

CODING REQUIREMENTS ON OWCP FORMS

In compliance with the Office of Workers' Compensation Programs (OWCP), Department of Labor, regulations, all federal agencies must code specific information on OWCP forms. The Occupational Safety and Health Administration (OSHA) uses the data generated by the forms for many purposes, including analysis of employee injury/illness cases and deciding on offices to be included in OSHA's programs targeted for inspection.

All injury compensation offices must code items on Forms CA-1, CA-2, and CA-6 before their submission to OWCP. Coding blocks for the OSHA-related items are provided on the revised Forms CA-1, *Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, and CA-2, *Notice of Occupational Disease and Claim for Compensation*. Both these forms were revised in 1986. On Form CA-6, *Official Superior's Report of Employee's Death*, the codes are to be added to information required by the block title.

Exhibit A, Summary of OSHA Items Agencies Must Code on Compensation Forms (see below), summarizes where to place the codes on these forms. Guidelines for coding items on Forms CA-1, CA-2, and CA-6 follow.

For postal employees, the occupation code should be identified by PS followed by the first four numbers of the occupational code. The type and source codes, shown in Exhibit B, Injury/Illness Codes (see below), describe how the accident occurred. For example, if a dog bites a letter carrier, the type code is 440 (bitten by) and source code is 0911 (dog).

The OWCP agency code is a four-digit or four-digit plus two letter code used to identify the employee's agency. The OSHA site code is only needed when the OWCP code and the duty station Zip Code do not sufficiently identify the agency.

Employees should pay particular attention to properly completing item 18 on CA-1 and item 20 on CA-2, which request the employee's official

duty station. The Zip Code of the reporting office responsible for processing the OWCP forms should not be entered in these blocks unless it is also the employee's duty station.

On Form CA-6, these codes must be added to information required by the block title identified in Exhibit A.

Personnel should direct any questions concerning this matter to Richard H. Bauer at PEN 268-3678, (202) 268-3678 commercial, or to the Regional Injury Compensation Program Administrator.

Exhibit A—Summary of OSHA Items Agencies Must Code on Compensation Forms

Item	Form CA-1 (Rev. 1986)	Form CA-2 (Rev. 1986)	Form CA-6
Occupation Code.	Shaded box "a" Occupation code.	Shaded box "a" Occupation code.	Block 13. Was employee in performance of duty when injury occurred?
Type of Injury Illness Code.	Shaded box "b" Type Code.	Shaded box "b" Type Code.	Block 12. Describe how injury occurred.
OWCP Agency Code.	Block 17. OWCP Agency Code.	Block 19. OWCP Agency Code.	Block 6. Bureau or Office.
OSHA Site Code.	Block 17. OSHA Site Code (as necessary).	Block 19. OSHA Site Code (as necessary).	
Duty Station Zip Code.	Block 18. Duty Station.	Block 20. Duty Station.	Block 5. Department or Agency.

EXHIBIT B, INJURY/ILLNESS CODES

TYPE CODES

- | | |
|--------------------------------|--|
| 100 STRUCK | 500 CONTACTED |
| 110 Struck by | 510 Contacted with (injured person moving) |
| 111 Struck by falling object | 520 Contacted by (object was moving) |
| 120 Struck against | 600 EXERTED |
| 200 FELL, SLIPPED, TRIPPED | 610 Lifted, strained by (single action) |
| 210 Fell on same level | 620 Stressed by (repeated action) |
| 220 Fell on different level | 700 EXPOSED |
| 230 Slipped, tripped (no fall) | 710 Inhaled |
| 300 CAUGHT | 720 Ingested |
| 310 Caught on | 730 Absorbed |
| 320 Caught in | 800 TRAVELING IN |
| 330 Caught between | 999 INSUFFICIENT DATA |
| 400 PUNCTURED, LACERATED | |
| 410 Punctured by | |
| 420 Cut by | |
| 430 Stung by | |
| 440 Bitten by | |

CODING REQUIREMENTS ON OWCP FORMS —Continued

EXHIBIT B, INJURY/ILLNESS CODES—Continued

SOURCE CODES

- 0100 BUILDING OR WORKING AREA
- 0110 Walking/working surface (floor, street, sidewalks, etc.)
- 0120 Stairs, steps
- 0130 Ladder
- 0140 Furniture, furnishings, office equipment
- 0150 Boiler, pressure vessel
- 0160 Equipment layout (ergonomic)
- 0170 Windows, doors
- 0180 Electricity
- 0200 ENVIRONMENTAL CONDITION
- 0210 Temperature extreme (indoor)
- 0220 Weather (ice, rain, heat, etc.)
- 0230 Fire, flame, smoke (not tobacco)
- 0240 Noise
- 0250 Radiation
- 0260 Light
- 0270 Ventilation
 - 0271 Tobacco smoke
- 0280 Stress (emotional)
- 0290 Confined space
- 0300 MACHINE OR TOOL
- 0310 Hand tool (powered: saw, grinder, etc.)
- 0320 Hand tool (nonpowered)
- 0330 Mechanical (power transmission apparatus)
- 0340 Guard, shield (fixed, moveable, deadman)
- 0350 Video display terminal
- 0360 Pump, compressor, air pressure tool
- 0370 Heating equipment
- 0380 Welding equipment
- 0400 VEHICLE
- 0410 Privately owned (includes rental)
 - 0411 As driver
 - 0412 As passenger
- 0420 Government-owned
 - 0421 As driver
 - 0422 As passenger
- 0430 Common carrier (airline, bus, etc.)
- 0440 Aircraft (not commercial)
- 0450 Boat, ship, barge
- 0500 MATERIAL HANDLING EQUIPMENT
- 0510 Earthmover (tractor, backhoe, etc.)
- 0520 Conveyor (for material and equipment)
- 0530 Elevator, escalator, personnel hoist
- 0540 Hoist, sling chain, jack
- 0550 Forklift, crane
- 0560 Handtruck, dolly
- 0600 DUST, VAPOR, ETC.
- 0610 Dust (silica, coal, etc.)
- 0620 Fibers
 - 0621 Asbestos
- 0630 Gases
 - 0631 Carbon monoxide
- 0640 Mist, steam, vapor, fume
- 0650 Particles (unidentified)
- 0700 CHEMICAL, PLASTIC, ETC.
- 0710 Dry chemical
 - 0711 Corrosive
 - 0712 Toxic
 - 0713 Explosive
 - 0714 Flammable
- 0720 Liquid chemical
 - 0721 Corrosive
 - 0722 Toxic
 - 0723 Explosive
 - 0724 Flammable
- 0730 Plastic
- 0740 Water
- 0750 Medicine
- 0800 INANIMATE OBJECT
- 0810 Box, barrel, etc.
- 0820 Paper
- 0830 Metal, item, mineral
 - 0831 Needle
- 0840 Glass
- 0850 Scrap, trash
- 0860 Wood
- 0870 Food
- 0880 Clothing, apparel, shoes
- 0900 ANIMATE OBJECT
- 0910 Animal
 - 0911 Dog
 - 0912 Other
- 0920 Plant
- 0930 Insect
- 0940 Human (violence)
- 0950 Human (communicable disease)
- 0960 Bacteria, virus (not human contact)
- 1000 PERSONAL PROTECTIVE EQUIPMENT
- 1010 Protective clothing, shoes, glasses, goggles
- 1020 Respirator, mask
 - 1021 Diving equipment
- 1030 Safety belt, harness
- 1040 Parachute
- 9999 INSUFFICIENT DATA

—Employee Relations Dept., 3-21-91

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Product
FL, Largo 34643-4104	Sunset Marketing, 11100 66th Street North, Suite 9.	A credit card protection program and a lottery promotion.
NJ, Fairview 07022-0296	Rapid Mailers, P.O. Box 296	A work-at-home program.
NJ, Palisades Park 07650-0098.	All State Mailers, P.O. Box 98	A work-at-home program.
TX, Dallas 75243-1013	Hands Across the Sea, 13931 North Central Expressway, Suite 318.	Sponsorship of American service persons in the Persian Gulf.
TX, Austin 78755-0421	Mail Services, P.O. Box 26421	An envelope stuffing scheme.

—Judicial Officer, 3-21-91