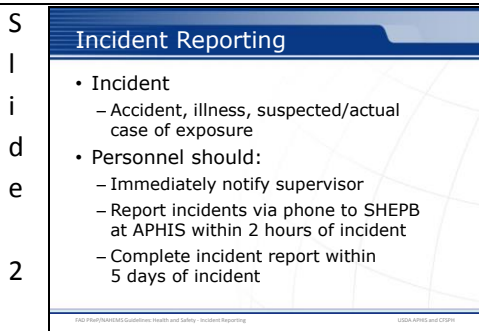
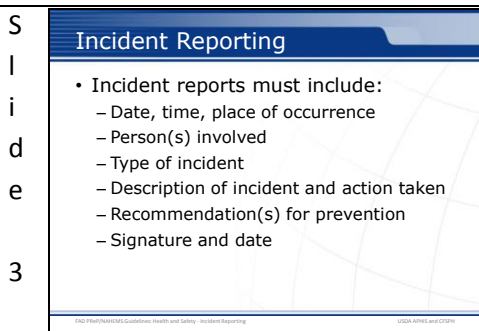




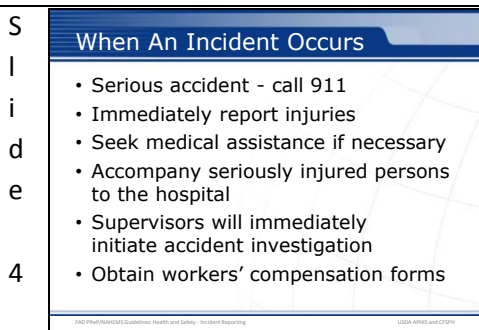
During an animal health emergency response, ensuring the health and safety of responders will be essential. Specific hazards encountered during a response may vary depending on the situation. Increasing your awareness of the potential hazards and procedures for reporting unsafe working conditions will better prepare you to ensure the health and safety of yourself and other responders during the response event. This presentation will review incident reporting of health and safety issues during an animal health emergency. [This information was derived from the Foreign Animal Disease Preparedness and Response (FAD PReP)/National Animal Health Emergency Management System (NAHEMS) Guidelines: Health and Safety (2011)].



A health and safety incident is an accident, illness or suspected or actual case of exposure to a hazardous material, including pathogens. Personnel should immediately notify their supervisor of any health and safety incidents occurring while on official duty and/or on government property. Personnel will need to complete appropriate forms and comply with the instructions when submitting forms and/or medical information. Report incidents via telephone to Safety, Health and Environmental Protection Branch (SHEPB) personnel at APHIS as soon as possible, but no later than two hours after the occurrence. Written incident reports must be made within five days of occurrence. Recommended hazard control measures will be discussed with the Incident Commander, who must approve of the control measure before it is implemented.



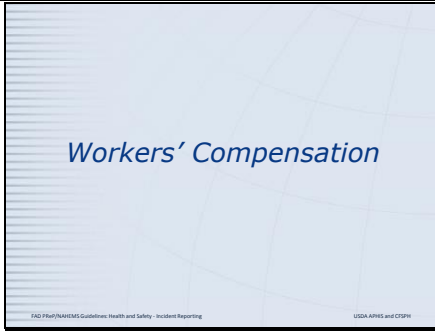
Incident reports must include the date, time, and place of occurrence; person(s) involved; type of incident; description of the incident and action taken; and recommendation(s) for prevention of a similar occurrence. The completed report must be signed and dated. The Safety Officer will also sign and date the report upon receipt. All incident reports and follow-up action on the incidents will be kept on file by the SHEPB department.



When an injury occurs, follow these steps to ensure that injuries/accidents are reported correctly.

1. For any serious accident or emergency, call 911.
2. Immediately report all accidents or injuries to your supervisor and the Safety Officer.
3. Seek medical assistance, if necessary.
4. In case of a serious injury, response personnel should be accompanied to the hospital by another response team member.
5. Following an accident or injury, supervisors will immediately initiate an investigation and develop recommendations for remediation. Supervisors should consult with the Incident Commander as appropriate.
6. Federal response personnel can obtain Workers' Compensation Forms from the Finance Unit. Temporary employees should see their employment agency representative for State Workers' Compensation Forms.

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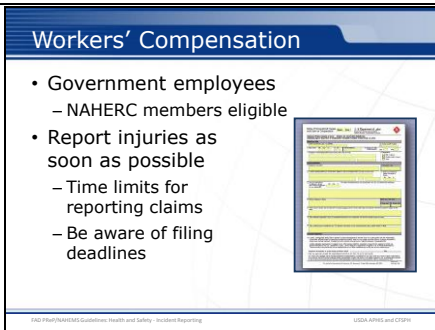


Workers' Compensation

FAD PReP/NAHEMS Guidelines: Health and Safety - Incident Reporting USDA APHIS and CSFIS


Recognizing and reporting safety issues, unsafe conditions and injuries is the responsibility of all responders on-site and should be relayed immediately to your supervisor.

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Workers' Compensation

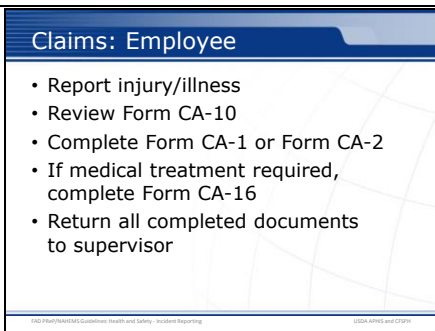
- Government employees
 - NAHERC members eligible
- Report injuries as soon as possible
 - Time limits for reporting claims
 - Be aware of filing deadlines



FAD PReP/NAHEMS Guidelines: Health and Safety - Incident Reporting USDA APHIS and CSFIS

Workers' Compensation is available for government employees injured while working. NAHERC members activated for an emergency response are considered federal employees and are eligible for federal workers' compensation coverage. It is important to report all injuries as soon as possible and complete all paperwork in a timely manner. There are time limits in place for reporting claims. Consult with a workers' compensation specialist to make sure you are aware of any filing deadlines. *[This illustration shows a Form CA-2, an example of a form that should be completed in order to receive workers' compensation. Illustration by: Katlyn Harvey, Iowa State University]*

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Claims: Employee

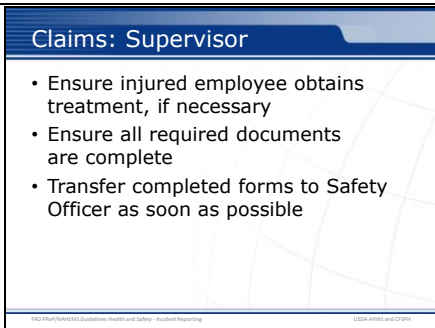
- Report injury/illness
- Review Form CA-10
- Complete Form CA-1 or Form CA-2
- If medical treatment required, complete Form CA-16
- Return all completed documents to supervisor

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The following are employee responsibilities when filing a workers' compensation claim:

- Report injury/illness to supervisor
- Review Form CA-10 (What to do When Injured)
- Complete Form CA-1 (Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or Form CA-2 (Notice of Occupational Disease and Claim for Compensation) as appropriate
- If medical treatment is required complete Form CA-16 (Authorization for Examination and/or Treatment)
- Return all completed documents (Forms CA-1/CA-2 and medical documentation) to supervisor

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Claims: Supervisor

- Ensure injured employee obtains treatment, if necessary
- Ensure all required documents are complete
- Transfer completed forms to Safety Officer as soon as possible

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The following are supervisor responsibilities when responding to a workers' compensation claim:

- Ensure employee obtains treatment, if necessary; and
- Ensure all required documents are completed, including employee and supervisor signatures, and transferred to the Safety Officer as soon as possible.

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Claims: Safety Officer

- Maintain required forms
- Review documents for completeness
- Update all required OSHA forms
- Transfer all OWCP forms and medical documentation to Finance Officer as soon as possible

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The following are Safety Officer responsibilities when responding to a workers' compensation claim:

- Maintain required forms;
- Review documents for completeness;
- Update all required OSHA forms and reports; and
- Transfer ALL Office of Workers' Compensation Programs (OWCP) forms and medical documentation to the Finance Officer, as soon as possible.

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Claims: Finance Officer

- ALL OWCP documents and medical documentation
- Scan and email to:
 - denise.y.patterson@aphis.usda.gov
- Send hard copies via Fed-Ex to:
 - USDA APHIS WC Program
4700 River Road,
Unit 124, 2A-02.46
Riverdale, MD 20737

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The following are Finance Officer responsibilities when responding to a workers' compensation claim:

- Scan all OWCP (CA-1, CA-16) documents and medical documentation and e-mail to denise.y.patterson@aphis.usda.gov, as soon as possible; and
- Fed-Ex all OWCP documents and medical documentation to:
USDA APHIS WC Program
4700 River Road,
Unit 124, 2A-02.46
Riverdale, MD 20737

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Claims: Program Manager

- Sends OWCP forms to the appropriate OWCP District Office
 - Copies sent to employee's duty station
- Sends First Aid forms to employee's official duty station
- Maintains database of all injuries/accidents
- Provide bi-weekly statistical reports to Safety Officer

FAD PReP/NAHEMS Guidelines: Health and Safety - Incident Reporting USDA APHIS and CSIS

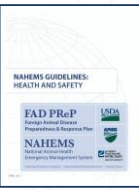
The following are Workers' Compensation Program Manager responsibilities when responding to a workers' compensation claim:

- Send all OWCP forms indicating treatment or lost time to the appropriate OWCP District Office. Copies of forms will be sent to the employee's official duty station office/regional office;
- Send First Aid forms to the employee's official duty station; and
- Maintain a database of all injuries/accidents from the ICS (based on the submitted CA-1/CA-2's) and provides bi-weekly statistical reports to the Safety Officer.

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For More Information

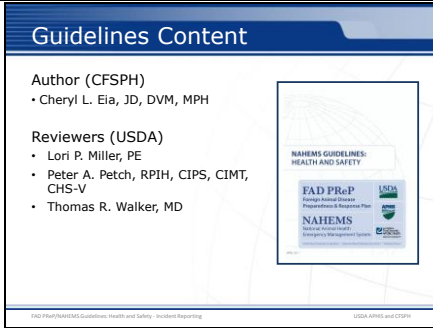
- FAD PReP/NAHEMS Guidelines & SOP: Health & Safety (2011)
 - http://www.aphis.usda.gov/animal_health/emergency_management/
- Health and Safety web-based training module
 - <http://naherc.sws.iastate.edu/>



FAD PReP/NAHEMS Guidelines: Health and Safety - Incident Reporting USDA APHIS and CSIS

More details can be obtained from the sources listed on the slide, available on the USDA website (http://www.aphis.usda.gov/animal_health/emergency_management/) and the NAHERC Training Site (<http://naherc.sws.iastate.edu/>).


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Guidelines Content

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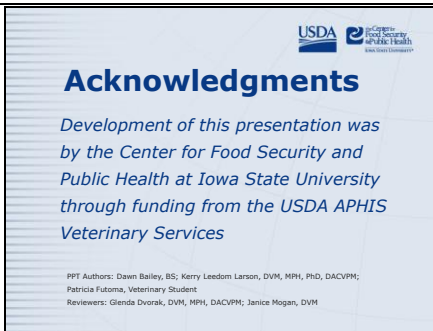
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• Thomas R. Walker, MD



FAD PReP/NAHEMS Guidelines: Health and Safety - Incident Reporting

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