Contractor Injury Accident

All accidents are reportable

Contractor injury occurs; that requires medical treatment beyond first aid 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

Note: If accident did not result in day(s) away, restriction, job transfer or medical treatment greater than first aid no further action needed

Contractor prepares ENG 3394, and forwards to COE QA/PE for review

COE 1st Management reviews and signs ENG 3394

COE 2nd Management reviews and signs ENG 3394

Division Chief 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

Serious injury accidents to include fatalities, 1 or more hospitalized, possible permanent or partial disability: Shall be reported immediately to the District Safety Office DLL-CESWF-Mishaps

*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.