

# Reclamation Manual

## Directives

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**Subject:** Occupational Safety and Health – Accident/Incident Investigation and Reporting

**Purpose:** To establish processes for accident/incident investigation and reporting into all Bureau of Reclamation organizational components.

**Authority:** 29 CFR 1960 and Department of the Interior Safety and Health Manual, 485 DM

**Contact:** Safety and Health Services, D-7600

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**Program Direction:** The following accident/incident investigation and reporting activities will be implemented by all Reclamation organizational components, unless exempted by Reclamation's Designated Agency Safety and Health Official (DASHO):

### 1. Reporting and Logging System.

- A. "Report of Accident/Incident" (Form DI-134) will be used to document all accidents/incidents.
- B. The Department Safety Management Information System (SMIS) will be used as the logging and statistical reporting mechanism for all accidents/incidents.

### 2. Reporting and Investigation Responsibilities.

#### A. Employees Will:

- (1) Notify their supervisor of every job-related accident/incident involving:
  - (a) Injury;
  - (b) Illness;
  - (c) Death;
  - (d) Property damage;
  - (e) Fire; or
  - (f) An accident/incident which exposed or could expose individuals present to injury, illness, or death.

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- (2) Comply with the Safety and Health Handbook, 485 DM 7; and 41 CFR 101-38.6 for any work-related accident with a Government-owned/contracted vehicle. (Assistance is available in the "Vehicle Accident Reporting Kit.")

### **B. Supervisors Will:**

- (1) Act as the signatory "Reporting Official" (see DI-134).
- (2) Immediately investigate each employee-reported accident/incident.
- (3) Notify their respective safety and health official of a work-related accident/incident which involves personal injury, property damage exceeding \$500, or the public (i.e., non-Reclamation) for which the respective safety and health official will determine the extent of investigation.
- (4) Immediately notify their respective manager and Director-delegated safety and health official of an accident/incident which results in:
  - (a) Death,
  - (b) Hospitalization,
  - (c) Public injury/illness (non-Reclamation),
  - (d) Reclamation property damage exceeding \$100,000, or
  - (e) Public property damage exceeding \$5,000.
- (5) Submit to their respective safety and health official, the timely documentation of elements necessary for the completion of the DI-134 for an occurrence which involves:
  - (a) Job-related injury/illness requiring any medical treatment or first aid provided by a medical professional;
  - (b) Employee submission of "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation" (Form CA-1) or "Notice of Occupational Disease and Claim for Compensation" (Form CA-2);
  - (c) Job-related death;

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- (d) Vehicular accident while on duty;
  - (e) Property damage resulting from an accident/incident which exceeds \$500;
  - (f) Accident/incident which exposed or could expose individuals present to injury, illness, or death;
  - (g) Boating accident with damages in excess of United States Coast Guard State-specific monetary thresholds or as required by their respective safety and health official; or
  - (h) Aircraft accident (see 352 DM 6 for additional accident reporting requirements and information).
- (6) Submit to their respective safety and health official the following additional completed reports:
- (a) For a motor vehicle accident; "Motor Vehicle Accident Report" (Reclamation Form SF-91) (original – Property Management; copy – respective safety and health official).
  - (b) For a boating accident; "Boating Accident Report" (USCG Form 3865) or Coast Guard-accepted State form.

### C. Managers Will:

- (1) Ensure that the OSHA Area Office closest to the incident site is notified within 8 hours of occurrence of:
  - (a) Hospitalization of three or more Reclamation employees, or
  - (b) Death or accident causing a suspected imminent fatal injury of a Reclamation employee.
- (2) Immediately notify their Director-delegated safety and health official of an accident/incident on Reclamation-owned and -operated facilities which exclusively involve the public (non-Reclamation) and result in death, hospitalization, or property damage in excess of \$5,000.

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- (3) Submit to their respective safety and health official, the timely documentation of elements necessary for the completion of the DI-134 for a public accident/incident which occurs on a Reclamation-owned and -operated facility.
- (4) Ensure that non-Reclamation operators of Reclamation-owned facilities are required to submit timely documentation of elements necessary for the completion of the DI-134 for an accident/incident which involves the public (non-Reclamation) and result in death, hospitalization, or public property damage in excess of \$5,000.

**D. Each Contracting Officer or Contracting Officer's Representative Will:**

- (1) Require each contractor to:
  - (a) Immediately notify the contracting officer or representative of any accident/incident which results in:
    - (i) Death;
    - (ii) Job-related injury/illness requiring medical treatment other than on-site first aid, a physician's medical evaluation with no subsequent treatment, or first aid treatment only;
    - (iii) Contractor property damage in excess of \$100,000; or
    - (iv) Non-contractor property damage in excess of \$5,000.
  - (b) Notify the OSHA Area Office or appropriate State agency in States with an approved safety and health program closest to the incident site within 8 hours of occurrence of:
    - (i) Hospitalization of three or more employees, or
    - (ii) Death or accident causing a suspected imminent fatal injury.
  - (c) Investigate accidents/incidents as ordered by the contracting officer.
  - (d) Submit a written report of the findings and recommendations of accident/incident investigations, as ordered by the contracting officer.

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- (e) Submit to the contracting officer or representative, a "Contractor's Report of Recordable Injury/Illness" (Reclamation Form 7-2077 or equivalent) within 3 days of the accident/incident.
  - (f) Submit an accident summary report (Reclamation Form 7-2218 or equivalent) to the contracting officer or representative by the first of each month.
- (2) Immediately notify the Director-delegated safety and health official of an accident/incident which results in:
- (a) Death,
  - (b) Hospitalization,
  - (c) Reclamation or contractor property damage exceeding \$100,000, or
  - (d) Public property damage exceeding \$5,000.
- (3) Submit to their respective safety and health official the timely documentation of elements necessary for the completion of the DI-134 for reported contractor accidents/incidents.
- (4) Quarterly, submit to their respective safety and health official the following statistical information (Reclamation Form 7-2218) for each contract:
- (a) Specification number,
  - (b) Type of contractor,
  - (c) Number of employees, and
  - (d) Man-hours exposure.

**E. Each Region, the Commissioner's Office, and the Reclamation Service Center Will:**

- (1) Immediately notify Safety and Health Services, Reclamation Service Center (RSC) and their respective Director upon occurrence of death, hospitalization, Reclamation property damage exceeding \$100,000, or public property damage exceeding \$5,000. Also, contracting officers, claims officers, and solicitors will be

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notified, as appropriate, when the accident/incident may involve contract or tort liability.

- (2) Review and appropriately log each DI-134 reported accident/incident.
- (3) Enter appropriate accident/incident cases in SMIS within 15 days of notification by supervisor.
- (4) Enter statistical performance data directly into the SMIS by the 15th of the month following the end of each quarter.
- (5) Maintain a system of reporting and recordkeeping for all reported accidents/incidents within their area of assigned responsibility.

### **F. Safety and Health Services, RSC Will:**

- (1) Upon notification by the respective safety and health official, report an occurrence of death, hospitalization, or property damages exceeding \$100,000 (serious accidents/incidents) to:
  - (a) Reclamation's Designated Safety and Health Official;
  - (b) Commissioner's Office as directed by the DASHO; and
  - (c) Director, Department of the Interior (DOI), Office of Managing Risk and Public Safety.
- (2) Assist the Commissioner, Directors, and the DASHO in the selection of members to the Board of Investigation.
- (3) Review Board of Investigation reports.
- (4) Compile and publish quarterly and annual reports of accident statistics from submitted statistics from safety and health officials in the SMIS.
- (5) Submit a preliminary report to the DOI DASHO of an incident involving death, multiple-person hospitalization, or property damage in excess of \$100,000.

### **3. Required Timeframes.**

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- A. The review and logging of DI-134 information by the safety and health official will be completed within 6 days from accident/incident occurrence.
  - B. The entry of DI-134 information into SMIS by the safety and health official will be completed within 15 days from accident/incident occurrence.
  - C. The consolidated Reclamation quarterly reports to DOI, Office of Managing Risk and Public Safety will be submitted by Safety and Health Services, RSC within 30 days from end of calendar quarter.
  - D. Accident reports for those incidents classified as "serious" by the Department.
    - (1) The preliminary report to Reclamation's DASHO by Safety and Health Services will be submitted within 48 hours from accident/incident.
    - (2) A Factual and Investigative Report (Board of Investigation or Investigator) to the Commissioner will be submitted within 45 days from accident date.
    - (3) A corrective action plan and review comments along with the Factual and Investigative Report will be submitted by Reclamation's DASHO to the DOI DASHO within 10 days from receipt by the Commissioner.
4. **"Summary of Federal Employee Injuries and Illness"** annual report (DI-134/OSHA 200 log equivalent) will be:
- A. Posted in each establishment or disseminated to all employees by November 15 of each year.
  - B. Posted in a conspicuous place for a minimum of 30 consecutive days.