

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX F

MISHAP INVESTIGATIONS AND REPORTING



FSGA/HAAF Safety Program SOP
3 September 2024

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1. Purpose:

This Garrison Safety and Occupational Health (SOH) SOP Annex provides the procedures and assigns the responsibilities for notification, investigating, and reporting of all FSGA/HAAF Garrison injuries, property damage accidents, occupational illnesses and near misses. It establishes policy for the prompt notification of all serious accidents and ensures proper investigation of all accidents. The cause of all accidents should be determined, and corrective measures developed and taken to prevent recurrence. The primary purpose of investigating and reporting Army accidents is the prevention of reoccurrence. The primary objective of this Annex is the development of an effective accident prevention program aimed at the elimination of hazards and unnecessary loss.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMs, and civilian workforce can properly implement the Garrison SOH Program.

3. References

29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses

29 CFR 1960, OSHA Basic Program Elements for Federal Employee Occupational Safety and Health Programs

AR 385-10, The Army Safety Program

DA Pam 385-40, Army Mishap Investigations and Reporting

DA Pam 385-64, Ammunition and Explosives Safety Standards

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army)). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil>. Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Policy:

All Army accidents, injuries, occupational illnesses, and near misses occurring at FSGA/HAAF, or occurring as a result of Garrison operations, will be investigated, reported, and analyzed IAW the requirements of AR 385-10, DA Pam 385-40, and this Annex. The primary objective is the development of an effective accident prevention program to eliminate hazards and prevent reoccurrence.

Accident report information referred to in this Annex is safeguarded to protect Personally Identifiable Information (PII).

6. Responsibilities:

Directors will:

- Ensure all injuries, occupational illnesses, property damage accidents, and near misses within their directorate are thoroughly investigated and analyzed to the extent needed to

identify causal factors and deficiencies and to develop countermeasures to prevent similar accidents.

- Ensure that all Class A & B and Aviation Class C mishaps are immediately reported to the Garrison Safety Office (GSO).
- Ensure that all other mishaps occurring within their area of responsibility are reported to the GSO within three (3) calendar days of occurrence.
- Ensure appropriate management corrective action is taken to prevent recurrence.
- Ensure personnel conducting accident, injury, or near-miss investigations receive appropriate training.
- Ensure all personnel within their directorate are trained in the procedures outlined in this regulation.
- Ensure Unit Safety Officers (USOs) and/or Supervisors enter reports of mishaps occurring in their Directorates into the Army Safety Management Information System (ASMIS 2.0) located at <https://mishap.safety.army.mil/>.

Directorate of Public Works (DPW), Contract Office Representatives (CORs) will:

- Ensure contractors involved in Garrison managed projects comply with this regulation.
- Provide the necessary briefings and documentation to contractors to ensure compliance.

Garrison Safety Office (GSO) will:

- Review ASMIS mishap reports (Injury, Property Damage, and Near-Miss) of all accidents and, as needed, on all serious potential loss accidents that occur within FSGA/HAAF Garrison. Identified corrective actions will be routed to the director responsible for implementation.
- Initiate and process, with input from immediate supervisor, DA Form 285 Technical Report of U.S. Army Ground Accident (Class A or B accidents) or DA Form 285-AB, Abbreviated Ground Accident Report (AGAR).
- Provide technical assistance, as required, to USOs and Supervisors in completing accident reports and investigation procedures.
- Maintain files on all completed accident cases. Records will be retained for at least 5 years following the end of the calendar year to which they relate.
- Review and analyze accident reports and compile data for specific trends to develop an accident prevention program. The accident, hazard, injury tracking program will be used for filing this information. Records will be retained until they are 5 years old.
- Present accident, injury, near-miss reports and investigations at the Garrison Commander's (GC's) Safety and Occupational Health Advisory Council (SOHAC) IAW the Garrison Safety and Occupational Health (SOH) SOP, Annex C, Safety Committees and Councils. The SOHAC will be used to discuss mishaps, root cause analysis, and determines actions necessary to prevent recurrence.
- Prepare and maintain the Occupational Safety and Health Administration (OSHA) Form 300, Log of Work-Related Injuries, and Illnesses, as required by AR 385-10 and 29 CFR

1960.67. The summary portion of the log, OSHA Form 300A, shall be posted from 01 February to 30 April of the year following the year covered by the form. The records will be retained until they are 5 years old.

Supervisors will:

- Ensure that all Class A & B and Aviation Class C mishaps are immediately reported to the Garrison Safety Office (GSO).
- Ensure that all other mishaps occurring within their area of responsibility are reported to the GSO within three (3) calendar days of occurrence.
- Investigate and/or assist GSO/USO with investigations for all injuries, property damage accidents, occupational illnesses and near misses to determine root causes and implement corrective action to prevent recurrence of these accidents.
- Review and investigate Employee reports of Injury, Property Damage, Near-Miss, on all accidents and, as needed, on all serious potential loss accidents that occur within the FSGA/HAAF Garrison and recommended/assigned corrective actions are executed to prevent recurrence.
- Ensure all personnel assigned to their area of responsibility are trained in the procedures outlined in this Annex. Training shall be documented with attendance rosters maintained at the work center.
- Make every effort to accommodate the employee's restrictions in the work center in which they are assigned. If this is not feasible because of such limitations, contact the EEO Office Reasonable Accommodations Program Administrator for alternate assignments.

FSGA/HAAF Garrison Personnel will:

- Immediately notify their supervisor of accidents, injuries, and near misses (including first aid).
- Report to the Occupational Health Clinic (OHC) for return-to-work screening for both work-related and non-work-related injuries that result in lost time or work restrictions. See Appendix E for an example of the Return-to-Work Slip.
- Return to work as instructed by the OHC physician if employee was sent home by a physician due to an injury or occupational illness.
- Advise their physician that a light duty program exists where the employee may be placed in a variety of light duty work assignments.
- Provide administratively acceptable medical documentation to the OHC, GSO, their Supervisor, and the EEO Office Reasonable Accommodations Program Administrator to confirm the type of restrictions, length of time, and to identify potential light duty assignments.
- Provide a copy of the FSGA/HAAF Garrison Return to Work Slip completed by the OHC, to the GSO, their supervisor, and the EEO Office Reasonable Accommodations Program Administrator. See Appendix E for an example of the Return-to-Work Slip. It is the responsibility of the employee to provide accurate, current information. If the employee fails to provide such information, they are subject to annual leave, sick leave, or leave

without pay until such documentation is obtained. For on-the-job injuries the FECA Program Administrator will issue appropriate notification of need for current medical information.

- Report to their Supervisor and the EEO Office Reasonable Accommodations Program Administrator for temporary duty assignments after clearing through the OHC. If it is an Office of Workers Compensation Programs (OWCP) claim, employee must report to the FECA Program Administrator for their light duty assignment.
- Report to the OHC, GSO, FECA Program Administrator, and the EEO Office Reasonable Accommodations Program Administrator any changes in medical condition which result in either permanent/temporary restriction that may require reasonable accommodations or return to regular duty.
- Immediately make supervisor aware of any and all work restrictions if assigned work is outside an employee's medical restrictions

Occupational Health Clinic (OHC) will:

- Refer employees to their primary care physician or hospital as necessary.
- Immediately notify GSO of serious injuries that would possibly require immediate investigation.
- Notify the immediate supervisor of the injured or involved employee and the Garrison Army Substance Abuse Program (ASAP) office if drugs or alcohol could have been a contributing factor to an accident or injury.
- Screen FSGA/HAAF Garrison personnel returning after sustaining an injury to determine suitability for work and interpret any potential physical restrictions.
- Review medical documentation provided by the employee to confirm what type, length, and reasonableness of restrictions.
- Contact the employee's physician in writing to clarify restriction, if necessary.
- Prepare the FSGA/HAAF Garrison Return to Work Slip for the supervisor, EEO Office Reasonable Accommodations Program Administrator, FECA Program Administrator (as needed), and the Safety Office. See Appendix E for the Return-to-Work Slip.
- For non-work-related medical conditions, review restrictions that extend beyond 30 days and provide input as necessary.

7. On-The-Job Injuries

- All supervisors will ensure the GSO is notified of military, contractor, and government civilian personnel injuries. For on-the-job injuries for government employees, Supervisors will:
 - Complete the ASMIS Mishap Report.
 - Offer the injured employee with the link to the online Form CA-1 (Notice for Traumatic Injury and Claim). <https://www.ecomp.dol.gov/>
 - If applicable, ensure the injured employee is placed in contact with the Federal Employees Compensation Act (FECA) Coordinator for appropriate FECA counseling.

Every effort will be made by supervisors to continue the active work status of personnel who have sustained minor injuries. Light (Restricted) Duty will be coordinated through the FECA Coordinator and made available if required.

- Ensure that employees returning to work after lost time or returning to work with work restrictions prescribed by a medical professional are routed through the Occupational Health Clinic (OHC) for review of their status and that a FSGA Return-to-Work Slip is completed by the OHC. See Appendix E for an example of the Return-to-Work Slip.
- When the employee returns to work with a Light Duty determination, the supervisor must accommodate the employee based on his/her medical restrictions. When an employee returns to work with a full duty determination, the employee can return to work without medical restrictions.
- The following is provided to assist employees with the proper procedures for non-life-threatening on-the-job injuries.
 - The employee will report the injury or illness immediately to his/her supervisor.
 - The employee is responsible for returning any physician's medical reports to the Occupational Health Clinic for a review of their status and to receive a FSGA Return-to-Work Slip completed by the OHC. See Appendix E for an example of the Return-to-Work Slip.
 - It is the employee's responsibility to ensure the physician's instructions are legible and clear relating to the employee's limitations.
 - A physician must approve the employee to return to work. The approval consists of a medical statement from the employee's physician that shows the employee is capable of returning to full duty.
- The Director, Division Chief, and/or the first line Supervisor will brief the Garrison Commander (GC) or representative within 24 hours after a lost time injury or a recordable motor vehicle or property damage accident occurs. The meeting will address the circumstances leading up to the accident and measures taken to prevent recurrence.

8. Disabling Injuries

- When a military person is involved in an accident which, in the opinion of U.S. Occupational Health Clinic medical personnel, disables the individual for any type duty assignments the day following the injury, the supervisor directly responsible for the individual will ensure an investigation of the accident is conducted and furnish a DA Form 285 (Technical Report of U.S. Army Ground Accident) to the GSO no later than seven (7) calendar days after the accident.
- When a civilian employee is involved in an accident and sustains an injury, the employee's supervisor will conduct a thorough investigation and complete a mishap report in ASMIS.

9. Fatal Injuries

The GSO will:

- Ensure initial electronic reporting requirements are accomplished in accordance with 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses and DA Pam 385-40, Army Mishap Investigations and Reporting.
- Military and civilian personnel reporting will be in accordance with DA Pam 385-40, Army Mishap Investigations and Reporting.
- Applicable contractor reporting will be in accordance with DA Pam 385-40, Army Mishap Investigations and Reporting or other applicable organizational regulations.

10. Accidents involving shipments of conventional explosives and dangerous articles by commercial carriers

- When notified of this type of accident, the GSO will ensure the provisions of DA Pam 385-64, Ammunition and Explosives Safety Standards are complied with.

11. Reports of explosions, chemical, biological, radiological, and nuclear (CBRN) accidents

- The GSO will ensure investigations are made and reports are submitted in accordance with DA Pam 385-40, Army Mishap Investigations and Reporting.
- Notification to higher headquarters will be made in accordance with DA Pam 385-40, Army Mishap Investigations and Reporting.

12. Property, equipment, and material damage accidents

- Accidental damage to property, equipment, and material will be reported immediately by telephone or radio to the GSO.
- The accident will be reported in ASMIS and a DA Form 285 if it meets the criteria in DA Pam 385-40, Army Mishap Investigations and Reporting.
- The GSO will obtain damage estimates from the Directorate of Public Works, Equipment Management Division, or others as appropriate.

13. Motor Vehicle Accidents

- In case of injury or property damage, and provided that the driver is safe and physically able, the driver will:
 - Report the exact location of the accident to the Directorate of Emergency Services (DES) Dispatcher and to his/her supervisor.
 - Summon medical assistance if required.
 - Not move the vehicle until told to do so by law enforcement personnel.
 - Guard against additional damages. Direct traffic and/or set out highway warning flares.
 - Not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or a possibility of a claim approval.

- The immediate supervisor of the driver will investigate the accident to determine the cause and corrective action and/or disciplinary measures to be taken to prevent a recurrence. The investigation will stress what the driver could have done regarding defensive driving techniques. Determine involvement of alcohol or drugs and use of lap/shoulder belts. In accordance with AR 600-55, arrange to have the driver re-examined to ensure he/she is physically qualified and sufficiently familiar with Army regulations to operate a motor vehicle.
- If required, the GSO will prepare the DA Form 285 and forward it to the GC.

14. Other motor vehicle accidents

- Any FSGA/HAAF Garrison employee knowledgeable of a motor accident, regardless of location, which results in injury to Garrison personnel, or damage to government property, will report the accident to DES Dispatch, the GSO, or by calling 911.
- DES will investigate privately-owned vehicle accidents. Photographs and information pertaining to the accident will be provided to the GSO upon request. The GSO may elect to also investigate the accident and will determine reporting requirements.

15. Material handling equipment accidents

- Cranes, tracked vehicles, mechanical mules, material handling equipment, tractors, etc., designed primarily for off road operations, are classified as equipment. Accidents involving this type of equipment will be reported as property damage.
- When an operator is involved in an accident, he/she will immediately notify his/her supervisor. The supervisor will report the accident to DES Dispatch, the GSO, or 911 (if appropriate), giving the exact location and details of the accident.
- The supervisor will report the accident through the proper chain of command.

16. Occupational Safety and Health Act reporting

- OSHA logs will be maintained at the GSO for FSGA/HAAF Garrison employee injuries.
- The OSHA log of Federal Occupational Injuries and Illnesses will be kept on file in the GSO for five years.

APPENDIX A – RETURN TO DUTY STATUS SLIP**RETURN TO DUTY STATUS**
FSGA/HAAF OCCUPATIONAL HEALTH CLINIC**PRINT NAME** (last, first, middle) _____ **DATE** _____**SUPERVISOR:** _____ **DIRECTORATE:** _____

WORK RELATED INJURY	NON-WORK-RELATED INJURY
DATE OF INJURY:	DATE RESTRICTION START:
EXPECTED DATE FULL DUTY:	30 DAY EXP. DATE:
DISTRIBUTION: SUPERVISOR GARRISON SAFETY OFFICE WORKER'S COMPENSATION	DISTRIBUTION: SUPERVISOR GARRISON SAFETY OFFICE

WORK STATUS

A. FULL DUTY; NO RESTRICTIONS AS OF:		
B. WORK LIMITATIONS / RESTRICTIONS		# OF DAYS
	LIFTING RESTRICTED TO POUNDS	
	LIMIT / NO BENDING AT WAIST	
	LIMIT / NO PULLING / PUSHING	
	NO WORK ABOVE SHOULDER LEVEL	
	NO SQUATTING	
	CLIMBING	
	SIT DOWN HOURS PER SHIFT	
	STANDING HOURS PER SHIFT	
	ALLOWING SITTING OR STANDING AS NEEDED FOR PAIN	
	NO VEHICLE / MACHINERY OPERATION	
	RESTRICTED USE OF:	
	OTHER:	
	LOST WORK TIME DAYS. RETURN TO CLINIC ON OR BEFORE:	

FSGA/HAAF Occupational Health Clinic PHYSICIAN or NURSE: PRINT, SIGN, AND DATE

Appendix B – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
CFR	Combined Federal Regulation
DA Pam	Department of the Army Pamphlet
DES	Department of Emergency Services
DoDI	Department of Defense Instruction
FECA	Federal Employee Claims Act
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
OHC	Occupational Health Clinic
OJT	On the Job Training
OSHA	Occupational Safety and Health Administration
PL	Public Law
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

APPENDIX C - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES