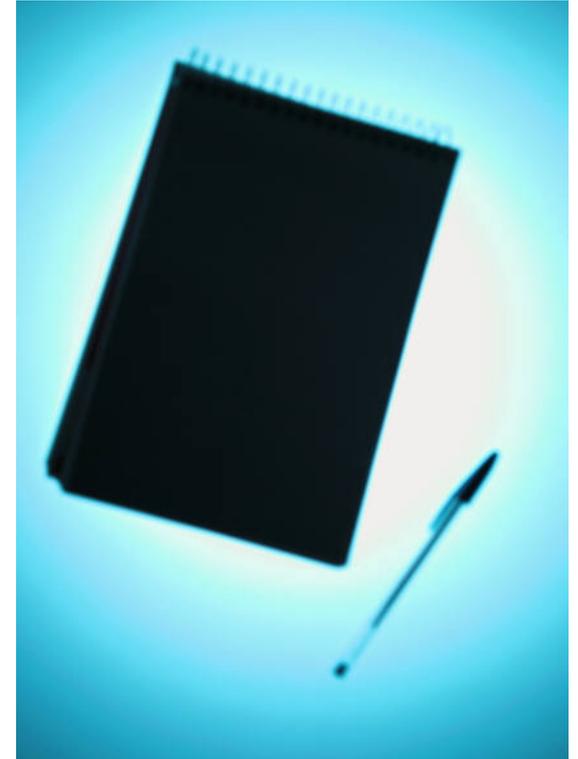


# Procedure 18 Accident/Illness Reporting and Recording

Personnel Awareness Training



By the end of this course you should be able to:

- Define incidents and identify types of incidents.
- Complete the proper reporting procedures for incidents (including vehicular incidents).
- Recall reporting time constraints.
- Complete the proper reporting procedures for worker's compensation.
- Describe incident/accident investigation requirements.
- Identify your reporting responsibilities.

## 18.2 Definitions

- Accident/Incident is an unexpected, unplanned, unwanted event or occurrence which either results in personal injury/illness and/or property damage.

### A Near Miss is...

- ...an accident/incident which **does not** result in personal injury/illness and/or property damage but had the potential to do so and/or a situation in which an inappropriate action occurs or necessary action is omitted, but is detected and corrected before an adverse effect on personnel or equipment results.

### Incidents include...

- ...accidents with and without injury (near-miss incidents); all driving accidents while on government business.
- ...any work related illnesses which may involve exposure to chemical, physical (noise, radiation) and biological (bacterial, viral) agents.

# 18.3.1 Safety Incident/Accident Reporting



An **incident** occurs.

*Anyone* present ensures that the work area is safe in order to prevent injuries to additional personnel and to provide prompt medical assistance to the injured.



The **affected employee** shall immediately report the incident to his/her supervisor.



NWS **supervisory personnel** enters information into the NOAA web-based Accident/Illness Reporting System.

# Time Constraints

Don't be...

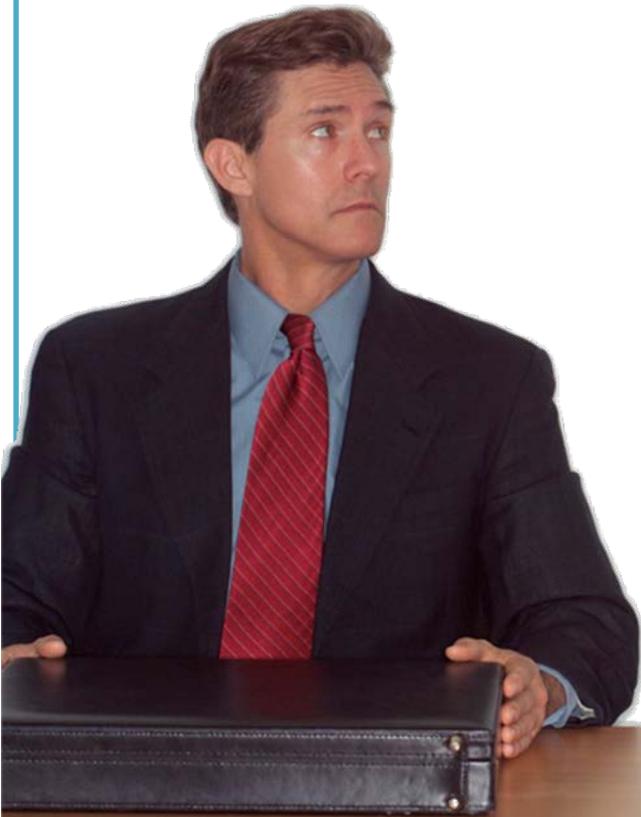


**24**  
hours

All incidents must be reported within 24 hours of occurrence.

If the incident is of a serious nature, the reports must be made within 8 hours.

**8**  
hours



A serious incident involves

- 3 or more hospitalizations,
- fatality, or
- property damage or loss exceeding \$1 million.

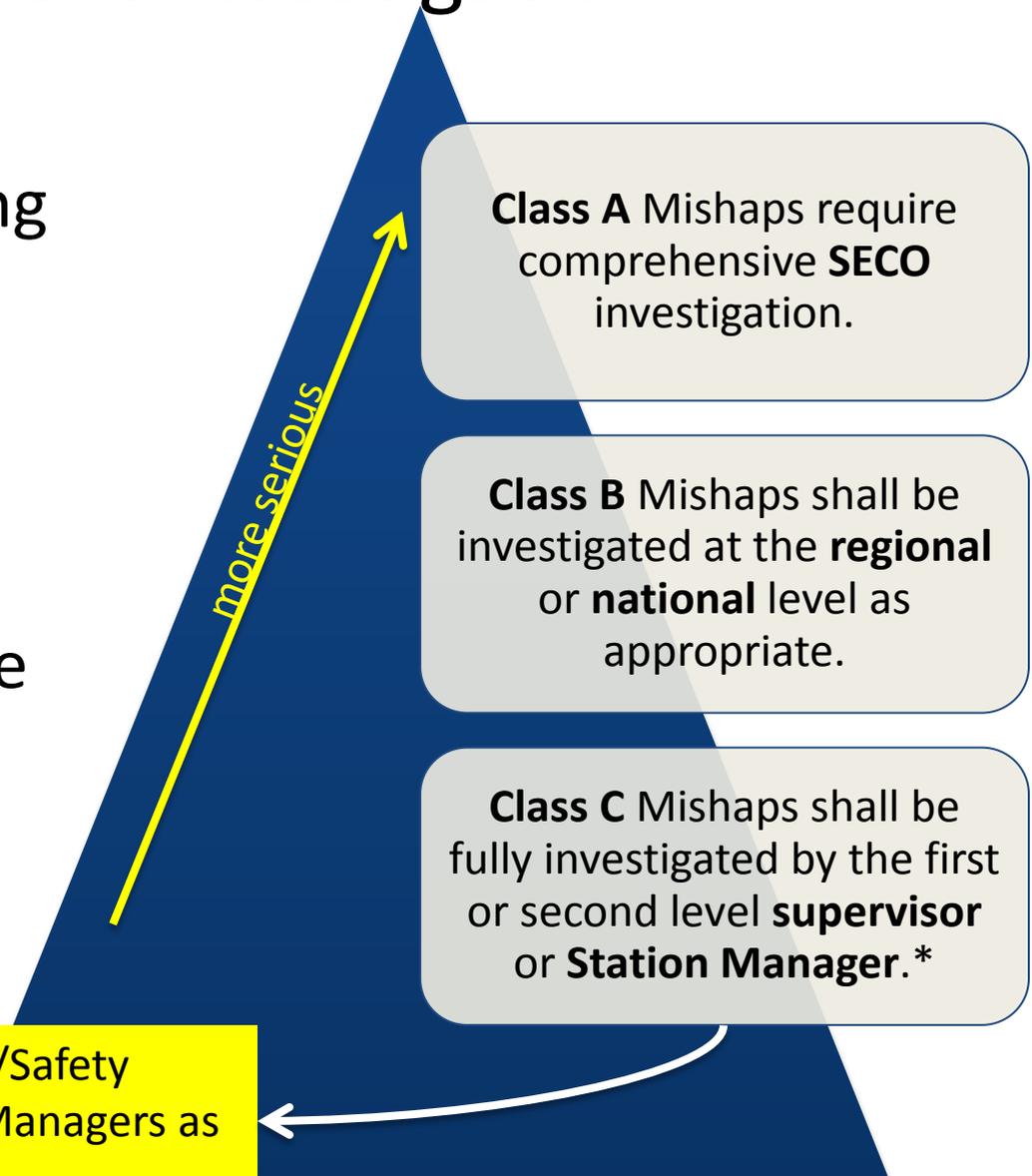
## 18.3.2 Workers' Compensation

- **Supervisors** send all initial claims (CA-1's and CA-2's), CA-16, and claims for disability compensation (CA-7's) to the address on the OPS1 website

<https://www.ops1.nws.noaa.gov/Secure/SAFETY/WorkersComp.html>

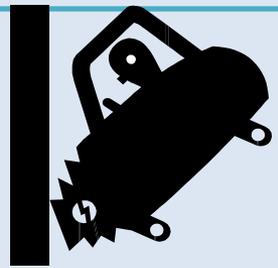
# 18.3.3 Incident/Accident Investigation

- Each accident, including near misses, must be investigated.
- Requirements for investigation of safety incidents are set by the accident class.



\*with input from Regional Environmental/Safety Coordinators and NOAA Regional Safety Managers as necessary.

# 18.3.4 Accident/Incident Resulting in Equipment/Property/Motor Vehicle Damage



## Accidents should be...

- Reported through the web-bases system ASAP.
- Investigated by police if feasible.

Drivers and supervisors should make every attempt to obtain copies of any police reports.

## Vehicles include...

- GSA owned, leased, or rented vehicles used by NWS employees,
- personally owned vehicles if on official duty,
- and vehicles used by contractors during government related travel.

**Note:** Employee injuries must also be reported using the previous (18.3.1) guidelines. Contractor injuries must be reported by company employees to the contractor's insurance company.





The following steps should be followed if you are involved in a Motor Vehicle accident:

1. Stop immediately.

2. Take steps to prevent another accident at the scene.

3. Call a doctor or ambulance if necessary.

4. Notify the police.

Get the name and address of each witness.

Ask each witness to complete **Standard Form 94, Statement of Witness**, in the Accident reporting kit (located in the glove compartment).

Give the police your name, address, place of employment, and name of your supervisor. Upon request, show your operator's permit and vehicle registration card\*.

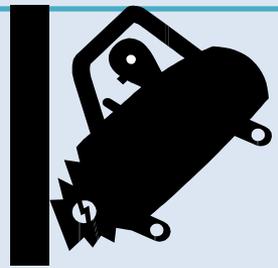
Complete **Standard Form 91, Motor Vehicle Accident Report**.

Notify the Dispatch Pool Manager as soon as possible by calling the telephone number(s) listed in the vehicle's Log Book.

Do **not** sign any paper or make any statement as to who was at fault (except to your supervisor or to a Federal government investigator).

\***NOTE:** Only government-owned or leased vehicles registered in the District of Columbia or displaying state tags have registration cards.

# Motor Vehicle Accident Contact Info.



- If you are unable to reach the Dispatch Pool Manager listed in the vehicle's Log Book, call the **GSA Maintenance Control Center (888-622-6344)**.
- If the vehicle is unsafe to drive **and** you are unable to contact the Dispatch Pool Manager or the GSA Maintenance Control Center (*e.g., due to an accident after normal duty hours*) have it towed to the nearest repair shop and contact the Dispatch Pool Manager as soon as possible.

## 18.3.5 Safety Hazard Reporting

You are **encouraged** to orally report unsafe or unhealthful work conditions to your immediate supervisor.

Alternatively, you may submit a written report of unsafe or unhealthful working conditions to your Regional/Operating Unit Environmental/Safety Coordinator or NOAA SECO using Form CD-351.



# 18.5 Responsibilities (18.3.14 Employees)

Individual employees affected by this procedure are required to read, understand and comply with the requirements of this procedure.

Employees shall report unsafe or unhealthful conditions and practices to their supervisor or Safety or Environmental/Safety Focal Point.

Employees shall complete items 1 through 15 of Form CA-1 and items 1 through 18 of Form CA-2. Completed forms shall be submitted to the supervisor within six days.

Employees shall provide information about medical facility or Physician's office to personnel designated/authorized to complete the Form CA-16, before medical treatment can be obtained (if employee is cognizant and not in a life threatening situation).

Any Questions?

