

November 1, 2005

**MANAGERS, POSTMASTERS, AND SUPERVISORS
EXECUTIVE STAFF – SFPC**

**SUBJECT: SFPC Safety SOP #2 – ACCIDENT REPORTING PROCEDURES AND
MANAGEMENT’S NOTIFICATION RESPONSIBILITIES - UPDATE**

Accident Reporting Procedures: (EL 801, Supervisor’s Safety Handbook)

1. **Section 2-2c (1)** states PS Form 1769, Accident Report, is the official Postal Service form that provides a detailed account of the accident in narrative and coded formats. Form 1769 is required for all accidents and injuries regardless of the severity of injury or the amount of property damage. **Note:** Form 1769 must be completed whenever an employee sustains an injury regardless of the severity of injury or the amount of damage.
2. **Section 2-3.1** states the Form 1769 must be completed within 24 hours of notification of an accident. **Note:** the next higher level supervisor must review and sign the Form 1769 to vouch for accuracy.
3. **Section 2-3.2** states the form 1769 must be submitted to the servicing Safety Office within 3 calendar days. (*See local reporting requirements on Page 2*)

Accidents to be reported are:

1. Any occupational injury or death regardless of whether the employee or family elects to file a CA 1 or CA 6.
2. Any occupational illness or death, including heart attack, if a CA 2 (or CA 6) is filed.
3. Any injury or fatality to a non-postal person on postal premises.
4. Any motor vehicle accident that results in death, injury or property damage, regardless of cost or who was injured (if anyone) or what property was damaged. **Note:** (References – ANSI D15.1-1976, Form 1769 instructions)
 - a. A motor vehicle accident is any accident involving a motor vehicle which is operated on official postal business, regardless of the ownership of the vehicle which results in death, injury or property damage of one dollar or more, unless the vehicle was legally parked.
 - b. Who was injured, what property was damaged or to what extent, where the accident occurred, or who was responsible is not a factor.
 - c. A legally parked vehicle is one in which the engine is turned off, the driver is not operating the controls, and the vehicle is parked where it is legal to do so.
 - d. Temporary stopping without turning off the engine, to load or unload mail, property or persons, or a vehicle stopped at a sign, signal, police signal, or stalled in traffic does not constitute a legally parked vehicle.
 - e. If special written permission has been granted by law enforcement or municipal authorities to park in designated “No Parking” areas, and the postal vehicle is otherwise properly parked, the event may be classified as a parked industrial accident.
5. Any time damage occurs to postal property or to property of customers or the general public, regardless of whether injury is involved.
6. Any fire damage.

Additional forms: (EL 801, section 2-2)

1. PS Form 1700 is to be completed by the supervisor when investigating motor vehicle and customer accidents.

2. PS Form 91 must be completed by all postal drivers involved in a motor vehicle accident. The form is the driver's statement of the circumstances of the accident.
3. PS Forms 4585 and 4586, included in the vehicle accident kit are used at the accident scene to obtain information on the other party involved and to obtain witness statements.

These 1769 reports, once submitted to the servicing safety office, are reviewed for accuracy and entered into HRIS by the Safety staff with the OSHA recording status applied based on the injury/illness status at the time. Corrections and updates must be communicated to the servicing safety office when they occur so recording status can be maintained accurate. (ELM 821)

Local reporting process for the San Francisco District is as follows:

1. Call-ins must be made to the Safety Office at (415) 550-5369 within 30 minutes of an employee's notification or management discovery of an accident. Use the attached call-in information sheet.
2. All accident/injury forms (PS Forms 1769, 1700, 91, CA 1, CA 2, etc.) must be submitted to the Injury Compensation Office using the orange accident kit (pouch) within 24 hours.
Note: This is a San Francisco requirement more stringent than the national timeframes.

Serious injuries to postal employees or customers, serious motor vehicle accidents or accidents that involve the media require immediate notification via phone call, text page to each of the following managers listed for your facility:

Customer Services & Sales:	District Manager CS Operating Manager (SF PM/MPOOs)
Processing/ Distribution:	Senior Plant Manager, Local Plant Manager, SMDO
Safety Manager:	Bjorn Stumer (415) 550-5369
Corporate Relations:	Horace Hinshaw (415) 536-6492

The attached call-in sheet must be used to record the information reported by telephone within the 30-minutes timeframe. Please make sure this information is collected and communicated during the call-in. *A follow-up status call should be made to the Safety Office after a physician has seen the employee.*

ORIGINAL SIGNED

District Manager

ORIGINAL SIGNED

Senior Plant Manager

Attachment