

NOAA's Accident Reporting

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NOAA has simple requirements for reporting of any safety mishap: All accidents must be reported within 24 hours, and serious ones (death, multiple people injured, damage over 1 Million Dollars) must be reported within 8 hours.

Both employees and supervisors have responsibilities under these requirements.

Employees:

- Call 911 (if needed), treat the injured, and prevent further injuries/damage
- Collect information on the mishap, including who, what, when, where, why, and how, and if applicable, gather information from witnesses and others involved in the accident
- Notify loved ones
- Notify your supervisor (or if unreachable, any supervisor) as soon as possible

Supervisors:

- Ensure that the employee is safe and cared for
- Gather as much information as possible about the accident
- Report the accident to NOAA **within 24 (or 8) hours** by using the on-line reporting form at: http://www.seco.noaa.gov/Safety/Incident_Reporting.htm
- If needed, assist the employee with forms for medical treatment and Workers Compensation. Contact OR&R, NOS, or NOAA safety officers for assistance with other reporting requirements and to initiate an accident investigation.

Contacts and Links

OR&R Safety Officer: Nir Barnea, ph: 206-526-6943, cell: 206-369-5015

NOS Safety Manager: Jean Durosco, (301) 713-3050 x165

NOAA West Coast Safety Manager: Joe Duran, ph: 206-526-6049, cell 240-676-6680

Worker Compensation Specialist: Esther Yeakley, (800) 743-2231 x261

NOAA Safety and Environmental Compliance (SECO): <http://www.seco.noaa.gov/>

US DOC Workers Compensation: <http://www.dol.gov/esa/owcp/dfec/regs/compliance/forms.htm>