SECTION 8
ACCIDENT, INJURY, ILLNESS AND QUARTERLY
EMPLOYMENT REPORTS

ACTION ITEMS

Part 50 - Accident, Injury, and Illness Report – Form 7000-1
Steps to be taken when an accident occurs (see the 12 incidents that are considered
to be an “accident” under “Definitions” in this section):

1. Contact your local MSHA field or district office immediately by phone and
report the accident rather than trying to determine if it is “immediately
reportable”. This will save you time and the MSHA contact can provide you
with instructions immediately as to what you need to do.

2. Fill out form 7000-1 for all reportable accidents, injuries and illnesses, but do
not fill out 7000-1 for those that are not reportable.

3. Do your own accident/occupational injury investigation and prepare a report for
your file. Keep this report -- it must be available to MSHA on request.

4. Turn in the form 7000-1 within 10 days. If the ‘Return to Duty’ information is
not yet available, send the form in anyway, but retain a copy to send later when
the ‘Return to Duty’ information becomes available.

Part 50 - Quarterly Employment Report – Form 7000-2
1. Follow instructions and cautions contained here and on the form to complete it
correctly.

2. Reports must be turned in quarterly on or before the 15th of April, July,
October, and January.
Section 8

Accident, Injury and Illness Report (Form 7000-1)
&
Mine Quarterly Employment Report (Form 7000-2)

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Quiz

1. There are ___ different types of incidents which MSHA defines as mine “accidents” in 30 CFR Part 50.2.

2. When an accident occurs, you must call the MSHA district or subdistrict office immediately. True___ False___.*

3. The operator must investigate every accident and injury, which occurs at the mine. True___ False____.

4. It is almost never acceptable to use the form 7000-1 MSHA Accident, Injury and Illness Report form to investigate an accident. True ___ False___.*

5. You are not allowed to alter an accident scene until all investigations have been completed without exception. True___ False____.*

6. First aid need not be reported on Form 7000-1. True___ False___.

7. First aid means one-time treatment and any follow-up visit for observational purposes, of a minor injury. True___ False___.

8. For all reportable accidents, injuries or illnesses, a copy of form 7000-1 must be submitted to MSHA within: a) 5 days___, b)10 days ___, c)20 days___, d)1 month ____.

9. MSHA’s yellow-jacket booklet gives instructions to help you determine if an accident, injury, or illness is reportable. True___ False____.*

10. Quarterly Employment reports must be postmarked no later than the last day of March, June, September, and December. True___ False____.*

11. You must retain copies of your quarterly employment reports for 5 years. True___ False___.

12. Total employee-hours worked during the quarter includes paid leave. True___ False____.

13. The number of employees reported is obtained by adding the number employed during each pay period, dividing by the number of pay periods, and rounding to the nearest whole number. True___ False____.

14. The number of injuries which occurred during the quarter is entered into the Quarterly Employment Report under “Other Reportable Data”. True___ False____.*

15. The incidence rate is the average number of cases for 200,000 hours worked and is obtained by multiplying the total number of cases by 200,000 and dividing by the total number of hours worked. True___ False____.*

16. The severity rate is the number of days of lost or restricted time for 200,000 hours worked and is obtained by multiplying this total number of days by 200,000 and dividing by the total number of hours worked. True___ False____.

17. A contractor should use the ID number for the mine where the work is actually done. True___ False____.
*Discussion of Answers:*

1. True

2. True -- If you call the MSHA field office, they can help you determine at once whether or not the accident is reportable. MSHA does **not** want accidents reported that are not reportable. The MSHA contact will be able to help you determine if the accident is reportable.

4. True -- Only a mine with less than 20 employees reporting an occupational injury **not related to an accident** can use the form 7000-1 as a report of the accident investigation. See 50.2h (1) through (12) for the types of incidents which MSHA considers to be an “accident”.

5. False – Need MSHA permission except to the extent necessary to rescue or recover an individual, prevent or eliminate an imminent danger, or prevent destruction of mining equipment.

9. Contact Dave Carlson (dcarlson@mtu.edu) for an electronic copy of this booklet—also available on MSHA’s Internet site (msha.gov).

10. Quarterly employment reports are due by the 15th of the month following the quarter (Apr 15, July 15, Oct 15, and Jan 15).

14. MSHA crosschecks by computer to ensure that the number of injuries agrees with the number reported on form 7000-1.

15. Make sure you report all of the hours worked or your reported incidence rate will be higher than the actual rate, and an unusually high incidence rate may trigger additional MSHA inspections.
30 CFR § 50.2

Definitions.

As used in this part:

(a) *Mine* means: (1) An area of land from which minerals are extracted in nonliquid form or, if in liquid form, are extracted with workers underground (2) private ways and roads appurtenant to such area, and (3) lands, excavations, underground passageways, shafts, slopes, tunnels and workings, structures, facilities, equipment, machines, tools, or other property including impoundments, retention dams, and tailings ponds, on the surface or underground, used in, or to be used in, or resulting from, the work of extracting such minerals from their natural deposits in nonliquid form, or if in liquid form, with workers underground, or used in, or to be used in, the milling of such minerals, or the work of preparing coal or other minerals, and includes custom coal preparation facilities.

(b) *Work of preparing the coal* means the breaking, crushing, sizing, cleaning, washing, drying, mixing, storing, and loading of bituminous coal, lignite, or anthracite, and such other work of preparing such coal as is usually done by the operator of the coal mine.

(c) *Operator* means

(1) Any owner, lessee, or other person who operates, controls, or supervises a coal mine; or,

(2) The person, partnership, association, or corporation, or subsidiary of a corporation operating a metal or nonmetal mine, and owning the right to do so, and includes any agent thereof charged with responsibility for the operation of such mine.

(d) *Miner* means any individual working in a mine.

(e) *Occupational injury* means any injury to a miner which occurs at a mine for which medical treatment is administered, or which results in death or loss of consciousness, inability to perform all job duties on any day after an injury, temporary assignment to other duties, or transfer to another job.

(f) *Occupational illness* means an illness or disease of a miner which may have resulted from work at a mine or for which an award of compensation is made.

(g) *First aid* means one-time treatment, and any follow-up visit for observational purposes, of a minor injury.

(h) *Accident* means

(1) A death of an individual at a mine;

(2) An injury to an individual at a mine which has a reasonable potential to cause death;

(3) An entrapment of an individual for more than thirty minutes;

(4) An unplanned inundation of a mine by a liquid or gas;

(5) An unplanned ignition or explosion of gas or dust;

(6) An unplanned mine fire not extinguished within 30 minutes of discovery;

(7) An unplanned ignition or explosion of a blasting agent or an explosive;
(8) An unplanned roof fall at or above the anchorage zone in active workings where roof bolts are in use; or, an unplanned roof or rib fall in active workings that impairs ventilation or impedes passage;

(9) A coal or rock outburst that causes withdrawal of miners or which disrupts regular mining activity for more than one hour;

(10) An unstable condition at an impoundment, refuse pile, or culm bank which requires emergency action in order to prevent failure, or which causes individuals to evacuate an area; or, failure of an impoundment, refuse pile, or culm bank;

(11) Damage to hoisting equipment in a shaft or slope which endangers an individual or which interferes with use of the equipment for more than thirty minutes; and

(12) An event at a mine which causes death or bodily injury to an individual not at the mine at the time the event occurs.

30 CFR § 50.10

Immediate notification.

If an accident occurs, an operator shall immediately contact the MSHA District or Subdistrict Office having jurisdiction over its mine. If an operator cannot contact the appropriate MSHA District or Subdistrict Office, it shall immediately contact the MSHA Headquarters Office in Arlington, Virginia by telephone, at (800) 746--1553.


30 CFR § 50.11

Investigation.

(a) After notification of an accident by an operator, the MSHA District or Subdistrict Manager will promptly decide whether to conduct an accident investigation and will promptly inform the operator of his decision. If MSHA decides to investigate an accident, it will initiate the investigation within 24 hours of notification.

(b) Each operator of a mine shall investigate each accident and each occupational injury at the mine. Each operator of a mine shall develop a report of each investigation. No operator may use Form 7000-1 as a report, except that an operator of a mine at which fewer than twenty miners are employed may, with respect to that mine, use Form 7000-1 as an investigation report respecting an occupational injury not related to an accident. No operator may use an investigation or an investigation report conducted or prepared by MSHA to comply with this paragraph. An operator shall submit a copy of any investigation report to MSHA at its request. Each report prepared by the operator shall include,

(1) The date and hour of occurrence;
(2) The date the investigation began;
(3) The names of individuals participating in the investigation;
(4) A description of the site;
(5) An explanation of the accident or injury, including a description of any equipment involved and relevant events before and after the occurrence, and any explanation of the cause of any injury, the cause of any accident or cause of any other event which caused an injury;
(6) The name, occupation, and experience of any miner involved;
(7) A sketch, where pertinent, including dimensions depicting the occurrence;
(8) A description of steps taken to prevent a similar occurrence in the future; and
(9) Identification of any report submitted under §50.20 of this part.

30 CFR § 50.12

Preservation of evidence.

Unless granted permission by an MSHA District Manager or Subdistrict Manager, no operator may alter an accident site or an accident related area until completion of all investigations pertaining to the accident except to the extent necessary to rescue or recover an individual, prevent or eliminate an imminent danger, or prevent destruction of mining equipment.


Subpart C--Reporting of Accidents, Injuries, and Illnesses
Completing Form 7000-1 (Accident, Injury & Illness Report)

Part 50 of 30 CFR requires operators and contractors to report certain incidents to MSHA:

Note: The principle officer in charge of health and safety at the mine or the supervisor of the mine area in which an accident, injury, or occupational illness may have occurred shall complete or review the completed form 7000-1

Reportable Occupational Injury means any injury to a miner which occurs at a mine for which medical treatment is administered or which results in: 1) death or loss of consciousness, 2) inability to perform all job duties on any day after an injury, temporary assignment to other duties, or transfer to another job.

Reportable Occupational Illness means an illness or disease of a miner which may have resulted from work at a mine or for which an award of compensation is made.

First Aid injuries are not reportable provided there are no lost work days, restricted work activity, or transfer because of the injury. First aid means: one-time treatment, and any follow-up visit for observational purposes, of a minor injury.

Form 7000-1 includes all reportable accidents, injuries and illnesses and must be submitted to MSHA within 10 days.

Incidents that meet the definitions of an accident above are immediately reportable and must be telephoned in to MSHA immediately (it is, however, to your benefit to telephone all accidents, injuries and illnesses into MSHA immediately to receive assistance on whether or not they are reportable, how to conduct your required accident investigation, and whether or not evidence must be preserved):

NOTE: Any injury that has a probability of causing death is immediately reportable.
Mailing Instructions for the MSHA 7000-1

Form is completed by officer in charge of health and safety or supervisor of area where accident or illness occurred.
1 form must be completed for each person injured or ill
Form must be accurately completed and mailed within 10 days

Original - Mail this to the Office of Injury and Employment Information, P.O. Box 25367, Denver, CO 80225.
Copy 1 – Either fax or mail this copy to your local MSHA district office. (Write "Pink" on the top of this copy if you are using a white Xerox copy of the form. Please prepare fax copies with black ink and do not send a copy of the same form in the mail unless requested to do so.)

Copy 2 – HOLD IN RESERVE if "return to duty" information is not on the original form. Mail when employee returns to regular job at full capacity or final disposition is made on injury or illness.
(Write "Pink" on the top of this copy if you are using a white Xerox copy of the form.)
Either fax (1(888) 231-5515) or mail this copy to
Office of Injury and Employment Information
P.O. Box 25367, Denver, CO 80225
(Please prepare faxes with black ink and don’t send a copy of the same form by mail unless requested to do so.)

Copy 3 – Retain this copy at the mine (or nearest mine office) for 5 years.

Below is information on the addresses and phone numbers of your local MSHA M/NM District Offices
Below is information on the addresses and phone numbers of your local MSHA Coal District Offices.

### Coal Mine Safety & Health District Offices

**Office of the Administrator**
- CMSH
- 4015 Wilson Blvd.
- Arlington, VA 22203-1984
  - (703) 235-9423

**MSHA-District 1**
- The Stegmaier Bldg.
- 7 N. Wilkes-Barre Blvd, Ste. 34
- Wilkes-Barre, PA 18702
  - (570) 826-6321

**MSHA-District 2**
- R.R. 1, Box 736
- Hunker, PA 15639
  - (724) 925-5150

**MSHA-District 3**
- 5012 Mountaineer Mall
- Morgantown, WV 26501
  - (304) 291-4277

**MSHA-District 4**
- 100 Bluestone Rd.
- Mt. Hope, WV 25880
  - (304) 877-3900

**MSHA-District 5**
- PO Box 560
- Norton, VA 24273
  - (540) 679-0230

**MSHA-District 6**
- 4159 N. Mayo Trail
- Pikeville, KY 41501
  - (606) 432-0943

**MSHA-District 7**
- HC 66, Box 1699
- Barbourville, KY 40906
  - (606) 546-5123

**MSHA-District 8**
- 2300 Old Decker Rd.
- Suite 200
- Vincennes, IN 47591
  - (812) 882-7617

**MSHA-District 9**
- PO Box 25367, DFC
- Denver, CO 80225-0367
  - (303) 231-5463

**MSHA-District 10**
- 100 YMCA Drive
- Madisonville, KY 42431
  - (270) 821-4180

**MSHA-District 11**
- 135 Gemini Circle, Suite 213
- Birmingham, AL 35209
  - (205) 290-7300
Completing Form 7000-2 (Quarterly Employment Data)

For general instructions, electronic filing, or downloading form 7000-2 from the Internet:
http://www.msha.gov/FORMS/70002.HTM

Questions about filing the Quarterly Mine Employment and Coal Production Report should be directed to the Office of Injury and Employment Information, Lakewood, Colorado, (303) 231-5453.

You may use MSHA’s Toll Free Fax # - 888-231-5515 to submit your completed forms.
or mail to:
MSHA
PEIR - Office of Injury and Employment Information
P.O. Box 25367
Denver, CO 80225-0367

General Information of Form 7000-2
1. Completed by mine operator or independent contractor working on mine property.
2. Independent contractor only completes one form for all work done on metal/nonmetal mine properties and one for coal properties.
3. Original form submitted to:
   DOL – MSHA – PEIR - OIEI
   P.O. Box 25367
   Denver, CO 80225-0367
   or fax to 1-888-231-5515
4. Operator retains copy for 5 years.
5. Sand and gravel operations use code 03 or 06 as appropriate, except for data on office workers where code 99 is used.
6. Due dates – 1st quarter by April 15, 2nd quarter by July 15, 3rd quarter by Oct. 15, and 4th quarter by Jan 15.

Completing form 7000-2
1. **Calendar quarters**: 1- Jan-Mar postmarked by Apr 15, 2- Apr-June postmarked by July 15, 3 - July-Sept postmarked by Oct 15, and 4 - Oct-Dec postmarked by Jan 15.
2. **MSHA I.D. Number** 7-digit number assigned by MSHA to the mine operation and, when applicable, the 3-digit number assigned to an independent contractor. Direct questions to MSHA District office.
3. **County** – name of county, borough, or independent city in which operation is located. Independent contractors can work in various counties.
4. **Operation name** is specific name of mine or plant to which MSHA I.D. number was assigned and for which the report is being submitted. Independent contractors’ operation name refers to all the mining operations at which the contractor worked. Independent contractor data can be combined with the mine operator’s data.
5. **Company Name** is the name of the operating company to which the submitted report pertains. IC would list his company’s name here unless his information is included in the mine operator’s report.
6. **Mailing Address** is the address of the mine office where the quarterly employment report is to be retained. IC would list his own mailing address here unless his information is included in the mine operator’s report.

7. **Persons working, Employee Hours, and Coal Production** –

**Note!**

**Report each person only once.**

**Average number of employees** – Add no. of employees working during each pay period, divide by the number of pay periods and **round off to nearest whole number**.

**Total employee-hours worked during quarter** – Actual hours employees on duty (exclude time off, even if it is paid leave). Report each overtime hour as 1 hour, not 1.5 hours.

**Production of clean coal** – For coal mine use only.

**Other Reportable Data** – Put in number of reportable injuries during the quarter – MSHA crosschecks this number by computer with your form 7000-1.
<table>
<thead>
<tr>
<th>1. Persons Working, Employee-Hours, and Coal Production</th>
<th>Code</th>
<th>(2) Average number of persons working during quarter</th>
<th>(3) Total employee hours worked during the quarter</th>
<th>(4) Production of clean coal during quarter, (short tons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underground Mine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underground</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface Shops, etc.</td>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface Mine (including associated shops and yards)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strip, Open Pit, or Quarry</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper (Coal Mine Only)</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colliery Bank or Release Pit (Coal Mine Only)</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drift Mine</td>
<td>06</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Surface Mining (Metal/Nonmetal Only)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Independent Shops or Yards</td>
<td>17</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mill Operations, Preparation Plants, or Brokers</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Include associated shops and yards)</td>
<td>99</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Other Reportable Data

How many MSHA reportable injuries or illnesses did you have this quarter?

Person to be contacted for reporting this report:

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel. No.</th>
<th>Area code</th>
</tr>
</thead>
</table>

Copy 1 - Return to MSHA (Denver)