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Headquarters Injury and Illness Reporting

This section provides information on the steps EPA employees should take, as well as links to the necessary forms, to properly report injuries and illnesses:

- Injury, Illness and Near Miss Reporting
- On-the-Job Injury and Illness Reporting Process
- Unsafe/Unhealthful Conditions at Headquarters

Headquarters Injury and Illness Reporting Form

- OSHA's Form 300A: Summary of Work-Related Injuries and Illnesses (1 pg, 47 K, About PDF)

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Injury, Illness and Near Miss Reporting Office of Administration

To report an injury, illness, or near miss, contact the toll-free Reporting Hotline at 877-301-SAFE (7233). For all other safety and health concerns, contact the regional Safety, Health and Environmental Management Program manager.

This section provides information on the Injury and Illness Prevention Program and on the steps EPA employees should take, as well as links to the necessary forms, to properly report:

- On-the-Job Injury and Illness Reporting
- Near Miss Reporting

EPA Reporting Forms

- OSHA & EPA 301 - Injury, Illness and Near Miss Report/Form (1 pg, 276 K, About PDF) | ASCII Text (3 KB)

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On-the-Job Injury and Illness Reporting Office of Administration

You will need Adobe Acrobat Reader to view some of the files on this page. See EPA's About PDF page to learn more about PDF, and a link to the free Adobe Acrobat Reader.

EPA employees who experience a work-related injury or illness must first report the incident to their immediate supervisor and then to their SHEMP manager by recording the incident in the OSHA & EPA 301 - Injury, Illness and Near Miss Report/Form (1 pg, 276 K) | ASCII Text (3 KB). An injury or illness is recordable if it results in any of the following:

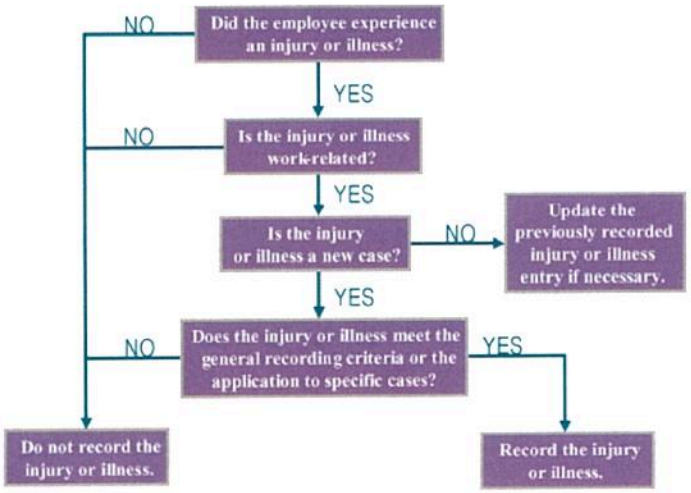
- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness

A case may also meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in any of the items listed above.

EPA began evaluating injury and illness data in 2006. View the latest Injury and Illness Statistics Quarterly Reports.

Deciding Whether an Injury or Illness is Recordable

The illustration below outlines the steps involved in determining whether an injury or illness is recordable.



Even if an injury or illness is not recordable, it might be considered a near miss. Injuries, illnesses, and near misses should be reported by completing the OSHA & EPA 301 - Injury, Illness and Near Miss Report/Form (1 pg, 276 K) | ASCII Text (3 KB) and submitting it to the following address:

Attn: Shuan Barbour-Swann
OARM/OA/SHEMD/Operations Branch

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Headquarters Unsafe/Unhealthful Conditions

Any employee or representative of employees who believes that an unhealthful or unsafe working condition exists in any workplace should report the condition, verbally or in writing, to the supervisor of the organization where the alleged condition exists.

For more information, read an overview of the EPA Unhealthful/Unsafe Condition Reporting Program.

Unhealthful or unsafe conditions may be identified and reported to facility and safety personnel during regularly scheduled workplace inspections. However, all employees are encouraged to immediately report such conditions any time they are identified. Employees play a key role in helping to discover and control the hazards that could develop or that already exist in the workplace. They have a unique and valuable perspective on the conditions that pose a potential risk to employees' well-being.

EPA management is committed to taking timely and appropriate action where a valid concern exists and to providing feedback to the reporting employee on the resolution or determination of the problem.

All employees should be assured that it is EPA policy that individuals' reporting will not result in adverse treatment or personnel action. If still concerned, employees may report the condition anonymously and, if they believe that adverse treatment has occurred, may request the Office of Civil Rights to investigate.

- Unsafe Conditions
- Report an Unsafe Condition
- Follow Up on a Previously Reported Condition

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Headquarters Unsafe Conditions

Examples of Unhealthful/Unsafe Conditions

- A leak or spill that creates a slippery floor surface in a high-traffic area.
- A broken stair handrail that has rough or jagged edges.
- Loss of lighting in a treacherous area such as a stairwell.
- An elevator that is misaligned (higher or lower than the floor).
- Tripping hazards such as floor holes and electrical cords.
- Overloaded and frayed extension cords.
- Office electrical appliances (e.g., coffee pots) that are left on or unattended after work hours.
- Table and floor fans with broken guards.
- Open electrical outlet boxes and other exposed electrical equipment.
- Excessive amounts of paper or boxes in a work area.
- More than one file drawer open at one time.
- Unguarded manual paper cutters.
- Improperly stored flammable and combustible materials and liquids.

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Specific Types of Unhealthful/Unsafe Conditions

Additional information on specific types of unhealthful or unsafe conditions can be accessed by clicking on the topic of interest listed below:

- Electrical Equipment
- Elevators
- Heating, Ventilation, and Air Conditioning (HVAC)
- Indoor Air Quality (IAQ)
- Janitorial Services
- Lights
- Pests
- Plumbing Systems
- Smells and Odors

Electrical Equipment

- Loss of power to lighting in a staircase or other area, resulting in trip/fall hazards.
- Open electrical outlet boxes and other exposed electrical equipment.
- Overloaded and frayed extension cords.

Elevators

- An elevator that is misaligned with the floor (higher or lower than the floor), creating a trip hazard.
- An elevator failure during a fire or with people stuck inside.

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Report an Unsafe Condition at Headquarters

Employees who discover an unhealthful or unsafe condition should follow the steps outlined below.

1. For everyone's safety, please spend a few moments to take some preventive or corrective actions. Preventive actions are signs, barriers, or other means used to alert people to the condition. Examples include:
   - Posting signs
   - Setting temporary barriers
   - Taking action to prevent indoor air quality problems
   - Corrective actions eliminate the condition, such as moving tripping hazards and closing file drawers
2. If an employee cannot promptly correct the unhealthful or unsafe condition, report the condition to Building Services or other responsible support services organization.
3. If an employee cannot promptly correct the unhealthful or unsafe condition, and Building Services is not responsible for taking corrective action or the employee is not satisfied with their response, report the condition to your supervisor. The report may be verbal or in writing. The Health and Safety Complaint Log form (1 pg, 17.9 K, About PDF) can be used but is not required for written reports.

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Headquarters Previously Reported Condition

All unhealthful or unsafe conditions must be investigated and corrected in a timely manner. If an employee feels that his or her supervisor is not taking timely action, or that further actions are still necessary to address the previously reported condition, he or she has the right to report the condition to:

- The EPA Headquarters SHEMD office at 202-564-1640 or SHEMD-at-Your-Service@epa.gov.
- A union representative.

The report may be either verbal or in writing, and employees may request that their name not be disclosed to anyone other than safety and health professionals, if any, that are assigned to investigate the report. The Health and Safety Complaint Log form (1 pg, 17.9 K, About PDF) can be used but is not required for written reports.

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If an employee has already reported the condition to SHEMD and/or the union representative, and he or she is still dissatisfied with the response, the employee has the right to either appeal to the Agency's designated Health and Safety Official (the Assistant Administrator, Office of Administration and Resources Management) or to report the condition directly to the Office of Federal Agency Safety and Health Programs, Occupational Safety and Health Administration (OSHA) Exit and request that it conduct an inspection/investigation.

The first action taken when an unhealthful or unsafe condition is reported to the Operations Branch of SHEMD is to conduct an inspection. OSHA regulations require that these inspections be completed within 24 hours for reports of imminent danger conditions, within three working days for potentially serious conditions, and within 20 working days for other conditions. Results must not only be timely, but must also provide appropriate explanation to alleviate the employee's concern. If it is decided that no hazard exists, the reporting employee should be informed of the reason behind this judgment. A copy of the inspection report prepared by OB/SHEMD must be provided to the employee who made the report within 15 days after completion of the inspection for safety concerns, and within 30 days for reported health concerns.

When the OB/SHEMD inspection concludes that an unhealthful or unsafe condition does exist, OSHA regulations require that an abatement plan be prepared by responsible Agency official(s) unless the hazard can be eliminated immediately. The plan will specify what corrective actions will be taken, and when.

Agency follow-up inspections (to verify that a corrective action has actually been taken) are required by OSHA regulations to be conducted within 24 hours of employee reports of imminent danger conditions, within three working days for potentially serious conditions, and within 20 working days for other safety and health conditions. A follow-up inspection might not be necessary if the hazardous condition is abated immediately and appropriately documented in the inspection report.