

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 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

Reporting Accidents and Personal Injury

Procedures

Employee Responsibility

It is the responsibility of all employees to report immediately to their supervisor any accident or injury including near misses. An Industrial Commission Form 18, "Notice of Accident to Employer", shall be used to report to the supervisor. Employees should review any Job Safety Analysis forms which have been prepared for the job being performed when the accident occurred. Recommendations and appropriate changes should be discussed with the supervisor and necessary corrections implemented to prevent further accidents.

Supervisor Responsibility

Upon receiving a report of accident, by Form 18 or orally, the supervisor shall conduct an investigation using Form 6.14.1 and additional investigation forms as necessary (6.14.1 - 6.16.1). Following the investigation, supervisors are to complete Industrial Commission Form 19, "Employers Report of Injury To Employee". Corrective measures should be implemented immediately by the supervisor when the investigation reveals such actions are necessary.

The supervisor shall provide a copy of the Form 18, Form 19 and Supervisors Investigation Form 6.14.1 to the Division Safety Officer and to the Department Safety Officer.

Reports of all accidents/injuries and near misses should be discussed during meetings with employees of the work unit. The unit Safety Committee will audit reports and actions taken.

OSHA Reporting for Fatalities and Injuries

The U. S. Department of Labor has issued a final rule that requires employers to orally report any occupational fatality or any accident involving the in-patient hospitalization of three or more employees with eight hours. NCOSH adopted this rule by reference on April 1, 1994 with an effective date of May 1, 1994.

To keep the Governor's Office from being caught unaware, and to ensure proper notification of relatives, supervisors should immediately report all fatalities and injuries as outlined above to the Division Director. Additional notification should be given to the Department Safety Officer at (919) 715-4522 and to the Director of Public Affairs at (919) 715-4112. This notification will also be given to the Department Secretary.