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| **Office**  **Job Safety**  **Training Lesson Plan** | | | |
| **“SAFETY BRIEFING FOR OFFICE OPERATIONS”** | | | |
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| **PURPOSE:** To be used in accomplishing Safety, Fire Protection and Health On-The-Job Training IAW DAFI 91-202, 2.3.3. This training is provided to newly assigned personnel and anytime there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. Supervisors will conduct and document refresher training, as required.  Supervisors will review and update the JSTO annually and/or when there is a change in equipment, processes or safety, fire and health requirements, to include procedural input as a result of a completed JHA. JSTO reviews will be accomplished by the supervisor and documented with the date of review and the person conducting the review. Safety, fire protection and health personnel will provide technical assistance to supervisors in developing a training outline to meet AFI/AFOSH requirements. JSTOs will be reviewed by safety inspectors during the scheduled safety assessment. | | | |
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| **REFERENCE:** AFI 91-202, *The US Air Force Mishap Prevention Program* | | | |
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| **SECTION I - MANDATORY ITEMS:** | | | |
| 1. **Hazards of the Job and Specific Guidance For the Workplace:** | | | |
| Industrial shops and most administrative areas have occupational hazards. Some of the hazards of industrial shops are unguarded machinery, operating machinery without using PPE, tools that are in poor condition, improperly used ladders, and failure to clean up tools and/or spills.  Administrative office hazards may include: leaving desk drawers open, opening more than one file drawer at a time, leaving razor blades unprotected in a desk drawer, improper lifting techniques, improper ergonomics, prolonged exposure to bright light of a copy/duplicating machine, or eating and drinking around desk top terminals.  This list is not complete; think of other hazards in the duty section that should be listed and briefed to new employees.  **Note:** Add more blocks below if there are more hazards than the spaces provided.  **Note:** Use a continuation sheet if there are more hazards than the spaces below provide | | | |
|  | HAZARDS OF THE JOB |  | SPECIFIC PRECAUTIONS/REQUIREMENTS |
|  | 1. Material Handling  (bending, lifting, twisting) |  | Always use proper lifting techniques as discussed in “Proper Personal Lifting Techniques” below. Get help if you have doubts on your ability to lift an object. Use wheeled dollies or carts to transport large and heavy loads. Use the elevator when carrying loads between floors. |
|  | 2. Slip/Trip/Fall Hazards (Stairs): |  | Always use handrails. Don’t carry items stacked above eye level up or down stairs. Don’t read while going up or down stairs. |
|  | 3. Electrical Hazards: |  | Computer equipment and other electrically operated equipment are used in the office environment. Ensure all electrically operated equipment that was manufactured with a ground prong (3 prong) has a ground prong and that all prongs are securely attached. When plugging in and unplugging electrical equipment, grasp the base of the cord, at the plug, and firmly pull. Do not unplug by pulling on the cord. Frequently inspect cords for damage. If you feel a shock or tingling sensation when you touch a piece of equipment, turn it off at the power strip or circuit breaker and report it to your supervisor.  DO NOT use extension cords/power strips in series or use them to power heating equipment, microwaves, coffee pots, or other high wattage items. Extension cords are for temporary use only! |
|  | 4. Using Sharp Tools (Lacerations/Punctures): |  | You may be required to use scissors, razor blades, and paper cutters. Keep fingers away from cutting edge. Lock cutting arm when not in use. Do not store razors with the blade exposed. |
|  | 5. Paper Shredders: |  | There are large and small shredders in the facility. Use caution when using these because they are capable of causing severe injury. Before using, ensure you have no loose clothing or accessories that could get caught in the shredder. If there is a jam or if you need to empty the paper bin, always unplug the unit first. |
|  | 6. Use of Other Tools/Equipment: |  | There is an assortment of tools in the office area. Ensure all tools are used for the purpose they were designed. Inspect tools prior to use. Look for cracking, chipping, dull edges, undressed tools, or any other defect that could make a tool unsafe.  If you discover an unsafe tool, remove it from service immediately and dispose of it properly or give it to your supervisor. |
|  | 7. Repetitive Motion Hazards: |  | Repetitive tasks such as typing may create physical problems in some individuals. To avoid such problems, alternate your tasks to prevent the over-exertion of a particular body part or series of parts. Your job provides you the latitude to alternate tasks without hindering mission effectiveness. Schedule your daily tasks with this in mind. |
|  | 8. Office Safety: Filing Cabinets, Desks, Computers, etc. |  | Desks, tables, and many other pieces of office furniture have sharp corners that can cause injury. Use caution particularly when walking around desks. Open drawers in filing cabinets and desks, one at a time. Close them when you are finished. If you are tasked with moving office furniture, use mechanical materials handling equipment whenever possible. |
|  | 9. Wear of jewelry; loose clothing |  | During performance of normal duties, wear of jewelry is not restricted. Jewelry will not be worn while on the flightline, while operating equipment and during material handling, or other physical tasks. If there is any question to whether jewelry should be worn, remove it until you can get your supervisor’s approval to wear it. Loose clothing will not be worn while operating machinery/powered equipment or running aircraft engines. |
|  | 10. Working in areas containing explosives. |  | Expose the minimum amount of personnel to the minimum amount of explosives for the minimum amount of time. Be aware of use of transmitting devices around explosives. (Cell phone, LMR, etc.) |

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|  | | 11. Walking/Working Surfaces: |  | | Water leaks around the doors during periods of heavy rainfall. This often causes the tile just inside the building doors to become wet. Use extreme caution exiting the building. The wet tiles cause your boots to be slippery when you step onto the floor immediately inside the building. Be careful of the wet floor signs the custodians often post in this area as well.  **Human Factors**. Inattention to tasks, running, improper footwear (oversized heels and worn or slick soles), fatigue, and lack of familiarity with the work area are some of the causes for mishaps. Pay attention when approaching doorways and corners to avoid collisions with others. | |
|  | | 12. Housekeeping: |  | | Ensure your work area is kept neat and clean. Vehicle cleaning tasks (washing, and general cleaning) are required. Be careful not to get soap, or general purpose cleaner in eyes. Eye protection is not required, unless otherwise stated. | |
|  | | 13. Overhead Hazards/Falling Objects: |  | | Supplies are kept in supply room. Store lighter items on top shelves. Use caution when removing items from the top shelf. | |
|  | | 14. Hot Substances: |  | | A microwave is available for use in most offices. Use caution when removing items from the microwave. Items may be very hot, use good judgment. | |
|  | | 15. Environmental Conditions (Heat and cold): |  | | Take frequent breaks and drink plenty of fluids (preferably water, not soda) when participating in extended activities in high temperatures and/or humidity. You may be suffering from heat stroke or exhaustion if you have any or all of these symptoms: dizziness, nausea, headache, mental confusion, you stop sweating or your skin is clammy or moist. If you have these or other abnormal indication, go indoors, rest, and seek assistance. For cold conditions, wear adequate attire. Drink water, you can become dehydrated just as you can in hot weather. Do not touch certain metals with bare hands, wear appropriate gloves. | |
|  | | 16. Vehicle/Pedestrian Traffic: |  | | As a pedestrian, use caution when crossing a roadway. Ensure you allow vehicle traffic adequate time to stop before entering into their path. As a vehicle operator, yield to pedestrian traffic.  Add additional information as necessary for your unit. | |
|  | | 17. Areas Where PPE is Require  Hazardous Noise Areas, Eye  Protection Areas, etc. |  | | Use hearing protection when on the flight line and in any other hazardous area when equipment is operating. While around operating aircraft two forms of hearing protection required. Must have in ear hearing protection and over the ear protection. | |
|  | | 18. Designated Smoking Areas: |  | | There is no smoking allowed in the building. A designated smoking area can be found outside. | |
|  | | 19. Reflective belts: |  | | Reflective belts must be worn durng exercises; jogging or running on street paths; transitioning to/from work in hours of darkness or incleument weather; on the flight line during inclement weather or hours of darkness; and when your job requires it. | |
|  | | 20. Flightline Precuations: |  | | Secure loose articles to prevent potential FOD hazards.  Passengers in or on vehicles will utilize only standard seating. They will remain seated at all times while the vehicle is in motion, and will use available seat belts at all times. Personnel will not mount or dismount from moving vehicles.  Passengers will not be allowed to ride on any towed equipment unless proper seats and grab bars are provided.  All vehicle operators will have a valid state civilian driver’s license on their person.  Vehicle operators will yield right of way to pedestrians and taxiing aircraft (responding emergency vehicles are exempt).  Vehicles will not exceed 10 MPH at anytime while on the airfield.  Vehicles within 25 feet of an aircraft will not exceed 5 MPH.  Emergency vehicles may exceed the speed limit only when responding to an emergency. However, safety and caution are of the utmost importance in responding to any emergency.  Vehicle Entrances. Vehicles will enter the aircraft parking area only through approved entrances. All drivers will ensure that no foreign object debris/damage (FOD) causing material such as rocks, trash, etc., is dropped or tracked on the aircraft movement areas when entering the airfield from any surface, paved or unpaved.  Tire Checks. Before entering the airfield from any access point, all vehicles are required to stop at the concrete wall to FOD check tires and inspect vehicles for loose objects. Once tires are checked roll forward 18 to 24 inches and check the remaining exposed tire. "FOD is everyone's responsibility." | |
|  | | 21. Confined Spaces: |  | | **HAZARD CONTROLS:** A confined space is defined as a space that meets the following criteria: large enough to bodily enter, not designed for continuous employee occupancy, and has a limited means of entrance or egress. Examples are inside manholes, telephone cable vaults, or drain pipes. Entry into these spaces requires specialized training, atmospheric testing, and a permit.  You are not authorized access into any permit required confined space. Should you come upon someone inside a confined space that requires assistance call 911, remain outside the confined space, and don’t allow others to enter until the fire dept. arrives. | |
| 1. **Personal Protective Equipment Needed and How, When, and Where to Use it.** | | | | | | |
|  | 1. Arm/Hand Protection:  Used to protect the hands when handling sharp or jagged objects, wood, or similar hazard-producing materials, tent erection/breakdown or carrying and handling equipment. Dispose of when torn or worn to a degree where protection is no longer provided. Store in a clean, dry location away for exposure to the elements. | |  | Gloves -  Gloves should be long enough so there is no gap between glove and coat of shirt. Gloves should not be worn around moving machinery that could catch the glove and pull the worker’s hand into the danger area.  Inspect before each use for holes. Clean as needed. Replace when work out, Dispose of when torn or work to a degree when protection is no longer provided. Store in a clean, dry location away from exposure to the elemetns. | | |
|  | 2. Eye Protection:  Use is required in areas where you can come in contact with chemicals, debris, etc. | |  | Safety Glasses -  You are responsible for inspecting eye protection before and after use and for cleaning it after use. | | |
|  | 3. Hearing Protection:  When you are exposed intermittently to noise above 85 db. This is considered to be the threshold limit before the use of hearing protection is required. | |  | Formable Plugs -  **How to use**: Slowly roll and compress the plug into a very thin cylinder. While compressed, insert the plug well into the ear canal. With fingertip, hold the plug into place until it begins to expand and block the noise. (Earplug fit can be tested in the presence of noise by alternately covering and uncovering the ears with tightly pressed hands. With properly fitted plugs the noise levels should seem nearly the same whether or not the ears are covered.) These earplugs may be reused for 2-3 weeks or when they no longer form an airtight seal when properly inserted. Clean regularly: Wash in lukewarm water using hand soap rinse in clean water and dry thoroughly before next use. | | |
|  | 4. Hard Hat Helmet -  Hard hat helmets are required when inspecting construction sites, military and contractor operations. | |  | You are responsible to ensure they are in serviceable condition. Inspect the helmet for cracks or deformities. | | |
| 1. **Location and Use of Emergency and Fire Protection** | | | | | | |
| FIRE NOTIFICATION  (If you observe a fire….)  1. Sound the alarm by pulling the fire alarm pull station handle.  2. 911  3. If fire can be contained with portable, hand-held extinguisher give it a try (see fire extinguisher use).  4. If fire can NOT be safely extinguished by hand-held unit evacuate building and rendezvous at pre-coordinated assembly point. | | | | | | |
| EMERGENCY/FIRE EQUIPMENT | | | | | | LOCATION AND USE |
| Emergency Power Cutoffs:  (Circuit Breaker Panels) | | | | | | **Add work center info** |
| Fire Alarm Pull Boxes: | | | | | | **Add work center info** |
| Bomb Threat Checklist: | | | | | | **Add work center info** |
| Fire Extinguishers: | | | | | | **Add work center info** |
| **BUILDING/ROOM XXXX EVACUATION PLAN IS LOCATED XXXX**  Familiarize yourself with the egress route and assembly point.  Detail your unit’s evacuation plans | | | | | | |
| 1. **Reporting Unsafe Equipment, Conditions, or Procedures:** | | | | | | |
| It is the individual’s responsibility to report any unsafe equipment, condition, or procedure to the supervisor!  \*If imminent danger to life or health then evacuate the area and notify your supervisor immediately and call 911. | | | | | | |
| Equipment: Use of Danger Tags | | | | | | All unserviceable Air Force equipment shall be tagged with a DD Form 1577 and removed from service. If the item can not be located where it will not present a safety hazard the item will be tagged with an AF Form 979, Danger Tag. |
| Conditions or Procedures: | | | | | | If you discover a condition or procedure that poses a safety hazard to yourself or others, notify the supervisor of the area immediately. If you can not find the supervisor, notify the next person in their chain of command until someone is notified. There are also several means to identify safety hazards and suggest corrective actions such as AFTO Form 22 and AF Form 1000 programs. If you are interested in any of these programs, contact your supervisor for guidance. |
| Applicable Guidance on Reporting Unsafe Equipment or Conditions: | | | | | | Contact the area supervisor. Always try to resolve problems at the lowest possible level. If you are not satisfied with the supervisor’s action see DAFI 91-202, ch 4 for guidance on programs to report unsafe equipment and conditions. |
| **Airman Safety Action Program (ASAP).**  ASAP is a voluntary, web-based capability to report errors and hazards by Airmen in all functional areas. It facilitates hazard submission via personal or government electronic devices, and provides means to view and analyze submissions within AFSAS. ASAP also provides leadership with evidence of risk that may otherwise be invisible, so that risk management actions can be taken to improve safety. Submit reports at https://asap.safety.af.mil. | | | | | | |
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| **Medical Facility**  Detail location of closest medical facility. | | | | | | |
| **Emergency Telephone Numbers**:   |  |  | | --- | --- | | Emergency (Fire, Medical, Police, Hazardous Material Spills) | 911 | | Security Police |  | | Command Post |  | | Bio-environmental Engineering |  | | Military Public Health |  | | Safety | COMM: (703) 693-7233/DSN: (312) 223-7233 | | | | | | | |
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| **ACTIVE SHOOTER RESPONSE METHODS:**  **Outside the Immediate Incident Area:**  Stay away from the incident area; there may be unknown dangers at or near the scene.  Listen to local radio, television stations, and/or the installation's warning and notification system for the latest information.  If announced, execute lock down procedures at your location.  Do not allow individuals to enter or exit the area during lockdown until the all clear is announced. Movement within the area (e.g. inside a facility) is permitted.  Use phone services sparingly so they remain open for emergency responders.  **Inside the Immediate Incident:**  If an escape route is accessible, evacuate the immediate area.  Leave your belongings behind  Help others evacuate, if possible.  Evacuate even if others will not agree to follow you.  Call 911 (or equivalent) when you are safe. Stay on the phone until the operator ends the call. Once evacuated, prevent others from entering the area.  Follow any law enforcement instructions.  If in view of or approaching law enforcement personnel, keep your hands visible.  Do not attempt to move wounded individuals.  **Barricade:**  If evacuation is not possible, find a place to create a barricade between you and the active shooter.  Your barricade location should be where you are less likely to be found by the active shooter, provide you protection, and not restrict your options for movement.  If possible, lock the door and/or block the door with heavy furniture. Turn off any lights and cover windows.  Remain quiet and silence any devices (e.g. a cell phone) that may give away your location.  If safe to do so, call 911 (or equivalent to alert law enforcement. Stay on the phone until the operator ends the call.  **Fight:**  Take Action Against the Shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter. Personnel should use whatever means possible to overpower the subject to save further lives.  Use the minimum force necessary to subdue the shooter, however, deadly force is authorized when an individual reasonably believes they or others in the area are in immediate danger of death or serious bodily harm. | | | | | | |

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| **5.**  **Requirements and Procedures for Reporting Mishaps and Occupational Injuries and Illnesses :** | | | |
|  | MISHAP REPORTING |  | PURPOSE/RESPONSIBILITIES |
|  | Individual |  | You are required to report **ALL** mishaps (injury and property damage) to your supervisor immediately. If your supervisor is not available report the mishap to the next available person in your chain of command. |
|  | Supervisor |  | Supervisors will report **ALL** mishaps as required by Air Force Instruction, Department of Labor guidelines, and local policies and procedures. |
|  | Forms |  | You are required to complete an AF Form 978 anytime you receive medical treatment as the result of an on-duty mishap. These forms are available in the admin area. Civilians should also ensure a U.S. Department of Labor Form CA-1 or CA-2 is completed. This form is available on the intranet. |
|  | Civilian Personnel |  | If the employee requires emergency medical treatment, ensure that he or she receives immediate care.  If the employee's injury results from a specific event or series of events during one day or shift, the supervisor and employee complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation using Electronic Data Interchange (EDI). If the employee develops a condition due to prolonged exposure lasting more than one day or shift, complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation using EDI. For more information on EDI, contact your local Injury Compensation Program Administrator (ICPA).  If the employee has a traumatic injury (a specific event or series of events during one day or shift), provide him or her with a Form CA-16, Authorization for Examination and/or Treatment. This form should be issued within four hours of the injury, whether or not the claim appears valid. For questionable claims, box 6b should be checked to indicate its doubtful nature. Only one Form CA-16 may be issued per traumatic injury. A Form CA-16 may not be issued for past medical care, except within 48 hours after emergency treatment if treatment was verbally authorized beforehand.  When completing Form CA-1 or CA-2, check to see that the facts are consistent. You need not have witnessed the injury to agree with the stated history. Complete the form and submit immediately, whether or not you feel that the claim should be approved. EDI will transmit it to your designated Injury Compensation Program Administrator (ICPA) who will review and authenticate. The EDI system will batch claims daily and transmit to OWCP. If you have specific information which casts doubt on the claim's validity, you may challenge it and supply supporting information, but you must still submit the claim promptly. Failure to do so can result in a fine, imprisonment, or both, under 20 CFR 10.16(a).  If the employee has a traumatic injury, explain that he or she is entitled to Continuation of Pay (COP) for absences due to disability or obtaining medical treatment, for not more than 45 calendar days following the injury. Any such absence must be supported by medical documentation. The specific COP periods should be clearly indicated on the time and attendance sheets, whether the employee loses entire days or only a few hours of a day. If you are unfamiliar with the COP provisions, contact your local ICPA for further information.  DOD has an obligation under the Federal Employees' Compensation Act (FECA) to accommodate an employees' medical limitations if the treating physician indicates that the employee is capable of performing light duty. Keeping a partially disabled employee in the work place tends to speed his or her recovery, which benefits the employee and reduces agency costs. If the employee is totally disabled, or if you are unable to accommodate the restrictions, maintain contact with the employee during his or her absence from work.  You should advise your local ICPA promptly of any injuries occurring in your section. You should also refer the injured employee to the ICPA for further assistance after taking the steps described above. The ICPA will provide specific information throughout the course of the injury compensation claim, to both you and the injured employee. The ICPA is also available to provide basic training which can help you become more familiar with what to do when one of your employees is injured at work.  The new website is as follows: <https://extranet.apps.cpms.osd.mil/>.  All documentation should be submitted to AFPC Injury Compensation with the claim number written on the corner of each page. Please forward via email, fax, or mail to:  AFPC/DPIEPC  Injury Compensation  550 C Street West, Suite 57, M/S 667  Joint Base San Antonio Randolph AFB, Tx 78150  Fax: (210) 565-2952 |
| Requirements for Documentation and Notification of Injury or Illness: | | | |
|  | Forms |  | An AF Form 978 must be filled out by the supervisor and forwarded to the Unit Safety Rep within two duty days of the mishap.  Civilians must also ensure a U.S. Department of Labor Form CA-1 or CA-2 is completed. |
|  | Civilian Personnel |  | See Mishap Reporting Procedures |

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| 1. **CA-10, What a Federal Employee Should do When Injured at Work** | | |
| A. **Forms:**  U.S. Department of Labor Form CA-1 or CA-2 is completed.  B. **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.  C. **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.  D. **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 occupationaldisease, 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.  E. **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.  F. **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 work days medical evidence that you sustained a disabling traumatic injury. 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 as possible after it is apparent that you are disabled and will enter a leave-without-pay status.    **Location:**  The CA-10 is located on the safety board | | |
| 1. **Air Force Traffic Safety Porgram** | | |
| A. Seatbelts are required when operating or riding in a motor vehicle.  B. **The following specific rules apply**:  1. All people operating or riding in any vehicle (military or privately owned) on an Air Force installation must wear a seat belt.  2. All active duty military personnel must wear seatbelts while operating or riding in a private vehicle off the installation.  3. Air Force civilians must wear seatbelts in privately owned vehicles when being used for official duty or when operating the vehicle on the installation.  4. Operators and passengers in tactical and combat vehicles (i.e., HMMWV, ATV, and special-use vehicles) must wear seatbelts when the vehicle is in motion.  5. When transporting children weighing less than 40 pounds, under the age of 5, they must be in a DOT approved infant or child restraint device. Ages 5 & 6 weighing less than 60 pounds must be in a booster seat.  6. Placing the shoulder strap under the arm or not using/disconnecting automatic belts constitutes improper use and could result in a citation or worse yet additional/more severe injuries should you get into an accident.  C. Vehicles of model years 1965 and newer must have installed occupant restraints.  D. Vehicle operators on an AF installation and operators of government owned, leased, or rented vehicles, on or off an AF installation, shall not use cell phones while the vehicle is in operation, except when using a hands-free device or hands-free operating mode. When possible, vehicle operators should pull over and place the vehicle in park before using any cell phone  E. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle, running, jogging, walking, bicycling, or skating (e.g. roller skates, roller blades, skateboards, etc.) on AF installation roadways is prohibited, with the exception of a hands-free telephone headset or single-bud earpiece. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use. EXCEPTION: Motorcycle helmet intercom system between operator and passenger is permitted.  F. In accordance with AFI 91-207, Air Force Traffic Safety Program, all DOD military, DAF and NAF civilian personnel, military dependents, foreign military students and contractor personnel operating motorcycles, motor scooters 49cc or higher, or mopeds on Air Force installations must complete a safety course (Course IVA, MRC:RSS or Course IVB, ERC) that includes hands-on training and evaluation.  **Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by military personnel off Air Force installations include the following:**  1. Only operators may ride mopeds--no passengers.  2. Headlights must be on unless prohibited by the Status of Forces Agreement or local laws.  3. Vehicle must have rear-view mirrors.  4. Operator and any passenger must wear a protective helmet  **NOTE:** Helmets must meet, as minimum, Department of Transportation (DOT) standards and be properly worn and fastened.  **Motorcycle Specific PPE Requirements (Recommended for Moped/Scooter Operators**):  G. To increase visibility of riders, they are encouraged to affix reflective material to their helmets.  H. Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet.  I. Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.  J. Sturdy footwear. Leather boots or over-the ankle shoes are required.  If you are in-processing, and a motorcycle rider, make contact with your unit motorcycle safety representative and update your MUSTT account to the current base and unit. All Motorcycle riders are tracked and briefed by their Unit Motorcycle Safety Representative. | | |
| 1. **Location and Content of Air Force Visual Aid (AFVA) 91-209** | | |
| **Location:**  The (AFVA) 91-209 is located on the safety board  **Purpose:**  To ensure pertinent and required information is readily available for all personnel to review.  AFVA 91-209, Air Force Occupational Safety and Health Program outlines the Air Force Occupational Safety & Health Program, and contains phone numbers and locations of your safety, fire, and health offices. | | |
| 1. **AFSMS (Air Force Safety Management System) Responsibilities** | | |
| AFSMS utilizes the four pillars (depicted below) and the AFSMS framework to structure the AF mishap prevention program. Activities associated with each pillar set policy, identify and mitigate hazards and risk, and reduce the occurrence and cost of injuries, illnesses, fatalities and property damage. Managing mishap prevention activities requires goal setting, planning, executing and measuring performance utilizing continuous improvement processes through the Plan-Do-Check-Act (PDCA) model.  **Air Force Safety Management System (AFSMS) four pillars are:**  1. Policy and Leadership  2. Risk Management  3. Assurance  4. Promotion and Education  Leaders have overall responsibility for safe operations and must clearly establish safety responsibility and accountability throughout the organization, communicating their commitment to the safety and health of our Airmen. Safety staffs at all levels assist commanders with the implementation and integration of safety management elements into all activities. Leaders will set safety policies and goals, and lead the mishap prevention program SMS implementation, communicating safety management throughout the organization by identifying and controlling safety risk, applying management principles, and promoting a strong safety culture.  **Leadership engagement examples include, but are not limited to:**  • Commitment and Responsibility  o Directing the organization to implement and maintain an AFSMS  o Providing leadership and assuming overall responsibility  • Accountability and Authority  o Establishing a documented safety policy and ensure the policy is communicated to Airmen  o Holding Airmen at all levels accountable for effective AFSMS implementation  **Airmen Participation.** Airmen are required to be actively engaged in the mishap prevention program. The organization shall establish and implement processes to ensure effective participation by its Airmen at all levels. Proper use of the AFSMS elements ensures Airmen engagement enhances the system’s effectiveness and drives continuous improvement. Examples include but are not limited to:  • Encouraging and supporting Airmen participation in the AFSMS  • Providing input to safety committees  • Conducting safety briefings  • Conducting safety-related inspections and assessments through recurring unit-level safety inspections and briefings  • Hazard identification and risk assessments  • Safety- and health-related training  • Job Safety Analyses  • Utilizing safety feedback mechanisms to communicate unit safety concerns to leadership | | |
| **Section II – Job Specific items** | | |
| **10. Manual Lifting Guidance** | | |
| Strains, sprains, hernias, fractures, and bruises are the common injuries associated with manual materials handling. Lifting, carrying, dropping, and lowering are the common physical acts responsible for these injuries. Sprains account for approximately 30% of the lost time injuries in the Air Force. Many of the strains are the direct result of improper lifting techniques, lifting with no assistance, or failure to use required and available material handling equipment. | | |
| **Training:** Supervisors must train personnel who regularly perform manual lifting duties. Supervisors will ensure their personnel receive thorough instructions on the proper techniques to use and what PPE is required. In addition, personnel will be instructed in the use of available manual lifting devices and the procedures for performing routine or high risk manual handling activities: | | |
| a. Procedures for performing routine or high-risk manual handling activities  b. The importance of seeking ways to improve the methods used in accomplishing the work and eliminate manual material handling hazards  c. An understanding of the stresses involved during manual handling which cause injuries. | | |
| This training should include both verbal and written materials that explain how to do the task correctly with practice and proper motions. Supervisors must train personnel who are required to regularly perform manual lifting. Information to assist the supervisor in establishing a program is located in DAFMAN91-203 Ch 4 and additional materials may also be found in the National Safety Council (NSC) *Accident Prevention Manual for Industrial Operations, Engineering, and Technology.* | | |
| **How to Lift Properly.** | | |
| **Proper Lifting Methods** | | |
| 1. | Before an object is lifted, it should be inspected to make certain no grease or slippery substance will cause the object to slip. Also inspect the objects for slivers, sharp edges, and rough or slippery surfaces before attempting to lift. |
| 2. | Position feet correctly. Place 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. |
| 3. | Crouch close to the load. Crouching is preferred to squatting. Stay close to the load to minimize strain on the back muscles. |
| 4. | 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. |
| 5. | Pick up materials with a full palm grip. Do not attempt to pick up items using a fingertip grip. Gloves ( Leather or Leather-palmed) shall be worn when lifting objects which have sharp or burred edges or splintered surfaces. |
| 6. | With the arms, slide the object towards the body putting it in motion (kinetic energy). At the same time, lift the object with the legs and bring the back to a vertical position. Keep the object close to the body; avoid twisting while lifting. |
| 7. | Setting the Object Down. Use the same motion as when lifting, but reverse it to set an object down. Lower the load by bending the legs and crouching with the back straight. Take care when releasing the load to prevent injury to fingers, hands, or feet. |
| 8. | Team Lifting. When its required to move heavy or unusual shaped items manually, always seek and obtain assistance When it is not practical to use mechanical equipment assign additional workers to the task. When two or more people are required to move or carry an object, adjust the load so each person carries an equal part. If possible use workers similar in size and train them in team-lifting. Workers need to understand that if one worker lifts too soon, shifts the load, or lowers improperly, that person or their partner(s) may be overloaded and strained. Test lifts should be made before proceeding. The key to lifts using two or more personnel is to make every move in unison. Assign one person to give orders to ensure the necessary coordination for movement. The supervisor and workers are responsible for assessing all available methods to safely handle materials described above and  using mechanical assistance whenever possible. |

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| **11.** **Risk Management Process:** | | | | |
| Risk Management (RM) is a decision-making process to systematically evaluate possible courses of action, identify risks and benefits, and determine the best Course Of Action (COA) for any given situation. RM enables commanders, functional managers, supervisors, and individuals to maximize capabilities while limiting risks through application of a simple, systematic process appropriate for all personnel and functions in both on- and off-duty situations. Appropriate use of RM increases an organization’s and individual’s ability to safely and effectively accomplish their mission/activity while preserving lives and precious resources. The following are the fundamental principles of the RM Process.  Risk Management (RM):  a. RM is a comprehensive system for improving individual and organizational performance in all functional areas, operations and activities, both on- and off-duty  b. RM must be tailored to meet the unique mission needs and operational requirements of each organization and personnel within the organization.  c. RM provides the process and tools to develop and enhance awareness and understanding of at-risk activities and behavior of personnel both on- and off-duty.  d. Effective RM has the added advantage of not only identifying risks, but also identifying areas where regulatory guidance or standard operating procedures may be overly restrictive or inconsistent with mission/activity requirements. | | | | |
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|  | The following steps define the Risk Management (RM) Process: | | | | |
|  | (1). **Identify the Hazards:** Step one of the RM process involves application of appropriate hazard identification techniques in order to identify hazards associated with the operation or activity. | | | | |
|  | (2). **Assess the Hazards:** The assessment step involves the application of quantitative and/or qualitative measures to determine the probability and severity of negative effects that may result from exposure to hazards/risks and directly affect mission or activity success. | | | | |
|  | (3). **Develop Controls & Make Decisions:** Step three involves the development and selection of specific strategies and controls that reduce or eliminate risk. | | | | |
|  | (4). **Implement Controls:** Once control measures have been selected, an implementation strategy must be developed and carried out. The strategy must identify the: who, what, when, where and cost(s) associated with the control measure. | | | | |
|  | (5). **Supervise & Evaluate:** The RM process continues throughout the life cycle of the system, mission, or activity. Leaders and supervisors at every level must fulfill their respective roles to ensure controls are sustained over time. | | | | |
|  | **The following defines a level associated with RM Process:** | | | | |
|  | **Real-Time RM (RTRM):** This level of RM is always associated with RM decisions made in “Real-Time” during the “execution” or tactical phase of training, operations, emergency/crisis response situations, or off-duty activities where there is normally little or no time to conduct formal/Deliberative RM planning. It is usually an informal, mental risk assessment that is done “on the fly” (i.e. short notice taskings, weather/natural phenomena driven activities, emergency responses, spontaneous off-duty activities, etc.) | | | | |
|  | The RTRM or ABCD model provides you with an easy to remember mnemonic that walks you through the essential steps of the RM wheel to: “**A**ssess the situation, **B**alance controls, **C**ommunicate, and **D**ecide & **D**ebrief the RM decision: ABCD.” | | | | |
|  | **Assess the Situation:** Assessing risk in a time-critical environment typically occurs when a planned activity is already underway or when the complexity or perception of overall risk is low. | | | | |
|  | **Balance Controls:** The second step of the RTRM/ABCD model is specifically tied to making risk control decisions (Step 3 of the 5-Step RM Process) to mitigate or eliminate the risks identified in assessing the hazards of the activity. | | | | |
|  | **Communicate:** The third step of the RTRM/ABCD model is to communicate. This communication can take various forms such as Real-Time communication with leadership to discuss problems and/or intentions, internal team/crew communication to discuss Real-Time hazards and mitigation options, or an individual internalizing their current situation and taking time to evaluate if they are heading down the right path. | | | | |
|  | **Decide & Debrief:** The final step of the RTRM/ABCD model is to make the decision to continue, modify or abandon the mission/activity based upon Real-Time circumstances and conditions. | | | | |
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| **12. Fire Extinguisher Use:** | | | | |
| Fire Extinguisher Classes: | | | | | |
| Class A: | | Burning trash, textiles, wood, paper, etc. | | | |
| Class B: | | Burning liquids -- gasoline, jet fuel, MEK, etc. | | | |
| Class C: | | Burning electrical equipment. | | | |
| Class D: | | Burning metals -- magnesium. | | | |
| Most Common Types of Agents Used in Extinguishers: Pressurized Water, CO2, and Dry Chemical. | | | | |
|  | OPERATION | |  | **http://station09.com/content/pages/fireext/pass.jpg** |
|  | 1. Hold upright & pull ring pin | | **P** |
|  | 2. Start back 10 feet & aim at base of flame | | **A** |
|  | 3. Squeeze lever & | | **S** |
|  | 4. Sweep side to side | | **S** |
| **13. Air Force Hazard Communication Program (AFHCP) Requirements:** | | | | |
| Supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are to be provided information and training on the AFHCP and the specific hazards in their work area. This training will be conducted upon initial work area assignment and whenever a new hazard is introduced into their work area IAW AFI 90-821. | | | | |
| **14. Hazardous Energy Control (Lockout/Tagout) DAFMAN 91-203** | | | | |
| The procedures outline in the plan establishes the minimum requirements for the lockout or tag out program of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure the machine or equipment is isolated from potential hazardous energy, and locked out or tagged before qualified personnel perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury. Types of machine energy include electrical, pneumatic, steam, hydraulic, chemical, and thermal. Energy can also take the form of the potential energy from suspended parts or springs.  You are not trained on conducting LOTO procedures. However, you may inspect an area where LOTO has been used. You must be able to identify why it is being LOTO, who did the LOTO, what type of power source is being LOTO and an estimated completion date.  When and Where To Use Safety, Fire Prevention, and Health Tags:  Tags are a temporary means of warning personnel of a hazardous condition, defective equipment, etc. Tags are not considered as a complete warning method, but should only be used until a positive means can be employed to eliminate the hazard. For example, a “Do Not Start” tag affixed to a machine is only temporary warning that shall be used until the machine can be locked out, de-energized, or inactivated. No servicing or maintenance will be performed until an approved lockout device is installed. Exception: Machines or equipment incapable of being locked out will be tagged out in accordance with applicable procedures pertaining to the machine or equipment. The destructive removal of the tagout device is required by the standard, and there is no equivalent "master key" concept for tagout devices. Tagout device attachment means must be of the non-reusable and non-releasable type. [CFR 1910.147(c)(5)(ii)(C)(2).] OSHA mandates non-reusable tagout devices in order to adequately protect the authorized employee who affixes the tagout device and to prevent other employees from removing the tagout device in a way that is not permitted.  Lockout and Tagout System:  When energy-isolating devices are not capable of being lockable, tagout will be used. When tagout is used and energy-isolating devices are capable of being locked out, a lockout and tagout system will be used. The combination of lockout and tagout program offer employees more protection and is the preferred method of isolating machines and equipment from energy sources, and will be used whenever possible.  Industrial Plug and Cord Connected Electrical Equipment:  The exclusion of plug and cord connected electric equipment applies only when the equipment is unplugged and the plug is under the exclusive control of the employee performing the servicing and/or maintenance. The plug is under the exclusive control of the employee if it is physically in the possession of the employee, or in arm’s reach and in line of sight of the employee, or if the employee has affixed a lockout/tagout device on the plug | | | | |
| **15. Hearing Conservation AFI 48-127** | | | | |
| The USAF Hearing Conservation Program (HCP) is a component of the AFOSH Program designed to protect workers from the harmful effects of hazardous noise. This requires identifying all areas where workers are exposed to hazardous noise and reducing exposure through engineering or administrative controls, personal protective equipment (PPE), or worker placement. (Also refer to DAFMAN 91-203, Air Force Consolidated Occupational Safety Instruction).  **Workplace will**:  Protect the hearing of assigned personnel by ensuring protective engineering controls, administrative controls, and personal protective equipment are used correctly by all workers; ensure workplace complies with all OSHA, DoD and AF HCP requirements. Potentially hazardous noise areas (as identified by BE) are identified with signs located at their entrances or boundaries. (i.e. flightline, industrial areas, etc.)  In consultation with BE, ensure each tool or piece of equipment producing noise levels greater than or equal to 85 dBA, including vehicles, shall be conspicuously marked, where feasible, to alert personnel of the potential hazard. The exception shall be when an entire space is designated a "hazardous noise area," and the equipment is stationary.  Use signs and decals describing (words or with other visual symbols) the potential hazard and the protective measures taken shall be used to designate "hazardous noise areas" and "equipment"; e.g., "Danger," "Hazardous Noise," "Hearing Protection Required When in Operation." All symbols and decals shall, as a minimum, comply with 29 CFR 1910.145.  Notify each employee of their BE noise exposure monitoring results. These results are located in the MISC tab of each unit’s safety binder.  **Employees with Hazardous Noise Exposure will:**  Comply with all hazardous noise control measures including the proper use of hearing protection devices (HPD) and advise others in the workplace to wear HPD when exposed to hazardous noise. Personnel working in or entering designated "hazardous noise areas" shall always carry HPD. When noise sources are operating, personnel shall wear their HPD regardless of exposure time.  Wear HPDs off duty when operating hazardous noise producing equipment or tools, especially if exposure includes firearms.  Report new or changes in operating procedures that affect workplace hazardous noise exposure to the supervisor and participate in noise exposure surveys and evaluations by wearing monitoring equipment as requested by BE.  Report to supervisor or medical personnel conditions that place themselves or others at risk for accident because of communication difficulty or the inability to hear warning signals. | | | | |
| **16. Jewelry Safety** | | | | |
| Personnel who may be exposed to machinery, required to on- and off-load trucks, or work on elevated surfaces must be briefed on the hazards of wearing rings and jewelry. Reference DAFMAN 91-203.  **NOTE**: It is not possible to list all situations or tasks where the wearing of rings has a high potential for injury.  **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. The following tasks and activities are prohibited from wearing finger rings.  A. **Materials handling Operations. Examples include**:  1). Warehousing  2). Parts Handling  3). Operating Equipment  4). Packing and Crating  B. Work Activities where individuals are exposed to moving machinery, rotating or revolving parts, or any task that could result in hands being caught in moving parts.  C. Work activities where personnel are exposed to energized electrical circuits.  Any jewelry that presents a potential for catching, snagging, pulling, and tearing should be evaluated and restricted from wear if necessary. Some types are:  a. Watches  b. Bracelets  c. Necklaces  Metal eyeglasses should be secured by a band or cord to prevent falling into energized electrical circuits. Other jewelry should be removed before entering industrial areas. | | | | |
| **17. Flightline Driving** | | | | |
| A. Flightline driving operators must have an AF Form 483, Certificate of Competency, endorsed for flightline driving before operating a vehicle on the flightline.    B. When aircraft engines are operating or being started, never drive or park closer than 25 feet to the front or 200 feet to the rear of any aircraft.  C. When driving on the flight line, obey designated speed limits and traffic flow patterns. Always approach aircraft with the driver’s door facing the aircraft. Do not drive between aircraft.  D. During inclement weather, personnel can be difficult to see. Noisy operating equipment makes it difficult to hear vehicles moving around. Be alert to these factors when the weather is bad.  E. Ensure pintle hooks and pins are engaged to prevent accidental uncoupling of towed equipment. Operators should stop and sound horn when entering or exiting facilities. Do not back up equipment.  F. Always shut off vehicle engine and set parking brake when absent from the vehicle.  G. Vehicle operators must remain clearly visible to personnel in the aircraft cockpit or crew compartment.  H. Unattended vehicles will have the ignition off, keys left in the ignition, parking brake positively engaged, steering wheel turned to prevent contact with the aircraft should the vehicle roll. All other precautions should be followed.  I. Vehicles without an integral braking system are chocked fore and aft of rear wheel when parked with 25 feet of an aircraft.  J. Under no circumstances will vehicles stand in front of or drive into the path of taxing aircraft.  K. Drivers will notify Base Operations and/or MOC (4-5445) immediately if their vehicle is disabled on the flight line.  L. Vehicles are never driven under any part of an aircraft.  M. Vehicles are driven parallel to lines of parked aircraft (driver side of vehicle closest to the aircraft). Cutting across lines of aircraft is prohibited.  N. Vehicles are not driven within 10 feet of an aircraft except for servicing operations.  O. Vehicle operators will conduct roll-over FOD tire checks upon entering the aircraft parking ramps at the entry control points or when entering paved surfaces from unpaved surfaces. | | | | |
| **18. Cardio Pulmonary Resucitation (CPR) Training** | | | | |
| Initial first aid and CPR training shall be accomplished prior to assigning an individual duties where first aid and CPR are requirements of the position. All employees requiring CPR training will receive refresher training before current CPR certification expires. Whether by the local Medical Group, the American Red Cross or other appropriate organization, CPR training shall be provided for unit instructors, who, in turn, will train unit personnel. If CPR training is not provided by the host medical facility, instructor training shall be obtained from an approved source, e.g., American Red Cross, American Heart Association, military network, etc. Training will also include Public Access Defibrillator training IAW AFI 44-177, Public Access Defibrillator Program.  **Note 1**: Self-aid and buddy care may be used to fulfill first aid training requirements; however, it does not cover CPR. Employees performing duties with risk of severe cuts, burns or electrocution, or perform duties in remote locations away from emergency responders will have a plan for immediate medical response pending definitive transfer and care.  **Note 2**: Remote location is defined as emergency care that is more than three to four minutes from the workplace | | | | |
| **19. Bloodborne Patheogens** | | | | |
| Any person with routine duties where tasks and procedures involve reasonably anticipated exposure to blood or other potentially infectious materials (e.g., individual responsible for rendering medical assistance as part of their duties) must be trained and enrolled in the Bloodborne Pathogen Program IAW 29 CFR 1910.1030, Bloodborne Pathogen, and AFI 44-108, Infection Prevention and Control Program.  A person may be required to receive separate first responder training outside of bloodborne pathogen, e.g., First Aid, CPR, self-aid buddy care (SABC). For workplaces with employees that meet this job description, supervisors shall establish a written exposure control plan and conduct training IAW 29 CFR 1910.1030. | | | | |
| **20. Explosive Safety Training** | | | | |
| All personnel must fully understand what these symbols on the left mean. These are the hazard classification of an explosive IAW AFMAN 91-201, Explosive Safety Standard.  **EXPLOSIVES SAFETY MISHAP RESPONSE GUIDE**    **In the event of a mishap, ensure the following steps are done**:  1. Ensure the mishap area is cordoned off to prevent inadvertent personnel injury or mishap site contamination.  2. Notify the Command Post –and advise them of the mishap and actions taken thus far.  3. During normal duty hours notify the Safety Office of the mishap.  4. When the mishap scene is safe (injured treated, fires out, no toxic or other hazards present), ensure that the site is secured and not disturbed until the safety investigation officer or team arrives.  WITHDRAWAL DISTANCES FOR EXPLOSIVES INVOLVED IN FIRE  HC/D1.4 Minimum Distance 300 feet  HC/D1.3 Minimum Distance 600 feet  HC/D1.2 Minimum Distance 2,500 feet  HC/D1.1 Minimum Distance 4,000 feet  WITHDRAWAL DISTANCES FOR EXPLOSIVES NOT INVOLVED IN FIRE    Mishaps involving dropped munitions or partially armed munitions clear the area initially to a distance of 300 feet (125 feet for simulators and smoke producing devices). | | | | |

**DOCUMENTATION OF SUPERVISOR’S REVIEW/UPDATE**

IAW DAFI 91-202, Lesson Plans for Safety, Fire Protection, and Health On-The-Job Training will be reviewed annually and updated whenever equipment, procedures, or the work environment change. Although documentation of this review is not mandatory, below is an example of how to document if desired.

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