

For: FSA, RMA, and FAS Offices

**Reporting Employee Fatality and In-Patient Hospitalization Work-Related Incidents**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides instructions for reporting work-related incidents that result in the following:

- the death of any employee
- in-patient hospitalizations of 3 or more employees who were injured in the same incident.

**B**

**Definitions**

Work-related incident is any death or injury that occurs while employee is on official duty.

In-patient hospitalization is when an employee is admitted into a hospital to receive the necessary medical care.

**C**

**Contact**

For further information about this notice, contact Juliet D. McBride at 202-418-9029 or 202-418-9116 (TDD).

<p><b>Disposal Date</b></p> <p>February 1, 2001</p>	<p><b>Distribution</b></p> <p>All FSA, RMA, and FAS offices; State Offices relay to County Offices</p>
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## 2 Reporting Procedures

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### A Reporting Deaths and In-Patient Hospitalizations

Office Heads or designees shall proceed as follows within 8 hours after the death of any employee or in-patient hospitalization of 3 or more employees as a result of a work-related incident.

- Provide an **oral report** using FFAS-15 (Exhibit 1) to the area Office of Safety and Health Administration (OSHA) office nearest the incident by calling either of the following:
  - the applicable telephone number in Exhibit 2
  - 1-800-321-OSHA (6742).

**Note:** If there is no area OSHA office listed for a State/location, call 1-800-321-OSHA (6742).

- Report each fatality or hospitalization of 3 or more employees which occurs within 30 calendar days of an incident.

**Note:** If the Office Head or designee does not learn of a reportable incident at the time it occurs, notify OSHA within 8 hours of learning about the incident.

- Immediately after reporting to OSHA, FAX a completed copy of FFAS-15 to HRD, Performance Management, Benefits and Awards Branch, Attn: Juliet D. McBride, 202-418-9129.

**Note:** The County Office shall FAX the State Office a copy of FFAS-15 after reporting to OSHA. The State Office shall review and FAX to HRD. HRD will FAX to OHRM, Safety, Health and Welfare Division, for further action.

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**3 Filing Claims**

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**A**

**Federal  
Employees  
Compensation  
Act (FECA)/  
Retirement  
Claims**

Servicing Personnel Offices shall, when applicable, assist injured employees and their beneficiaries with filing claims under the FECA and Retirement Systems (FERS/CSRS).

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**FFAS-15, Fatality and Serious Incident Report**

**REPRODUCE LOCALLY.** Include form number and date on all reproductions.

<b>FFAS-15</b> (09-19-00)	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Farm and Foreign Agriculture Service	<b>PRIVACY ACT STATEMENT</b> Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.
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**Fatality and Serious Incident Report**

**Part A- General Instructions**

Proceed as follows to report a fatality or in-patient hospitalization of 3 or more employees as a result of a work-related incident:

- Complete this form, then provide an oral report to the Area OSHA Office nearest the incident
- All Offices except Counties Offices shall fax to (202) 418-9129, Human Resources Division, Attn: Juliet D. McBride - (County Offices should fax to State Office)

**Part B- Reporting Official Information**

1. Name and Address of Reporting Agency	2. Name of Reporting Official	3. Job Title
	4. Telephone Number	5. Date of Incident
		6. Time of Incident
	7. Number of In-Patient Hospitalizations	8. Number of Fatalities
	9. Name of OSHA Official Notified	10. Date OSHA Notified
		11. Time OSHA Notified

**Part C- Employee Information**

- Complete this part and provide an oral report for each employee:

12A. Employee Name	12B. Job Title	12C. Date of Birth	12D. Social Security Number
13A. Employee Name	13B. Job Title	13C. Date of Birth	13D. Social Security Number
14A. Employee Name	14B. Job Title	14C. Date of Birth	14D. Social Security Number
15A. Employee Name	15B. Job Title	15C. Date of Birth	15D. Social Security Number
16. Incident Location		17. Name of Agency's On-site Point of Contact	18. Telephone Number
19. Provide a Brief Description of the Incident/Specify consequences (i.e., death, in-patient hospitalization)			
20. Signature of Reporting Official			Date

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## OSHA Area Offices

Office	Telephone
Albany, NY	(518) 464-4338
Albuquerque, NM	(505) 248-5302
Allentown, PA	(610) 776-0592
Anchorage, AK	(907) 271-5152
Appleton, WI	(920) 734-4521
Austin, TX	(512) 916-5783 (5788)
Avenel, NJ	(732) 750-3270
Baltimore, MD	(410) 865-2055 (2056)
Bangor, ME	(207) 941-8177
Baton Rouge, LA	(225) 389-0474
Bayside, NY	(718) 279-9060
Bellevue, WA	(206) 553-7520
Billings, MT	(800) 488-7087, (406) 247-7494
Birmingham, AL	(205) 731-1534
Bismark, ND	( 800) 473-7419, (701) 250-4521
Boise, ID	(208) 321-2960
Bowmansville, NY	(716) 684-3891
Braintree, MA	(617) 565-6924
Bridgeport, CT	(203) 579-5581
Calumet City, IL	(708) 891-3800
Charleston, WV	(304) 347-5937
Cincinnati, OH	(513) 841-4132

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## OSHA Area Offices (Continued)

Office	Telephone
Cleveland, OH	(216) 522-3818
Columbia, SC	(803) 765-5904
Columbus, OH	(614) 469-5582
Concord, NH	(603) 225-1629
Corpus Christi, TX	(361) 888-3420
Dallas, TX	(214) 320-2400 (2558)
Denver, CO	(800) 755-7090, (303) 844-5285
Des Plaines, IL	(847) 803-4800
Des Moines, IA	(515) 284-4794
El Paso, TX	(915) 534-6251 (6252)
Englewood, CO	(800) 669-5771, (303) 843-4500
Erie, PA	(814) 833-5758
Fairview Heights, Illinois	(618) 632-8612
Fort Lauderdale, FL	(954) 424-0242
Fort Worth, TX	(817) 428-2470
Frankfort, KY	(502) 227-7024
Harrisburg, PA	(717) 782-3902
Hartford, CT	(860) 240-3152
Hasbrouck Heights, NJ	(201) 288-1700
Guaynabo, PR	(787) 277-1560
Houston, TX (South)	(281) 286-0583 (0584)
Houston, TX (North)	(281) 591-2438

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## OSHA Area Offices (Continued)

Office	Telephone
Indianapolis, IN	(317) 226-7290
Jackson, MS	(601) 965-4606
Jacksonville, FL	(904) 232-2895
Kansas City, MO	(800) 892-2674 (Missouri residents only), (816) 483-9531
Lansing, MI	(517) 377-1892
Linthicum, MD	(410) 865-2055 (2056)
Little Rock, AR	(501) 324-6291
Lubbock, TX	(806) 472-7681 (7685)
Madison, WI	(608) 441-5388
Marlton, NJ	(856) 757-5181
Methuen, MA	(617) 565-8110
Milwaukee, WI	(414) 297-3315
Minneapolis, MN	(612) 664-5460
Mobile, AL	(334) 441-6131
Nashville, TN	(615) 781-5423
New York, NY	(212) 466-2482
Norfolk, VA	(804) 441-3820
North Aurora, IL	(630) 896-8700
North Syracuse, NY	(315) 451-0808
Oklahoma City, OK	(405) 231-5351
Omaha, NE	(800) 642-8963 (Nebraska residents only), (402) 221-3182

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## OSHA Area Offices (Continued)

Office	Telephone
Parsippany, NJ	(973) 263-1003
Peoria, IL	(309) 671-7033
Philadelphia, PA	(215) 597-4951
Portland, ME	(207) 780-3178
Pittsburgh, PA	(412) 395-4903
Portland, OR	(503) 326-2251
Providence, RI	(401) 528-4669
Raleigh, NC	(919) 856-4770
Salt Lake City, UT	(801) 487-0680
Savannah, GA	(912) 652-4393
Smyrna, GA	(770) 984-8700
Springfield, MA	(413) 785-0123
St. Louis, MO	(314) 425-4249
Tampa, FL	(813) 626-1177
Tarrytown, NY	(914) 524-7510
Toledo, OH	(419) 259-7542
Tucker, GA	(770) 493-6644
Washington, DC	(410) 865-2055 (2056)
Westbury, NY	(516) 334-3344
Wichita, KS	(316) 269-6644

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**OSHA Area Offices (Continued)**

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<b>Office</b>	<b>Telephone</b>
Wilkes-Barre, PA	(570) 826-6538
Wilmington, DE	(302) 573-6115

**Note:** California, Nevada, Arizona, Hawaii, Wyoming, Vermont, South Dakota, Guam, and the Virgin Islands do not have an OSHA area office. In this case, call 1-800-OSHA (6742) to report the death or in-patient hospitalizations.

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