29 CFR Part 1904- Recording and Reporting Occupational Injuries and Illnesses	Notes
Incident Reporting System and Investigation Procedure	
Preparation  1. Read Company Policy Chapter  2. Make Copies of this Lesson Plan for Personnel  3. Make Transparency, procure transparency pens, etc.  4. Coffee, tea, snacks  Other:	
Material 1.	
Objective	
By the end of this session, personnel shall be able to:  · State the reason for a reporting system.  · Define a "reportable incident" and "near miss".  · Discuss the specific procedures to be followed to report an injury, illness, and other incident(s)  · Describe Company Policy regarding Employee Training	
Background The Company Incident Reporting System is designed to:	
1.Track and analyze employee injuries and illnesses, property and vehicle damage, as well as serious events or near misses which might have resulted in personal injury, illness, or property and vehicle damage	
2. Initiate the worker's compensation process, if necessary	
3. Meet regulatory reporting requirements	
The Incident Reporting System requirements apply to all incidences involving Company personnel arising out of or in the course of employment which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.	

Lesson  Reason for a Reporting System	Notes
All incidents (accidents resulting in injury or causing illness to Company employees) and events (near-miss accidents) shall be reported in order to:	
• Establish a written record of factors which cause injuries and illnesses and occurrences (near-misses) which might have resulted in injury or illness but did not, as well as property and vehicle damage.	
<ul> <li>Maintain a capability to promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.</li> </ul>	
<ul> <li>Provide statistical information for use in analyzing all phases of incidents and events involving Company personnel.</li> </ul>	
• Provide the means for complying with the reporting requirements for occupational injuries and illnesses outlined in Section 19 of the Occupational Safety and Health Act of 1970.	
Incidents & Near Misses (Occupational Injuries and Illnesses)	
<u>Incidents (Occupational Injuries and Illnesses)</u>	
Injuries and illnesses that require reporting include those injuries and illnesses occurring on the job which result in any of the following: lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or	

death. Examples of "reportable injuries and illnesses include, but are not limited to, heat exhaustion from working in hot environments, strained back muscles from moving equipment, acid burns on fingers, etc.

Other incidents requiring reporting include those incidents occurring on the job which result in any of the following:

- injury or illness,
- damage to a Government vehicle,
- fire/explosion,
- property damage of more than \$100, or
- chemical releases requiring evacuation of at least that immediate spill area.

Examples of reportable incidents include denting the fender of a Government vehicle, spilling 1 liter of sulfuric acid on the floor, and release of pressurized air through a leaking valve into a room.

Examples of "non-reportable" injuries and illnesses include small paper cuts, common colds, and small bruises not resulting in work restrictions or requiring first aid or medical attention. Examples of other non-reportable incidents include, but are not limited to, dropping and breaking an empty glass sample bottle, knocking over 10 milliliters of sulfuric acid in a graduated cylinder under a fume hood and knocking a chair or table over.

## **Events (Near Misses)**

Other incidents which, strictly by chance, do not result in actual or observable injury, illness, death, or property damage are required to be reported. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal or property damage.

Examples of near miss incidences required to be reported include the falling of a compressed gas cylinder, overexposures to chemical, biological, or physical agents (not resulting in an immediately observable manifestation of illness or injury), and slipping and falling on a wet surface without injury.

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**Notes** 

Incident Reporting Procedures and Practices	Notes
This section describes the specific procedures that shall be followed by Company personnel in order to effectively report occupational injuries and illnesses and other incidents or events.	
Incidents (Injuries and Illnesses)	
Serious injury or illness posing a life-threatening situation shall be reported immediately to the local emergency response medical services (Call 911).	
Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.	
Upon notification of an occupational injury or illness, the supervisor should notify Terry Piotraschke, Human Resources Manager, 1860 Old Okeechobee Road, Suite 508, West Palm Beach, FL 33409 (phone: 561-684-2227; fax: 561-684-2559, E-mail <a href="www.hr@amerwest.net">www.hr@amerwest.net</a> ), who will then prepare the necessary record keeping forms.	
<b>Events</b>	
Incidents not involving injury or illness, but resulting in property damage, must also be reported to the Human Resources Manager within 48 hours of the incident.	
In cases of a fire or explosion that cannot be controlled by one person, vehicular accident resulting in injury or more than \$500 worth of damage, or a chemical release requiring a building evacuation, the involved party must immediately report the incident to the emergency response services in the area (911 – police, fire, etc.)	
All near miss incidences are also required to be reported on the Incident Report Form within 48 hours of occurrence. In place of indicating the result of the incident (i.e., actual personal or property damage), the reporting person shall indicate the avoided injury or damage.	

Events, hazardous working conditions or situations, and incidents involving contractor personnel must be reported to the Human Resources Manager immediately.

Training	Notes
To ensure that Company personnel are cognizant of the Company Incident Reporting System requirements and are aware of their own and other's responsibilities, a series of informational and instructional training opportunities exist.	
Personnel new to the Company are required to attend New Employee Orientation training which will inform them on Company organizational structure, resources, and procedures.	
This orientation will ensure that new personnel are aware of the existence of this Manual and of its contents, and who the responsible persons in their organizations are.	
Closure	
All Company employees must be familiar with the procedures for reporting occupational injuries and illnesses and hazardous conditions or situations in which employees may be potentially exposed. All Company personnel have the responsibility to initiate the incident reporting sequence by informing their supervisors immediately of an actual or potential injury or illness as soon as possible after an incident has occurred.	
What questions do you have?	