

U. S. DEPARTMENT OF THE INTERIOR
 Safety Management Information System

FIELD REPORT NO.

REPORT OF ACCIDENT/INCIDENT

DATE

1. REPORTING UNIT AND ADDRESS																
2. NAME OF PERSON INVOLVED (last, first, middle initial) ADDRESS (include zip code)					3. AGE		4. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female			6. EMPLOYMENT STATUS						
					5. SOCIAL SECURITY NUMBER					7. OCCUPATIONAL CODE (last digit here) →						
Use separate form for each person involved																
8. DATE AND TIME OF INCIDENT				9. ACTIVITY						20. LOST TIME DATA						
YR.	MO.	DAY	HR.							MIN.	a. Date unable to perform regularly established duties			MO.	DAY	YR.
10. STATE IN WHICH INCIDENT OCCURRED										b. Date returned to work (Regularly established duties)						
11. TYPE OF ACCIDENT/INCIDENT										c. Date returned to work (Restricted work activities)						
12. RESULT OF ACCIDENT/INCIDENT										d. Date terminated						
13. NATURE OF INJURY/ILLNESS										e. Date permanently transferred to lighter duty						
14. SEVERITY OF INJURY/ILLNESS										f. Number of days of restricted work activity						
15. PART OF BODY AFFECTED										TO BE COMPLETED BY SAFETY MANAGER ONLY						
16. SOURCE (What was used, done, contacted, etc?)													g. Number of days lost (Optional) (ANSI-Z16.4)			
17. HUMAN FACTOR										h. Number of lost workdays (Required) (OSHA-29 CFR 1960.2 (1))						
18. PHYSICAL/ENVIRONMENTAL FACTOR										i. Recordable occupational injury/illness (OSHA-29 CFR 1960.2 (a))						
19. REPORT SENT TO OWCP?										YES	NO	YES	NO			
21. PROPERTY OWNERSHIP										23. IDENTIFICATION OF PROPERTY INVOLVED (name, model number, size, make, type, etc.)						
22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)										a. Government:						
a. GOVERNMENT					b. OTHER											
\$					0	0	\$					0	0	b. Other:		
24. NARRATIVE OF ACCIDENT/INCIDENT (Include who, what, when, where, and how)																

Continue on separate sheet, if necessary

25. CORRECTIVE ACTION TAKEN OR PLANNED

WHEN: Now _____ Fiscal Year _____

Signature and title of reporting official		Initials of Bureau Safety Manager	
Signature of reviewing authority		Date	Date