



FLOWCHART

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 inital 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.