




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Accident Reporting and Investigation	HR_480_05
Supersedes:	HR_480_05, dated March 1, 2007	
Applicability:	All employees, contract service providers and volunteers	
Reference:	OAR 437-001-0015, OAR-437-001-0760 (3)	
Effective Date:	November 1, 2010	Approved: 

I. PURPOSE

To ensure that all incidents resulting in injury or property damage at the worksite and/or during the performance of official duty are reported and investigated promptly.

II. DEFINITIONS

- A. **Catastrophe:** An accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.
- B. **First aid:** Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters or similar injuries that do not ordinarily require medical treatment. Such one-time treatment and subsequent observation is considered first aid even though provided by a physician or registered professional personnel.
- C. **Incident:** The word incident as used in this policy is a broad term covering a wide variety of events including, but not limited to, personal injuries, occupational illnesses, and vehicle accidents.
- D. **Medical treatment:** Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered professional personnel, nor does it include treatment ordinarily considered diagnostic or preventive in nature.
- E. **Near-miss:** An undesired event that, under slightly different circumstances, could have resulted in personal harm or property damage.
- F. **OSHA 300 Log:** A log and summary of all recordable occupational injuries and illnesses.
- G. **Recordable occupational injuries or illnesses:** Any occupational injuries or illnesses that result in:
 - 1. Fatalities, regardless of the time between the injury and death, or the length of the illness;

2. Lost workday cases, other than fatalities, that prevent the employee from performing his/her normal assignment during any part of the employee's next regular, or any subsequent workday or shift; or
3. Non-fatal cases, without lost workdays which result in transfer to another job or termination of employment, or require medical treatment (other than first aid), or involve loss of consciousness, needle stick or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

H. **Incident Investigation:** An in-depth study into the causative factors that contributed to the near-miss or incident. This includes, but is not limited to:

- Supervisor's statement
- Witness statements
- Injured worker statements
- Examination of the scene using drawings or pictures
- Machinery in use at the time
- Level of training of the IW in procedure
- PPE in use at the time
- Processes in use at the time
- Manufacturer's instructions (if applicable)
- Other relevant evidence or information

III. POLICY

A. All incidents and near-misses shall be reported in accordance with the provisions of this policy.

B. General Provisions

1. In the event of a serious injury or illness from an incident, supervisors shall ensure that personnel receive immediate first aid and/or medical treatment, and that other employees and the surrounding public are protected.
2. The Safety and Health Manager shall be notified of any fatality or any hospital admission of employees resulting from an on-the-job incident. OR-OSHA must be notified within 8 hours of any fatality or the hospitalization of three or more employees. OR-OSHA's Salem number is (503) 378-3272 or 1-800-922-2689.
3. Any hospital admissions shall be reported by the site supervisor to OR-OSHA and the Safety and Health Manager within 24 hours. OR-OSHA's Salem number is (503) 378-3272 or 1-800-922-2689.
4. Supervisors shall ensure that a call-out list containing emergency response numbers of key ODFW and outside personnel is developed and kept current at each ODFW location. In order to avoid duplication, emergency response numbers used for other on-site emergencies (e.g., spills, fires) can be used. If different numbers are to be called for different purposes, this fact should be noted on the call-out list. The call-out list shall be included as part of the local Emergency Procedures Manual.

C. Incidents Involving ODFW Employees

The following general procedure can be used for all ODFW sites. Site-specific procedures can be developed as necessary as long as the intent of this general procedure is met.

1. All injuries, illnesses or incidents shall be reported to the employee's supervisor immediately or at least within 24 hours.
2. The supervisor, with input from the employee, must complete an ODFW Preliminary Incident and Near-Miss Analysis Form (see resource link at bottom of policy) within 24 hours of being informed of the accident. Ideally the form should be filled out on the same day. The form is designed to assist in the most basic degree of accident investigation. The supervisor shall retain the original form at the work site, with a copy to the State Safety and Health Manager, local Safety Committee or officer and to the employee.
3. For accidents involving destruction of ODFW vehicles, property, and/or serious injury resulting in time loss or work restrictions to an employee, supervisors will conduct an in-depth Incident Investigation using the ODFW Injury Investigation Packet. The packet contains directions and forms needed to conduct an investigation and walks supervisors through the process. The packet is available for download from the ODFW Safety Website.
4. For injuries/illnesses/incidents that require the services of professional medical responders (e.g., doctors, paramedics), the employee and supervisor shall complete their respective sections of the ODFW Injured Worker Information Packet (see resource link at bottom of policy) within 24 hours of reporting the accident.
5. Following the instructions in the ODFW Injured Worker Information Packet, the supervisor and employee shall complete the 801 form, the Preliminary Incident and Near-Miss Analysis form, Notice of Injured Workers' Responsibilities, Continuation of Benefits for Injured Workers (CBIW), and if applicable, a Release to Return-To-Work EITHER the simple form, or detailed form. Copies of the 801 form, Preliminary Incident and Near-Miss Analysis Form, and the Release to Return-To-Work shall be sent to SAIF, the department Safety and Health Manager, the region/district office and the employee. The original shall be retained at the worksite.
6. Some regions/districts ask that the 801 Form be sent through the region/district office before going to SAIF. This is acceptable as long as the region/district sends the form to SAIF within 24 hours of receipt. Ideally, the 801 Form should be sent to SAIF the same day it is received.
7. If the employee will be seeking medical attention, the employee shall take one of the two releases of Return to Work Form (included in the Injured Worker Information Packet or stand alone form on the ODFW Safety website) to the attending physician. The form to use is determined by the job the employee currently holds. An employee who performs mostly desk/office work might find the "Release to Return-to-Work Simple Form" is best, while an employee working out in the field may need more information concerning what he or she can and can't do physically while recovering, so the field employee may want to use the more comprehensive "Release to Return-to-Work Form". The attending physician will use one of these forms to release the employee to the employee's regular job, or list limitations so the employee can perform transitional work. The employee should not return to regular full time work

without a release from the attending physician. In some cases, the physician may substitute their own form. These are acceptable as long as they clearly list the work restrictions, are dated, and carry a handwritten or electronic signature for the attending physician. The employee should not return to regular full time work without a release from the attending physician. If the employee is returned to transitional work, refer to HR Policy 480_06, Management of Injured Workers.

8. For convenience, all directions and forms are contained in the ODFW Injured Worker Information Packet available on the ODFW Safety website. This packet, which also is available from Human Resources, contains information and instructions for handling a work-related injury or illness. Questions on any information in the packet should be directed to the Safety and Health Manager in Human Resources Division.
9. If the employee is placed on temporary transitional duty, the employee shall take a Release to Return-to-Work form to the physician at each visit. The physician then can update the employee's work limitations as warranted.
10. The original of the Release to Return-to-Work form shall be retained at the worksite, with copies sent to the Region Office and to the Safety and Health Manager in the Human Resources Division.
11. The Safety and Health Manager will determine if the accident is recordable according to OR-OSHA definitions. If it is recordable, the Safety and Health Manager will make an entry into the OSHA 300 Log of injuries and illnesses within six days of reporting the accident and input the information into the OSHA 300 Log database. If the accident is not recordable then no entry is required on the 300 Log.
12. A copy of the OSHA 300 Log will be maintained by the injured employee's supervisor. The employee or the employee's supervisor may obtain a copy of the OSHA 300 Log through the ODFW Intranet Safety Website.
13. OSHA 300A Summary for the preceding year will be posted each February-April in all ODFW worksites as required by OR-OSHA. The ODFW Safety and Health Manager will complete the OSHA 300A Summary for all ODFW worksites using data from ASD. The region/district offices shall distribute the appropriate log to the worksites in the region/district. The OSHA 300A will be distributed by e-mail to all affected ODFW locations.
14. Copies of OSHA 300A Logs will be maintained in each worksite for five years.

D. Incidents that Result in Injuries of Non-ODFW Employees

Incidents involving all non-ODFW employees, including contractors, volunteers and general public must be documented.

1. Contractors: Request that the injured party complete the Preliminary Incident and Near-Miss Analysis form or provide a copy of the contractor's equivalent form. Forward it to the local Safety Committee or officer. If the injured party chooses not to complete the form or provide a copy of their documentation, document the refusal in the on-site safety file. Contractors shall refer compensable claims to their own workers' compensation program.

2. **Volunteers:** The injured party shall complete the Volunteer Accident Form and forward it to the site Safety Committee and region Volunteer Coordinator. Refer to the Working with Volunteers Guide for further instructions for accidents resulting in injury.
3. **General Public:** Gather as much information about the incident (including a narrative description, pictures and statements) as possible. The site supervisor shall forward the information to the local Safety Committee or officer. The site supervisor shall advise the injured party that he/she may contact the Risk Management Division of the Department of Administrative Services to file a claim.

E. **Records Retention**

Copies of all employee incident records and other documentation shall be retained at the worksite for a minimum of six (6) years following the date of the accident.

F. **Responsibilities**

1. Any employee involved in a work-related accident shall:
 - a. Report the accident/incident at once to his or her management supervisor;
 - b. With your manager, complete and submit all incident/near-miss/Workers' Compensation reporting forms as required by policy; and
 - c. Cooperate in any investigation that may follow an incident or near-miss.
2. Supervisors shall:
 - a. Ensure that the employee(s) receive prompt first aid and/or medical treatment;
 - b. Arrange for transportation to a medical facility for the employee(s) if necessary;
 - c. Ensure that other employees and the surrounding public are protected;
 - d. Ensure that all required forms are filled out completely with the injured worker and submitted promptly according to this policy;
 - e. Initiate an incident investigation to determine the cause(s) of the incident. An investigation packet with directions, background information and forms is available at the ODFW Safety website; and,
 - f. Take follow-up action to prevent a recurrence.
4. Region Managers/Division Administrators shall:
 - a. Support the prompt reporting and thorough investigation of incidents and near-misses; and

- b. Follow up to see that appropriate corrective action is taken to prevent a recurrence.
5. The Safety and Health Manager shall:
- a. Ensure that incidents involving multiple victims, hospitalization and fatalities are reported to OR-OSHA as required;
 - b. Shall assist Region Managers/Division Administrators and supervisors in analyzing the cause(s) of the incident or accident;
 - c. Shall assist in making appropriate recommendations to prevent a recurrence.
 - d. May lead a field investigation at his/her discretion when serious injury or death is reported.

III. POLICY CLARIFICATION

A member of the general public who suffers an injury or loss on department property may file a claim by contacting:

Department of Administrative Services
Risk Management Division
1225 Ferry Street SE, U150
Salem, OR 97301-4287
Phone: 503/373-7475
FAX: 503/373-7337

SUPPORTING RESOURCES AND LINKS:

Updated Injured Worker Packet

http://inside.dfw.state.or.us/safety/Workers_Comp/Injured%20Workers%20Packet.pdf

Preliminary Accident and Incident and Near-Miss Analysis (A&I) Form

http://inside.dfw.state.or.us/safety/Incident_analysis/Preliminary_Incident_Report_for_Near-Miss.pdf