

BLUE SHEETS AND GREEN SHEETS

1715

(No.82 August 2016)

PURPOSE

1715.1

(No.82 August 2016)

In accordance with Title 8 of the California Code of Regulations, Section 3203(a)(5), procedures exist to review occupational injuries and illnesses. Procedures for reviewing an event resulting in a fatality, serious injury or illness (as defined in Handbook 1712) include the Preliminary Summary Report (Blue Sheet) and the Informational Summary Report (Green Sheet) process. Serving as an aid in accident prevention and for use as a safety training tool, these reports do not contain confidential information, identify any individual, or place personal blame.

Timeline

The Blue Sheet is prepared for distribution within 6 hours and posted within 12 hours after the accident. The Green Sheet is prepared and distributed within seven calendar days of an accident. A request to extend the deadline or issue a revision is allowable (see template instructions).

Distribution

Statewide distribution is appropriate for issues concerning all employees. For statewide distribution the final approval of the Blue Sheet and Green Sheet is at the discretion of the Deputy Director of Fire Protection.

Local distribution is appropriate for issues limited to specific Unit/Program information. For local distribution, the final approval of the Blue Sheet and Green Sheet is at the discretion of the applicable Region Chief (or designee).

Review of all Blue Sheet and Green Sheet drafts are coordinated through the Department Safety Program to ensure consistent formatting and compliance with policy and procedure. Once approved and distributed, sharing these documents with external sources is allowable.

RESPONSIBILITIES

1715.2

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Unit Chief/Program Manager

- Ensure the draft meets the requirements of the standard template.
- Request modifications of deadlines as needed.
- Coordinate with the Department Safety Program for the review of all draft documents.

Department Safety Program

- Review documents for consistency prior to distribution.

- Ensure approval of documents prior to statewide distribution.
- Ensure appropriate statewide distribution of approved documents.
- Maintain a repository of published Blue Sheets and Green Sheets.

PROCEDURES

1715.3

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- Procedures for Blue Sheets and Green Sheets are included with the standard templates.

RELATED INFORMATION

1715.4

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Templates

- Preliminary Summary Report (Blue Sheet) ([DOC](#))
- Informational Summary Report (Green Sheet) template ([DOC](#))

([see Next Section](#))

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([see Forms and Form Samples](#))