



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

IMRL-SO

August 12, 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accident Reporting and Recording

1. **REFERENCES:**

- a. Code of Federal Regulations (CFR), Title 20, Parts 1-25, Office Worker Compensation Program (DOL).
- b. 29 CFR, Part 1904, Recording and Reporting Occupational Injuries and Illnesses.
- c. 29 CFR, Part 1960, Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters.
- d. Army Regulation (AR) 385-10, The Army Safety Program, 27 November 2013.
- e. Department of the Army Pamphlet (DA Pam) 385-40, Army Accident Investigations and Reporting, Rapid Action Revision (RAR), 25 February 2010.
- f. FR 385-1, Fort Riley Safety Program, 6 May 2011.

2. **PURPOSE:** This policy letter contains the tasks and responsibilities for reporting and recording incidents leading to personal illness/injury, and vehicle or property damage. The policy letter also establishes reporting responsibilities and specific time lines for reporting incidents to the Garrison Safety Office (GSO) for accident prevention purposes.

3. **APPLICABILITY:** This policy applies to US Army Garrison, Fort Riley Department of the Army Civilian (DAC), Non-Appropriated Fund (NAF), and contract employees who are injured or stricken with an occupational illness, involved in an Army Motor Vehicle (AMV) accident, or involved in a property damage incident while performing their duties.

4. **BACKGROUND:** Injury, illness, and property damage records are critical indicators for employers. These records give a measure for evaluating the success of the safety management system. Success would generally mean a reduction or elimination of employee injuries or illnesses during a calendar year. Employers/supervisors have a responsibility to provide workplaces free from recognized hazards, provide necessary

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training, and enforce safe working practices. Employees have the responsibility to comply with occupational safety and health standards, including wearing of Personal Protective Equipment (PPE) when required. Managers, supervisors, and employees who have safety responsibilities will have safety performance as a rated element in the performance appraisal.

5. DEFINITIONS:

a. **Class A Accident:** An Army accident in which the resulting total cost of property damage is \$2,000,000 or more; an Army aircraft is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.

b. **Class B Accident:** An Army accident in which the resulting total cost of property damage is \$500,000 or more, but less than \$2,000,000; an injury and/or occupational illness results in permanent partial disability or when three (3) or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. **Class C Accident:** An Army accident in which the resulting total cost of property damage is \$50,000 or more, but less than \$500,000; a nonfatal injury or occupational illness that causes one (1) or more days away from work or training beyond the day or shift on which it occurred or disability at any time (that does not meet the definition of Class A or B and is a day (s)-away-from-work-case).

d. **Class D Accident:** An Army accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$50,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard or occupational hearing loss or a work-related tuberculosis case.

e. **Class E Ground Accident:** An Army ground accident in which the resulting total cost of property damage is \$5,000 or more but less than \$20,000.

f. **Near Miss:** A potentially serious accident or incident that could have resulted in personal injury, death, or property damage, or damage to the environment and/or illness but did not occur due to one or more factors.

g. **Recordable Accident:** An accident that includes death, days away from work, restricted work, transfer to another job, medical treatment beyond first aid, or loss of consciousness. Also includes accidents involving damage to an AMV or property damage meeting the criteria in class A through E Army accident definition.

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h. Reportable Accident: An occurrence that causes injury, occupational illness or property damage of any kind and must be reported to the employee's servicing/supporting safety office.

i. Additional information on the referenced definition can be found in AR 385-10, Chapter 3 and the Glossary.

6. NOTIFICATION REQUIREMENTS:

a. **Immediately** notify the **Garrison Safety Office (GSO)** of any Class A or B accidents due the seriousness of the incident, telephonic notification is the preferred method.

b. Notify the GSO of all **Class C-E accidents and near misses within 24 hours**. Initial notification can be telephonic or by email which summarizes the 5Ws (Who, What, When, Where, Why).

c. Notify the Fort Riley Operations Center (FROC) 239-2222 for accidents which occur during non-duty hours. ***NOTE: Do not report any Class A accident (fatality) directly to the Regional OSHA Office and the US Army Combat Readiness Center (CRC). The GSO is responsible for notifying OSHA and/or the CRC.**

7. REPORTING REQUIREMENTS:

a. For Class A and B accidents a DA Form 285, Technical Report of U.S Army Ground Accident, and for class C, D and E accidents, a DA Form 285-AB Abbreviated Ground Accident Reports (AGARs) must be completed. ***NOTE:** The DA Form 285 and (AGAR) are the local equivalent of the OSHA 301, Injury and Illness Incident Report. AGARs may be completed through the ReportIT automated system, located on the CRC website or manually by the Collateral Duty Safety Officer (CDSO). It is recommended that the safety office review before entering in the ReportIT database.

b. All AGARs must be **completed within 7 days of the incident** and the accident/illness information must be entered on the directorate's OSHA Form 300, Log of Work-Related Injuries and Illnesses.

c. All completed AGARs must be **submitted to the GSO within 15 days**.

d. Contractors are also required to report all accidents to the Contracting Office Representative (COR). The COR will immediately forward the information to the GSO if

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the accident or incident involves a serious injuries or a fatality. In all other cases, the COR will forward the information to the GSO within 24 hours.

e. A record of **all recordable injuries** that occur within a calendar year will be maintained by the directorate on the OSHA Form 300, Log of Work-Related Injuries and Illnesses IAW the instructions in 29 CFR 1904.7.

8. ADMINISTRATIVE REQUIREMENTS:

a. **The Federal Compensation Program Administrator (ICPA) and Non-Appropriated Funds (NAF) Division.** ICPA and NAF will provide the GSO with a quarterly roll-up of all reported injuries/illnesses no later than 10 working days following the last day of the quarter.

b. **Garrison Directorates.** At the end of each calendar year, each directorate Collateral Duty Safety Officer (CDSO) will:

(1) Compare the OSHA 300 Form to the directorate AGARs to verify that all entries on the OSHA 300 Form match the AGARs submitted by the directorate.

(2) Correct any deficiencies.

(3) Submit a signed OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, to the GSO. The OSHA 300A will be submitted to the GSO NLT 10 January annually.

(4) Post the signed OSHA Form 300A in a conspicuous location (directorates bulletin board, break room, etc.) from 1 February of each year until 30 April of that calendar year.

(5) Maintain copies of the completed OSHA Form 300A, OSHA Form 301 and/or the AGAR form for five (5) calendar years. These records will be made available to the GSO or OSHA compliance inspectors upon request.

9. PIPELINE REQUIREMENTS:

a. The Garrison will use the Federal Employees Compensation Act (FECA) working group and Department of Defense Pipeline Program to bring employees back to work. Directors, CDSOs, supervisors, and Human Resource personnel will work with Occupational Health and the FECA Coordinator as a team to bring injured employees back to work in a restricted capacity if feasible accommodations can be made.

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b. Directors desiring to bring an injured employee back to work will inform the Deputy Garrison Commander (DCG) and indicate any work restrictions. If the injured employee cannot work in his/her assigned directorate, the Director may recommend an employee work in another directorate on a temporary basis under restriction.

c. Final determination for the injured employee's return to work status and conditions will be made by the Garrison Commander.

10. Any questions concerning accident reporting should be directed to Mr. Richard E. Hearron, Garrison Safety Office, 239-8469, richard.e.hearron.civ@mail.mil. Any questions concerning workers compensation requirements should be directed to, Installation Federal Compensation Administrator (ICPA) at 1-866-792-7620. Question regarding workers compensation for NAF Employees contact CPAC NAF Division, at 239-6075.



JOHN D. LAWRENCE
COL, AG
Garrison Commander

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