

DMSION OF PARKS AND RECREATION

July 8, 1997

STAFF DIRECTIVE 97-9

TO: Section Chiefs
 District Superintendents
 Personnel Officer
 Public Information Officer
 Public Safety Officer
 Program Managers

FROM: Philip K. McKnelly

SUBJECT: Accident or Incident Chain of Notification - OSHA Reporting for Fatalities and Injuries

This Staff Directive supersedes Staff Directive 94-12 and is effective immediately.

In the event of an accident or incident which requires staff notification, Park Superintendents, or acting Park Superintendents, are to contact their district Superintendent as soon as possible. Upon notification, District Superintendents are to call the Superintendent of State Parks. The Superintendent of State Parks is then to call both the Division Director and the Public Information Officer.

During non-business hours, contacts in the chain of notification may be reached at their homes (see attachment). If a person listed in the chain of notification cannot be reached, the next person in the chain is to be contacted. If the Public Information Officer cannot be reached, contact the Director of the Department's Public Affairs Office.

Incidents or accidents involving serious personal injuries, major criminal activity, natural resource damage, media coverage, or anything judged by the Park Superintendent as necessitating staff notification is to be reported through this chain.

In the event of an occupational accident or injury - including near misses - involving an employee, or an incident resulting in the death of an employee, notification shall be made immediately to the Division Director through the chain of notification and follow the procedure outlined in Section IV, page 1 of the DEHNR Safety Manual (see attachment) for the reporting

Staff Directive 97-9

Page 2

July 8, 1997

of fatalities and injuries to OSHA.

The Director will notify the Secretary for DEHNR, the Director of the Department's Public Affairs Office, and the Department's Safety Officer.

For employee accidents of fatalities where the Division Director cannot be contacted immediately, the ranking Division supervisor with knowledge of the incident should notify the Secretary for DEHNR, the Director of the Department's Public Affairs Office, and the Department's Safety Officer directly (see attachment).

On weekends, holidays, and after 5:00 p.m. on weekdays, notification should be given to the Capital City Police at 919/733-4646. The Capital Police will log the report and forward it to OSHNC on the next business day. It is requested that the Division contact making the report follow up with a report to Departmental contacts on the next business day for those cases reported to the Capital City Police on weekends, holiday, and after 5:00 p.m. on weekdays.

PKM/GSR

Attachment