ALL ACCIDENTS ARE REPORTABLE

Contractor Property Damage Accident

Serious property damage $500,000.00 or Greater: **Shall be reported immediately to the District Safety Office DLL-CESWF-Mishaps**

- Property damage occurs; Contractor immediately notifies COE local QA/PE
- Contractor fills out Initial Notification Form and provides AHA within 24 hours and sends it to the COE QA/PE
- COE QA/PE immediately forwards Initial Notification to DLL-CESWF-Mishaps
- Damage greater than $2,000 Contractor prepares ENG 3394 and forward it to the COE QA/PE for review
  - Note: Damage less than $2,000 requires no further action
  - COE 1st Management reviews and signs ENG 3394
  - COE 2nd Management reviews and signs ENG 3394
  - Division Chief/AE shall review, sign and forward to the District Safety Office within 5 days of Accident (DLL-CESWF-SO)
  - Chief of Safety shall review and send to Commander for final signature

*A mishap is any unplanned, undesired event that occurs during the course of work being performed. The term “mishap” includes accidents, incidents and near misses.*