

Incident Process for Traumatic Injuries or Occupational Disease

This document addresses all work related injuries, including serious burns. This same process will be followed when an employee suffers a traumatic injury while on an incident assignment. Below are instructions to be utilized when involved in wildland fires and other emergency incidents. Check the ASC-HRM-WC website

http://fswweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php for updates.

1.0 Procedure

- 1.1. Provide emergency medical care, if necessary, by taking the injured employee to the emergency room (ER). Complete paperwork as soon as possible.
- 1.2. The Incident Compensation for Injury Specialist or Finance Section Chief issues form CA-16 Authorization for Examination and/or Treatment, for traumatic injury when **appropriate**.
 - 1.2.1. Call ASC-HRM-WC if you have questions @ 877-372-7248 option [2] for HRM, then option [2] for Forest Service Employees'.
 - 1.2.2. Emergency rooms should provide treatment even if form CA-16 is delayed.
 - 1.2.3. Form CA-16 is not to be issued for Occupational Disease, CA-2 form.
- 1.3. Complete the appropriate CA-1/CA-2 form as soon as possible. You may fax or Fed-ex overnight signed original within 48 hours from the date of injury. If the CA-1/CA-2 is faxed, mail the signed original to ASC-HRM.

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- 1.4. For traumatic injuries, if you are unsure whether to issue a CA-16 or process through APMC, **always issue the CA-16**. It provides the best coverage for the employee.
- 1.5. **DO NOT USE** Form CA-16 or APMC to pay for non-work related medical care at the incident. This is the employees responsibility and they must arrange payment with the medical provider. Contact ASC-HRM-WC if in doubt about work relatedness.

2.0. Catastrophic or serious Injury such as burns or multiple broken bones etc.

- 2.1. Catastrophic injury includes the possibility of loss of life or limb, multiple broken bones, or when multiple employees are involved in an incident such as a vehicle accident.
- 2.2. When serious injuries or burns occur, the Incident Compensation for Injury Specialist shall call the ASC immediately or first business day to discuss the next action to be taken so the transition from the incident to the ASC-HRM-WC will flow smoothly without interruption for the employee.
- 2.3. If the injury is serious and/or requires continuing medical care, and the injured employee is released by the hospital, generally return the injured employee to the home unit as soon as possible for continued medical treatment by their family physician. Do not keep them in camp.

3.0. First Aid Treatment

- 3.1. FS-6100-16 Agency Provided Medical Care (APMC) is used for first aid treatment only. First Aid does not include medical treatment for cuts requiring stitches, X-rays, MRIs or burn treatment, etc.
- 3.2. *Incident personnel may call the ASC-HRM call center @ 877-372-7248 option [2] for HRM, then option [2] for Forest Service Employees, during the hours of 0700-1800 Mountain Time, Monday-Friday or the next business day following a weekend or holiday. Fax number for all CA-1's/CA-2's is 866-339-8583.*

4.0. Form CA-16 Authorization for Examination and/or Treatment Process (see sample CA-16 attachment 1)

- 4.1. Only ASC-HRM Workers' Compensation personnel, or qualified Incident Team personnel are authorized to issue form CA-16.
- 4.2. Issue a CA-16 for a traumatic injury if no more than 7 calendar days have passed since the date of injury.
- 4.3. Block 11 date of signature for authorizing official should reflect the same date of injury.
- 4.4. The address in block 12 is the Department of Labor's District Office (DOL) that services the State of the employee's duty station. Refer to the Interagency Incident Business Management Handbook chapter 10, section 15 for a complete list of DOL District Offices.

4.5. Block 13 contains the ASC-HRM Workers' Compensation address for all US Forest Service regular and AD employees.

4.6. Personnel on an incident without a Comp/Claims Specialist assigned shall contact ASC-HRM Workers' Compensation for medical treatment authorization.

4.6.1. ASC-HRM call center @ 877-372-7248, option [2] for HRM, then option [2] for Forest Service employees, during regular business hours 0700-1800 MT, Monday – Friday, or the next business day following a weekend, or holiday.

4.6.2. When calling, state you have an injured worker and are requesting authorization for medical treatment.

4.7. In accordance with 20 CFR §10.300(b), a supervisor and/or personnel representing the agency may provide verbal authorization for examination and/or treatment. Contact ASC-HRM Workers' Compensation within 48 hours or on the first business day for issuance of the CA-16 by ASC-HRM-WC.

5.0. Form CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (see sample CA-1 attachment 2)

5.1. A traumatic injury is defined as an injury or exposure that occurs on, or can be attributed to one work shift.

5.2. Page 1 of the CA-1 is to be filled out completely by the injured employee including signature in block 15, if injured employee is unable to complete or sign, the supervisor or someone acting on their behalf may complete and sign for the injured employee.

5.3. Blocks 1-8 will reflect the injured employee's personal employee information.

5.3.1. Note block #7 shall be the employee's home mailing address; for those currently living in barracks this shall be the address all correspondence will go to in the off season.

5.4. Forest Service AD Hires, must include:

5.4.1. AD's Social Security Number (SSN)

5.4.2. OF-288, Fire Time Report, and one of the following documents Single Resources Hire Form, Resource Order or crew Manifest

(if on a crew). This is needed in order to verify the AD was hired by the Forest Service

5.5. Supervisor completes page 2 of the CA-1 blocks 17 – 39.

5.5.1. Note the supervisor should indicate a phone number where they can be reached immediately if more information is needed.

5.6. Block #17 shall reflect the ASC-HRM Workers' Compensation address

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5.7. Block #18 is the injured employee's duty station location address

5.8. Fax or Fed-ex overnight the CA-1 to ASC-HRM Workers' Compensation within 48 hours of injury. If the CA-1 is faxed, mail signed original to ASC-HRM

5.8.1. Include the employee's name and SSN on the upper right hand corner of the 2nd page and all supporting documentation in case the pages are separated.

5.9. Provide a copy of the CA-1 to the injured employee. Advise employee to complete mandatory requirement to enter the claim in the SHIPS database upon their return to home unit.

5.10. Page 4 of the CA-1 Receipt of Notice of Traumatic Injury is to given to the injured employee.

6.0. Form CA-2 Notice of Occupational Disease and Claim for Compensation (see sample CA-2 attachment 3)

6.1. Occupational disease is a condition produced by the work environment over a period longer than a single workday or shift. It may result from systematic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment.

6.2. Page 1 of the CA-2 is to be filled out completely by the employee.

6.2.1. Blocks 1-8 will reflect the employee's personal employee information. Note block #7 shall be the employee's home mailing address; for those currently living in barracks this shall be the address all correspondence will go to in the off season.

6.2.2. Blocks 12-17 provide detailed information.

6.2.3. Block 18 signature is required.

6.3. Forest Service AD Hires, must include:

6.3.1. AD's Social Security Number (SSN).

6.3.2. OF-288, Fire Time Report, and one of the following documents Single Resources Hire Form, Resource Order or crew Manifest (if on a crew). This is needed in order to verify the AD was hired by the Forest Service.

6.4. Supervisor completes page 2 of the CA-2 blocks 19 – 35.

6.4.1. Note the supervisor should indicate a phone number where they can be reached immediately if more information is needed.

6.5. Block #19 will reflect the ASC-HRM Workers' Compensation address

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6.6. Fax, Fed-ex or mail the CA-2 to ASC-HRM Workers' Compensation.

6.7. Provide a copy of the CA-2 to the injured employee. Advise employee to complete mandatory requirement to enter the claim in the SHIPS database upon their return to home unit.

6.8. Page 3 of the CA-2 Receipt of Notice of an Occupational Disease or Illness is given to the injured employee.

7.0. Closing out paperwork at the end of the Incident

7.1. At the end of the incident a copy of the medical log is to be sent to ASC-HRM Workers' compensation section. This allows the ASC-HRM Workers' Compensation personnel to identify Forest Service and Non-Forest Service employees and ensure if a claim and supporting documentation was submitted.

7.2. Mail original CA forms and medical documentation for US Forest Service employees and Forest Service hired AD's to the ASC-HRM Workers' Compensation Section.

7.3. All copies of original CA forms and medical documentation shall be shredded at the end of the Incident. Only the medical log remains in the incident package.

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**(866) 339-8583 Fax
(877) 372-7248 ASC-HRM contact center**