

## WERS-011.01

### DATA ITEM DESCRIPTION

**Title:** Accident/Incident Reports

**Number:** WERS-011.01

**AMSC Number:**

**DTIC Applicable:** No

**Office of Primary Responsibility:** CEHNC-ED-SY-S

**Applicable Forms:** ENG 3394, OSHA Form 300

**Approval Date:** 20100428

**Limitation:**

**GIDEP Applicable:** No

**1.0 Purpose:** The Accident/Incident Reports will 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-XX, (Draft) 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:

<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/29%20CFR%20Part%201904.pdf>; and

2.6 CEHNC-WI-SO-64-02, Accident Reporting, (Engineering and Support Center, Huntsville). Follow the latest revision of work instructions for CEHNC-WI-SO-64-02 (Accident Reporting) at this website:

[http://www.hnd.usace.army.mil/safety/Safety\\_Pol\\_Reg\\_Docs.aspx](http://www.hnd.usace.army.mil/safety/Safety_Pol_Reg_Docs.aspx).

2.7 EM 385-1-97, Explosives Safety and Health Requirements Manual

### 3.0 Requirements:

3.1 An ENG Form 3394 shall be completed in accordance with the instructions attached to the form and those contained in AR 385-40 and USACE Supplement 1 to that regulation. The ENG Form can be accessed via the Internet at: <http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/ENG%20Form%203394%20-%20Template.pdf>.

3.1.1 The ENG Form Instructions can be accessed via the internet at:

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

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

3.2 The Contractor shall immediately report all Class A & B accidents to the Contracting Officer (KO) or Government Designated Authority (GDA).

3.3 The contractor shall immediately report to the Contracting Officer (KO) or Government Designated Authority (GDA) any accident/incident which could bring adverse attention or publicity to the U.S. Army or the Corps of Engineers.

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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 Government Designated Authority (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 points of contact (POCs) in the event the KO or GDA is not available. CEHNC will provide the alternate POCs.

**4.0** End of DID WERS-011.01.