



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY KS 66442-7000

AMIM-RLG-SO (100)

16 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum - Mishap and Recording

1. REFERENCES.

- a. Code of Federal Regulations (CFR), Title 20, Parts 1-25, Office Workers' Compensation Programs (DOL).
- b. Code of Federal Regulations, Title 33, Chapter 18, Longshore and Harbor Workers' Compensation Act (DLHWC).
- c. Code of Federal Regulations, Title 29, Part 1904, Recording and Reporting Occupational Injuries and Illnesses.
- d. Code of Federal Regulations, Title 29, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- e. Army Regulation (AR) 385-10, The Army Safety Program, 24 July 2023.
- f. Department of the Army Pamphlet (DA Pam) 385-40, Army Mishap Investigations and Reporting, 24 Jul 2023.

2. PURPOSE. This policy letter contains the tasks and responsibilities for reporting and recording mishaps leading to personal illness/injury and vehicle or property damage. This policy letter also establishes reporting responsibilities and specific timelines for reporting mishaps to the Garrison Safety Office (GSO) for mishap prevention purposes.

3. APPLICABILITY. This policy applies to US Army Garrison, Fort Riley Department of the Army Civilian (DAC) and Non-Appropriated Fund (NAF) personnel who are injured or stricken with an occupational illness, involved in an Army Motor Vehicle (AMV) mishap, or involved in a property damage mishap while performing their duties.

4. BACKGROUND. Investigating and reporting injury, illness, and property damage mishaps are critical to Garrison's mishap prevention programs. Determining root causes and implementing control measures to eliminate further mishaps or reduce the severity of a mishap contributes to sustainable readiness. Timely mishap reporting and investigation allows the

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commander to rapidly influence the Garrison safety culture to eliminate the hazards or reduce exposure to the hazards.

5. DEFINITIONS.

a. **Class A Mishap.** An Army mishap in which an injury and/or occupational illness results in a fatality or permanent total disability; or a manned Army aircraft is either destroyed, missing, or abandoned; or the resulting total cost of property damage to Government and other property is \$2.5 million or more.

b. **Class B Mishap.** An Army mishap in which an injury and/or occupational illness results in permanent partial disability; or three (3) or more personnel are hospitalized as inpatients as the result of a single occurrence; or the resulting total cost of property damage to Government and other property is \$600,000 or more but less than \$2.5 million.

c. **Class C Mishap.** An Army mishap in which a nonfatal injury or occupational illness results in one (1) or more days away from work or training beyond the day or shift on which it occurred; or temporary disability ensues at any time thereafter, resulting in days away from work and does not meet the definition of class A or B; or the resulting total cost of property damage to Government and other property is \$60,000 or more but less than \$600,000.

d. **Class D Mishap.** An Army mishap in which a nonfatal injury or illness which results in days of restricted work, or transfer to another job, or medical treatment greater than first aid; or medical/clinical duties result in needle stick injuries or cuts from medical instruments contaminated by blood or other potentially infectious material; or medical removal is required under medical surveillance requirements of an OSHA standard; or occupational hearing loss exceeds the threshold shift established by 29 CFR 1910.95 and DoDI 6055.12; or Tuberculosis is contracted associated with work; or the resulting total cost of property damage is \$25,000 or more but less than \$60,000.

e. **Class E Ground**

f. **Mishap.** An Army mishap in which total cost of property damage is \$5,000 or more, but less than \$25,000.

g. **Near Miss.** An undesired event that, under slightly different circumstances, would have resulted in personal harm, property damage, or an undesired loss of resources (see DoDI 6055.07).

h. **Recordable Mishap.** Both the Army and OSHA have definitions for recordable mishaps. Army mishaps deal with personal injury or illness and property damage including vehicles and aircraft while OSHA mishaps deal strictly with personal injury and illness. Questions on whether a mishap is recordable under Army or OSHA requirements will be addressed to the GSO.

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(1) The Army considers any mishap that meets the minimum criteria stated in AR 385-10, para 3-9, for aviation and ground Class A through E mishaps as a recordable mishap. DA Pamphlet 385-40, Appendix H provides the instructions for reporting and recording occupational illness and injury in accordance with 29 CFR 1960 Subpart I.

(2) OSHA defines recordable mishaps as an accident or on duty injury that results in death, days away from work, restricted work, transfer to another job, medical treatment beyond first aid, loss of consciousness, needle sticks or licensed health care diagnosed illness occurring because of exposure to a hazardous substance or situation.

h. **Reportable /Mishap.** An occurrence that causes injury, occupational illness or property damage of any kind must be reported to the employee's servicing/supporting safety office.

i. Additional information on the referenced definitions can be found in AR 385-10, Chapter 3 and the Glossary.

6. NOTIFICATION REQUIREMENTS.

a. **Immediately** notify the **GSO** of any Class A or B mishap. Telephonic notification is the preferred method. In the event of a work-related death, OSHA requires notification within eight (8) hours. In the event of hospitalization of one (1) employee, an amputation, or the loss of an eye in a work-related mishap, OSHA must be informed within 24 hours. ***NOTE: Do not report any Class A mishap (fatality) or Class B mishap (permanent partial disability) directly to the Regional OSHA Office or the US Army Combat Readiness Center (CRC). The GSO is responsible for notifying OSHA and/or the CRC.**

b. Notify the GSO of all **Class C-E mishaps and near misses within 24 hours**. Initial notification can be telephonic, GSO SharePoint, or by email which summarizes the 5Ws (Who, What, When, Where, and Why).

c. Notify the Fort Riley Operations Center (FROC) at 239-2222 of mishaps which occur during non-duty hours (*All timelines and instructions apply from paragraph 6a*).

7. REPORTING REQUIREMENTS.

a. All Class A through E Mishaps will be reported by using the Mishap Report form found on the GSO Share Point at <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Riley/SitePages/Garrison-Safety-Office.aspx?e=4%3Ac31c0f66c724b1d91643099aca1d3b9&web=1..>

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b. The Mishap Report Form is the local equivalent of the OSHA 301, *Injury and Illness Incident Report*. This report must be submitted to the directorate assigned safety professional from the GSO for review. Upon review, the GSO will submit the information in the Army Safety Management Information System (ASMIS).

c. All Reports must be **completed within 15 days of the mishap** and the mishap or illness information must be entered on the directorate's OSHA Form 300, *Log of Work-Related Injuries, and Illnesses*.

d. Reports must be amended and communicated to GSO immediately when there is a change in classification of the mishap, changes in the number of lost or restricted days or substantial changes in the corrective action.

e. Contractors are also required to report all mishaps to the Contracting Officer's Representative (COR). The COR will immediately forward the information to the GSO if the mishap involves a serious injury or a fatality. In all other cases, the COR will forward the information to the GSO within 24 hours.

f. A record of **all recordable injuries** that occur within a calendar year will be maintained by the directorate on the OSHA Form 300, *Log of Work-Related Injuries and Illnesses*, IAW the instructions in 29 CFR 1904.7.

8. ADMINISTRATIVE REQUIREMENTS.

a. **The Federal Compensation Program Administrator (ICPA) and Non-Appropriated Funds (NAF) Division.** ICPA and NAF will provide the GSO with a quarterly roll-up of all reported injuries/illnesses no later than 10 working days following the last day of the quarter.

b. **Garrison Directorates.** At the end of each calendar year, each Directorate Safety Officer (DSO) will:

(1) Compare the OSHA 300 Form to the directorate mishap reports to verify that all entries on the OSHA 300 Form match the reports submitted by the directorate.

(2) Correct any deficiencies.

(3) Submit the OSHA 300 log and a signed OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, to the GSO. Both documents will be submitted to the GSO NLT 10 January annually.

(4) Post the signed OSHA Form 300A in a conspicuous location (directorate bulletin board, break room, etc.) from 1 February of each year until 30 April of that calendar year.

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(5) Maintain copies of the completed OSHA 300, 300A, 301, and the Mishap Report forms for five (5) calendar years. These records will be made available to the GSO or OSHA compliance inspectors upon request.

9. PIPELINE REQUIREMENTS.

a. The Garrison will use the Federal Employees Compensation Act (FECA) working group and Department of Defense Pipeline Program to bring employees back to work. Directors, DSOs, supervisors, and Human Resource personnel will work with Occupational Health and the FECA Coordinator as a team to bring injured employees back to work in a restricted capacity if feasible accommodations can be made.

b. Directors desiring to bring an injured employee back to work will inform the Deputy Garrison Commander (DCG) and indicate any work restrictions. If the injured employee cannot work in his/her assigned directorate, the Director may recommend an employee work in another directorate on a temporary basis under the specified restriction.

c. Final determination for the injured employee's return to work status and conditions will be made by the Garrison Commander.

10. Any questions concerning mishap reporting should be directed to Mr. Ronald Clasberry (Safety Ron), GSO, 785-239-8469, ronald.clasberry.civ@army.mil. Any questions concerning workers' compensation requirements should be directed to Installation Federal Compensation Administrator (ICPA) at 1-866-792-7620. Question regarding workers' compensation for NAF Employees contact CPAC NAF Division at 785-239-1798.



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