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CIRCULATION OF MOTOR VEHICLE, ACCIDENT PRE-
VENTION PROGRAM
MAR. 1945

TO	
DIRECTOR	11-2-2
EXEC. OFF.	11-2-2
PLANS & OPERATIONS	11-2-2
LIC. & SECURITY	11-2-2
PERSONNEL	11-2-2
ADJ. GEN.	11-2-2
STAFF	11-2-2
CHIEF	11-2-2

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Pub. SAFETY 5/2 (2)

CIRCULAR)
NUMBER 41)

15 March 1945

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HTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Circular Number 138 and Section I, Circular Number 145, both this Headquarters, 1944, are rescinded and the following substituted therefor:

I -- POLICY

1. The HTOUSA Safety Program is designed to eliminate unsafe conditions and unsafe practices which result in injuries or occupational diseases to military personnel, prisoners of war and civilian personnel, or which cause damage to Government or other equipment and property or interrupt military operations.

2. a. G-1, HTOUSA is charged with General Staff supervision and the establishment of policies of the HTOUSA Safety Program, including staff supervision of activities of major commands and technical services.

b. Provost Marshal General HTOUSA is operationally responsible for the HTOUSA Safety Program and charged specifically with:

(1) Supervision of all HTOUSA agencies engaged in safety activities including:

- (a) Coordination with the General and Special Staff Sections of Headquarters, HTOUSA, in the development and operation of the program.
- (b) Assembly and analysis of accident statistics for Headquarters, HTOUSA.
- (c) Procurement and distribution of visual aids, films, posters, publications and other media for the dissemination of safety information and data as facilities permit.

3. Commanding Generals of the major commands are responsible for the Safety Program within their respective commands. They will:

a. Designate a qualified safety director who will be known as the Command Safety Director. The duties of the Command Safety Director at installations at which the major command is responsible for the Safety Program will generally include the following:

(1) Supervising and coordinating all safety activities within the command.

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(2) Assisting commanding officers of subordinate units in selecting unit safety directors, arranging for systematic investigation of accidents involving military and civilian personnel, lending technical engineering assistance and providing posters, films and other safety promotional material as available.

(3) Assembling and summarizing accident statistics.

(4) Representing and advising the commanding general on matters pertaining to safety.

b. Institute appropriate corrective action at installations whose reports indicate serious trends in accidents or where hazardous conditions are known to exist, determine the adequacy of safety activities and organization, and submit to the installation recommendations when deemed necessary.

c. Supervise the assembly of information with regard to accidents, submitting reports when and in form as directed by Provost Marshal General, MTOUSA.

d. Commanding General, Fifth Army, is authorized to exempt combat units from such parts of the program or the reporting system as he deems necessary and to exempt any element of the Fifth Army, when, in his opinion, the requirements of the safety program will interfere with combat operations.

4. The Commanding Officer of each subordinate unit of major commands will be responsible for the operation of the Safety Program. He will appoint a unit safety officer and will determine the proportion of such officer's time to be devoted to safety work. There will be but one safety program at each installation; the program will include U.S. Military and Civilian personnel and Italian Military and Civilian personnel.

a. The duties of the unit safety officer will generally include the following:

(1) Establishing and coordinating a program to provide accident controls for all personnel.

(2) Compiling and maintaining a list of potential and actual safety hazards in and about the unit and making recommendation for the elimination of unnecessary hazards.

II - ACCIDENT REPORTING PROCEDURES

1. Report

a. Effective 1 May 1945, in the reports covering data for the month of April 1945, the procedures set forth below will govern the reporting of data pertaining to disabling injuries to United States and Italian military personnel and United States and Italian civilian personnel and accidents involving motor vehicles operated by all units of MTOUSA.

b. Report forms to be used in connection with these procedures are Forms A and B (inclosures 1 and 2), which will be reproduced locally.

R E S T R I C T E D

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c. Commanding officers will prepare an Individual Injury Report (Form A) for each disabling injury, in duplicate, retaining one report in a file at the unit and forwarding one copy to major command or subordinate command headquarters, as directed, not later than 72 hours after hour of accident. In addition, they will prepare Monthly Accident Summary Report (Form B), in duplicate, and will forward one copy to the commanding general or commanding officer of their respective command to be received there not later than the fifth of the succeeding month.

d. Commanding generals or commanding officers of major commands, upon the receipt of Monthly Accident Summary Reports (Forms B) will prepare, in duplicate, Monthly Accident Summary Report (Form B) containing data from all Forms B received, and will forward one copy in time to reach Provost Marshal General, MTOUSA, not later than the 12th of the month following the close of the month to which the data pertains.

2. Definitions

a. The following definitions will be used by all echelons of MTOUSA:

(1) Motor vehicle - Any self-propelled vehicle used for transporting persons or property, except those vehicles designed exclusively for off-the-highway use.

(2) Motor vehicle accident - (See paragraph 18c, AR 850-15) An accident involving a motor vehicle and in which:

- (a) A claim is made, or
- (b) Government property is damaged, lost, or destroyed in excess of \$25, or
- (c) Private property is damaged, lost, or destroyed, or
- (d) Death or disabling injury results to military or civilian personnel.

(3) Injury - Any injury resulting from accident, damaging or harming the physical structure of the body.

(4) Disabling injuries (non-battle) are defined in (a) through (d) below. Deaths from natural causes will not be included.

(a) Fatality - Any loss of life (non-battle) resulting from an injury.

(b) Permanent total disability - Any injury (non-battle) other than death which permanently and totally incapacitates the injured person from following any gainful occupation. The loss of, or loss of use of, both hands, or both arms, or both legs, or both feet, or both eyes, or any two of the foregoing, suffered in one accident, will be considered a permanent total disability.

(c) Permanent partial disability - Any injury (non-battle) other than death or permanent total disability, which involves: **14**

- 1. Complete loss of any member of the body or part thereof or
- 2. Permanent impairment of any function of any member of the body or part thereof.

(d) Temporary total disability - Any injury (non-battle) other than death, permanent total disability, or permanent partial disability, which, in the opinion of the doctor, makes

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it inadvisable for the injured person to return to duty the day following the one on which the injury occurred, or on some later day. The term "doctor", as used above, is defined as the medical officer or authorized practicing physician whose opinion as to whether an injured person should return, or should have returned, is acceptable to the reporting unit.

(5) Agency - Object or substance which was associated most closely with the injury and which, in general, could have been properly guarded or corrected.

(6) Unsafe condition - Condition of the selected agency which could have been guarded or corrected.

(7) Unsafe act - That violation of a commonly accepted safe procedure which resulted in the accident.

(8) Total Man-days (military) - Add the daily strength for duty reports for the period and divide the total by the number of days in the period.

(9) Total Man-hours Worked (Civilian) - The total of all hours worked in a calendar month by all civilians engaged in the normal operation of the unit.

3. Instructions

a. Disabling injuries will be reported in the calendar month in which it is learned that the injury resulted in a disability, not the month in which the injury occurred. When a nondisabling injury develops into a disabling injury at a later date, it will be reported as a disabling injury and included in the current month's report. A disabling injury will be included in an accident frequency rate only once.

b. A motor vehicle accident will be included in the experience for the month in which any of the four factors stated in paragraph 2a (2) becomes known to the unit.

c. If no disabling injuries or no motor vehicle accidents occurred or became known to the unit during the month, a Monthly Accident Summary will be submitted giving exposure date and showing zero accident experience.

d. The officer whose signature appears on the reports will be responsible for the accuracy and reliability of data contained therein.

BY COMMAND OF LIEUTENANT GENERAL MONARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

Arthur S. Christensen
C. W. CHRISTENSEN
Colonel, AF
Adjutant General

2 Incls:
Forms "A" and "B"

DISTRIBUTION:

2
25 - G-1 (A) extra

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• Inclosure to Hq MTCUSA Circular # 41

FORM "A"

REPORT OF LOST TIME INJURY
(MTCUSA)

This form to be prepared by the Safety Officer in cooperation with the Surgeon. Forward one copy to major command headquarters, or subordinate headquarters as directed, not later than seventy-two hours after hour of accident.

LOCAL- TION	(Unit Designation)
	APC Name of Commanding Officer
THE INJURED	Name _____ Sex _____ Age _____ Length of Service or Employment _____ Race _____ A.S.N. or Employee No. _____ Principal Duty M.O.S. No. _____
	Date of Accident _____ Hour _____ *Place of Accident _____ Name of Witness _____ Person in charge or responsible at time of accident _____ *As unit area, highway, ball field, motor park, air field
TIME AND PLACE	DESCRIBE IN DETAIL HOW ACCIDENT OCCURRED: (Use diagram where useful)
THE INJURY	Nature of Injury and part of body affected. Describe clearly _____ TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability _____ Date and Hour treated _____
DIAGNOSIS AND DISPOSITION	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION) _____ Was the failure of any person wholly or partially responsible for accident, and how? (UNSAFE ACTION) _____
CAUSE ANALYSIS	What has been done to prevent a similar accident? _____
CORRECT- ED ACTION	

REPORT MADE BY: _____

APPROVED BY: _____

NOTE: Use other side if necessary to expand details.

Inclosure to HQ AFMAG Circular #41

FORM "B"

MONTHLY ACCIDENT SUMMARY
(AFMAG)

To be prepared at end of each month from tabulation of Form A reports; 1. MONTH
one copy to be forwarded to major command headquarters, or subordinate
headquarters, as directed prior to the fifth of succeeding month.

2. YEAR

LOC- TION	3. Unit Designation				
	4. AFO				
	5.				
	6.				
FAC- TURE	7. Total Man-days (military) U.S.			Ital.	
	8. Total Man-hours worked (Civilian) U.S.			Ital.	
INJURY RECORD	TYPE INJURY	NO. OF INJURIES (MILITARY)		NO. OF INJURIES (CIVILIAN)	
		U.S.	ITAL	U.S.	ITAL
	9. Fatalities				
	10. Permanent Total				
	11. Permanent Partial				
	12. Temporary Total				
	13. Total Injuries				
RATE	14. Military Accident Rate (M.A.R.) U.S.			ITAL	
	15. Civilian Frequency Rate (C.F.R.) U.S.			ITAL	
MOTOR VEHICLE RECORD	16. Total Number of Motor Vehicles				
	17. Total Miles Driven				
	18. Number of Accidents				
	19. Motor Vehicle Frequency Rate (M.V.F.R.)				

PREPARED BY: _____ DATE _____

Signature of C.O. _____

DATE _____

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FORMULAS ON REVERSE SIDE

Inclosure #2

Inclosure to Hq MTOUSA Circular #41

FORM "B" (cont'd)

Military Accident Rate (M.A.R.) is the number of disabling injuries per 100,000 man-days.

$$\text{M. A. R.} = \frac{\text{No. of Disabling Injuries} \times 100,000}{\text{Number of Man-days}}$$

Civilian Frequency Rate (C.F.R.) is the number of disabling injuries per 1,000,000 man-hours worked.

$$\text{C. F. R.} = \frac{\text{No. of Disabling Injuries} \times 1,000,000}{\text{Number of Man-hours worked}}$$

Motor Vehicle Frequency Rate (M.V.F.R.) is the number of accidents per 100,000 miles driven.

$$\text{M. V. F. R.} = \frac{\text{No. of Accidents} \times 100,000}{\text{Number of miles driven}}$$

Inclosure #2

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