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Administrative Procedure

PRC-PRO-SH-077

Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events

Revision 6, Change 0

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USQ Screen Number:

- Solid Waste Operations Complex : Excluded from USQ
Exclusion Reason:
Exempt per Table B-2 of PRC-PRO-NS-062, Rev 2-0
- Canister Storage Building/Interim Storage Area : Excluded from USQ
Exclusion Reason:
Exempt per Table B-2 of PRC-PRO-NS-062, Rev 2-0
- Central Plateau Surveillance and Maintenance : Excluded from USQ
Exclusion Reason:
Exempt per Table B-2 of PRC-PRO-NS-062, Rev 2-0
- Waste Encapsulation Storage Facility : Excluded from USQ
Exclusion Reason:
Exempt per Table B-2 of PRC-PRO-NS-062, Rev 2-0
- 100 K Facility : **Screening Determination Performed:**
0055-2014
Screener: Williams, James
- Less Than HazCat 3 : Excluded from USQ
Exclusion Reason:
Exempt per PRC-PRO-NS-062, Scope
- Plutonium Finishing Plant : Excluded from USQ
Exclusion Reason:
Exempt per Table B-2 of PRC-PRO-NS-062, Rev 2-0
- Transportation : Excluded from USQ
Exclusion Reason:
“N/A per Appendix B, Table B-2”.

CHANGE SUMMARY**Description of Change**

Eliminates possible redundancy in information gathering during event investigations

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1.0 INTRODUCTION**1.1 Purpose**

This procedure summarizes the process for reporting, investigating, and managing Occupational Injury/Illness (OII) cases or events that have safety or health significance and for complying with U.S. Department of Energy (DOE) Contractor Requirements Documents of Directive CRD M 231.1B, *Environment, Safety, and Health Reporting*, CRD O 225.1B, *Accident Investigations*, and CRD O 226.1B, *Implementation of Department of Energy Oversight Policy*.

1.2 Scope

This Level 1 Management Control Procedure is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees.

In accordance with Memorandum of Agreements with the other Hanford Prime Contractors, ownership of events and occupationally related injuries/illnesses is the responsibility of the contractor providing day to day supervision of the workers performing work.

NOTE: *Day to day supervision occurs when in addition to specifying the output, product or result to be accomplished by the persons work, the employer supervises the details, means, methods, and processes by which the work is to be accomplished.*

The contractor shall perform the reporting for injuries and illnesses to workers under their day to day supervision regardless of where the injury/illness occurs.

NOTE: *Other reporting requirements are in PRC-PRO-EM-060, Reporting Occurrences and Processing Operations Information.*

1.3 Applicability

This procedure is to be used when reporting, investigating and managing CHPRC events relating to health, safety and property/vehicles.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

3.1 Occupational Injuries and Illnesses Events

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Responding Employee	1.	DIAL 911 from a hard line phone or 373-0911 from a cell phone for all on-site emergency events. <ol style="list-style-type: none"> a. <u>IF</u> reporting from an off-site location, <u>THEN</u> DIAL 911.
	2.	PROVIDE assistance to injured/ill employee, which may include rendering first aid treatment. <ul style="list-style-type: none"> • Employee's with potential head, neck, back injuries should not be moved unless the employee's life is in danger.
	3.	REMAIN with the injured/ill employee until Emergency Medical Services (EMS) arrive (Hanford Fire Department (HFD) or off-site EMS.
	4.	PROVIDE pertinent information as requested by HFD/off-site EMS personnel.
	5.	NOTIFY the injured/ill employee's management, if known.

NOTE: *Medical emergency events include, but are not limited to, breathing difficulty, loss of consciousness, severe bleeding, electrical shock, chest pain, or pressure and broken bones. When in doubt call 911 or 373-0911.*

Injured/ill Employee(s)	6.	NOTIFY the immediate supervisor/manager of OII as soon as possible after the occurrence of an OII. If the severity of the OII prohibits notification, another employee may provide the notification.
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NOTE: *When a reported OII worsens, or an OII is initially recognized after work hours, employee must notify his/her immediate supervisor/manager by the beginning of the next work shift. Employees will notify their supervisor/manager directly or through a notification process authorized by the supervisor/manager. It is not acceptable to leave a voicemail message or convey the information through a coworker.*

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| 7. | INFORM the supervisor/manager and the Occupational Medical Service Provider (OMSP) of all visits to private practitioners, chiropractors, physical therapists, etc., <u>AND</u> PROVIDE information/documentation regarding treatments or prescription medication related to an OII. <ul style="list-style-type: none"> • NOTIFY Workers' Compensation Specialist. |
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Actionee	Step	Action
Injured/ill Employee(s)	8.	<p>REPORT to an OMSP Health Care Center for evaluation under the following circumstances:</p> <ul style="list-style-type: none"> • When instructed to do so by line management. • When instructed to do so by the HFD. • When incurring an occupational injury not meeting self-treat criteria (See note below). • When incurring signs or symptoms of a chemical exposure or contact. • When incurring a chemical exposure over the occupational exposure limit (OEL) and not wearing the appropriate respiratory device. • When insufficient information exists as to whether a chemical exposure greater than the OEL occurred. • When the concern is based upon the exposure event.

NOTE:

- *Initial medical evaluations will be conducted by the OMSP with the exception of those cases involving emergency treatment, self-treatment of very minor injuries or occupational conditions occurring during times when the OMSP is not available. The OMSP will determine the need for follow-up evaluations through the off-site medical community.*
- *Self-Treat injuries are minor injuries (e.g., paper cuts, scratches, small splinters) and may be self-treated at the work site if the employee, the immediate supervisor/manager and Safety professional/Case Management Specialist (CMS) agree on that approach. Strains, sprains, head, and eye injuries or contusions are not minor injuries and require medical staff evaluation.*
- *When a reported OII worsens or an OII is initially recognized after work hours, the employee will report to OMSP as soon as possible or when services are next available. If a private medical provider is seen a written release to return to work must be obtained and provided to OMSP.*
- *There are first aid facilities located in 200 West Area and 1979 Snyder, Richland. The 200 West Area facility is open from 7:00 a.m. - Midnight, Monday through Friday, and 7:00 a.m. - 4:00 p.m., Saturday. The 1979 Snyder facility is open from 7:00 a.m. - 5:00 p.m., Monday through Friday*
- *Hanford Fire Department (HFD). When the health service centers are closed, medical evaluation is available by transporting an injured/ill employee to the nearest fire station. The HFD does not provide treatment for minor injuries that can be self-treated at the work site or by OMSP. Emergency services are obtained onsite by dialing 911 from a fixed phone or 373-0911 (Patrol Operations Center) from a cellular phone.*

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Actionee	Step	Action
	9.	PARTICIPATE in an investigation of the OII or event resulting in a personal injury or illness.
Injured/ill Employee(s)	10.	COMPLETE the employee section of the <i>Event Report (Event Report Instructions)</i> form as soon as possible but no later than 2 business days.
Supervisor/manager	11.	ASSIST with medical response.
	12.	<u>IF</u> the employee was injured in a radiological area, <u>THEN CONSULT</u> with the Radiation Protection organization.
	13.	INSTRUCT an employee to report to a OMSP Health Care Center for evaluation under the following circumstances: <ul style="list-style-type: none"> • When the employee has been instructed to do so by the HFD. • When the employee has incurred an occupational injury not meeting self-treat criteria (See note under 3.1.8). • When the employee has incurred signs or symptoms of a chemical exposure or contact. • When an employee incurs a chemical exposure over the OEL. • When insufficient information exists as to whether a chemical exposure greater than the OEL occurred. • When an employee has a concern based upon the exposure event.
NOTE:		<ul style="list-style-type: none"> • <i>Information from Material Safety Data Sheets (MSDS) is always of value and should be provided to medical staff when the chemical of exposure is known or suspected. This information aids in the medical decision-making process.</i> • <i>In all events involving chemical exposure/odor, an Industrial Hygienist should be contacted so that the hazard can be characterized when appropriate.</i>
	14.	ACCOMPANY <u>OR</u> SEND a delegate with the employee to the OMSP or community medical facility on initial visits and re-assessment visits.
NOTE:		<i>Line management has primary responsibility to manage and report illnesses/injuries. As such, a supervisor or manager is expected to accompany injured or ill employees to the involved medical facility whenever possible.</i>
	15.	COMMUNICATE employee job requirements and expectations to the medical provider, when a medical restriction is being considered.

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Actionee	Step	Action
		<p>NOTE: <i>A medical restriction must be documented and understood by all parties (medical provider, the immediate supervisor/manager, HR Field Representative and employee).</i></p>
Supervisor/ Manager	16. EVALUATE	the employee's daily job tasks against OMSP medical restrictions.
	17. <u>IF</u>	restrictions can be accommodated, <u>THEN DOCUMENT</u> the accommodation(s) in the Injury/Illness section of the related Event Report <u>AND ASSIGN</u> the employee only to those activities that can be performed within the established limitations.
NOTE:	•	<i>All employees should be familiar with PRC-PRO-HR-048, Reasonable Accommodations to Work Restrictions. It is the CHPRC goal to provide light duty work (suitable for their medical restrictions) whenever possible to employees who have a restriction due to occupational injuries or illnesses. Before an employee is sent home, the employee's management, Human Resources/Labor Relations (HR/LR) Representative and the involved CMS or CHPRC Case Management Technical Authority (CMTA) (if CMS unavailable) will concur that light duty work is not available, and the Manager, OS&IH or CMTA will be notified of the intent to send the employee home.</i>
	•	<i>All employees and their supervisor/manager should review PRC-PRO-HR-693, Return to Work, when anticipating time away from work and the necessary steps for returning to work.</i>
	18. ADDRESS <u>OR</u> STABILIZE	any unsafe condition involved in the OII.
	19. NOTIFY	the next level of management, the Project/Function safety professional and HR Field Representative.
	•	INCLUDE notifications for all ambulance runs, both work and non-work related.
NOTE:		<i>Project/Function Vice Presidents are responsible for notifying the CHPRC President of any day away case, and for providing a briefing on these cases within 24 hours that includes what occurred, the extent of injuries and prognosis for recovery, the cause of the event, the corrective actions (taken, and proposed) to reduce the probability of reoccurrence.</i>
	20. <u>IF</u>	the injured employee is a subcontractor employee, <u>THEN</u> attempt to CONTACT the subcontractor management <u>AND NOTIFY</u> the CHPRC Buyer's Technical Representative (BTR) and Cognizant Contract Specialist.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor/ Manager	21. DETERMINE the need for notification of spouse or family by conferring with the injured employee.	<ul style="list-style-type: none"> • <u>IF</u> the employee is unable to respond due to severity of the injury, <u>THEN</u> CONTACT the HR Field Representative with pertinent information.

NOTE: *HR Field Representatives' phone numbers are listed by Project/Function in the PopFon Hanford Yellow Pages Link under "Human Resources".*

22. FOLLOW UP with the injured/ill employee to assure reassessments are completed when scheduled.

- NOTIFY the CMS immediately if there have been any changes in the employee's treatment or case status.

23. With concurrence from the injured employee, ARRANGE to meet the employee at the OMSP primary care facility at 1979 Snyder for an occupational medicine evaluation when notified that the employee is unable to report to work because of a work-related injury or illness and is ambulatory.

NOTE: *The CMS should provide assistance to the immediate supervisor/manager in scheduling the evaluation, usually on the same day.*

24. CONTINUE periodic contact with all employees who are off work due to any injury or illness.

25. INVESTIGATE the event as soon as possible using a graded approach based on severity, complexity and/or other factors.

- At a minimum, ESTABLISH a team that includes the involved employee, the immediate supervisor/manager and Project/Function safety professional to investigate any OII or personal injury/illness resulting from an on-Site event.
- The Project Hanford Atomic Metal Trades Council (HAMTC) Safety representative should be invited to participate in injury/illness investigations.

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NOTE:		<ul style="list-style-type: none"> • <i>The CMS provides support as needed or requested for OII case investigations. CMSs phone numbers are listed by Project/Function on the CHPRC Occupational Safety & Industrial Hygiene (OS&IH) website.</i> • <i>The following should be considered when investigating an event:</i> <ul style="list-style-type: none"> ○ <i>Respond to the event immediately.</i> ○ <i>Secure the event scene.</i> ○ <i>Preserve evidence (including possible drug testing).</i> ○ <i>Identify and separately interview witnesses.</i> • <i>Investigation of events will be for the purpose of identifying the facts involved with the event, the apparent cause(s) of the event (see PRC-PRO-EM-058, PRC-PRO-QA-058 and DOE O 232.2, Attachment 5, Causal Analysis Tree) and the corrective actions necessary to reduce the probability of event reoccurrence.</i>
Supervisor/ Manager		<p>26. <u>WHEN</u> any employee is involved in an event (for example: injury, vehicle accident, property damage or loss event), NOTIFY the HR Field Representative <u>AND COMPLY</u> with the requirements in PRC-PRO-HR-042, <i>Fitness for Duty</i>, as applicable to drug/alcohol screening, as well as applicable requirements of PRC-PRO-HR-033, <i>Employee Discipline</i>.</p> <p>27. WORK with employee if available to complete an <i>Event Report</i> as soon as possible but no later than 2 business days incorporating information obtained during the investigation process.</p> <p>28. <u>WHEN</u> the involved employee is unavailable, COMPLETE as much of the ER as possible <u>AND</u> SUBMIT within 2 business days.</p> <p>a. REVISE <u>AND</u> RE-SUBMIT the ER when the employee becomes available.</p> <ul style="list-style-type: none"> • The ER form will also be used by OS&IH for trending purposes. • Within 1 working day of completing the Event Report, the first line manager will schedule a time for the injured/ill employee and manager to meet with the appropriate level of management. <ul style="list-style-type: none"> ○ First Aid Cases – Director ○ Recordable (medical only) Cases – Project Vice President ○ DART Cases – CHPRC CEO or COO.

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Actionee	Step	Action
Supervisor/ Manager	29.	<p>SUBMIT a Condition Report (CR) as required by PRC-PRO-QA-052, <i>Issues Management</i> for issues requiring corrective actions.</p> <ul style="list-style-type: none"> • Examples include: correction to an unsafe condition, a noncompliant work instruction, an inadequate hazard analysis or prescribed control, improvement to accepted work practices, or when directed by management. Excluded from this requirement are actions that address personal behaviors that are handled via progressive discipline.
	NOTE:	<p><i>Sensitive medical data/issues will not be described within a submitted CR.</i></p>
	30.	<p>REVIEW <u>AND</u> REVISE as applicable any related Automated Job Hazard Analysis (AJHA) for injuries/illnesses incurred while performing work under the AJHA to ensure controls are established to prevent future injuries or illnesses.</p>
	31.	<p>TRACK open prevention actions to completion.</p>
CMS	32.	<p>NOTIFY immediately, in writing (email), the CHPRC Functional organization Director for OS/IH, or CMTA of an actual or potential Recordable Case and all ambulance runs involving employees, daily supervised employees or employees of subcontractors performing work for the Project/Function.</p>
	NOTE:	<p><i>This notification includes details such as date, time, employee's manager, organization code for which the work was being performed, involved contractor, assigned event investigator, synopsis of event and corrective actions taken and planned.</i></p>
	33.	<p>ASSIST line management as needed or requested in the investigation, management, and reporting of OIIs.</p>
	34.	<p>REVIEW submitted Event Reports for adequacy, <u>AND</u> PLACE in case file, <u>OR</u> RETURN to the assigned Project/Function Safety professional for revision.</p>
	35.	<p>SUPPORT Line Management's efforts to return employees to work as soon as medically possible through coordination of timely and appropriate medical evaluations by OMSP and/or other medical practitioners (See PRC-PRO-HR-693).</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CMS	36.	ACCOMPANY Project employees incurring a work-related injury or illness to the OMSP or off-site medical provider on initial and re-assessment visits to assist the employee through the medical evaluation/treatment process.
	37.	INTERFACE with attending medical staff, <u>AND</u> INITIATE the event investigation.
	38.	ASSURE all initial and re-assessment visits are documented in the involved case file.
CMTA	39.	RECEIVE as the single point of contact for CHPRC OS&IH, medical information limited to OMSP Record of Visits and Audiograms <u>AND</u> DISTRIBUTE to the appropriate CMS for appropriate investigation. <ul style="list-style-type: none"> • Audiogram results are necessary to determine OSHA Recordability of the hearing loss.
	40.	ENSURE the Project HAMTC Safety representative is notified of the injury/illness.
Project Safety Manager	41.	ENSURE submitted Event Reports are complete and submitted to the Project CMS within 2 working days of injury/illness occurrence.
	NOTE:	<i>The OMSP will use their Medical Examination Report to medically clear or deny employee participation in specific work activities based upon medical testing results. Actual testing results will not be released by the OMSP to CHPRC with the exception of audiograms as noted above.</i>
Classification Committee	42.	REVIEW all Recordable and potentially Recordable case details, IDENTIFY additional required information as appropriate <u>AND</u> DETERMINE the appropriate OSHA classification for the case. Committee members include Deputy VP SHS&Q, Director OS&IH, Manager, OS&IH, CMTA, and CMSs.

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3.2 Government/Business-related Vehicle Incidents or Government Property Damage

NOTE: *Government/Business-related vehicles used to transport personnel or equipment include, but are not limited to, cars, trucks, fork trucks, utility vehicles, ATVs.*

Actionee	Step	Action
Employee	1.	<p>Immediately NOTIFY the appropriate authorities.</p> <ul style="list-style-type: none"> • <u>IF</u> the accident is onsite and involves injuries/death, damage to an attended vehicle or property damage of \$500.00 or more, <u>THEN CALL</u> the Patrol Operations Center at 373-0911 from a cell phone or 911 from a hard line telephone. • <u>IF</u> the accident is offsite, <u>THEN CALL</u> 911 or the local law enforcement agency with jurisdiction.
	2.	NOTIFY immediate supervisor/manager of any vehicle accident.
	3.	Within 48 hours after the vehicle accident or damage is discovered, <u>COMPLETE</u> a <i>Motor Vehicle Accident Report</i> , SF-91 <u>AND</u> , <u>FORWARD</u> copies of the SF-91 to the Project/Function safety professional and CMS.
	4.	COOPERATE with drug and alcohol testing as required by PRC-PRO-HR-042.

NOTE: *A blank SF-91 report should be in the vehicle's glove box or may be obtained from Mission Support Alliance (MSA) Fleet Operations (372-3990). This is the only acceptable form for accidents involving General Services Administration (GSA) vehicles. The employee, manager, and accident investigator all have a part of the form to complete. The appropriate state form can be obtained from law enforcement agencies in the jurisdiction where the vehicle accident occurred.*

5. IF applicable, THEN promptly COMPLETE a Washington State, or if out of state, another State's Vehicle Accident Report when the accident occurs on a State, County or City roadway.
 - CONTACT the investigating law enforcement agency for guidance.
 - SUBMIT the report to the appropriate law enforcement agency.
6. PRESENT the vehicle accident/incident details (who, what, why, where, how and the corrective actions taken/planned to prevent reoccurrence) to:
 - Project/Function Vice President
 - Involved employee's work group.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor/ Manager	7.	DISCUSS with HR Field Representative if any further actions must be taken to address accommodations or potential Standards of Conduct violations.
	8.	NOTIFY management, the Project/Function Safety professional, HR Field Representative and CHPRC OS&IH at 376-2354 (if off shift hours, NOTIFY OS&IH during next regular shift).
	9.	For accidents involving government vehicles, CALL the light equipment planner to arrange for the damaged government vehicle(s) to be inspected and a repair estimate prepared.
	10.	<u>IF</u> a private vehicle/property is involved in an accident with a government vehicle or property, <u>THEN</u> NOTIFY the Project/Function safety professional, CMS, CHPRC Legal.
	11.	COMPLETE <u>AND</u> SUBMIT an <i>Event Report</i> (A-6004-756) form and the <i>Event Report – Vehicle/Property Incident Supplement</i> (A-6005-532) to the CMS <u>AND</u> PROVIDE a copy to CHPRC Legal as soon as possible but no later than 5 business days after the accident.
	12.	Based upon the results of the investigation, COMPLETE <u>AND</u> SUBMIT a CR as required by PRC-PRO-QA-052 for those events that indicate potential noncompliance to procedures or processes or OFI.
	13.	PRESENT the vehicle accident/incident details (who, what, why, where, how and the corrective actions taken/planned to prevent reoccurrence) to: <ul style="list-style-type: none"> • Project/Function Vice President • Involved employee's work group.
	14.	DOCUMENT the time and date when these presentations took place within the involved Event Report.
CMS	15.	REVIEW submitted Event Reports for adequacy and completeness per the Event Report Instructions. <ul style="list-style-type: none"> • PLACE in case file <u>OR</u> RETURN to the assigned Project/Function Safety professional for revision.

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3.3 OSHA Record Keeping

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CMTA	1.	MAINTAIN the Log and Summary of Occupational Injuries and Illnesses (OSHA No. 300) as required in CRD M 231.1-1A for all employees and daily-supervised subcontractor employees.
	2.	PROVIDE statistical data (work hours/injuries/illnesses) on a monthly basis.
	3.	PREPARE <u>AND</u> DISTRIBUTE copies of the annual OSHA 300-A Summary Report for management to post on facility bulletin boards (Required from February 1 to April 30) for employees to review.
<p>NOTE: <i>In addition to the annual posting requirements, 29 CFR 1904.35, Recording and Reporting Occupational Injuries and Illness, includes requirements regarding employee rights of access to the OSHA 300 Logs.</i></p>		
Building Administrator	4.	POST copies of the annual OSHA No. 300-A summary when provided by the CHPRC OS&IH. <ul style="list-style-type: none"> • POST the summary for the entire months of February, March and April.
CMTA	5.	SUBMIT new Computerized Accident/Incident Reporting System (CAIRS) reports (DOE F 5484.4, <i>Tabulation of Work Hours</i>) at least bi-monthly for receipt on or before 15th of the month or last working day of the month.
	6.	On a quarterly basis by the 10th of the month following the end of the Calendar Quarter, SUBMIT a CAIRS report prepared in appropriate detail for all revised OSHA Recordable cases. <ul style="list-style-type: none"> • SUBMIT these reports via the CAIRS Direct Data Entry process.
	7.	REPORT quarterly work-hours by the 10th of the month following the end of the calendar quarter using the CAIRS Direct Data Entry process.
	8.	PERFORM a self-assessment of the accuracy and thoroughness of data contained within the CAIRS database through a quarterly reconciliation of data within CAIRS and OII databases and subcontractor records.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CMS	9.	<p>PREPARE <u>AND</u> SUBMIT to the CMTA by Wednesday noon a weekly Safety and Accountability report for assigned Projects/Functions on new Recordable, Potentially Not Work Related and potentially Recordable OIIs.</p> <ul style="list-style-type: none"> • SUBMIT updates for these cases as additional information becomes available.
	10.	<p>ENSURE previous month's case data is current and accurate within Occupational Health and Safety (OHS) by the 7th of the current month (to include case classification, diagnosis, direct cause, apparent cause, involved body part, and project breakdown structure/work breakdown structure [PBS/WBS] code).</p> <ul style="list-style-type: none"> • COORDINATE changes to previous month's PBS/WBS codes and case classifications following the 7th of the current month with the CMTA.
	11.	<p>MAINTAIN a hard copy case file for OIIs, vehicle incidents, or property damage incidents.</p> <ul style="list-style-type: none"> • A standard file folder will be used to maintain case file information. • The file will be organized with the Event Report fastened to the top right side of the folder, followed by the Event Report Supplement, then any other supporting documentation, and on the bottom all OMSP Record of Visits associated with the case. The Case Summary form will be fastened to the left side of the file folder. • The front of the file folder will be stamped Official Use Only (OUO) and include the exemption number and category, your name and organization, date and the related CHPRC Procedure. Documents within the file folder containing OUO information will be stamped Official Use Only.
	12.	<p>ENSURE initial case data is entered into OHS within 2 days of receiving an OMSP record of visit, notification of an OII, vehicle incident, property damage incident or case number and updated within 2 days of receiving new case information.</p>
	13.	<p>REVIEW Labor & Industries, Workers Compensation (WC) claims for consistency with facts established during the involved event investigation and provide input as appropriate to the CHPRC WC specialist.</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CMS	14.	ENSURE all case information required for CAIRS reports is entered into the OHS database for new (initial) OIs within assigned Projects/Functions on a bi-monthly basis by the 10 th and 25 th of the month.
	15.	ENSURE case information required for CAIRS reports is updated in OHS as conditions change (case classification, number restricted days, and/or number of days away) by the 5 th of the month following the end of the calendar quarter.
<p>NOTE: <i>Personal information in Event Reports, CAIRS Reports, Medical records, and other case support documents is protected under the Privacy Act. Access to this information is limited to the involved employee and those with a business need. This information must be protected from unauthorized access by securing the information in a locked repository or room when unattended. Release of the information is outlined in 29 CFR 1904.35, PRC-PRO-IRM-184, Information Protection and Clearance.</i></p>		
CMTA	16.	Periodically REVIEW information within the OI database for adverse trends, DOCUMENT issues on the electronic <i>Condition Report Form</i> in CRRS <u>AND</u> SUBMIT for processing.
	17.	TRACK <u>AND</u> PUBLISH injury/illness performance in publications such as the <i>CHPRC Monthly Performance Report</i> , the <i>PZAC Injury/Illness presentation</i> and the <i>CHPRC CAS report</i> .
	18.	The CMTA will perform assessments of CHPRC recordkeeping and reporting practices at the direction of the Manager of OS&IH.

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4.0 FORMS

OMSP Record of Visit form

Event Report, A-6004-756

GSA Motor Vehicle Accident Report, SF-91

Computerized Accident Investigation Reporting System Report (CAIRS), DOE F 5484.3

Tabulation of Work Hours, DOE F 5484.4

5.0 RECORD IDENTIFICATION

All records are generated, received, processed, and maintained by CHPRC in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Event Report</i>	Supervisor/manager	CMS
<i>GSA Motor Vehicle Accident Report</i>	Employee	CMS
<i>Computerized Accident Investigation Reporting System Report (CAIRS)</i>	CMTA	CMTA
Completed OSHA No.300 and No.300A forms	CMTA	CMTA
Completed DOE F 5484.3 and DOE F 5484.4 forms	CMS	CAIRS Database Administrator
Completed OMSP <i>Record of Visit</i> forms	OMSP	CHPRC Safety
Completed State <i>Vehicle Accident Reports</i>	Employee	CMS
<i>Condition Report Form</i>	CMTA	CAM

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6.0 SOURCES**6.1 Requirements**

5 USC 552A, *Records Maintained on Individuals*

10 CFR 851, *Worker Safety and Health Program*

29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*

CRD O 225.1B, (Supp Rev 0), *Accident Investigations*

CRD O 226.1B, (Supp Rev 0), *Implementation of Department of Energy Oversight Policy*

CRD M 231.1B, *Environment, Safety and Health Reporting*

6.2 References

DOE F 5484.4, *Tabulation of Work-Hours*

DOE G 231.1, *Occurrence Reporting Causal Analysis Guide*

PRC-PRO-EM-060, *Reporting Occurrences and Processing Operations Information*

PRC-PRO-HR-033, *Employee Discipline*

PRC-PRO-HR-042, *Fitness for Duty*

PRC-PRO-HR-048, *Reasonable Accommodations to Work Restrictions*

PRC-PRO-HR-693, *Return to Work*

PRC-PRO-IRM-184, *Information Protection and Clearance*

PRC-PRO-IRM-10588, *Records Management Processes*

PRC-PRO-QA-052, *Issues Management*