

B-2. Accident Reporting

I. Scope

These procedures are applicable to all employees of NCI-Frederick.

II. Purpose

A. To provide for the systematic reporting and investigation of occupational injury and illness or work conditions that caused or reasonably could result in injury, illness, or property damage. Reporting is mandatory in order that:

1. Extent of injury or illness may be determined and appropriate interventions initiated.
2. Cause(s) may be identified and appropriate corrective action(s) initiated to prevent a recurrence.
3. Occupational Safety and Health Agency (OSHA) reporting and recordkeeping requirements can be met.
4. Worker's compensation insurance notification requirements can be met.

III. Definitions

Accident - Is defined as an event occurring at work or while on company business that caused, or reasonably could have caused, injury or illness to personnel.

Near-Miss - Is defined as a potential hazard or incident that does not result in personal injury, but has the potential to do so. For example, unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work related injuries.

Occupational illness - Is defined as any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. Occupational illnesses include acute and chronic illness or disease, which may be caused by inhalation, absorption, ingestion, injection, direct contact, or cumulative trauma.

Occupational injury - Is identified as any bodily damage such as a cut, fracture, sprain, strain, amputation, etc. which results from a single instantaneous exposure in the work environment.

IV. General Procedures

- A. All accidents, regardless of apparent degree of severity must be reported to the employee's supervisor and Occupational Health Services (OHS).
- B. Near Miss incidents shall be reported to Environment Health and Safety (EHS), and may be reported anonymously through an interoffice mailed form available for printing from the EHS website.
- C. EHS Director shall be responsible for notifying the NCI-Frederick Contracting Officer of all serious injuries or illnesses.
- D. Forms used:
 - 1. EHS Accident (Injury / Illness) Investigation Report is sent to the injured employee's immediate supervisor by EHS. This form can also be downloaded from the EHS web page, or obtained by calling EHS x1451.
 - 2. Near Miss & Hazard Report Form can be downloaded from the EHS web page or obtained by calling EHS x1451.
 - 3. Worker's Compensation - First Report of Injury or Illness, form IA-1 (1/02); call OHS x1096 for a copy.
 - 4. EHS Response Record, call EHS x1451 for a copy.

V. Responsibilities

- A. Supervisor
 - 1. Trains all employees in accident reporting requirements and reviews requirements annually with employees.
 - 2. Ensures that employees report each occupational illness and injury, or near-miss to EHS/OHS.

3. Completes and submits the EHS Accident (Injury / Illness) Investigation Report to EHS within 3 working days.
4. Works with EHS to identify and implement corrective actions to prevent future occurrences from the EHS Accident (Injury/ Illness) Investigation Report process.

B. Employees

1. Report each occupational injury, illness, or near-miss to their supervisor **immediately** and notify EHS if hazardous conditions continue to exist as a result of the incident. Near Miss & Hazard Report forms can be completed and sent to EHS anonymously.
2. Notify Protective Services to perform first aid measures at the scene of the accident as necessary.
3. Report to OHS promptly if injured or ill (regardless of severity).
4. Give statement to OHS staff and EHS interview (Response Record) and cooperate with EHS accident/injury investigation
5. Participate in initial safety training orientation sessions and periodic safety training as required.

C. EHS

1. Coordinates with OHS for all reported occupational injuries and illnesses, and completes the EHS Response Record.
2. Formally investigates all injuries and illnesses as soon as possible by sending, completing, tracking, reviewing, and auditing the EHS Accident (Injury / Illness) Investigation Report from the supervisor. EHS and the supervisor must concur on corrective actions to prevent further injuries. Follow EHS SOP #4026 Incident Accident Response.
3. Reviews and investigates near-misses and potential exposures, and coordinates an investigation documented in Occupational Health Manager (OHM).

4. Where practicable Investigates root causes to determine actions required to preclude recurrence. Enters accident and incident investigation information in the OHM computer software system.
5. Reports information on multiple injuries or death to OSHA officials as required by law, as well as the government, and any other policy as required by contract or policy. (See EHS SOP #4026.)

All personal injury accidents involving the loss of life, limb, or requiring hospital admission will be reported immediately to the Contracting Officer. All other accidents will be reported to the Contracting Officer within 15 days of the date of occurrence.

6. Sends an injury notification report to the appropriate manager as soon as the accident investigation is complete.
7. Posts OSHA Form 300A Reports, and distributes to applicable NCI-Frederick prime contractors for posting offsite.
8. Analyzes injury data for trends that may be used to focus future injury prevention activities or initiatives.
9. Participates in the monthly OSHA meeting to review new cases and maintain the OSHA log accurately.

D. OHS

1. Injured employees or visitors will receive priority evaluation, treatment and follow-up by OHS staff.
2. Participates in the initial interview to determine nature of injury and potential for hazardous exposure. (Refer to OHS operations manual).
3. OHS staff will immediately notify EHS of work related accidents, initiating the EHS Response Record, and coordinate care based on information derived from the response and accident investigation.
4. In the event of serious injury, local community emergency response or referral procedures will be initiated. (Refer to B-1 Emergency Response Procedures.)

5. Completes and forwards to worker's compensation insurance carrier an Employer's First Report of Occupational Injury or Illness within 24 hours of first knowledge of an occupational injury or illness that requires medical treatment.
6. Maintains a copy of the first report of injury in the employee's medical record.
7. Updates the OSHA log regularly, regarding the number of days of lost time and restricted duty as required by 29 CFR 1904 and communicate this info as required by the OTS contract and OSHA.
8. Makes OSHA regulatory determinations on the applicability of inclusion in OSHA Form 300A, Summary of Work-related Injuries & Illnesses.
9. Participates in the monthly OSHA meeting to review new cases and maintain the OSHA log accurately.