

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 320

SUBJECT: Administrative
 Part 485 Safety and Occupational Health Program
 Chapter 8 Accident/Incident Investigations, Records, and Reports

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter provides policy and responsibilities for reporting and investigating accidents/incidents which affect the operations of the Minerals Management Service.

Director

FILING INSTRUCTIONS:

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OPR: Chief of Staff, Administration and Budget
Date: October 27, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 27, 2008

Series: Administrative

Part 485: Safety and Occupational Health Program

Chapter 8: Accident/Incident Investigations, Records and Reports

Originating Office: Chief of Staff, Administration and Budget

1. **Purpose.** This chapter provides policy and responsibilities for reporting and investigating accidents/incidents which affect the operations of the Minerals Management Service (MMS).
2. **Policy.** The MMS will conduct safety and occupational health investigations and maintain records to ascertain the causes of personal injury, occupational illness, and property loss to help prevent reoccurrence.
3. **Authority:**
 - A. 29 CFR 1960, Subpart I, Recordkeeping and Reporting Requirements.
 - B. 485 DM 7 and Appendix 1, Incident/Accident/Serious Accident Investigations
 - C. 352 DM 6 Aircraft Mishap Notification, Investigation and Reporting
4. **Definitions:**
 - A. **Accident.** An accident is defined as an unplanned or unintended event that results in personal injury, occupational illness, or property damage. An accident is classified as serious when involving a death and/or three or more employees are hospitalized and/or property loss in excess of \$250,000.
 - B. **Incident.** An incident is an unplanned or unintended event that does not result in personal injury, occupational illness, or property damage. These events are commonly referred to as “near misses.”
5. **Responsibility.** Employees, volunteers, and/or contractors will immediately report all accidents/incidents to their supervisor. Supervisors will investigate and record all accidents/incidents which occur within their respective jurisdictions within 5 working days. The Bureau Safety Manager (BSM) will develop and implement an internal accident/incident investigation and review system.

6. **Report of Accident/Incident.** Once notified of an accident/incident, the supervisor must record the event using the online Safety Management Information System (SMIS) found at <http://www.smis.doi.gov>. He/she must investigate the event and document possible causes and identify corrective actions. If it is a serious accident, supervisors must immediately notify the local safety officer and the highest ranking official onsite (e.g., Regional Director, Program Manager) prior to recording information in SMIS. Serious accidents will be investigated by a special team designated by the Designated Agency Safety and Health Official in accordance with 485 DM 7.

7. **Special Accident Reports.** In addition to departmental accident/incident reporting requirements, special reports are required for events involving aircraft, boats, vessels, or motor vehicles (see 485 DM 7.G).