

WP 12-SA3130

Revision 7

Occupational Injuries and Illnesses

Management Control Procedure

EFFECTIVE DATE: 11/15/10

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APPROVED FOR USE

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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
7	11/15/10	<p>Put in titles to referenced procedures</p> <p>Changed all references to DOE Order 231.1A to DOE Manual 231.1-2</p> <p>Removed Attachments 1 and 2 and made in electronic attachments</p> <p>Removed the monthly report of occupational injuries and illnesses from list of records generated</p> <p>Removed the Baseline documents section</p> <p>Added definitions and clarified existing ones</p> <p>Revised Performance section to clarify the employee, Cognizant Manager, Health Services and IS&H Manager responsibilities</p>

INTRODUCTION ¹

This procedure provides instructions for reporting and responding to occupational injuries and illnesses. It applies to Washington TRU Solutions LLC (WTS) and Washington Regulatory and Environmental Services (WRES) personnel.

Guidance for reporting accidents involving government motor vehicles is contained in WP15-PM3505, *Acquisition, Use and Control of Government Vehicles*.

This procedure implements DOE Manual 231.1-2, *Environment, Safety and Health Reporting*, which also requires compliance with Occupational Safety and Health Administration (OSHA) standards at Title 29 Code of Federal Regulations (CFR) Part 1904, *Recording and Reporting Occupational Injuries and Illnesses*. Reports required by this procedure are in addition to any reports required by WP 15-MD3102, *Event Investigation*, and WP 12-ES3918, *Reporting Occurrences in Accordance with DOE Manual 231.1-2*. This procedure also complies with injury-reporting provisions of New Mexico Statutes Annotated, 1978, Chapter 52, through use of EA12SA3130-1-0, Notice of Accident; of Title 10 CFR Part 851, *Worker Safety and Health Program*; and of WP 15-GM.02, *WTS Worker Safety and Health Program Description*.

This document also implements provisions of Management Policy (MP) 1.12, *Worker Protection Policy*, which addresses reporting of injuries and illnesses.

WTS reports and investigates accidents, injuries, and illnesses. This function is shared with the host sites for characterization activities. The host has the primary lead for any investigation occurring on their site per the interface agreements. However, reporting and responding still will be performed in accordance with this procedure.

Performance of this procedure generates the following record(s), as applicable. Any records generated are handled in accordance with departmental Records Inventory and Disposition Schedules.

- EA12SA3130-1-0, Notice of Accident
- EA12SA3130-2-0, Injury/Illness Report
- OSHA 300 Log
- OSHA 300A Summary

REFERENCES

- DOE Manual 231.1-2, *Environment, Safety and Health Reporting*
- Title 10 CFR Part 851, "Worker Safety and Health Program"

- Title 29 CFR Part 1904, "Recording and Reporting Occupational Injuries and Illnesses"
- New Mexico Statutes Annotated 1978, Chapter 52
- MP 1.12, Worker Protection Policy
- WP 04-IM1000, Issues Management Processing of WIPP Forms
- WP 12-ES3918, Reporting Occurrences in Accordance with DOE Manual 231.1-2
- WP 15-GM.02, WTS Worker Safety and Health Program Description
- WP 15-HS.04, WTS Workplace Substance Abuse Plan
- WP 15-MD3102, Event Investigation
- WP 15-PM3505, Acquisition, Use and Control of Government Vehicles

DEFINITIONS

DART Case: An injury or illness that results in days away from work, restricted duty, or a job transfer.

Days away from work case: A recordable injury or illness that results in the employee being unable to report for work on any day after the day of the injury or onset of the illness, in the opinion of a qualified health care provider, regardless of whether the employee was scheduled to work and regardless of any attempt by the employee to report for work during the prohibited time period.

First aid case: Exclusively defined by OSHA in 29 CFR §1904(b)(5)(ii)(A) through (N), generally involving minor treatment that does not include prescription medication, sutures, or other specified medical treatment. Examples include use of ice packs, ibuprofen, or adhesive bandages.

Injury or illness: An abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, or sprain. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.

Recordable case: A new work-related injury or illness the treatment of which is beyond the definition of First Aid, including, but not limited to, injuries involving prescription medication, sutures, days away from work, restricted duty, or job transfer.

Restricted duty case: A recordable injury or illness that results in the employee being unable to perform all of his or her duties for the full day on any day after the day of the injury or onset of the illness, in the opinion of a qualified health care provider or the employer, regardless of any attempt by the employee to perform full duties during the prohibited time period.

Treatment facility: The Waste Isolation Pilot Plant (WIPP) Health Services Facility, the Occupational Medical Director's office, a host site health services facility, or a hospital emergency room.

PERFORMANCE

These instructions apply whether the work-related injury or illness occurred at the WIPP site, at a WIPP office building in Carlsbad, at a generator host site, or anywhere else that the employee may be traveling or performing duties in support of the WIPP mission. In the event of an emergency, the first concern shall be for the well-being of the employee, with required reporting to be performed as soon as reasonably feasible.

The steps that follow may be performed in any practical order, provided employee care is given priority, and as appropriate documentation is completed and received.

NOTE

EA12SA3130-1-0, Notice of Accident, fulfills the Worker's Compensation reporting requirements of New Mexico Statutes Annotated 1978, Chapter 52. EA12SA3130-2-0, Injury/Illness Report, provides information required by recordkeeping requirements of OSHA's 29 CFR 1904 and DOE Manual 231.1-2. Both forms are used by WTS management for tracking and trending purposes.

1.0 EMPLOYEE RESPONSIBILITIES

- 1.1 Request emergency response, as appropriate. Notify the Central Monitoring Room Operator (CMRO) or ensure that the CMRO is notified, as soon as possible, at the emergency number, 234-8111, or 234-8125.
- 1.2 Report the injury or illness to your manager as soon as possible.
- 1.3 **IF** the injury or illness occurred at the WIPP site during normal shift hours, **THEN** report to Health Services for evaluation or treatment.
- 1.4 **IF** the injury or illness occurred at the WIPP site during off-shift, on a weekend or on a holiday, **THEN** report to the Emergency Services Technician for evaluation or treatment.

- 1.5 **IF** the injury or illness occurred off-site (for example at a host site or while on travel),
THEN seek appropriate first aid or treatment and contact Health Services as soon as possible for further guidance.
- 1.6 Complete the following as soon as possible, if requested:
- EA12SA310-1-0
 - Section 1 of EA12SA3130-2-0
- 1.7 Follow instructions of doctor and/or nurse regarding care of the injury and work restrictions.
- 2.0 COGNIZANT MANAGER RESPONSIBILITIES
- 2.1 Ensure that the employee receives medical attention, as appropriate.
- 2.2 Ensure that the accident scene hazards have been eliminated or controlled to prevent further injury or illness and preserved to facilitate investigation.
- 2.3 Accompany the injured or ill employee to the treatment facility.
- OR**
- IF** unable to accompany the employee to the treatment facility,
THEN report to the treatment facility as soon as possible.
- 2.4 Ensure that the occupational injury or illness has been reported to the CMRO.
- 2.5 **IF** the Health Services nurse provides EA12SA3130-1-0,
THEN ensure that it is completed and signed by both the employee and the Cognizant Manager, and returned to Health Services as soon as possible.
- 2.6 Evaluate applicability of post accident/occurrence testing as identified in WP 15-HS.04, or any host site specific occurrence testing requirements, and notify the Health Services Manager or nurse of whether to proceed with testing requirements.

2.7 **IF** Health Services provides EA12SA3130-2-0, ensure that the employee completes Section 1,
THEN complete Section 4 within 24 hours after the injury or onset of illness, and

2.7.1 Submit the document to the Industrial Safety and Hygiene (IS&H) Manager or Designee.

OR

2.7.2 Return the document to Health Services for further transmittal.

2.8 **IF** the case is recordable under OSHA recordkeeping standards,
THEN submit a WIPP Form under WP 04-IM1000, Issues Management Processing of WIPP Forms.

2.9 **IF** work restrictions or days away were recommended by the medical provider,
THEN notify Health Services when the employee returns to work at full capacity.

3.0 HEALTH SERVICES RESPONSIBILITIES

3.1 Assess the injury and provide treatment as needed.

3.2 If the Cognizant Manager determines that the Post Accident/Occurrence Testing section of WP 15-HS.04 applies, administer the WTS Workplace Substance Abuse Plan.

3.3 Determine appropriateness of completing EA12SA3130-1-0.

3.4 **IF** the minor severity of the injury and other conditions of the case result in a determination to NOT complete EA12SA3130-1-0,
THEN notify the IS&H Manager or Designee of the event and EXIT this procedure.

3.5 Provide EA12IS3130-1-0 to the employee or the Cognizant Manager.

3.6 When it is returned, provide a copy of EA12SA3130-1-0 to the IS&H Manager and file the original.

3.7 Determine the appropriateness of completing EA12SA3130-2-0.

- 3.8 **IF** a determination to complete EA12SA3130-2-0 is made,
THEN perform the following:
- 3.8.1 Help the injured employee complete Section 1 of EA12SA3130-2-0.
 - 3.8.2 Complete Section 2 of EA12SA3130-2-0.
 - 3.8.3 Provide EA12SA3130-2-0 to the Cognizant Manager to complete Section 4.
- 3.9 **IF** the Cognizant Manager returns EA12SA3130-2-0 to Health Services,
THEN forward it to the IS&H Manager or Designee for completion.
- 3.10 When the IS&H Manager returns the completed EA12SA3130-2-0, file the document.
- 4.0 IS&H MANAGER OR DESIGNEE RESPONSIBILITIES
- 4.1 Upon notification of the injury or illness, and based on information received, determine whether the case is recordable under OSHA recordkeeping standards, **THEN** provide appropriate notifications.
- 4.2 **IF** the case is **NOT** recordable,
THEN EXIT this procedure.
- 4.3 **IF** the case IS recordable,
THEN perform the following:
- 4.3.1 When EA12SA3130-2-0 is received, complete Section 3.
 - 4.3.2 Review information contained in all sections of EA12SA3130-2-0 for completeness and appropriateness of corrective actions.
 - 4.3.3 **IF** Section 4 of EA12SA3130-2-0 is not complete or corrective actions are not appropriate,
THEN return the document to the Cognizant Manager for resolution.
 - 4.3.4 When corrective actions are completed, ensure that Section 4 of EA12SA3130-2-0 is complete and the document is returned to Health Services for filing.

4.3.5 Follow the requirements of DOE Manual 231.1-2 and the guidance of DOE Manual 231.1-2 to enter required data into the DOE's Computerized Accident/Incident Reporting System.

4.3.6 Enter the event on the WTS OSHA 300 Log.