

Chapter 4

Mishap Investigation, Reporting, and Record Keeping

1. Purpose. To standardize mishap requirements and procedures for timely mishap reporting within organizations aboard MCAS Cherry Point. The primary objective of the Marine Corps Safety Program is to enhance readiness by preserving human life and material resources. Tenant commands will report through their chain of command.

2. Background. Accurate and complete reporting is essential to meaningful analysis and formulation of corrective action(s). Reporting mishap information provides invaluable data to assess our safety posture and make changes that prevent or mitigate harm in future incidents. A mishap in which there was minor injury or little damage may illuminate a hazard with potential to cause frequent and severe mishaps. A "Near Miss" should be reported to identify possible hazardous conditions. See definitions below.

3. Responsibilities

a. Commanders/Directors will ensure mishaps are reported to the DSS as required in references (i) and (l). Notification of death, serious (Class A, B, or C Mishap) injuries or illness will be made by email/phone call via the chain of command with a copy to the DSS as soon as possible. All mishaps and near misses will be entered into ESAMS within three working days of the incident by the supervisor or section designated person.

b. The DSS will coordinate safety investigations of all MCAS Cherry Point mishaps, maintain records of safety investigation reports, and conduct mishap trend analyses. The DSS will also provide safety specialists to participate in Safety Investigation Boards (SIBs) and assist in preparing Ground Mishap Eight Day Briefs on Class A and B mishaps upon request. Definitions of mishap classifications can be found below.

c. Supervisors shall be actively involved in all mishap investigations in order to determine the circumstances of mishap events and prevent their recurrence. For Class A or B Mishaps on board MCAS Cherry Point, the accident scene will be secured and kept intact until properly released by the designated Safety Authority/SIB. Control of the accident scene is of paramount importance since SIB members will have to gather relevant evidence (i.e., draw a diagram of the scene, photograph the scene, etc.).

4. Director Safety and Standardization (DSS)

a. Call the Naval Safety Center to report all Class A mishaps and request support.

b. Call the OSHA at 800-321-OSHA and Marine Corps Installations East (MCIEAST) Safety Office at 910-451-2082/9497 to report all civilian, on-duty, or mishap fatalities within eight hours of notification.

5. Definitions

a. Class A Mishap. The resulting total cost of damages to government and other property in an amount of \$2 million or more; a Department of Defense (DoD) aircraft is destroyed; or an injury and/or occupational illness results in a fatality or permanent total disability.

(1) Fatality/Fatal Injury. Mishap or complications of a mishap, that results in a death. When death occurs six months or more following the initial mishap, contact Commandant of the Marine Corps, Safety Division (CMC (SD)) for reporting requirements.

(2) Permanent Total Disability. Is a non-fatal injury or occupational illness, which in the opinion of competent medical authority permanently incapacitates someone. Also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:

- (a) Both hands.
- (c) Both feet.
- (d) Both eyes.
- (e) A combination of any two of these body parts.

b. Class B Mishap. The resulting total cost of damage is \$500,000 or more, but less than \$2 million. An injury and/or occupational illness results in permanent partial disability or when three or more personnel are hospitalized for inpatient care as a result of a single accident.

(1) Permanent Partial Disability. An injury or occupational illness, that results in a permanent impairment or loss of any part of the body (e.g., loss of the great toe, thumb, or a non-repairable inguinal hernia, traumatic acute hearing loss of 10 dB or greater documented by medical authority).

(2) Exceptions include the following:

- (a) Loss of teeth.
- (b) Loss of tips of fingers/toes without bone loss.
- (c) Repairable hernia.
- (d) Disfigurement.
- (e) Sprains or strains that do not cause permanent limitation of motion.

c. Class C Mishap. The resulting total cost of property damage is \$50,000 or more, but less than \$500,000; or a nonfatal injury or occupational illness that results in one or more days away from work (Lost Time Case) beyond the day or shift on which the injury occurred or the illness was diagnosed.

d. OSHA Reportable Mishaps. Mishaps as defined below shall be reported to the DSS. This list is not all inclusive, so contact Safety if questions arise at 466-2730.

(1) Class A, B, C, and D government property damage mishaps. This includes property damage caused by a government evolution, operation or vehicle to other government or non-government property.

(2) Class A, B, C, and D on-duty DoD civilian mishaps and military on/off-duty mishaps. For military fatalities and injuries occurring during Permanent Change of Station (PCS) orders, it is the responsibility of the gaining command to submit a mishap report.

(3) Class D Mishap. Any other occupational illness or injuries that involve medical treatment beyond first aid.

(4) Other incidents of interest to the Marine Corps for mishap prevention purposes are reportable mishaps:

(a) All on-duty military fatalities or permanent total disabilities that are the result of a medical event that commenced within one hour of a command-sponsored Physical Training (PT), Physical Readiness Test (PRT), Physical Fitness Test (PFT), Combat Fitness Test (CFT), or Physical Fitness Assessment (PFA) (e.g., chest pains, heart attack, coma, etc.)

(b) Class A and B mishaps occurring as the result of a DoD activity, operation, or evolution that results in the serious injury or death of a guest or military dependent.

(c) All Government Motor Vehicle (GMV) or Government Vehicle Other (GVO) mishaps resulting in \$5,000 or more in government vehicle or government property damage, and/or injury/fatality of DoD-personnel; or a mishap caused by a GMV/GMO resulting in \$5,000 or more in total damage including any private vehicle or private property damage, and/or injuries/fatalities to non-DoD personnel.

(d) All reportable injury and occupational illness mishaps involving a contractor where the Department of the Navy (DON) provided direct supervision of the contractor, the mishap was caused wholly or in part by DoD operations, and DON has the means to affect change to prevent reoccurrence of the mishap.

(e) Any medically diagnosed occupational illness and injury, such as cumulative trauma disorder or musculoskeletal disease, whether or not involving further medical treatment or any time away from work.

(f) Work-Related Significant Threshold Shift (STS) in hearing averaging 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears, and the person's total hearing level is 25 decibels or more above audiometric zero in the same ears (averaged at 2000, 3000, 4000 Hz) when an audiologist, otologist, or occupational medicine physician confirms the shift is toward deteriorated hearing, is permanent, and is considered to be of occupational origin.

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(g) Any on-duty military heat stress or cold injury requiring medical treatment.

(h) Any case requiring a military member or civilian employee to be medically removed under the requirements of an OSH standard

(5) Near Miss. A near miss is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage; in other words, a "Close Call."