

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

TRANSMITTAL SHEET

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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

FILING INSTRUCTIONS:

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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).