



Defense Logistics Agency **INSTRUCTION**

DLAI 6055.07
Effective February 27, 2015

DS

SUBJECT: Mishap and Near Miss Reporting and Investigation

References: See Enclosure 1.

1. PURPOSE. This instruction incorporates and cancels Directive-Type Memorandum (DTM) 13-004, “Mishap and Near Miss Reporting and Investigation” (Reference (a)) to establish policy and define the roles and responsibilities for mishap and near miss reporting and investigation for DLA.

2. APPLICABILITY.

a. This Instruction applies to all DLA activities and to all DLA bargaining and non-bargaining unit employees. If there is an applicable collective bargaining agreement and its provisions are in conflict with those of this Instruction, the provisions of the agreement prevail over the relevant provisions of this Instruction.

b. In addition, these provisions consider limitations on the applicability of section 651 of title 29, United States Code (Reference (b)), Executive Order 12196 (Reference (c)), and part 1960 of title 29, Code of Federal Regulations (Reference (d)) to the Department of Defense (DoD). These limitations include the exemptions or exceptions from Department of Labor oversight for military personnel, military-unique operations and workplaces, specific conditions governed by the statutory authorities, and in certain overseas areas, conditions governed by international agreements.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DLA policy that all work-related mishaps (injury, illness, and property damage) and near misses will be recorded in Enterprise Safety Application Management System

(ESAMS) and investigated. Occupational Safety and Health (OSH) personnel will document and track investigation results and corrective actions in ESAMS.

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION REQUIREMENTS.

a. Record mishaps (injury, illness, and property damage) and near misses in ESAMS.

b. Complete DLA Form 1591, "Supervisor Mishap Report," (only used by supervisors) when ESAMS is unavailable (e.g., no computer, no internet service, power outage, ESAMS system problems). The form will be submitted to designated OSH personnel within one workday of the DLA supervisor being notified of an incident. Designated OSH personnel will enter these paper reports into ESAMS within one workday of receipt.

c. Maintain an Occupational Safety and Health Administration (OSHA) 300 log and OSHA 301 summary of all recordable occupational injuries and illnesses for an establishment. Enter each recordable injury and illness in the log and summary as early as practicable but no later than 6 working days after receiving information that a recordable injury or illness has occurred. Ensure all four digits of the employees OPM job series number and job title are included in Column (c) of the OSHA 300 Log.

d. Employees may use DLA Form 1404, "Near Miss/Hazard Report," when ESAMS is not available. Send the completed DLA Form 1404 to the designated OSH personnel who enter the information into ESAMS.

e. Use DLA Form 1880, "Privacy Act Cover Sheet," or DD Form 2923, "Privacy Act Data Cover Sheet," to protect personally identifiable information (PII) and information designated for official use only (FOUO) documented in the report.

Note: Electronic versions of DLA Form 1591, DLA Form 1404, and DLA Form 1880 are available on the DLA Forms Management Program Web Site:

<http://www.dla.mil/officialforms/Pages/default.aspx>.

An electronic version of DD Form 2923 is available on the DoD Forms Management Program Web Site:

<http://www.dtic.mil/whs/directives/infomgt/forms/index.html>.

f. ESAMS generates deficiency notices and corrective action requests for hazards identified as a result of a mishap or near miss investigation.

g. Forward the investigation report through Occupational Safety and Health (DS-O) to the Designated Agency Safety and Health Official (DASHO) and DLA Director for all work related mishaps resulting in a fatality, amputation, inpatient hospitalization, eye loss or property damage equal to or greater than \$2 million.

7. INTERNAL CONTROLS. Monthly, DS-O monitors the ESAMS data and accident investigation reports, to gauge compliance with this instruction.
8. RELEASEABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.
9. EFFECTIVE DATE. This Instruction:
 - a. Is effective on February 27, 2015.
 - b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective February 27, 2025 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG
Director, DLA Strategic Plans and Policy

Enclosure(s)

- Enclosure 1 – References
- Enclosure 2 – Responsibilities
- Enclosure 3 – Mishap and Near Miss Investigation Procedures
- Enclosure 4 – Causal Factor Flow Chart
- Enclosure 5 – Sample Mishap and Near Miss Analysis Sheet
- Enclosure 6 – Causal Factor - Root Cause Analysis Chart
- Enclosure 7 – Sample Investigation Report Outline

Glossary

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ENCLOSURE 1

REFERENCES

- (a) Directive-Type Memorandum (DTM) 13-004, Mishap and Near Miss Reporting and Investigation, 13 February 2013 (hereby cancelled)
- (b) Section 651 of Title 29 United States Code
- (c) Executive Order 12196, Occupational Safety and Health Programs for Federal Employees
- (d) Part 1960 of title 29, Code of Federal Regulations
- (e) Part 1904 of title 29, Code of Federal Regulations
- (f) DLA Instruction 5025.01, "DLA Issuance Program," January 4, 2013
- (g) DoD Instruction 6055.07, "Accident Investigation, Reporting and Recordkeeping," June 6, 2011
- (h) DLA Instruction 6106, "Situation Reporting," May 1, 2010
- (i) DLA Instruction 7207, "Injury Compensation," January 4, 2012
- (j) DLA Instruction 6303, "For Official Use Only Material," October 30, 2008

ENCLOSURE 2

RESPONSIBILITIES

1. DLA INSTALLATION SUPPORT OCCUPATIONAL SAFETY AND HEALTH (DS-O), UNDER THE AUTHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA INSTALLATION SUPPORT (DS-D). DS-O must:

- a. Provide policy, guidance, and oversight on accident reporting and investigation.
- b. Maintain mishap reports for serious incidents and use information from mishap investigations to modify DLA Occupational Safety and Health (OSH) policies and procedures to prevent future mishaps.
- c. Provide lessons learned from serious mishaps to DLA and the Department of Defense (DoD).
- d. Report all mishaps to DoD in accordance with DoD Instruction 6055.07, "Accident Investigation, Reporting and Recordkeeping" (Reference (g)).
- e. Interface with OSHA investigative teams for mishaps involving inpatient hospitalization, amputation, eye loss or a fatality in accordance with Reference (d) and Part 1904 of title 29 (Reference (e)) requirements.
- f. Ensure accident investigation training is provided to the applicable DLA workforce.
- g. Review DLA deficiency notices and corrective action requests generated from mishap, unsafe, unhealthful, and near miss incidents in ESAMS. Conduct a review to identify missing, inaccurate or incomplete documentation of events and actions by OSH personnel as they implement site specific program in accordance with this instruction. This information will be captured on a Mishap, Unsafe Unhealthful, and Near Miss Audit spread sheet on a monthly basis.
- h. Analyze ESAMS data to identify trends and perform hazard analysis. Trend results may be used in the development of safety goals and objectives or in the development of actions or activities (e.g., posters, flyers, training aids, employee committees, etc.) to educate, increase awareness and prevent future occurrences.

2. THE DLA HEADQUARTERS AND PLFA DIRECTORS / COMMANDERS. The Directors/Commanders must:

- a. Work in collaboration with designated OSH personnel to develop a single site specific mishap near miss investigation program and procedures to ensure all mishaps and near misses are investigated by qualified personnel (DLA or Host). A site specific program will identify responsibilities for managers, supervisors, and OSH personnel implementing the program. The

program should include the investigation report (see Enclosure 7) approval process for work related mishaps resulting in a fatality, inpatient hospitalization, amputation, eye loss or property damage equal to or greater than \$2 million.

b. Ensure supervisors submit mishap reports in ESAMS within one workday of receiving information relative to an incident (injury, equipment or property damage). Provide the OSH person investigating the mishap all documentation or information (e.g., medical reports, work order information, job hazard analysis, diagrams, etc...) relevant to the mishap. The DLA Form 1591 (Supervisory Mishap Report) will only be used to report mishaps when ESAMS is not available (i.e., no internet access, no computer).

c. Ensure the Local Union President or designee is notified in a timely manner after a mishap is reported.

d. Designate OSH personnel to provide oversight and guidance for investigations of minor incidents and to take the lead when the investigation involves a serious injury, inpatient hospitalization, amputation, eye loss, fatality, or extensive property damage. Designate OSH personnel to document incident investigation results and corrective actions in ESAMS. Ensure all four digits of the employees OPM job series number and job title are included in Column (c) of the OSHA 300 Log.

e. Designate an incident investigation team. The team should consist of the workplace supervisor for the employee involved in the incident and other employees who have technical knowledge, objectivity, familiarity with the job process, or operation, tact in communicating with others and an analytical approach to problems. The union representative may also be offered the opportunity to participate in an incident investigation.

f. Ensure designated OSH personnel attend and have a certificate for a mishap or accident investigation training course (e.g., DLA, OSHA, or Military Services Accident Investigation Training Course).

g. Ensure supervisors and employees assigned to the incident investigation team receive basic accident investigation awareness training consistent with their assigned responsibilities. If the mission allows, the local union president and/or his representative will be provided the same training to facilitate their representational duties.

h. Ensure investigations are conducted and investigation reports prepared using an independent party (investigation team members who have nothing to gain or no vested interest in the outcome of the investigation) for all work related mishaps resulting in:

- (1) Inpatient hospitalization of one or more employees.
- (2) A fatality.
- (3) An amputation.

(4) Eye loss.

i. Ensure incident reenactments are conducted for all mishaps resulting in a fatality, inpatient hospitalization, amputation, eye loss or property damage equal to or greater than \$2 million. Reenactments should also be conducted for minor mishaps and near miss incidents.

j. Participate in mishap and near miss incident reenactments.

k. Notify DS-O and the DLA Human Resources Services Injury Compensation (DHRS-I) Office by phone or email within 2 hours of any work related mishaps resulting in: amputation, eye loss, inpatient hospitalization or a fatality.

l. Ensure all mishap and near miss incidents are reported in ESAMS within one work day of their occurrence or within one work day of the incident being reported to the supervisor.

m. Document, implement and follow up on corrective actions in ESAMS to prevent future mishaps from occurring.

n. Report mishaps in accordance with Reference (g). The Situation Report (SITREP) process does not supersede other mishap reporting requirements.

o. Ensure the investigation report for all work related mishaps resulting in a fatality, an amputation, inpatient hospitalization, eye loss or property damage equal to or greater than \$2 million is forwarded through DS-O to the Designated Agency Safety and Health Official (DASHO) and DLA Director.

p. Report and provide details in accordance with Reference (e) for work related mishaps resulting in a fatality, inpatient hospitalization, amputation, or eye loss to the nearest OSHA area office by telephone during normal business hours or using the 24 hour OSHA hotline at 1-800-321-OSHA (6472). Reporting time requirements are provided below.

(1) Report all work related fatalities to OSHA within eight (8) hours of finding out about them.

(2) Report fatalities that occur within 30 days of a work related incident within eight (8) hours of finding out about it.

(3) Report any inpatient hospitalization, amputation, or eye loss that occurs within 24 hours of a work related incident within 24 hours of learning about it.

3. DLA HUMAN RESOURCES (J1). J1 in collaboration with DS-O will develop and provide access to Accident Investigation Training for DLA personnel.

ENCLOSURE 3

MISHAP AND NEAR MISS INVESTIGATION PROCEDURES

1. Submit all mishap and near miss incidents in ESAMS within one work day of their occurrence or of them being reported.

2. Commanders and Directors will work in collaboration with designated OSH personnel and their local union, as appropriate, to develop a single site specific mishap and near miss investigation program and procedures to cover all DLA activities. The program and procedures identify roles and responsibilities of designated OSH employees, the workplace supervisor of the employee involved in the incident and employees designated as investigation team members in accordance with the guidance in References (d) through (e), (g) through (j). The site specific program should address, but is not limited to identifying:
 - a. Roles and responsibilities of designated OSH personnel, the workplace supervisor of the employee involved in the incident and the employees designated as investigation team members.
 - b. Actions required to assist the injured.
 - c. Who investigate mishaps and near miss incidents.
 - d. Who makes calls (Personnel responsible for making notifications.) (e.g., supervisor, police, Host or local DLA safety, union representative, etc.).
 - e. Who to contact when a serious event occurs.
 - f. What to do for conditions immediately dangerous to life and health (IDLH).
 - g. Actions to secure the area.
 - h. An investigation kit. The investigation kit may include, but is not limited to the following items:
 - (1) Flashlight
 - (2) Camera
 - (3) Retractable Tape Measure
 - (4) Notebook
 - (5) Clip Board
 - (6) Caution Tape

(7) Personal protective equipment (PPE) based on hazards associated with task/area. (Note: Ensure personnel receive appropriate training, fit testing or medical surveillance based on PPE requirements).

(8) Binoculars

3. Designated OSH personnel will provide oversight and guidance for investigations of minor work related mishaps and near misses and take the lead when the investigation involves a serious injury, a fatality, inpatient hospitalization, amputation, eye loss or extensive property damage. Designated OSH personnel documents the incident investigation results and corrective actions in ESAMS and ensure all four digits of the employees OPM job series number and job title are included in Column (c) of the OSHA 300 Log.

4. Designate incident investigation teams based on tasks performed on site and the potential severity of incidents. Teams should consist of employees who have technical knowledge, objectivity, familiarity with the job process, or operation, tact in communicating with others and an analytical approach to problems.

5. Mishap and Near Miss Investigation Process.

a. Person(s) at the scene at time of incident:

(1) Contact emergency responders (e.g., fire, medical, environmental, safety – Host or DLA, etc...).

(2) Check for danger before approaching the scene.

(3) If trained, assist any injured individual.

(4) Contact other persons according to local procedures.

(5) Secure the scene (caution tape, cones, etc.) to keep it intact until the investigation is complete.

b. Person(s) conducting the investigation:

(1) Arrive as soon as possible after the incident occurs to inspect/observe the site before any changes occur.

(2) Check for danger before approaching the scene.

(3) Take several photographs from different angles to capture the scene of the incident.

(4) Obtain information from sources (Emergency Medical Services, Nurse, Security, etc.) verifying the status of the injured employee.

(5) Ensure information obtained will be treated in accordance with DLA Instruction 6303, "For Official Use Only Material," (Reference (j)).

(6) Draw sketches of the scene of the incident; include scale and directional indicator on sketches.

(7) Document the location noting the location of victims, witnesses, machinery, furniture, energy sources, weather conditions, hazardous materials or other items relative to the scene.

(8) Keep complete and accurate notes documenting the facts.

(9) Obtain reports (e.g., Medical (directly related to the incident), Police, Fire and Rescue, Maintenance, Facility Diagrams, Hazard Reports, Past Mishap/Near Miss Reports, Job Hazard Analysis, Inspections, etc.).

c. Interviews:

(1) Interview employee involved in incident. A representative of the Union will be given an opportunity to be present at any interview of an employee in connection with an investigation if the employee requests such representation before or during the interview.

(2) Interview witnesses and the workplace supervisor as soon as possible. Interview employees present before the event and those who arrived shortly after the event occurred.

(3) Choose a quiet private place to talk.

(4) Talk as equals.

(5) Ask open ended questions (who, what, where, when, how, why).

(6) Listen. Don't blame. Get the facts.

(7) Don't assume you know the answers.

(8) Treat information obtained in accordance with Reference (j).

d. Mishap reenactment:

(1) Conduct mishap reenactments in a timely manner for all serious incidents. Reenactments should also be conducted for minor mishaps and near miss incidents. Document reenactment results.

(2) Reenactment participants include the Commander, Deputy Commander, or

Director, Respective Division Chief, first line supervisor and or next level of management, the employee(s) involved in the incident, safety staff, union representative, employees volunteering to participate in mishap reenactments and other personnel as appropriate.

e. Analyze the facts. Incident causes (Enclosure 4):

(1) Task: Explore the actual work procedure used at the time of the accident.

(2) Material: System inadequacies. Evaluate the equipment, furniture, chemicals, material, and PPE used to perform the task. Review applicable manuals and Safety Data Sheets (formally called Material Safety Data Sheets).

(3) Environment: The physical environment (weather, housekeeping, noise, light, etc.) at the time of the incident are factors that need to be identified.

(4) Personnel: Human factors. Explore the physical and mental condition of the employees directly involved in the incident. Look at training, experience, stress, illness, or injuries that could have contributed to the incident. The purpose for exploring human factors is not to establish blame but, rather, to consider all potential causes to help prevent a reoccurrence.

(5) Management: Management has the legal responsibility to provide a workplace free of recognized hazards. Explore whether supervisors and management are taking appropriate actions to communicate and enforce safety rules, implement required safety programs, correct hazards, provide adequate supervision, ensure equipment has required maintenance, and that workplace inspections are conducted.

(6) Review employee interview notes.

(7) Look at all pertinent facts and use a systematic analytic technique.

(8) Develop conclusions, casual factors and root causes supported by the facts. The conclusions should answer the who, what, where, when, how and why questions.

(9) Determine recommendations and corrective actions necessary to prevent a reoccurrence. Corrective actions will be clear, address the causal factors and root causes, identify interim controls, the immediate actions required and long term corrective actions (Enclosure 5 and Enclosure 6).

(10) Review all the facts and corrective action recommendations to ensure nothing was missed and that the recommended actions are effective.

6. Document Mishap (injury, illness, property damage) and Near Miss Investigation Results.

a. Document incident analysis results on a mishap and near miss analysis sheet (Enclosure 6).

b. Document investigation results in ESAMS completing all sections in each tab of the mishap or near miss. Ensure all four digits of the employees OPM job series number and the job title are included in Column (c) of the OSHA 300 Log. Issue lessons learned to all employees. Issue and follow up on corrective actions in ESAMS. Attach pictures, mishap near miss analysis sheet and other relevant information documenting the investigation was completed in ESAMS. Take appropriate precautionary measures in accordance with federal or local guidance (privacy, controlled area, sensitive information, etc...) when posting documents or pictures.

c. Follow up with the workplace supervisor and other appropriate personnel responsible for action on the ESAMS corrective action request to ensure recommended corrective actions are implemented and actions are effective.

7. Mishap Investigation Report.

a. Conduct investigations for all work related mishaps and near misses reported. Prepare investigation reports and document the investigation results in ESAMS. All work related mishaps resulting in amputation, inpatient hospitalization, eye loss or a fatality will be investigated by an independent party.

b. Leadership (i.e., Commander, Director, supervisor) has access to review mishap reports in ESAMS for employees identified in ESAMS within their chain of command.

c. Mishaps involving inpatient hospitalization, multiple injuries, amputation, eye loss, fatalities or property damage equal to or greater than \$2 million require a much more expansive formal report. See sample provided in Enclosure 7. The work related mishap and near miss investigation results will be thoroughly documented in ESAMS. Memorandum format (Enclosure 7).

(1) Subject: Describe the nature of the memorandum (e.g., Mishap Investigation Report Class "D", Restricted Work Activity", Type of Injury, Name, Job Title, Location, Date).

(2) References: Reference only applicable standards.

(3) Executive Summary: Provide a brief summary of events, findings, and Conclusions.

(4) Purpose: Describe the intent of the report.

(5) Background: Who conducted the investigation, when was it reported, who it was reported to and how was it reported.

(6) Description:

(a) Date and time of time of incident

(b) Employee job title

- (c) Operation being conducted when mishap occurred
- (d) Details of what happened
- (7) Findings: Document the facts obtained from the cause analysis results.
- (8) Conclusions: Identify specific causes of the incident.
- (9) Recommendations: Corrective actions and interim controls recommended to prevent a reoccurrence.
- (10) Enclosures:
 - (a) Pictures
 - (b) Diagrams
 - (c) Mishap analysis sheet
 - (d) Other supporting documents (e.g., Job Hazard Analysis, Standard Operating Procedures, etc.).

d. Unless violation(s) is (are) related to the mishap, screen pictures for potential OSHA violations before including them in the report.

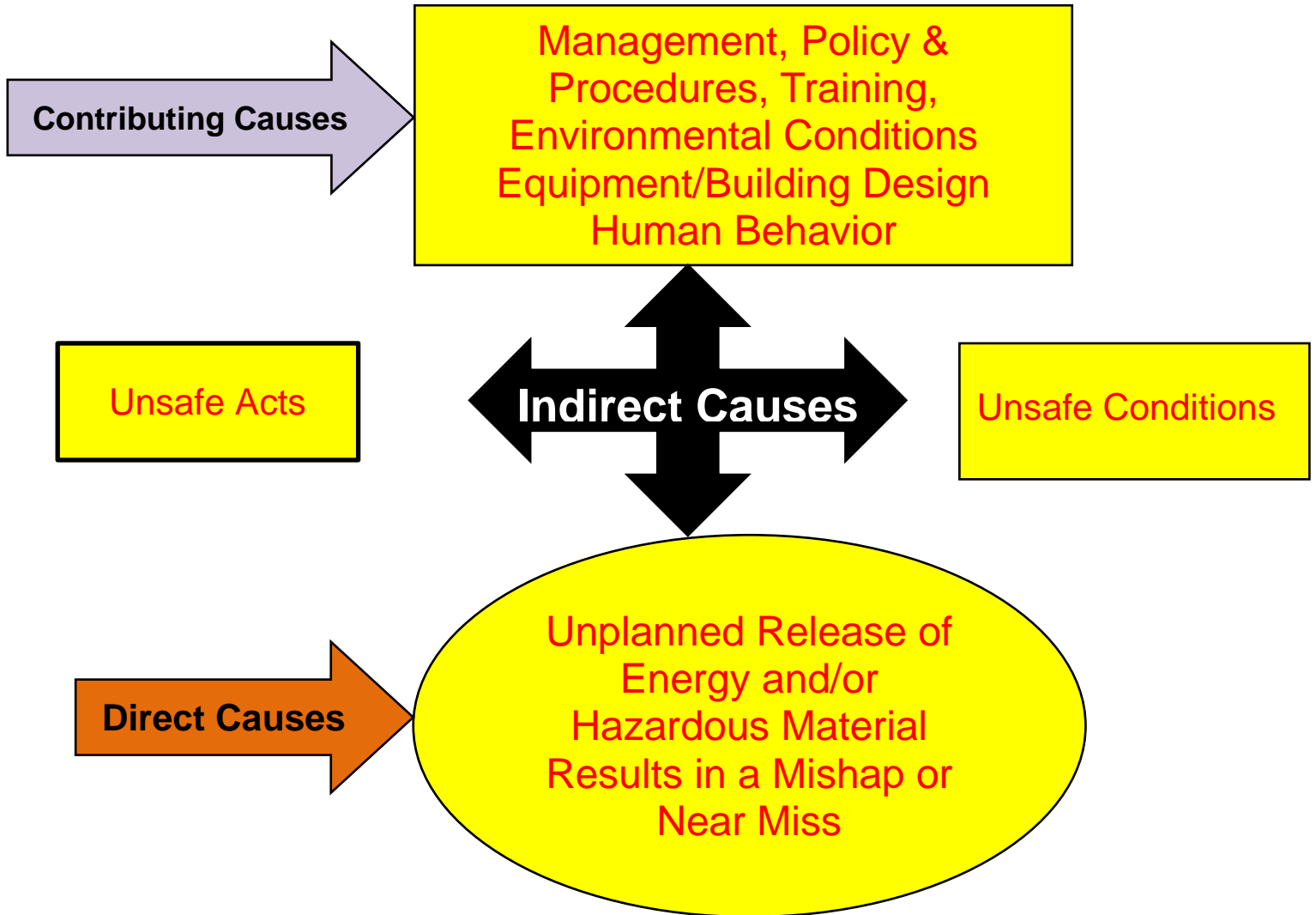
e. Use the DLA Form 1880 or DD Form 2923 to protect personally identifiable information (PII) and information designated for official use only (FOUO) documented in the report.

f. Copies of the mishap investigation results will be forwarded to the appropriate local safety and health committee and the exclusive employee representative, if any.

g. The investigative report will be made available to the Secretary of Labor or his authorized representative on request.

ENCLOSURE 4

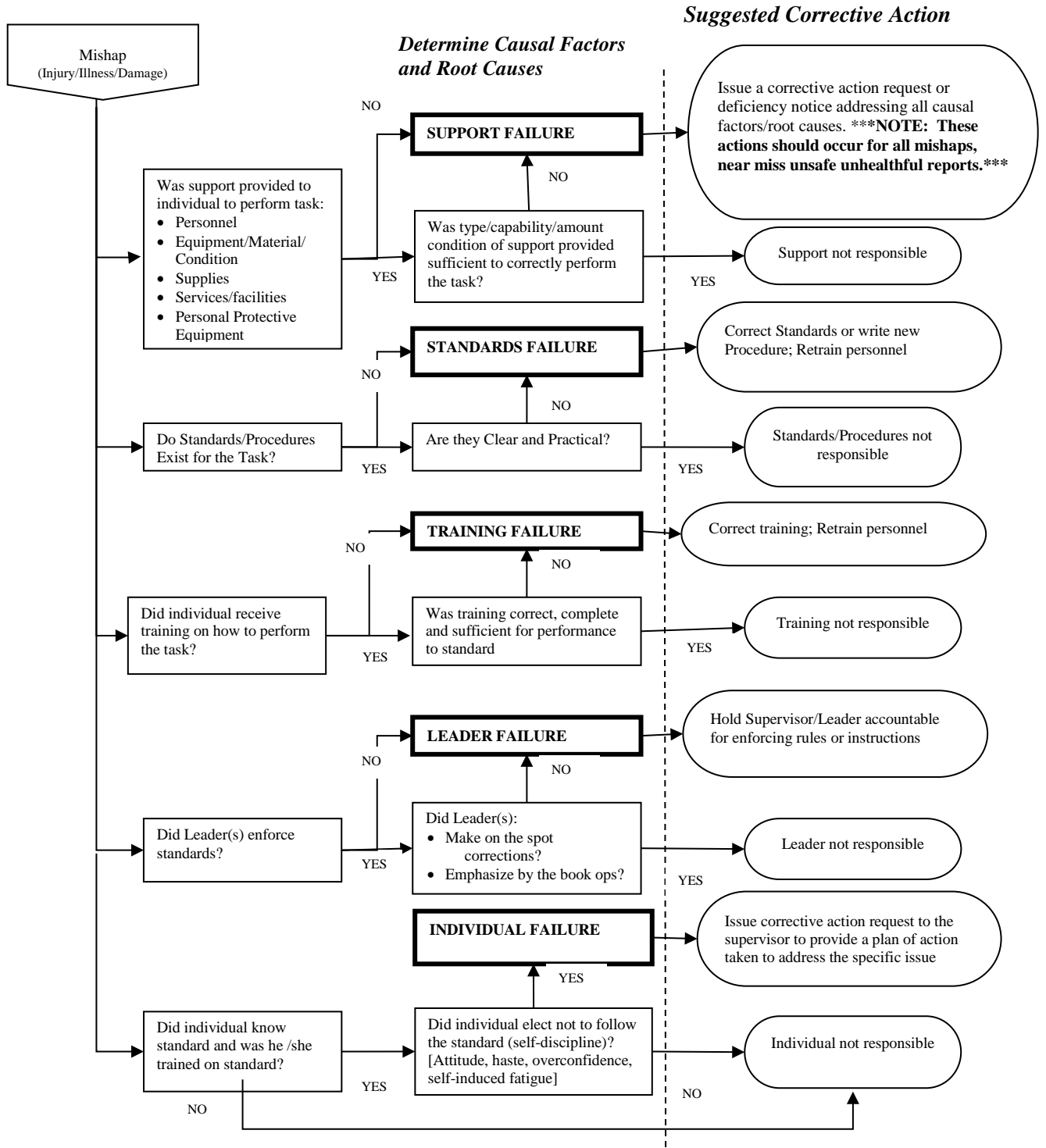
CAUSAL FACTOR AND ROOT CAUSE FLOW CHART



“Accident & Injury Prevention” Kerrie Murphy,” Edmonds Community College,
www.osha.gov/dte/grant_materials/fy07/sh-16637.../acc-injury_prev2.ppt

ENCLOSURE 5

CAUSAL FACTOR - ROOT CAUSE ANALYSIS CHART



Causal factors are human errors or equipment problems that directly led to the loss event or allowed the consequences of the event to be more severe. **Root causes** are the management system weaknesses that allowed the causal factor to occur. The root causes of the causal factors must be identified and corrected.

ENCLOSURE 6

SAMPLE MISHAP AND NEAR MISS ANALYSIS SHEET

Mishap Near Miss Analysis Sheet																
ESAMS Case Number LA20111XX	Date of Incident	Employee Name	Employee Job Title	Status No Lost Time <input type="checkbox"/> First Aid <input type="checkbox"/> Property Damage <input type="checkbox"/>	Organization											
Title Occupational Safety and Health Specialist	Prepared By	On Duty Yes Off Duty	Restricted Work Days _# Lost Work Days _# Mission Days Lost _#	OSH Representative Organization												
What Happened	Why Did It Happen? (Causal Factors and Root Causes)		What to do About It Corrective Action Request (CAR)													
<p><u>Describe what happened in great detail. Do not include names in this section. If more than one employee was involved Employee A and Employee B may be used. Include pictures to show the scene of the incident.</u></p>	<p>Support Failure (Equipment, Material, Supplies, etc..)</p> <p>Standards Failure (SOP, JHAs, etc.)</p> <p>Training Failure (was correct, complete and sufficient training provided)</p> <p>Leader Failure(are standards communicated and enforced)</p> <p>Individual Failure (did not follow standards, tired, haste, self-induced fatigue)</p> <p>***Provide the details on what contributed to or caused the incident to occur.</p>		<p><u>Corrective actions will be a direct reflection of the causal factors and root causes identified during the mishap investigation.</u></p> <p><u>---Provide details on the corrective action requests or deficiency notices issued to address the root cause/causal factors. List specific actions and interim controls (if needed). Include the corrective action ID number or deficiency notice number issued in ESAMS here as well.</u></p>													
	<p>Causal Factor and Root Cause Determination</p>		<p>Supervisor Comments (Corrective Actions Taken)</p>													
	<table border="1"> <tr><td><input type="checkbox"/></td><td>Support Failure</td></tr> <tr><td><input type="checkbox"/></td><td>Standards Failure</td></tr> <tr><td><input type="checkbox"/></td><td>Training Failure</td></tr> <tr><td><input type="checkbox"/></td><td>Leader Failure</td></tr> <tr><td><input type="checkbox"/></td><td>Individual Failure</td></tr> <tr><td><input type="checkbox"/></td><td>Other</td></tr> </table>		<input type="checkbox"/>	Support Failure	<input type="checkbox"/>	Standards Failure	<input type="checkbox"/>	Training Failure	<input type="checkbox"/>	Leader Failure	<input type="checkbox"/>	Individual Failure	<input type="checkbox"/>	Other	<p><u>The supervisor of the employee involved in the mishap or near miss will fill in the actions they took in response to the corrective action request or deficiency notice. List specific actions taken to include placement of interim controls.</u></p> <p><u>***e.g., briefing employees on hazards, putting interim controls in place, calling in work orders, etc... ***</u></p>	
<input type="checkbox"/>	Support Failure															
<input type="checkbox"/>	Standards Failure															
<input type="checkbox"/>	Training Failure															
<input type="checkbox"/>	Leader Failure															
<input type="checkbox"/>	Individual Failure															
<input type="checkbox"/>	Other															
Routing	Print Name		Signature	Date												
Safety Representative																
Supervisor																
Employee																
Senior Management Representative ((The Supervisors Boss))																
Deputy Director																

ENCLOSURE 7

SAMPLE INVESTIGATION REPORT OUTLINE



DEFENSE LOGISTICS AGENCY

MEMORANDUM FOR

- SUMMARY
- SUBJECT
- REFERENCES
- INVESTIGATION TEAM MEMBERS
- APPROVAL PROCESS
 - Investigation Board
 - Safety
 - Commander or Director
- PURPOSE
- BACKGROUND
- DESCRIPTION-WHAT HAPPENED
- FINDINGS-WHY DID IT HAPPEN
 - Human factor
 - System inadequacies
 - Environmental factors
- CONCLUSIONS
 - Direct (or Primary) Cause
 - Indirect cause(s)
 - Contributing factor(s)
 - Root Cause(s)
- RECOMMENDATIONS
 - Corrective Action Request or Deficiency Notice issued
 - After action review
 - Lessons learned
- ENCLOSURES
 - Pictures
 - Mishap Near Miss analysis sheet
 - Other supporting documents (SOP, JHA, manufacturer's instruction of use, etc.).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CONUS	Continental United States
DA PAM	Department of the Army Pamphlet
DASHO	Designated Agency Safety and Health Official
DHRS-I	DLA Human Resources Services Injury Compensation Office
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DoD	Department of Defense
DS-O	DLA Occupational Safety and Health Directorate
ESAMS	Enterprise Safety Applications Management System
FOUO	For Official Use Only
IDLH	Immediately Dangerous to Life and Health
OCONUS	Outside the Continental United States
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
PII	Personally Identifiable Information
PLFA	Primary Level Field Activity
PPE	Personal Protective Equipment

PART II. DEFINITIONS

Amputation. The traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached.

Designated OSH Staff. Staff identified as responsible for providing OSH guidance and support to meet OSH requirements for all DLA organizations at a DLA location (CONUS or OCONUS).

Inpatient Hospitalization. A formal admission to the inpatient service of a hospital or clinic for care or treatment.

Mishap. An unintended event resulting in injury, illness or property damage.

Near Miss. An undesired event that, under slightly different circumstances, would have resulted in personal harm, property damage, or an undesired loss of resources (e.g., an employee standing next to a door talking was almost struck by the door when a coworker opened the door, an employee tripped on an uneven walking surface but no fall or injury occurred, a forklift backing down an aisle almost hit an employee).

Serious Mishap. A work related mishap resulting in multiple injuries, eye loss, all fatalities, inpatient hospitalization, amputation or property damage equal to or greater than \$2 million.