

GENERAL. Complete a separate report for each person who was injured, caused, or contributed to the accident (excluding uninjured personnel and witnesses). Use of this form for reporting USACE employee first-aid type injuries not submitted to the Office of Workers' Compensation Programs (OWCP) shall be at the discretion of the FOA commander. Please type or print legibly. Appropriate items shall be marked with an "X" in box(es). If additional space is needed, provide the information on a separate sheet and attach to the completed form. Ensure that these instructions are forwarded with the completed report to the designated management reviewers indicated in sections 16. and 17.

INSTRUCTIONS FOR SECTION 1 – ACCIDENT CLASSIFICATION. (Mark All Boxes That Are Applicable.)

- a. **GOVERNMENT.** Mark "CIVILIAN" box if accident involved government civilian employee; mark "MILITARY" box if accident involved U.S. military personnel.
 - (1) **INJURY/ILLNESS/FATALITY**—Mark if accident resulted in any government civilian employee injury, illness, or fatality that requires the submission of OWCP Forms CA-1 (injury), CA-2 (illness), or CA-6 (fatality) to OWCP; mark if accident resulted in military personnel lost-time or fatal injury or illness.
 - (2) **PROPERTY DAMAGE**—Mark the appropriate box if accident resulted in any damage of \$1000 or more to government property (including motor vehicles).
 - (3) **VEHICLE INVOLVED**—Mark if accident involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
 - (4) **DIVING ACTIVITY**—Mark if the accident involved an in-house USACE diving activity.
- b. **CONTRACTOR.**
 - (1) **INJURY/ILLNESS/FATALITY**—Mark if accident resulted in any contractor lost-time injury/illness or fatality.
 - (2) **PROPERTY DAMAGE**—Mark the appropriate box if accident resulted in any damage of \$1000 or more to contractor property (including motor vehicles).
 - (3) **VEHICLE INVOLVED**—Mark if accident involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
 - (4) **DIVING ACTIVITY**—Mark if the accident involved a USACE Contractor diving activity.
- c. **PUBLIC.**
 - (1) **INJURY/ILLNESS/FATALITY**—Mark if accident resulted in public fatality or permanent total disability. (The "OTHER" box will be marked when requested by the FOA to report an unusual non-fatal public accident that could result in claims against the government or as otherwise directed by the FOA Commander).
 - (2) **VOID SPACE**—Make no entry.
 - (3) **VEHICLE INVOLVED**—Mark if accident resulted in a fatality to a member of the public and involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" is marked.
 - (4) **VOID SPACE**—Make no entry.

INSTRUCTIONS FOR SECTION 2 – PERSONAL DATA

- a. **NAME**—(MANDATORY FOR GOVERNMENT ACCIDENTS. OPTIONAL AT THE DISCRETION OF THE FOA COMMANDER FOR CONTRACTOR AND PUBLIC ACCIDENTS). Enter last name, first name, middle initial of person involved.
- b. **AGE**—Enter age.
- c. **SEX**—Mark appropriate box.
- d. **SOCIAL SECURITY NUMBER**—(FOR GOVERNMENT PERSONNEL ONLY) Enter the social security number (or other personal identification number if no social security number issued).
- e. **GRADE**—(FOR GOVERNMENT PERSONNEL ONLY) Enter pay grade. Example: O-6; E-7; WG-8; WS-12; GS-11; etc.

- f. **JOB SERIES/TITLE**—For government civilian employees enter the pay plan, full series number, and job title, e.g. GS-0810/Civil Engineer. For military personnel enter the primary military occupational specialty (PMOS), e.g., 15A30 or 11G50. For contractor employees enter the job title assigned to the injured person, e.g. carpenter, laborer, surveyor, etc.,
- g. **DUTY STATUS**—Mark the appropriate box.
 - (1) **ON DUTY**—Person was at duty station during duty hours or person was away from duty station during duty hours but on official business at time of the accident.
 - (2) **TDY** - Person was on official business, away from the duty station and with travel orders at time of accident. Line-of-duty investigation required.
 - (3) **OFF DUTY** - Person was not on official business at time of accident
- h. **EMPLOYMENT STATUS**—(FOR GOVERNMENT PERSONNEL ONLY) Mark the most appropriate box. If "OTHER" is marked, specify the employment status of the person.

INSTRUCTION FOR SECTION 3 – GENERAL INFORMATION

- a. **DATE OF ACCIDENT**—Enter the month, day, and year of accident.
- b. **TIME OF ACCIDENT**—Enter the local time of accident in military time. Example: 1430 hrs (not 2:30 p.m.).
- c. **EXACT LOCATION OF ACCIDENT**—Enter facts needed to locate the accident scene. (installation/project name, building number, street, direction and distance from closest landmark, etc.,).
- d. **CONTRACTOR NAME**
 - (1) **PRIME**—Enter the exact name (title of firm) of the prime contractor.
 - (2) **SUBCONTRACTOR**—Enter the name of any subcontractor involved in the accident.
- e. **CONTRACT NUMBER**—Mark the appropriate box to identify if contract is civil works, military, or other: if "OTHER" is marked, specify contract appropriation on line provided. Enter complete contract number of prime contract, e.g., DACW 09-85-C-0100.
- f. **TYPE OF CONTRACT**—Mark appropriate box. A/E means architect/engineer. If "OTHER" is marked, specify type of contract on line provided.
- g. **HAZARDOUS/TOXIC WASTE ACTIVITY (HTW)**—Mark the box to identify the HTW activity being performed at the time of the accident. For Superfund, DERP, and Installation Restoration Program (IRP) HTW activities include accidents that occurred during inventory, predesign, design, and construction. For the purpose of accident reporting, DERP Formerly Used DoD Site (FUDS) activities and IRP activities will be treated separately. For Civil Works O&M HTW activities mark the "OTHER" box.

INSTRUCTIONS FOR SECTION 4 – CONSTRUCTION ACTIVITIES

- a. **CONSTRUCTION ACTIVITY**—Select the most appropriate construction activity being performed at time of accident from the list below. Enter the activity name and place the corresponding code number identified in the box.

CONSTRUCTION ACTIVITY LIST

- | | |
|-------------------------|----------------------------|
| 1. MOBILIZATION | 14. ELECTRICAL |
| 2. SITE PREPARATION | 15. SCAFFOLDING/ACCESS |
| 3. EXCAVATION/TRENCHING | 16. MECHANICAL |
| 4. GRADING (EARTHWORK) | 17. PAINTING |
| 5. PIPING/UTILITIES | 18. EQUIPMENT/MAINTENANCE |
| 6. FOUNDATION | 19. TUNNELING |
| 7. FORMING | 20. WAREHOUSING/STORAGE |
| 8. CONCRETE PLACEMENT | 21. PAVING |
| 9. STEEL ERECTION | 22. FENCING |
| 10. ROOFING | 23. SIGNING |
| 11. FRAMING | 24. LANDSCAPING/IRRIGATION |
| 12. MASONRY | 25. INSULATION |
| 13. CARPENTRY | 26. DEMOLITION |

b. TYPE OF CONSTRUCTION EQUIPMENT—Select the equipment involved in the accident from the list below. Enter the name and place the corresponding code number identified in the box. If equipment is not included below, use code 24, "OTHER", and write in specific type of equipment.

CONSTRUCTION EQUIPMENT

- | | |
|------------------------------------|--------------------------------|
| 1. GRADER | 13. DUMP TRUCK (OFF HIGHWAY) |
| 2. DRAGLINE | 14. TRUCK (OTHER) |
| 3. CRANE (ON VESSEL/BARGE) | 15. FORKLIFT |
| 4. CRANE (TRACKED) | 16. BACKHOE |
| 5. CRANE (RUBBER TIRE) | 17. FRONT-END LOADER |
| 6. CRANE (VEHICLE MOUNTED) | 18. PILE DRIVER |
| 7. CRANE (TOWER) | 19. TRACTOR (UTILITY) |
| 8. SHOVEL | 20. MANLIFT |
| 9. SCRAPER | 21. DOZER |
| 10. PUMP TRUCK (CONCRETE) | 22. DRILL RIG |
| 11. TRUCK (CONCRETE/TRANSIT MIXER) | 23. COMPACTOR/VIBRATORY ROLLER |
| 12. DUMP TRUCK (HIGHWAY) | 24. OTHER |

INSTRUCTIONS FOR SECTION 5—INJURY/ILLNESS INFORMATION

a. SEVERITY OF INJURY / ILLNESS - Reference para 2-10 of USACE Suppl 1 to AR 385-40 and enter code and description from list below.

- | | |
|-----|---|
| NOI | NO INJURY |
| FAT | FATALITY |
| PTL | PERMANENT TOTAL DISABILITY |
| PPR | PERMANENT PARTIAL DISABILITY |
| LWD | LOST WORKDAY CASE INVOLVING DAYS AWAY FROM WORK |
| NLW | RECORDABLE CASE WITHOUT LOST WORKDAYS |
| RFA | RECORDABLE FIRST AID CASE |
| NRI | NON-RECORDABLE INJURY |

b. ESTIMATED DAYS LOST—Enter the estimated number of workdays the person will lose from work.

c. ESTIMATED DAYS HOSPITALIZED—Enter the estimated number of workdays the person will be hospitalized.

d. ESTIMATED DAYS RESTRICTED DUTY—Enter the estimated number of workdays the person, as a result of the accident, will not be able to perform all of their regular duties.

e. BODY PART AFFECTED—Select the most appropriate primary and when applicable, secondary body part affected from the list below. Enter body part name on line and place the corresponding code letters identifying that body part in the box.

| GENERAL BODY AREA | CODE | BODY PART NAME |
|-----------------------------|------|---------------------|
| ARM/WRIST | AB | ARM AND WRIST |
| | AS | ARM OR WRIST |
| TRUNK, EXTERNAL MUSCULATURE | B1 | SINGLE BREAST |
| | B2 | BOTH BREASTS |
| | B3 | SINGLE TESTICLE |
| | B4 | BOTH TESTICLES |
| | BA | ABDOMEN |
| | BC | CHEST |
| | BL | LOWER BACK |
| | BP | PENIS |
| | BS | SIDE |
| | BU | UPPER BACK |
| | BW | WAIST |
| | BZ | TRUNK OTHER |
| HEAD, INTERNAL | C1 | SINGLE EAR INTERNAL |
| | C2 | BOTH EARS INTERNAL |
| | C3 | SINGLE EYE INTERNAL |
| | C4 | BOTH EYES INTERNAL |
| | CB | BRAIN |
| | CC | CRANIAL BONES |
| | CD | TEETH |
| | CJ | JAW |
| | CL | THROAT, LARYNX |
| | CM | MOUTH |

| | | |
|--------------------------|----|--------------------------------|
| | CN | NOSE |
| | CR | THROAT, OTHER |
| | CT | TONGUE |
| | CZ | HEAD OTHER INTERNAL |
| ELBOW | EB | BOTH ELBOWS |
| | ES | SINGLE ELBOW |
| FINGER | F1 | FIRST FINGER |
| | F2 | BOTH FIRST FINGERS |
| | F3 | SECOND FINGER |
| | F4 | BOTH SECOND FINGERS |
| | F5 | THIRD FINGER |
| | F6 | BOTH THIRD FINGERS |
| | F7 | FOURTH FINGER |
| | F8 | BOTH FOURTH FINGERS |
| TOE | G1 | GREAT TOE |
| | G2 | BOTH GREAT TOES |
| | G3 | TOE OTHER |
| | G4 | TOES OTHER |
| HEAD, EXTERNAL | H1 | EYE EXTERNAL |
| | H2 | BOTH EYES EXTERNAL |
| | H3 | EAR EXTERNAL |
| | H4 | BOTH EARS EXTERNAL |
| | HC | CHIN |
| | HF | FACE |
| | HK | NECK/THROAT |
| | HM | MOUTH/LIPS |
| | HN | NOSE |
| | HS | SCALP |
| KNEE | KB | BOTH KNEES |
| | KS | KNEE |
| LEG, HIP, ANKLE, BUTTOCK | LB | BOTH LEGS/HIPS/ ANKLES/BUTTOCK |
| | LS | SINGLE LEG/HIP ANKLE/BUTTOCK |
| HAND | MB | BOTH HANDS |
| | MS | SINGLE HAND |
| FOOT | PB | BOTH FEET |
| | PS | SINGLE FOOT |
| TRUNK, BONES | R1 | SINGLE COLLAR BONE |
| | R2 | BOTH COLLAR BONES |
| | R3 | SHOULDER BLADE |
| | R4 | BOTH SHOULDER BLADES |
| | RB | RIB |
| | RS | STERNUM (BREAST BONE) |
| | RV | VERTEBRAE (SPINE; DISC) |
| | RZ | TRUNK BONES OTHER |
| SHOULDER | SB | BOTH SHOULDERS |
| | SS | SINGLE SHOULDER |
| THUMB | TB | BOTH THUMBS |
| | TS | SINGLE THUMB |
| TRUNK, INTERNAL ORGANS | V1 | LUNG, SINGLE |
| | V2 | LUNGS, BOTH |
| | V3 | KIDNEY, SINGLE |
| | V4 | KIDNEYS, BOTH |
| | VH | HEART |
| | VL | LIVER |
| | VR | REPRODUCTIVE ORGANS |
| | VS | STOMACH |
| | VV | INTESTINES |
| | VZ | TRUNK, INTERNAL; OTHER |

f. NATURE OF INJURY/ILLNESS - Select the most appropriate nature of injury / illness from the list below. This nature of injury / illness shall correspond to the primary body part selected in 5e, above. Enter the nature of injury / illness name on the line and place the corresponding CODE letters in the box provided.

* The injury or condition selected below must be caused by a specific incident or event which occurred during a single work day or shift.

| GENERAL NATURE CATEGORY | CODE | NATURE OF INJURY NAME |
|--------------------------------|--|--|
| TRAUMATIC INJURY OR DISABILITY | TA | AMPUTATION |
| | TB | BACK STRAIN. |
| | TC | CONTUSION; BRUISE; ABRASION |
| | TD | DISLOCATION |
| | TF | FRACTURE |
| | TH | HERNIA |
| | TK | CONCUSSION |
| | TL | LACERATION, CUT |
| | TP | PUNCTURE |
| | TS | STRAIN, MULTIPLE |
| | TU | BURN, SCALD, SUNBURN |
| | TI | TRAUMATIC SKIN DISEASES/ CONDITIONS INCLUDING DERMATITIS |
| | TR | TRAUMATIC RESPIRATORY DISEASE |
| | TQ | TRAUMATIC FOOD POISONING |
| | TW | TRAUMATIC TUBERCULOSIS |
| | TX | TRAUMATIC VIROLOGICAL/ INFECTIVE/PARASITIC DISEASE |
| | T1 | TRAUMATIC CEREBRAL VASCULAR CONDITION/STROKE |
| | T2 | TRAUMATIC HEARING LOSS |
| T3 | TRAUMATIC HEART CONDITION | |
| T4 | TRAUMATIC MENTAL DISORDER; STRESS; NERVOUS CONDITION | |
| T8 | TRAUMATIC INJURY - OTHER (EXCEPT DISEASE, ILLNESS) | |

**A nontraumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of the work environment over a long period of time. For practical purposes, an occupational illness/disease or disability is any reported condition which does not meet the definition of traumatic injury or disability as described above.

| GENERAL NATURE CATEGORY | CODE | NATURE OF INJURY NAME | |
|--------------------------|---|---|---------------------|
| RESPIRATORY DISEASE | RA | ASBESTOSIS | |
| | RB | BRONCHITIS | |
| | RE | EMPHYSEMA | |
| | RP | PNEUMOCONIOSIS | |
| | RS | SILICOSIS | |
| | R9 | RESPIRATORY DISEASE, OTHER | |
| | VIROLOGICAL, INFECTIVE & PARASITIC DISEASES | VB | BRUCELLOSIS |
| | | VC | COCCIDIOMYCOSIS |
| | | VF | FOOD POISONING |
| VH | | HEPATITIS | |
| VM | | MALARIA | |
| VS | | STAPHYLOCOCCUS | |
| VT | | TUBERCULOSIS | |
| V9 | | VIROLOGICAL/INFECTIVE/ PARASITIC - OTHER | |
| DISABILITY, OCCUPATIONAL | | DA | ARTHRITIS, BURSITIS |
| | DB | BACK STRAIN, BACK SPRAIN | |
| | DC | CEREBRAL VASCULAR CONDITION; STROKE | |
| | DD | ENDEMIC DISEASE (OTHER THAN CODE TYPES R&S) | |
| | DE | EFFECT OF ENVIRONMENTAL CONDITION | |
| | DH | HEARING LOSS | |
| | DK | HEART CONDITION | |
| | DM | MENTAL DISORDER, EMOTIONAL STRESS NERVOUS CONDITION | |
| | DR | RADIATION | |
| | DS | STRAIN, MULTIPLE | |
| | DU | ULCER | |
| | DV | OTHER VASCULAR CONDITIONS | |
| | D9 | DISABILITY, OTHER | |

| GENERAL NATURE CATEGORY | CODE | NATURE OF INJURY NAME |
|---------------------------|------|--------------------------|
| SKIN DISEASE OR CONDITION | SB | BIOLOGICAL |
| | SC | CHEMICAL |
| | S9 | DERMATITIS, UNCLASSIFIED |

9. TYPE AND SOURCE OF INJURY/ILLNESS (CAUSE) - Type and Source Codes are used to describe what caused the incident. The Type Code stands for an ACTION and the Source Code for an OBJECT or SUBSTANCE. Together, they form a brief description of how the incident occurred. Where there are two different sources, code the initiating source of the incident (see example 1, below). Examples:

(1) An employee tripped on carpet and struck his head on a desk.
TYPE: 210 (fell on same level) SOURCE: 0110 (walking/working surface)

NOTE: This example would NOT be coded 120 (struck against) and 0140 (furniture).

(2) A Park Ranger contracted dermatitis from contact with poison ivy/oak.
TYPE: 510 (contact) SOURCE: 0920 (plant)

(3) A lock and dam mechanic punctured his finger with a metal sliver while grinding a turbine blade.
TYPE: 410 (punctured by) SOURCE: 0830 (metal)

(4) An employee was driving a government vehicle when it was struck by another vehicle..
TYPE: 800 (traveling in) SOURCE: 0421 (government-owned vehicle, as driver)

NOTE: The Type Code 800, "Traveling In" is different from the other type codes in that its function is not to identify factors contributing to the injury or fatality, but rather to collect data on the type of vehicle the employee was operating or traveling in at the time of the incident.

Select the most appropriate TYPE and SOURCE identifier from the list below and enter the name on the line and the corresponding code in the appropriate box.

| CODE | TYPE OF INJURY NAME |
|------|---|
| | STRUCK |
| 0110 | STRUCK BY |
| 0111 | STRUCK BY FALLING OBJECT |
| 0120 | STRUCK AGAINST |
| | FELL, SLIPPED, TRIPPED |
| 0210 | FELL ON SAME LEVEL |
| 0220 | FELL ON DIFFERENT LEVEL |
| 0230 | SLIPPED, TRIPPED (NO FALL) |
| | CAUGHT |
| 0310 | CAUGHT ON |
| 0320 | CAUGHT IN |
| 0330 | CAUGHT BETWEEN |
| | PUNCTURED, LACERATED |
| 0410 | PUNCTURED BY |
| 0420 | CUT BY |
| 0430 | STUNG BY |
| 0440 | BITTEN BY |
| | CONTACTED |
| 0510 | CONTACTED WITH (INJURED PERSON MOVING) |
| 0520 | CONTACTED BY (OBJECT WAS MOVING) |
| | EXERTED |
| 0610 | LIFTED, STRAINED BY (SINGLE ACTION) |
| 0620 | STRESSED BY (REPEATED ACTION) |
| | EXPOSED |
| 0710 | INHALED |
| 0720 | INGESTED |
| 0730 | ABSORBED |
| 0740 | EXPOSED TO |
| 0800 | TRAVELING IN |
| CODE | SOURCE OF INJURY NAME |
| 0100 | BUILDING OR WORKING AREA |
| 0110 | WALKING/WORKING SURFACE (FLOOR, STREET, SIDEWALKS, ETC) |
| 0120 | STAIRS, STEPS |
| 0130 | LADDER |
| 0140 | FURNITURE, FURNISHINGS, OFFICE EQUIPMENT |
| 0150 | BOILER, PRESSURE VESSEL |
| 0160 | EQUIPMENT LAYOUT (ERGONOMIC) |
| 0170 | WINDOWS, DOORS |
| 0180 | ELECTRICITY |

| CODE | SOURCE OF INJURY NAME |
|------|--|
| 0200 | ENVIRONMENTAL CONDITION |
| 0210 | TEMPERATURE EXTREME (INDOOR) |
| 0220 | WEATHER (ICE, RAIN, HEAT, ETC.) |
| 0230 | FIRE, FLAME, SMOKE (NOT TOBACCO) |
| 0240 | NOISE |
| 0250 | RADIATION |
| 0260 | LIGHT |
| 0270 | VENTILATION |
| 0271 | TOBACCO SMOKE |
| 0280 | STRESS (EMOTIONAL) |
| 0290 | CONFINED SPACE |
| 0300 | MACHINE OR TOOL |
| 0310 | HAND TOOL (POWERED: SAW, GRINDER, ETC.) |
| 0320 | HAND TOOL (NONPOWERED) |
| 0330 | MECHANICAL POWER TRANSMISSION APPARATUS |
| 0340 | GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK) |
| 0350 | VIDEO DISPLAY TERMINAL |
| 0360 | PUMP, COMPRESSOR, AIR PRESSURE TOOL |
| 0370 | HEATING EQUIPMENT |
| 0380 | WELDING EQUIPMENT |
| 0400 | VEHICLE |
| 0411 | AS DRIVER OF PRIVATELY OWNED/RENTAL VEHICLE |
| 0412 | AS PASSENGER OF PRIVATELY OWNED/RENTAL VEHICLE |
| 0421 | DRIVER OF GOVERNMENT VEHICLE |
| 0422 | PASSENGER OF GOVERNMENT VEHICLE |
| 0430 | COMMON CARRIER (AIRLINE, BUS, ETC.) |
| 0440 | AIRCRAFT (NOT COMMERCIAL) |
| 0450 | BOAT, SHIP, BARGE |
| 0500 | MATERIAL HANDLING EQUIPMENT |
| 0510 | EARTHMOVER (TRACTOR, BACKHOE, ETC.) |
| 0520 | CONVEYOR (FOR MATERIAL AND EQUIPMENT) |
| 0530 | ELEVATOR, ESCALATOR, PERSONNEL HOIST |
| 0540 | HOIST, SLING CHAIN, JACK |
| 0550 | CRANE |
| 0551 | FORKLIFT |
| 0560 | HANDTRUCK, DOLLY |
| 0600 | DUST, VAPOR, ETC. |
| 0610 | DUST (SILICA, COAL, ETC.) |
| 0620 | FIBERS |
| 0621 | ASBESTOS |
| 0630 | GASES |
| 0631 | CARBON MONOXIDE |
| 0640 | MIST, STEAM, VAPOR, FUME |
| 0641 | WELDING FUMES |
| 0650 | PARTICLES (UNIDENTIFIED) |
| 0700 | CHEMICAL, PLASTIC, ETC. |
| 0711 | DRY CHEMICAL—CORROSIVE |
| 0712 | DRY CHEMICAL—TOXIC |
| 0713 | DRY CHEMICAL—EXPLOSIVE |
| 0714 | DRY CHEMICAL—FLAMMABLE |
| 0721 | LIQUID CHEMICAL—CORROSIVE |
| 0722 | LIQUID CHEMICAL—TOXIC |
| 0723 | LIQUID CHEMICAL—EXPLOSIVE |
| 0724 | LIQUID CHEMICAL—FLAMMABLE |
| 0730 | PLASTIC |
| 0740 | WATER |
| 0750 | MEDICINE |
| 0800 | INANIMATE OBJECT |
| 0810 | BOX, BARREL, ETC. |
| 0820 | PAPER |
| 0830 | METAL ITEM, MINERAL |
| 0831 | NEEDLE |
| 0840 | GLASS |
| 0850 | SCRAP, TRASH |
| 0860 | WOOD |
| 0870 | FOOD |
| 0880 | CLOTHING, APPAREL, SHOES |
| 0900 | ANIMATE OBJECT |
| 0911 | DOG |
| 0912 | OTHER ANIMAL |
| 0920 | PLANT |
| 0930 | INSECT |
| 0940 | HUMAN (VIOLENCE) |
| 0950 | HUMAN (COMMUNICABLE DISEASE) |
| 0960 | BACTERIA, VIRUS (NOT HUMAN CONTACT) |

| CODE | SOURCE OF INJURY NAME |
|------|--|
| 1000 | PERSONAL PROTECTIVE EQUIPMENT |
| 1010 | PROTECTIVE CLOTHING, SHOES, GLASSES, GOGGLES |
| 1020 | RESPIRATOR, MASK |
| 1021 | DIVING EQUIPMENT |
| 1030 | SAFETY BELT, HARNESS |
| 1040 | PARACHUTE |

INSTRUCTIONS FOR SECTION 6 — PUBLIC FATALITY

- a. **ACTIVITY AT TIME OF ACCIDENT**—Select the activity being performed at the time of the accident from the list below. Enter the activity name on the line and the corresponding number in the box. If the activity performed is not identified on the list, select from the most appropriate primary activity area (water related, non-water related or other activity), the code number for "Other", and write in the activity being performed at the time of the accident.

WATER RELATED RECREATION

- | | |
|-----------------------------------|--|
| 1. Sailing | 9. Swimming/designated area |
| 2. Boating—powered | 10. Swimming/other area |
| 3. Boating—unpowered | 11. Underwater activities (skin diving, scuba, etc.) |
| 4. Water skiing | 12. Wading |
| 5. Fishing from boat | 13. Attempted rescue |
| 6. Fishing from bank dock or pier | 14. Hunting from boat |
| 7. Fishing while wading | 15. Other |
| 8. Swimming/supervised area | |

NON-WATER RELATED RECREATION

- | | |
|--|---|
| 16. Hiking and walking | 23. Sports/summer (baseball, football, etc.) |
| 17. Climbing (general) | 24. Sports/winter (skiing, sledding, snowmobiling etc.) |
| 18. Camping/picnicking authorized area | 25. Cycling (bicycle, motorcycle, scooter) |
| 19. Camping/picnicking unauthorized area | 26. Gliding |
| 20. Guided tours | 27. Parachuting |
| 21. Hunting | 28. Other non-water related |
| 22. Playground equipment | |

OTHER ACTIVITIES

- | | |
|--|----------------------------------|
| 29. Unlawful acts (fights, riots, vandalism, etc.) | 33. Sleeping |
| 30. Food preparation/serving | 34. Pedestrian struck by vehicle |
| 31. Food consumption | 35. Pedestrian other acts |
| 32. Housekeeping | 36. Suicide |
| | 37. "Other" activities |

- b. **PERSONAL FLOTATION DEVICE USED**—If fatality was water-related was the victim wearing a person flotation device? Mark the appropriate box.

INSTRUCTIONS FOR SECTION 7 — MOTOR VEHICLE ACCIDENT

- a. **TYPE OF VEHICLE**—Mark appropriate box for each vehicle involved. If more than one vehicle of the same type is involved, mark both halves of the appropriate box. USACE vehicle(s) involved shall be marked in left half of appropriate box.
- b. **TYPE OF COLLISION**—Mark appropriate box.
- c. **SEAT BELT**—Mark appropriate box.

INSTRUCTIONS FOR SECTION 8 — PROPERTY/MATERIAL INVOLVED

- a. **NAME OF ITEM**—Describe all property involved in accident. Property/material involved means material which is damaged or whose use or misuse contributed to the accident. Include the name, type, model; also include the National Stock Number (NSN) whenever applicable.
- b. **OWNERSHIP**—Enter ownership for each item listed. (Enter one of the following: *USACE; OTHER GOVERNMENT; CONTRACTOR; PRIVATE*)
- c. **\$ AMOUNT OF DAMAGE**—Enter the total estimated dollar amount of damage (parts and labor), if any.

INSTRUCTIONS FOR SECTION 9—VESSEL/ FLOATING PLANT ACCIDENT

- a. TYPE OF VESSEL/FLOATING PLANT—Select the most appropriate vessel/floating plant from list below. Enter name and place corresponding number in box. If item is not listed below, enter item number for "OTHER" and write in specific type of vessel/floating plant.

VESSEL/FLOATING PLANTS

- | | |
|------------------------|-----------------------------|
| 1. ROW BOAT | 7. DREDGE/DIPPER |
| 2. SAIL BOAT | 8. DREDGE/CLAMSHELL, BUCKET |
| 3. MOTOR BOAT | 9. DREDGE/PIPE LINE |
| 4. BARGE | 10. DREDGE/DUST PAN |
| 5. DREDGE/HOPPER | 11. TUG BOAT |
| 6. DREDGE/SIDE CASTING | 12. OTHER |

- b. COLLISION/MISHAP—Select from the list below the object(s) that contributed to the accident or were damaged in the accident.

COLLISION/MISHAP

- | | |
|--------------------------------|-----------------------|
| 1. COLLISION W/OTHER VESSEL | 7. HAULAGE UNIT |
| 2. UPPER GUIDE WALL | 8. BREAKING TOW |
| 3. UPPER LOCK GATES | 9. TOW BREAKING UP |
| 4. LOCK WALL | 10. SWEEP DOWN ON DAM |
| 5. LOWER LOCK GATES | 11. BUOY/DOLPHIN/CELL |
| 6. LOWER GUIDE WALL | 12. WHARF OR DOCK |
| | 13. OTHER |

INSTRUCTIONS FOR SECTION 10—ACCIDENT DESCRIPTION

DESCRIBE ACCIDENT—Fully describe the accident. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and equipment are clearly specified. Continue on blank sheets if necessary and attach to this report.

INSTRUCTIONS FOR SECTION 11—CAUSAL FACTORS

- a. Review thoroughly. Answer each question by marking the appropriate block. If any answer is yes, explain in item 13 below. Consider, as a minimum, the following:

- (1) DESIGN—Did inadequacies associated with the building or work site play a role? Would an improved design or layout of the equipment or facilities reduce the likelihood of similar accidents? Were the tools or other equipment designed and intended for the task at hand?
- (2) INSPECTION/MAINTENANCE—Did inadequately or improperly maintained equipment, tools, workplace, etc. create or worsen any hazards that contributed to the accident? Would better equipment, facility, work site or work activity inspections have helped avoid the accident?
- (3) PERSON'S PHYSICAL CONDITION—Do you feel that the accident would probably not have occurred if the employee was in "good" physical condition? If the person involved in the accident had been in better physical condition, would the accident have been less severe or avoided altogether? Was over exertion a factor?
- (4) OPERATING PROCEDURES—Did a lack of or inadequacy within established operating procedures contribute to the accident? Did any aspect of the procedures introduce any hazard to, or increase the risk associated with the work process? Would establishment or improvement of operating procedures reduce the likelihood of similar accidents?
- (5) JOB PRACTICES—Were any of the provisions of the Safety and Health Requirements Manual (EM 385-1-1) violated? Was the task being accomplished in a manner which was not in compliance with an established job hazard analysis or activity hazard analysis? Did any established job practice (including EM 385-1-1) fail to adequately address the task or work process? Would better job practices improve the safety of the task?

- (6) HUMAN FACTORS—Was the person under undue stress (either internal or external to the job)? Did the task tend toward overloading the capabilities of the person; i.e., did the job require tracking and reacting to many external inputs such as displays, alarms, or signals? Did the arrangement of the workplace tend to interfere with efficient task performance? Did the task require reach, strength, endurance, agility, etc., at or beyond the capabilities of the employee? Was the work environment ill-adapted to the person? Did the person need more training, experience, or practice in doing the task? Was the person inadequately rested to perform safely?

- (7) ENVIRONMENTAL FACTORS—Did any factors such as moisture, humidity, rain, snow, sleet, hail, ice, fog, cold, heat, sun, temperature changes, wind, tides, floods, currents, dust, mud, glare, pressure changes, lightning, etc., play a part in the accident?

- (8) CHEMICAL AND PHYSICAL AGENT FACTORS—Did exposure to chemical agents (either single shift exposure or long-term exposure) such as dusts, fibers (asbestos, etc.), silica, gases (carbon monoxide, chlorine, etc.), mists, steam, vapors, fumes, smoke, other particulates, liquid or dry chemicals that are corrosive, toxic, explosive or flammable, by-products of combustion or physical agents such as noise, ionizing radiation, non-ionizing radiation (UV radiation created during welding, etc.) contribute to the accident/incident?

- (9) OFFICE FACTORS—Did the fact that the accident occurred in an office setting or to an office worker have a bearing on its cause? For example, office workers tend to have less experience and training in performing tasks such as lifting office furniture. Did physical hazards within the office environment contribute to the hazard?

- (10) SUPPORT FACTORS—Was the person using an improper tool for the job? Was inadequate time available or utilized to safely accomplish the task? Were less than adequate personnel resources (in terms of employee skills, number of workers, and adequate supervision) available to get the job done properly? Was funding available, utilized, and adequate to provide proper tools, equipment, personnel, site preparation, etc?

- (11) PERSONAL PROTECTIVE EQUIPMENT—Did the person fail to use appropriate personal protective equipment (gloves, eye protection, hard-toed shoes, respirator, etc.) for the task or environment? Did protective equipment provided or worn fail to provide adequate protection from the hazard(s)? Did lack of or inadequate maintenance of protective gear contribute to the accident?

- (12) DRUGS/ALCOHOL—Is there any reason to believe the person's mental or physical capabilities, judgement, etc., were impaired or altered by the use of drugs or alcohol? Consider the effects of prescription medicine and over the counter medications as well as illicit drug use. Consider the effect of drug or alcohol induced "hangovers".

- b. WRITTEN JOB/ACTIVITY HAZARD ANALYSIS—Was a written Job/Activity Hazard Analysis completed for the task being performed at the time of the accident? Mark the appropriate box. If one was performed, attach a copy of the analysis to the report.

INSTRUCTIONS FOR SECTION 12—TRAINING

- a. WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK?—For the purpose of this section "trained" means the person has been provided the necessary information (either formal and/or on-the-job (OJT) training) to competently perform the activity/task in a safe and healthful manner.
- b. TYPE OF TRAINING—Mark the appropriate box that best indicates the type of training; (classroom or on-the-job) that the injured person received before the accident happened.
- c. DATE OF MOST RECENT TRAINING—Enter the month, day, and year of the last formal training completed that covered the activity-task being performed at the time of the accident.

INSTRUCTIONS FOR SECTION 13—CAUSES

- a. **DIRECT CAUSES**—The direct cause is that single factor which most directly lead to the accident. See examples below.
- b. **INDIRECT CAUSES**—Indirect causes are those factors which contributed to but did not directly initiate the occurrence of the accident.

Examples for section 13:

- a. Employee was dismantling scaffold and fell 12 feet from unguarded opening.
Direct cause: failure to provide fall protection at elevation.
Indirect causes: failure to enforce USACE safety requirements; improper training/motivation of employee (possibility that employee was not knowledgeable of USACE fall protection requirements or was lax in his attitude towards safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.
- b. Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by USACE vehicle. (note USACE vehicle was in proper/safe working condition).
Direct cause: failure of USACE driver to maintain control of and stop USACE vehicle within safe distance.
Indirect cause: Failure of employee to pay attention to driving (defensive driving).

INSTRUCTIONS FOR SECTION 14—ACTION TO ELIMINATE CAUSE(S)

DESCRIPTION—Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue on blank sheets of paper if necessary to fully explain and attach to the completed report form.

INSTRUCTIONS FOR SECTION 15—DATES FOR ACTION

- a. **BEGIN DATE**—Enter the date when the corrective action(s) identified in Section 14 will begin.
- b. **COMPLETE DATE**—Enter the date when the corrective action(s) identified in Section 14 will be completed.
- c. **TITLE AND SIGNATURE**—Enter the title and signature of supervisor completing the accident report. For a **GOVERNMENT** employee accident/illness the immediate supervisor will complete and sign the report. For **PUBLIC** accidents the USACE Project Manager/Area Engineer responsible for the USACE property where the accident happened shall complete and sign the report. For **CONTRACTOR** accidents the Contractor's project manager shall complete and sign the report and provide to the USACE supervisor responsible for oversight of that contractor activity. This USACE Supervisor shall also sign the report. Upon entering the information required in 15.d, 15.e and 15.f below, the responsible USACE supervisor shall forward the report for management review as indicated in Section 16.
- d. **DATE SIGNED**—Enter the month, day, and year that the report was signed by the responsible supervisor.
- e. **ORGANIZATION NAME**—For **GOVERNMENT** employee accidents enter the USACE organization name (Division, Branch, Section, etc.) of the injured employee. For **PUBLIC** accidents enter the USACE organization name for the person identified in block 15.c. For **CONTRACTOR** accidents enter the USACE organization name for the USACE office responsible for providing contract administration oversight.

- f. **OFFICE SYMBOL**—Enter the latest complete USACE Office Symbol for the USACE organization identified in block 15.e.

INSTRUCTIONS FOR SECTION 16—MANAGEMENT REVIEW (1st)

1ST REVIEW—Each USACE FOA shall determine who will provide 1st management review. The responsible USACE supervisor in section 15.c shall forward the completed report to the USACE office designated as the 1st Reviewer by the FOA. Upon receipt, the Chief of the Office shall review the completed report, mark the appropriate box, provide substantive comments, sign, date, and forward to the FOA Staff Chief (2nd review) for review and comment.

INSTRUCTIONS FOR SECTION 17—MANAGEMENT REVIEW (2nd)

2ND REVIEW—The FOA Staff Chief (i.e., FOA Chief of Construction, Operations, Engineering, Planning, etc.) shall mark the appropriate box, review the completed report, provide substantive comments, sign, date, and return to the FOA Safety and Occupational Health Office.

INSTRUCTIONS FOR SECTION 18—SAFETY AND OCCUPATIONAL HEALTH REVIEW

3RD REVIEW—The FOA Safety and Occupational Health Office shall review the completed report, mark the appropriate box, ensure that any inadequacies, discrepancies, etc. are rectified by the responsible supervisor and management reviewers, provide substantive comments, sign, date and forward to the FOA Commander for review, comment, and signature.

INSTRUCTION FOR SECTION 19—COMMAND APPROVAL

4TH REVIEW—The FOA Commander shall (to include the person designated Acting Commander in his absence) review the completed report, comment if required, sign, date, and forward the report to the FOA Safety and Occupational Health Office. Signature authority shall not be delegated.