

Incident Reporting Guidance

Montana Conservation Corps

Incident Reporting forms are a crucial tool for MCC staff when assessing policies and procedures as they relate to MCC's commitment to a culture of safety. Forms filled out completely and submitted in a timely manner help both regional and state staff keep abreast of trends or practices that can prevent future incident.

Incidents and Close Calls are reviewed in order to:

- Analyze the lessons from all incidents and close calls
- Make program and organizational changes as needed to prevent repeat incidents
- Modify trainings to support policy and procedure changes
- Create case studies to use in trainings
- Share information with other programs

When To Complete

If you are unsure of whether or not to complete an Incident Report, refer to Incident Thresholds section of policy manual, and lean towards the direction of filling one out. General instances for completing an IR include:

- All injuries; including those that do not require medical attention; those that require basic first-aid, those that require medical attention.
- Illnesses that appear to be environmentally related, require evacuation from the field, or affect several participants at once.
- Incidents leading to property damage, including major damage or loss of any power tool (ie Chainsaw) or electronic device (ie GPS) and nicked chaps
- Any vehicle incident
- Any missing person/Search And Rescue situation
- Behavioral incidents resulting in safety concerns for participants or the individual involved
- Any incident involving law enforcement
- Close Calls (defined as an occurrence in which no property damage and no personal injury occurred, but where, given a slight shift in time or position, damage or injury could have easily occurred.)

How to Complete

Complete all fields based on direct observance, conversations with the affected people, and any witnesses. The purpose of the bottom section is to allow for follow-up with affected people and to begin to reflect upon the reality that during the incident there were more things going on than were directly observable. There are behind-the-scenes factors at play, factors which can potentially be highlighted or trained for in the future.

Describe what happened during the incident. Information to be included:

- Who was involved?
- What materials or tools were involved?
- What was the terrain like?
- What were the relevant environmental conditions?
- What part of the body was injured?

Describe contributing factors to the incident. Information to be included:

- What human factors or decisions contributed to the incident?
- In what ways might someone else have acted/reacted differently?
- What are some personal or crew dynamics that may have influenced the situation?

Help MCC understand your reflection on the event and what steps can be taken to prevent the incident in the future.

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Use the paper version to send a completed electronic Incident Report to MCC staff as quickly as possible, no later than one day after returning from the field—OSHA requires that incidents be recorded within seven days of the incident being reported, which is why MCC requires immediate entry upon return.

Send paper versions of Incident Reports with staff who are conducting site visits; when possible, you should not wait until the end of a hitch to submit these to staff. HIPAA compliance demands that we protect medical information related to our personnel, so MCC uses codes (timesheet codes) when entering information electronically.

Staff Responsibilities

Regional staff will keep the original hard-copy version of the Incident Report in their regional office. These documents shall be kept in a locked storage (HIPAA compliance). Document retention for these forms is 3 years.

Upon receipt of an electronic incident report, staff will be required to follow up and complete a second electronic form, which will be attached to the record created by the incident report. When this occurs, the Regional Director (RD) will receive notice of an incident report.

There will be monthly check-ins between the RD and the Associate Director of Personnel Development, Training and Safety, who will look for regional or statewide trends and complete a monthly report for MCC staff, statewide.

Incident Thresholds—taken from Critical Incident Response Plan

MCC has identified four levels of incident types. Type 1 is the most severe. Level 3 or 4 incidents are handled within region or program type, and levels 2 and 1 expand to include emergency services, other agencies, other regional staff and state office staff. A type 1 is the biggest incident MCC will have to address.

Type 1—State Office personnel fill and delegate many major command roles

A Type 1 Incident exists:

1. In the instance of a fatality
2. In the instance of multiple serious injuries
3. When major property damage is sustained, including loss of office functionality

Type 2—Regional Offices fill and delegate many command roles, with State Office oversight and resource support (personnel)

A Type 2 Incident exists:

1. When an incident could significantly affect MCC's public image/reputation
2. When there is a significant evacuation using partner agency resources
3. When someone becomes missing for more than four hours, and/or if Search and Rescue are involved
4. When Regional Office becomes unable to function due to significant external or internal factors
5. Significant property damage occurs

Type 3—Regional Offices handle and keep State Office informed

These are generally relayed up the chain of command when a crew is on hitch, or working, traveling, or otherwise representing the MCC

A Type 3 Incident exists:

1. When outside agencies are also made aware of the incident. Example: Submission of a State Fund First Report of Injury
2. When Regional Office becomes unable to maintain full function due to external factors such as short-term weather or power outages
3. When conditions exist which escalate the severity of a situation that may have otherwise been more easily mitigated/navigated (i.e.- remoteness of crew, intensity of weather conditions, incident involves a minor, etc.)
4. When a Personal Locator Beacon or SPOT "SOS" is utilized

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5. When a circumstance from Type 4- Field Response moves from minor to major, the safety or effectiveness of an individual or the group is compromised or the decision making is beyond the safe scope of practice for the crew leaders

Type 4— Field Response

These are handled in the field, and are not generally relayed up the chain until after the project is completed and/or when a crew returns from hitch

A Type 4 Incident exists:

1. **Behavioral/communication/conflict**
 - a. minor behavioral issues or policy violation that interfere with effectiveness of individual or group
 - b. minor constructive feedback from project partner or agency
2. **Medical**
 - a. Ache or pain lasting less than 72 hours.
 - b. Minor cuts or bruises, bug bites, or rash from poisonous plants
 - c. Minor illness or sickness not progressing severity.
3. **Vehicle/Equipment**
 - a. MCC vehicle with flat tire, dead battery, cracked windshield, or minor scrapes & dings internal & external
 - b. MCC vehicle involved in close call (a near miss)
 - c. Destruction, stolen, missing and/or loss of equipment or tools that interferes with the effectiveness of individual or group (not affecting safety)
4. **Environmental**
 - a. Encounters with wildlife that does not pose a threat to camp or worksite
 - b. Weather that does not pose immediate life threatening conditions or require change to camp/project locations
 - c. Living or environmental conditions that interfere with the effectiveness of individual or group (not affecting safety)

Incident Reviews

Types of incident reviews, in order of increasing severity:

- **Incident Report:** Completed by Crew Leader/Corpsmember/Staff. Reviewed and analyzed by regional staff, submitted to State Office.
- **Internal Review:** Six Stage Process conducted by team of staff not involved in the incident. Submitted to State Office, reviewed by Risk Management Committee.
- **External Review:** Conducted by a Team of Professionals in the field not employed or related to MCC

Review Thresholds

Internal Review

- *Physical Abuse (may become External Review)
- Missing Person >4 hours/Search And Rescue
- Conditions leading to a threat to life to participant or staff, or potential disability
- Vehicle incident resulting in injury
- A significant close call
- Incidents leading to property damage greater than \$2,500.00
- Dismissal of a staff member for safety reasons
- Incidents that could significantly damage MCC public image/reputation
- Incidents involving significant law enforcement intervention
- DUI while driving MCC or partner vehicle
- Personal Locator Beacon or SPOT "SOS" utilized
- Helicopter evacuation

External Review

- Any incident resulting in the permanent disability of a participant or staff member
- Physical/Sexual Abuse
- Any Fatality