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Safety

**GROUND MISHAP INJURY/ILLNESS
REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 91-3, *Occupational Safety and Health*. It establishes procedures and responsibilities for reporting ground mishap injuries/illnesses, which occur, on base to either civilian or military personnel.

SUMMARY OF REVISIONS

This instruction has been globally revised to reflect current guidance. A bar (|) indicates revisions from the previous edition.

1. Ground Mishaps:

- 1.1. All personnel will report on-base mishaps immediately to their supervisor or any available supervisor.
- 1.2. Do not disturb the scene of a mishap unless a hazard to personnel exists, or further destruction to property is likely.
- 1.3. If immediate assistance is required, contact the appropriate response agency by dialing 1911.
- 1.4. Supervisors will notify the 913AW Safety Office at ext. 1093/1094, preserve evidence at the mishap scene, identify witnesses and prepare to assist in mishap investigation.

2. Personal Injuries or Illnesses:

- 2.1. When a person is injured or incapacitated due to an injury or illness, and immediate medical treatment is required, dial 1911. Provide your name and telephone number and location where treatment is needed, a brief description of the injury or illness and the number of persons requiring assistance. If you believe the situation might be life threatening, say so to the clinic.

2.2. Responding medical personnel will evaluate the patient's condition and transport to the clinic. If the condition is determined to be life threatening, the clinic will coordinate transport directly to the nearest hospital. In all other cases, the individuals' supervisor will normally arrange suitable transportation other than ambulance. Civilian employees have the right to choose any medical doctor/facility for their treatment; however, using the Navy Clinic is recommended. Since the Navy Clinic is not a hospital, they will initially treat civilians and refer them to their doctor if needed. The Air Force Clinic, Building 236, is not a medical facility for treatment. Regardless of the injury you must initially report to the Navy Clinic.

2.3. Supervisors will immediately notify the 913 SPTG Bioenvironmental Engineering Section at ext 1147 if an illness could have been caused by an occupational exposure.

3. Supervisors' Responsibilities:

3.1. Ensure first aid measures are administered and assistance is summoned if required.

3.2. Notify the 913 AW Safety Office at ext 1093/1094. Preserve evidence at the mishap scene, conduct a preliminary investigation, identify witnesses and prepare to assist in mishap investigation.

3.3. Ensure civilian employees know they have the right to seek treatment by a medical doctor/facility of their choosing provided that immediate medical treatment is not needed.

3.4. Assist all injured personnel in processing the appropriate forms as soon as possible following an injury or illness: For Military Personnel use AMC Form 441, Report of Injury/Illness and Treatment). Civilian Employees will use either the CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation). Provide a CA-16 (Request for Examination and/or Treatment) authorizing treatment if the federal employee elects to see their own medical doctor/facility.

3.5. Personally brief the 913 AW Safety Office on the extent of the injury/illness, mishap circumstances, apparent cause(s) and your recommendations to prevent a recurrence.

4. Injured/Disabled Person Responsibilities:

4.1. Immediately notify your supervisor, if able, of any on-the-job injury/illness, regardless of how inconsequential it may appear.

4.2. Ensure that the required forms listed in paragraph 2.4.4 are completed as required with the Assistance of your supervisor.

5. Civilian Personnel Office:

5.1. Immediately notify the 913 AW Safety Office when any of the forms listed in paragraph 2.4.4 is received. Immediately notify Bioenvironmental Engineering if the form is a CA-2.

5.2. Provide a copy of the completed forms to the 913 AW Safety Office or Bioenvironmental Engineering as appropriate.

6. Occupational Injury/Illness Investigating and Reporting:

6.1. The 913 AW Safety Office will investigate and report, as required all civilian and military injuries IAW AFI 91-204 and other applicable directives.

6.2. The 913 SPTG Bioenvironmental Engineering Section will investigate and report, as required, all civilian and military illnesses IAW AFI 91-204.

TIMOTHY J. THOMSON, Colonel, USAFR
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