



USACE FORT WORTH DISTRICT

**SAFETY AND  
OCCUPATIONAL HEALTH**



**CONTRACTOR INJURY MISHAP**

Serious injury mishaps shall be immediately reported to the Chief of Safety and Occupational Health.  
(Fatalities, 1 or more hospitalized, possible permanent or partial disability)

Contractor reports all mishaps/near misses; immediately notifies COE local QA/PE

Contractor prepares initial notification ENG 3394 (using the Section 1 block e.) and provides  
AHA & photo(s) to the COE - QA/PE within 24 hours

COE - QA/PE immediately forwards ENG 3394 initial notification to DLL-CESWF-Mishaps

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

Contractor prepares final report ENG 3394 (using Section 1 block e.3) and forwards to  
COE - QA/PE for review

COE - 1st Management reviews ENG 3394

COE - 2nd Management (*Chief of Ops/Construction, etc.*) reviews & forward to the  
(DLL-CESWF-SO) within 5 days of accident

Chief of Safety shall review and forward to the 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.

\*\*A near miss is an event that could have caused a serious injury/illness, but did not.

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