

A.T. Volunteer Injury or Near Miss Flow Chart

Start here: Choose Left for Volunteer Injury or Right for Close Call

Is Urgent Medical Care Needed?

NO

YES

Complete the A.T. Volunteer Injury / Near Miss Form. (Seek medical attention if needed.)

Seek Medical Care

Try to complete the A.T. Volunteer Injury / Near Miss Form while memory is fresh - or ask for help to complete it. Regardless, proceed to next step.

ASAP and no more than 24 hours later, call land manager or Trail Supervisor for help contacting the land manager, so that the CA-1 form can be completed. Take any steps as instructed by land manager.

Everyone's OK: it was a Close Call or a Near Miss!

Complete the Volunteer Injury / Near Miss Form

Send a scan or photo of the Volunteer Injury / Near Miss Form to volunteer@appalachiantrail.org

If you plan to or may seek a claim for worker's compensation, request that the land manager send a CA-16 to the medical facility.

(flip page for form)

A.T. Volunteer Injury or Near Miss Explainer

Where did the accident take place? (This answers...Who is the land manager to contact?)

Were you on USFS land?

- Yes:** the land manager to contact is the local USFS district.
- No:** you were working under an NPS Volunteer in Parks agreement, either on NPS, state, or other lands.
 - If the accident was in an NPS unit the Trail goes through (like the Smokies or Shenandoah), contact that unit.
 - In all other locations, report to NPS-APPA as the land manager.

Consult with your A.T. Club's Trail Supervisor or ATC Regional Manager to fill in the contact section below, and *always* be sure that section is complete and current before going out on the Trail.

Land Manager Contact: Fill In For Your Quick Reference:

USFS Ranger District Office Contact*: _____
*Call and send Injury/Near Miss Report Form.

NPS Park Unit Emergency Contact: _____

NPS-APPA Chief Ranger: 540-784-0301 / After-hours NPS dispatch line: 1-866-677-6677

Why do I need to fill out the A.T. Volunteer Injury/Near Miss form and call the land manager immediately and within 24-hours?

Contacting the land manager as soon as possible and within 24 hours ensures that A.T. volunteers receive good support from partners within the A.T. network and ensures that reporting deadlines are met. Completing the form as soon as possible helps for the details to be fresh in your mind. The responses on the form are also helpful for the safety reporting requirements (CA-1 form through SMIS or eSafety) that you or federal agency partners will undertake about the incident. By submitting information through your land manager, you ensure that we can learn from the experience, help us track statistics on types of accidents, and support swift action with the Office of Workers' Compensation Program (OWCP), in the event the volunteer wants to file a worker's compensation claim. To facilitate a worker's compensation claim, ask the land manager contact to also send a CA-16 form to the medical facility.

Know that calling the land manager won't trigger recrimination. Consider this open communication about volunteers working on public lands and a best-practice in safety management.

Will requesting the contact send a CA-16 form to the medical facility mean that my claim will be approved?

Not necessarily. The forms are requests that will be reviewed. Examples of claims that are likely to be rejected are things like treatment for Lyme Disease or care related to a pre-existing condition.

If I'm planning to use my own insurance, do I still have to call?

Yes. Any injury to a volunteer should be reported. Close calls and near misses should be reported and entered into SMIS/eSafety. This helps the A.T. network improve hazard awareness and safety training. Also, you might change your mind about not filing a worker's compensation claim. Just in case, it's best

practice to have the CA-1 entered in the federal reporting system as soon as possible.

I didn't seek immediate medical attention but chose to do so later. Now what?

If you contacted your land manager at the time of the injury and completed the CA-1, follow-up with them to update them on any medical attention and outcomes related to your case.

Glossary of Terms

Injury: An effect on your health beyond the scope of normal wear and tear from physical labor with implications such as infection, illness, or the need for medical treatment.

Near Miss/Close Call: An unplanned event that did not result in injury or damage but had the potential to do so. Important near misses to report would be shortcuts, processes ignored, or process errors that without luck or circumstance could have led to serious harm.

Safety Management Information System (SMIS): Utilized by NPS to record injuries and close calls, track statistics on safety, and serve as a basis for lessons learned. Entry of an incident into SMIS is the first step the federal land manager takes to support a worker's compensation claim.

eSafety: Utilized by the USDA Forest Service, fulfills the same purpose as SMIS, above.

CA-1: A form completed and submitted to the federal agency (or through a portal-system) that records information about the accident and people involved. Volunteers should affirm that their CA-1 has been officially submitted through the land manager. The A.T. Volunteer Injury/Near Miss form will prepare volunteers to ensure they have all the information necessary for this form.

CA-16: The form provides government authorization for medical treatment at a medical facility for worker's compensation claims. This form is unavailable to A.T. volunteers. It is provided by the land manager contact to the medical facility providing treatment. Getting this form to the hospital while the patient is still there is ideal, which is why swift notification to the land manager is important. However, it does not need to be at the facility before the volunteer receives care.

E-COMP: An online system of the Office of Worker's Compensation (OWCP).

Worker: an A.T. volunteer serving under a Volunteer Service Agreement with supervision from that organization is considered a federal employee for the purposes of medical compensation for work-related injuries or illnesses (worker's compensation), or for tort claims arising out of their activities as volunteers.

All A.T. volunteers need to be officially signed on through a Volunteer Service Agreement (VSA) with the land management agency. Volunteers or the host organization will need to be able to demonstrate that the person is working under a VSA and provide that upon request.