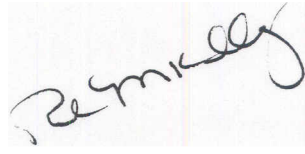


DIVISIONS OF PARKS AND RECREATION
November 21, 2001

STAFF DIRECTIVE 01-5

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

FROM: Philip K. McKnelly, Director



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

This Staff Directive supersedes Staff Directive 97-9 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 Office of Public Affairs.

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 are 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 I of the DENR Safety Manual (see attachment) for the reporting of fatalities and injuries to OSHA.

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

For employee accidents or fatalities where the Division Director cannot be contacted immediately, the ranking Division supervisor with knowledge of the incident should notify the Director of the Office of Public Affairs 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 OSHA on the next business day. The Division contact making such a report must follow up with a report to Departmental contacts on the next business day for those cases reported to the Capital City Police on weekends, holidays, and after 5:00 p.m. on weekdays.

PKM/nta
Attachments