REPORTING INJURIES, ILLNESSES, AND COMPENSATION CLAIMS

LMS-CP-4760
Rev. C: SMAO
Expires: 12/31/2016

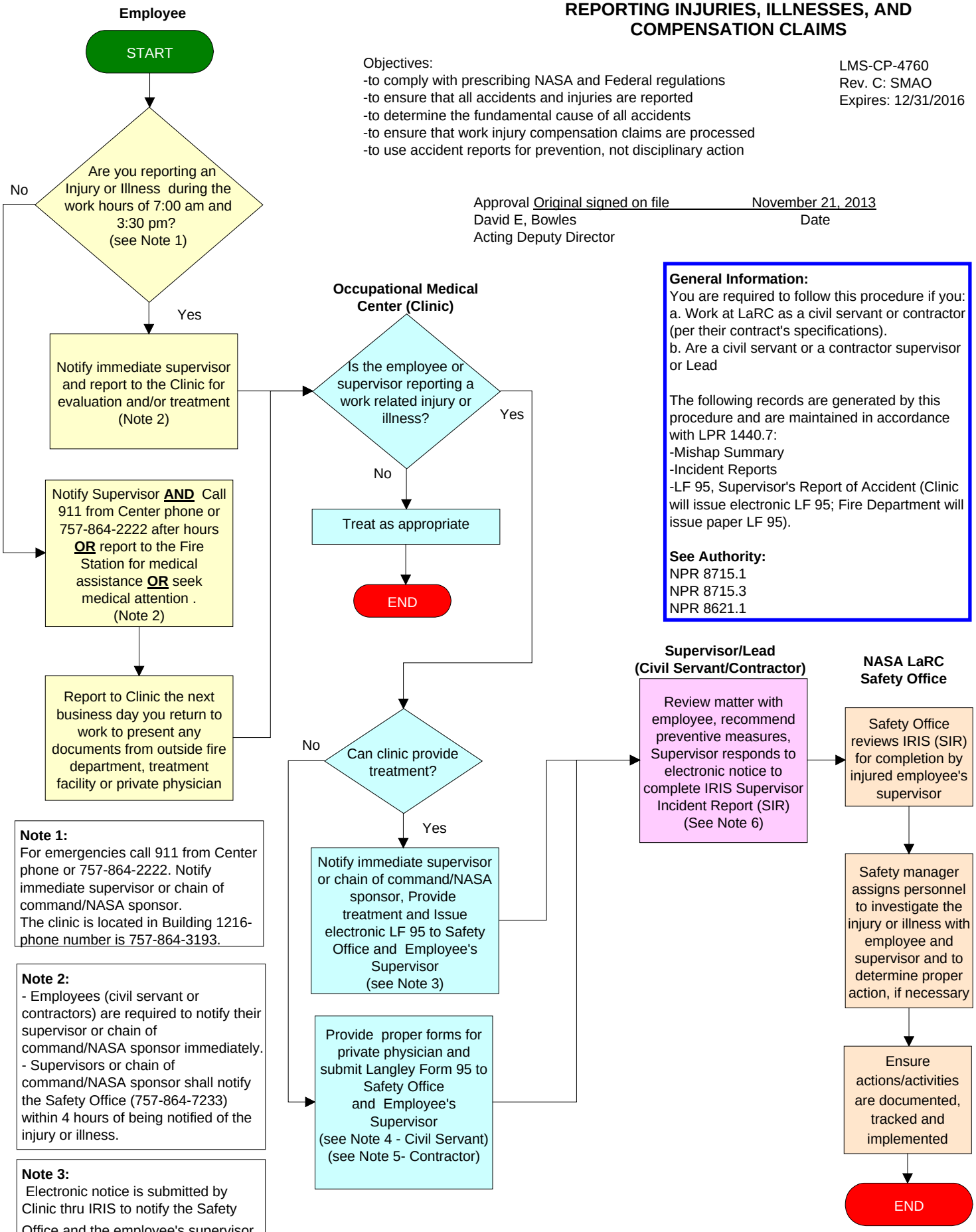
Objectives:
-to comply with prescribing NASA and Federal regulations
-to ensure that all accidents and injuries are reported
-to determine the fundamental cause of all accidents
-to ensure that work injury compensation claims are processed
-to use accident reports for prevention, not disciplinary action

Approval Original signed on file November 21, 2013
David E, Bowles Date
Acting Deputy Director

General Information:
You are required to follow this procedure if you:
a. Work at LaRC as a civil servant or contractor (per their contract's specifications).
b. Are a civil servant or a contractor supervisor or Lead

The following records are generated by this procedure and are maintained in accordance with LPR 1440.7:
-Mishap Summary
-Incident Reports
-LF 95, Supervisor's Report of Accident (Clinic will issue electronic LF 95; Fire Department will issue paper LF 95).

See Authority:
NPR 8715.1
NPR 8715.3
NPR 8621.1



Note 1:
For emergencies call 911 from Center phone or 757-864-2222. Notify immediate supervisor or chain of command/NASA sponsor.
The clinic is located in Building 1216-phone number is 757-864-3193.

Note 2:
- Employees (civil servant or contractors) are required to notify their supervisor or chain of command/NASA sponsor immediately.
- Supervisors or chain of command/NASA sponsor shall notify the Safety Office (757-864-7233) within 4 hours of being notified of the injury or illness.

Note 3:
Electronic notice is submitted by Clinic thru IRIS to notify the Safety Office and the employee's supervisor.

Verify correct revision before use by checking the LMS Web Site

Note 4: Civil Servant
Clinic provides civil servant employees with DOL form CA-16 Authorization for Medical treatment (Part A). Employees take the form to attending physician who fills out Part B.
DOL Booklet CA-11 – When Injured at Work Guide for Federal Employees
Provide notification to W/C claims officer via IRIS electronically
CA-1 Notice of Injury (employee completes online thru ECOMP website)
CA-2 Notice of Occupational Disease (employee completes online thru ECOMP website)

Note 5: Contractors
Clinic completes electronic form 95 and advises employee to contact their company's HR representative to see what doctor they use. Company HR/Supervisors through Contracting Officer's Representative (COR) provide updates to Safety Office on work restrictions and employees follow on care instructions.

Note 6:
Supervisor documents in IRIS employee's activity at time of injury/illness and incident description from SIR link.

Note 7:

CA - Compensation Action
COR - Contracting Officer's Representative
DOL - Department of Labor
ECOMP - Employee's Compensation Operations and Management Portal
HR - Human Resources
IRIS - Incident Report and Investigation System
SIR - Supervisor Incident Report
W/C - Workers Compensation