PRO-7704.4
Documenting Work-related Injury
Revision:
Issue Date: March 23, 2018
Effective Date: March 23, 2018
Approved By: Nelson A. Santos

See Also: LOM 7704.4
LOM 7708
ECOMP Employee Tutorial
ECOMP Supervisor Tutorial

ACTION BY:	***ACTION:***
Injured Employee	1. **Navigates** to https://www.ecomp.dol.gov/# and register using the following information (go to #2 if already registered): NOTE: An ECOMP Employee Tutorial is available REDACTED. • Employment status: Federal Employee • Department: Department of Justice • Agency-Group: DEA • Agency: Drug Enforcement Administration • Duty station An email will be sent to complete registration.
	2. **Completes** a form OSHA-301, Incident Report.
	3. **Completes** a CA-1, Claim for Continuation of Pay/Compensation form. NOTE: Choosing first aid only will not transmit the form to the Department of Labor.
	4. For clandestine laboratory exposure reporting, **completes** a DEA-484, Clandestine Laboratory Exposure Report.
Supervisor	5. **Receives** email from the ECOMP system to review an employee submission. NOTE: An ECOMP Supervisor Tutorial is available REDACTED.
	6. **Accesses** form and **approves** or **rejects** the submission.
	7. **Signs** the DEA-484 and **forwards** to the Safety and Occupational Health Specialist (SOHS), if applicable.
SOHS	8. **Forwards** DEA-484 to Safety/Workers' Compensation Unit (HRES) using the REDACTED.

End of Document

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