



U.S. Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

See Section 6.

NO.

270-6

EFFECTIVE DATE

August 19, 1987

SUBJECT  
Occupational Safety and Health Management Information  
System

#### Section 1. Purpose:

This order establishes the Maritime Administration's (MARAD) Occupational Safety and Health Management Information System (SMIS); sets forth policy for the promulgation, implementation and use of this system; and prescribes regulations and procedures for reporting, recordkeeping, and investigating all occupational mishaps, accidents, injuries, illnesses and property damage/loss which occur in operations internal to MARAD including those of visitors to MARAD establishments.

#### Section 2. References:

Executive Order 12196, Occupational Safety and Health Program for Federal Employees, of February 26, 1980, outlines the requirements necessary to conduct an effective occupational safety and health program within MARAD including in Section 1-2(j) the operation of an occupational safety and health management information system.

DOT Order 3902.6B, Occupational Safety and Health Management Information System.

DOT Order 3902.7, Occupational Safety and Health Management Program.

29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Program.

#### Section 3. Policy:

##### 3.01 It is the policy of MARAD:

- 1 To report, record, and investigate all occupational mishaps, accidents, injuries, illnesses, and property damage/loss which occur in operations internal to MARAD including those of visitors to MARAD establishments.
- 2 To develop and monitor objectives necessary to achieve the maintenance of safe and healthful workplaces in MARAD in a cost effective manner based on information obtained from previous mishaps and accidents.

- 3 To ensure that this system implements the recordkeeping requirements imposed by E.O. 12196 and the Occupational Safety and Health Act of 1970.

Section 4. Definitions:

4.01 Occasionally in the application of Maritime Administrative Orders and Department of Labor guidelines and forms, ambiguity arises as to which term among "accident", "injury", or "occupational illness" is most suitable. To alleviate this problem, the term "mishap" is introduced. Mishap, as defined below, has a broad meaning which encompasses accident, injury, or occupational illness. The term "mishap" may be used in lieu of others, but one of the more specific terms will usually be more applicable. Definitions are as follows:

- 1 MISHAP An unanticipated occurrence causing injury, occupational illness, death, or property damage/loss, or any combination of these.
- 2 ACCIDENT An unanticipated occurrence that results in injury to personnel, property damage/loss, or a combination of these occurrences.
- 3 MAJOR ACCIDENT An accident that results in death, inpatient hospitalization of five or more employees, or involving both federal and non-federal employees which results in a fatality or the inpatient hospitalization of five or more such employees, or the destruction or damage of \$100,000 or more to MARAD property.
- 4 INJURY A traumatic wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected, and is caused by a specific event or incident or series of events or incidents within a single day or work shift.

5 ILLNESS/  
DISEASE

A nontraumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of the work environment over a long period of time. For practical purposes, an occupational illness/disease is any reported condition which does not meet the definition of injury.

6 RECORDABLE  
OCCUPATIONAL  
INJURIES OR  
ILLNESSES

Any occupational injuries or illnesses which result in (1) occupational-related deaths regardless of the time between injury and death, or the length of the illness; (2) nonfatal occupational illness; or (3) nonfatal occupational injuries which involve one or more of the following: days away from work or days of restricted work activity; loss of consciousness; restriction of work or motion; transfer to another job; or medical treatment.

7 ESTABLISHMENT

A single physical location where business is conducted or where services or operations are performed. Typically, an "establishment" refers to a field activity, regional office, area office, installation or facility.

Section 5. Responsibilities:

5.1 The Associate Administrators and the Independent Office Directors, Washington, D.C., Superintendent, United States Merchant Marine Academy, Region Directors, and Reserve Fleet Superintendents shall ensure compliance with the provisions of this order within their establishments.

5.2 The Safety and Health Manager, Washington, D.C., Safety Officer, United States Merchant Marine Academy, Safety Officer, Eastern, Great Lakes, Central, and Western Region Offices, Reserve Fleet Safety Representatives, Beaumont, James River, and Suisun Bay Reserve Fleets shall be responsible for entering

mishap/accident report data, for their respective area, into the MARAD Safety Management Information System (SMIS) and shall ensure compliance with Subpart I, Recordkeeping and Reporting Requirements, of 29 CFR Part 1960 which in summary requires:

- 1 Maintaining a record or log of all recordable occupational injuries and illnesses at the respective MARAD establishments. Occupational Safety and Health Administration (OSHA) Form No. 200 or its equivalent is to be used for this purpose. The MARAD Occupational Safety and Health Management Information System (SMIS) is equivalent to the OSHA form because it can easily record and retrieve the information required on the form. The MARAD SMIS shall be used in lieu of the OSHA Form No. 200 to the extent practicable. See Appendix I, Basic Elements of SMIS Reporting, and Appendix II, Accident Reporting Procedures, of this Order, for details of essential information and/or data elements required for recordkeeping, reporting, and analysis.
- 2 Each safety official identified in 5.02 above shall complete annually OSHA Form 102F, Summary Report of Federal Occupational Injuries and Illnesses. The information for Form 102F is retrievable from the SMIS as a computer printout, but data will have to be transferred to Form 102F because OSHA requires a completed Form 102F.

Section 6. Revocation:

This order revokes section 8.04 of Maritime Administration Order 270-1, dated January 16, 1984.

  
EARNEST HAWKINS  
Associate Administrator  
for Administration

## Basic Elements of SMIS Reporting

1. PURPOSE

This appendix provides the minimum reporting requirements for the MARAD information system for occupational injuries and illnesses and property loss mishaps.

Section 2.4 of this appendix provides the schedule of reporting.

2. BASIC ELEMENTS OF SMIS REPORTING

The basic elements of SMIS reporting are further defined in MARAD's SMIS data dictionary.

2.1 Case Identifying Data. For each case, identifying data shall include:

- 2.1.1 Identifying number(s) or a alphanumeric(s) which will facilitate input and output to and from the TSC computer and serve as a reference index for correspondence or other records.
- 2.1.2 The employee's name, social security number, age, sex and grade and series.
- 2.1.3 The occupation and experience of the employee. For the occupation, enter the title of the job to which the employee was assigned at the time of injury or illness. If there is no formal job title, enter a brief description of the duties of the employee at the time. Experience in years at this same occupation to the nearest half of a year is required. Zero to three months is to be considered as zero experience, three months to nine months is 0.5 years, nine months to 15 months is 1.0 year, 15 months to 21 months is 1.5 years, 21 months to 27 months is 2 years, and so on.
- 2.1.4 The date and time of injury or date of illness. For occupational injuries enter the date and time of the work accident which resulted in injury. For occupational illnesses enter the date of initial diagnosis of the illness, or, if absence occurred before diagnosis, the first day of the absence in connection with which the case was diagnosed. In the case of only property loss, provide the date and time of the mishap.

- 2.1.5 Identification of the establishment where the employee is regularly employed and location of the mishap. Establishment is defined in section 4.01 7 of this order. The name and address of the establishment is required. Provide the location of the mishap in a brief narrative which identifies the workplace location, or property loss or damage location.
- 2.1.6 The name and title of the person initiating the report and the name and title of the person at the major reporting organization who enters the report via the computer terminal into the computer.
- 2.2 Description of Injury, Illness or Mishap. For each case descriptive information shall include:
- 2.2.1 For the benefit of MARAD information and to correspond with OSHA Form No. 200, a two digit injury or illness code and a brief description to identify the nature of the illness or injury. If applicable, indicate the parts of the body affected.
- 2.2.2 For use by MARAD, a full narrative description of the mishap which caused the illness(s), injury(s) and/or property loss. This narrative shall also provide information to identify the severity of the illness(s), injury(s) and/or a description of property loss. The cause of the mishap shall be provided. A description of the weather at the time of the mishap is required in order for it to be evaluated in terms of being a contributing factor.
- 2.3 Extent and Outcome of Cases. Usually only part of the information about a mishap is known shortly after the mishap. One of the advantages of the SMIS is the ability to easily change and update reports. Reporting and updating shall be according to section 2.4, Reporting Schedule, of this appendix. The following information shall be reported for subsections 2.3.1, 2.3.2 and 2.3.3 in a format which will enable the user to fill out OSHA Form 102F:

- 2.3.1 Fatalities. When the occupational injury or illness results in death, provide the date (month-day-year) of the death.
- 2.3.2 Lost Workday Cases. Lost workdays fall in two categories: (1) days away from work and (2) days of restricted activity. In both categories the day of the injury or illness onset should not be counted. Restricted activity days are those days the employee was assigned to another job on a temporary basis or worked at a permanent job less than full time, or worked at a permanently assigned job but could not perform all duties normally connected with it.
- 2.3.3 Nonfatal Cases Without Lost Workdays. This category is provided for cases which did not involve fatalities or lost workdays but is a recordable mishap because it did involve one or more of the following: medical treatment other than first aid, loss of consciousness, restriction of work or motion, transfer to another job or termination of employment. First aid cases are not to be reported.
- 2.3.4 Property Loss Cases. A reportable property loss mishap is any mishap in which Federal Government property is involved and/or a Federal employee is involved while on official Government business and where property damage (including both Federal and private) results in a total of \$500 or more. Section 2.2.2 of this appendix requires a description of each mishap. Section 2.3.4 is concerned with reporting the dollar cost of the loss and providing an annual summary report of such losses.
- 2.3.4.1 Property loss mishaps shall be categorized as follows:
- 2.3.4.1.1 Government Automobile Property Loss Mishap:  
Occurrence involving a car, bus, truck or motorcycle which is (a) owned, leased or rented by the Federal Government and (b) used for official Government business at the time of occurrence.

2.3.4.1.2 Private Automobile Property Loss Mishap: Occurrence involving a car, bus, truck or motorcycle which is (a) not owned by the Federal Government for travel and (b) used for official Government business at the time of occurrence.

NOTE: When a single occupational property loss mishap involves both a Government and private automobile, report it as one mishap under the category which reflects the responsibility for the occurrence.

2.3.4.1.3 Crane, Lift, Etc., Property Loss Mishap: Occurrence involving construction, warehouse, supply room or yard "Cranes, Lifts, etc." (as defined by the safety and health standards promulgated under section 6 of the Occupational Safety and Health Act of 1970) which is (a) operated by a Federal employee and (b) used for official Government business at the time of occurrence.

2.3.4.1.4 Marine Property Loss Mishap: Occurrence involving a waterborne craft (motorized, non-motorized, steam, sail, towed, etc.) which is capable of being used as a means of transportation on water, including special purpose floating structure not primarily designed for or used as a means of transportation on water.

- 2.3.4.1.5 Property Loss Mishap Other Than Vehicles: Occurrence involving Government and/or private material, equipment or machinery which is not classified as a vehicle. This includes accidental occurrences due to use or misuse of the material, equipment or machinery. Examples include: (a) dropping a typewriter which damages either the typewriter or the material that it drops on or hits; (b) accidental bursting of a pipe which damages the nearby supplies; and (c) falling material, equipment or machinery from a scaffold, shelf or top of building.
- 2.3.4.1.6 Fire: Occurrence involving accidental burning or smoldering. This also includes loss caused as a result of (a) by-products of such an occurrence (smoke, etc.) and (b) extinguishment or control of such an occurrence.
- 2.3.4.2 An annual summary report of property loss is required which shows the following:
- 2.3.4.2.1 Government Automobiles - total number of miles agency owned, leased or rented vehicles were driven for this reporting period.
- 2.3.4.2.2 Private Automobiles - total miles an agency reimbursed its employees for authorized travel for this reporting period.

- 2.3.4.2.3 Total Hours Operated -  
total (approximate if exact records are not available) number of hours the agency vehicles, other than automobiles, were operated for this reporting period.
- 2.3.4.2.4 A summary of the costs of the repair and/or replacement of property (dollar amount) regardless of what property (Government and/or private) which was damaged as a result of the loss mishap. The cost shall be associated with the above categories, i.e., so much for crane, lift, etc. Property Loss Mishap, so much for Marine Property Loss Mishaps and etc.
- 2.3.4.2.5 A summary of the costs of repair and/or replacement of property (dollar amount) regardless of what property (Government and/or private) which was damaged as a result of the occupational property damage incident reported for Code 8.0 of the OSHA No. 102FF shall be entered on the line designated by Code 10.0 of the OSHA No. 102FF. Add the costs associated with each occurrence, and enter the total of this addition under the appropriate category.
- 2.3.4.2.6 A summary of tort claims (dollar amount) which results from the property loss mishaps other than breach of contract. Report only those tort claims paid out for the reporting period, regardless of when the incident occurred.

## 2.4 Reporting Schedule

- 2.4.1 Recordable Occupational Injury, Illness or Mishap. Within six working days of the injury, onset of an illness or mishap, the information required in sections 2.1 and 2.2 of this appendix shall be entered into and accessible from the SMIS computer system. By February 15 of each year an OSHA Form 102F, Summary Report of Federal Occupational Injuries and Illnesses, and OSHA Form 102FF, Summary Report of Federal Occupational Property Damage Incidents, for the previous year, shall be submitted by each MARAD Safety Official identified in section 5.2 of this order to the Safety and Health Manager, Washington, D.C.
- 2.4.2 Major Accident. All major accidents shall be reported by telephone or telex to the Safety and Health Manager, Washington, D.C. within 48 hours after the occurrence. The information required in sections 2.1 and 2.2 of this appendix which can be accurately ascertained shall be included in the first report. As a minimum, provide: name(s) of the fatalities and/or of those inpatient hospitalization; a brief description of the mishap including those events that are known to have led to the mishap, a rough estimate of property loss value; date, time and location. Subsequent deaths and updates of loss estimates shall be reported within 48 hours of their occurrence or availability.
- 2.4.3 Major Accident Investigation Report. The SMIS major accident report is not in lieu of the major accident investigation report required in Appendix II, 4(d), to this order. It is the responsibility of the appropriate safety officer/representative to coordinate the information of those two reports and update the SMIS report to agree with the accident investigation report. The SMIS report shall be updated within two weeks of the submittal of the investigative report.

ACCIDENT REPORTING JRES

APPENDIX II

TYPE OF ACCIDENT REPORT	FORMS	PREPARED BY	WHEN	NO. OF COPIES	ROUTING	REMARKS
1) <u>EMPLOYEE INJURY OR ILLNESS</u>	MA-928 - Occupational Accident Reporting Format Part 1 and 2	Supervisor	Within 48 Hours after accident or illness.	Original	After review by the supervisor, the MA-928 is forwarded within 6 working days after the occurrence of the injury/illness to the appropriate Safety Official:  <u>Region Offices:</u> Region Safety Officer  <u>Reserve Fleets:</u> Fleet Safety Representative  <u>U.S. Merchant Marine Academy:</u> Academy Safety Officer  <u>Washington, D.C. (Headquarters)</u> Safety and Health Manager MAR-310.2	Complete information concerning the accident must be obtained as the basis for completing the Form MA-928 report in accordance with the SMIS Data Dictionary.  Narrative, cause of accident, and corrective action taken should cover all relevant information pertaining to the injury or illness.  Initial Form MA-928 should not be delayed if complete information is not available. Report can be updated as information becomes available.
2) <u>GOVERNMENT PROPERTY DAMAGE</u> (Including Marine Craft, excluding Motor Vehicles).	MA-928 - Occupational Accident Reporting Format Part 1 and 3	Supervisor or Investigating Officer if one is appointed.	Within 48 Hours after accident.	Original	Same as report # (1)	Complete information pertaining to the property damage must be submitted in accordance with the MARAD SMIS Data Dictionary.
3) <u>CHANGE IN INFORMATION OR STATUS</u> (Personal injury, illness, or property damage.)	SMIS Change Notice	Supervisor or Investigating Officer if one is appointed.	As soon as information is known.	Original	Same as report # (1)	Any changes in information previously reported or new data pertaining to the injury, illness and property damage not reported on initial report.

TYPE OF ACCIDENT REPORT	FORMS	PREPARED BY	WHEN	NO. OF COPIES	ROUTING	REMARKS
<p><b>MAJOR ACCIDENT:</b> Any occupational accident which results in the inpatient hospitalization of 5 or more employees or is fatal to 1 or more employees; any occupational accident involving both Federal and non-Federal employees which results in a fatality or the inpatient hospitalization of 5 or more such employees; or the destruction of \$100,000 or more of MARAD property.</p>	<p>(a) Telephone (FTS 366-2622) or Telex (202) 554-2054</p> <p>(b) Memorandum</p> <p>(c) MA-928, as required, in report # (1) and/or # (2) of this Appendix.</p>	<p>Supervisor (with jurisdiction over the area/employees where the mishap/accident occurred).</p> <p>Same as above.</p> <p>Same as report # (1) and/or # (2) of this appendix.</p>	<p>Immediately after the mishap/accident but not to exceed 48 hours thereafter.</p> <p>Same as above.</p> <p>Same as report # (1) and/or # (2) of this appendix.</p>	<p>Original and one copy.</p> <p>Same as report # (1) and/or # (2) of this appendix.</p>	<p>Safety and Health Manager, Washington, D.C.</p> <p><u>Original:</u> Office of Chief Counsel Washington, D.C. MAR-220</p> <p><u>Copy:</u> Safety and Health Manager, Washington, D.C. MAR-310,2</p> <p>Same as report # (1) and/or # (2) of this appendix.</p>	<p>Minimum information transmitted shall contain:</p> <ol style="list-style-type: none"> <li>(1) Name(s) of the fatalities and/or those hospitalized and extent of injuries;</li> <li>(2) A brief description of the accident including those events that are known to have led to the accident;</li> <li>(3) Date, time, location of the accident;</li> <li>(4) Rough estimate of property damage loss;</li> <li>(5) Any other information pertaining to the accident.</li> </ol>

TYPE OF ACCIDENT REPORT	FORMS	PREPARED BY	WHEN	NO. OF COPIES	ROUTING	REMARKS
	(d) <u>INVESTIGATIVE REPORT</u> (Memorandum)	Supervisor, Investigating Officer if one is appointed, or committee convened by responsible office.  (As required, Associate Administrator, Independent Office Directors, Region Directors, the Superintendent, USMMA, or Fleet Superintendents may designate investigators to conduct the investigation and prepare the report.)	As soon as results of investigation received; within 40 working days of the date of occurrence of the mishap.	Original  2	(1) Office of Chief Counsel - MAR-220  (2) Safety and Health Manager MAR-310.2 who will forward a copy to the Departmental Safety Official.	Report shall be in memorandum form:  (1) Same as report # (4) remarks. (2) Activity or operation on which accident occurred. (3) Description of accident and all related data. (4) Protection, control, and rescue activities. (5) Cause(s) of accident. (6) Remedial action recommended. (7) Consequences, (a) injury; (b) property damage (8) Interviews of employees and witnesses. (9) Photographs. (10) Measurements and other pertinent factual information. (11) Remarks and certification of investigating body. (12) Action statement and certification by responsible official. (13) Exhibits.

OF ACCIDENT REPORT	FORMS	PREPARED BY	WHEN	NO. OF COPIES	ROUTING	REMARKS
<u>MOTOR VEHICLE</u>	<p>(a) Standard Form 91 - Operator's Report of Motor Vehicle Accident</p> <p>(b) Standard Form 94 - Statement of Witness</p> <p>(c) MA-928 - Occupational Accident Reporting Format (Property Damage) (Employee Injury)</p>	<p>Operator of Motor Vehicle</p> <p>Witnesses</p> <p>Supervisor or Investigating Officer if one is appointed.</p>	<p>Immediately, after the accident, at the scene, insofar as possible.</p> <p>Immediately, after accident, at the scene.</p> <p>Within 48 Hours after accident.</p>	<p>Original and 2 copies.</p> <p>Same as 5a.</p> <p>Original</p>	<p><u>Regions, Reserve Fleets and Academy;</u> After review, original shall be forwarded to Office of Chief Counsel, MAR-220; copy to Safety and Health Manager, MAR-310.2 and Chief, Division of Supply Operations, MAR-313 <u>Washington, D.C.</u></p> <p>Same as above.</p> <p>Same as 5a.</p> <p>Same as report # (1).</p>	<p>SF-91 must be carried in each vehicle and must be prepared in entirety regardless of extent of injury or damage; form must always be signed by operator (or by his supervisor if operator is incapacitated).</p> <p>SF-94 must be carried in each vehicle. Driver should have witnesses fill out form and sign; otherwise name and addresses of witnesses must be obtained.</p> <p>Separate MA-928's for each federal employee injured, with Parts 1 and 2 completed in accordance with the SMIS Data Dictionary.</p>

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