

Safety Standard Operating Procedure #1

(REVISED) – August 29, 2008

Bay-Valley Performance Cluster Accident Reporting Procedures

OBJECTIVE:

The objective of this Standard Operating Procedure (SOP) is to establish and define the accident email notification procedures. Effective immediately, telephonic notification to District Safety will be discontinued and replaced with accident input into Pacific Area website (<http://pacificarea/dps/safety/safety.cfm?tab=1>) and email notification.

Pacific Area Website instruction: Click on above link to log-in. Select Bay-Valley District, Choose your office. Complete all applicable entries on this page. Under Accident info section, a brief description of who, what, when, where and How should be in detail. Any accident involving a 3rd party should be included in the accident info.

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 (AIW). 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

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: No Name City PO MVA with DOA or No Name City PO with Injury with 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.

SERIOUS ACCIDENTS: Immediately upon notification of a Serious Accident, the employee's Installation Head must contact **District Safety at (510) 874-8400. If no one can be reached, call Manager Safety at (408) 691-3952 or Manager, Human Resources (510) 874-8510.**

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 Accidents (currently a requirement for all Pacific Area PC's)**

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