



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5100.14A  
N35

**15 APR 2014**

### NAVSUPPACT NAPLES INSTRUCTION 5100.14A

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: LOCAL NATIONAL EMPLOYEES FIRST AID TREATMENT AND ON  
THE JOB INJURY REPORTING

Ref: (a) Decree of Italian Republic President, D.P.R 30 June  
1965 N.1124  
(b) OPNAVINST 5100.23G  
(c) OPNAVINST 5102.1D  
(d) Conditions of Employment for Local National  
Employees of the U.S. Armed Forces in Italy,  
01 November 2013  
(e) Circolare INAIL n.34 of 27 June 2013

Encl: (1) Procedures for First-Aid Treatment for Local  
National Personnel within the Confines of the  
Installation  
(2) Procedures for First-Aid Treatment for Local  
National Personnel outside the confines of the  
installations.  
(3) Local National Employees First Aid Treatment and  
On-the-Job Injury Reporting  
(4) OPNAV 5100/9 (Rev. FEB 2005)

1. Purpose. To establish procedures per references (a)  
through (e) to be followed in the event of on-the-job  
injury/illness to Local National (LN) personnel.

2. Cancellation. NAVSUPPACT NAPLES INST 5100.14

3. Scope. This instruction applies to all LN employees  
working at U.S. Naval Support Activity (NAVSUPPACT), Naples,  
Italy installations.

4. General. LN employees must immediately report all on-the-  
job injuries/illnesses, regardless of severity, to their  
supervisors. In certain cases as outlined in this instruction,  
a report of the on-the-job injury must be made to the *Istituto*

**15 APR 2014**

*Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro* (INAIL). Medical treatment for on-the-job injuries will be dispensed per this instruction. First aid treatment is defined as any case requiring one or more visits to a medical facility for examination or treatment during working hours as a result of on-the-job injury. U.S. Naval Hospital Naples (USNH) or its Branch Health Clinic (BHC), Capodichino, will provide professional first aid treatment for on-the-job injuries to LN employees covered under the scope of this instruction. Following first aid treatment at USNH Naples or its BHC, injured employees must proceed to an Italian hospital for final treatment and disposition before returning to their duty workstation. The LN employee has the option to go directly to the nearest Italian hospital if the injury/illness is not of a serious nature. If the injury/illness is serious in nature, the employee must proceed to the nearest medical treatment/hospital. Specific procedures for mishaps occurring within the installations or outside the installations are included in enclosures (1) and (2). Enclosure (3) is a handy reference flow chart of the process.

## 5. Responsibilities

a. Employees. Employees who sustain an on-the-job injury must first notify their supervisor in order to obtain first aid treatment. Subsequently, if further treatment is required, they must also provide to their supervisor the following:

(1) Medical certificate relating to the injury, released by the Italian hospital (referto).

(2) Medical Return to work certificate (Definitivo) released by INAIL, indicating termination of inability to perform his/her duty and the date of return.

b. The injured person shall set an appointment with the nearest INAIL office (closest to his/her residence) for the day before the medical certificate expiration date to request a medical check. The employee shall have with him/her a copy of "denuncia di infortunio" and "referto" for the appointment. The injured employee shall provide the INAIL definitive certificate authorizing return to work. The employee shall forward a copy of the final medical certification to the Payroll Office and the NAVSUPPACT Safety Office.

**15 APR 2014**

c. Supervisors. In the event of LN employee on-the-job injury or serious illness, supervisors shall follow the procedures in enclosures (1) and (2). The supervisor or his designate shall:

(1) Accompany the injured to the USNH or appropriate branch clinic, for first aid treatment in case of injury or serious illness during duty hours, occurring within U.S. installations.

(2) Prepare enclosure (4).

(3) Once first aid treatment is rendered to the injured employee, have the medical officer complete and sign enclosure (4). The employee may then be transported to the nearest Italian hospital.

(4) Immediately report all mishaps, however minor, to the safety office. The supervisor must make a telephone report of the mishap to the Occupational Safety and Health (OSH) Office and file the report in the Enterprise Safety Application Management System.

(5) Report in person to the Responsible for Prevention and Protection Services (RSPP) located at NAVSUPPACT Naples Safety office. Together with the RSPP, report to the Payroll Office to complete the report of on-the-job injury (INAIL Denuncia di Infortunio sul Lavoro).

(6) Submit the completed and signed report along with a medical certificate from Italian Hospital to the RSPP. The report must be signed by the employer and submitted to the police within two business days of receipt of the initial medical certificate. The employer is defined as the Commanding Officer, NAVSUPPACT Naples or his representative, i.e. duty officer or military supervisor. A military supervisor or military officer must sign the INAIL report. If there is no military supervisor available in the injured employee's chain-of-command, the Command Duty Officer or other military person authorized to sign on behalf of the Command will sign the report.

(7) Make an appointment with USNH Naples Occupational Health Clinic Italian Competent Physician to examine the injured employee prior to the employee's return to work.

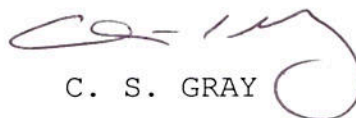
**15 APR 2014**

d. RSPP. For all occupational injuries/illnesses resulting in three or more lost work days, the RSPP shall submit the report of on-the-job injury to the nearest Italian State Police (Polizia di Stato) where the mishap occurred to obtain the validation stamp. If the State Police are not available the report may also be submitted to the Municipal Police (Polizia Municipale). The police will retain a copy of the report. The RSPP shall return the stamped copy to the Payroll Office. In addition the RSPP will investigate the causes of the injury and will start the process for abatement as appropriate.

e. Competent Physician. The competent physician will evaluate the injured employee and determine the fitness for duty. The competent physician can limit return to work for a LN employee to protect the interest of the U.S. Government.

f. NAVSUPPACT Naples Safety Office. The Safety Office will provide guidance to supervisors and employees about on-the-job injury reporting procedures.

g. Payroll Office. The Payroll office will submit the completed report of employee on-the-job injury/illness on-line to INAIL. Once submitted the Payroll Office will retain a copy of the report and will forward a copy to the NAVSUPPACT Naples OSH Office.

  
C. S. GRAY

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**15 APR 2014**

**Procedures for First-Aid Treatment for Local National Personnel  
Within the Confines of the Installation**

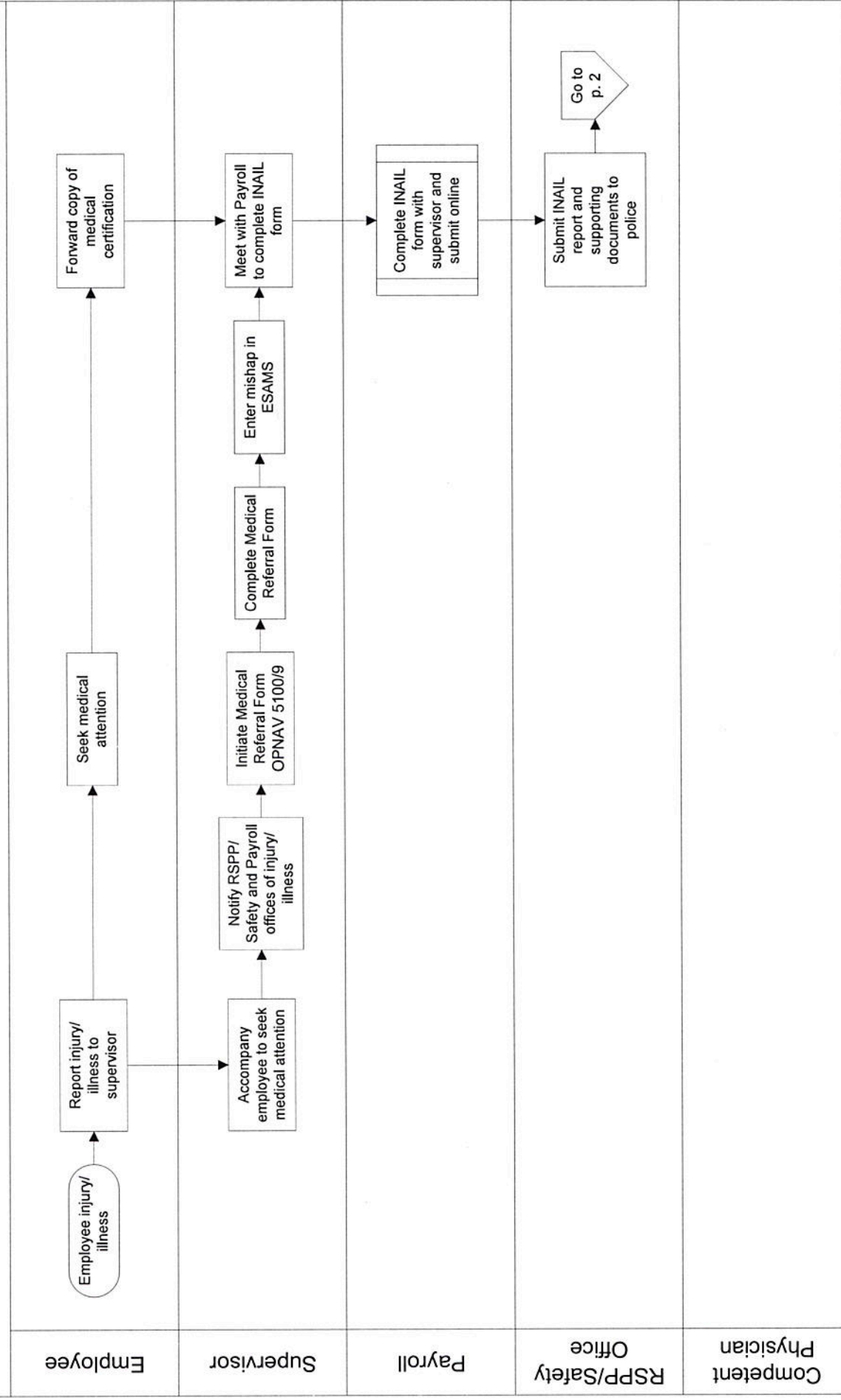
1. Minor Injuries. For minor injuries or injuries where moving the patient would not aggravate the injury or cause considerable additional pain or discomfort, the supervisor will arrange for the injured employee to be taken to the nearest Italian or U.S. medical facility for first-aid treatment. U.S. Government transportation may be provided for this purpose.
2. Major Injuries. If the injury is of a serious nature and immediate professional medical attention is required to prevent further injury or to permit the injured employee to be safely moved, the supervisor will call the emergency number (DSN: 626-4911 or COMM: 081-568-4911) requesting professional medical assistance and ambulance service. The supervisor, or the person designated to make this call, must give precise information concerning the exact location where the injured employee may be found (building, department, floor number, name of shop, etc.) and if possible, provide a brief description of the nature of the injury. In such cases, following emergency evaluation at the U.S. Naval Hospital (USNH) or appropriate branch health clinic, the patient, will be transferred to the nearest Italian hospital.
3. As soon as possible following an on-the-job injury to a Local National employee, the supervisor shall make a telephone report of the accident to the Naval Support Activity Naples Safety Office and to the employee's chain-of-command.
4. The Safety Office and the employee's chain of command will start the procedures discussed in the paragraph 5c of the basic instruction.
5. Prior to the employee's return to work, the supervisor shall contact the USNH Naples Occupational Health Clinic to set up an appointment for the employee to be examined by the Italian Competent Physician.

**15 APR 2014**

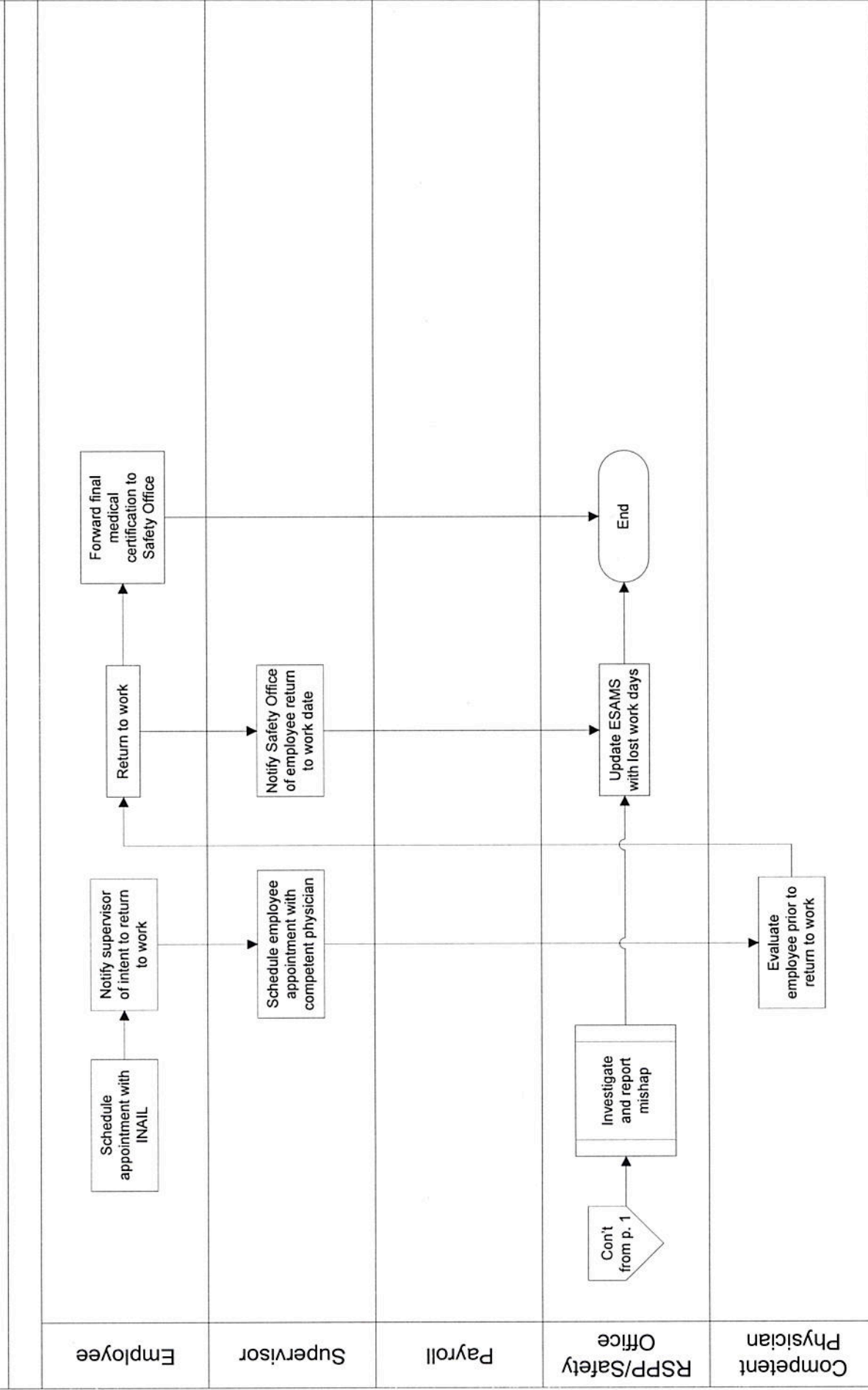
**Procedures for First-Aid Treatment for Local National Personnel  
Outside the Confines of the Installation**

1. If an on-the-job injury occurs to a Local National (LN) outside the confines of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy installations the following procedures will apply.
2. If the injury does not appear to be of a serious nature, the employee will be accompanied to the nearest Italian hospital for first-aid treatment. If the injury appears of a serious nature and requires urgent professional medical attention call the Italian Emergency number (**118**) to request Italian ambulance service. The person making this call will follow the instructions of the operator and will remember the importance of giving precise information concerning the exact location where the injured employee may be found (location, town, street, building, floor number, name of shop, etc.) and, if possible, provide a brief description of the nature of the injury.
3. As soon as possible following an on-the-job injury to a LN employee, the supervisor shall make a telephone report of the accident to the NAVSUPPACT Naples Safety Office and the employee's chain-of-command.
4. The Safety Office and the employee's chain of command will start the procedures discussed in the paragraph 5c of the basic instruction.
5. Prior to the employee's return to work, the supervisor shall contact the U.S. Naval Hospital, Naples Occupational Health Clinic to set up an appointment for the employee to be examined by the Italian Competent Physician.

# Local National Employees First Aid Treatment and On-the-Job Injury Reporting



Local National Employees First Aid Treatment and On-the-Job Injury Reporting



15 APR 2014

**MEDICAL REFERRAL**

<b>SUPERVISOR'S REPORT</b>	To Medical (Location)	Date of Report	
Employee's Name	Time & Date of Injury	Time Left Job	Time Returned
Social Security Number	Grade, Rate, Job Title	Occupational Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable	
Reason for Referral <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Return to Work <input type="checkbox"/> Employee's Request <input type="checkbox"/> Other (Specify below)			
Remarks:			
Supervisor's Signature	Shop/Office	Telephone Number	E-mail Address

<b>MEDICAL REPORT</b>	Time Reported	Time Released
Occupational Injury <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable	Degree of Injury <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Other (Explain below)	
Remarks:		
Provider's Signature	<input type="checkbox"/> Evaluation Completed <input type="checkbox"/> Follow-up On or Before <div style="border: 1px solid black; padding: 2px; display: inline-block;">Date</div>	
Telephone Number		

Authority: SECNAVIST 5211.5D

**Principle Purpose:** To ensure prompt investigation of occupational injuries and to initiate any necessary immediate corrective action.

**Routine Use:** Routinely used by the activity Occupational Safety and Health Office to perform official duties in the investigation of mishaps which may have caused occupational injury or illness.

**Disclosure:** Voluntary. Treatment will be provided without regard to employee's willingness to divulge all or part of the requested information.