

ACCIDENT REPORTING

All accidents, injuries, and illnesses, **no matter how minor, shall be reported immediately** to the immediate supervisor of the person/s involved. This immediate supervisor will then continue to report the incident through the proper channels. For example, from the volunteer injured to the work leader, from the work leader to the District Ranger or Volunteer Coordinator. An accident investigation should begin immediately and will be promptly and thoroughly investigated in accordance with FSH 6709.12, Chapter 30. District Law Enforcement Officers will be responsible, when at all possible, for leading this investigation.

To the extent possible, evidence at the scene of the incident should be left untouched until an investigation can be made, unless there is danger of further injury or damage.

The three primary objectives of an investigation are:

- 1) to find out what happened, when it happened, who was involved, how did it happen, where did it happen, and why did it happen,
- 2) to prevent the incident from happening again by identifying corrective actions,
- 3) to provide the information necessary for processing potential claims for and against the Government.

When a **volunteer is injured on the "job"**, he/she must fill out a **CA-1 for injury** or CA-2 for illness, have their work leader complete and sign the appropriate section, then promptly mail the form to the Glenwood and Pedlar Ranger District office at PO Box 10, Natural Bridge Station, VA 24579, ATTN: David Whitmore or Kathy Hall. Additional paperwork is needed for authorizing medical treatment. This authorization must be signed by the District Ranger and completed and signed by the treating physician. **It is extremely important to get the proper paperwork done as soon as possible once the injury/illness has occurred.** This allows for the medical expenses to be paid in a timely manner and to ensure the proper treatment is received for the person/s involved in the accident.