

UNIT SAFETY PROGRAM MANAGEMENT BOOKS

USR Program Management Book

The following are the tabs used for the USR safety program book.

TAB A Program Management

1. Facility Listing
 - This information is required so that all the unit facilities/areas are inspected. It must be kept accurate and up to date with the wing safety office. Please include locations of geographically separated units as well.

TAB B Letters of Appointment and Record of Training

1. Appointment Letters/Training for USR Primary and Alternate personnel
2. Appointment letter for squadron Safety Team Members (will be trained by USR's)
3. USR Training Certificate
4. Risk Management Certificates of Training (MyLearning)
5. Motorcycle Safety Representative (MSR) Appointment letter
6. MSR Training Certificate

TAB C List of Applicable Directives: List applicable forms and Air Force guidance instructions.

TAB D Job Safety Training Outlines (JSTOs)

TAB E High Risk Workplace Programs: USR's must maintain a list of shops with active programs identified below including POC's and phone numbers. (Additional programs may be added at the squadron commander's discretion (i.e. Special Purpose Vehicles)

- E1: Fall Protection Program**
- E2: Hazardous Energy Control Program**
- E3: Permit Required Confined Spaces**
- E4: Machinery**
- E5: Mobile Elevating Work Platforms**

TAB F Mishap Information

1. Squadron Commander's Mishap Notification Procedures
2. Mishap Log of squadron injuries

- TAB G** **Unit Safety Inspections**
1. Current Annual Safety Inspection Report with MONTHLY follow-up actions
 2. Previous Year’s Annual Safety Inspection Report
 3. Spot Inspections
- TAB H** **Hazard Reporting**
1. AF Form 457, Hazard Reports (open hazard paperwork)
 2. AF Form 457 Instructions and Reporting Procedures
 3. AF Form 1118, *Notice of Hazard*
- TAB I** **Unit Safety Briefings**
1. Unit Safety Briefings Log
 2. Safety Briefing Materials Disseminated
- TAB J** **Commanders Quarterly Review Logs** (keep for one year)
- TAB K** **Miscellaneous:** (Risk Assessments, Job Hazard Analysis, etc.)
- TAB L** **High Risk Activities (if applicable—create a folder if you need it)**
1. List completed AF431 High Risk Activity Forms

Work Center Safety Continuity Book(Suggested)

- TAB A** Job Safety Training Outline (JSTO) to include work area specific Job Safety Analysis (JSA) applicable to the work center (There may be more than one JSA)
- TAB B** Air Force Form 55’s or equivalent training tracking system
- TAB C** Work Center Spot Inspection log
- TAB D** Safety Briefings with accountability log
- TAB E** Shop specific programs, if applicable
- E-1: Fall Protection Program,**
E-2: Hazardous Energy Control
Program E-3: Permit Required
Confined, Spaces E-4: Machinery
E-5: Mobile Elevating Work Platforms

“Program” information/documentation need not be located in its entirety within the shop JSTO, or within the management book. Reference can be placed in the JSTO (and the Safety Program Management Book) as to the actual location of the program. All shop members must know where to locate the information in the event a safety spot inspection is documented by the supervisor, USR or Wing Safety. (i.e. The Shop Hazardous Energy Control Book(s) are located at XYZ locations(s).