

Naval Support Activity Monterey /
Naval Postgraduate School



SAFETY GRAM

5 December 2014

MISHAP REPORTING

Purpose:

Mishap investigation, reporting and record keeping are critical elements to the Navy's safety and health efforts. Determining the cause and identifying problem areas can help us better understand how to correct hazardous working conditions. The process can assist us in preventing and/or eliminate future reoccurrences, as well as educating us on the lessons learned.

This Safety Gram outlines basic MISHAP reporting program requirements, establishes our policy regarding the reporting and investigation of mishaps and serves as guidance for supervisors to follow to report a mishap. Please note that the content of this document does not serve as a substitute to the following governing Instructions or Regulations:

- OPNAVINST 5100.23G, Chapter 14,
- OPNAVINST 5102.1D Navy & Marine Corps Mishap & Safety Investigation Reporting & Record Keeping Manual
- OSHA Regulations, Standards 29 CFR 1904.7
- OSHA Fact Sheet on new requirements for reporting severe injuries or hospitalizations.

Any civilian with a work-related illness or injury that involves medical treatment beyond first aid, including light duty and/or lost work time is considered a reportable mishap. In addition, off-duty military mishaps or injuries should also be reported. **Reporting is filed on-line thru ESAMS.**

Scope and Applicability:

The provisions of this document shall apply to all Federal civilian employees and Military service members of Naval Support Activity Monterey (NSAM) and its Tenant Commands. All reportable mishaps are required to be **submitted into ESAMS.**

Requirements:

- All employees have the responsibility to notify their supervisor when a mishap or injury has occurred in the workplace. In addition, all off-duty military injuries shall also be reported.
- Supervisor shall submit a report of mishap or injury via ESAMS within 3 working days .
- All fatalities shall be reported within 8 hours. Amputations, hospitalizations and loss of an eye shall be reported within 24 hours. Initial telephone reporting for fatalities or sever injuries to the Safety Office at 656-3117 or 656-2822. For Military members, the CDO's phone number is 392-5651 or 901-6649.
- Medical assistance will be provided if applicable: Call 911 emergency services in case of serious or life-threatening injuries.
- Supervisor will assist with investigation of mishap in order to determine steps to be taken to prevent recurrences.
- Contractor employee mishaps should be reported to the NAVFAC Safety Manager by telephone at 656-2475.

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Note:

For Workers Compensation information and forms please contact the following offices:

-NPS civilian mishaps will require Workers' Compensation Forms that may be accessed by contacting the local HRO Office at X-1187.

-NSA Monterey civilian mishaps will require Workers' Compensation Forms that may be accessed by contacting CNRSW HRO at (619) 532-1309/1274/3525 or Fax (619) 532-1287