



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HAMILTON
113 SCHUM AVE.
BROOKLYN, NEW YORK 11252-5300

GARRISON POLICY
ISO-02

IMHA-ISO

23 July 2014

MEMORANDUM FOR All Members of the USAG Fort Hamilton Community

SUBJECT: Mishap Investigation and Reporting Policy

1. REFERENCES:

- a. AR 385-10 – Army Safety Program (30 September 2007)
- b. DOD 6055.7 – Accident Investigation, Reporting and Record Keeping (03 October 2000)

2. Purpose. To provide guidance for the investigation, recording and reporting of mishaps that involve personal injury and occupational illness for US Army Garrison Fort Hamilton personnel, civilian (on duty) and military (on & off duty).

3. BACKGROUND.

a. General. As noted in reference 1a, mishaps that lead to personal injury, occupational injury or property damage seriously degrade operational readiness and wastefully expend tax dollars. Mishaps hurt associates, cost money, waste time, and result in loss of productivity. Mishaps themselves are indicators that something has gone wrong or that one or more components in the system needs adjustment or repair. The worker (employee/Soldier) or the training of the worker, the equipment or the maintenance of the equipment, the procedures or the supervision of the procedures all are important and are subject to failures that result in mishaps.

b. Costs. Lost work time cases often result in costs up to \$25,000, including compensation pay and medical treatment. Even first aid can quickly run up costs of \$2,000 or more.

c. Need for Investigations. To find all of the factors that result in a specific mishap, to avoid the negative consequences of mishap and to correct what went wrong, careful and comprehensive investigations of all mishaps (major and minor) must be made. Reference 1a and 1b requires all investigations shall focus on an objective determination of how and why the event occurred. Reference 1b also requires accurate and timely investigation of the events and their consequences. These are necessary to better establish trends, plan countermeasures and evaluate the effectiveness of safety program actions, and lower workers' compensation costs.

d. Records. References 1a and 1b requires mishap investigation records to comply with various federal agency reporting, record keeping, and file retention requirements. Reference 1a requires all mishap logs and records shall be maintained for five (5) years following the end of the fiscal year in which they relate. Privacy Act guidance regarding the necessary actions to

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take are given in reference 1b, and are hereby established as requirements for US Army Garrison Fort Hamilton. The information required for the recording of personal injury and occupational illness; and motor vehicle mishaps is specified in references 1a and 1b.

4. **POLICY AND PROCEDURES.** All work related injuries or occupational illness shall be reported to one's supervisor and/or department manager IMMEDIATELY. Civilians on duty, Military on or off duty, managers or supervisors will notify the Safety Officer immediately so assistance in the investigation may be given as needed. When a situation arises, particularly in the case of civilian employees where the supervisor's participation in the safety investigation would inhibit appropriate disciplinary action being taken because of the privileged nature of the mishap investigation, the Safety Office will conduct the safety investigation. Regardless of who actually performs the investigation, the supervisor shall be informed of the findings. This information will be used only for future mishap prevention efforts. Information obtained during any mishap investigation shall not be basis for any administration, disciplinary, or criminal proceeding within the Department of the Army. Evidence obtained to support any disciplinary action is to be obtained separate from the safety investigation.

5. **ACTION.** Effective immediately, managers and supervisors will ensure the prompt investigation and reporting of all mishaps within their area of responsibility in accordance with references 1a and 1b as follows:

a. Managers/Supervisors shall:

1. Report all mishaps, minor and major, immediately to the Civilian Personnel Office (CPO) and the Safety Office.

2. Conduct a safety investigation immediately and complete a written report using enclosure 1 (US Army Garrison Fort Hamilton Mishap Investigation Report Form OSFH02) with firm, factual findings. Managers/supervisors shall only complete questions 1 through 14A on the OSFH02 Form and the Safety Officer shall complete questions 15 through 18. Form OSFH02 is to be forwarded to the Safety Office within twenty – four (24) hours of the mishap occurrence.

3. Advise associates interviewed during investigations that their statements, written or oral, are for mishap prevention purposes only. The results of the safety investigation shall not be used for disciplinary purposes. In cases where disciplinary action may be required and/or mishap is of serious nature, notify the Safety Officer to conduct the safety investigation immediately.

4. No copies of enclosure 1, US Army Garrison Fort Hamilton Mishap Investigation Report Form OSFH02, shall be made for injured associate or manager/supervisor. Copies of Form OSFH02 shall not be filed in the personal office or in workers' compensation files. No data relative to a mishap (including photographs if applicable) may be released without approval of the Fort Hamilton Safety office and / or Army Safety Center. Reference 1b requires the Fort Hamilton Mishap Investigation Report be protected under the Privacy Act.

5. Report all civilian associates occupational injuries and fatalities related to government motor vehicle mishaps and all military personnel injuries and fatalities related to both government and privately owned motor vehicle mishaps, provided there is a lost time injury and/or \$2,000 more in property damage to the Safety Office within 24 hours of occurrence.

6. Ensure that all assigned associates understand the procedures to be followed when injured or involved in a mishap. Indoctrinate new associates and Military to report all mishaps no matter how small, as well as the "near misses" where only chance prevented a mishap.

7. Complete the necessary Department of Labor (DOL) Workers' Compensation forms – CA-1, CA-2, and CA-6 as required for all Appropriated Fund (AF) employees and LS-1, LS-202, and LS-210 for Non-appropriated Fund (NAF) employees. All mishaps that result in occupational illnesses, injuries, or fatalities to civilian employees while on duty {compensable status} will be submitted to CPO within 24 hours of mishap.

b. Civilian Personnel Office shall:

1. Notify the Safety Office immediately of all mishaps reported to the Civilian Personnel Office to ensure the Safety Officer is aware of the mishap.

2. Forward completed copy of CA-1, CA-2 and CA-6 for AF and LS-1, LS-202, LS-210 for NAF to the Safety Manager for all mishaps reported to the Department of Labor, in accordance with references 1a and 1b.

3. Complete and forward all necessary workers' compensation forms, in a timely manner, and ensure dissemination for proper authorities.

c. Safety Officer shall:

1. Ensure all mishaps are investigated thoroughly with corrective action to be taken to prevent recurrence and Form OSFH02 is filled out completely.

2. Ensure all mishaps (civilian on duty, military on and off duty) are recorded in the Mishap Log within 6 working days of receipt of mishap.

3. Notify the Civilian Personnel Office of all mishaps reported to the Safety Manager (that requires medical attention) to ensure the CPO Manager is aware of mishap.

4. Ensure all Managers/Supervisors understand the importance of safety investigation and reporting and the importance of forwarding of all reports in a timely manner.

5. Ensure the "Annual Report of Civilian Occupations Injuries and Illnesses" is completed within forty-five (45) days after close of each fiscal year, posted on Official Safety Bulletin Boards and remain posted for at least thirty (30) days.

6. Investigate all mishaps of a serious nature and those mishaps that may require disciplinary action by Supervisors.

7. Review monthly the Mishap Log to isolate trends of mishaps for areas that need reinforced safety training, etc.

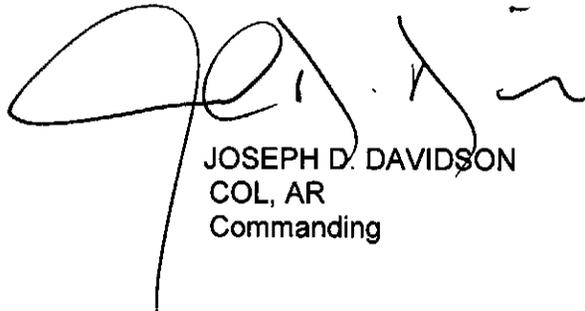
8. Ensure all requirements of references 1a and 1b are met.

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9. Ensure Garrison Commander & Deputy Commander are notified immediately of all mishaps, minor and major, and reviews all lost time mishaps of five or more days lost workdays with cognizant first line supervisor.

6. Point of contact concerning this policy is the Safety Officer, (718) 630-4961.



JOSEPH D. DAVIDSON
COL, AR
Commanding