

## **FEDERAL EMPLOYEES ACCIDENTS AND INJURIES**

(Reviewed 9/16/2008)

### **A. Federal Employee's Compensation Act**

1. All employees of the Federal Government are covered under the Federal Employee's Compensation Act (FECA) for injuries and diseases resulting from employment. Injuries/deaths that may not be covered under FECA include those caused by willful misconduct of the employee, failure to use personal protective equipment or other willful disregard of safety regulations, his/her intention to bring about the injury or death of himself/herself or another, or those proximately caused by intoxication of the injured employee.
  - a. An employee who sustains a disabling, job-related injury may use sick or annual leave, or request continuation of pay for the period of disability not to exceed 45 calendar days.
  - b. FECA also covers costs of conventional medical services incurred by the employee as a direct result of the injury. Employees are cautioned that chiropractic and "unconventional" treatments may not be covered.

### **B. Requirements**

1. Reportable accidents are those involving a USGS employee, contract employee, intern or volunteer; a member of the public while on or in contact with USGS property; and government or private property damaged during conduct of a USGS activity. All injuries should be reported, since a seemingly minor injury may develop into a serious condition. For the employee's protection he or she should report the injury to their immediate supervisor when the injury occurs.
2. All serious accidents (those resulting in the death of an employee, hospitalization of 3 or more employees, or \$100,000 in property damage) shall be reported by the appropriate organizational head immediately upon learning of the incident to the Bureau Safety Manager.

### **C. Training**

All employees whose normal working location is further than 1 hour from professional medical care are required to be trained in First Aid and Adult CPR. For personnel who will be working in wilderness areas or areas where professional medical care would take hours to respond are required to be trained in Advanced First Aid or Wilderness First Aid.

## D. Responsibilities

### 1. Employee

- a. Reports accident/injury to the supervisor or KFS Safety Officer within 3 working days. The preferred reporting format is Form DI-134 "Report of Accident/Incident" (Exhibit V.A) which facilitates reporting via the Safety Management Information System (SMIS). Immediate oral or free form written notification is encouraged if the form is not readily available.
- b. If medical attention is required, completes lines 1-5 of OWCP Form CA-16 "Authorization for Examination and/or Treatment" (Exhibit V.B.). Gives doctor CA-16 and stamped envelope preaddressed to the KFS Safety Officer. Informs doctor that treatment costs will be covered by **federal** workman's compensation program; instructs doctor to complete CA-16 and return it as soon as possible. If injury requires immediate treatment, employee should obtain medical treatment first, informing the doctor that payment will be received from **federal** workmen's compensation program, then carry the paperwork to the doctor as soon as possible.
- c. Employee is responsible for keeping receipts of all medical costs paid out-of-pocket, including prescription drugs and doctor's bills. These will be reimbursed by OWCP once a claim has been established.
- d. Vehicular accidents require the completion of a number of forms in addition to form DI-134. A packet of accident reporting forms is kept in the driver's book in each GSA vehicle and in the glove compartment of each Interior vehicle. Several of these forms are designed to be completed at the accident site, if the driver is medically capable of doing so. **At minimum, the driver should attempt to secure the names, addresses, license numbers, and phone numbers of other drivers involved and any witnesses to the accident.**

### 2. Supervisor

- a. Investigates all work-related accidents involving personal injury or property damage to include near incidents if these incidents would have likely resulted in injury or property damage.
- b. Works with employee and Administrative Assistant in charge of accidents to file accident report on SMIS and complete OWCP Form CA-1 (traumatic injury) (Exhibit V.C.) or CA-2 (illness) (Exhibit V.D.).

- c. Prepares a Job Hazard Analysis within 5 workdays, whenever an employee receives an injury that results in 5 or more workdays or non-motor vehicle property damage over \$10,000. Forwards the JHA to the appropriate regional and divisional safety managers.
  - d. Validates all employee claims of job-related accidents, including all OWCP forms.
3. KFS Safety Officer
- a. Works with employee and supervisor to investigate the accident and ensure that the SMIS accident report is filed within 5 working days.
  - b. Immediately notifies Bureau Safety Manager of any serious accident, relating location and time of accident, number of dead or hospitalized employees, contact person, phone number, and brief description of the accident

E. Medical Records

1. All exposure and medical records that are held by PIERC will be held in full compliance as specified in OSHA regulations 1910.1020 appendix A & B. This specifies that employee exposure and medical records will be held in a secure and confidential location and that employees will have access to their records whenever requested.
2. The exposure and medical records will be located in the office of the Administrative Technician who will be responsible for maintaining and providing access to these records.
3. A notice will be sent out annually reminding employees of access to their exposure and medical records.