



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

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To: **Bureau Designated Safety and Health Officials**

From: **Claudia P. Schechter**  
*Claudia P. Schechter*  
**Departmental Designated Safety and Health Official**

Subject: Implementation of the Department of the Interior  
Accident/Injury Reporting System

As we discussed at our May 15, 1997, DASHO Council meeting, the Department of the Interior Safety Management Information System (SMIS) accident reporting mechanism has been extensively revamped and will be ready to receive *electronic* World Wide Web-based supervisory input of accident and employee injury information as of July 1, 1997.

SMIS will not only generate Departmental accident/incident reporting forms but also will prepare the necessary Office of Workers' Compensation Programs injury/illness reports, thereby enabling all supervisors and managers to carry out our responsibilities for accident investigating and reporting quite efficiently.

Please ensure that your bureau safety managers develop a plan that fully implements this new SMIS system throughout your bureaus. The plan would require organizational safety managers and collateral-duty safety personnel to be fully knowledgeable of the system and to be able to assist supervisors in accident reporting. Note that the DOINET and individual phone modems can also access SMIS and this will not change for the foreseeable future.

To assist in this process, I have attached a sample explanatory memorandum designed to familiarize and prep your bureau managers with the benefits of this state-of-the-art system, and a user's guide that I hope you will distribute widely. For electronic copies of the explanatory memorandum and user's guide and for additional help, please contact Kenneth Rueff of the Departmental Office of Managing Risk and Public Safety at 303-236-7128.

**Safety First Every Job, Every Time.**

Attachment