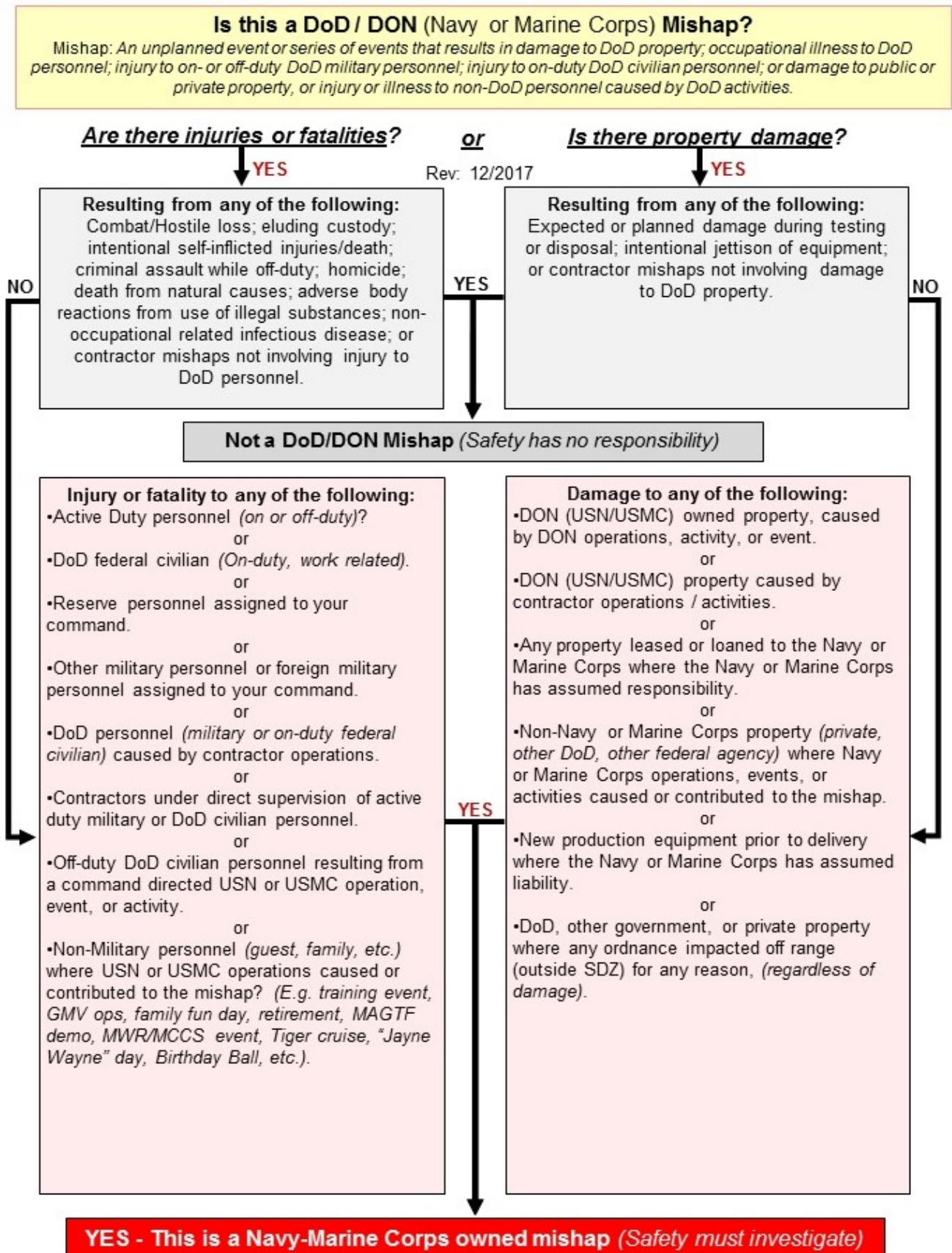


DoD & Department of the Navy Mishap Reporting Matrix

STEP 1: Determine if the incident is a mishap or non-mishap IAW DOD 6055.07 and OPNAVINST 5102.1/MCO P5102.1 series.



DoD & Department of the Navy Mishap Reporting Matrix

STEP 2: Determine if the mishap requires investigation and SIREP in the WESS by safety.

The following mishaps require a safety investigation & reporting to the DON and/or OSHA (Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)		
Active Duty	DON reportable	OSHA reportable
On- or Off-duty mishap where injuries result in a fatality (<i>immediate or within months following the mishap</i>), a Permanent Total Disability (PTD) or Permanent Partial Disability (PPD)	YES	n/a
On- or Off-duty mishap where injuries cause one or more days away from work beyond the day of the injury. (<i>includes: SIQ, hospitalization as an inpatient, or convalescent leave</i>)	YES	n/a
On- or Off-duty mishap where injuries result in Light Duty or Limited Duty. (<i>I.e. Injuries incurred during physical training, work, field training, recreational activities, etc.</i>)	YES	n/a
On- or Off-duty mishap where injuries result in medical treatment beyond first aid. (<i>The injury may not have resulted in light-duty, limited-duty, SIQ, etc., but received medical treatment</i>)	YES	n/a
On- or Off-duty mishaps where alcohol was a contributing factor. (<i>E.g. motor vehicle crash, alcohol overdose, recreational mishaps, etc., regardless of age or potential disciplinary actions.</i>)	YES	n/a
On-duty mishap resulting in a loss of consciousness. (<i>E.g. resulting from a training event, physical screening event, diving, confined space activity, etc.</i>)	YES	n/a
On-duty heat stress or cold injury requiring medical treatment above first-aid. (<i>includes hyperthermia causing heat exhaustion or heat stroke; hypothermia or frost bite</i>)	YES	n/a
On-duty diving mishaps (<i>hyperbaric treatment for <u>any reason</u>, CNS involvement, O2 toxicity, pulmonary over inflation syndrome, etc.</i>)	YES	n/a
On-duty formal school training related mishaps. (<i>Includes loss of one training day or rollback in training or disenrollment during High Risk or Medium Risk Training, etc.</i>)	YES	n/a
On-duty injury or fatality from a violent act while performing official duties. (<i>E.g. assaulted while standing duty, conducting an inspection, on shore patrol, security, etc.</i>)	YES	n/a
All live fire training mishaps with any degree of injury caused by impact from ammunition. (<i>I.e. ricochets, negligent discharge, direct impact, etc.</i>)	YES	n/a
All explosive related mishaps resulting from military operations, activity or evolution. (<i>i.e. "cook-off", ordnance impacting outside SDZ, unexploded ordnance, etc.</i>)	YES	n/a
All ordnance impacting off range during training. (<i>I.e. outside SDZ</i>)	YES	n/a
All GMV & GVO mishaps (collision, rollover, etc.) causing \$5,000 or more in damage. (<i>Includes cost to DOD and/or non-DoD property when the operator of the GMV or GVO is a cause.</i>)	YES	n/a
All Helicopter Rope Suspension Technique (HRST), air-cargo drop and/or parachuting regardless of damage or injury status.	YES	n/a
Medically diagnosed occupational-related illness or injury. (<i>E.g. respiratory, blood, or skin disease, ergonomics related cumulative trauma or musculoskeletal disease, etc.</i>)	YES	n/a
Work related Significant Threshold Shift (STS) or Permanent Threshold Shift (PTS). (<i>See MCO 6260.3A, OPNAVINST 5100.19E, OPNAVINST 5100.23G & NMCPHC-TM 6260.51.99-2</i>)	YES	n/a
Work related needle stick or cut from sharp object that is contaminated with the blood or potentially infectious material.	YES	n/a
Occupationally related Tuberculosis (Tb) infection. (<i>Verified by a positive TST</i>)	YES	n/a
Any member medically removed under medical surveillance requirements of an OSH health standard by a competent medical authority. (e.g. chemical exposure) (See DoD 6055.05-M)	YES	n/a
Ship grounding, collision, or flooding and fires afloat (<i>except small trash can fires</i>)	YES	n/a
Any of the above that occurs in the combat zone and is not the result of direct enemy action.	YES	n/a

DoD & Department of the Navy Mishap Reporting Matrix

NOTE: Reporting all OSHA required occupational related “recordable” mishaps to NAVSAFECEN via the current authoritative mishap data collection system (i.e. the WESS) satisfies the OSHA requirement to maintain the OSHA 300 log. The WESS also generates the OSHA 300A log for commands to post IAW U.S. Department of Labor regulations.

The following mishaps require a safety investigation & reporting to the DON and/or OSHA <i>(Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)</i>		
Federal Civilian Employees (Includes NAF, GS, etc.)	DON Reportable	OSHA Reportable
On-duty , occupational related mishap where injuries result in a <u>fatality or permanent total disability</u> (PTD).	YES	YES (w/in 8 hrs.)
On-duty , occupational related mishap resulting in in-patient hospitalization of <u>one or more</u> personnel.	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in an <u>amputation</u> of a body part. (OSHA does require bone loss as part of the amputation)	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in a <u>loss of an eye</u> .	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in one or more <u>days away from work</u> beyond the day or shift of the injury. (I.e. any leave associated with the mishap such as sick leave, convalescent leave, etc.)	YES	If it meets one of the above four criteria
On-duty , occupational related mishap resulting in <u>restricted work</u> or <u>transfer</u> to another job.	YES	If it meets one of the above four criteria
On-duty , occupational related mishap resulting in medical treatment beyond first aid. (E.g. heat injuries, lacerations, sprains, strains, blunt force trauma, etc.)	YES	If it meets one of the above four criteria
On-duty mishap resulting in a loss of consciousness. (E.g. resulting from a training event, physical screening event, diving, confined space activity, etc.)	YES	If it meets one of the above four criteria
On-duty heat stress or cold injury requiring medical treatment above first-aid. (includes heat exhaustion, heat stroke, hypothermia or frost bite)	YES	If it meets one of the above four criteria
On-duty diving mishaps (CNS involvement, O2 toxicity, hyperbaric treatment, pulmonary over inflation syndrome, etc.)	YES	If it meets one of the above four criteria
On-duty injury or fatality from a violent act while performing official duties. (E.g. assaulted as a member of Law enforcement, EMS, Firefighter, etc.)	YES	If it meets one of the above four criteria
All live fire training mishaps with any degree of injury caused by impact from ammunition. (I.e. ricochets, negligent discharge, direct impact, etc.)	YES	If it meets one of the above four criteria
All explosive related mishaps resulting from military operations, activity or evolution. (I.e. ordnance impacting outside SDZ, unexploded ordnance, “cook-off”, etc.)	YES	If it meets one of the above four criteria
On-duty GMV & GVO mishaps (collision, rollover, etc.) causing \$5,000 or more in damage. (Includes cost to DOD and/or non-DoD property when the operator of the GMV/GVO is a cause.)	YES	If it meets one of the above four criteria
Medically diagnosed occupational-related illness or injury. (E.g. respiratory, blood, or skin disease, ergonomics related cumulative trauma or musculoskeletal disease, etc.)	YES	If it meets one of the above four criteria
Work related Significant Threshold Shift (STS) or Permanent Threshold Shift (PTS). (See MCO 6260.3A, OPNAVINST 5100.19E, OPNAVINST 5100.23G & NMCPHC-TM 6260.51.99-2)	YES	n/a
Occupational related needle stick or cut from sharp object that is contaminated with blood or potentially infectious material.	YES	n/a
Occupational related Tuberculosis (Tb) infection. (Verified by a positive TST).	YES	If it meets one of the above four criteria
Any member medically removed under medical surveillance requirements of an OSH health standard by a competent medical authority. (e.g. chemical exposure) (See DoD 6055.05-M)	YES	If it meets one of the above four criteria

DoD & Department of the Navy Mishap Reporting Matrix

The following mishaps require a safety investigation & reporting to the DON and/or OSHA <i>(Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)</i>		
Family members, guests, off-duty federal civilian employees, other civilians	DON Reportable	OSHA Reportable
Any injury or death of a civilian guest, patron or military family member as the result of a DoD operation, activity or evolution. <i>(Any activity where the host commander has responsibility to assess, eliminate or mitigate hazards associated with the activity.)</i> <i>(Examples include: family fun day, "in their boots/Jane Wayne day", retirement ceremony, tent sale, military ball, static display, demonstration of operational capability, Tiger cruise, MWR / MCCS event, etc.)</i>	YES	n/a
Property Damage	DON Reportable	OSHA Reportable
Any damage to DoD and/or Non-DoD property (private property) as the result of an official military operation, activity or evolution. <i>(E.g. GMV/GVO crash, explosives event, maritime or amphibious operations, training, fire, flooding, collisions, MWR event, etc.)</i>	YES	n/a
Contractors / Contracted Employees	DON Reportable	OSHA Reportable
On-duty contractor <u>fatality or permanent total disability (PTD)</u> where the contractor is under <u>direct supervision</u> of Department of the Navy (DON) military or federal civilian personnel.	YES	Call NAVSAFECE N
On-duty contractor <u>work-related injuries</u> where the contractor is under <u>direct supervision</u> of Department of the Navy (DON) military or federal civilian personnel.	YES	Call NAVSAFECE N
Fatality or PTD to any on-duty DoD civilian personnel <u>caused by</u> contractor operations, or activities.	YES	Call NAVSAFECE N
Fatality or PTD to on- or off-duty military personnel <u>caused by</u> contractor operations, or activities.	YES	Call NAVSAFECE N
Damage to DoD property <u>caused by</u> contractor operations, or activities.	YES	n/a
Any injury or death of a contractor <u>caused by</u> or <u>as the result of</u> a DoD operation, activity or evolution.	YES	Call NAVSAFECE N
Injury or death to an on-duty contractor where the contractor is <u>not</u> under the direct supervision of DoD/DON personnel and results <u>solely from</u> contractor operations. DoN has no direct means to correct, control, eliminate or prevent recurrence of similar incidents.	NO	Only for the contractor
Injury or death of an Off-Duty contractor not related to military operations, activities, or evolutions. DoN has no direct means to correct, control, eliminate or prevent recurrence of similar incidents.	NO	n/a

DoD & Department of the Navy Mishap Reporting Matrix

STEP 3: Determine mishap classification IAW DoDI 6055.07 & OPNAVINST/MCO P5102.1B.

Mishap Class	Property Damage	Severity of Injury or Illness
A	\$2,000,000 or greater	<p>Fatality (<i>immediately or months after the mishap</i>)</p> <p>or</p> <p>Injury or occupational related illness causing Permanent Total Disability (PTD)</p> <p><i>PTD: Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. Also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:</i></p> <ul style="list-style-type: none"> ➤ Both hands ➤ Both feet ➤ Both eyes ➤ A combination of any two of these body parts.
B	\$500,000 to \$1,999,999	<p>Hospitalization of 3 or more personnel in same mishap</p> <p>or</p> <p>An injury or occupational related illness resulting in a Permanent Partial Disability (PPD)</p> <p><i>PPD: An injury or occupational illness that results in permanent impairment or loss of any part of the body such as, but limited to:</i></p> <ul style="list-style-type: none"> ➤ <i>loss of the great toe or thumb, (or any amputation with bone loss)</i> ➤ <i>non-repairable inguinal hernia,</i> ➤ <i>traumatic acute hearing loss of 10 dB or greater documented by medical authority.</i> <p>Exceptions include the following:</p> <ul style="list-style-type: none"> ➤ <i>loss of teeth.</i> ➤ <i>loss of tips of fingers/toes <u>without</u> bone loss.</i> ➤ <i>repairable hernia.</i> ➤ <i>disfigurement.</i> ➤ <i>sprains or strains that do not cause permanent limitation of motion.</i>
C	\$50,000 to \$499,999	<p><u>DoD civilians & military</u>: An occupational related illness or injury causing one or more days away from work beyond the day or shift on which the injury occurred or the illness was diagnosed.</p> <p><u>Military only</u>: An on-or off-duty injury causing a minimum of one (1) lost workday beyond the day of the injury (<i>weekends included</i>).</p> <p>Lost workdays include;</p> <ul style="list-style-type: none"> ➤ <i>SIQ for 24 hours or more</i> ➤ <i>Hospitalization as an inpatient, beyond the day of mishap.</i> ➤ <i>Mishap related convalescent leave. (or any leave in association with the mishap)</i>
D	\$20,000 to \$49,999	<p><u>Military</u>: An injury or illness resulting in light duty or limited duty</p> <p><u>DoD Civilians</u>: An injury or illness resulting in restricted work, transfer to another job</p> <p>Also includes:</p> <ul style="list-style-type: none"> ➤ medical treatment greater than first aid, ➤ needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, ➤ medical removal under medical surveillance requirements of an OSHA standard, ➤ occupational hearing loss resulting in a Significant Threshold Shift (STS), ➤ A work-related tuberculosis case.
Other reportable		<ul style="list-style-type: none"> - \$5,000 to \$19,999 in GMV/GVO damage (Includes collateral damage costs to other property) - Any on- duty mishap resulting in a loss of consciousness. - Any Near Miss related to a hazard with equipment hazard or a process requires a HAZREP

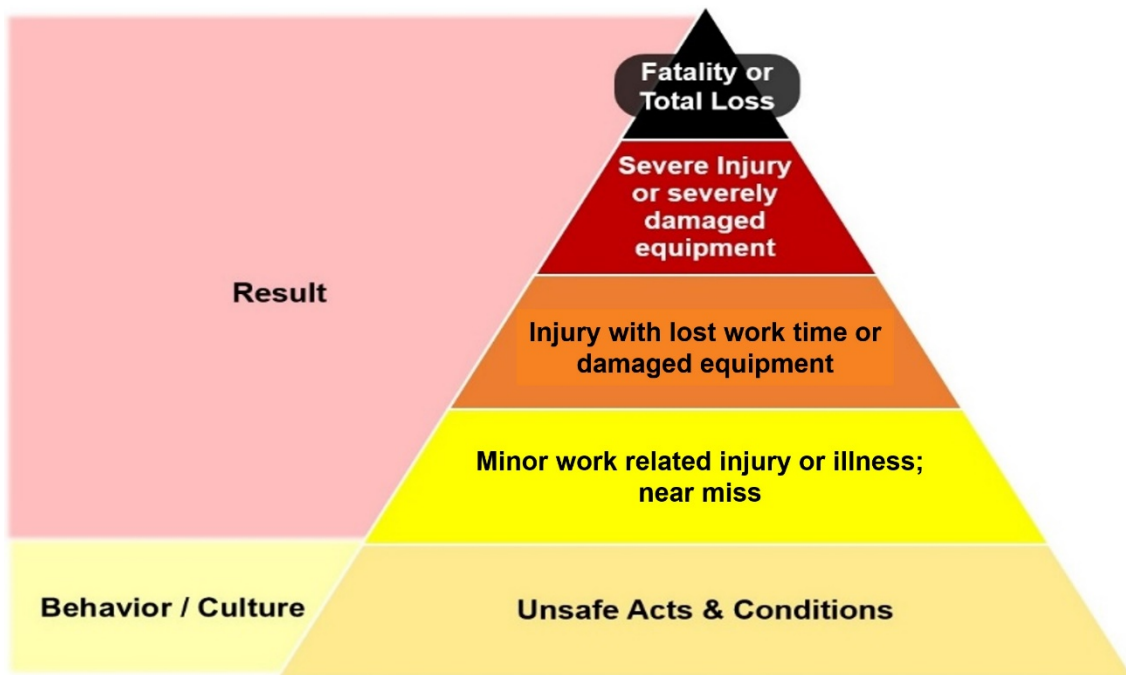
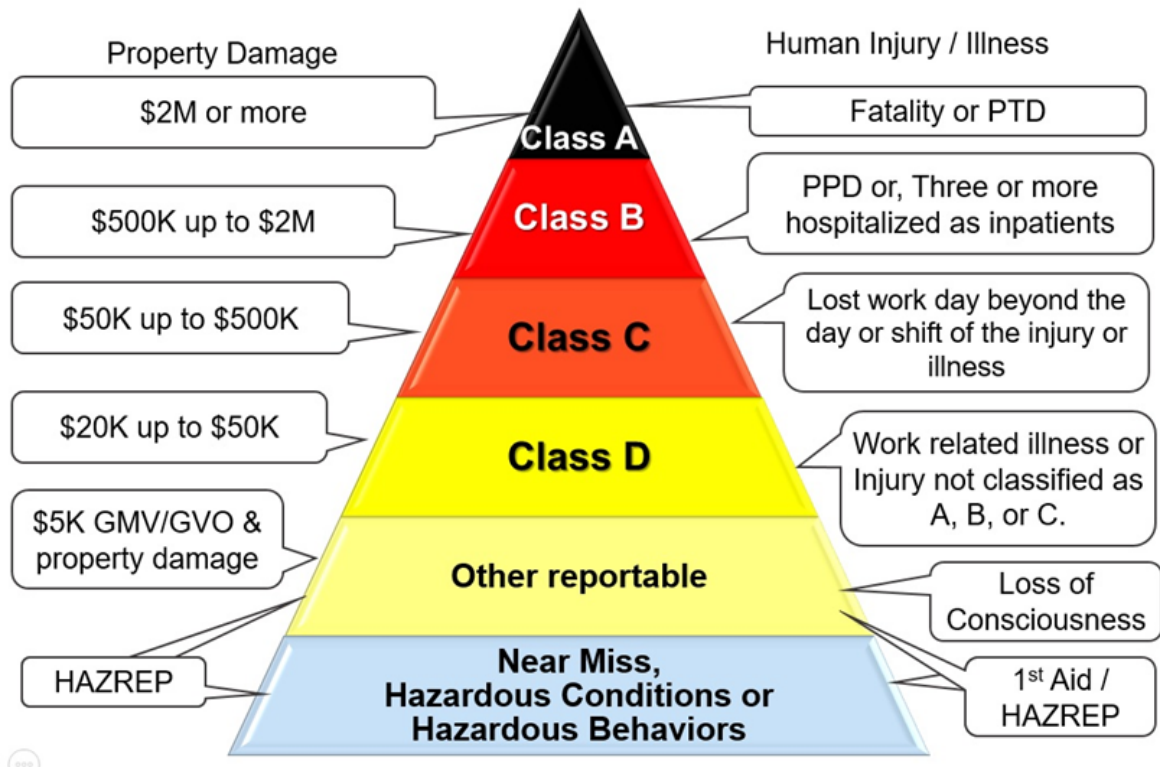
Military Injuries: Include injuries as a result of either on- or off-duty mishaps.

DoD Civilian Injuries: Includes on-duty mishaps. If off-duty, the injury must be the result of a military operation or activity.

Illness: Whether one is DoD civilian or military, the illness must be occupational related in order to meet the mishap classification criteria. (*E.g. illness due to an exposure to a workplace health hazard.*)

DoD & Department of the Navy Mishap Reporting Matrix

DoD and DON Mishap Classifications



DoD & Department of the Navy Mishap Reporting Matrix

STEP 4: Use the matrix below to determine various mishap reporting requirements for each mishap classification.

DoD Mishap Class - A Minimum of or expected to reach \$2 million in property damage, or Fatality, or Injury or Occupational related illness causing Permanent Total Disability (PTD) or expected Fatality or PTD							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On - duty / Off - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / Off - base	YES note 5	YES refs A & D	YES ref A	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On - duty / Off - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / On - base	If meets criteria of notes 4	If meets criteria of notes 4	If meets criteria of notes 4	See note 3	See ref C	n/a	If meets criteria of notes 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off-base - under Direct supervision of DoD personnel	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off-base - caused by Military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$2 million)							
DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
DoD property caused by civilian or contractor activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Non-DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Combined cost of DoD & Non-DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

DoD & Department of the Navy Mishap Reporting Matrix

DoD Mishap Class - B \$500,000 to \$1,999,999 in property damage, or Hospitalization of 3 or more personnel in the same mishap, or Injury or Occupational related illness causing Permanent Partial Disability (PPD) <i>(This includes an on-duty, occupationally related, acute, traumatic hearing loss)</i>							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
On - duty / Off - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / Off - base	See note 5	YES refs A & D	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
On - duty / Off - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / On - base	If meets criteria of notes 4	If meets criteria of notes 4	n/a	See note 3	See ref C	If meets criteria of notes 4	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off-base - under Direct supervision of DoD personnel	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage <i>(Minimum of or expected to reach cost of \$500,000)</i>							
DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

DoD & Department of the Navy Mishap Reporting Matrix

DoD Mishap Class - C \$50,000 to \$499,999 in property damage, or occupational related illness or injury causing a minimum of (1) lost workday beyond day of injury, including weekends, or an individual off-duty military injury causing a minimum of (1) lost workday beyond day of injury, including weekends. <i>(Lost workdays include; SIQ for 24 hours or more, Hospitalization beyond the day of mishap, Mishap related con-leave)</i>							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	Note 5	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$50,000)							
DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

DoD & Department of the Navy Mishap Reporting Matrix

DoD Mishap Class – D (see DoDI 6055.07)

\$20,000 to \$49,999 in property damage, or injury or occupational illness resulting in medical treatment beyond 1st Aid. This includes: **LIGHT DUTY, LIMITED DUTY** for military members, restricted work or transfer to another job for federal civilians, any medical removal under medical surveillance requirements of an OSHA standard, needle stick injuries or cuts from sharps that are contaminated from another person's blood or other potentially infectious material, a prolonged occupational related hearing loss, or occupationally related tuberculosis exposure.

Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	Note 5	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$20,000)							
DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

DoD & Department of the Navy Mishap Reporting Matrix

NOTES:

1. A Safety Investigation Board (SIB) is required if the mishap results in a hospitalization, beyond observation, of 3 or more personnel, *(at least 1 of who is a DoD civilian)*, involved in a single mishap. Also for all on-duty Class-A mishaps involving either military personnel, or on-duty DoD civilian employees, or fatality of guests caused by DoD/DON/USMC activity or operations. *(see chapters 3 and 6 reference B)*
2. A Safety Investigation Board (SIB) is required if the mishap is an explosives related mishap, or ordnance impacting off range, or live fire mishap resulting in an injury. *(see chapter 6 of reference B)*
3. A HAZREP must be submitted when the elimination and control of a given *hazard has community-wide implication* in reducing mishaps. Note: Providing information on problems with widespread relevance will help reduce the likelihood of mission degrading mishaps. *(see chapter 4 of reference B)*
4. If the hazard, injury, illness, or property damage resulted from *military activity or operation*, then see note 5 for immediate notification requirements. Then see notes 1, or 2 to determine SIB requirements. Then see reference A to determine USMC 8-day & death brief requirements.
5. Regardless of cause (mishap, suicide, or homicide, notify COMNAVSAFECEN and CMC(SD) within 8 hours by telephone if the mishap or non-combat incident meets one of the following criteria:
Hospitalization of three or more personnel caused by DoD activity, operation, or event or,
On-duty DoD civilian fatality or PTD or,
On- or off-duty fatality or PTD of military personnel or,
Explosive mishap causing fatality, PTD, or potential for greater than \$2 million in damage. (see chapter 3 of reference B)

REFERENCES:

- A. MCO 5100.29B, Marine Corps Safety Program, 28 July 2011
- B. OPNAVINST 5102.1D/MCO P5102.1B
- C. MCO 5100.34A, Deadline Safety of Use Message Instructions to Suspend Operations of Marine Corps Ground Equipment and Weapons Systems, Safety of Use Message and Maintenance Advisory Messages, 19 June 2017

All Commanders, Commanding Officers, and Officers-In-Charge shall:

- Report all potential hazards associated with the operation of Marine Corps ground equipment and weapons systems.
- Individuals may report potential hazards to MARCORSYSCOM Safety at **MCSC_Safety@usmc.mil** and/or to Commandant of the Marine Corps Safety Division (CMC SD) at **hqmc_safety_divison@usmc.mil**.
- Identify and report situations that negatively affect safety of operation via the Automated Message Handling System to:
COMMARCORSYSCOM OOT QUANTICO VA;
PEO LS QUANTICO VA SAFETY;
CMC SD WASHINGTON DC;
CMC WASHINGTON DC PPO;
CMC WASHINGTON DC I&L;
COMNAVSAFECEN NORFOLK VA.

- D. MARADMIN 490/18, Change to 8-Day briefs routing and distribution

DoD & Department of the Navy Mishap Reporting Matrix

The following are NON-REPORTABLE INCIDENTS (NON-MISHAPS) The following incidents need not be investigated, recorded, or reported per OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3. However, for DON civilians, these may meet non-safety reporting requirements to the Department of Labor (DOL)/OSHA, under provisions of Federal Employee Compensation Act (FECA), if these events occurred in the performance of duty. **Please note the exceptions.**

1. Mishaps associated with naval nuclear propulsion plants.
2. Mishaps involving nuclear weapons.
3. Damage or injury by direct action of an enemy or hostile force. This does not include suspected cases of friendly fire.(Fratricide)
4. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or munitions, when the reason for jettison is not a malfunction of the launch or release system.
5. Replacement of component parts due to normal wear and tear, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. Replacement need may not be evident until malfunction or failure of the part.
6. Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications, such as loss of vision. Complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time are reportable.
7. Attempted or consummated suicide, homicide, or intentionally self-inflicted injuries; e.g., Russian roulette, hanging, overdose (**except alcohol**), etc. However, notification of these types of death to COMNAVSAFECEN is required.
8. Injuries resulting from altercations, attack, or assault, **unless incurred in the performance of OFFICIAL duties.**
9. Injuries sustained before entry into military service or employment by the United States government, unless specifically aggravated by current tenure of service
10. Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.
11. Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.
12. Injuries that result from Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority.
13. Injuries that result from Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap producing agents or environments normally associated with active participation in daily work or recreation.
14. Injuries or fatalities to persons in the act of **escaping from or eluding** military or civilian **custody or arrest**.
15. Death due to natural causes that are unrelated to the work environment.
16. Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing.
17. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson. **The exception is for occupationally related death or injury to emergency responders in the performance of their duties.**
18. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.
19. Death or injury resulting solely from illegal use of drugs or other substances. **This shall not preclude reporting motor vehicle mishaps in which the use of alcohol was a contributing factor.**
20. Normal residual damage as a result of a missile launch.
21. Contractor mishaps, for contractor's not under direct DON supervision or caused solely by contractor operations, as defined in Glossary G-1 "Contractor Mishap."
22. First aid treatment for a work-related injury, as defined in Glossary G-1 "First Aid".