



Office of Surface Mining

**Accident and Illness Reporting
Procedures**

August 2002

**Office of Surface Mining
Accident Reporting Procedures**

**Reference: 29 CFR 1960, Subpart I, Recordkeeping and
Reporting Requirements**

485 DM 7, DOI Departmental Manual

Good accident reporting procedures will save money by identifying trends and targeting accident prevention activities. This will help reduce accidents and injuries and the associated OWP costs and property damage costs. This step-by-step guide outlines the procedures to be followed when an employee is injured on the job. The paperwork should be submitted in a timely manner to protect employee rights.

All work injuries and diseases resulting from employment are covered under the Federal Employees Compensation Act (FECA), except injuries or death caused by willful misconduct of the employee by intent to bring about injury or death of himself/herself or another, or proximately caused by intoxication of the injured employee. This provision also covers non-paid employees such as volunteers.

485 DM 7

- Each bureau will designate its headquarters safety office as the Office of Record for SMIS Accident/Incident Reports..... This information will be controlled in accordance with Privacy Act and Freedom of Information Act requirements.**

- Employees are required to immediately report to their supervisors every job related incident or accident. The accident must be recorded into SMIS within 6 working days. This includes:**

- 1. An injury, occupational illness, or death-connected with the performance of work duties by employees, volunteers, contractors, or emergency fire fighters under Departmental jurisdiction.**
- 2. An injury or death to the public and/or property damage related to Departmental operations.**
- 3. A fire resulting in at least \$500 loss involving vehicles, motorized equipment, aircraft, watercraft, structures, or contents of any property under Departmental control.**
- 4. Property damage or injury resulting from the operation of Departmental, General Services Administration (GSA), a privately-owned or commercially-leased vehicles, or motorized equipment used for official business.**

Work-Related Injury Reports

- 1. Appropriate forms will be prepared by the involved employee, supervisor or his representative.
DI-134 Report of Accident/Incident
CA-1 Form -Employee's Notice of Traumatic Injury and Claim for Compensation
CA-2 Form -Employee's Notice of Occupational Disease and Claim for Compensation**

Serious Accidents:

These accident include:

- 1. One or more job-related fatalities or imminently fatal injuries or illnesses to employees.....**

- 2. Three or more employees,...hospitalized.**
- 3. Property damage.....and/or an operating loss of \$250,000 or more.**
- 4. Consequences that a bureau DASHO judges to warrant further investigation.**

Here is what you do to report an accident:

First Aid Case:

This is a simple accident results in injury where employee is not seeking medical help or the medical help is simple first-aid.

Example: An employee slipped and fell and sustained a laceration to the knee.

- 1. Complete DI-134 Accident Report Form.**
- 2. Enter the DI-134 into the local accident and injury log.**
- 3. Mail the DI-134 form to the OSM Safety and Occupational Health Manager.**

Medical Case:

An accident, injury or illness that results in the employee seeking medical treatment that is more than first-aid. Example: An employee tripped on carpet and struck his head on a desk. He goes to the hospital for treatment and is released.

- 1. Complete the DI-134 Accident Report Form.**
- 2. Enter the DI-134 Accident Report Form into the local accident and injury log.**
- 3. Mail the DI-134 Form to the OSM Safety and Occupational Health Manager.**

4. Complete the CA-1 Form (the original is sent to Headquarters and a copy to the OSM Safety and Occupational Health Manager).

A Lost-Time Accident or Illness Case:

An accident, injury or illness that results in the employee not able to report to his next scheduled work shift. Examples: An employee falls down the steps and breaks his leg or an employee contacts poison ivy while working in the field. Time lost the day of the accident or illness does not count. The lost time days are the days that the employee would have normally worked.

1. Complete the DI-134 Accident Report Form.
2. Enter the DI-134 Accident Report Form into the local accident and injury log.
3. Mail the DI-134 Accident Report Form to the OSM Safety and Occupational Health Manger.
4. Complete the CA-1 Form (the original is sent to Headquarters and a copy to the OSM Safety and Occupational Health Manager.)
5. If it is an illness, complete the CA-2 Form.(the original is sent to Headquarters and a copy to the OSM Safety and Occupational Health Manager.)
6. When the employee returns to work following lost time, a supplemental DI-134C Report is sent to the OSM Safety and Occupational Health Manager.)

A Motor Vehicle Accident:

A motor vehicle accident that occurs in a GOV, POV or Rental Car while used on official business.

1. Complete the DI-134 Accident Report Form for each vehicle involved.
2. Enter the DI-134 Accident Report Form in to the local accident and injury log.
3. Mail the DI-134 Accident Report Form to the OSM Safety and Occupational Health Manager.

- 4. Complete the CA-1 Form if the employee is injured (the original is sent to Headquarters and a copy to the OSM Safety and Occupational Health Manager.)**
- 5. Complete Standard Form 91 Operator's Report of Motor Vehicle Accident (Send the original to the OSM Safety and Occupational Health Manager.)**
- 6. Complete Standard Form 94 Statement of Witness (if applicable.) Send the original to the OSM Safety and Occupational Health Manager.**
- 7. Complete Optional Form 26 Data Bearing Upon Scope of Employment of Motor Vehicle Operator. Send the original copy to the OSM Safety and Occupational Health Manager.**

Note: If you have any questions on accident and illness reporting please call William C. Bass, Safety and Occupational Health Manager at (412) 937-2840.