



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACTNAPLESINST 5100.14B

N35

25 APR 2019

NAVSUPPACT NAPLES INSTRUCTION 5100.14B

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, 1 November 2018
(e) Circolare INAIL n.34 of 27 June 2013
(f) Circolare INAIL n.10 of 21 March 2016

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.

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

2. Cancellation. NAVSUPPACTNAPLESINST 5100.14A

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

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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.

(3) 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 Naples Safety Office.

b. 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) 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 medical facility for first-aid treatment. U.S. Government transportation may be provided for this purpose.

(2) 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 place an emergency call to DSN: 911 or COMM: 081-568-4911 requesting professional medical assistance and ambulance service.

(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 Responsible for Prevention and Protection Services (RSPP) at NAVSUPPACT Naples Safety Office and to the employee's chain-of-command.

(4) Submit the medical certificate from Italian Hospital to the RSPP.

c. RSPP. Only for injuries resulting in 30 or more lost 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 is 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.

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d. Competent Physician. After an absence from work for illness for 60 days or more, the competent physician will evaluate the employee in order to 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.

Note: if the absence is due to on-the-job injury, the final visit shall be made by INAIL and not by the competent physician.

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

f. Payroll Office. The Payroll Office will submit the report of employee on-the-job injury 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 Occupational Safety and Health Office.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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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 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 place an emergency call to DSN: **911** 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 USNH Naples or appropriate Branch Health Clinic, the patient, will be transferred to the Italian hospital through the 118 service called by the 911.
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 NAVSUPPACT Naples Safety Office and to the employee's chain-of-command.
4. The NAVSUPPACT Naples Safety Office and the employee's chain-of-command will start the procedures described at paragraph (5) of the basic instruction.
5. After 60 days of continued **sick leave**, 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 Command Italian Competent Physician. Instead, in the case of **on-the-job injury**, it will be the INAIL to make the final visit.

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

1. 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 a phone call will be done to the Italian Emergency number **(118)** to request Italian ambulance service. The person making this call will follow the indications 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.
2. 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 NAVSUPPACT Naples Safety Office and the employee's chain-of-command.
3. The NAVSUPPACT Naples Safety Office and the employee's chain of command will start the procedures described in paragraph (5) of the basic instruction.
4. After 60 days of continued **sick leave**, prior to the employee's return to work, the supervisor shall contact the U.S. Naval Hospital, Naples, Italy Occupational Health Clinic to set up an appointment for the employee to be examined by the Command Italian Competent Physician. Instead, in the case of **on-the-job injury**, it will be the INAIL to make the final visit.