



# 140th Wing Safety

# Monthly Safety Memo

November 2016

## Top 10 Write-Ups

1. Supervisor Responsibilities
2. USR Responsibilities
3. Commander Support
4. Material Handling
5. Hazard Communication
6. Fire Prevention
7. Hearing Conservation
8. Shower/Eyewash
9. Electrical Safety
10. Traffic Safety

## Top 10 Mishap Categories

1. Sports and Recreation
2. Slips, Trips and Falls
3. Struck By
4. Material Handling
5. Maintenance Ops
6. Exposures
7. Vehicle Mishaps
8. Caught Between
9. Horseplay
10. Motorcycle Mishaps

## Supervisor Responsibilities

- Direct implementation and provide resources for the mishap prevention program
- Understand and enforce the safety and health standards that apply to their areas and operations
- Use risk management to analyze work environment and job tasks for hazards
- Conduct a job safety analysis for each work task not governed by T.O. or other definitive guidance
- Provide and document work area specific safety, fire protection, and health training
- Develop a work center specific job safety training outline (JSTO) including the 16 mandatory items
- Ensure personnel follow all precautions and safety measures
- Report all mishaps within 5 duty days
- Ensure the AF Form 1118, *Notice of Hazard*, is posted and ensure any hazards identified by the AF Form 1118 are added to the JSTO
- Conduct and document monthly spot inspections of their work areas
- Upon notification that a military worker is pregnant, ensure that worker reports to Public Health immediately
- Encourage employee participation in safety & health programs

## Unit Safety Representative Responsibilities

- Advise commanders on safety matters (at least quarterly and documented)
- Conduct and document monthly spot inspections
- Assist unit personnel with mishap reporting requirements and investigations
- Assist supervisors who develop JSTOs
- Conduct safety briefings and provide unit personnel with educational safety material
- Assist commanders with the hazard abatement process