

B-2. Accident Reporting

I. Scope

These procedures are applicable to all employees of NCI-Frederick.

II. Purpose

A. To provide for the systematic reporting and investigation of occupational injury and illness or work conditions that caused or reasonably could result in injury, illness, or property damage. Reporting is mandatory in order that:

1. Extent of injury or illness may be determined and appropriate interventions initiated.
2. Cause(s) may be identified and, if appropriate, corrective action initiated to prevent a recurrence.
3. OSHA reporting and recordkeeping requirements can be met.
4. Workers compensation insurance notification requirements can be met.

III. Definitions

Accident - Is defined as an event occurring at work or while on company business that caused, or reasonably could have caused, injury or illness to personnel.

Near-Miss – Is defined as a potential hazard or incident that does not result in any personal injury, but has the potential to do so. For example, unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work related injuries.

Occupational illness - Is defined as any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. Occupational illnesses include acute and chronic illness or disease, which may be caused by inhalation, absorption, ingestion, injection, direct contact, or cumulative trauma.

Occupational injury - Is identified as any bodily damage such as a cut, fracture, sprain, strain, amputation, etc. which results from a single instantaneous exposure in the work environment.

IV. General Procedures

- A. All accidents, regardless of apparent degree of severity or whether employees are injured or not, (including near-misses), must be reported to the employee's supervisor and Occupational Health Services (OHS).
- B. EHS/OHS shall be responsible for notifying the Principal Investigator, SAIC-Frederick, of all serious injuries or illnesses.
- C. Forms used:
 - 1. National Cancer Institute at Frederick EHS Incident Investigation Report, call EHS x1451 for a copy.
 - 2. Near Miss & Hazard Report Form, located at <http://home.ncifcrf.gov/ehs/uploadedFiles/Near%20Misses%20%20Hazards.pdf> , or call EHS x1451.
 - 3. Workers Compensation - First Report of Injury or Illness, form IA-1 (1/02), call OHS x1096 for a copy.
 - 4. EHS Response Record, call EHS x1451 for a copy.

V. Responsibilities

- A. Supervisor
 - 1. Trains all employees in accident reporting requirements and reviews requirements annually with employees.
 - 2. Ensures that employees report each occupational illness and injury, or near-miss to EHS/OHS.
 - 3. Completes and submits the National Cancer Institute at Frederick EHS Incident Investigation Report to EHS.

B. Employees

1. Report each occupational injury, illness, or near-miss to their supervisor immediately and notify EHS if hazardous conditions exist as a result of the incident. Near Miss & Hazard Report forms can be completed and sent to EHS anonymously.
2. Perform appropriate first aid measures at the scene of the accident as necessary.
3. Report to OHS if injured or ill (regardless of severity).
4. Give statement to OHS staff and EHS interview (Response Record) and cooperate with EHS accident/injury investigation
5. Participate in initial safety training orientation sessions and periodic safety training as required.

C. Environment, Health and Safety Program (EHS)

1. Responds to OHS for all reported occupational injuries and illnesses and completes the EHS Response Record.
2. Formally investigates all injuries and illnesses as soon as possible by tracking, reviewing, and auditing the EHS Incident Investigation report from the supervisor; concurring on supervisor Corrective Actions.
3. Reviews and investigates non-serious injuries, illnesses, near-misses, and potential exposures in accordance with internal SOPs and coordinates follow-up procedures with OHS.
4. Investigates root causes to determine actions required to preclude recurrence.
5. Enters accident and incident investigation information in the Occupational Health Manager (OHM) computer software system.
6. Maintains a permanent file of completed EHS Incident Investigation Reports and EHS Response Records.

7. Reports information on multiple injuries or death to OSHA officials as required by law as well as SAIC corporate. In the event the Director, EHS is not available to communicate a serious event to corporate the following procedures must be completed:
 - a. Immediately upon receiving notice of a fatality or serious injury or illness affecting an SAIC employee, temporary employee, or payrollee during a work-related activity, Human Resources personnel must report the event to one of the following Corporate Environmental, Health and Safety (EH&S) personnel:
 - Gary Waggoner (858) 826-4355 (office) (858) 354-4468 (cell)
 - Jim Price (858) 826-4359 (office) (858) 967-2731 (cell)
 - Kurt Schmidt (858) 826-3686 (office) (858) 967-2733 (cell)
 - Chris Sweet (703) 676-6515 (office) (703) 929-5350 (cell)This requirement is necessary to ensure timely reporting (i.e., within 8 hours of employer knowledge) of these events to OSHA (or an authorized state program) as required by regulation. Corporate EH&S is responsible for determining specific jurisdictional requirements for reporting and ensuring that these reports are made, where required. A failure or delay in reporting of these incidents can subject the company to citation and substantial civil penalties. A "serious injury or illness" for purposes of the internal reporting requirement to Corporate EH&S is defined as an accident occurring at work (or in the performance of work-related duties) which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of disfigurement. It is important to note that the resulting inpatient hospitalization may not occur immediately following the accident but may happen days or months later (e.g., where later surgery is determined to be necessary) in which case our regulatory obligation to report may be triggered at that time. It is, therefore, important that timely communication between human resources, workers' compensation/disability, and EH&S personnel occur when such events become known. Any fatality that occurs during a work related activity must

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immediately be reported to Corporate EH&S. A "fatality" for purposes of this reporting requirement includes, but is not limited to, a fatal heart attack experienced by an employee that occurs at work (or in the performance of work-related duties), irrespective of its perceived work-relatedness. A heart attack that results in hospitalization (as discussed above), or later death, is likewise subject to reporting to Corporate EH&S.

b. Government reporting Procedures required by our contract:

All personal injury accidents involving the loss of life, limb, or requiring hospital admission will be reported immediately to the Contracting Officer. All other accidents will be reported to the Contracting Officer within 15 days of the date of occurrence.

8. Sends monthly summary report of departmental accidents to program Supervisors, Directors, or PI's as appropriate.
9. Posts OSHA Form 300A Reports, and distributes to applicable NCI-F prime contractors for posting offsite.

D. Occupational Health Services

1. Injured employees or visitors will receive priority evaluation, treatment and follow-up by OHS staff.
2. Initial interview to determine nature of injury and potential for hazardous exposure. (Refer to OHS operations manual).
3. OHS staff will notify EHS of accidents, initiating the EHS Response Record, and coordinate care based on information derived from the response and accident investigation.
4. In the event of serious injury, local community emergency response or referral procedures will be initiated. (Refer to B-1 Emergency Response Procedures.)
5. Completes and forwards to worker's compensation insurance carrier an Employer's First Report of Occupational Injury or Illness within 24 hours of first knowledge of an occupational injury or illness that requires medical treatment.

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6. Maintains a copy of the first report of injury in the employee's medical record.
7. Updates the OSHA log regularly, regarding the number of days of lost time and restricted duty as required by 29 CFR 1904 and communicates this info as necessary.
8. Makes OSHA regulatory determinations on the applicability of inclusion in OSHA Form 300A, Summary of Work-related Injuries & Illnesses

