

**Management System: Safety and Health****Subject Area: Integrated Safety Management System (ISMS) Description****Procedure: Reporting Injuries****Issue Date and Revision Number:**

1/14/16

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**Lead Subject Matter Expert:**

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**1.0 Applicability**

This procedure is for reporting an injury or illness after the individual has been provided proper medical assistance. Immediate attention to the employee's well-being takes priority over reporting the illness or injury.

DOE Elements, under DOE Order 231.1B, must record and report occupational injury, illness, and property data. Federal agencies are also required to analyze their injury and illness data to identify and correct safety and health problem areas by developing and initiating an effective safety and health program. It is each employee's responsibility to report work related injuries/illnesses to their supervisor and FECA Coordinator. It is the supervisor's responsibility to report those injuries/illnesses to the EMCBC Safety and Health Coordinator. Reporting occupational injury, illness, and property data is done by the EMCBC Safety and Health Coordinator through the Computerized Accident Incident Reporting System (CAIRS).

**2.0 Required Procedure**

<b>Step 1</b>	Employees report work related injuries/illnesses to their supervisor as soon as practical.
<b>Step 2</b>	Supervisors notify the EMCBC Safety and Health Coordinator and document work related injuries/illnesses using the EMCBC Supervisor's Injury/Illness Report Form
<b>Step 3</b>	Supervisors provide a copy of the EMCBC Supervisor's Injury/Illness Report Form to the Safety and Health Coordinator
<b>Step 4</b>	The Safety and Health Coordinator evaluates the work related injuries/illnesses and determines if immediate actions must be taken to mitigate a potential hazard.

<b>Step 5</b>	The Safety and Health Coordinator reports CAIRS injury/illness cases per DOE Order 231.1B. All new injury/illness reports are submitted twice each month on or before the 15th and the last workday of the month. New or revised accident reports may be submitted at any time, and some organizations do submit this information more frequently. Work hours and revisions are reported quarterly.
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### 3.0 References – Forms/Attachments/Exhibits

SAP-OTSAM-450-04-F1, Rev. 0 - EMCBC Supervisor’s Injury/Illness Report Form

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>Quality Records Classification (Lifetime, Non-Permanent, or N/A)</b>
ADM 01-31	Personal Injury Files. Accident/Injury Investigation Files - EMCBC Supervisor’s Injury/Illness Report Form	OTSAM	N/A
ADM 01-34	Occupational Injury and Illness Files. Reports and Logs – OSHA Reporting Forms	OTSAM	N/A
ADM 18-11.1-C	Occurrence Reporting Records. - CAIRS Reports to OSHA	OTSAM	N/A

**RECORD OF REVISION****DOCUMENT: Integrated Safety Management System (ISMS) Description**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	New Procedure	All	01/14/16