

Safety Standard Operating Procedure #1

(REVISED) – August 2009

Bay-Valley Performance Cluster Accident Reporting Procedures

OBJECTIVE:

The objective of this Standard Operating Procedure (SOP) is to establish and define the accident notification procedures. Effective immediately, telephonic notification to District Safety will be discontinued and replaced with email notification. In addition to email, telephonic notification is also required in Serious Accidents (see instruction below).

Email Notification: Immediately, **but no later than COB on the day** of discovery of any and all perceived occupational illnesses or injuries or any and all perceived motor vehicle accidents, the employee's manager or supervisor must complete the Accident/Injury Investigation Worksheet (AIIW). Following completion of these forms an email must be forwarded to the following individuals:

Post Offices: Manager Post Office Operations and Postmaster/OIC

Plants: Plant Manager and SMDO and/or MDO

Manager, Health Resource Management

Manager, Safety

Responsible Safety Specialist

Within same tour: AIIW

Within 24 hours: 1769, OSHA 301 and Pictures.

Within 48 hours: SF 91, PS 1700.

The notification will include the abbreviated title of the form completed and the facility where the injury/accident occurred. (For example, the subject line of the email could read: Name, City, PO, MVA or Injury with DOA/DOI).

Each DM direct report is responsible for notifying the District Manager directly following the receipt of each email notification.

SUBMISSION OF ACCIDENT RELATED PAPERWORK: Effective July 31, 2008, you must not use field-developed and field-generated electronic Excel versions of PS Form 1769, Accident Report. The electronic version of PS Form 1769 on the United States Postal Service® Intranet Forms Page (<http://blue.usps.gov/formmgmt/1999.htm>) is the only approved version. The Accident Report contains personally identifiable sensitive data elements (e.g., Social Security Number) and therefore IT MUST BE ENCRYPTED BEFORE YOU STORE IT ELECTRONICALLY ON YOUR WORKSTATION OR EMAIL IT. NEVER STORE THE ACCIDENT REPORT ON PORTABLE MEDIA.

All supportive documentations must also be submitted in the yellow pouch by mail to:

Health Management Resource
1675 7th Street, Rm. 416
Oakland, CA 94615-0002

Serious Accident Reporting Procedures

SERIOUS ACCIDENTS: Immediately upon notification of a Serious Accident, the employee's Installation Head must contact Assigned Safety Specialist and Manager, Safety Blackberry at **(510) 325-8183**.

If no one can be reached, call Manager, Human Resources office at (510) 874-8510.

In the case of a Serious Accident, the ELM Ch. 822 must be followed, the SOM must appoint a chairperson for the investigation board with 24hrs, and the selection emailed to Manager, Safety.

Serious Accidents are defined as:

- (1) Any occupational accident that is fatal to one or more employees.
- (2) **Any occupational accident that results in the in-patient* hospitalization of one or more employees.**
- (3) Any occupational illness or disease that results in the death of an employee.
- (4) **Any postal-related accident involving non-postal persons that results in a fatality or the in-patient* hospitalization of one or more persons.**
- (5) Any occupational accident that is not immediately reportable but results in the death of an employee or non-postal person within 6 months of the date of the accident.
- (6) Any occupational injury to an employee or non-postal person that involves mutilation, amputation (including major cartilaginous body parts such as ears, nose, etc.), or loss of vision in one or both eyes.
- (7) Any occupational accident that involves property damage (combined postal and non-postal) estimated to exceed \$100,000.
- (8) Any occupational accident that results in in-patient* hospitalization due to chemical exposure.
- (9) **All Rollaway and Runaway MVAs (currently a requirement for all Pacific Area PC's)**
- (10) Any MVA involved striking Pedestrian.

***Inpatient hospitalization does not include observation, emergency room, and all other forms of out-patient care.**