

Safety Statistics Record		Month and Year	Rev (add Revision Number, if submitting updates)
Company	Contract Number	Number of Personnel (Full and Part Time)	
Section I. Injury/Illness Summary		Month	Fiscal Year
Section I. IRIS Case Numbers			
A. Number of Work-hours Worked			
B. Number of Lost Time Cases			
C. Lost Time Frequency Rate			
D. Number of Lost Time Days			
E. Lost Time Severity Rate			
F. Number of Medical Treatment Cases			
G. Number of Restricted Duty Cases			
H. Number of First Aid Cases			
Section II. Motor Vehicle Accident Summary			Section II. IRIS Case Numbers
A. Number of Miles Driven			
B. Number of Reportable Motor Vehicle Accidents			
C. Vehicle Accident Frequency			
D. Estimated Damage Costs (\$XX.X K)			
E. Final Damage Costs (\$XX.X K)			
Section III. Property Damage Summary			Section III. IRIS Case Numbers
A. Number of Property Damage Mishaps			
B. Estimated Damage Costs (\$XX.X K)			
C. Final Damage Costs (\$XX.X K)			
Section IV. Natural Phenomenon and Weather Conditions Damage Summary			Section IV. IRIS Case Numbers
A. Number of Natural Phenomenon and Weather Condition Mishaps			
Section V. Close Call Summary			Section V. IRIS Case Numbers
A. Number of Close Calls			
B. Record Close Call IRIS case numbers here			
Section VI. Comments			

INSTRUCTIONS FOR COMPLETING THE SAFETY STATISTICS RECORD (KSC FORM 6-22V2)

The Safety Statistics Record (SSR) is submitted monthly to the appropriate contractor interfaces no later than the 15th day of the following month that is being reported.

Number of Personnel (Full and Part Time) - Enter the total number of persons (contractor and major subcontractors) working any element of the contract.

Section I. Injury/Illness Summary

- A. Number of Work-hours Worked - Enter the total monthly work-hours worked and update the fiscal year total. Work-hours consist of all persons (contractor and major subcontractors) working any element of the contract, including full-time and part-time employees.
- B. Number of Lost Time Cases - Enter the number of all Lost Time Cases incurred during the month and update the fiscal year total. For new Lost Cases from previous months, update the fiscal year total. For new Lost Cases from previous fiscal years, update the year-end SSR (September YYYY) and submit when updates occur. Lost time is defined in 29 CFR 1904.
- C. Lost Time Frequency Rate - The monthly and fiscal year lost time frequency rate is calculated by: $[(\text{Number of lost time cases} \times 200,000) \div \text{work hours}]$.
- D. Number of Lost Time Days - Enter the number of all lost days incurred for the month and update the fiscal year total. Lost time days shall include lost days from new injury/illness cases occurring during the month and from cases where the injury/illness occurred in a previous month but the employee lost additional days in the present month. For lost days from previous fiscal years, update the year-end SSR (September YYYY) and submit whenever updates occur.
- E. Lost Time Severity Rate - The monthly and fiscal year lost time severity rate is calculated by: $[(\text{Number of lost time days} \times 200,000) \div \text{work hours}]$.
- F. Number of Medical Treatment Cases - Enter the number of monthly Medical Treatment Cases and update the fiscal year total. Medical Treatment is defined in 29 CFR 1904.
- G. Number of Restricted Duty Cases - Enter the number of monthly restricted duty cases and update the fiscal year total. Restricted duty is defined in 29 CFR 1904.
- H. Number of First Aid Cases - Enter the number of monthly First Aid Cases and update the fiscal year total. Ref. NPR 8621.1.

Section II. Motor Vehicle Accident Summary

- A. Number of Miles Driven - Enter the monthly GSA/Government vehicle miles driven and update the fiscal year total.
- B. Number of Reportable Motor Vehicle Accidents - Enter the number of monthly GSA/Government vehicle accidents which damage cost is equal to or greater than one-thousand dollars and update the fiscal year total. For damage cases from previous fiscal years, update the year-end SSR (September YYYY) and submit whenever updates occur.
- C. Vehicle Accident Frequency - The monthly and fiscal year vehicle accident rate is calculated by $[(\text{number of vehicle accidents} \times 1,000,000) \div \text{miles driven}]$.
- D. Estimated Damage Cost - Enter the total monthly vehicle estimate damage cost and update the fiscal year total.
- E. Final Damage Cost - Enter the total monthly vehicle final damage cost and update the fiscal year total.

Section III. Property Damage Summary

- A. Number of Property Damage Mishaps - Enter the number of monthly property damage mishaps incurred (mishaps cost equal to or greater than one-thousand dollars) and update the fiscal year total.
- B. Estimated Damage Cost - Enter the total monthly estimated property damage cost and update the fiscal year total.
- C. Final Damage Cost - Enter the total monthly final property damage cost and update the fiscal year total.

Section IV. Natural Phenomenon and Weather Condition Damage Summary

- A. Number of Natural Phenomenon and Weather Condition Cases - Enter the number of monthly cases caused by natural phenomenon and weather condition and update the fiscal year total. Reference NPR 8621.1 for definition.

Section V. Close Call Summary

- A. Number of Close Calls - Enter the number of monthly close calls and update the fiscal year total. Ref. NPR 8621.1.

Section VI. Comments - Enter comments that would clarify any reported information. NASA organizations shall report the number of NASA aircraft flight hours and any aircraft damage in this section.

Notes

1. All reportable mishaps shall have their IRIS case number recorded in the column to the right of each section. Each vehicle and property damage IRIS case shall have their damage amounts recorded in either the Estimated Damage Cost or the Final Damage Cost section. Example (E-2007-034-00002-\$12.5K) indicates a mishap with estimated damage cost of 12.5K.
2. For all vehicle and property estimated damage cases, once final damage cost have been assessed, reduce the SSR fiscal year estimated damage cost by the original estimated cost and increase the SSR fiscal year final damage cost by the final damage cost.
3. Injuries and lost time days resulting from participation in recreational activities while on-duty shall be included in the appropriate sections of this report.
4. Injury/illness lost days shall be reported for a maximum of 180 days away from work. You are not required to keep track of the number of calendar days away from work if the injury or illness resulted in more than 180 calendar days away from work.