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## **BOP 4.09.10**

**DOCUMENT TITLE:** **Occupational Fatality Inspection Review (OFIR)**

**Effective Date:** **October 1, 2011**

**Approval Authority:** **Bureau Chief**

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### **A. PURPOSE**

This establishes a procedure for the systematic compilation, maintenance, and internal output of the Occupational Fatality Inspection Review (OFIR). This Planning, Statistics and Information Management (PSIM) Bureau Operating Procedure (BOP) defines the process and requirements for the completion of this report.

### **B. SCOPE**

This procedure applies to PSIM's OFIR data collection and publication process.

### **C. DEFINITIONS**

1. **ASH Bureau** - Agriculture Safety and Health Bureau within the N.C. Department of Labor's Occupational Safety and Health Division.
2. **BLS** – Bureau of Labor Statistics.
3. **Data Collection** - Process of soliciting source documentation involving work-related fatal injuries, which are investigated by the OSH Division and ASH Bureau.
4. **Data Sources** – Documents used to substantiate investigated occupational fatalities.
5. **FAT/CAT** – Fatality/Catastrophe report from the OSHA Express Computer System.
6. **Fatality ID Number** – Tracking number assigned to an individual unit of the OFIR report. Specifies a tracking number, reference year, and location of incident.
7. **Fatality Notification** – Form received electronically from OSHNC Complaint Desk as notification of reported accidents and fatalities.
8. **OSHA Express System** – OSH computer system used for accessing data from OSH investigated fatalities.
9. **OFIR Monthly File** – File containing source documents (Fatality Notifications, Accident/Event Information, etc.) FATCAT Report, and a copy of the published report.
10. **OFIR Reference Year** – Current federal fiscal year of cases on the OFIR Report. Method of tracking OFIR cases.

11. **OSHNC** – Occupational Safety and Health Division of the North Carolina Department of Labor.
12. **Inspection Form** – Inspection and narrative report form in OSHA Express.
13. **Accident/Event Form** – Fatality/Catastrophe event form in OSHA Express.
14. **Investigation Form** – Investigation summary form in OSHA Express.

## **D. RESPONSIBILITIES AND AUTHORITIES**

Statistical Research Assistant III (Targeting System Administrator) has the authority and the responsibility for the OFIR report in the PSIM Bureau.

## **E. REQUIREMENTS**

1. **Data Sources Identifying OSH/ASH Investigated Fatalities** – PSIM will obtain the necessary source documents from the list below, which may include, but is not limited to the following:
  - A. Fatality Notifications
  - B. Accident/Event Forms
  - C. Inspection Forms
  - D. FAT/CAT Reports
  - E. Medical Examiner Reports
  - F. Media/Newspaper Information
  - G. Other Fatality Reports
2. **OSH/ASH Follow-up** – PSIM will check with Compliance Bureau personnel to obtain relevant investigation fatality information.
3. **OSH Supervisor Approval** – PSIM will require that Compliance Supervisors verify in writing all information listed on the OFIR from their district on a monthly/annual basis.

## **F. ACTION STEPS**

1. FAT/CAT reports are run on the OSHA Express system on a monthly basis.
2. Fatality notifications received from the Complaint Desk are compared to the FAT/CAT.
3. Research is conducted with Compliance Supervisors and/or Compliance Officers to obtain any missing or relevant fatality information.
4. OFIR cases are assigned a Fatality ID Number by reference year and by location/district office.
5. OFIR cases are entered into an electronic file spreadsheet in chronological order by district office location.
6. Additionally, OFIR cases are divided by event, by industry, by gender, by race, by month, and by weekday.
7. OFIR reports are distributed electronically to Compliance Bureau Supervisors, Bureau Chiefs, etc. to verify in writing all information listed on the OFIR from their district on a monthly/annual basis.

8. OFIR reports are emailed to data users monthly.
9. OFIR reports are posted to the NCDOL internet and OSH One Stop Shop intranet website monthly.

## **G. QUALITY RECORDS**

**Note: Retention of Records – OFIR records will be retained for five fiscal years following the completion of the current reporting year. Hard copy and electronic copies of annual OFIR Reports will be retained according to the Division’s Retention Schedule Policy.**

1. Fatality Notifications
2. OFIR Monthly Files
3. Electronic OFIR Files/Reports
4. FAT/CAT Reports

## **H. DOCUMENT CONTROL**

The content of this BOP is the responsibility of the Bureau Chief. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. This procedure is maintained electronically.

## **I. REFERENCE**

- A. 1980 Standard Occupational Classification Manual
- B. Federal Information Processing Standards (FIPS)
- C. IMIS Manual
- D. Standard Industrial Classification Manual (1987)
- E. North American Industry Classification System (2007)

## **J. ATTACHMENTS**

1. None

## **K. REVISIONS**

1. Added SIC/NAICS to references list.
2. Reviewed April 2013.
3. Reviewed January 2014.
4. Revised June 2015 (Changed reference to Occupational Fatality Investigative Review to Occupational Fatality Inspection Review (OFIR), NCR/IMIS to OSHA Express, OSHA-1 to Inspection, OSHA-36 to Accident/Event, OSHA 170 to Investigation)