



SECTION A - ARS SAFETY MANAGEMENT FUNCTION

CHAPTER IV - SAFETY, HEALTH, AND ENVIRONMENTAL SERVICES COMPONENT

CHAPTER IV

SAFETY, HEALTH, AND ENVIRONMENTAL SERVICES COMPONENT

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## CHAPTER IV - SECTION A

### SAFETY, HEALTH, AND ENVIRONMENTAL SERVICES COMPONENT

#### A PURPOSE AND SCOPE OF THIS CHAPTER

The purpose of this chapter is to outline major service programs which are designed to support the recognition, evaluation, and control of potentially hazardous conditions associated with ARS research operations. The programs are classified as service programs because they are considered supplementary activities for the advantage of program participants.

Some ARS Safety, Health, and Environmental Services Programs include the:

- 1 ARS Safety and Health Committee Program.

2 ARS Program Promotion/Award Incentive Program.

3 ARS Employee Assistance Program.

4 ARS Occupational Health Maintenance Program.

5 ARS Facilities/Fire Protection Plan.

## B APPLICABILITY

The contents of this chapter apply to all ARS employees. Each employee is charged with the responsibility for implementing provisions of the ARS Safety, Health, and Environmental Management Program as it pertains to operations within his/her jurisdiction. The responsibilities listed herein are minimal. They shall in no way be construed to limit individual initiatives to implement more comprehensive practices in order to achieve a greater degree of safety, health, and environmental protection.

## C ARS SAFETY AND HEALTH COMMITTEE PROGRAM

### 1 Program Summary

This program states the responsibilities of the ARS safety and health committees and representatives, and establishes the procedures for applying interdisciplinary approaches to resolving safety, health, and environmental issues impacting on ARS operations through the formation and maintenance of committees and representatives at all ARS Locations.

## C ARS SAFETY AND HEALTH COMMITTEE PROGRAM (Continued)

### 2 Background

Code of Federal Regulations, Title 29, Part 1960, "Occupational Safety and Health Programs for Federal Employees," establishes specific requirements for the formulation of safety and health committees, composed of representatives of management and representatives of employees for the purpose of advising and assisting ARS officials with respect to their responsibilities under the ARS Occupational Safety, Health, and Environmental Management Program.

### 3 Program Policy

It is the policy of ARS to establish a committee at all Locations having 15 or more permanent full-time employees, and appoint a representative at all Locations having less than 15 permanent full-time employees.

### 4 Responsibilities

a Area Directors will:

(1) Mandate the formulation of safety and health committees and safety and health representatives at Locations within their jurisdiction.

(2) Ensure that committees and representatives have sufficient opportunities for communication with line management.

b Center Directors, Location Leaders, Division/

Staff/Branch Chiefs, and Program/Project Managers will:

(1) Establish safety and health committees at all ARS Locations having 15 or more permanent full-time employees. The committee shall be comprised of at least three members. Membership will represent a cross section of facility personnel with specific representation from management, research, or labor organizations according to their proportional distribution at the Location.

#### C ARS SAFETY AND HEALTH COMMITTEE PROGRAM (Continued)

EXCEPTION: ARS Locations which are located in facilities owned/operated by a cooperator or university may fulfill the safety and health committee requirements by designating one person as safety and health representative, provided:

(a) The cooperator/university has an active safety and health committee or full-time safety and health department, and actively participates.

(b) The Location safety representative is a member of the cooperator/university safety and health committee and actively participates.

(2) Actively support the safety and health committee by providing administrative and managerial backing of committee recommendations and requests (e.g., requests for specific safety and health training opportunities, requests for funding of installation of appropriate engineering controls, or equipment necessary for the elimination of hazardous conditions).

c Location Safety and Health Committee Members and Representatives will:

(1) Provide safety and health analysis and consultation to the responsible official (i.e., the Location Coordinator/Center Director) on matters affecting the safety and health of employees at the facility and the environment. This includes response to employee concerns and complaints involving the existence of potential hazardous working conditions. The committee or safety and health representative will serve as a focal point through which employee concerns are either resolved or communicated through channels to appropriate managerial officials for resolution. (See Section 5 of this Chapter for Program Implementation Procedures).

#### C ARS SAFETY AND HEALTH COMMITTEE PROGRAM (Continued)

(2) Review supervisor's accident/illness reports to determine accident patterns and corrective actions needed for communication to local management. This includes assisting the Area Safety and Health Manager (ASHM) and the Safety, Health, and Environmental Management Branch (SHEMB) to ensure the accuracy and completeness of such reports.

(3) Conduct safety and health inspections of facilities, equipment, and operations to ensure compliance with applicable standards and regulations, and advise management of noncompliance to permit appropriate and timely abatement of hazards.

(4) Actively participate in applicable safety, health, and environmental education/

training programs, safety and health councils, and other activities which will enhance membership expertise and credibility in matters related to workplace hazard control.

(5) Maintain a complete file of up-to-date ARS Occupational Safety, Health, and Environmental Program Components, to provide employees with information and advice about the Safety, Health, and Environmental Management Program.

(6) Advise management on implementation of the ARS Safety, Health, and Environmental Program mandates.

## 5 Program Implementation Procedures

a The Location Safety and Health Committee shall meet at least once every 2 months.

b Minutes of the committee meetings shall be maintained by the committee chairperson and copies shall be distributed to:

(1) Location Management.

(2) All employees at the Location or posted in a conspicuous place for employee review.

#### C ARS SAFETY AND HEALTH COMMITTEE PROGRAM (Continued)

c The Location safety and health committee or representative should try to provide satisfactory resolution to employee safety and health-related requests at the facility level in concert with the appropriate official. Should solutions prove unattainable at this level, assistance of the ASHM should be enlisted. The ASHM will either solve the problem or obtain assistance from SHEMB. The committee may request an evaluation or inspection by Office of Safety and Health Management, USDA, or the Department of Labor, if the majority of members are not satisfied with ARS response to a report of hazardous working conditions.

d The safety and health committee chairperson and the Location safety and health representative must provide ARS-309 to the ASHM and SHEMB listing the Location safety and health committee members or the safety and health representative, address, job title or areas of expertise, and telephone number, by October 15 of each year. The listing should also be posted in a conspicuous location where employees can determine established safety and health committee membership.

e Committee membership should be no more than 3 consecutive years, and rotated so that there is always at least one experienced member serving on the committee.

## D ARS INCENTIVE AWARDS PROGRAM AND PROMOTIONAL ACTIVITIES

### 1 Program Summary

The program provides for systematic acquisition and distribution of informational materials to stimulate employee participation in the ARS Safety, Health, and Environmental Management Program; establishes policy for recognizing outstanding contributions to program improvements in ARS; and states responsibilities for the safety, health, and environmental activities in ARS.

### 2 Program Policy

a It is the policy of ARS to:

(1) Recognize outstanding contributions to the ARS Safety, Health, and Environmental Management Program.

D ARS INCENTIVE AWARDS PROGRAM AND PROMOTIONAL ACTIVITIES (Continued)

(2) Sustain a motivated and physically, mentally, and emotionally healthy workforce.

(3) Maintain or increase productivity through the elimination or substantial reduction of accidental injuries, illnesses, property damage, and environmental releases.

(4) Promote active employee participation in the ARS Safety, Health, and Environmental Management Program.

b Awards will be presented by the Administrator, ARS, yearly.

c Award eligibility will be based on:

(1) Overall reduction in injury and illness frequency and severity rates by Area, Center, Location, employee, or employee groups.

(2) Achievement of target activities established during the previous year based upon ARS accident/illness/injury reduction goals.

(3) Substantial contribution to the ARS Safety, Health, and Environmental Management Program effort above and beyond what is normally required.

### 3 Responsibilities

a Management Officials at Area/Center/Locations in ARS and major facilities with 25 or more employees will:

(1) Develop, in concert with the appropriate servicing Area Safety and Health Manager, planned methods for publicizing ARS safety, health, and environmental activities, and special emphasis programs.

(2) Obtain and maintain copies of:

(a) ARS Safety, Health, and Environmental Management Program MANUAL.

D ARS INCENTIVE AWARDS PROGRAM AND PROMOTIONAL ACTIVITIES (Continued)

(b) Occupational Safety and Health Act, 1970, and Standards (29 CFR 1910).

(c) Executive Order 12196.

(d) Safety and Health Provisions for Federal Employees (29 CFR 1960).

(e) All appropriate Environmental-

Related Program Components. (See SECTION D - ARS ENVIRONMENTAL MANAGEMENT FUNCTION for details.)

NOTE: This information is to be made available to employees or employee representatives upon request.

(3) Include safety, health, and environmental promotional materials in newsletters as appropriate.

(4) Post, and keep posted, a notice informing employees of their rights and responsibilities under the ARS Safety, Health, and Environmental Management Program. Posters shall be provided to each Location by the appropriate servicing Area Safety and Health Manager. (Occupational Safety and Health Poster Form AD-1010, Section A, Chapter 2, Paragraph L).

(5) Ensure that employees are kept informed of safety, health, and environmental provisions of negotiated agreements at ARS Locations having current labor-management contracts.

(6) Document supervisor's responsibilities in furthering program efforts during each evaluation period and properly record the results on Form AD-434 (Performance Appraisal form).

(7) Prepare nominations, based on eligibility criteria, citing specific justifications, contained in paragraph D.2.c.

## D ARS INCENTIVE AWARDS PROGRAM AND PROMOTIONAL ACTIVITIES

(Continued)

(8) Submit nominations, through appropriate organizational lines of authority, to SHEMB, FD, by January 31 each year.

(9) Provide for local awards, as appropriate, in addition to Administrator's award.

b The Chief of the Safety, Health, and Environmental Management Branch will establish an ad hoc committee to evaluate nominations and recommend awards to the Administrator, ARS.

#### E ARS EMPLOYEE ASSISTANCE PROGRAM

This program is considered a "Service" program. The purpose of the EAP is to offer assistance to employees who have personal problems that interfere with efficient and safe performance of their assigned duties; motivate employees to accept rehabilitation and treatment so that they may regain their productive capabilities; minimize absenteeism, sick leave, and grievances; reduce the need for disciplinary action; and improve morale.

For specific program policies and procedures reference SECTION B - ARS OCCUPATIONAL HEALTH MANAGEMENT FUNCTION, Chapter I - ARS Employee Assistance Program.

#### F ARS OCCUPATIONAL HEALTH MAINTENANCE PROGRAM

This program is considered a "Service" program. The purpose of the Occupational Health Maintenance Program is to provide medical monitoring of ARS employees potentially exposed to toxic substances associated with ARS research operations.

Although this program is considered a "Service" program and is an intricate part of the Safety Management Function, the program is generally classified as an Occupational Health Management Function activity.

For specific program policies and procedures, reference SECTION B - ARS OCCUPATIONAL HEALTH MANAGEMENT FUNCTION, Chapter II - ARS Occupational Health Maintenance Program.

## G ARS FACILITIES/FIRE PROTECTION PLAN

Reserved.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

1 For Workers' Compensation, see MANUAL 230.0

## 2 Summary

Minimum requirements are identified for establishing:

a A management information system which:

(1) Implements the USDA accident and illness recordkeeping system.

(2) Provides quarterly and annual computer printouts for use in identifying accident prevention needs and priorities.

b A data base which will allow identification of accident and illness trends, and evaluation of safety and health program effectiveness.

c An investigation and reports system for use by ARS employees, supervisors, collateral-duty safety officers, and safety committee members to accurately determine the causes of accidents (including

motor vehicle accidents) and illnesses so similar occurrences may be prevented.

### 3 Abbreviations

AAO - Area Administrative Officer

AD/CD - Area Director/Center Director

ARS - Agricultural Research Service

ASHM - Area Safety and Health Manager

CEP - Cluster Environmental Protection Specialist

DAAM - Deputy Director, Administrative Management

DPM - Department Personnel Manual

FD - Facility Division

FECA - Federal Employees' Compensation Act

GSA - General Services Administration

LL - Location Leader

NFC - National Finance Center

OGC - Office of the General Counsel, USDA

OIG - Office of Inspector General, USDA

OPF - Official Personnel Folder

OSHA - Occupational Safety and Health Act

OSHM - Office of Safety and Health Management, USDA

OWCP - Office of Workers' Compensation Programs

PMO - Property Management Officer

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

SHEMB - Safety Health and Environmental Management Branch

SPO - Servicing Personnel Office

4 Forms

AD-112, Report of Unserviceable, Lost, or Damaged Property

AD-651, Motor Vehicle Accident Report Kit

CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation

CA-16, Request for Examination and/or Treatment

SF-91, Operator's Report of Motor Vehicle Accident

SF-94, Statement of Witness

## 5 Definitions

a Accident - An unexpected or unplanned event which results in, or could have resulted in, the personal injury or illness of ARS employees or damage to property.

b Major Accident - An accident involving ARS employees or ARS controlled equipment or facilities which results in:

(1) Death to one or more persons.

(2) Disabling injuries which hospitalize five or more persons.

(3) Property damage over \$100,000.

c Motor Vehicle Accident - Any occurrence involving a Federal Government-owned or leased vehicle while operated on official business, resulting in property damage, injury, or death regardless of the dollar amount or who was injured.

d Reviewing Official - The management official next in line of supervision above the first-line supervisor or a higher management official (e.g., AD's/CD's).

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

e Traumatic Injury - A wound or other condition of the body caused by external force, including stress or strain. The injury must be:

(1) Identifiable by time or occurrence and member of function of the body affected.

(2) Caused by a specific event or series of events within a single day or work shift.

f Medical Treatment - Treatment administered by a physician or by a registered professional under the

direct orders of a physician. This does not include one-time first aid treatment of minor scratches, cuts, burns, splinters, etc., even though the treatment is provided by a physician or registered professional personnel. It would not include subsequent observation of the one-time first aid treatment, as long as future treatment was not required. The subsequent observation would be considered a safeguard and not repeated treatment.

However, if the minor scratches, cuts, burns, splinters, etc., required more than one-time treatment, it shall be reportable on CA-1. An example of this would be the development of infection due to the minor scratch, cut, etc.

g Occupational Illness - Is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

## 6 Minimum Requirements

### Reports.

a Will be consistent with:

(1) DPM.

(2) OSHA.

(3) FECA regulations.

(4) OIG authorities.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

(5) OGC, relative to Freedom of Information Act.

b Will be:

(1) Maintained by each AAO, ASHM, AD/CD, and LL to substantiate the effectiveness of safety and health programs.

(2) Forwarded to appropriate levels by times specified by NFC.

(3) Viewed as indicators of operational problems for which management is responsible.

(4) Used to initiate individual corrective actions unless the problem is common to other organizational units which require DAAM consideration for possible ARS-wide action.

Records.

Will be maintained:

a By AD and ASHM, AD's/CD's, and LL's on all recordable accidents and illnesses relevant to employees exposed to toxic substances and harmful physical agents as required by OSHA.

b According to the ARS Records Control Schedule.

## Confidentiality.

a Records pertaining to injuries and illness are "FOR OFFICIAL USE ONLY." All information is confidential and available only for official purposes.

b Requests for records are to be referred to the appropriate AD and ASHM for consideration and response.

## Investigations.

Accidents will be investigated as outlined in this section. The total work environment of the injured or ill employee will be considered.

H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

## Discipline.

a Employees who fail to follow established safety, health and environmental regulations and practices will be disciplined.

b Employees will not be disciplined if involved in an accident unless purposeful negligence or violation of established safety regulations occurred.

## 7 Responsibilities

a Employees involved in any accident regardless of severity will notify their supervisors and, with the supervisor, complete the required forms when necessary, within 2 workdays of an accident.

b Supervisors will:

(1) Investigate all reportable accidents (i.e., other than first aid cases) involving employees, equipment, or material under their supervision.

(2) Report all employee injuries and illnesses according to procedures in this section.

c Reviewing Officials will:

(1) Review all accident reports for correctness and completeness of entries.

(2) Send reports to the appropriate AD and ASHM within 7 workdays of the accident.

d AD and ASHM's will monitor the accident reporting system and:

(1) Collect and analyze accident statistics to establish accident prevention priorities within the Area.

(2) Report by January 31 each year to the DAAM summarizing accident experience for the previous year.

(3) Establish accident reduction goals by November 30 each year and develop action plans to meet those goals.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

(4) Assist AD's/CD's and LL's in establishing accident prevention programs based on accident experience.

(5) Advise supervisors of proper accident investigating techniques and reporting procedures.

(6) Provide feedback to AD or management officials on progress in accident reduction.

For AD's/CD's, LL's will:

(1) Establish priorities related to potential causes of accidents and illnesses to develop and implement effective accident prevention procedures.

(2) Consider safety records of subordinate organizational levels as indicators of the quality of managerial performance at those levels.

(3) Notify the DAAM, or designee, immediately of all major accidents.

f SHEMB will:

(1) Maintain a Safety and Health information system for ARS.

(2) Establish accident reduction goals for ARS based upon quarterly and annual statistical reports provided by NFC.

(3) Analyze Area accident statistics periodically to monitor progress on accident reduction goals.

(4) Advise the Areas of accident reporting requirements.

(5) Monitor and evaluate Area accident reporting procedures to assure compliance with ARS, USDA, and statutory recordkeeping requirements.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

(6) Assist Areas in determining the causes of accidents and illnesses and establish priorities for implementing accident prevention procedures.

### 8 Reporting Procedures

Stated are procedures for establishing a management information system which will:

a Monitor ARS accident and illness experience.

b Comply with recordkeeping requirements of Department of Labor and USDA.

c Provide a basis for establishing management priorities for accident and illness prevention.

### Major Accidents

#### Responsible Person ACTION

o Employee 1 After witnessing any major accidents, immediately report such occurrences to the appropriate supervisor or operating official.

o Supervisor 2 Notify appropriate operating official (e.g., AD/CD, LL) immediately (see below for information required).

o Operating 3 Notify appropriate AD, AAO or ASHM immediately

Official providing the following information:

a Name, title, and work activity of persons injured or killed.

b Name, location, and telephone number of the injured or deceased employee's supervisor and AD/CD; Division, Staff, or Office Chief; or official in charge.

c Brief description of the accident (date, time, type, cause, site of accident, and extent of injuries).

d Persons notified of the accident (ARS officials, OGC, OIG, etc.).

NOTE: Telephone reports must be followed immediately by a written report and CA-1 (see Exhibit 1).

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Operating e Take photographs of all major accidents prior to

Official disturbing the scene of the accident. Give due

(Continued) regard to:

(1) Getting medical attention for injured or

ill employees as required.

(2) Hazard conditions which might be created by using electronic flash attachments (e.g., explosive atmospheres preclude using flash attachments which could act as a source of ignition).

o ASHM/CEPS 4 Notify the SHEMB, FD, within 24 hours.

o SHEMB, FD 5 Notify by telephone or electronic mail, the DAAM and the OFM, USDA, within 48 hours after the occurrence or first knowledge of a major accident. Prepare and submit a followup written report within 24 hours, providing the following information:

a Date of accident.

b Names of persons involved.

c Location of accident.

d Extent of injuries to each.

e Brief narrative explaining how it happened.

f Actions taken.

g Amount of property damage, if any.

### First Aid Injuries

Responsible Person ACTION

o Employee 1 Obtain first aid treatment.

2 With supervisor's assistance, and within 2 workdays of injury, complete CA-1 (see Exhibit 1).

NOTE: CA-1 is required for all injuries under the FECA.

o Supervisor 3 Provide employees with required forms and assist in completion and submission. Instructions for completing each form are provided with the form.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Supervisor 4A Review the accident and Section B, Chapter IV, ARS

(Continued) Occupational Safety and Health Workers' Injury Illness Compensation Program to determine whether claim for compensation applies.

4B If, after 3 to 5 calendar days, there is no need to

report the injury to OWCP for compensation purposes, send the completed original CA-1 to the SPO through the appropriate AAO or ASHM.

o SPO 5 File CA-1 in employee's OPF as required by FECA.

6 Advise injured employees, and their supervisors,



5 Assure completion of all accident and damage reports in accordance with Exhibit 1.

6 Notify the appropriate AAO and ASHM by wire or telephone of motor vehicle accidents immediately after occurrence.

7 Use CA-1 to report all:

a Fires.

b Accidents resulting in property damage over \$100.

H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Supervisor c Motor vehicle accidents unless the vehicle is

(Continued) properly parked or damaged by an "Act of God" (e.g. lightning, flood) regardless of amount of damage.

### All Other Accidents and Illnesses

#### Responsible Person ACTION

o Employee 1A If possible, notify the supervisor.

1B If not possible, get immediate medical attention. Notify supervisor at the earliest opportunity.

NOTE: In emergencies, get treatment from the nearest hospital. After emergency treatment the employee may:

a Continue treatment with physician who provided emergency treatment.

b Select a different qualified local physician for further care of the same injury. Further changes in physicians must be approved by the OWCP. Contact your supervisor.

2 Within 2 workdays of accident, regardless of severity, participate with the supervisor to complete:

a Form CA-1. Completion of CA-1 is required for all injuries under FECA.

o Supervisor 3 Provide the employee with required forms and assist in completion and submission. Instructions for completing each form are provided with the form.

4 If employee seeks medical attention, complete Form CA-16 with the employee, and issue to the attending physician through the injured employee.

5 Review accident report and Section B, Chapter IV to determine whether:

a A claim for compensation applies.

b A third-party liability exists.

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Supervisor 6A If compensation is claimed, send CA-1 to the

(Continued) appropriate district OWCP office, with copy to the SPO through the appropriate AAO and ASHM for filing in the employee's OPF (see Exhibit 1).

6B If, after 3 to 5 calendar days, there appears to

be no need to report the injury to OWCP for compensation purposes, forward the completed CA-1 to the SPO through the appropriate AAO and ASHM for filing in the employee's OPF (see Exhibit 1 for details).

7 If an occupational illness rather than a traumatic injury, complete form CA-2.

o AAO and 8 Review CA-1 for accuracy and completeness.

ASHM

9A If incomplete or inaccurate, return CA-1 to Reviewing Official for action.

9B If complete and accurate, code and send CA-1 to NFC within 12 workdays of the accident.

10 Send copy of CA-1 to SHEMB, FD.

o SPO 11 File CA-1 in employee's OPF, as required by FECA.

Third-Party Liability

Through supervisory channels:

Responsible Person ACTION

o Employee 1 Obtain advice and approval from the Area Office of OGC before attempting to settle third-party liability cases.

2 If claiming compensation through OWCP, obtain advice and approval from the Solicitor of Labor.

NOTES: OWCP reserves the right to recover damages in any injury or illness case creating a legal liability upon someone other than the United States.

Failure to follow OWCP procedures may jeopardize an employee's right to compensation.

o Supervisor 3 Advise Claimants of OWCP right to recover damages.

H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Supervisor 4 Screen all injury cases to determine potential

(Continued) liability. If a potential third-party liability is determined to exist, record this determination in the accident report (i.e., CA-1 and CA-2).

5 Forward the report to the appropriate AAO and ASHM.

In addition, provide the following information:

a Cause of the accident or illness.

b Seriousness of the accident or illness, length  
of absence from duty, and estimate of hospital and medical costs.

c Name and address of third party.

d The act, omission, or negligence of the third party which caused or contributed to the accident or illness.

e The financial responsibility of the third party (i.e., name and address of insurance company).

### Accident Investigation

#### Responsible Person ACTION

o Supervisor 1 Conduct initial investigation immediately  
in Charge following notice of an accident or illness.

a Interview with individual witnesses.

b Signed, written statements of witnesses for inclusion in the investigation report.

c Comprehensive notes, taken at the scene, of observations of unsafe conditions or acts and details of evidence found indicating possible cause.

d Narrative report giving relationship and

analysis of:

(1) Environmental Factors (e.g. weather;

adequacy of lighting; faulty building

design for safety and health purposes; ineffective safety controls or devices; faulty maintenance of equipment, machines, or buildings; toxic vapors, fumes, or dusts; and lack or improper use of personal protective equipment).

## H ACCIDENT AND ILLNESS REPORTING, INVESTIGATING AND ANALYSIS

(Continued)

o Supervisor (2) Personal Factors (e.g. physical ability of

in Charge employee; adequacy of training and

(Continued) supervision; alternative operating procedures; attitude of employee and supervisor toward required safety measures).

(3) Procedures and Practices (e.g. Was

employee following procedures for the job?

Would using protective equipment have prevented or minimized the consequences of the accident?).

e If caused by an unsafe act or condition, answer the following questions:

(1) Why did the employee work under those conditions?

(2) Why did management permit the employee to work in such a situation?

(3) What were the behavioral causes?

NOTES: Provide supplemental narrative reports of unique circumstances of the accident or illness.

Include police reports; photographs; sketches; and other relevant data.

2 Send reports to appropriate AAO and ASHM within 7 workdays of the accident or illness.

o AAO and 3 Coordinate major accident investigations.

ASHM

4 Report to SHEMA, FD, as required.

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