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Safety

GROUND ACCIDENT/INJURY REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 91-2, *Safety Program*. It establishes procedures and responsibilities for reporting ground accident/injuries and serious illnesses that occur on base. Also, it is designed to assure a timely response by medically trained personnel and safety personnel. Provides guidance concerning seriously ill personnel and defines major mishaps. It applies to the 914 AW, BOS Contractor, and all tenants. Directives of the 107 ARG take precedence for NYANG personnel, where a conflict between directives exists.

SUMMARY OF REVISIONS

This revision requires supervisors to brief the appropriate Group or Wing Commander following a reportable personal injury (paragraph 2.3.5.); requires retention of notes related to mishap (paragraph 2.3.7); authorizes submission for Privately Owned Vehicles (POV) mileage reimbursement when applicable; requires a receipt from the driver to document cab use, and adds approval authorities for SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, (paragraph 2.5.2). An asterisk (*) indicates changed data since the last edition of this instruction.

1. Ground Accidents:

- 1.1. All Personnel. Report all on-base mishaps to your immediate supervisor. In addition, comply with AFI 31-204, *Motor Vehicle Traffic Supervision*, if a government vehicle is involved in an accident. Do not disturb the scene of an accident until an investigation has been completed, unless a hazard to personnel exists or further destruction of property is probable.
- 1.2. Supervisors. Notify base safety personnel, preserve evidence, identify witnesses, and prepare to assist Ground Safety in mishap investigation.
- 1.3. All Personnel. When a person is injured or incapacitated due to illness, dial 911 for base fire department.

2. Personnel Injuries or Serious Illness:

2.1. Provide fire department alarm room with the following information:

- 2.1.1. Your name and telephone extension.
- 2.1.2. A brief description of the problem.
- 2.1.3. Location where first aid is needed.
- 2.1.4. Number of persons requiring first-aid assistance.
- 2.1.5. Implement Self-Aid and Buddy Care.

2.2. Fire Department. The dispatched Fire Department Rescue Crew is required to:

- 2.2.1. Evaluate condition of the patient.
- 2.2.2. Treat patient at the scene.
- 2.2.3. Prepare patient for transport to a medical facility, if necessary.
- 2.2.4. Request a commercial ambulance be dispatched, and complete a New York State Pre-hospital Care Report.
- 2.2.5. The highest-level New York State Certified medical person at the scene of the injury or illness is considered to be the “competent medical authority” for purposes of this instruction, and is responsible for decisions involving patient care and treatment. The Fire Department Incident Commander is in charge of the scene.
- 2.2.6. If the competent medical authority at the scene determines that transportation by ambulance to a local hospital is necessary, the fire department dispatcher will be notified and an off-base ambulance will be summoned.
- 2.2.7. If the competent medical authority determines an ambulance is not required for movement to the hospital; the patient s supervisor should arrange an alternate suitable mode of transportation.

2.3. Supervisors:

- 2.3.1. Assure that prudent first-aid measures are administered and assistance is summoned, if required.
- 2.3.2. Contact Vehicle Operations to determine if a vehicle operator is readily available to transport the patient.
- 2.3.3. Arrange for the employee s transportation (during duty hours) to and from a local hospital, when fire department personnel determine an ambulance is not required.
- 2.3.4. Process the following forms as soon as possible following an injury:
 - 2.3.4.1. CA-1, **Federal Employee s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.**
 - 2.3.4.2. CA-16, **Authorization for Examination and/or Treatment.**
 - 2.3.4.3. CA-17, **Duty Status Report.**
- 2.3.5. Personally brief the appropriate group (or wing) commander on the following items, as soon as possible, following a reportable personal injury.

2.3.5.1. When, where accident occurred and extent of the injury.

2.3.5.2. All extenuating circumstance.

2.3.5.3. Apparent cause of the accident.

2.3.5.4. What safety practices, if any, were violated.

2.3.5.5. Recommendations to prevent a recurrence.

2.3.6. Direct the injured employee to comply with paragraph 2.3.5, when able. This is in addition to the supervisor's report.

2.3.7. Retain notes related to briefing given to your group or wing commander, paragraph 2.3.5, for use by 914th AW Safety Office in preparing up-channel reports.

2.4. Vehicle Operations Section (during duty hours):

2.4.1. Provide U-drive vehicle to transport patient to and from the hospital, when requested by patient's supervisor.

2.5. Injured or Ill Employee. Following treatment at the hospital, apply these guidelines in arranging transportation to the base or your home, as appropriate.

2.5.1. During duty hours or a workday, if you wish to return to the base, or proceed directly home, call your supervisor to assist you in arranging for transportation.

2.5.2. If suitable transportation cannot be obtained through a supervisor, family, or friends within a reasonable period, it is suggested that you use a commercial cab service. Submitting for privately owned vehicle mileage reimbursement, when applicable, is authorized. To document cab use, obtain a receipt from the driver and file SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, when you return to duty. This claim should be routed to the wing or group commander (OG, LG, SPTG), as appropriate, for approval, then to the finance officer for certification.

2.5.3. Advise employees to obtain treatment for all injuries regardless of severity. After normal duty hours, workers participating in base-sanctioned sports activities, sponsored by 914th Recreation Services will be offered treatment by 914th fire department (CEF) medical technicians. The physical condition of a worker may result in medical technicians recommending further medical treatment and transportation by commercial ambulance.

3. Reporting Procedures:

3.1. Class A and B mishaps, as defined in paragraph 4, will be reported by the base fire department:

3.1.1. During duty hours, to the Ground Safety Manager or the Chief of Safety.

3.1.2. After duty hours, to one of the following in the order listed:

3.1.2.1. Ground Safety Manager.

3.1.2.2. Chief of Safety.

3.1.2.3. Group Commanders.

3.1.2.4. Wing Commander.

3.2. Other mishaps will be reported to base safety personnel as soon as practical, but not later than the next regular workday. If hazardous or toxic materials are involved, notify the Environmental Engineering Section.

4. Classification of Major Mishaps. Both class A and B mishaps require that higher headquarters be notified within 8 hours of the accident. It is, therefore, imperative that responsible reporting officials are notified without delay.

4.1. Class A. A mishap resulting in any of the following:

4.1.1. Total costs of injury, occupational illness and property damage of \$1,000,000, or more.

4.1.2. A fatality.

4.1.3. Destruction of, or damage beyond economical repair to, an Air Force aircraft.

4.2. Class B. A mishap in which resulting total costs of injury and/or property damage are \$200,000 or more, but less than \$1,000,000.

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