### AF Form 457 Reporting Procedures

Report hazards first to the responsible supervisor or local agency so that action can be taken.

Step 1: If the hazard presents imminent danger, the individual or supervisor responsible for that area must take immediate action to correct the situation or apply interim control measures. Interim control measures are actions taken to decrease either the exposure or severity of the hazard to personnel and are temporary.

Step 2: If a hazard cannot be eliminated immediately, submit an [AF Form 457 *Hazard Report*](https://nellis.eim.acc.hedc.af.mil/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/Forms/AllItems.aspx?RootFolder=/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/1.%20Unit%20Safety%20Rep.%20(USR)%20Tools/1.%20Program%20Management%20Book%20(tab%20setup)/Tab%20J%20-%20Hazard%20Reports&FolderCTID=&View=%7bE21804A6-9F6B-4697-B361-54E997FC11ED%7d) to the 11th Wing OL-A Occupational Safety Office. Report may be submitted anonymously.

Step 3: The 11th Wing OL-A Occupational Safety Office validates the hazard, then determines the best interim control and corrective action in coordination with the local agency.

If the hazard is validated: The evaluator investigates the source of the hazard, assigns a risk assessment code (RAC), and assigns a control number to the hazard. The evaluator (Safety) completes the 1118 Notice of Hazard for the supervisor to place on or as near as possible to the hazard where all employees can see.

Step 4: The evaluator completes Part II, Summary of Investigation, of the [AF Form 457 *Hazard Report*](https://nellis.eim.acc.hedc.af.mil/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/Forms/AllItems.aspx?RootFolder=/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/1.%20Unit%20Safety%20Rep.%20(USR)%20Tools/1.%20Program%20Management%20Book%20(tab%20setup)/Tab%20J%20-%20Hazard%20Reports&FolderCTID=&View=%7bE21804A6-9F6B-4697-B361-54E997FC11ED%7d) and sends it to the individual responsible (section NCOIC/Supervisor) for making sure corrective action is completed and the hazard eliminated or controlled.

Step 5: The responsible individual (section NCOIC/Supervisor) completes Part II, Action Taken, within 10 days and returns the [AF Form 457 *Hazard Report*](https://nellis.eim.acc.hedc.af.mil/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/Forms/AllItems.aspx?RootFolder=/org/57th_wing/57_Wing_Safety/57%20Wing%20Ground%20Safety/1.%20Unit%20Safety%20Rep.%20(USR)%20Tools/1.%20Program%20Management%20Book%20(tab%20setup)/Tab%20J%20-%20Hazard%20Reports&FolderCTID=&View=%7bE21804A6-9F6B-4697-B361-54E997FC11ED%7d) to the 11th Wing OL-A Occupational Safety Office for monitoring.

Step 6: The evaluator tells the originator of the action being taken and does follow-up reviews until action is completed. The evaluator then tells the originator of completed action within 10 workdays after the report is closed.

Step 7: Hazards that are documented on AF Form 3, Hazard Abatement Plan (Safety action), may be closed and corrective action monitored through the Base Master Hazard Abatement Plan.

For members assigned to facilities not owned by the Air Force route hazards through the responsible supervisor and facility manager.