

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p align="center">CEHNC-WI-SO-64-02 Accident Reporting</p> <hr/> <p>Effective Date: 1 November 2005 Revision: 1</p>	 <p align="center">Huntsville Center</p>
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CONTENTS
(CTRL + Click to Access Item)

Purpose..... 3

Scope..... 3

References..... 3

Definitions..... 4

Responsibilities..... 4

Procedures..... 5

 Accident Notification and Reporting 5

 Additional Reporting Requirements 6

 Initial Treatment of an Injury Policy 7

 Accident Investigations..... 7

 Adequacy of The Investigation..... 8

 Government Civilian Accidents..... 8

 Activity Hazard Analysis (AHA)..... 9

Records/Objective Evidence..... 9

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-02 Accident Reporting	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

1.0 PURPOSE

This accident reporting WI provides guidance and requirements and assigns responsibilities for notification, investigation, reporting and the submission of the necessary reports for all Army accidents/incidents in which Government Civilians, Contractors, and/or Military Personnel are involved and/or property damage over \$2000 occurs. It is imperative that the requirements listed in this document be understood and followed to eliminate hazards and prevent recurrence. The ENG Form 3394 will be the form used to report all accidents.

2.0 SCOPE

This WI applies to all Government Civilians, Contractors, and Military Personnel who are employed by, assigned to, or under contract with the U.S. Army Engineering & Support Center, Huntsville (USAESCH).

3.0 REFERENCES

- 3.1 AR 385-40, Accident Reporting and Records, 1 November 1994.
- 3.2 U.S. Army Corps of Engineers (USACE) Draft Supplement 1 to AR 385-40, 5 October 2000.
- 3.3 USASC Message, CSSC-Z, 081810Z Jun 01, subject: Clarification of Army Accident Classes.
- 3.4 CEHNCR 385-1-1, Safety and Occupational Health Program Management, latest edition.
- 3.5 EM 385-1-1, U.S. Army Corps of Engineers Safety Manual, 3 November 2003.
- 3.6 USACE, CESO-ZA, Memorandum, subject: Appointment of Accident Investigation Boards, 22 April 2003.
- 3.7 CEHNC-SO Policy Memorandum 04-06, subject: Policy for Accident Investigation Boards, 16 August 2004. See policy memorandum at: <https://hnc-ws-intra.hnd.usace.army.mil/im/publications/search/PM/PM04-06.pdf>
- 3.8 DA PAM 385-40, Army Accident Investigation and Reporting, 1 November 1994.
- 3.9 EP 385-1-40, Boards of Investigation, 31 May 1991.
- 3.10 DA PAM 385-40, Army Accident Investigation and Reporting, 1 November 1994.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

3.11 USACE, CEMP-CE, Memorandum, subject: Interim Guidance – Notification Procedures for Discovery of Recovered Chemical Warfare Materiel (RCWM) During USACE Projects, 23 April 2004.

4.0 DEFINITIONS

AccidentAn unplanned event that causes personal injury or illness, or property damage.

Class AFatality or permanent total disability (Government Civilian, Military Personnel, and/or Contractor), or > \$1,000,000 property damage*.

Class BPermanent partial disability or inpatient hospitalization of 3 or more persons (Government Civilian, Military Personnel, and/or Contractor), \$200,000 < \$1,000,000 property damage*.

Class CLost Workday (Contractor) or Lost Time (Government Civilians), \$20,000 < \$200,000 property damage*.

Class D\$2000 < \$20,000 property damage*.

*Property damage examples - rental cars, leased items/equipment, GSA property, Huntsville Center (HNC) property, installation property, land owner property.

5.0 RESPONSIBILITIES

5.1 The supervisor of the injured employee is required to sign block 15c. of the ENG Form 3394, conduct the accident investigation, and take the necessary steps to prevent future occurrences.

5.2 For contractor accidents, the contractor's management will sign block 16 of the ENG Form 3394 and forward to the Government Designated Authority (GDA) which is the Contracting Officer or the Contracting Officer's Representative.

5.3 The USAESCH Director of the program incurring the accident will sign block 18 of the ENG Form 3394 and forward to the Safety Office.

5.4 The USAESCH Safety Office is responsible for ensuring the ENG 3394 is properly completed, signing block 18 and forwarding the ENG Form 3394 to the Commander for signature. Once the Commander signs the ENG Form 3394, the original will be filed in the Safety files and a copy sent to Headquarters (HQUSACE) Safety Office.

5.5 Serious accidents and those accidents as determined by the Commander or the Safety Office will be investigated by a Board of Investigation (BOI).

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p> <hr/> <p>Effective Date: 1 November 2005 Revision: 1</p>	 <p>Huntsville Center</p>
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5.6. Assistance. The USAESCH Safety and Occupational Health Office will provide needed assistance in reporting or investigating accidents. Please contact the USAESCH Safety and Occupational Health Office at 256-895-1583, 256-895-1849 or 256-895-1225. Completed ENG Form 3394 samples are available in the Safety and Occupational Health Office.

6.0 PROCEDURES

6.1. Accident Notification and Reporting.

6.1.1 All Class A or B accidents are to be reported without delay and the task/activity being performed at the time of the accident immediately stopped and the accident scene preserved. Fatalities or serious accidents will be reported as follows:

6.1.1.1 Immediately notify the USAESCH Commander during normal duty hours at 256-895-1310 and during non-duty hours (nights, holidays and weekends) at Home or Cell (256-426-8495).

6.1.1.2 For RM, IM, LM, Directorates and MR, OC, SL, SO, EE, DB, IR, PA Separate Offices, notify the USAESCH Deputy Commander during normal duty hours at 256-895-1308 and during non-duty hours (nights, holidays and weekends) at 256-656-5252.

6.1.1.3 For ED, IS, OE, MD, PM, CT Directorates notify the USAESCH Deputy for Programs and Technical Management during normal duty hours at 256-895-1307 and during non-duty hours (nights, holidays and weekends) at 256-509-5790.

6.1.1.4 For BMO Office notify the USAESCH Chief, Business Management Office during normal duty hours at 256-895-1246 and during non-duty hours (nights, holidays and weekends) at 256-426-3429.

6.1.1.5 Notify the appropriate USAESCH Director, Separate Office Chief, Resident Engineer.

6.1.1.6 Notify the USAESCH Safety Office during normal duty hours at 256-895-1583 and during non-duty hours (nights, holidays and weekends) at 256-656-5324.

6.1.1.7 For additional information on reporting, see reference 3.4. Reference 3.4 can be viewed on the Safety Homepage at the website below:
<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Regs/385-1-1.pdf>

6.1.2 All Class C or D accidents are to be reported within 24 hours except for accidents occurring on weekends, which will be reported the next workday following the accident. Work being performed at the time of the accident should be temporarily suspended and

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p style="text-align: center;">CEHNC-WI-SO-64-02 Accident Reporting</p> <hr/> <p>Effective Date: 1 November 2005 Revision: 1</p>	 <p style="text-align: center;">Huntsville Center</p>
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a preliminary investigation/assessment conducted to determine cause and ensure mitigation measures are employed to prevent recurrence prior to work resuming.

6.1.3 Government civilian accidents are to be immediately reported to the first line supervisor.

6.1.4 Contractor accidents are to be reported to the project manager (PM), contracting officer (KO), contracting officer representative (COR) and/or resident engineer (RE) herein referred to as the “Government Designated Authority (GDA)”, who by position is responsible for overseeing, managing, directing, and/or administering the project/activity contract, operation, material or person(s) involved at the time of an accident.

6.1.5 The supervisor or GDA upon learning of an accident must promptly contact the USAESCH Safety and Occupational Health Office and provide a brief summary of the events surrounding the accident. The Safety Office will notify the Command Group as appropriate.

6.1.6 Upon notification, the Safety and Occupational Health Office will immediately notify the Headquarters Safety Office as appropriate. Additionally, the Safety and Occupational Health Office will prepare and forward the Report of Serious Accident (ROSA) to Headquarters as required.

6.1.7 Chemical events will be reported in accordance with reference 3.11.

6.2. Additional Reporting Requirements. In addition to the accident definitions described in paragraph 4.0, the following additional conditions must also be reported per the guidance outlined in paragraph 6.4.1 through 6.4.5 below.

6.2.1 Army civilian or contractor personnel injured while on duty or in a TDY status
Exception: Contractor employee injuries, occupational illnesses, and property damage accidents that occur away from and involve activities unrelated to a Corps project/activity for which the contractor is working are not required to be reported.

6.2.2 Accidents or mishaps incident to a Corps project/activity that could cause unfavorable press or embarrassment to USACE.

6.2.3 Serious near misses.

6.2.4 Injuries to USAESCH military personnel, on or off-duty.

6.2.5 Government civilian injuries that occur incident to a government work activity in which medical expenses are incurred regardless of whether or not the injury meets one of the accident definitions in paragraph 4.0 above.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p> <hr/> <p>Effective Date: 1 November 2005 Revision: 1</p>	 <p>Huntsville Center</p>
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6.3 Initial Treatment of an Injury Policy. Employees are permitted to select a physician for treatment of an injury; however, AMCOM, who provides Workers' Compensation services to the USAESCH, has a "clinic first" policy. Therefore, this "clinic first" policy also applies to HNC employees. This means that, in non-emergency situations, the supervisor should accompany the injured employee to the Occupational Medicine (OM) Clinic at Fox Army Health Center for initial evaluation and treatment. The telephone number for the OM Clinic is 256-955-8888, ext. 1027. In the event the OM Clinic is closed, the Fox Army Health Center (FAHC) may be utilized for the initial evaluation and treatment of an on-the-job injury.

6.4 Accident Investigations.

6.4.1 Government Civilian Accidents. The supervisor of a government civilian employee who experiences an accident is responsible for investigating the accident and completing the U.S. Army Corps of Engineers Accident Investigation Report (ENG Form 3394). In addition, the requirements contained in Paragraphs 6.8 and 6.9 of this Work Instruction must also be followed.

6.4.2 Contractor Accidents. Contractor accidents occurring incident to a USAESCH project/activity, the contractor is responsible for performing the accident investigation in accordance with the contractor's accepted Accident Prevention Plan (APP), a.k.a. Safety and Health Plan. Additionally, the government may also investigate some contractor accidents due to their nature or seriousness.

6.4.3 For all accidents, it is essential for the supervisor or contractor to take positive measures and any necessary corrective actions to prevent future occurrences. The investigation is the supervisor's or contractor's documented root cause analysis, internal review, and accurate account of an accident. The investigation report must be based on factual information gathered by a thorough and conscientious examination of all causal factors. The focus should be from a PREVENTION perspective. Carefully determining the root cause and then concentrating on identifying measures to mitigate or eliminate future accidents can achieve this focus.

6.4.4 At the conclusion of an accident investigation, the supervisor or contractor must submit a properly completed original ENG Form 3394 with its instructions **through the Government Designated Authority (GDA)** to the USAESCH Safety and Occupational Health Office for review and processing within 5 working days following the accident.

6.4.4.1 A copy of the ENG Form 3394 (pdf template) can be found at:
<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/ENG%20Form%203394%20-%20Template.pdf>

6.4.4.2 Or access a copy of the ENG Form 3394 using the FormFlow filler.

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-02 Accident Reporting	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

The instructions for completing the ENG Form 3394 above can be found at:

http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/3394_Instructions.pdf

6.4.4.3 This ENG 3394 form must contain the original signatures as described in reference 3.4. Reference 3.4 can be viewed on the Safety Homepage at the website below.

<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Regs/385-1-1.pdf>

6.5 The USAESCH Safety and Occupational Health Office will assess the adequacy of the investigation as described in the ENG Form 3394 along with all submitted analyses to determine whether the information provided is acceptable.

6.6 For Class A or B accidents, if the investigation report is found acceptable the Safety and Occupational Health Office will notify the supervisor or GDA that the specific work activity that was stopped in accordance with paragraph 6.1.1 above may resume.

6.7 For all classes of accidents if the report submitted is found unacceptable, e.g., missing data or attachments or incomplete corrective actions, etc., the USAESCH Safety and Occupational Health Office will provide to the appropriate supervisor or GDA the rationale along with recommendations to improve the report. The GDA is responsible for notifying the contractor that the report requires additional information for completeness.

6.8 Government Civilian Accidents.

6.8.1 For government civilian claims, Class A through C accidents, contact the Workers' Compensation Program Coordinator at 256-842-9038 for assistance and direction. The Workers' Compensation Program Coordinator will advise as to the appropriate Department of Labor (DOL) Form, e.g., CA-1 (injury), CA-2 (occupational illness/disease/ stress), CA-7 (claim for compensation), or other forms to use.

IMPORTANT: In addition to completing the appropriate DOL Form, an ENG Form 3394 must also be completed and submitted to the Huntsville Center Safety Office for processing. Special Notice: The CA Forms are subject to privacy act requirements and therefore will no longer be submitted to the HNC Safety and Occupational Health Office for processing. The information contained on the form should be limited to the affected employee, the employees' supervisor, the Workers' Compensation Program Coordinator, Civilian Personnel Advisory Center (CPAC) Representative and officials from the DOL Office of Workers' Compensation Program (OWCP).

6.8.2 The employee is responsible for completing and submitting the appropriate DOL Form to their immediate supervisor for processing.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

6.8.3 The supervisor is responsible for reviewing, signing and delivering the original CA form to the Workers' Compensation Program Coordinator located in Building 5308 on Redstone Arsenal. For assistance contact the Workers' Compensation Program Coordinator at 256-842-9038 for assistance and direction.

6.8.4 The DOL Form CA-1 is time sensitive and per the requirements contained in the Aviation and Missile Command (AMCOM) Workers' Compensation Handbook for Supervisors, must be submitted to the Workers' Compensation Program Coordinator within 48 hours from the date of the accident. To view the AMCOM Workers' Compensation Handbook (which includes completed example CA forms w/instructions), go to the following website:
<https://intranet2.redstone.army.mil/wcw/handbook1.doc>

To access CA Forms use the following U.S. Department of Labor website:
www.dol-esa.gov

6.9 Light Duty Program. The supervisor is responsible for ensuring employees who are disabled from a job-related injury or illness return to their regular duties and maintain the discipline of going to work on a daily basis and to allow them to contribute to the mission as soon as possible. For assistance, the supervisor should contact the CPAC Representative at 256-313-5892, 256-895-1254, or the Workers' Compensation Program Coordinator at 256-842-9038.

6.10 Activity Hazard Analysis (AHA).

6.10.1 On the original ENG Form 3394, if block 11b is checked "Yes," the AHA for the task/activity being performed at the time of the accident must be submitted as an attachment.

6.10.2 If the block is checked "No," then a finding should be shown on the ENG Form 3394 that an AHA was not developed for the activity/task being performed at the time of the accident. The corrective action section of the investigation form must discuss the path forward as to the development of an AHA.

6.10.3 The AHA must be developed and submitted to the USAESCH Safety and Occupational Health Office for review and acceptance prior to resuming the specific work activity being performed at the time of the accident.

7.0 RECORDS/OBJECTIVE EVIDENCE. ENG Form 3394, U.S. Army Corps of Engineers Accident Investigation Report, retained by SO for 30 years.