

**BY ORDER OF THE COMMANDER
914 AIRLIFT WING**

914 AIRLIFT WING INSTRUCTION 91-202

27 JULY 2015



Safety

GROUND ACCIDENT/INJURY REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 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 Airlift Wing (AW), Base Operating Services (BOS) Contractor, and tenants. Directives of the 107 AW take precedence for New York Air National Guard (NYANG) personnel, where a conflict between directives exists. Refer recommend changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual AFMAN 33-363, *Management of Records*, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

SUMMARY OF CHANGES

This revision provides guidance for the submission of Office of Workers Compensation Program (OWCP) Form CA-1, Notice of Traumatic Injury or CA-2 Occupational Disease, through the web based program through the Department of Labors' (DOL) ECOMP website: www.ecomp.dol.gov.

1. Ground Accidents:

1.1. All Personnel. Report all on-base mishaps to your immediate supervisor as soon as possible. In addition, comply with AFI 31-204, *Air Force 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 on base phones or (716) 236-2117 on cell phones for the base fire department.

2. Personnel Injuries or Serious Illness:

2.1. Provide fire department alarm communications center operator 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 Emergency Services. The dispatched Fire Department Rescue Crew is required to:

- 2.2.1. Evaluate condition of the patient.
- 2.2.2. Provide patient with pre-hospital care at the scene, if necessary.
- 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 pre hospital care. The Fire Emergency Services 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. Ensure that prudent first-aid measures are administered and assistance is summoned, if required. Provide copy of Material Safety Data Sheet (MSDS) for hazardous materials if applicable.

2.3.2. 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 or when a patient refuses to be transported.

2.3.3. Ensure employees who are in military status and receive medical assistance from a local hospital for an occupational illness or injury report to the base clinic as soon as possible.

2.3.3.1. Process the following forms as soon as possible following an injury:

2.3.3.2. CA-1, **Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation** or CA2, **Occupational Disease**. CA-1's Notice of Traumatic Injury or CA-2 Occupational Disease claim forms are electronically initiated through the Department of Labors' (DOL) ECOMP website: <https://www.ecomp.dol.gov>.

2.3.3.3. CA-16, **Authorization for Examination and/or Treatment**.

2.3.3.4. CA-17, **Duty Status Report**.

2.3.4. Personally brief the appropriate group (or wing) commander on the following items, as soon as possible, following a reportable personal injury.

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

2.3.4.2. All extenuating circumstances.

2.3.4.3. Apparent cause of the accident.

2.3.4.4. What safety practices, if any, were violated?

2.3.4.5. Recommendations to prevent a recurrence.

2.3.5. Direct the injured employee to comply with **paragraph 2.3.4**, when able. This is in addition to the supervisor's report.

2.3.6. 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 Form OWCP-957, **Medical Travel Refund Request**, when you return to duty. This claim should be routed to the wing injury compensation program administrator (ICPA) in civilian personnel office.

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 914 Recreation Services will be offered treatment by 914 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. (NOTE: Use AF Form 978 Supervisor's Mishap Report for mishap reporting.)

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 \$2,000,000, 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 of \$500,000 or more, but less than \$2,000,000.

STEVEN B. PARKER, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, *Safety Program*, 28 September 1993

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisors Mishap Report*

CA-1, *Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*

CA-2 *Notice of Occupational Disease and Claim for Compensation*

CA-16, *Authorization for Examination and/or Treatment*

CA-17, *Duty Status Report*

OWCP-957, *Medical Travel Refund Request*

Abbreviations and Acronyms

AFI—Air Force Instruction

AW—Airlift Wing

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BOS—Base Operating Services

CPMS—Civilian Personnel Manager Services

e-Publishing—the e-Publishing website (www.e-publishing.af.mil.)

ICPA—Injury Compensation Program Administrator

MSDS—Material Safety Data Sheet

NYANG—New York Air National Guard

OPR—Office of Primary Responsibility

OWCP—Office of Workers Compensation Program

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

Terms

Accident—An unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, or D mishap reporting criteria in accordance with DoDD 6055.07 and AFI 91-204, *Safety Investigations and Reports*, Chapter 1. Damage or injury includes: damage to DoD property; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on- or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations. Unless otherwise indicated, the term —accident is used interchangeably with the term —mishap throughout this Instruction.

Cause—A cause is an act, omission, condition, or circumstance that either starts or sustains an accident sequence. It may be an element of human or mechanical performance. A given act, omission, condition, or circumstance is a "cause" if correcting, eliminating, or avoiding it would have prevented the mishap.

Competent—adept; capable; suitably skilled; well qualified.

Facility—A real property entity used and maintained by a DoD component (specifically, the Air Force in the context of this AFI) consisting of one or more of the following: a building, a structure, a utility system, pavement, and underlying land.

Fatal Injury—Injuries resulting in death, either in the mishap or at a later time, to include within 30 days subsequent to the medical discharge, retirement, or separation from the service, due to complications arising from mishap injuries.

Ground Accident—An accident that occurs on land or a body of water and involves one of the following categories of DoD accidents: aircraft ground operations where there is no intent for flight, explosives and chemical agent accidents, directed energy accidents, afloat accidents, motor vehicle accidents, ground and industrial accidents, and nuclear accidents

Injury—A traumatic wound or other condition of the body caused by external force or deprivation (e.g., fractures, lacerations, sprains, dislocations, concussions, compressions, drowning, suffocation, exposure, cold injury, and dehydration), including stress or strain, which results from an unplanned event. An injury is identifiable as to time and place of occurrence, as well as by part or function of the body affected. In addition, an injury is caused by a specific incident or series of events or incidents in a single day or work shift.