SERMC Safety SOP 14

From: SERMC Safety (C106)

Subj: SERMC MISHAP/NEAR MISS INVESTIGATION, REPORTING, AND RECORD KEEPING

Ref: (a) OPNAV M-5100.23, Navy Safety and Occupational Health Manual
(b) OPNAVINST 5102.1 (Series), Navy and Marine Corps Mishap and Safety Investigation and Reporting Manual

1. Purpose. To establish a written Mishap and Near Miss Investigation, Reporting and Record-keeping Program for SERMC in accordance with references (a) and (b).


3. Applicability. This SOP, unless otherwise specified, applies to all SERMC personnel.

4. Responsibilities
   a. Supervisors shall:
      (1) Immediately report all on duty mishaps and near misses to the Command Duty Officer (CDO) and the Safety Department. Immediately report all off duty (for military personnel) mishaps and nears misses to the Command Duty Officer (CDO) and the Safety Department.

      (2) Ensure all near misses are reported to the Safety Department.

      (3) Conduct preliminary investigations of all mishaps and near misses to include preserving the mishap/near miss scene (for on duty mishaps) for further investigation by the Safety Department.

      (4) Establish an account in Risk Management Information (RMI) following guidance provided by safety department, https://afsas.safety.af.mil

      (5) Coordinate with the Safety Department to report and submit a supervisor (mishap) report (if required) in RMI within 5 days. Assist the safety department in completing and closing mishap reports in RMI. Mishap reports will include root cause analysis, immediate corrective actions, and long term preventive actions.
(6) Conduct training and develop lessons learned as necessary to prevent similar mishaps and/or near misses from reoccurring.

b. Safety Department Mishap Investigators shall:

(1) Attend mishap investigation, reporting and recordkeeping training outlined in references (a) and (b).

(2) Be knowledgeable of OSHA requirements, RMI mishap program, this SOP, and references (a) and (b).

(3) Investigate, report, and record all mishaps and near misses in accordance with references (a) and (b) and departmental checklists.

(4) Ensure required mishaps and near misses are recorded in RMI.

(5) Review adequacy and accuracy of all mishaps and near misses recorded in RMI and release reports as necessary to the Navy Safety Center.

(6) Conduct detailed quarterly and annual reviews of mishaps and near misses and develop annual calendar year mishap reduction goals IAW reference (a).

(7) Inform mishap and near miss victims and witnesses of the concept of confidentiality prior to conducting an interview in the process of the investigation.

c. SERMC Personnel shall:

(1) Immediately report all on duty mishaps and near misses to the Command Duty Officer (CDO) and Safety Department. Immediately report all off duty (military personnel only) mishaps and near misses to their supervisor, CDO, and Safety Department.

(2) Preserve the on duty mishap scene until released by the Safety Department.

(3) Report mishap to the Quarter Deck if shipboard.

(4) Collaborate with the Safety Department in completing mishap reports.
(5) Provide necessary paperwork associated with the mishap (i.e. medical discharge forms, repair quotes, and other required documentation).

5. Definitions

a. Civilian Personnel Duty Status:

(1) Civilians are considered on duty when they reach federal property. This includes on the way to or from work site or in the performance of their official duties.

(2) Being transported at any time, by a government motor vehicle (GMV) or commercial vehicle for the purpose of performing officially assigned work. This includes travel in private motor vehicle (PMV), or commercial conveyance while performing official duty.

(3) On Temporary Additional Duty (TAD) or Temporary Duty (TDY), away from their regular place of employment, employee is covered 24 hours a day during performance of duties and during travel for any injury that results from activities essential or incidental to the temporary assignment.

(4) Civilians are off duty during the workday (even though on federal property) when they are engaged in personal activities unrelated to employment such as eating during scheduled lunch period, physical training, resting, shopping, running errands, etc.

b. Duty Status: Active duty navy personnel on liberty, on leave, and in an unauthorized absentee status are off duty. The following definitions are for safety purposes only and bear no relationship to compensation or line-of-duty determination.

(1) Active duty navy personnel are considered on duty when they are:

(a) Physically present at any location to perform their officially assigned work. This includes activities normally associated with work, such as walking to and from parking lots, lunch periods, rest breaks, and all activities aboard military vessels.

(b) Being transported at any time, by a government motor vehicle (GMV) or commercial vehicle for the purpose of performing officially assigned work. This includes travel in private motor vehicle
(PMV), or commercial conveyance while performing official duty, but not routine travel to and from home and work or duty station. Active duty Navy personnel in a government leased vehicle are on duty.

(c) Participating in physical training activities while on station, on board ship, or anyplace while under orders.

(d) Participating in command-directed events.

(e) On Temporary Assigned Duty (TAD), away from their regular place of employment are covered during performance of duties and during travel for any injury that results from activities essential or incidental to the temporary assignment. However, when personnel deviate from the normal incidents of the trip and become involved in personal activities not reasonable or incidental to the assignment, the person ceases to be considered on duty for investigation and reporting purposes of occupational injuries or illnesses.

c. Mishap: Any unplanned or unexpected event causing death, injury, occupational illness, including days away from work, job transfer or restriction, and material loss or damage.

d. Near Miss: An act or event which injury or damage was avoided merely by chance.

e. Promise of Confidentiality: The promise of confidentiality is used to encourage free and open disclosure of safety information during an investigation. Military and federal courts recognize that the information given under the promise of confidentiality is protected from release. The Safety Department representative must give the promise of confidentiality to witnesses to ensure that the information provided is used solely for safety purposes.

6. Forms. There are no forms associated with this SOP.

/s/
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