

ACCIDENT/ILLNESS REPORTING PROCEDURES

Incidents Required Report(s) Prepared or Obtained by When Issued Submit to

- Death. a) Telephonic report Supervisor and Immediately upon Appropriate ASHM will notify
- Hospitalization of to Area Office. Review Official. occurrence. SHPMB within 24 hours of the 5 or more persons. (If Headquarters incident.
- Property damage in report to PD).
excess of \$100,000.

Injury of illnesses For any injury or Supervisor, Within 2 workdays of - Keep supervisor's copy. resulting in: illness resulting in injured employee, the incident. (DO NOT Forward all other copies these effects. and Reviewing HOLD BEYOND 2 WORKDAYS.) to appropriate ASHM.

a) Loss of consciousness - Form CA-1: for Official.

or restriction of traumatic injury. CA Forms: Forward to
bodily motion; - Form CA-2: for

b) Medical treatment by illnesses. (See - Forward to appropriate
a physician (other Directive 231.2, District Office of OWCP.

than first aid); Workers' Injury, (Send copy to appropriate

c) Inability of the Illness, Compen- ASHM.)

employee to perform sation.) -EXCEPTION: See First Aid

normal assignment; Injury Instructions.

or

d) The employee's

transfer or

termination due to

injury or illness.

First Aid Injury: Form CA-1: for Supervisor and Initial report to be - Forward reports to the

Does not involve traumatic injuries. injured employee. completed within 2 SPO through the ASHM.

Medical treatment by workdays. Supervisor

a physician, medical shall hold 3-5 days

expense, or lost time. to insure no claim for NOTE: All CA-1 reports of

compensation will be first aid injury are

forthcoming. After 3-5 to be filed in the

days, forward to injured employee's

appropriate office (see OPF.

next column).

- Accidental property Supervisor, Reviewing Within 2 workdays of - Submit to appropriate

damage in excess of Official, employees the incident. ASHM.

\$100. who witnessed.

- All fires.

ACCIDENT/ILLNESS REPORTING PROCEDURES (Continued)

Incidents Required Report(s) Prepared or Obtained by When Issued Submit to

All motor vehicle accidents unless the vehicle is properly parked or involved.
Supervisor, Reviewing Within 2 workdays of - Submit to appropriate Official, employee the accident. ASHM.

is properly parked or involved.

damaged by an "Act of - SF-91 - Accountable Officer.

God" (i.e., lightning,

flood, hail, etc.) Operator. Within 2 workdays of the - Accountable Officer.

regardless of amount accident. (See AM-220-2.)

of damage.

Accountable Officer. Within 2 workdays of - Submit to RPMO.

the accident.

Copies:

a. AD/CD, Division Director

or Staff Head as

appropriate.

b. Two copies to GSA motor

pool if GSA vehicle is

involved.

- SF-94. Operator, witness(es). Within 2 workdays of - Accountable Officer.

the accident.

- AD-112. Accountable Officer. Within 2 workdays of

the accident.

Copies:

a. AD/CD, Division Director

or Staff Head as

appropriate.

b. Two copies to GSA motor

pool if GSA vehicle is

involved.

If accident involves Telephone or telegraph Supervisor Within 2 workdays of See Exhibit 4 for list of property damage in excess report and written the accident. field offices of OIG. One of \$1,000 or injury to report to the Office copy to AAO and Area Office.

private persons or of Inspector General

indication of misconduct (OIG) and RPMO or

or gross negligence on HQSPMO.

the part of the employee.