

# INCIDENT REPORTING

---

## BACKGROUND

New incident reporting forms have been developed to improve consistency using clear definitions and instructions from Michigan statutes and the ASTM Standards. The development of these forms has included representatives of the State, industry and public and the forms have been endorsed by the Carnival-Amusement Safety Board.

The changes, differences, definitions and rationale are described below.

## PERSONAL INJURY REPORT (BCS/LCR-500, formerly “Personal Accident Report”)

**Report Name** – The report name is consistent with the Carnival-Amusement Act (225 of 1966) and ASTM F 1305, Classification of Injuries.

**Report What and When?** – Refer to the instructions at the top of the form.

- “Within 24 hours of the occurrence, report to the Department all ride-related injuries that require treatment by medical professionals.” – Reference: PA 225 of 1966 408.734 Rule 43(2).
- “Report deaths and serious injuries immediately.” – Reference: PA 225 of 1966 408.734 Rule 42(3)
- “Submit written report within seven (7) days.” – Reference: PA 225 of 1966 408.734 Rule 43(3)
- “Other minor injuries are to be recorded in a first aid log, but do not need to be reported.” – Reference: ASTM F 1305 -94/02 section 2.1.

**Classification / Degree of Injury** – This section uses the terms from ASTM Standard F 1305 – 94/02, Classification Of Injuries. All require reporting if the injury is “ride-related”.

- “**Minor Injuries**” – (2.1.3) require treatment including cleansing, over-the-counter medicines or rest
- “**Serious Injuries**” – (2.1.4) require immediate admission and overnight hospitalization and observation by a licensed physician.

**Ride-Related Incidents / Location of Incident** – Consistent with ASTM Standard F 1305-94/02, we require classification of ride related incidents according to where they occur.

- **“On-Ride Incidents”** – (5.1.3.1) occur on a ride during operation including start-up and shut-down procedures
- **“Loading and Un-loading Incidents”** – (5.1.3.2) occur in loading or un-loading areas while under the control of an operator or attendant
- **“Other Incidents”** – This category should consist of primarily “Queue Line Incidents” which are defined in section 5.1.3.3, and other ride-related injuries that involve for instance: fencing, buildings or scenery related to a ride (section 5.1.3.4)

**MIOSHA Fatalities and Catastrophes** – The MIOSHA requires reports of employee deaths or hospitalizations of 3 or more employees in the same incident (reference: Section 408.1061 of the Michigan Occupational Safety and Health Act, Public Act 154 of 1974). These reports must be made within 8 hours of the occurrence and may be made to the MIOSHA Fatalities and Catastrophes Hotline at 1-800-858-0397.

**BREAKDOWN/FAILURE REPORT** (BCS/LCR-525, formerly “Mechanical Failure Report”)

**Report Name** – The Carnival-Amusement Administrative Rules use both the terms “Major Breakdown and “Mechanical Failure” (PA 225 of 1966 408.806 and 408.844). The report name combines the terms and prevents structural, electrical and control system failures from being excluded. Emphasizing this use is the term “Unscheduled Cessation” which is referenced in the instruction and defined in ASTM F 747 – 06.

**Report What and When?** – Within 24 hours of the occurrence, report all “major breakdowns” (ref. PA 225 of 1966 R 408.806 Rule 6) and “unscheduled cessations (ref. ASTM F 747 – 06)/ Submit written report within 7 days. Reference: PA 225 of 1966 R 408.843 Rule 43(3) and 408.844 Rule 44.

**“Major Breakdown”** – In PA 225 of 1966 408.706 Rule 6, “Major Breakdown means a stoppage of operation from whatever cause resulting in damage, failure or breakage of a structural or stress bearing part of the ride”.

**“Unscheduled Cessation”** – ASTM F 747 – 06 uses the term “unscheduled cessation” which it defines as “a rare, unusual, or irregular stopping of an amusement ride operation, intentional, or otherwise, that is considered abnormal or potentially hazardous in nature, or both, due to its cause, method, or result”.