DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

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NOV 03 2016

MEMORANDUM FOR US Army Garrison Rock Island Arsenal Employees, 1 Rock Island Arsenal, Rock Island, IL 61299-5000

SUBJECT: Garrison Commander's Policy on Accident Reporting and Investigation – Policy Memorandum #B-04

1. References:

a. 29 CFR 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters.

b. AR 385-10, The Army Safety Program, 27 November 2013.

c. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 2015.

d. IMCOM Regulation, 385-10, Safety Program, 05 April 2013.

2. Applicability and Effective Date. This policy is applicable to all employees assigned to the US Army Garrison Rock Island Arsenal and is effective immediately.

3. General. As Garrison Commander, I am responsible for providing Garrison employees with a safe and healthy workplace. I recognize that a proactive safety and health program is essential to the vitality of the Garrison workforce and I expect all employees to actively support and incorporate safety in all facets of work.

4. Accident Reporting. It is essential that all accidents involving personal injury, illness or property damage are reported to help minimize recurrence (enclosure 1). To ensure 100% reporting, all accidents shall be reported using the Preliminary Incident Notification Reporting (PINR) system or equivalent established method (enclosure 2).

5. Accident Investigation. All accidents must be thoroughly investigated immediately after occurrence. If not, the essential facts surrounding the incident may be lost or misinterpreted and corrective actions might then be incomplete or ineffective.

6. Summary. We all must do our part in reporting and investigating accidents involving personal injury, illness or property damage.

7. "Safety is Everyone's Responsibility."

8. Questions on this policy may be addressed to the RIA Garrison Safety Office, IMRI-SO, at 309-782-0207 or e-mail at usarmy.ria.imcom-central.mbx.usag-so@mail.mil

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KENNETH J. TAUKE
Colonel, MP
Garrison Commander

Accident Reporting and Investigations

1. Definition. An Army accident is defined as an unplanned event or series of events that result in one or more of the following:

a. Class A accident: An Army accident in which -
(1) The resulting total cost of property damage is $2 million or more;
(2) An Army aircraft is destroyed, missing or abandoned; or
(3) An injury and/or occupational illness results in a fatality or permanent total disability.

b. Class B accident: An Army accident in which -
(1) The resulting total cost of property damage is $500,000 or more but less than $2 million;
(2) An injury and/or occupational illness which results in permanent partial disability; or
(3) When three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C accident: An Army accident in which -
(1) The resulting total cost of property damage is $50,000 or more, but less than $500,000;
(2) A non-fatal injury or occupational illness which causes one (1) or more days from work or training beyond the day or shift on which it occurred; or
(3) Disability at any time (that does not meet the definition of Class A or Class B and is a day(s)-away-from-work case).

d. Class D accident: An Army accident in which -
(1) The resulting total cost of property damage is $20,000 or more but less than $50,000;
(2) A nonfatal injury or illness which results in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps which are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss; or
(3) A work-related tuberculosis case.

e. Class E ground accident: An Army ground accident in which the resulting total cost of property damage is $5,000 or more but less than $20,000.

f. Class F aviation incident: Recordable incidents are confined to aircraft turbine engine damage because of unavoidable internal or external foreign object damage, where that is the only damage (does not include installed aircraft auxiliary power units). These incidents will be reported using DA Form 2397–AB (Abbreviated Aviation Accident Report (AAAR)), for All Class C, D, E, F, Combat A and B and All Aircraft Ground); check "F" in the "Accident Classification" block.

Accident Reporting and Investigations

2. Accident Reporting. All employees shall immediately report any work-related injury, occupational illness, property damage incident or close call (no matter how minor or insignificant they may appear) to their supervisor (or acting). Upon notification, the supervisor (or acting) must initiate and forward a Preliminary Incident Notification Report (PINR) within two hours of the event using the PINR reporting system located on the Garrison Safety Office website (http://www.usagria.army.mil/default.asp). The instructions for completing the PINR are also available at this site.

3. Accident Investigation.

a. All class A – class D accidents are to be investigated by the supervisor (or acting) of the reporting employee at the accident site within 72 hours (or three business days) of occurrence using the US Army Abbreviated Ground Accident Reporting (AGAR). All first aid and close call incidents will complete the Safety Accident Incident Review (SAIR) or equivalent established method. Contractors shall complete and document all required accident reports in accordance with their own internal reporting and recording requirements, and provide copies of the reports to their Contracting Officer Representative. Please contact the RIA Garrison Safety Office (309-782-1380) for exceptions.

b. Investigations must be able to answer the three (3) W's: What happened? Why did it happen? What to do about it? Personnel involved in an accident will not investigate their own accident.

c. Investigations should determine the root cause of the incident in order to prevent the incident from happening again. Investigations are NOT conducted to find fault or blame employees.

Instructions: Completing the Army Abbreviated Ground Accident Report (AGAR) (Class A – Class D)

1. US Army Abbreviated Ground Accident Reporting. The supervisor (or acting) of the reporting employee will direct and facilitate the AGAR process. All Class A – Class D accident information shall be recorded on DA Form 285-AB, US Army Abbreviated Ground Accident Report (AGAR). The AGAR is found on the US Army Combat Readiness Center website at https://safety.army.mil under "Report It", the Army Accident Reporting System tool. Information and guidance for completing an AGAR is also available at this site.

2. The full investigation and AGAR must be completed and processed to the US Army Safety Center within 90 calendar days for class A or B accidents. The timeline for class C and D accidents is 30 calendar days. Full reports will be IAW DA PAM 385-40.

3. Completed Forms. An electronic copy of each completed AGAR will also be forwarded to the RIA Garrison Safety Office at usarmy.ria.imcom-central.mbx.usag-so@mail.mil. Contractors will still complete and document all required accident reports in accordance with their own internal reporting and recording requirements.

Instructions: Completing the Safety Accident Incident Report (SAIR) (First Aid and Close Calls)

1. Safety Accident Incident Report (SAIR). The supervisor (or acting) of the reporting employee will direct and facilitate the SAIR process. All first aid and close call investigation information shall be recorded on RIA Form 385-8a located on the Garrison Safety website at http://www.usagria.army.mil/default.asp.

2. Completed Forms. An electronic copy of each completed SAIR will be forwarded to the RIA Garrison Safety Office upon completion. Copies may be sent to usarmy.ria.imcom-central.mbx.usag-so@mail.mil. Contractors will still complete and document all required accident reports in accordance with their own internal reporting and recording requirements.

3. Any questions concerning the AGAR or SAIR instructions may be addressed to the RIA Garrison Safety Office, IMRI-SO at 309-782-1380 or email at usarmy.ria.imcom-central.mbx.usag-so@mail.mil