



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK
810 SCHREIDER STREET, SUITE 212
FORT DETRICK, MARYLAND 21702-5000**

IMFD-SO

1 Feb 2018

MEMORANDUM FOR All Garrison Employees

SUBJECT: Accident Reporting and Investigation

1. References.

- a. AR 385-10, The Army Safety Program.
- b. DA PAM 385-40, Army Accident Investigations and Reporting.
- c. IMCOM REGULATION 385-10

2. Purpose. To institute an accident prevention program that eliminates workplace hazards and preserves safe and healthful working conditions within USAG Fort Detrick. Correct reporting and investigation of all accidents and occupational injuries is necessary to support this effort. The primary purpose of reporting and investigating accidents is to prevent reoccurrence. Accident investigations identify operational mistakes, human errors, materiel failures, and system inadequacies that caused or contributed to the mishap. The investigation report must include feasible recommendations that will remedy the root causes and minimize the chances for similar recurrences.

3. Guidance.

a. Department of Army (DA) personnel located at Fort Detrick areas A, B, and C (Main Installation, Area "B", and Monocacy Area "C") all non-emergency injuries/illness producing accidents will report to the Barquist Army Health Clinic – Occupational Health (BAHC-OH) located in Building 1546, First Floor immediately after notifying the first line supervisor that a work related injury/illness occurred. This process ensures the BAHC-OH begins the required medical management of the accident case. DA civilian personnel are not required to elect medical treatment at the clinic at this time and may seek their physician of choice for treatment. Non-appropriated Fund (NAF) employees are not required to report to BAHC-OH for clearance or work ability issues.

b. Department of Army (DA) personnel located at Fort Detrick area D (Forest Glen Annex, all non-emergency injuries/illness producing accidents will report to either the Walter Reed National Military Medical Center – Occupational Health (WRNMMC-OH) located in Building 7, Second Floor or their primary care physician immediately

IMFD-SO

SUBJECT: Accident Reporting and Investigation

after notifying the first line supervisor that a work related injury/illness occurred. After receiving medical treatment, employees will be seen at the BAHC-OH for medical management of the accident case. Nonappropriated Fund (NAF) employees are not required to report to WRNMMC-OH or BAHC-OH for clearance or work ability issues.

c. The Army instituted an online accident reporting tool known as ReportIt. ReportIt is the single Army accident and risk management system for collecting injury, illness, and loss data to effectively manage the safety and occupational health program. Directors and supervisors are required to use ReportIt to formally record and report all Army accidents. The Garrison Safety Manager reviews all accident reports to ensure the investigation meets the intent of DA PAM 385-40. ReportIt is available at the following website: <https://reportit.safety.army.mil/>.

d. All Class A, B, C, D, and E Army accidents involving Garrison personnel or damage to government equipment must be reported, investigated, and recorded. Incidents meeting this definition are as follows:

(1) Injury (fatal/nonfatal) to on-duty or off-duty military personnel.

(2) Occupational injury or illness (fatal/nonfatal) to military personnel, on-duty DA civilian personnel, and foreign nationals employed by the Army incurred while performing duties in a work compensable status.

(3) Any injury (fatal/nonfatal) or illness to non-Army personnel or any Property damage to non-Army property as a result of Army operations.

(4) Damage to Army property including Government-furnished material, property, and/or equipment provided to a contractor in which the resulting total cost is \$5,000 or more.

4. Procedures. Ensure the widest distribution to all employees. The following guidelines provide methods to properly report, investigate, and record accidents or occupational injuries involving DA Civilians, Garrison Soldiers, embedded contractors, and damage to government equipment.

a. Employees must immediately report any work-related injury to their immediate supervisor. If the injury or occupational illness requires emergency services call 911. Otherwise, direct the employee to Barquist Occupational Health Clinic or their Primary Care Physician for non-emergency medical care. Civilians requiring off-site medical treatment shall obtain a Form CA-16, Authorization for Examination and/or Treatment, from the Injury Compensation Specialist. NAF personnel may request initial medical

IMFD-SO
SUBJECT: Accident Reporting and Investigation

treatment with Form LS-1. Supervisors shall utilize the Department of Labor Workers' Compensation form CA-1 or CA-2 for civilian on-duty injuries or illnesses. Supervisors of NAF employees must complete Form LS-202.

b. Class A or B accidents shall follow the initial notification and reporting of serious accident procedures as detailed in IMCOM Regulation 385-10 (Chapter 6-4) and AR 385-10 (Chapter 3).

c. The Installation Safety Office (ISO) will be immediately informed of all accidents resulting in death, injuries that require medical treatment, and property damage. The supervisor, collateral duty safety officer, and ISO representative shall conduct a joint investigation to identify root causes and contributing factors specific to the accident. The investigation must include recommendations and corrective actions that will prevent recurrence of the accident. Submit the final report, through the directorate's chain of command, via ReportIt. The ISO serves as the final review authority prior to formal submission.

d. Civilian and contractor personnel not employed by the Army will utilize service specific or organizational accident reporting and investigation procedures. A courtesy copy of the final accident report shall be provided to the ISO.

5. The point of contact is Patrick McKinney and he can be reached by email at kenneth.p.mckinney.civ@mail.mil or 301-619-3154.



K. PATRICK MCKINNEY
Chief, Installation Safety Office

