

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

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