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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SUBJECT: Injury Reporting Requirements

The following policy direction revises injury reporting requirements of DoDI 6055.7, "Accident Investigation, Reporting and Recordkeeping," and replaces policy memo "Safety and Health Recordkeeping," December 3, 2004.

A recent review showed significant underreporting of military injuries resulting in lost duty time. Failure to report and investigate mishaps prevents us from acquiring the knowledge needed to prevent future injuries.

The attached guidance, which is effective immediately, requires injured military and civilian personnel and their supervisors to report each mishap-related injury. It also requires the use of medical treatment and civilian workers compensation reports in the identification of mishaps. The next issuance of DoD Instruction 6055.7 shall incorporate this guidance.

Kenneth J. Krieg

Attachment:
As stated

## Injury Reporting Requirements

Change to DoDI 6055.7, "Accident Investigation, Reporting and Recordkeeping"

### Responsibilities

The Heads of the DoD Components shall:

- Establish procedures to ensure the collection, maintenance, analysis, and reporting of standardized property damage, injury, and occupational illness data for Class A, B, and C accidents and for OSHA recordable injuries and illnesses. The procedures shall include the use of military medical treatment information and civilian personnel injury information in order to identify accidents to be reported. Reporting procedures shall not interfere with either the timely reporting of accidents or the settling and payment of claims arising from property damage, injury, and occupational illness.
- Pursuant to 29 CFR 1904, maintain records of accident investigation reports for all Class A, B, and C accidents involving DoD civilian employees, including a log of injuries and illnesses for all DoD installations and distinctly separate DoD activities within an installation or across multiple installations.
- Concerning military personnel, apply civilian personnel reporting procedures and definitions in maintaining and annotating separate but equivalent logs for injuries and illnesses.
- Insure that all reporting and record-keeping protects the privacy interests of DoD military and civilian personnel and complies with DoD 5400.11-R, Department of Defense Privacy Program.

Supervisors and managers shall:

- Complete DoD Component notification requirements to their supervisory chain of command, within one working day of receiving information relative to an accident, injury or, illness, and
- Assist with accident investigations.

Non-supervisory Personnel shall:

- Notify the appropriate supervisor of all work-related accidents, injuries, and illnesses as soon as possible, but no later than the end of the shift or the day of occurrence. These mishaps include those related to duties performed while on Temporary Duty (TDY) status or, for civilian personnel, in any other location

while in official duty status. For military personnel, these mishaps include injuries and occupational illnesses occurring on or off-duty.

**Definitions**

Class C Accident (revised from DoDI 6055.7). The resulting total cost of property damage is $20,000 or more, but less than $200,000; or a nonfatal injury or illness that results in one or more days away from work, not including the day of the injury.

Days Away From Work. Days on which a person looses time from work as a result of an injury or illness, starting with the day after the injury occurred or the illness began, and including calendar days the person was unable to work, regardless of whether or not the person was scheduled to work on those days (see 29 CFR § 1904.7(b)(3)). For military personnel, days away from work for on- and off-duty injuries and occupational illnesses include hospitalizations, medical restrictions to quarters, convalescent leave, and commander directed removal from duties.

Days of Restricted Work or Transfer to Another Job. Days on which a person is working, but restricted from completing assigned tasks or transferred to another task to accommodate the injury or illness (see 29 CFR § 1904.7(b)(4)). Calendar days not scheduled to work are included in the count of days. Count of days is stopped when the person is either returned to their pre-injury/illness job or permanently assigned to a job that has been modified or permanently changed to eliminate the routine functions the person was restricted from performing. For military personnel, restricted work or transfer to another job includes limited and light duty assignments.

First Aid (revised from DoDI 6055.7). Minor treatment for injury or illness as defined in 29 CFR 1904.7(b)(5)(ii), regardless of the professional status of the person providing the treatment.

Recordable Injury and Illness. For civilian personnel, an occupational injury or illness meeting the recording requirements of 29 CFR § 1904.7(a) including: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional. For military personnel, an on-duty injury or occupational illness meeting the recording requirements of 29 CFR § 1904.7(a) including: death, days away from work, job transfer or restriction of work activity, medical treatment beyond first aid, loss of consciousness, or a significant on--duty injury or occupational illness diagnosed by a physician or other licensed health care professional; or an off-duty injury resulting in death or one or more days away from work.