

## DATA ITEM DESCRIPTION

**Title:** Accident/Incident Reports

**Number:** FPRI-015

**Approval Date:** 20031201

**AMSC Number:**

**Limitation:**

**DTIC Applicable:** No

**GIDEP Applicable:** No

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

**Applicable Forms:**

**Use/Relationship:** 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. Accident/Incident Reports are required by AR 385-40, USACE Supplement 1 to AR 385-40, EM 385-1-1 (Corps of Engineers Safety and Health Requirements Manual), and CEHNCR 385-1-1 (Safety and Occupational Health Program Management).

### Requirements:

1. The following categories of accidents/incidents shall be reported to the Contracting Officer (CO) by telephone or written report.

1.1 Accidents/Incidents which result in a fatality, injury of employees, lost workdays, and/or property damage assessed at a cost of \$2,000 or more shall be reported telephonically to the CO as soon as possible after learning of the incident. The report shall contain as much information as is known concerning the incident. An ENG Form 3394 shall be completed in accordance with the instructions attached to the form and AR 385-40 and USACE Supplement 1 to that regulation and forwarded to the CO or authorized representative within 5 working days after the incident. The ENG Form 3394 shall be legible and signed by the supervisor of the person injured (or supervisor of the activity where property damage occurred) and by the next level of management. The ENG Form can be accessed via the Internet at: [www.hnd.usace.army.mil/engrdir/organization/systemseng/Safety/safety2.htm](http://www.hnd.usace.army.mil/engrdir/organization/systemseng/Safety/safety2.htm)

1.2 The contractor will prepare the ENG Form 3394, with original signatures shown in blocks 15c and 16 (copies/faxes are not acceptable). The remaining signature blocks, blocks 17 -19, will be completed by the Huntsville Center (CEHNC).

1.3 The contractor shall immediately report to the CO any incident which could bring adverse attention or publicity to the U.S. Army or the Corps of Engineers.

1.4 The Contractor shall maintain a list of alternate points of contact (POCs) in the event the CO is not available. CEHNC will provide the alternate POCs.

2. End of DID FPRI-015.