

Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events

MSC-PRO-077

Revision 11

Effective Date: April 20, 2012

Topic: Worker Protection

Approved for Public Release;
Further Dissemination Unlimited

Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events

1.0 PURPOSE

This procedure summarizes the process for reporting, investigating, and managing Occupational Injury/Illness (OII) cases or events that have safety or health significance and for complying with U.S. Department of Energy (DOE) Directive DOE M 231.1-1A, *Environment, Safety, and Health Reporting*, Contractor Requirements Document (CRD) Requirements.

2.0 SCOPE

This Level 1 Management Control Procedure is applicable to Mission Support Contractor (MSC) Team employees.

NOTE: Review [MSC-PRO-060](#), *Reporting Occurrences and Processing Operations Information*, for other reporting requirements.

This document partially implements the ISMS Core Function #5, Provide Feedback and Continuous Improvement.

3.0 IMPLEMENTATION

This procedure is effective upon publication.

4.0 REQUIREMENTS

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	At a facility where DOE is exercising its authority to regulate worker safety and health (rather than have the Occupational Safety and Health Administration directly regulate the facility or site) the contractor is responsible for keeping records for work-related fatalities, injuries and illnesses. Unless otherwise directed in this CRD, the contractor must ensure that records are kept as directed in Title 29 Code of Federal Regulations (CFR) 1904.4 through 1904.11, 1904.29 through 1904.32, 1904.44 and 1904.46.	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.a
2.	Ensure that environmental, safety and health reports are complete and readily available for authorized dissemination outside the cleared community. Ensure that when accidents or incidents occur in Unclassified Controlled Nuclear Information (UCNI) sensitive facilities and/or involve classified operations, the local classification officer is consulted to ensure that such reports do not inadvertently disclose classified or unclassified	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3

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	controlled information (such as UCNI or Official Use Only information.) If classification concerns appear to inhibit completely forthright reporting, the Office of Classification will provide assistance in creating complete yet unclassified reports. If this cannot be accomplished, the reports must be annotated to indicate the existence, identification and file location of any classified addendum.		
3.	<p>Ensure that the following recording reporting requirements are followed:</p> <p>a. Record all recordable work-related contractor employee fatalities, injuries, and illnesses on Occupational Safety and Health Administration (OSHA) Form No. 300, Log of Work-Related Injuries and Illnesses, and complete an annual summary of the information contained on OSHA Form No. 300 using OSHA Form No. 300A, Summary of Work-Related Injuries and Illnesses.</p> <p>b. Record and report all recordable work-related contractor employee fatalities, injuries and illnesses on form DOE F 5484.3, Individual Accident/Incident Report in lieu of the OSHA Form No. 301, Injury and Illness Incident Report. Reports must be submitted to the Computerized Accident/Incident Reporting System (CAIRS).</p> <p>c. Report employee's total hours worked on DOE F 5484.4, <i>Tabulation of Work-Hours</i>.</p> <p>d. Conduct periodic, at least quarterly, quality checks of the recordkeeping and reporting program to verify that the information recorded and reported is thorough, accurate, and consistent with information contained in local records.</p>	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.b.
4.	At a facility or site where DOE regulates worker safety and health, the contractor must ensure that reports for work-related fatalities, injuries, and illnesses to employees of subcontractors who employ 11 or more employees on the DOE work being performed, and who do not meet the criteria in paragraph d(2) below, are recorded in accordance with 29 CFR 1904.4 through 1904.11, 1904.29 through 1904.33 and 1904.46. Reports of recordable injuries and illnesses to subcontractor employees are reported separately for each subcontractor organization in the same manner as described in paragraphs 3b(2) and 3b(3) above for contractor employees, unless consolidation of data is approved by the CAIRS Point of Contact for the Head of the Headquarters Element or their designated CAIRS POC at the DOE field organization. Procedures for adding or deleting organization codes to accommodate changes in reporting organizations are contained in Appendix E to DOE M 231.1-1A.	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.c

NOTE: Before each use, check MSC Docs Online to ensure this copy is current.

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5.	The contractor may continue to report their subcontractor occupational injuries and illnesses in a consolidated rather than on an individual subcontractor basis.	I	CRD M 231.1-1A, Change 2 (Supp Rev. 1), Section 3.c
6.	<p>At a facility or site where DOE regulates worker safety and health, the contractor must ensure that work-related fatal and non-fatal injury and illness cases to subcontractor employees meeting the recording criteria in 29 CFR 1904.4 through 1904.11 and that satisfy either of the two conditions below are submitted according to CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.e. These cases are not factored into the contractor’s injury and illness incidence rates of recordable cases. The two conditions are:</p> <p>(1) The subcontractor employs a total of 10 or fewer employees (including direct hires and those hired through subtier contracts) on the DOE work being performed, or</p> <p>(2) The DOE work being performed meets all of the following conditions:</p> <p>(a) the work being performed by the subcontractor is limited to transient activities,</p> <p>(b) the subcontractor does not maintain an onsite office, and</p> <p>(c) the subcontractor does not receive direction/oversight from DOE or a DOE contractor (e.g., copy machine repair, express mail delivery, telephone installation/repair, vending machine service).</p>	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.d

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7.	<p>Unless otherwise approved by the Head of the Headquarters Element or their designated point of contact for the DOE Field organization, the contractor will ensure that recordable work-related injury and illness reports are submitted for employees of subcontractors covered by either of the two conditions in line item 6 (1) & (2) above and according to the following requirements:</p> <p>(1) Within 7 calendar days of receiving information that an injury or illness has occurred, an injury/illness report will be submitted to CAIRS by using CAIRS Direct Data Entry. [NOTE: These injury/illness reports, which the CAIRS Accident Type will be identified as “non-reportable” (NR) are not factored into the contractor’s injury/illness rates of recordable cases and are available to select CAIRS users for information purposes. Incidence rates and summary information available to CAIRS general users are based on reports of recordable injury and illness cases that meet the recording criteria established in 29 CFR 1904 and which the Accident Type is identified as either “Injury” or “Illness.”]</p> <p>(2) The injury/illness report, which can be submitted partially complete, must contain the following data elements as described in Appendix C.</p> <ul style="list-style-type: none"> (a) Organization code (See Appendix E of CRD M 231.1-1A, Change 2 (Supp Rev. 1) for additional information.) (b) Sub-level code (see Appendix E of CRD M 231.1-1A, Change 2 (Supp Rev. 1) for additional information.) (c) Case Number (d) Date of Injury/Illness (e) Specific Location (f) Last Name of Employee (g) First Name of Employee (h) Activity Description (i) Event Description (j) Nature Description (k) Body part injured (l) Person completing form (m) Accident Type (Accident type must be identified as either a nonreportable injury or a non-reportable illness). 	V	<p>CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.e</p>
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8.	The same reporting time parameters as those for subcontractors employing more than 10 employees are allowed when submittal of cases is made using CAIRS Bulk Upload. Information for these cases would be submitted twice per month on or before the 15th of the month and the last working day of the month. Each case submitted by bulk upload must include the four data fields that are required to update the case (ORG, CASEID, ATYPE, ADATE and OSHA). In addition, Section 3.e. (2) of CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.e. includes all of the mandatory fields for these non-recordable cases.	I	10CFR851.26 (a)(2)
9.	Ensure that new reports (DOE 5484.3) are submitted at least twice per month for receipt on or before the 15 th of the month and the last working day of the month. Initial reports will include the actual work time lost as of the date the report is submitted. Revisions to lost work time will be submitted quarterly until the case is closed. Quarterly revisions for lost work time and any other information that requires revising information initially reported, will be submitted for receipt by the 10th of the month following the end of the calendar quarter (i.e., April 10th, July 10th, October 10th, and January 10th). Effective 180 days following the addition of this requirement to the contract, DOE F 5484.3 will be submitted electronically only, using either CAIRS Bulk Upload Processing or by entering information into the electronic form using CAIRS Direct Data Entry.	I	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.f
10.	Ensure quarterly work-hours are submitted by the 10 th of the month following the end of the calendar quarter. Effective 180 days following the addition of this requirement to the contract, DOE F 5484.4 will be submitted electronically only, using CAIRS Direct Data Entry.	I	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.g
11.	Ensure the OSHA Form No. 300A is completed, certified, and posted in the workplace annually (See requirements in 29 CFR 1904.29, 1904.32, and 1904.44).	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.h
12.	Accident and related records must be retained, maintained and accessible as follows: a. When newly assuming safety and health responsibilities for DOE work a contractor must accept and maintain already existing records of a prior contractor. Upon an expiring or terminated contract, transfer records to the facilities management or follow-on contractor. [See record retention requirements in 29 CFR 1904.33.]	V	CRD M 231.1-1A, Change 2 (Supp Rev 1), Section 3.i

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	<p>b. The contractor must ensure that access to accident records is as follows:</p> <ol style="list-style-type: none"> 1. An employee, former employee, and his/her representatives have the right to limited access of the OSHA Form No. 300 that contains the employee's name. 2. Access is subject to the Privacy Act, section 5 U.S.C § 552a and the Freedom of Information Act (FOIA) requirements and restrictions. [See USC 552(b)(6)]. Access to information on any log maintained by a DOE contractor as described in the CRD M 231.1-1A will be restricted to information that does not constitute an unwarranted invasion of personal privacy. An employee whose name does not appear on a log will be limited to accessing information that does not identify any injured or ill employees, and will not be provided access to the names of the injured or ill employees. An employee, former employee, and/or an authorized representative will have access to DOE F 5484.3 data that contains the employee's name. 3. Records listed in 29 CFR 1904.4, and 1904.5 (or the DOE equivalent of these records) must be made available for inspection and copying by any Department of Energy representative for the purpose of conducting oversight assessments or for statistical compilation. <p>c. Ensure that OSHA Form No. 300 is updated [see 29 CFR 1904.33]. Each quarter for at least one year from the date of the injury/illness, ensure that each DOE F 5484.3 that includes lost work time (either days away from work or days restricted/transferred) is updated to indicate changes in lost work time or changes in the description or outcome of the case.</p> <p>d. Ensure that individuals tasked with occupational injury and illness recording and reporting responsibilities are appropriately trained to accomplish the recording and reporting requirements of CRD M 231.1-1A and are informed to contact the Office of Information Management for additional information and assistance in interpretation of requirements contained in the CRD.</p>		
13.	Medical care shall be provided for the injured or ill employee.	I	10CFR851 Appendix A Item 8.a

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14.	When transport to a medical facility is needed, it shall be provided by ambulance, government vehicle, or as directed by line management.	I	10CFR851 Appendix A Item 8.a
15.	<p>Medical care following possible chemical exposure shall be provided for an employee under the following circumstances:</p> <ul style="list-style-type: none"> • An employee communicates that he or she has been exposed to a chemical and is experiencing physical symptoms, or • An employee expresses concern that he or she has been exposed to a chemical, or • Uncertainty exists about whether or not there has been an exposure that requires medical evaluation (e.g., no readily apparent symptoms). 	I	10CFR851 Appendix A Item 8.a
16.	Notifications shall be made as soon as possible after an OII event occurs. This should <i>not</i> take precedence over the injured employee receiving appropriate medical care or stabilization of an unsafe condition.	I	10CFR851.26
17.	All OII cases and on-Site accidents that result in a personal injury or illness shall be investigated. A graded approach shall be used based upon the severity, complexity, and/or other event related factors.	I	10CFR851.26(a)(b)(1)
18.	Report, investigate and manage vehicle accident and property damage.	I	10CFR851 Appendix A Item 9.a
19.	An <i>Event Report</i> form (A-6001-714) shall be completed as soon as possible. All pages of this form are required.	I	10CFR851.26

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	2.	Inform the supervisor/manager of all visits to private practitioners, chiropractors, physical therapists, etc., for treatments or prescription medication related to an OII.
	3.	Report to an OMSP Health Care Center for evaluation under the following circumstances: <ul style="list-style-type: none"> • When instructed to do so by line management • When instructed to do so by the Hanford Fire Department • When incurring an occupational injury not meeting self-treat criteria (See note below) • When incurring a chemical exposure • When incurring a potential chemical exposure • When uncertainty exists as to whether a chemical exposure occurred • When incurring an electrical shock

NOTE 1: *Initial medical evaluations will be conducted by the OMSP with the exception of those cases involving emergency treatment, self-treatment of very minor injuries or occupational conditions occurring during times when the OMSP is not available. The OMSP will determine the need for follow-up evaluations through the off-site medical community.*

NOTE 2: *A minor injury (e.g., cuts, scratches, splinters, minor strains and sprains) may be self-treated at the work site if both the employee and the immediate supervisor/manager agree on that approach. Strains and sprains producing more than minor aches and pains are not minor injuries and require medical staff evaluation.*

NOTE 3: *When a reported OII worsens or an OII is initially recognized after work hours. The employee will report to OMSP as soon as possible or when services are next available. If a private medical provider is seen, a written release to return to work is obtained and suffices until OMSP can be visited.*

NOTE 4: *Occupational Medical Service Provider (OMSP). There are first aid facilities located in 200 West Area and 1979 Snyder, Richland. See <http://www.hanford.gov/amh/> for office hours.*

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		<p>NOTE 5: <i>Hanford Fire Department (HFD). When the health service centers are closed, medical evaluation is available by transporting an injured/ill employee to the nearest fire station. The HFD does not provide treatment for minor injuries that can be self-treated at the work site or by OMSP. Emergency services are obtained onsite by dialing 911 from a fixed phone or 373-0911 from a cellular phone.</i></p>
	4.	Provide a copy of the <i>OMSP Record of Visit</i> form or a release statement from a private medical provided to the immediate supervisor/manager.
	5.	Participate in an investigation of the OII or event resulting in a personal injury or illness.
	6.	Complete the employee section of the MSA <i>Event Report</i> form as soon as possible but no later than 7 calendar days for drafts. Final Event Report due in 30 calendar days.
Supervisor	7.	<p>a. Assist with medical response.</p> <p>NOTE: <i>For any ambulance runs or emergency situations, the SH-POC is notified by the Occurrence Notification Center (ONC) Duty Officer (unless the ONC Duty Officer determines that the emergency is a personal rather than work related situation). The SH-POC can provide support in actively resolving any medical care or exposure concerns/needs of the employee. The SH-POC will provide assistance per the requirements of the SH-POC procedure, or at the request of line management.</i></p> <p>b. If the employee was injured in a radiological area, consult with the Radiation Protection organization.</p>
	8.	<p>Instruct an employee to report to a OMSP Health Care Center for evaluation under the following circumstances:</p> <ul style="list-style-type: none"> • When the employee has been instructed to do so by the Hanford Fire Department • When the employee has incurred an occupational injury not meeting self-treat criteria (See note under 5.1.2) • When the employee has incurred a chemical exposure • When the employee has incurred a potential chemical exposure • When uncertainty exists as to whether a chemical exposure has occurred • When incurring an electrical shock.

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Actionee	Step	Action
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NOTE 1: *Information from Material Safety Data Sheets (MSDS) is always of value and should be provided to medical staff when the chemical of exposure is known or suspected. This information aids in the medical decision-making process.*

NOTE 2: *In all events involving chemical exposure, an Industrial Hygienist should be contacted so that the hazard can be characterized when appropriate.*

9. Accompany or send a delegate with the employee to the OMSP or community medical facility.

NOTE: *Line management has primary responsibility to manage and report illnesses/injuries. As such, a supervisor or manager is expected to accompany injured or ill employees to the involved medical facility whenever possible. When a facility operational situation will not allow the supervisor/manager to leave and the event involves transport by ambulance of an injured or ill employee, contact the SH-POC for assistance (refer to the Hanford Site Weekly On-Call Directory, or call the ONC on 376-2900.*

10. Address or stabilize any unsafe condition involved in the OII.
11. Notify the next level of management and the Safety and Health Manager. Include notifications for all ambulance runs, both work and non-work related.

NOTE: *Directors are responsible for notifying the MSA President of any day away case, and for providing a briefing on these cases within 24 hours that includes what occurred, the extent of injuries and prognosis for recovery, the cause of the event, the corrective actions (taken, and proposed) to reduce the probability of reoccurrence.*

12. If the injured employee is a subcontractor employee, attempt to contact the subcontractor management and notify the MSA BTR and Cognizant Contract Specialist.
13. Determine the need for notification of spouse or family by conferring with the injured employee. If the employee is unable to respond due to severity of the injury, contact the Employee Relations representative with pertinent information.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		<p>NOTE: <i>Employee Relations representatives' phone numbers are listed by Project/Function in the PopFon Hanford Yellow Pages Link under "Human Resources.</i></p>
	14.	Follow up with the injured/ill employee to assure reassessments are completed when scheduled. Notify the CMS immediately if there have been any changes in the employee's treatment or case status.
	15.	Arrange to meet an employee at the OMSP primary care facility at 1979 Snyder for evaluation when notified that an employee is unable to report to work because of a work-related injury or illness and is ambulatory.
		<p>NOTE: <i>The CMS should provide assistance to the immediate supervisor in scheduling the evaluation, usually on the same day.</i></p>
	16.	Continue routine contact with all employees who are off work due to any injury or illness.
	17.	Investigate the event as soon as possible using a graded approach based on severity, complexity and/or other factors. At a minimum, establish a team to investigate any OII or personal injury/illness resulting from an on-Site event that includes the involved employee, the immediate supervisor and Safety and Health Manager.
		<p>NOTE 1: <i>A team approach including the involved employee(s), the immediate manager, the Hanford Atomic Metal Trades Council (HAMTC) Safety/Hanford Guards Union (HGU) representative, a Safety and Health Manager, and the case management specialist (CMS) is the preferred method of conducting an investigation. The CMS provides support as needed or requested for OII case investigations. Case Management Specialists phone numbers are listed by Project/Function in the PopFon Hanford Yellow Pages Link under "Safety."</i></p>
		<p><i>The following should be considered when investigating an event:</i></p> <ul style="list-style-type: none"><i>• Respond to the event immediately.</i><i>• Secure the event scene.</i><i>• Preserve evidence (including possible drug testing).</i><i>• Identify and separately interview witnesses.</i>
		<p>NOTE 2: <i>Investigation of events will be for the purpose of identifying the facts involved with the event, the apparent cause(s) of the event (see MSC-PRO-052, Corrective Action Management, the Trend Code Matrix with definitions, and the corrective actions necessary to reduce the</i></p>

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Actionee	Step	Action
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probability of event reoccurrence.

NOTE 3: *When any employee is involved in an event (for example: injury, vehicle accident, property damage or loss event), the requirements in [MSC-PRO-042](#), Fitness for Duty, as applicable to drug/alcohol screening, should be considered.*

18. Work with employee to complete a draft [Event Report](#) as soon as possible but no later than 7 calendar days (Final report due in 30 calendar days) incorporating information obtained during the investigation process (see note 2 above).
19. Review and revise as applicable any related Automated Job Hazard Analysis (AJHA) for injuries/illnesses incurred while performing work under the AJHA to ensure controls are established to prevent future injuries or illnesses.
20. Track open prevention actions to completion using facility action tracking mechanisms (e.g., safety log book or other tracking system).
21. Communicate employee job requirements and expectations to the medical provider, when a medical restriction is being considered.

NOTE: *A medical restriction must be discussed and understood by all parties (medical provider, the immediate supervisor/manager, and employee).*

22. Evaluate the employee's daily job tasks against OMSP medical restrictions, and assign the employee only to those activities that can be performed within the established limitations.

NOTE: *All employees should be aware of [MSC-PRO-048](#), Reasonable Accommodation to Work Restrictions. It is the Mission Support Alliance (MSA) goal to provide light duty work (suitable for their medical restrictions) whenever possible to employees who have a restriction due to occupational injuries or illnesses. Before an employee is sent home, OMSP, the employee's management, and the involved CMS will concur that light duty work is not available, and the Manager, Safety Programs or MSA Case Management Interpretative Authority (CMIA) will be notified.*

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee/ Supervisor	23.	Record all time away from work due to an OII as Personal Time Bank (PTB) or Personal Time Unpaid (PTX) until a worker's compensation claim has been filed and accepted by the DOE's Third Party Administrator. Submit corrected time cards, changing PTB or PTX to Plant Injury, Inside Schedule (PI), when notified by the manager that approval has been received from MSA Benefits.
		<i>NOTE: All employees and their supervisor should review MSC-PRO-693, Return to Work, when anticipating time away from work.</i>
Supervisor/ Manager	24.	Obtain necessary assistance from the Safety Professional to complete the Event Report, acquire required signatures and submit the Event Report to CMS.
CMS	25.	Notify in writing (email) immediately the MSA Safety and Health Manager or CMIA of an actual or potential Recordable Case and all ambulance runs involving employees, daily supervised employees or employees of subcontractors performing work for the Safety and Health Manager.
		<i>NOTE: This notification includes details such as date, time, employee's manager, organization code for which the work was being performed, involved contractor, assigned event investigator, synopsis of event and corrective actions taken and planned.</i>
	26.	Assist line management as needed or requested in the investigation, management, and reporting of OIIs.
	27.	Review submitted Event Reports for adequacy, place in case file or return to the assigned Safety and Health Manager for revision.
	28.	Maintain a hard copy case file, and input and maintain complete case information in the MSA OHS database.
	29.	Classify events using the criteria specified by CRD M 231.1-1A and 29 CFR 1904.
Record-keeping Specialist (RS)	30.	Prepare and submit to the CMIA a weekly Safety and Accountability report for assigned Projects/Functions on new Recordable and potentially Recordable OIIs.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CMS	31.	Review Labor & Industries, Workers Compensation (WC) claims for consistency with facts established during the involved event investigation and provide input as appropriate to the MSA WC specialist.
Record-keeping Specialist (RS)	32.	Prepare and submit CAIRS reports for new (initial) recordable OIIs within assigned Projects/Functions on a bi-monthly basis by the 10th and 25th of the month.
	33.	Prepare and submit revised CAIRS reports by the 5 th of the month following the end of the quarter.
CMS	34.	Support Line Management's efforts to return employees to work as soon as medically possible through coordination of timely and appropriate medical evaluations by OMSP and/or other medical practitioners (See MSC-PRO-693).
Record-keeping Specialist (RS)	35.	Receive as the single point of contact for MSA S&H, medical information limited to OMSP Record of Visits and Audiograms and distribute to the appropriate CMS for appropriate investigation. Audiogram results are necessary to determine OSHA Recordability of the hearing loss.
		NOTE: <i>The OMSP will use their Medical Examination Report to medically clear or deny employee participation in specific work activities based upon medical testing results. Actual testing results will not be released by the OMSP to MSA with the exception of audiograms as noted above.</i>
Classification Committee	36.	Review all Recordable and potentially Recordable case details, identify additional required information as appropriate, and determine the appropriate OSHA classification for the case. Committee members include Director of Mission Assurance or delegate, Manager, Safety Programs, CMIA, and CMSs.

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5.2 Government Vehicle Accident or Government Property Damage

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee(s)	1.	<p>Immediately notify the appropriate authorities.</p> <ul style="list-style-type: none"> • If the accident is onsite - Call the Patrol Operations Center at 373-3800 from a cell phone or 911 from a hard line telephone. • If the accident is offsite, call 911 or the local law enforcement agency with jurisdiction.
	2.	Notify immediate supervisor.
	3.	Promptly complete a <i>Motor Vehicle Accident Report</i> , SF-91. Within 48 hours after the vehicle accident or damage is discovered, forward copies of the SF-91 to the Safety and Health Manager CMS.
		<p>NOTE: <i>A blank SF-91 report should be in the vehicle's glove box or may be obtained by calling (376-1496). This is the only acceptable form for accidents involving GSA vehicles. The employee, manager, and accident investigator all have a part of the form to complete. The appropriate state form can be obtained from law enforcement agencies in the jurisdiction where the vehicle accident occurred.</i></p>
	4.	If applicable, promptly complete a Washington State, or if out of state, another State's Vehicle Accident Report when the accident occurs on a State, County or City roadway, Contact the investigating law enforcement agency for guidance. Submit the report to the appropriate law enforcement agency.
Supervisor	5.	Notify management and the Safety and Health Manager (if off shift hours, notify during next regular shift).
	6.	For accidents involving government vehicles, call the light equipment planner to arrange for the damaged government vehicle(s) to be inspected and a repair estimate prepared.
	7.	If a private vehicle is involved in an accident with a government vehicle, notify the Safety and Health Manager and CMS.
	8.	Complete and submit a draft Event Report form to the CMS as soon as possible but no later than 7 calendar days after the accident. Final report due 30 calendar days.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Safety and Health Manager	9.	Review Event Report for adequacy and submit to CMS if complete or return to immediate supervisor/manager for revision.
CMS	10.	Review submitted Event Reports for adequacy and completeness per the Event Report Instructions, place in case file or return to the assigned Safety and Health Manager for revision.
	11.	Maintain a repository of case file documentation on all vehicle accidents, property damage/loss events.
	12.	Input and maintain complete case information in the MSA OII database.
VP	13.	Present the vehicle accident/incident details (who, what, why, where, and how and the corrective actions taken/planned to prevent reoccurrence) at the MSA Presidents' Zero Accident Council.

5.3 OSHA Record Keeping

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
MSA RS	1.	Maintain the Log and Summary of Occupational Injuries and Illnesses (OSHA No. 300) as required in CRD M 231.1-2, (Supp Rev 8) for all employees and daily-supervised subcontractor employees.
MSA RS	2.	Prepare and distribute copies of the annual OSHA 300-A Summary Report for management to post on facility bulletin boards (Required from February 1 to April 30) for employees to review.
		NOTE: <i>In addition to the annual posting requirements, 29 CFR 1904.35, Recording and Reporting Occupational Injuries and Illness, includes requirements regarding employee rights of access to the OSHA 300 Logs.</i>
Building Administrator	3.	Post copies of the annual OSHA No. 300-A summary when provided by Safety Programs. Post the summary for the entire months of February, March and April.
MSA RS	4.	Submit new Computerized Accident/Incident Reporting System (CAIRS) reports (DOE F 5484.3) at least bi-monthly for receipt on or before the 15th of the month or the last working day of the month.

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	5.	On a quarterly basis by the 10th of the month following the end of the Calendar Quarter, submit a CAIRS report prepared in appropriate detail for all revised OSHA Recordable cases. Submit these reports via the CAIRS Direct Data Entry process.
	6.	Report quarterly work-hours by the 10th of the month following the end of the calendar quarter using the CAIRS Direct Data Entry process.
	7.	Perform a self assessment of the accuracy and thoroughness of data contained within the CAIRS database through a quarterly reconciliation of data within CAIRS and OII databases and subcontractor records.
		NOTE: <i>Personal information in Event Reports, CAIRS Reports, Medical records, and other case support documents is protected under the Privacy Act. Access to this information is limited to the involved employee and those with a business need. This information must be protected from unauthorized access by securing the information in a locked repository or room when unattended. Release of the information is outlined in 29 CFR 1904.35, MSC-PRO-184, Information Protection and Clearance.</i>
CMIA	8.	Periodically review information within the OII database for adverse trends, and process in accordance with requirements in MSC-PRO-052, <i>Corrective Action Management</i> .
	9.	The CMIA will perform assessments of MSA recordkeeping and reporting practices at the direction of the Safety and Health Manager.

6.0 FORMS

OMSP Record of Visit form

MSA Event Report, [A-6001-714](#)

GSA Motor Vehicle Accident Report, SF-91

Computerized Accident Investigation Reporting System Report (CAIRS), DOE F 5484.3

Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events

7.0 RECORD IDENTIFICATION

All records are generated, received, processed, and maintained by MSC in accordance with [MSC-PRO-10588](#), *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Event Report	Supervisor	CMS
GSA Motor Vehicle Accident Report	Employee	CMS
Computerized Accident Investigation Reporting System Report (CAIRS)	MSA RS	MSA RS, CMS
Completed <i>OSHA No.300</i> and <i>No.300A</i> forms	CMS	CMIA
Completed <i>DOE F 5484.3</i> and <i>DOE F 5484.4</i> forms	CMIA	CAIRS Database Administrator
Completed <i>OMSP Record of Visit</i> forms	OMSP	MSA Safety
Completed <i>State Vehicle Accident Reports</i>	Employee	CMS

8.0 REFERENCES

8.1 Source References

CRD M 231.1-1A, Chg 2, (Supp Rev 1), Environment, Safety and Health Reporting Manual

CRD O 232.2, (Supp Rev 0), Occurrence Reporting and Processing of Operations Information
10CFR851, *Workers Safety and Health Program Description*
29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*

8.2 Working References

DOE F 5484.4, *Tabulation of Work-Hours*

[Trend Code Matrix with Definitions](#)

[MSC-PRO-042](#), *Fitness for Duty*

[MSC-PRO-048](#), *Reasonable Accommodation to Work Restrictions*

[MSC-PRO-052](#), *Corrective Action Management*

[MSC-PRO-060](#), *Reporting Occurrences and Processing Operations Information*

[MSC-PRO-184](#), *Information Protection and Clearance*

[MSC-PRO-693](#), *Return to Work*