

Subpart C - Injury, Illness, and Property Damage Incident Investigation/Reporting

420.20 - General

- The Incident Reporting System is part of USDA's Safety and Health Management Information System. Collecting NRCS data for the system is the responsibility of the agency's Employee Relations Branch, Personnel Division. USDA managers can get information from the system to identify the causes of work-related injuries, illnesses, fatalities, and property damage. With this information they can plan corrective actions, including safety and health training.
- This directive explains only the procedures for the Incident Reporting System. Employees must also consult the directives listed below to determine the reporting requirements of other divisions:
 - NRCS General Manual, Title 120, Part 405, Subpart B. This directive prepared by the Administrative Services Division gives detailed instructions for reporting accidents that result in damage to public or private property.
 - NRCS Personnel Manual, Chapter 810, Subchapter 1-5. This provides details on reporting injuries and illnesses to the U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP).

420.21 - Forms Used in the Incident Reporting System

- Copies of the forms listed below for the Incident Reporting System can be obtained from Central Supply Office. The address is Central Supply, Landover Forms Warehouse, 3702 Ironwood Place, Landover, Maryland 20785.
 - CA-1 (USDA) Report of Injury. Revised April 1, 1984.
 - CA-2 (USDA) Report of Illness. Revised April 1, 1984.
 - CA-6 (USDA) Report of Fatality. Revised April 1, 1984.
 - SF-91A Investigation Report of Motor Vehicle Accident. Revised April 1, 1984.
 - AD-872 Property Damage Incident. Issued April 1, 1984.
- CA-1, CA-2, CA-6, and SF-91A are USDA-modified versions of forms issued by OWCP and the General Services Administration (GSA). AD-872 is a new form prepared by USDA.
- NRCS personnel who share space with employees of other departments or use GSA vehicles are advised that no other federal agency may use USDA's modified versions of forms CA-1, CA-2, or CA-6.

420.22 - Reporting Injuries

- The injured employee, or a personal representative, must complete the applicable part of CA-1 and give it to the supervisor as soon as possible, but never more than 30 days after the injury. The supervisor may act as the personal representative.
- Part 1 of CA-1 goes to OWCP only if the injury is traumatic, otherwise it goes to NRCS's personnel file. A traumatic injury is one that results in
 - Disability for longer than the day or shift during which the accident occurred
 - Prolonged treatment
 - Permanent disability
 - Serious disfigurement of the head or neck
 - A charge for medical or related expense

General information on deadlines for completing CA-1 is on the instruction sheet attached to the form. Detailed information is in Chapter 810 of the NRCS Personnel Manual.

- Within 2 working days after the injured employee submits CA-1, the supervisor must complete items 21-47 of Part 1 and the back of Part 2, and forward the form to NRCS's local administrative officer (AO).
- The AO sends Part 1 of CA-1 to OWCP's district office. This is the employee's official claim for workers' compensation. The AO sends Part 2 to NRCS's Safety and Health Manager at National Headquarters (NHQ) for processing into the Incident Reporting System. Included would be the back of the carbon copy being completed and submitted to the processing unit.
- NTC's and States will forward all carbon copies of CA Forms and Xerox photo copies of SF-91A and AD-872 to the National Headquarters Safety and Health Manager for entry of the information into the Incident Reporting System. The AD-872 does not replace Form AD-112 as required by Title 120, Part 405, Subpart B - **Accidents**.

420.23 - Reporting Illnesses

- An NRCS employee must report an occupational illness on Form CA-2 within 30 days after becoming aware of the illness if it results in
 - Disability for longer than the day or shift during which the illness occurred
 - Prolonged treatment
 - Permanent disability
 - Serious disfigurement of the head or neck; or
 - A charge for medical or other expense

- An occupational illness can result from
 - A systemic infection
 - Continued or repeated stress or strain
 - Continued exposure to toxic substance or fumes
- Within 10 working days after the ill employee submits CA-2, the supervisor must complete items 22-50 of Part 1 and the back of Part 2, and forward the form to the AO.
- The AO sends Part 1 of CA-2 to OWCP's district office. This is the employee's official claim for workers' compensation. The AO sends Part 2 to NRCS's Safety and Health Manager at NHQ for processing into the Incident Reporting System.
- A serious illness must be reported according to the instructions given in §420.27.

420.24 - Reporting Fatalities

- The supervisor or manager should immediately report an on-the-job fatality to the appropriate AO by telephone. The AO will then report the fatality, by telephone or Harris equipment, to OWCP's district office.
- The AO will call a board of inquiry to investigate the fatality, as described in §420.27.

420.25 - Reporting Motor Vehicle Accidents

- A motor vehicle accident is an incident involving the operation of any motor vehicle that is being used for official business, and that results in damage to property or injury to persons. When the motor vehicle accident results in \$350 damage or more use the form USDA modified SF-91A for IRS reporting purposes. Also, follow guidelines outlined in Title 120 - Part 405 - Subpart B - Accidents, for accident reporting purposes.
- If a private citizen is injured, or if there is damage to private property, refer all contacts for claims to the administrative officer.
- A motor vehicle used on official business may be a government or USDA owned or leased vehicle, or a privately owned vehicle.
- Motor vehicle accidents do not include incidents which result in damage to vehicles that are properly or legally parked, or accidents resulting solely from natural causes with no human intervention (such as earthquakes, floods, etc.). For incident reporting purposes, this type of accident damage if \$350 or more will be reported as property damage on an (AD-872). For administrative services requirements, all property and motor vehicle accidents will be reported in accordance with procedures outlined in Title 120, Part 405, Subpart B - Accidents.
- If the NTC/State Accident Review Committee in its investigation of a motor vehicle accident determines that no NRCS employee was at fault (nonpreventable), the incident should be reported as a property damage incident, using AD-872 if \$350 or more, and the original motor vehicle accident report will be removed from the Incident Reporting System. The processing unit should be notified in order to make this entry change.
- In addition to the above procedures for reporting accidents the Administrative Officer will submit a copy of the USDA modified SF-91A to the National Headquarters Safety Manager for entry into the IRS.

420.26 - Reporting Property Damage

- A property damage incident is one that occurs in the course of a USDA official activity, and results in damage to any property, including motor vehicles as described in section 420.25 (d) and (e) of this amendment. If the property damage incident amounts to \$350 or more use AD-872 for incident reporting purposes. Follow the procedures outlined in Title 120 for Administrative Services requirements.
- Supervisors are to report property damage incidents to their administrative officer as required by Title 120 or by this Amendment. In addition, Form AD-872 (Property Damage Incident Report) is to be completed and a photocopy of the AD-872 should then be sent to the National Headquarters Safety Manager for entry of the information into the Incident Reporting System.

420.27 - Board of Inquiry for Serious Incidents

- A board of inquiry consisting of the state conservationist, the director of the national technical center, and the state's or NTC's safety officer (commonly the AO) investigates the causes of each serious incident and recommends actions to prevent similar occurrences. A serious incident is one that results in
 - A fatality
 - Hospitalization of five or more people
 - Property damage over \$100,000
- A board of inquiry should investigate any serious incident even if there is doubt that it is job related.
- Within 2 working days of the incident, the AO must submit the board's initial findings to the safety and health manager at NHQ by telephone or Harris Equipment. This initial report should consist of
 - Date and time of the incident
 - Location of the incident

- Names of people involved
- A description of the nature and extent of injury, illness, or damage
- A description of any property involved
- Name and telephone number of a local contact person
- A summary of known or suspected causes
- Corrective actions taken or planned
- Within 7 working days after the initial report, the AO must submit the board's final report. This report will include CA-6, AD-872 or any other appropriate forms used for the Incident Reporting System and for OWCP. The information will be entered into the Incident Reporting System by the National Headquarters Safety Manager.

420.28 - Responsibilities

- The Chief of NRCS
 - Establishes a management organization to ensure that investigation and reporting of on-the-job injuries, illnesses, fatalities, and property damage are accurate and timely.
 - Provides designated staff with computer log-on identification number and password for the Incident Reporting System, and provides a list of these to the safety and health manager at National Headquarters.
- The safety and health manager at National Headquarters
 - Ensures that state and NTC managers and supervisors receive instructions for investigating and reporting injuries, illnesses, fatalities and property damage.
 - Ensures that the forms-processing unit at NHQ enters information in the Incident Reporting System properly and quickly. Requests a case summary 24 hours after data entry to ensure that all information was received.
 - Provides managers with quarterly and yearly summaries of cases.
- The AO's at the NTC and state offices
 - Review all forms for accuracy.
 - Send reports to OWCP and to NHQ by the required deadlines.
 - Immediately notify OWCP, board of inquiry, and NHQ of serious incident.
- The supervisor or manager
 - Informs employees of the requirements for reporting injury, illness, or property damage.
 - Promptly investigates any incident reported by an employee, gives the employee the appropriate forms to document the incident, submit's the OWCP claim to the administrative officer, and requests leave or benefits for the employee.
 - Completes the claim form if the employee is incapacitated and has no other representative.
 - Posts or distributes quarterly and annual summaries of the Incident Reporting System.
- The employee
 - Reports injury, illness, or property damage to the supervisor immediately.
 - Requests appropriate forms from the supervisor. Completes employee section of the form in accordance with instructions on the form, and makes sure that all information is entered clearly, completely, and accurately.
 - Reviews provisions of Privacy Act of 1974 given on the forms.