

HNC-008

DATA ITEM DESCRIPTION

Title: Accident/Incident Reports

Number: HNC-008

AMSC Number:

DTIC Applicable: No

Office of Primary Responsibility: CEHNC-SO

Applicable Forms: ENG 3394, OSHA Form 300

Approval Date: 2014616

Limitation:

GIDEP Applicable: No

1.0 Purpose: This Data Item Description shall be used for reporting accidents/incidents that occur on the work site or in connection with the stated work of this contract.

2.0 References:

2.1 AR 385-10, The Army Safety Program;

2.2 DA Pam 385-40, Accident Reporting and Records;

2.2 ER 385-99, U.S. Army Corps of Engineers (USACE) Accident Investigation and Reporting;

2.3 EM 385-1-1, Corps of Engineers Safety and Health Requirements Manual;

2.4 CEHNCR 385-1-1, Safety and Occupational Health Program Management;

2.5 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses; and

2.6 CEHNC-WI-SO-64-02, Accident Reporting, (U.S. Army Engineering and Support Center, Huntsville).

2.7 Reference are available from the CEHNC Safety Office, (256) 895-1225.

3.0 Requirements:

3.1 All accidents occurring incidentally to an operation, project, or facility for which this manual is applicable shall be investigated, reported, and analyzed. Accidents meeting the following criteria shall be recorded on an ENG Form 3394.

3.1.1 Personal injury or illness resulting in a Lost Workday (LWD), Restricted Workday (RWD), or Transfer; or

3.1.2 Property damage greater than \$2,000.

3.2 The contractor shall prepare the ENG Form 3394 in accordance with the instructions attached to the form and those contained in ER 385-99. The ENG Form with instructions can be accessed via the internet at:
<http://publications.usace.army.mil/publications/forms/>.

3.2.1 The ENG Form 3394 prepared by the contractor must be channeled thru their USACE point of contact (POC) for the project/activity. The USACE POC will transmit through their Directorate to the Safety Office, who will coordinate with the Commander for review and approval as appropriate.

3.3 The Contractor shall immediately report all accidents and incidents, described below, to the Contracting Officer (KO) or Government Designated Authority (GDA).

3.3.1 A fatal injury;

3.3.2 A permanent total disability;

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3.2.3 A permanent partial disability;

3.3.4 The hospitalization of three or more people resulting from a single occurrence;

3.3.5 Property damage of \$500,000 or more;

3.3.6 Arc Flash Incident/Accident;

3.3.7 USACE aircraft destroyed or missing;

3.3.8 Three or more individuals become ill or have a medical condition which is suspected to be related to a site condition, or a hazardous or toxic agent on the site; or

3.3.9 Any accident/incident which could bring adverse attention or publicity to the U.S. Army or the Corps of Engineers.

3.4 Signature authorities on the ENG Form 3394 area as follows: For USACE contractors only, block 15 will be signed by the contractor's Project Manager on the Contractor line (this is the only place the contractor or contractor's representatives will sign the ENG Form 3394). The USACE person, designated as the GDA, by the Directorate/Division, or other separate offices responsible for oversight of that contractor activity will sign in block 15 on the Corps line. That USACE person will forward the accident report on for the 1st Management Review, which is a USACE review, normally at the corporate division level, within the Center, not the contractor.

3.5 ENG Form 3394 transmittals to the USACE POC can be accomplished electronically using digitally signed forms and from the USACE POC up through the USACE reporting channels with electronic signatures as well.

3.6 The contractor shall maintain a list of alternate POCs, provided by CEHNC, in the event the KO or GDA is not available.

4.0 End of DID HNC-008.