

U.S. DEPARTMENT OF THE INTERIOR
 Safety Management Information System

FIELD REPORT NO.

REPORT OF ACCIDENT / INCIDENT

DATE

1. REPORTING UNIT AND ADDRESS														
2. NAME OF PERSON INVOLVED <i>(last, first, middle initial)</i> ADDRESS <i>(include zip code)</i>					3. AGE	4. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		6. EMPLOYMENT STATUS						
					5. SOCIAL SECURITY NUMBER		7. OCCUPATIONAL CODE <i>(last digit here)</i>							
<i>Use separate form for each person involved</i>														
8. DATE AND TIME OF INCIDENT					20. LOST TIME DATA			MO.	DAY	YR.				
YR.	MO.	DAY	HR.	MIN.	9. ACTIVITY					a. Date unable to perform regularly established duties				
										b. Date returned to work <i>(Regularly established duties)</i>				
10. STATE IN WHICH INCIDENT OCCURRED					c. Date returned to work <i>(Restricted work activities)</i>									
11. TYPE OF ACCIDENT / INCIDENT					d. Date terminated									
12. RESULT OF ACCIDENT / INCIDENT					e. Date permanently transferred to lighter duty									
13. NATURE OF INJURY / ILLNESS					f. Number of days of restricted work activity									
14. SEVERITY OF INJURY / ILLNESS					TO BE COMPLETED BY SAFETY MANAGER ONLY									
15. PART OF BODY AFFECTED										g. Number of days lost <i>(Optional)</i> <i>(ANSI--Z16.4)</i>				
16. SOURCE <i>(What was used, done, contacted, etc?)</i>										h. Number of lost workdays <i>(Required)</i> <i>(OSHA--29 CFR 1960.2 (l))</i>				
17. HUMAN FACTOR										i. Recordable occupational injury / illness <i>(OSHA--29 CFR 1960.2 (o))</i>			<input type="checkbox"/> YES <input type="checkbox"/> NO	
18. PHYSICAL / ENVIRONMENTAL FACTOR					19. REPORT SENT TO OWCP? <input type="checkbox"/> YES <input type="checkbox"/> NO									
21. PROPERTY OWNERSHIP					23. IDENTIFICATION OF PROPERTY INVOLVED <i>(name, model number, size, make, type, etc.)</i>									
22. AMOUNT OF PROPERTY DAMAGE <i>(Dollars Only)</i>					a. Government:									
a. GOVERNMENT					b. OTHER									
\$			0	0	\$			0	0	b. Other				

24. NARRATIVE OF ACCIDENT / INCIDENT *(Include who, what, when, where, and how)*

Continue on separate sheet, if necessary

25. CORRECTIVE ACTION TAKEN OR PLANNED

WHEN: Now _____ Fiscal Year _____

Signature and title of reporting official		Initials of Bureau Safety Manager	
Signature of reviewing authority		Date	Date