



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO DLA Strategic Materials-M

AUG 09 2010

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: WORK RELATED INJURIES

Attached for your information is our procedure for reporting work related injuries which I have reviewed and am reissuing dated July 2010.

The reissue replaces previous procedures and other memoranda concerning work related injuries DLA Strategic Materials. Our Safety & Health Manager, Mr. Jason Boynton, shall be responsible for the overall operation and administration of this program.

Depot Managers are directed to add this revised program to their user library and discuss the contents during annual EMS training.

Should you have any questions please contact Jason Boynton at (703) 767-7592.

A handwritten signature in black ink, appearing to read "Ronnie Favors".

RONNIE FAVORS
Administrator,
DLA Strategic Materials

Attachment



WORK RELATED INJURIES

When a civilian employee is injured as a result of work, supervisors have basic responsibilities:

- a. If the employee requires emergency medical treatment, ensure that he or she receives immediate care.
- b. Immediately notify DLA Strategic Materials Safety Officer, by telephone, of all accidents.
- c. Advise the employee of benefits, entitlements, and responsibilities, and provide the appropriate claim form.
 1. If a traumatic injury occurs resulting from a specific event within a single workday or shift provide form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation).
 2. If the injury resulted from prolonged exposure lasting more than one day or shift, provide form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation) along with the appropriate version (a through h) of claim form CA-35 (Evidence Required in Support of a Claim for Occupational Disease).
 3. Advise the employee that he or she is entitled to Continuation of Pay (COP) for absence(s) due to disability or obtaining medical treatment, for not more than 45 calendar days following the injury. Any such absence needs to be supported by medical documentation. The specific COP period should be clearly indicated on the time and attendance EAGLE reporting system whether the employee loses entire days or only a few hours of the day.
- d. Review the claim form confirming that all required sections are complete, dates and times are entered, and the employee signed the form. Verify the date of injury and investigate the claim by reviewing all witness accounts, if any, of the injury, against the claimant's detailed account of events. Use form DLA 1591 to document the mishap no later than 24 hours of receiving notice of the mishap and forward to DLA Strategic Materials Safety Officer for input in to ESAMS reporting system (Supervisors with access to Safety and Health Information Reporting System (ESAMS) must use ESAMS to complete and certify the accident online rather than using the DLA Form 1591.) Complete the supervisory portion of the CA-1 or CA-2 claim form, as part of the review process and forward the completed form to the DHRC-1 Ms Donna Carr, commercial 703-767-8110, Ms Michele Robinson, commercial 703-767-0203 and DLA Strategic Materials, Mr. Jason Boynton 703-767-7592. The supervisor must complete the investigation and submit the required forms (CA-1 or CA-2) within seven days of receipt from the employee (if additional time is required to complete the investigation, the supervisor should go ahead and submit the claim form and follow up with the investigative report when completed).

CAUTION

e. If the employee refuses to complete a CA-1 or CA-2 and/or refuses to seek medical treatment, prepare a Memorandum for the Record (MFR) to document the employee's refusal. The MFR should be maintained in the employees file.

When civilian employees are injured as a result of work, employees have basic responsibilities:

a. Notify your supervisor no later than one day following the incident of work-related accidents, injuries, and illnesses, regardless of the extent of injury.

b. Complete and sign appropriate claim forms and submit to the supervisor within 10 days of the incident. If unable to fill out the forms the employee should designate a representative to do so (if employee is unable to make the designation the supervisor should assign someone to complete the forms on behalf of the employee).