

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version No.: 001

Date: **DEC 21 2015**

SUBJECT: Administrative
Part 485: Safety and Occupational Health Program
Chapter 8: Accident/Incident Investigations, Records, and Reports

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter provides policy and responsibilities for reporting and investigating accidents/incidents which affect the operations of the Bureau of Ocean Energy Management (BOEM). This chapter replaces MMSM 485.8 Accident/Incident Investigations, Records, and Reports, dated October 27, 2008.



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Deputy Director

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OPR: BSEE Management Support Division (MSD), Office of Administration

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Bureau of Ocean Energy Management Manual

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Series: Administrative

Part 485: Safety and Occupational Health Program

Chapter 8: Accident/Incident Investigations, Records and Reports

Originating Office: Bureau of Safety and Environmental (BSEE) Management Support Division (MSD), Office of Administration

1. **Purpose.** This chapter provides policy and responsibilities for reporting and investigating accidents/incidents that affect the operations of the Bureau of Ocean Energy Management (BOEM).

2. Authority.

A. 29 CFR 1960, Subpart I, Recordkeeping and Reporting Requirements.

B. 485 DM 7 Incident/Accident Reporting/Serious Accident Investigation.

C. 352 DM 3 Aircraft Mishap Notification, Investigation, and Reporting.

3. **Policy.** BSEE is responsible for some of the administrative activities for BOEM under a reimbursable agreement. As part of this agreement, BSEE conducts safety and occupational health investigations, and maintains records to ascertain the causes of personal injury, occupational illness, and property loss.

4. Definitions.

A. **Accident.** An accident is defined as an unplanned or unintended event that results in personal injury, occupational illness, or property damage. An accident is classified as serious when involving a death and/or three or more employees are hospitalized and/or property loss in excess of \$250,000.

B. **Incident.** An incident is an unplanned or unintended event that does not result in personal injury, occupational illness, or property damage. These events are commonly referred to as “near misses.”

5. **Responsibilities.** Employees, volunteers, and/or contractors will immediately report all accidents/incidents to their supervisor. Supervisors will investigate and record all accidents/incidents that occur within their respective jurisdictions within 5 working days. The BSEE Bureau Safety Manager (BSM) will develop and implement an internal accident/incident investigation and review system.

6. Report of Accident/Incident. Once notified of an accident/incident, the supervisor must record the event using the online Safety Management Information System (SMIS) found at <http://www.smis.doi.gov>. The supervisor must investigate the event and document possible causes and identify corrective actions. If it is a serious accident, supervisors must immediately notify the local safety officer/representative and the highest ranking official onsite (e.g., Regional Director, Program Manager) prior to recording information in SMIS. Serious accidents will be investigated by a special team designated by the Designated Agency Safety and Health Official in accordance with 485 DM 7.

7. Special Accident Reports. In addition to Departmental accident/incident reporting requirements, special reports are required for events involving aircraft, boats, vessels, or motor vehicles (see 485 DM 7.G).