed information carefully read the "Benefits ..." and "Instructions ..." sheets which are attached to the Forms CA-1 and CA-2.

Obtain Receipt of Notice

A "Receipt" of Notice of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. If it is not returned to you, ask your supervisor for it.

Submit Claim For COP/Leave and/or Compensation For Wage Loss

If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. A claim for COP must be submitted no later than 30 days following the injury (the form CA-1 is designed to serve as a claim for continuation of pay). If disabled and claiming COP, submit to your employing agency within 10 workdays medical evidence that you sustained a disabling traumatic injury. If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on form CA-7 or use leave. If disabled due to occupational disease, you may claim compensation on form CA-7 or use leave. A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.

15. Fire Extinguisher Use. Reference: AFI 91-203 and 29 CFR 1910.157.

All employees are responsible for fire extinguisher in their work area. Employees will make sure access to fire extinguishers is not obstructed, they are readily accessible, and are used only for the intended purpose.

16. Fetal Protection Program Awareness.

- Employee will:
 - Report to their primary care manager (PCM) to confirm suspected pregnancy (after missing one menstrual cycle.
 - Report to Public Health (PH) after positive pregnancy test
- Public Health will:
 - Assess patient's work environment for potential health and safety risks
 - Generate work restriction recommendations to PH physician/consultant
 - Initiate AF Form 469, Duty Limiting Condition Report, with approved work restrictions by PH physician/consultant.

- Supervisors will:
 - Accommodate work cycle based on PH restrictions
 - Not assign member to elevated position on Ropes Course

- Fetal Protection Services
 - The 42 AMDS Public Health (PH) Flight manages the Fetal Protection Program at Maxwell AFB
 - PH provides individual reproductive hazard assessments and pregnancy interviews to ensure the safety of mother and child in the workplace
 - Education is also provided on potential environmental hazards outside the workplace and what can be done to minimize exposure
 - Services are available for all Air Force-employed GS and NAF civilian workers
 - For more information, please contact PH at 953-5616

17. Personal Protective Equipment (use, location, fit, care, limitations).
Reference: 29 CFR 1910.132, AFI 91-203 and other directives.

Personal protective equipment (PPE) is designed to protect the worker against physical hazards associated with the work environment.

EQUIPMENT TYPE	WHEN AND WHERE IT WILL BE USED	HOW IT WILL BE WORN	HOW IT WILL BE MAINTAINED
Reflective Vests	Vests: Cadets will run along grounds for morning PT sessions	Vests: IAW design; securely over both shoulders and longer end in the back	Vests maintained in the detachment supply room.
Paintball Masks	During paintball activities.	Wear on head with proper fit of goggle section covering eyes (one size fits all)	Inspect before each use for holes, cracks, missing hardware. Clean as needed. Replace when worn out.
Latex Safety Gloves (optional)	Used (if readily available) anytime you are a first responder on scene requiring medical attention to a victim that is bleeding or other bodily fluids are present.	Gloves will be worn on hands to provide a protective barrier to prevent possible contamination.	Dispose of used gloves in a proper manner to prevent potential contamination. Confirm with the on-scene IDMT for disposition.

18. Wearing Jewelry in the Workplace. Reference: AFI 91-203 and applicable technical orders.

Recent mishap statistics have revealed that finger injuries associated with rings is one of the most frequent categories of lost-time permanent partial injuries. The loss of portions of fingers due to the ring catching on some object is the most frequent cause. Because of the potential for serious injury, finger rings will not be worn by personnel engaged in the following activities: **NOTE: This restriction is also extended to personnel who may be assigned to these tasks on an infrequent basis. However, this prohibition applies only to personnel actually performing the work, is not intended for administrative, and support personnel assigned to or visiting these areas.**

Climbing, ascending, or descending activities where personnel could fall or jump from elevated surfaces account for the majority of injuries caused by the finger ring catching on an object. Some examples include personnel working on elevated surfaces; i.e., ladders, scaffolds, platforms, roofs, high reach vehicles, or descending from large vehicles such as refuelers, wreckers, sweepers, dump trucks and stake bed trucks. The stake bed truck has been associated with a large number of injuries caused by personnel jumping or descending from the bed of this type vehicle.

Any jewelry that presents a potential for catching, snagging, pulling and tearing should be evaluated and restricted from wear. Some types of jewelry that should be controlled under these job situations are watches, bracelets and necklaces. Metal eyeglasses should be secured by a band or cord to prevent them from falling into energized electrical circuits. Whenever possible, these types of jewelry should be removed before entering industrial work areas.

WARNING: Placing tape over rings or wearing gloves on the hand with a ring does not provide protection or eliminate the requirement to remove finger rings.

19. Portable and Fixed Ladder Safety. Reference: AFI 91-203.

Portable Ladders

Hazards and Human Factors Associated with Portable Ladders. Falls are the primary hazard associated with the use of portable ladders. Falls result from a number of unsafe acts and conditions such as:

Ladders set on unstable surfaces; ladders placed in front of doors, which open towards the ladder without proper guarding; or ladders used as scaffolds. Personnel reaching too far out to the sides; or standing too high to maintain their balance. Use of a defective ladders (i.e., broken rail or rung). Improvising and using a makeshift ladder; carrying materials in their hands while ascending or descending a ladder; descending with their back to the ladder; or using metal or wooden ladders with metal sides and reinforced or metal rungs while working on electrical circuits. These hazards are minimized if workers adhere to proper ladder discipline and if supervisors ensure equipment is inspected, maintained in good condition, and properly used.

Portable Ladder Inspections

Thorough visual inspections of ladders will be made by the supervisor when the ladder is initially received and prior to being placed in service. Workers will perform a visual inspection prior to each use. Defects or damage to look for include: (OSHA 29 CFR 1910.25, *Portable Wood Ladders*)

Evidence the ladder was exposed to excessive heat (such as in a fire) or to corrosive substances. When ladders are so exposed, their ability to support the designed working load should be questioned. The ladder should be retested according to ANSI standards.

Side rails, steps, rungs, or related hardware that are cracked, split, or deformed.

Pulleys, cables and ropes, which bind or are frayed.

Rivets, connections, and spreaders for looseness or shearing.

Nonskid base material that is loose or missing. Metal and metal-reinforced single and extension ladders, except aircraft boarding ladders, will be equipped with safety shoes, spurs, spikes or combinations thereof to prevent slipping.

Metal and metal reinforced ladders that are not marked for electrical hazards. Ladders not already marked with safety use instructions by the manufacturer shall be stenciled, "DANGER — DO NOT USE AROUND ELECTRICAL EQUIPMENT," in 2-inch high red letters or the largest letters the surface will allow (minimum letter size is 1 inch).

Ensure that rungs and steps designed for use in ascending or descending on metal or plastic ladders are corrugated, knurled, dimpled or coated with skid-resistant materials.

Ladders with broken or missing steps, rungs or cleats, broken side rails, or other defects. Ladders with these defects will not be used.

Care and Use of Ladders: (OSHA 29 CFR 1910.25 and 1910.26)

Requirements Applicable to All Ladders:

Inspect ladders before climbing, to ensure all parts are in good condition. To permit inspection, procure and maintain wood ladders with transparent finish only.

Handle ladders with care. Do not drop, jar, or misuse them.

Store ladders in a way that provides easy access for inspection and permits safe withdrawal for use. When possible, store ladders on racks. Ensure the racks have enough supporting points to keep the ladders from sagging. Do not place material on stored ladders. Store wood ladders in a location free from exposure to the elements and excessive heat or dampness.

Properly support ladders being transported (horizontally or vertically) on vehicles. Make sure supporting points are of a soft material, such as hardwood or rubber-covered iron pipe, to minimize the chafing and effects of road shock. Tying the ladder to each support point could reduce damage due to road shock.

Place portable ladders so the side rails have a secure footing. Ensure the top rest for portable rung and cleat ladders is reasonably rigid and has adequate strength to support the applied load. Never place a ladder on a slippery, icy, slanting or vibrating footing unless it is securely lashed in position.

Fasten the ladder securely when the ladder can be knocked over by others who are working in the area. As an alternative, assign someone to steady the bottom or protect the area around the ladder against personnel or vehicular traffic.

Do not place ladders:

1. Over machines with exposed moving parts.
2. In front of doors which open toward the ladder unless the door is blocked open, locked, or a person is stationed at the foot of the ladder to direct pedestrian traffic.
3. On boxes, barrels, or other unstable bases to obtain additional height.

If a ladder is used on a walkway, in an aisle, or adjacent to a road, position cones or barricades to warn and direct pedestrians away from the ladder.

On jobs requiring the use of a ladder, place the ladder directly in front of or under the work. When work cannot be done without overreaching, move the ladder to the proper location or use another approved method (scaffold or work platform).

Allow only one person on a portable ladder at any time, unless designed for use by two people.

When ascending or descending a ladder, face the ladder and maintain a firm hold on the ladder.

Perform work requiring the use of both hands only on stepladders or platform ladders.

Place straight and extension-type ladders in a position to have at least 1 foot of slope for each 4 foot of ladder length. For example, a 12-foot extension ladder must be 3 feet from the supporting structure.

Use ladders of sufficient length to permit workers to reach their work when standing no higher than the third rung from the top of a straight ladder, or the second step from the top. **NOTE:** The top of a stepladder is not a step and is not counted as a step when the ladder is greater than 5 feet in length.

Ensure ladders are equipped with rubber safety feet to prevent slipping.

Do not:

4. Carry anything that will interfere with the free use of both hands when climbing a ladder. Raise material and equipment to the working position using a rope and canvas bucket or another approved method.
5. Use ladders as guys, braces, skids, horizontal platforms or scaffolds, or for other than their intended purposes.
6. Consider nonslip bases (safety feet) as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.

7. Stand on the top cap of trestle or combination ladders, nor the top step of stepladders (three-step aircraft ladders exempted). MAJCOM, DRU and FOA ground safety staffs will evaluate and provide guidance for military-unique operations.
8. Place ladders on gratings unless the base can be lashed or secured to prevent slippage.
9. Leave ladders in place unattended.
10. Use portable metal or metal reinforced ladders when performing work on or near electrical equipment, but use wood or fiberglass ladders. Keep them clean.

Remove all surface buildup of dirt, grease or oils to avoid creating a ready path for electrical current. (OSHA 29 CFR 1910.333, *Electrical-Selection and Use of Work Practices*). EXCEPTION: Fiberglass ladders with metal rungs are acceptable.

Additional Requirements for Extension Ladders

Where possible, portable non-self-supporting ladders will be used at such a pitch that the base of the ladder is placed a distance from the vertical wall that is one-fourth of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be placed to prevent slipping or it will be lashed or manually held in position.

In raising the ladder, place it against the structure and extend the ladder while the bottom end is in place by either pushing or by means of a rope furnished to pull the top section in place. Before ascending the top portion of the ladder, check carefully to determine whether or not the devices locking the two sections together are thoroughly engaged. Ensure the top of the ladder extends at least 3 feet above the support structure.

In lowering the top section, after raising it slightly to disengage the locking devices, allow the ladder to descend slowly while under full control, being careful not to place fingers, hands, or feet in position to become caught between rungs of the two sections.

Fixed Ladders

Ladder Use. Continued safe use of ladders requires proper climbing practices at all times. Supervisors shall ensure climbers are trained to:

- Check ladder for defects and slippery substances.
- Ensure ladder and climber's feet are free of slippery substances.
- Raise or lower needed tools and materials by handlines after attaining the work position--never carry tools or materials by hand while climbing.
- Face the ladder and use both hands to grip the rungs or side rails firmly.
- Wear slip-resistant shoes with heels.
- Climb carefully, without haste. Never run up or down, nor slide down the ladder.
- Never jump from the ladder.
- Remove hand jewelry (rings) prior to climbing.

20. Cardio Pulmonary Resuscitation (CPR) Training, Reference: AFI-91-203

CPR training is provided for all ROTC cadre per OTSOI 44-101. CPR is required to support and maintain breathing and circulation for a person who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac

arrest). Those unit members requiring CPR training shall receive refresher training before current CPR certification expires.

21. Required documentation to complete.

Air Force Form 55 (All Personnel)

<http://www.e-publishing.af.mil/shared/media/epubs/AF55.xfdl>

AETC Form 29A (Personnel under the age of 26)

<http://www.e-publishing.af.mil/shared/media/epubs/aetc29a.xfdl>

High Risk Activities Worksheet (All Personnel)

<https://maxpoint.maxwell.af.mil/sites/au/holm/Holm%20Center%20Safety/High%20Risk%20Activity%20Worksheet.pdf>

AETC Form 410 (For personnel that answer yes on the High Risk Activities Worksheet)

<http://static.e-publishing.af.mil/production/1/aetc/form/aetc410/aetc410.xfdl>

Job Safety Training Outlines must be reviewed ANNUALLY, as a minimum by the supervisor. Changes to this outline will be required when equipment, procedures, or processes change or when safety, fire prevention, and health requirements change.

JSTO Annual Review		
Date	Printed Name	Signature

NOTE: A significant change to the JSTO requires recertification for all personnel. Annotate AF Form 55 with "JSTO Recert".

