



Department of the Air Force
HQ AEDC (AFMC)
Arnold AFB, TN 37389

Safety, Health, and Environmental Standard

Title: COMPLIANCE AND INSPECTION

Standard No.: A3

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The provisions and requirements of this standard are mandatory for use by all personnel engaged in work tasks necessary to fulfill the AEDC mission. Please contact your safety, industrial health and/or environmental representative for clarification or questions regarding this standard.

Approved:

Contractor/ATA Director
Safety and Health Group

Air Force Functional Chief



Safety, Health, and Environmental Standard

COMPLIANCE AND INSPECTION

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COMPLIANCE AND INSPECTION

1.0 INTRODUCTION/SCOPE/APPLICABILITY

- 1.1 Introduction – The primary responsibility for identifying workplace hazards, to include equipment and environmental situations that place workers, equipment, or facilities at risk, rests with the individual. Managers, supervisors, and individuals identify hazards/deficiencies by evaluating the work environment and job tasks. Safety, health, environmental, and fire-protection personnel provide technical assistance.
- 1.2 Scope – This standard establishes local safety and industrial hygiene assessment and inspection requirements for the AEDC Operating Contractor. Through inspections the safety and health staff aids the Center Commander in determining the condition of work areas, the safety of work practices and the degree of compliance with applicable safety and health standards. Assessments measure the degree of compliance with safety program requirements.
- 1.3 Applicability – This standard applies to all Operating Contractor personnel conducting operations, maintenance, testing, and/or support to Arnold Engineering and Development Center (AEDC).

2.0 BASIC HAZARDS/HUMAN FACTORS

Personnel conducting inspections, audits, surveys, etc. of facilities, workplaces, and operations must be briefed and aware of the potential hazards of the area and ensure proper safety procedures are followed, to include wearing of appropriate personal protective clothing and equipment (PPE). The purpose of the inspection is to identify hazards; this is the first step in the operational risk management process (ORM). When a hazard poses immediate danger to personnel, immediate corrective actions shall be taken.

All personnel at AEDC have the responsibility to ensure a safe and healthful work environment exists, where recognized hazards are eliminated or controlled at acceptable levels. If unsafe and unhealthful working conditions exist, they shall be eliminated or controlled through engineering, substitution, isolation, administrative controls, revised procedures, special training, or PPE.

3.0 DEFINITIONS

Assessments – Analysis of the effectiveness and potential of the safety or health program.

Controls – Action(s) taken to eliminate or mitigate hazards or reduce their risk.

Compliance Audit/Inspection – A method of identifying and reporting workplace hazards and non-conformance with AEDC Safety Standard requirements. Lockout/tagout, confined space, fall protection, forklifts are some examples of compliance audits that are conducted.

Deficiency – A violation of a safety or health SHE Standard, regulation, or other written guidance which requires a Risk Assessment Code (RAC) number be assigned.

Environmental, Safety, Occupational Health Council (ESOHC) – A quarterly meeting to brief the AEDC installation Commander on the status of the environmental, safety and occupational health programs. Council members include the Air Force Group Commanders and Senior Staff as well as the Contractor's General Manager and Department Directors. Other members are at the discretion of the Commander and General Manager.

EXPL – An inspection conducted by AEDC Explosives Safety personnel. Designation EXPL, in the type of inspection column on the Hazard Abatement Log (HAL), is used to track deficiencies found during these specific inspections.

Finding – A statement included on an inspection report to identify a safety or health issue, or situation, discovered during the inspection that could have positive or negative impact on the safety and health program. Deficiencies noted during inspections are reported as findings. Findings are based on the weight of evidence, professional knowledge, and good judgment.

Fire – An inspection conducted by AEDC Fire Department personnel, where fire hazards were identified that do not fall under the category of a Fire Safety Deficiency (FSD). Designation FIRE, in the type of inspection column on the HAL, is used to track the deficiencies found during these specific inspections.

Hazard – Any real or potential condition that can cause injury, illness, or death to personnel; or damage to, or loss of, equipment or property, mission degradation, or damage to the environment.

Hazard Abatement Log (HAL) – The database log kept by the Contractor Safety and Health Group (SHG) which records and tracks hazards by identification/description, location, finding, RAC, interim control measures, and completion date.

High Interest Inspections (HII) – Inspections of facilities, workplaces, and/or operations which are conducted based on factors such as exposure to and potential severity of hazards, actual accident experience, special emphasis programs, changes in the organization's staffing or workplaces, or other events that increase risk of accidents and occupational illnesses.

Industrial Hygiene Survey – A method of identifying workplace environmental and occupational hazards and exposures.

Inspection – The process of determining compliance with safety and health standards through physical surveys of workplaces, operations, and facilities.

Interim Control Measures (ICM) – Those measures developed by the Contractor SHG professional in concert with the functional manager or supervisor to reduce the hazards of a RAC 1, 2, or 3 finding to an acceptable level, i.e. RAC 4 or 5.

Monitoring/Sampling – A method of determining risk of exposure to environmental and/or occupational hazards.

Operating Contractor – A base contractor directly accountable to the Air Force for the AEDC mission. This is the term used to identify the AEDC Operation, Maintenance, Information Management, and Support Contractor.

Outside Contractor/Subcontractor – An organization employed by a contractor or the Air Force to do construction, maintenance, repair or other work at AEDC. There is no employment relationship, control or supervision of the subcontractor's employees by AEDC contractors. Also referred to as the construction contractor.

Operational Risk Management (ORM) – The process used to assist management and supervision in identifying and controlling safety and health hazards and making informed decisions. The process involves six steps:

1. Identify the hazard
2. Assess hazard risks to personnel, equipment, and mission
3. Develop control measures
4. Make risk decisions to eliminate all unnecessary risks
5. Implement controls
6. Supervise and evaluate the appropriateness of established controls and making adjustments where necessary

Pre or Post Season (PRES) – An inspection of AEDC recreational facilities and beaches either by Safety or Public health normally conducted under the formal SHCI inspection process. Designation PRES, in the type of inspection column on the HAL, is used to track the deficiencies found during these specific inspections.

Risk Assessment – A structured process to identify and assess hazards. An expression of potential harm, described in terms of hazard severity, accident probability, and exposure to hazard. See AEDC SHE Standards A4 System Safety and A5 Hazard Abatement Program for further details.

Risk Assessment Code (RAC) – An expression of the risk associated with a hazard that combines the hazard severity and accident probability into an Arabic numeral as described in AEDC SHE Standard A5.

Safety and Health Compliance Inspection (SHCI) – The formal process used for inspecting facilities, workplaces and operations at AEDC. The SHCI is intended to identify hazards, compliance with Federal, State, USAF and AEDC safety requirements, and to implement the six-step ORM process. The SHCI process consists of notification of upcoming inspection to the affected area, inspection (identifying the hazards, assessing hazards), reporting the results of the inspection, and tracking of inspection deficiencies until closeout by corrective measures.

Safety and Health Group (SHG) – The Operating Contractor's Safety and Health Department.

Safety Observation Report (SOR) (Form GC-1703) – The report form used for immediate safety observations and hazard reporting. See AEDC SHE Standard A5 Hazard Reporting Program.

Spot Inspections (SI) – A method of identifying and reporting workplace hazards. Spot inspections may utilize the SOR or other in-depth inspection criteria, depending on the nature of the inspection to be performed.

Tracking Number – A unique 21-character number assigned by SHG to any safety or health deficiency, used to track deficiencies until they are closed; this number includes: a 4-digit alpha and numeric organization code, separated by a dash; followed by a 5-digit alpha or numeric building number, separated by a dash; followed by a 6-digit date, starting with a 2-digit numeric year, preceded by a 2-digit numeric month, preceded by a 2-digit numeric day, separated by a dash; followed by a 3-digit numeric sequence number. The sequence number begins with 001 and increases by one digit for each identified deficiency but resets to 001 anytime one of the preceding data elements change, i.e., SH00-01478-110430-001.

4.0 REQUIREMENTS/RESPONSIBILITIES/TRAINING/PROCEDURES-PROCESS

4.1 Requirements

- 4.1.1 A formal Safety and Health Compliance Inspection (SHCI) Process shall be implemented and documented as outlined in AFI 91-202, Chapter 3.
- 4.1.2 As a minimum the SHCI Program shall include:
 - 4.1.2.1 Annual Safety Inspections (prior notice) as outlined in Section 4.3.1 of this standard.
 - 4.1.2.2 Spot Inspections (SI) (no notice) as outlined in Section 4.3.2 of this standard.
 - 4.1.2.3 High Interest Inspections (HII) as outlined in Section 4.3.3 of this standard
 - 4.1.2.4 Annual industrial hygiene inspections as outlined in Section 4.3.4 of this standard.

4.2 Responsibilities

4.2.1 Management Shall

- 4.2.1.1 Provide safe and healthful workplaces for all employees and require functional managers and supervisors to enforce the AEDC safety program requirements within their areas of responsibility.
- 4.2.1.2 Provide the safety and health inspection team with the appropriate supervisor of the area to be inspected for in-briefing and accompaniment with the SHG inspection team.
- 4.2.1.3 Utilize the ORM process to ensure that hazards are identified and corrected.
- 4.2.1.4 Establish a course of action to deal with any deficient areas identified during any safety or health inspection.
- 4.2.1.5 Review hazard abatement projects, coordinating with the appropriate Air Force counterpart to establish priorities for corrective actions.
- 4.2.1.6 Attend the quarterly ESOHC and be prepared to brief RAC 1, 2, 3 deficiencies and status of their safety and health programs, to include how it is entered into their budget.

4.2.2 Functional Manager/Supervisor Shall

- 4.2.2.1 Ensure all personnel have safe, healthful work environments where recognized hazards are eliminated or controlled at acceptable levels. If unsafe or unhealthful working conditions exist, eliminate or control them through engineering, substitution, isolation, administrative controls, revised procedures, special training, or use of PPE.
- 4.2.2.2 Ensure all personnel under their direct control follow instructions and requirements contained in the AEDC SHE Standards applicable to the task(s) they are performing.
- 4.2.2.3 Evaluate and process hazard reports per AEDC SHE Standard A5.
- 4.2.2.4 Ensure applicable AEDC SHE Standards and OSHA guidance for the workplace and operations are available to personnel.
- 4.2.2.5 Conduct and document monthly self-inspections of areas of responsibility to detect hazards or deficiencies. Consult SHG when assistance is required.
- 4.2.2.6 Fill in the blanks, review, and ensure timely hazard abatement of items tracked in the HAL:
 - 4.2.2.6.1 Ensure the following elements are documented in the HAL:

- 4.2.2.6.1.1 Date
 - 4.2.2.6.1.2 Operating Contractor Point of Contact and related information
 - 4.2.2.6.1.3 Estimated/Actual Completion Date(s)
 - 4.2.2.6.1.4 Interim Control Measures
 - 4.2.2.6.1.5 Work Order/Work Request or Project Number
 - 4.2.2.6.1.6 Date AF Form 1118 Posted
 - 4.2.2.6.1.7 AF Point of Contact and related information
 - 4.2.2.6.1.8 Estimated Cost to Abate
 - 4.2.2.6.2 Ensure RACs 1, 2 and 3 are reviewed by SHG, and interim control measures are jointly developed by SHG and the functional manager or supervisor.
 - 4.2.2.6.3 Ensure that RACs 1, 2 or 3 that have not been corrected within 30 days of notification are reported to SHG for review and inclusion in the HAL.
 - 4.2.2.7 Ensure that all blocks on the AF Form 1118 are completed, then post the AF Form 1118 for any RACs 1, 2 and 3 not corrected within 30 days of notification.
 - 4.2.2.8 Brief all personnel on the findings and recommendations contained in annual and baseline (industrial hygiene) surveys and reports, SHCIs, Compliance Audits, and applicable SIs. The annual and baseline (industrial hygiene) surveys and reports shall be maintained on file in the workplace for a minimum of 10 years. A copy of the survey report shall be posted on the workplace bulletin board for a period of 10 working days after receipt to allow all workers free access to the findings.
 - 4.2.2.9 Apply the ORM process to the workplace, including investigating and correcting any hazardous condition observed or reported, enforcing all applicable safety and health practices, and reporting hazardous conditions promptly to a superior authority if immediate onsite correction is not possible.
 - 4.2.2.10 Attend the SHCI or HII in-briefing, accompany the SHG team during the SHCI or HII, and attend the SHCI or HII out-briefing.
 - 4.4.2.11 Implement interim safety measures and corrective actions for the safety findings noted on the SHCI, HII or other inspections, within the area of their responsibility.
 - 4.4.2.12 Provide appropriate follow-up report to SHG on the status of all open RACs 1, 2 or 3 every 30 days.
- 4.2.3 Safety and Health Group (SHG) Shall**
- 4.2.3.1 Conduct workplace safety inspections and assessments and report results to appropriate management officials. Specific requirements for Compliance Inspections, Compliance Audits, Follow-up Inspections, etc. are described in Sections 4.3 Procedures and 4.4 Process.
 - 4.2.3.2 Ensure only qualified safety and industrial hygiene personnel evaluate hazards and deficiencies, assign RACs and tracking numbers as appropriate, and coordinate with the functional manager or supervisor the mitigating controls for all RACs 1, 2, and 3.
 - 4.2.3.3 Maintain the HAL until items are verified closed.
 - 4.2.3.4 Provide quarterly updates on the status of all unabated hazards and deficiencies to AEDC/SE prior to the ESOHC meeting, as well as reporting all completed abatement actions
 - 4.2.3.5 Be allowed to enter a workplace to verify working conditions of contractor personnel. Accompaniment by the functional manager, supervisor, or designated representative is preferred.
 - 4.2.3.6 Have the authority to direct contractor/subcontractor activities only when a condition exists, which presents imminent danger to personnel. In all other situations, discrepancies noted during inspections are reported as findings and forwarded to the functional manager, supervisor, contract monitor, and/or department director for resolution.
 - 4.2.3.7 Maintain the SHCI industrial hygiene surveys and reports on file for a minimum of 30 years.

4.2.4 Safety and Health Director Shall

- 4.2.4.1 Designate safety-related High Interest areas for purposes of HII.
- 4.2.4.2 Ensure all safety or health inspections are conducted in a professional manner, findings are documented accurately and objectively, and the findings and deficiencies are communicated to the affected area's functional manager or supervisor, and department director.
- 4.2.4.3 Forward completed SHCI/HII reports as described in Section 4.4 Process.
- 4.2.4.4 Ensure Department of Labor (DOL) OSHA inspectors are received and accompanied by appropriate staff representatives, i.e., safety, health, etc.
- 4.2.4.5 Attend all DOL OSHA inspector in-briefs and out-briefings, and accompany inspectors during occupational health inspections.

4.2.5 Employees Shall

- 4.2.5.1 Comply with the AEDC SHE Standards, OSHA regulations, and applicable AFOSH Standards.
- 4.2.5.2 Promptly report safety, fire, and health hazard(s).
- 4.2.5.3 Have the opportunity to request inspections of unsafe or unhealthful working conditions or report those conditions to the functional manager or supervisor, SHG Director, Fire Protection, or OSHA officials without fear of reprisal.
- 4.2.5.4 Have access to applicable AEDC, OSHA, and AFOSH standards, installation injury and illness statistics, safety, fire protection, and health program procedures, and their own exposure and medical records.
- 4.2.5.5 Decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm without fear of reprisal. The person and local management should request an assessment by SHG before proceeding.

4.3 Procedures

4.3.1 Safety and Health Compliance Inspections (SHCI)

- 4.3.1.1 The SHCI shall be conducted by representatives of the Safety and Health Group.
- 4.3.1.2 The SHCI shall follow the notification, inspection and reporting process outlined in Section 4.4.1.
- 4.3.1.3 Each safety or health hazard listed in the SHCI shall be assigned a tracking number which follows the format described below:

Organization/Building Number/Date (year- month- day-)/Sequence Number
XXXX – XXXXX – YYMMDD – XXX; Example: SH00-01478-110430-001
- 4.3.1.4 The SHCI shall be conducted so that all facilities, operations, and work shifts in the functional area being inspected are included in the inspection.
- 4.3.1.5 The SHCI shall consist of either a Safety Compliance Inspection or an Industrial Hygiene Survey. Each report shall consist of two major elements: (1) a Safety/Industrial Hygiene programs management element and (2) an execution compliance element.
- 4.3.1.6 The Safety / Industrial Hygiene program management element of the inspection shall consist of an evaluation of those safety program elements applicable to the area, such as training, procedures, lockout/tagout, confined space, required inspections, participation in preparation of job safety analyses (JSAs), safety briefings, safety meetings, toolbox meetings, workplace monitoring and resolution of workplace safety hazards, hazard communications (HAZCOM), hearing conservation, respiratory protection, etc., and the required documentation for those elements.
- 4.3.1.7 The execution portion shall consist of inspection of the area for compliance with applicable safety standards, required program elements, conditions, safety behaviors and practices, and sampling as required. Each finding from the execution portion shall be clearly written to identify the hazard and corrective action required. Interim control measures shall be included for all RACs 1, 2, and 3.

- 4.3.1.8 Positive statements should be included as findings when they would contribute to the overall accident prevention effort.
- 4.3.1.9 References to specific regulatory agency standards or regulations shall be provided for each identified hazard.
- 4.3.1.10 The SHCI should focus specifically on the activities of the Operating Contractor. If Outside Contractor activities are included in the SHCI findings, e.g. Government Contractor-type projects, the specific employer responsible for the violation shall be noted for each hazard listed. The project manager shall be notified of the violation for the appropriate corrective action.
- 4.3.1.11 SHG representatives shall verify past inspection deficiencies are closed as applicable.
- 4.3.1.12 In cases of imminent danger situations, immediate corrective actions shall be taken.
- 4.3.1.13 The findings and deficiencies of the completed SHCI shall be reviewed with the director, functional manager, or supervisor (or designee), during the out-briefing held at the completion of the inspection.
- 4.3.1.14 During the out-briefing, the SHCI team shall provide the appropriate director, functional manager, or supervisor with information on those deficiencies found during the SHCI that have been determined to be a RAC 1, 2, or 3 and have not been corrected. During the out-briefing, interim control measures shall be discussed and developed jointly by SHG and the appropriate director, functional manager, or supervisor.
- 4.3.1.15 All safety and health deficiencies noted during the SHCI shall be assigned an appropriate RAC and a tracking number, as applicable.
- 4.3.1.16 A written report shall be submitted to the SHG Director within 10 working days of the completion of the inspection. As a minimum, the report shall comply with the requirements of AFI 91-202 and include:
- 4.3.1.16.1 Date(s) of inspection
 - 4.3.1.16.2 Names of SHG Inspector(s)
 - 4.3.1.16.3 Facility, workplace, area inspected
 - 4.3.1.16.4 Reason for inspection
 - 4.3.1.16.5 Executive Summary for Safety and Industrial Hygiene Surveys
 - 4.3.1.16.6 Results of inspection and any notices of unsafe and unhealthful working conditions with the appropriate RAC
 - 4.3.1.16.7 Description of any hazards, deficiencies, unsafe, or unhealthy work practices noted to include references
 - 4.3.1.16.8 Causes of hazards or deficiencies noted
 - 4.3.1.16.9 Recommendations for corrective action
 - 4.3.1.16.10 Management and supervisory support compliance (action taken)
- 4.3.1.17 The cover letter for the SHCI report shall include any positive comments on the status of the safety program, execution, or industrial hygiene elements noted
- 4.3.1.18 The cover letter shall be addressed to the department director, through the SHG Director.
- 4.3.1.19 The report shall become final after review by the SHG Director.
- 4.3.1.20 A copy of the final report shall be forwarded to the AEDC AF Safety Office which will review and forward to the appropriate AF counterpart.
- 4.3.2 Spot Inspections (SI)**
- 4.3.2.1 SIs shall be performed by SHG personnel at the discretion of the SHG Director, or when deemed appropriate based on their professional judgment.
- 4.3.2.2 SIs shall be documented in the SI database and when deficiencies are found deficiencies shall be documented using SORs.
- 4.3.2.3 In cases of imminent danger, immediate corrective actions shall be taken.

- 4.3.2.4 At the conclusion of the SI, SHG shall brief the findings to the functional manager, supervisor, or designated representative.
- 4.3.2.5 All safety and health deficiencies noted on the SI shall be reviewed by SHG, assigned RACs as described in AEDC SHE Standard A5, assigned tracking numbers in accordance with this standard, and shall be included in the report. If deficiencies are closed during the inspection they shall be noted on the report as “COS” (corrected on the spot). Report of deficiencies will be issued within 10 working days of completion of the inspection.
- 4.3.2.5.1 When answers are received, deficiencies which have not been corrected will be entered into the MASTER HAL. SHG will develop and issue an AF 1118 for all RACs 1, 2 and 3 remaining open and provide a copy to the organization; upon receipt, this document shall be completed by entering the date posted and estimated completion date and be posted by the affected area’s department director, functional manager, or supervisor, in the immediate area of the deficiency and remain posted for 3 days or until the deficiency is corrected, whichever is longer.
- 4.3.5.2.2 All safety and health deficiencies noted on the SI shall be reviewed by SHG, assigned RACs as described in AEDC SHE Standard A5, assigned tracking numbers per Section 4.3.1.3 and included in the SHG HAL as appropriate, within 10 working days of the inspection. SHG shall issue a completed AF 1118 for all RACs 1, 2 and 3; upon receipt, this document shall be posted by the affected area’s department director, functional manager, or supervisor, in the immediate area of the deficiency and remain posted for 3 days or until the deficiency is corrected, whichever is longer.

4.3.3 High Interest Inspections (HII)

- 4.3.3.1 HIIs shall be conducted on a monthly basis. These inspections will generally be conducted with no prior notice.
- 4.3.3.2 HIIs shall be documented in the HII database and when deficiencies are found deficiencies shall be documented using SORs.
- 4.3.3.3 The SHG Director shall identify the HII areas in writing.
- 4.3.3.4 HIIs shall be documented in the HII database.
- 4.3.3.5 Hazards that cannot be immediately corrected shall be documented on a GC-1703 Safety Observation Report, assigned a RAC code and documented in the HAL per AEDC SHE Standard A5.
- 4.3.3.6 In cases of imminent danger to people or property, interim control measures to mitigate the seriousness of the hazard must be taken immediately.
- 4.3.3.7 At the conclusion of a HII, the SHG inspector shall brief the results to the functional manager, area supervisor, or designated representative. A tentative plan to implement interim control measures and corrective actions should be agreed upon at that time.
- 4.3.3.8 All safety and health deficiencies noted on the HII shall be reviewed by SHG, assigned RACs as described in AEDC SHE Standard A5, assigned tracking numbers per Section 4.3.1.3 and included in the SHG HAL as appropriate, within 10 working days of the inspection. SHG shall issue a completed AF 1118 for all RACs 1, 2 and 3; upon receipt, this document shall be posted by the affected area’s department director, functional manager, or supervisor, in the immediate area of the deficiency and remain posted for 3 days or until the deficiency is corrected, whichever is longer.

4.3.4 Industrial Hygiene Special Surveys

- 4.3.4.1 Special surveys shall be conducted by SHG personnel at the request of the functional manager, supervisor, employee or SHG Director to evaluate potential health hazards and work processes identified during the course of day-to-day operations that are not identified during annual surveys or when processes change requiring evaluation.
- 4.3.4.2 The results of special surveys shall typically be transmitted to the appropriate management through a written survey report.
- 4.3.4.3 SHG shall out-briefing management or the employee of the findings and provide recommendations, as appropriate.

4.3.4.4 Deficiencies noted during the special survey shall be reviewed by SHG and included in the SHG HAL as appropriate. This shall occur within 10 working days of the survey unless laboratory analysis is required before the evaluation of the hazard can be completed. Then it shall occur 10 working days after receipt of the laboratory report.

4.3.4.5 RAC 1, 2, and 3 deficiencies noted during the survey shall be reviewed by SHG and included in the HAL as appropriate, within 10 working days of the inspection. SHG shall issue a completed AF 1118 for all RACs 1, 2 and 3; this document shall be posted by the affected area's department director, functional manager, or supervisor within 30 days of the audit for deficiencies not corrected within 30 days of the close-out-briefing for the survey.

4.3.5 Industrial Hygiene Follow-up Surveys

4.3.5.1 Follow-up surveys shall be conducted by SHG personnel to provide additional evaluation of health stresses identified during other surveys such as annual surveys and other special surveys.

4.3.5.2 The results of follow-up surveys shall be transmitted to the appropriate management through a written survey report.

4.3.5.3 SHG shall out-briefing management or the employee of the findings and provide recommendations, as appropriate.

4.3.5.4 Deficiencies noted during the follow-up survey shall be reviewed by SHG and included in the HAL as appropriate. This shall occur within 10 working days of the survey unless laboratory analysis is required before the evaluation of the hazard can be completed. Then it shall occur 10 working days after receipt of the laboratory report.

4.3.5.5 RAC 1, 2, and 3 deficiencies noted during the survey or inspection shall be reviewed by SHG and included in the HAL as appropriate, within 10 working days of the inspection. SHG shall issue a completed AF 1118 for all RACs 1, 2 and 3; this document shall be posted by the affected area's department director, functional manager, or supervisor within 30 working days of the audit for deficiencies not corrected within 30 working days of the close-out-briefing for the inspection.

4.3.6 Public Health Surveys/Inspections

AEDC/TSD-SG shall conduct Public Health Surveys/Inspections in accordance with AF requirements.

4.3.7 Hazard Identification and Reporting

Detecting unsafe or unhealthful working conditions at the earliest possible time and abating hazards promptly at the lowest possible working level are essential elements of the safety program. The hazard reporting program shall provide a system for reporting hazardous conditions and for investigating and correcting those hazards. AEDC Safety SHE Standard A5 explains the hazard reporting program in detail.

4.3.8 Department of Labor/OSHA Inspections

OSHA officials, as representatives of the Secretary of Labor, may conduct inspections of nonmilitary-unique workplaces and operations where Air Force civilian personnel work. (The inspections may be unannounced.) Such inspections may be in response to a mishap or a complaint from an Operating Contractor or Air Force employee; may be part of OSHA's annual evaluation of Air Force programs; or may be solely at the Secretary of Labor's discretion.

4.4 Process

4.4.1 Safety and Health Compliance Inspections (SHCI)

4.4.1.1 The Safety and Health Group shall publish a schedule of SHCIs prior to October 1 for the Fiscal Year. This schedule shall be made available to directors and Air Force counterparts.

4.4.1.2 Each functional area shall receive one annual SHCI.

4.4.1.3 SHG shall notify the director, functional manager, or supervisor of the area(s) to be inspected, in writing, at least 14 calendar days prior to the start of the inspection.

- 4.4.1.4 The SHCI team shall conduct an initial in-brief with the director, functional manager, or supervisor of the area(s) to be inspected, prior to the beginning of the inspection.
- 4.4.1.5 The functional manager, supervisor or qualified designated representative shall accompany the SHCI team during the SHCI.
- 4.4.1.6 During the SHCI, findings and deficiencies shall be recorded and mitigated as required in accordance with AEDC Safety Standard A5. All deficiencies, even if the deficiency is corrected during the inspection (COS), shall be assigned a RAC as described in AEDC SHE Standard A5 and a tracking number per Section 4.3.1.3. The status of the deficiency at the time the report is written shall also be annotated.
- 4.4.1.7 Within 10 working days of the completion of the inspection the SHCI team shall:
- 4.4.1.7.1 Conduct an out-briefing with the director, functional manager, or supervisor of the area(s). A draft copy of the written report shall be provided. The team shall relay the findings and deficiencies, ensure interim control measures are discussed and developed and, where possible are in place for all RACs 1, 2 or 3 found, and record any additional information the director, functional manager, or supervisor has concerning the findings or deficiencies.
- 4.4.1.8.2 Submit a written report, via electronic mail, to the director through the SHG Director.
- 4.4.1.8.3 The SHG Director shall submit a copy of the final report, via e-mail, to Air Force/SE/SGD within 5 working days.
- 4.4.1.9 Within 21 calendar days of out-briefing, the director of the organization inspected shall submit a written reply to the final report to the SHG Director. This reply shall:
- 4.4.1.9.1 Address corrective actions taken for each identified deficiency
- 4.4.9.1.2 Indicate the status of identified industrial findings; i.e., open/closed. This answer can be via electronic mail.
- 4.4.1.10 Within 5 working days of receipt of the answers to the report, SHG shall:
- 4.4.1.10.1 Verify data provided, enter any open deficiencies into the HAL
- 4.4.1.10.2 Develop AF Forms 1118 for all open RACs 1, 2, and 3
- 4.4.1.10.3 Provide the director with copies of the AF Form 1118 for posting.
- 4.4.1.11 Upon receipt of an AF Form 1118, the functional manager or supervisor shall enter any additional data required; i.e., date posted and responsible individual, on the form and post it in the immediate area of the hazard. The completed AF Form 1118 shall remain posted for 3 days or until the deficiency is corrected, whichever is longer. Additionally, the HAL shall be updated to show date the AF 1118 was posted.
- 4.4.1.12 The deficiencies, interim control measures, and corrective actions for RAC 1, 2, and 3 findings recorded in the SHG HAL shall be updated by the responsible individual to reflect any change in status or action taken and shall be reviewed at ESOHC meetings.
- 4.4.1.13 The functional manager or supervisor shall return the AF Form 1118 to SHG upon correction of the deficiency.
- NOTE:** SHG shall verify and concur on closeout and final corrective action of RAC 1, 2 and 3 deficiencies.
- 4.4.2 Communication of Compliance Inspection Findings, Trends, and Other Safety Findings of Significance**
- 4.4.2.1 SHG shall be responsible for communicating safety information such as trends, common deficiencies, safety alerts, safety messages and pertinent findings and conclusions from mishap investigations to the AEDC work force and management. Safety information that should be communicated to the work force and management may come from SHCIs, Spot Inspections, Mishap Reports, Surveys, and outside safety messages or alerts.
- 4.4.2.2 Pertinent information from mishap reports such as significant findings, conclusions and recommendations, shall be communicated to affect departments and/or the work force as deemed appropriate by the SHG Director within 30 days of the approval of the final mishap report.

4.4.2.3 The forum for communication of safety and health related findings, trends, etc. shall be at the discretion of the SHG Director, and shall normally be in the form of:

4.4.2.3.1 AEDC *High Mach* articles

4.4.2.3.2 All Users Bulletins

4.4.2.3.3 Memoranda

4.4.2.3.4 Updated training for AEDC personnel

4.4.2.3.5 Safety Alerts or Toolbox Topics

5.0 TRAINING

5.1 SHG personnel shall be trained and qualified to perform Safety and Health Compliance Inspections.

5.2 The SHG Director shall determine the required qualifications for SHG personnel to conduct Compliance Inspections, Audits, etc.

6.0 INSPECTIONS/AUDITS

Other safety and/or health inspections, audits or surveys may be conducted as required.

7.0 REFERENCES

29 CFR 1910, Subpart Q, Occupational Safety and Health Standards

29 CFR 1926, Subpart J, Safety and Health Regulations for Construction

AEDC Safety, Health and Environmental Standards

AFI 91-202, The US Air Force Mishap Prevention Program

AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program

AFOSHSTD 91-501, Air Force Consolidated Occupational Safety Standard

AFOSHSTD 91-501, Air Force Consolidated Occupational Safety Standard

DODI 6055.1, DoD Safety and Occupational Health (SCH) Program, Aug. 19, 1998