

## Chapter 5

### Investigation and Reporting of Army Accidents

#### 5-1. General

a. DA policy states that effective prevention programs be instituted Army-wide to eliminate hazards and prevent recurrence of Army accidents. For this reason, all Army accidents will be investigated. The primary purpose of investigating and reporting Army accidents is accident prevention.

b. All accidents are reportable to the Installation Safety Office. Investigation and accident reporting will be performed in accordance with AR 385-10, DA Pam 385-40, and this regulation.

c. *Army Accident.* An unplanned event or series of events that results in injury/illness to either Army or non-Army personnel, and/or damage to Army or non-Army property as a result of Army operations caused by the Army.

(1) *Class A Accident.* An Army accident with resulting total cost of property damage of \$2,000,000 or more; or an injury and/or occupational illness that result in a fatality or permanent total disability.

(2) *Class B Accident.* An Army accident with resulting total cost of property damage of \$500,000 or more but less than \$2,000,000; an injury and/or occupational illness that results in permanent partial disability; or when three or more personnel are hospitalized as inpatients as a result of a single occurrence.

(3) *Class C Accident.* An Army accident with resulting total cost of property damage of \$50,000 or more but less than \$500,000; or an injury and/or occupational illness that results in any lost time from work beyond the day or shift in which it occurred.

(4) *Class D Accident.* An Army accident with resulting total cost of property damage of \$2,000 or more but less than \$50,000; or an injury and/or occupational illness that results in restricted work activity beyond the day or shift in which it occurred; transfer to another job; medical treatment beyond first aid; needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material; medical removal under medical surveillance; occupational hearing loss; or a work-related tuberculosis case.

d. *Reportable Accident.* All incidents that cause injury, illness, or property damage of any kind must be reported.

e. *Recordable Accident.* An accident that meets the minimum criteria stated in AR 385-10, DA Pam 385-40, and this regulation for Class A-D accidents.

(1) Recordable on-duty injury or occupational illness for Service Members or Civilians.

- (a) Death.
- (b) Restricted work or transfer to another job.
- (c) Medical treatment beyond first aid.
- (d) Loss of consciousness for any length of time.
- (e) Significant injury or illness diagnosed by a licensed health care professional.
- (f) Aggravation of injuries or illness sustained prior to military/civilian service by the current tenure of service.

(2) Recordable off-duty injury or occupational illness for Service Members only:

- (a) Death.
- (b) Days away from work or training.
- (c) Restricted work or transfer to another job.

f. *On-Duty Status for Service Members or Civilians.* The following explanations should be used in determining duty status. These criteria are for accident reporting purposes only and have no relation to compensability or line of duty determination.

(1) Physically present at any location where they are to perform their officially assigned work, to include those activities incident to normal work activities that occur on Army installations, such as lunch or coffee breaks used for the purpose intended.

(2) Being transported by Army, commercial conveyance, or POV for the purpose of performing officially assigned work, to include reimbursable travel in privately owned motor vehicles for temporary duty. This excludes driving to and from work.

(3) Participation in compulsory sports or physical training activities, or other organizational sponsored events.

g. *Off-Duty Status for Service Members only.* This applies to military personnel who are not in an on-duty status, whether on or off Army installations.

- (1) Personal time.
- (2) Official leave.
- (3) Traveling before and after official duties; to/from official duty or Temporary Duty (TDY) station.

- (4) Voluntary installation team sports.
- (5) TDY at no cost to the government.
- (6) Lunch or rest break engaged in activities unrelated to eating or resting.

## **5-2. Military and Civilian accidents and injuries**

The commander or supervisor directly responsible for the operation, materiel, or person(s) involved in an accident will ensure:

a. All accidents are investigated to obtain the facts and circumstances.

b. The appropriate report is prepared in accordance with instructions in referenced regulations, the CRC “AGAR Use and Preparation Guide,” and this regulation. These reports will be forwarded to the Installation Safety Office not later than 14 calendar days following the date of the accident. Reports will be reviewed at each level of the unit, directorate, or activity chain of command. Forms and instructions are available on the CRC and Installation Safety Office websites and SharePoint Portal located in appendix A, section III.

(1) Fort Lee Form 1051, Record of Injury.

(2) DA Form 285-AB, Abbreviated Ground Accident Report (AGAR).

(3) DA Form 285, Technical Report of U.S. Army Ground Report, for on-duty fatality accidents.

(4) DA Form 7306, Worksheet for Telephonic Notification of Ground Accidents.

c. *On-duty accidents.* The following are minimum requirements for reporting military and civilian on-duty injuries/fatalities:

(1) For an emergency during duty or non-duty hours, dial 911.

(2) For any Class A and B accident, the commander/supervisor who first becomes aware of the accident will, through their existing chain of command, immediately notify the Fort Lee Installation Operations Center (IOC) at 734-1584. The IOC will notify the Installation Safety Director. For the initial reporting requirements use the Worksheet for Telephonic Notification of Ground Accident, DA Form 7306-R, located on the CRC and Installation Safety Office websites and at the back of this regulation. Forward the DA Form 7306-R to the Installation Safety Office as soon as possible on the day of the incident. The Installation Safety Office will notify the Combat Readiness/Safety Center. In addition, the Installation Safety Office will notify OSHA, 800-321-6742 for Civilian injuries. Immediate telephonic notification of accidents will be followed by a Centralized Accident Investigation or an Installation-level Accident Investigation. Procedures outlined in AR 385-10 and DA Pam 385-40 will be used in the event an investigation board is required. The unit to which the Service Member/Civilian employee or equipment is

assigned will follow-up by submitting a completed US Army Accident Report, DA Form 285, to the Installation Safety Office.

(3) For any Class C and D accident, the supervisor who has firsthand knowledge of the incident will complete Section 1 of the Record of Injury form, Fort Lee Form 1051, and instruct the Service Member/Civilian employee to take the form to the treating medical provider, and return with the form after the treating medical provider indicates duty status on the bottom of the form: number of days off or restricted duty, or return to full duty. The unit to which the Service Member/Civilian employee or equipment is assigned will submit a completed Abbreviated Ground Accident Report (AGAR), DA Form 285-AB, through the chain-of-command to the Installation Safety Office within 14 calendar days of the incident. In the case of a first aid injury with no lost time or restrictions, the Fort Lee Form 1051 is sufficient for accident reporting to the Installation Safety Office.

d. *Off-duty military only.* Units will submit a fully completed DA Form 285-AB for reporting military off-duty injuries that result in fatalities, days away from work or training, or restricted work or transfer to another job.

(1) Fatal injuries of off-duty military personnel will be reported immediately through the IOC to the Installation Safety Director, to be forwarded through the appropriate channels.

(2) POV accidents will include information on vehicle type involved, use of safety belts/helmets, drug or alcohol use, and driver training completed.

### **5-3 ReportIt**

ReportIt is an alternate reporting system for military and civilian injuries which electronically sends an AGAR directly to the CRC.

a. ReportIt is a centralized mechanism for collecting injury, illness, and loss reports to help the Army meet its applicable regulatory requirements and effectively manage its safety and occupational health program.

b. The U.S. Army Combat Readiness/Safety Center supports the Army by collecting, storing, analyzing, and disseminating actionable information to assist leaders, Soldiers, Families, and Civilians in preserving and protecting our Army's resources. The ReportIt system will fully accommodate the data elements required by DoD and meet command-specific functionality.

c. ReportIt only accepts AKO email addresses.

d. To access ReportIt, go to the CRC website in appendix A, section III. Tutorials, worksheets, and user guides are available on the home page. Likewise, an AGAR can be filled directly onto the form.

e. Typing information directly onto an AGAR form in ReportIt is the easiest way to submit the injury report.

- f. Forward a copy to the Installation Safety Office at [lee.safety.s1.reporting@us.army.mil](mailto:lee.safety.s1.reporting@us.army.mil).

#### **5-4. Civilian Workers' Compensation Claims**

Filing a workers' compensation claim only applies to on-duty injuries/illness and is not mandatory; it is the employee's choice whether or not to file a claim. The employee has 3 years to file a claim from the date of injury or from the date the employee first becomes aware that the injury is work-related.

a. When a civilian employee receives an on-the-job injury or occupational illness, the supervisor will encourage the employee to report to Occupational Health Clinic, with a Fort Lee Form 1051, for assessment of the injury. Once the injury is assessed, the employee may choose treatment from the Occupational Health Clinic or a private medical provider.

b. If the employee wants to file a workers' compensation claim, the supervisor and employee will use electronic filing through the Office of Workers' Compensation's Electronic Data Interface (EDI) web-based system to expedite the filing process and assignment of a claim number. The website is found at appendix A, section III. In order for the employee to receive Continuation of Pay (COP), the CA-1 form must be filed within 30 days of the incident, with medical documentation which states the employee cannot work regular or light duty. CA-2s are not eligible for COP. Call Fort Riley, KS, Army Benefits Center, Civilian Injury Compensation Branch (ABC-C-IBC), 1-866-792-7620, for information and assistance.

#### **5-5. Non-reportable occupational illnesses and injuries**

a. *Non-occupational diseases.* Injuries associated with non-occupational diseases where the disease itself, not the injury, is the proximate cause of the lost time; for example, a minor cut suffered by a hemophiliac which results in time away from work due to the disease response to the cut.

b. *Self-Inflicted Injuries.* Suicides, suicide attempts, or voluntary self-inflicted injuries, such as Russian Roulette.

c. *Criminal assault.* Injuries that result from initiating criminal activity where the intent was to inflict injury. These include cases of assault, rape, murder, and offenses under Article 118 UCMJ with the exception of negligent homicide, voluntary manslaughter, and attempt to commit any of these offenses.

d. *Prior-service injuries.* Injuries sustained before entry into military service or civilian employment unless they are specifically aggravated by current tenure of service.

e. *Strains.* Strains from simple, natural, nonviolent body positions or actions, such as coughing or sneezing.

f. *Hospitalization.* Hospitalization of a person solely for observation/administration purposes and subsequent release.

g. *Adverse reaction.* Adverse bodily reactions resulting directly from the use of alcohol or other drugs not administered by or under the direction of a competent medical authority.