

- e. *Damage to Postal Service property or to property of customers or the general public, regardless of whether an injury was involved.*
- f. *Fire damage to Postal Service property.*

821.13 **Reporting Using EHS**

821.131 **Completing the Accident Report in EHS**

The manager or supervisor of the employee or operation reports all accidents and occupational injuries and illnesses in EHS within 24 hours.

Managers and supervisors of the employee or operation are responsible for quickly and accurately investigating all accidents and occupational injuries and illnesses to determine root causes, and they are responsible for completing the accident report in EHS.

821.132 **Reviewing the Accident Report**

Review is conducted as follows:

- a. *The supervisor's immediate manager* must review each PS Form 1769/301, *Accident Report*, for accuracy and its application (including OSHA recording status), and follow up to ensure that action is taken to prevent similar occurrences.
- b. The *installation head* (or designee) must review the report to see if positive action has been taken or is planned.
- c. *Servicing safety personnel* must ensure that accident causes are identified, that the action taken is appropriate, and complete the necessary actions in the back end of EHS.

821.133 **Making Corrections to the Accident Report**

Correct erroneously recorded data by submitting a new, correct version of the accident report into EHS.

The District Safety must be contacted if corrections to an accident report are necessary.

821.14 **Maintaining Logs and Summaries**

821.141 **OSHA 300, Log of Work-Related Injuries and Illnesses**

In accordance with 29 CFR 1904, each facility must maintain an OSHA 300 log by calendar year that lists all OSHA-recordable occupational injuries and illnesses. All such injuries and illnesses must be recorded and maintained in the Employee Health and Safety (EHS) system for inclusion on the automated OSHA 300 log.

821.142 **OSHA 300A, Summary of Work-Related Injuries and Illnesses**

Print a copy of the OSHA Form 300A from EHS, and post it for the period of February 1 through April 30 each year in a conspicuous place at every establishment where employees work or report to work.

821.143 **OSHA 301, Injury and Illness Incident Report**

OSHA Form 301 must be filled out for each OSHA-recordable, work-related illness or injury within 7 days of notification (see [821.122](#)). PS Form 1769/301, generated by EHS, is equivalent to OSHA Form 301.