

Department of the Interior Departmental Manual

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Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 7: Accident/Incident Reporting and Investigations

Originating Office: Office of Occupational Safety and Health (OSH)

485 DM 7

7.1 Purpose. To specify requirements for reporting and investigating accidents and incidents that involve Departmental employees, volunteers, contractors, or the public, when Departmental property or operations are involved. See section 7.5 C. (1) of this chapter for aviation accident and incident reporting and investigations.

7.2 Authority.

- A. [Public Law 91-596, "Occupational Safety and Health Act of 1970," \(The Act\) Section 19.](#)
- B. [Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees."](#)
- C. [Title 29, Code of Federal Regulations \(CFR\), Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."](#)
- D. [Title 29, CFR, Part 1904, "Recording and Reporting Occupational Injuries and Illnesses."](#)
- E. [33 CFR Part 173 Subpart C—Casualty and Accident Reporting.](#)

7.3 References.

- A. [Part 485 Departmental Manual, Chapter 2 "Responsibilities."](#)
- B. [Interagency Serious Accident Investigation Guide.](#)

7.4 Definitions.

A. Bureau. Major organizations within the Department of the Interior (Department), including Bureau of Indian Affairs; Bureau of Land Management; Bureau of Reclamation; Bureau of Ocean Energy Management; Bureau of Safety and Environmental Enforcement; National Park Service; Office of Surface Mining, Reclamation, and Enforcement; U.S. Fish and Wildlife Service; U.S. Geological Survey; and for the purposes of this chapter, the Office of the Secretary.

B. Agency Administrator. The Bureau facility or organization manager who has direct line authority over operational activities when and where an accident occurs. Examples of such administrators include: a National Park Service park superintendent, a Bureau of Indian Affairs agency superintendent, a Bureau of Land Management district manager, or a U.S. Fish and Wildlife Service refuge manager.

C. Designated Agency Safety and Health Official (DASHO) (see [29 CFR 1960](#)). For the purposes of Serious Accident Investigations, the DASHO is the delegating official unless otherwise directed by the Bureau or Office Director.

D. Accident. A Department work-related event or activity which results in an injury, illness, or property damage.

E. Incident. A Department work-related event that has the potential for injury, illness or property loss. These are frequently referred to as “near-misses.”

F. Injury or illness. An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. A work-related illness includes both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, poisoning, or virulent biologicals such as SARS [Severe Acute Respiratory Syndrome], MERS [Middle East Respiratory Syndrome], or COVID-19..

G. Serious Accident. For the purposes of this chapter, a Department work-related accident resulting from an employee action or Departmental condition or activity which results in:

- (1) one or more job-related fatalities or imminently fatal injuries or illnesses to employees, volunteers, contractors, or the public, or
- (2) the in-patient hospitalization of three or more employees, volunteers, or members of the public due to departmental operations, or
- (3) amputation(s) or loss of an eye(s), or
- (4) property damage (including site mitigation or cleanup) or operating loss of

\$500,000 or more, or

(6) accident, illness, or incident that a Bureau DASHO judges to warrant further investigation using the serious accident investigation procedures.

H. Hospitalization. Hospitalization is the in-patient care and treatment of an employee who is admitted to a hospital as a result of a work-related accident as defined in section 7.4 D. Hospitalization does not include first aid (in accordance with 29 CFR 1904.7) treatment at an emergency room or clinic or an overnight stay for observation purposes only. **Note:** all hospitalization cases must be investigated by the responsible Bureau or Office to determine their cause for prevention purposes. A serious accident investigation team (or use of a single investigator) may be utilized at the discretion of the Bureau or Office depending on circumstances for an employee, volunteer, contractor, or public individual hospitalized as a result of agency operations.

I. Serious Wildfire and Prescribed Fire(s)-Related Accident. A serious accident that occurs during any wildfire or prescribed fire activity, or to personnel working in direct support of these activities.

J. Preliminary Notice. A written notice from the Bureau DASHO of a serious accident to the Department DASHO, as a follow-up to the initial telecommunications notification. The Preliminary Notice is transmitted immediately upon the Bureau DASHO's or designee's notification to the DOI Office of Emergency Management's Operation Center (See Section 7.5 B(1)) and should not be later than 24 hours from the time of the accident occurrence.

K. Serious Accident Investigation Team (SAIT). A SAIT or Trained Investigator will be appointed by the Bureau DASHO, with the assistance of the Bureau safety manager, to investigate a serious accident and to report the accident facts, corresponding conclusions, and recommendations to prevent future recurrences. A SAIT will typically consist of at least four members but may be comprised of as many members as the appointing official determines necessary. Minimally a team should consist of a team leader, an accident investigation safety advisor, a chief investigator, and a technical specialist. All SAIT positions are fully explained in the Department's Serious Accident Investigation Guide (SAI Guide).

A Bureau DASHO may delegate to the Bureau Fire Director the authority to determine the SAI team members. Should this delegation be made, at a minimum, at least one delegated SAI primary team member (e.g., team lead, chief investigator or safety advisor) must be from outside the wildland/prescribed fire community. This is desirable because of the dynamic nature of the wildland fire environment and the ability of the Fire Director to expeditiously dispatch these personnel to the accident site. The Fire Director will advise the Bureau DASHO of individuals dispatched so they can be identified in the SAIT appointment letter. The DASHO retains the authority for final approval of team member appointments.

L. Trained Investigator (TI). A qualified individual, trained as a SAIT chief

investigator and appointed by the Bureau DASHO to investigate a serious accident in lieu of a full SAIT.

M. Privacy Case. A privacy case is a case when there is an injury or illness to the intimate body part or the reproductive system; an injury or illness resulting from a sexual assault; mental illnesses; HIV infection, hepatitis, or tuberculosis; needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material; and other illnesses if the employee voluntarily requests that their name not be entered on the log.

7.5 **Accident/Incident Reporting.**

A. Reporting.

(1) Employees will immediately report to their supervisors every work-related accident, illness, or incident. These accidents include but are not limited to:

(a) An injury, occupational illness, loss of consciousness, or death or public and/or property damage connected with the performance of work duties by employees, volunteers, or contractors under Departmental jurisdiction.

(b) An injury, occupational illness, loss of consciousness, or death, or public and/or property damage connected with the performance of work duties by employees, volunteers, or contractors related to Departmental operations under another federal agency's jurisdiction.

(c) A fire involving vehicles, motorized equipment, watercraft, structures, or any property under Departmental control.

(d) Property damage or resulting from the operation of Departmental, General Services Administration (GSA), privately-owned, or commercially leased vehicles, or the use of motorized equipment while conducting official Departmental business.

(e) Damage to other property under Departmental control, whether or not it is to be repaired or replaced, and regardless of who caused the damage (e.g., employee, volunteer, contractor, or public individual).

(f) Shelter deployments and entrapments as a result of wildfire and prescribed fire(s)-related operations.

(2) The immediate supervisor of the employee involved in the accident or incident will complete an accident report in the Safety Management Information System (SMIS) at <https://www.smis.doi.gov/> within seven calendar days of receiving information that a

recordable accident or incident has occurred. Bureaus may develop mechanisms to supplement this reporting process.

(3) Refer to [Appendix 3, Notifications, Reporting, and Briefings](#) to assure notifications, reporting, and briefings are accomplished timely.

B. Serious Accident Reporting Requirements.

(1) A serious accident within the Department, as defined in section 7.4 G., involving an employee fatality or the in-patient hospitalization of one or more employees, volunteers, or public individuals as a result of a work-related incident or departmental operations must be reported in accordance with guidelines described in the SAI Guide. This includes the preliminary notice to the Department DASHO by the involved Bureau DASHO, as a follow-up to the initial notification by telephone. The preliminary notice should be communicated up through the Department Office of Emergency Management's Operation Center as well as through the Bureaus or Office Safety and Health Manager. The preliminary notice should be transmitted immediately upon the Bureau DASHO's or designee's notification and should not exceed 24 hours from the time of the accident occurrence. The preliminary notice should contain only basic factual information (to include date, location, brief description of accident, details of injuries, fatalities or property damage, initial actions by local operating unit and point of contact) that is intended for information sharing purposes.

(2) The Bureau organization incurring the serious accident must, in addition to notifying and reporting within its respective Bureau or Office, report the accident telephonically to the U.S. Department of Labor [OSHA Area Office](#) that is located closest to the accident site, within eight hours for a fatality, and 24 hours for in-patient hospitalization, amputation, or loss of an eye. Each report will include the following information: establishment name, location, time of the accident, type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye), number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye, contact name and phone number, and a brief description of the work-related incident.

If the report cannot be made to a person in the OSHA Area Office nearest the accident/incident location, the local operating unit reporter must telephone the OSHA hotline (1-800-321-OSHA [6742]) within eight hours of the time the accident/incident is reported to any Bureau office/unit employee.

(a) A fatality, hospitalization, amputation, or loss of an eye of one or more employees is **not required** to be reported to OSHA if it is:

(i) Caused by a motor vehicle accident that occurred on a public street or highway and that did not occur in a construction work zone.

(ii) Caused by a commercial or public transportation system

(e.g., airplane, train, subway, ferry, or bus) accident.

(iii) More than 30 calendar days after the accident.

(iv) If more than 24 hours have passed after the accident involving hospitalization, amputation, or loss of an eye.

(b) A summary report of each accident investigation involving an employee fatality, hospitalization, amputation, or loss of an eye must be submitted to OSHA's Office of Federal Agency Programs. The summary must include the date and time of the accident, the agency or establishment name and location, description of operation and the accident, causal factors and results of the accident, applicable standards and their effectiveness, and agency corrective or preventive actions. Note that this reporting requirement from [29 CFR 1960.70](#) is in addition to the requirement for reporting fatalities and multiple hospitalization incidents to OSHA under [29 CFR 1904.39](#).

C. Special Accident Reports. In addition to Departmental accident reporting requirements, certain accidents require additional reporting as follows:

(1) Aircraft Accident Reports. The Department's Office of Aviation Services (OAS) will coordinate the reporting and investigation of Departmental aircraft accidents/incidents in accordance with [352 DM 3](#) and with the National Transportation Safety Board as appropriate. This investigation does not eliminate the requirement for the Bureau incurring the aviation accident to ensure submission of a SMIS report.

(2) Boat or Vessel Accident Reports. If a Departmental vessel (including vessels under contract and vessels permitted to operate on Department managed waters) is involved in an accident, a boating accident report, U.S. Coast Guard (USCG) [Form 3865](#), shall be completed by the boat operator whenever an accident occurs in the United States or its territorial waters and results in the loss of life or injury; injury requiring medical treatment beyond first aid; property damage of \$2,000 or more; complete loss of any vessel; or the disappearance of a person from any vessel involved in the accident under circumstances that indicate death or injury. When the operator of a vessel cannot submit the casualty or accident report required by 33 CFR 173.55, the owner (Bureau, Office or Operating Unit) shall submit the report. See [33 CFR 173.55](#) - *Report of Casualty or Accident* for more detailed information.

(3) Motor Vehicle Accident Reports. At the discretion of the regional or Bureau headquarters safety office, the vehicle operator and the operator's supervisor may complete a motor vehicle accident report ([Standard Form \(SF\)-91](#)) and, if applicable, a witness may complete a [Statement of Witness](#) (SF-94). If requested, the supervisor of the employee involved in the accident will forward the report to the regional or Bureau safety office serving the vehicle operator (or the GSA safety office serving as the fleet manager when a GSA motor vehicle is involved).

(4) Wildfire and Prescribed Fire(s)-Related Shelter Deployments and Entrapments. The initial report of shelter deployments or entrapments will be made by the Bureau Fire Director in accordance with the Department's Office of Wildfire, using the National Wildfire Coordinating Group's *Wildfire Fire Fatality and Entrapment Initial Report, PMS 405-1 (or most recent version)*. The final reports, which are completed by the local Wildfire unit will be forwarded to the Bureau fire safety program manager, the Bureau DASHO, and the Departmental DASHO and Departmental OSH office for review, data collection, and dissemination as deemed appropriate.

D. Annual Accident Summary and Reports.

(1) The compendium of Bureau accident and incident reports recorded in SMIS constitutes the equivalent of OSHA Form 300, "Log of Work-Related Injuries and Illnesses." A completed OSHA 300 Form and OSHA 300A Form ("Summary of Work-Related Injuries and Illnesses") can be generated from SMIS to meet annual OSHA reporting requirements

(2) When requested in person by an authorized government representative (such as an OSHA inspector), SMIS records must be made available within four hours at each establishment under the control of the local safety office. Facts may be released from a SMIS accident or incident report in accordance with Privacy Act and Freedom of Information Act (FOIA) requirements. Organizations planning to release SMIS reports must confer with their respective Solicitor's Office and FOIA and privacy officers prior to releasing any report in whole or in part.

(3) Only Departmental individuals with safety and occupational health program responsibilities can obtain SMIS-generated reports on occupational injuries, illnesses, accidents and incidents. Other Departmental personnel may be authorized to access SMIS by Bureau safety and health offices or by the Department OSH office, if necessary, for accident prevention or other authorized purposes.

(4) At the close of each calendar year, local organizational units and Bureaus must review their respective injury and illness logs (i.e., SMIS records) to verify that the entries are complete and accurate and to correct any deficiencies identified. An annual summary of injuries and illnesses (i.e., SMIS OSHA Form 300 A, "Summary of Work-Related Injuries and Illnesses") will be generated; certified by any management official who is in the direct chain of command between the establishment's senior management official and the head of the Agency; and posted as described below.

(5) A copy of the annual injury and illness summary for each establishment will be posted no later than February 1st of the year following the year covered by the records and kept posted until April 30th. The annual summary must be posted in a conspicuous place or places where notices to employees are customarily posted. Once posted, steps must be taken to prevent the summary report from being altered, defaced, or covered by other material.

(6) In situations where establishment activities are physically dispersed, the notice may be posted at the location to which employees report each day. If employees do not primarily work at, or report to, a single location, the notice may be posted at the location from which employees operate to carry out their daily activities.

E. SMIS Accident/Incident Logging Requirements.

(1) Immediate supervisors will record work-related accidents and incidents involving their employees in SMIS. The SMIS report review must be finalized within seven (7) calendar days from notification (see [29 CFR 1904](#) and [1960](#)), to ensure it will appear on a SMIS generated OSHA 300 log.

(a) Copies of reports and logs can be retrieved through SMIS.

(b) Bureaus may establish additional procedures to facilitate this process.

(2) Days away from work, restricted work duties, or job transfer will be computed using calendar days and entered into SMIS by the immediate supervisor or the employing unit's designee when the final number of days used is available, up to a maximum of 180 days.

(3) If an injury or illness is a privacy concern case, it must be entered as a "privacy case" in SMIS. The following injuries or illnesses are to be privacy concern cases: an injury or illness to an intimate body part or the reproductive system; an injury or illness resulting from a sexual assault; mental illnesses; HIV infection, hepatitis, or tuberculosis; other illnesses, if the employee voluntarily requests that their name not be entered on the log.

F. Retention of Records. Records are to be retained in accordance with applicable OSHA regulations and with general record schedules published by the National Archives and Records Administration. In particular:

(1) The headquarters safety office of each Bureau is the official "*Office of Record*" for SMIS accident/incident reports and for all serious accident investigation reports. The reports, with the exception of SAIT or TI factual and management reports, will be controlled in accordance with Privacy Act and FOIA requirements.,

(2) Employee occupational injury/illness information will be retained for at least five years from the date of the accident .

7.6 **Investigations.**

A. Department Investigation Requirements.

(1) Except for serious accidents requiring a SAIT or TI, immediate supervisors will investigate the accident and ensure that complete and accurate information is recorded in the SMIS for all accidents and incidents that occur under their area of responsibility.

(2) For a serious accident, the immediate supervisor must initiate the recording of the accident into SMIS. After completion of a SAI (by a SAIT or TI), the Bureau safety and health office will ensure the SMIS report is updated once the factual and management reports have been received. Serious Accident Investigation requirements and responsibilities are listed in the SAI Guide.

(3) The Bureau DASHO will ensure that serious accidents are fully investigated in accordance with the SAI Guide. A Bureau DASHO may delegate to the Bureau Fire Director the authority to determine the SAI team members. Should this delegation be made, at a minimum, at least one delegated SAI primary team member (e.g., team lead, chief investigator or safety advisor) must be from outside the wildland/prescribed fire community.

(4) Departmental wildfire and prescribed fire(s)-related serious accidents will be investigated in accordance with the SAI Guide.

B. Interagency (Multi-Agency) Serious Accident Investigations.

(1) Types and levels of investigations will be determined by the policies of the jurisdictional agencies in accordance with established laws and agreements, and by the complexity and severity of the accident.

(2) Serious accidents involving multiple agencies will require the delegating officials to develop and issue a joint interagency delegation of authority that is signed by each of the involved agencies. When a Department and U.S. Forest Service (USFS) joint investigation is warranted, the *Joint Interagency Delegation of Authority* ([Appendix 1](#)) must be used. The *Joint Interagency Delegation of Authority* may also be used for any other type of interagency joint investigation. Team leaders should ask for and review any interagency agreements that may affect the conduct of the accident investigation.

(3) Team leaders should establish cooperative relationships with the other agencies involved in the investigation to ensure that SAI responsibilities are met. This may involve negotiations, cooperative agreements, and coordination with the agency delegating officials. Interagency agreements may exist at various levels that provide additional accident investigation requirements and should be considered when conducting accident investigations. For Department and USFS joint investigations, refer to Appendix 2, *Selection Table for DOI/USFS Serious Accident Investigation Type*, for additional investigation requirements.

(4) [Appendix 2](#), *Selection Table for DOI/USFS Serious Accident Investigation*

Type outlines the inter-agency agreement between USFS and the Department to conduct an inter-agency serious accident investigation. This appendix outlines how the Department and USFS select the type of joint investigation that will be used for serious accidents (fire and non-fire). In order to meet the original intent of the 1995 Interagency MOU, when either the Serious Accident Investigation (SAI) or the USFS Coordinated Response Protocol (CRP) are used, the other agency will provide a representative to the SAI or CRP team.

C. Accident Reviews.

(1) Bureaus and Offices will establish procedures for review of all accidents. Reports entered in SMIS must be reviewed by safety managers or professionals and incident information should be relayed to the appropriate level of leadership.

(2) The Department OSH may establish a SAI review board, comprised of safety and health professionals, to review a Serious Accident report and resulting investigation. The board will be responsible for developing Departmental accident prevention recommendations for a serious accident and other selected incidents.

(3) Wildfire and prescribed fire(s)-related entrapments are investigated by a Bureau, regional, state, area, or divisional entrapment investigation team.

Appendix 1: SAI or CRP Joint Delegation of Authority Example Template

To: Serious Accident Investigation (SAI) Team Lead *or*
Coordinated Response Protocol (CRP) Team Lead

From: Delegating Officials,
US Department of Agriculture, Forest Service
US Department of the Interior Bureau, (*specify agency*)

Re: Joint Delegation of Authority for Serious Accident Investigation *or*
Joint Delegation of Authority for Coordinated Response Protocol

Date:

This delegation of authority formalizes your appointment as the Team Leader and Deputy Team Leader to conduct a serious accident investigation of the (*specify incident and location*).

This investigation will be conducted cooperatively between the United States Department of Agriculture (USDA) Forest Service and the United States Department of Interior (DOI) (*fill in specific agency*).

You are responsible for conducting the accident investigation according to the agency's process based on investigation type as outlined in Appendix 2: [Selection Table for DOI / USFS Serious Accident Investigation Type](#). One of the processes below will be utilized based on the investigation type determination.

- *Interagency Serious Accident Investigation (SAI) Guide* – this guide provides your serious accident investigation team (SAIT) with a standardized and comprehensive process for conducting an SAI. It provides detailed information on the investigative process, gathering and maintaining custody of physical and photographic evidence, interviewing witnesses, documenting witness statements, developing and issuing investigation reports, and other critical subjects.
- *USFS Coordinated Response Protocol (CRP) and Learning Review (LR) Guide* – this guide provides your response team with comprehensive phased process for conducting the LR. It provides detailed information on the LR process, including guidance for each review phase, gathering and maintaining data, interviewing witnesses, analysis and sense making of information, developing and issuing LR reports, guidance for the conduct of the Learning Review Board (LRB), and other critical subjects.
- *CRP with SAI Management Evaluation Report (MER) supplement* – this process utilizes the CRP process to create one public released report, while providing the mechanism for the DOI agency (*fill in specific agency*) to meet agency and DOI policy requirements as outlined in

the *SAI Guide*, specific to the MER. This will require the investigation team to be larger in size and scope and incorporate elements of the accident review to meet the MER (e.g., fact finding, causal factor identification, etc.).

Please remember that any investigation is confidential until the final report(s) are accepted by the respective agency director(s) or administrators. As Team Leader, it is imperative that you emphasize this with your team and take appropriate measures to control the release of information related to the investigation.

Post investigation supplements and/or addendums may be necessary to meet agency specific protocols and/or review board processes.

As per the outlined accident investigation process, please provide your final report within (fill in) calendar days of the accident. Please expect to provide several post-accident investigation briefings as requested by the delegating official(s).

The official office of record for the final case file will be (fill in office).

Please use the following charge code(s) for all costs related to your investigation (fill in).

Your primary contact(s) from the respective agency office are (name, title, phone number). Please contact them for any assistance.

Thank you for accepting this important assignment.

Delegating Official, USDA Forest Service (fill in name)

Name

Title

Delegating Official, US Department of the Interior Bureau (specify agency)

Name

Title

Appendix 2: Selection Table for DOI / USFS Serious Accident Investigation Type

This table outlines how we select the type of investigation that will be used for serious accidents (fire and non-fire) involving the Department and the USFS. In order to meet the original intent of 1995 Interagency MOU, when either the Serious Accident Investigation (SAI) or the USFS Coordinated Response Protocol (CRP) are used, the other agency will provide a representative to the SAI or CRP team.

Agency Affiliation of Victim(s)	Agency with Operational Control	Agency Jurisdiction	<ul style="list-style-type: none"> Investigation Type Team Lead Deputy or Representative
DOI	DOI	DOI	<ul style="list-style-type: none"> DOI SAI DOI Team Lead USFS Interagency Rep
USFS	USFS	USFS	<ul style="list-style-type: none"> USFS CRP USFS Team Lead DOI Interagency Rep
DOI	USFS	USFS	<ul style="list-style-type: none"> DOI SAI DOI Team Lead USFS Deputy
DOI	DOI	USFS	<ul style="list-style-type: none"> DOI SAI DOI Team Lead USFS Interagency Rep
USFS	DOI	DOI	<ul style="list-style-type: none"> USFS CRP + DOI MER** USFS Team Lead DOI Deputy
USFS	USFS	DOI*	<ul style="list-style-type: none"> USFS CRP USFS Team Lead DOI Interagency Rep
Both DOI and USFS	DOI or USFS	DOI	<ul style="list-style-type: none"> DOI SAI DOI Team Lead USFS Deputy
Both DOI and USFS	DOI or USFS	USFS	<ul style="list-style-type: none"> USFS CRP + DOI MER** USFS Team Lead DOI Deputy
DOI or USFS	Non-federal	Non-federal	<ul style="list-style-type: none"> DOI SAI or USFS CRP based on agency of victim. DOI lead if SAI, USFS lead if CRP. Non-fed agency rep
Non-federal	DOI or USFS	DOI or USFS	<ul style="list-style-type: none"> DOI SAI or USFS CRP based on agency jurisdiction. DOI lead if SAI, USFS lead if CRP. Non-fed agency rep

Agency Affiliation of Victim(s)	Agency with Operational Control	Agency Jurisdiction	<ul style="list-style-type: none"> Investigation Type Team Lead Deputy or Representative
Non-federal	Non-federal	DOI or USFS	<ul style="list-style-type: none"> DOI SAI or USFS CRP based on agency jurisdiction or non-fed protocol if non-fed desires. Non-fed lead if desired with non-fed protocol, or DOI lead for SAI, or USFS lead for CRP. Non-fed agency rep if DOI or USFS lead; fed agency rep based on agency with jurisdiction if non-fed agency lead.
DOI or USFS	DOI or USFS	Non-federal	<ul style="list-style-type: none"> DOI SAI or USFS CRP based on agency of victim. DOI or USFS lead from same agency of victim. Non-fed agency rep and DOI or USFS Rep from different agency than lead.

*This will require DOI approval to go outside of Departmental Manual 485 with no SAI response on DOI jurisdiction lands.

**DOI MER will require an expanded investigation team to ensure SAI-MER components are captured and completed.

Definitions:

Agency Jurisdiction – land ownership.

Management Evaluation Report (MER) -- The internal report from the SAI process that identifies causes, recommendation, and other SAI Team conclusions and observations and from which a Corrective Action Plan (CAP) is developed.

Operational Control – the lead agency who has on-site operational supervision and control.

Serious Accident -- An unplanned event or series of events that resulted in death, injury, occupational illness, or damage to or loss of equipment or property that result in:

- One or more fatalities;
- One or more personnel who are in-patient hospitalized;
- Amputation(s) or losses of an eye(s), within 24 hours,
- Property or equipment damage of \$500,000 or more (for DOI only); and/or
- Consequences that the Designated Agency Safety and Health Official (DASHO) judges to warrant Serious Accident Investigation.

Note 1: Non-federal agencies may have agency specific processes that may require coordination for investigation process interface/integration with respective DOI or USFS delegating officials.

Note 2: If necessary and appropriate, joint Accident Review Boards (ARB) may be convened to review and approve accident reports.

Note 3: Any situation that may occur that is not covered in the selection table above will be resolved jointly by the DOI Bureau DASHO and the USFS DASHO prior to issuance of the Delegation of Authority letter.

Appendix 3: Serious Accident Notifications, Reporting, and Briefings

Type of Notification, Report, or Briefing	From	To	Timeline
OSHA Notification (800-321-6742)	Unit involved with Serious Accident (SA)	U.S. Department of Labor OSHA Area Office closest to accident site http://www.osha.gov/html/RAmap.html	Within <u>8 hours</u> from time of a fatality and 24 hours for other serious injuries as defined in paragraph 7.5 B (2).
Serious Accident Data Entry Report	Unit that experienced the SA	Safety Management Information System (SMIS) https://www.smis.doi.gov/	Within <u>8 hours</u> from time of SA
24-Hour Report (Preliminary)	Normally the senior manager of the unit sustaining the SA; however, the SAIT or TI may send it if on scene within 24-hours	Bureau DASHO Bureau Safety & Health Manager Departmental DASHO via Bureau DASHO The Departmental Office of Wildland Fire for fire-related SAs DOI Watch Office doi_watch_office@ios.doi.gov	Within <u>24 hours</u> from time of SA
72-Hour Report (Expanded)	SAIT or TI	Bureau DASHO Bureau Safety & Health Manager Departmental DASHO via Bureau DASHO	Within <u>72 hours</u> from time of SA
Factual Report & Management Report	SAIT or TI	Bureau DASHO Note: Internally a Board of Review or equivalent process will take place prior to final DASHO acceptance (See Chapter 11 of the SAI Guide)	Within <u>60 calendar days</u> from date of the accident
Bureau Director/Administrator Briefing	Regional Director/Administrator briefs the results of the SA	Bureau Director/Administrator Briefing	Within <u>120-150 calendar days</u> from date of the accident
Final Factual Report & Management Report Transmittal	Bureau DASHO	Departmental DASHO	Within <u>30 calendar days</u> from the date the Bureau Director or

			Administrator was briefed
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