

# Accident Reporting

## Presenter

Hank Hubbard

US Army Engineering and Support  
Center, Huntsville

December 2009



ARMY GROUND ACCIDENT REPORTING



US Army Corps of Engineers  
**BUILDING STRONG**



Report Near Misses

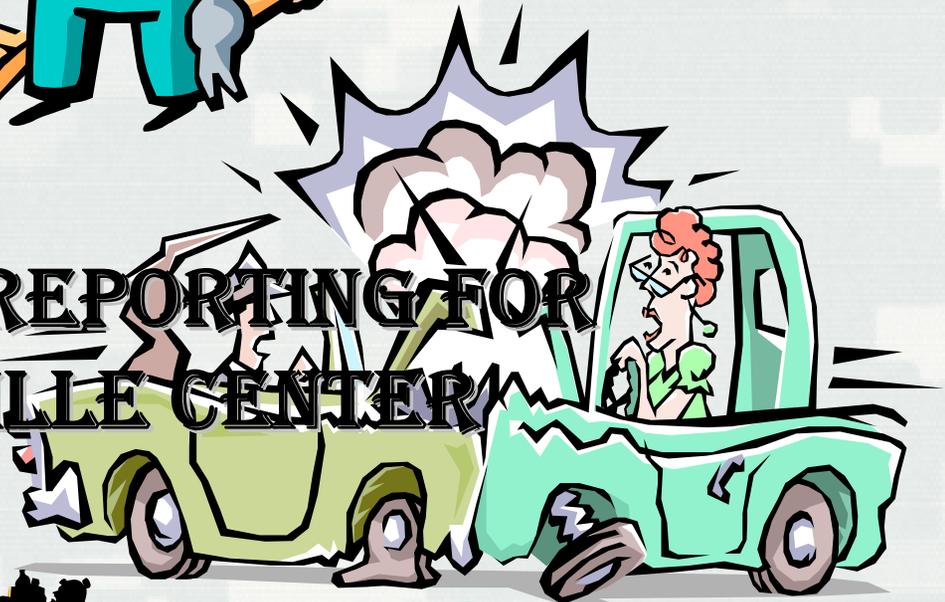


Checking a near thing can prevent the real thing!





# ACCIDENT REPORTING FOR HUNTSVILLE CENTER



# Accident Reporting for Huntsville Center

## REFERENCES

**AR 385-10, The Army Safety Program**

**DA Pam 385-10, Army Safety Program**

**DA Pam 385-40, Army Accident Investigation and Reporting**

**ER 385-1-99, USACE Accident Investigation and Reporting (DRAFT)**

**HNC WI 64-02 (6 Aug 2009)**

**Abbreviated Ground Accident Reporting (AGAR) Instructions (DA Form 285) –  
Government employees**

**ENG FORM 3394 Series – Contractor personnel**

**CEHNCR 385-1-1, w/Change 1 – Safety and Occupational Health Program  
Management**



# Accident Reporting for Huntsville Center

## DEFINITIONS

**Recordable Accident – All Class A thru D accidents and Class E-F Incidents that meet the criteria in DA Pam 385-40 (2009)**

**Reportable Accident – All occurrences that cause injury, illness, or property damage of any kind must be reported to the employees servicing/supporting safety office. All accidents are reportable, but not all accidents are recordable**



# Accident Reporting for Huntsville Center

The Safety Office link on the Huntsville Center website contains all the forms and references you really need to know, or have, to report accidents within this center properly.

<http://www.hnd.usace.army.mil/safety/>



# Accident Reporting for Huntsville Center

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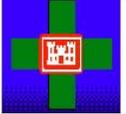
HOW DO I...   » Contact CEHNC?   » Request FOIA Info?   » Find a Local Corps Office?   » USACE Topics A to Z  
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**Safety and Occupational Health Office**

The Safety office manages the Huntsville Center's Safety and Occupational Health Program. It is also responsible for Systems Safety Engineering in design and the safety and occupational health aspects of work performance for Ordnance and Explosives, Chemical Demilitarization, Range Modernization, Medical Acquisitions, and other programs managed at the Huntsville Center.

<b>Safety Manager</b> (256) 895-1583	<p><b>Office Address:</b></p> <p><b>U.S. Army Engineering and Support Center, Huntsville</b>  <b>ATTN: CEHNC-SO</b>  <b>4820 University Square</b>  <b>Huntsville, AL 35816</b></p> <p><b>Mail Address:</b></p> <p><b>Commander, USAESCH</b>  <b>ATTN: CEHNC-SO</b>  <b>PO Box 1600</b>  <b>Huntsville, AL 35807-4301</b></p> <p><b>DSN: 760-xxxx</b>  <b>Fax: (256) 722-8732</b></p>
Secretary (256) 895-1242	
Industrial Hygienist (256) 895-1584	
Safety Engineer (256) 895-1596 - VACANT	
Safety Engineer (256) 895-1772	
Safety Specialist (256) 895-1849	
Safety Specialist (256) 895-1735	
Safety Specialist VACANT	
Safety Technician (256) 895-1225	

<http://www.hnd.usace.army.mil/safety/>



# Accident Reporting for Huntsville Center

**Once you get to the Safety Homepage,  
then click on the Safety Policies,  
Regulations, etc. on the left hand side of  
the page and you will get to the screen  
depicted on the next two slides**

**[http://www.hnd.usace.army.mil/safety/Safety\\_Pol\\_Reg\\_Docs.aspx](http://www.hnd.usace.army.mil/safety/Safety_Pol_Reg_Docs.aspx)**



# Accident Reporting for Huntsville Center

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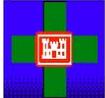
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**Safety and Occupational Health Office**

**Safety Policy, Regulations, and Documents**

Click on the links below to jump to that section

[Chemical Demilitarization Program](#)
[Ordnance and Explosives Program](#)

[Safety Information](#)

General Safety and Occupational Health	
<p><b>29 CFR 1904</b> <a href="#">Recording and Reporting Occupational Injuries and Illnesses</a></p>	<p><a href="#">USACE Prime Contractor Monthly Record of Accidents and Exposure Hours</a></p>
<p><b>29 CFR 1910</b> <a href="#">Occupational Safety and Health Standards</a></p>	<p><b>EM 385-1-1</b> <a href="#">Safety and Health Requirements Manual</a></p>
<p><b>29 CFR 1926</b> <a href="#">Safety and Health Regulations for Construction</a></p>	<p><b>DA Form 285-AB (AGAR) Feb 2009 (fillable form)</b> <a href="#">Accident Reporting for Government Employees</a></p> <p><a href="#">Instructions for Completing DA Form 285-AB-R (AGAR) Feb 2009</a></p> <p><b>Accident Reporting form for Class A &amp; B Accidents (Worksheet)</b> <a href="#">Accident Reporting Form</a></p> <p><b>ENG Form 3394 (Mar 99)</b> <a href="#">Accident Reporting for Contractors</a></p> <p><a href="#">Instructions for ENG Form 3394</a></p>
<p><b>29 CFR 1960</b> <a href="#">Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters</a></p>	<p><b>ER 385-1-92 (1 May 07)</b> <a href="#">Safety and Occupational Health Requirements for Hazardous, Toxic and Radioactive Waste (HTRW) Activities</a></p>
<p><b>CEHNCR 385-1-1</b> <a href="#">Safety and Occupational Health Program Management</a></p>	<p><b>01525 - Safety &amp; Occupational Health Requirements, January 2004</b> <a href="#">Unified Facilities Guide Specification</a></p>



# Accident Reporting for Huntsville Center

Safety Information	
<a href="#">Abbreviated Accident Prevention Plan (AAPP)</a> - .pdf format (Revised 28 Jan 05)  <ul style="list-style-type: none"> <li>• <a href="#">MS Word document format</a></li> </ul>	<a href="#">AED Program Document</a> (13 Oct 2008)
<a href="#">Safety Office Briefing</a> (23 June 09)	<a href="#">Implementation Guidance Policy for New AELs (w-AMC Supplement)</a> (18 June 04)

Chemical Demilitarization Program	Ordnance and Explosives Program
<b>EP 415-1-260</b> <a href="#">Resident Engineers Management Guide, Section 9. Safety</a>	<b>ER 385-1-95</b> <a href="#">Safety and Health Requirements for Munitions and Explosives of Concern (MEC) Operations</a>
	<b>U.S. Army Technical Center for Explosives Safety (USATCES)</b> <a href="#">Ordnance and Explosives Clean Up</a>
	<b>EM 385-1-97</b> <a href="#">Explosives - Safety and Health Requirements Manual</a>

**Office Address:**  
 Commander, USAESCH  
 ATTN: CEHNC-SO  
 PO Box 1600  
 Huntsville, AL 35807-4301  
  
 DSN: 760-1583      Fax: (256) 722-8732



# Accident Reporting for Huntsville Center

**HNC WI 64-02, Revision 1, dated 6 Aug 2009 on the HNC Intranet contains the nuts and bolts of the HNC Accident reporting process.**

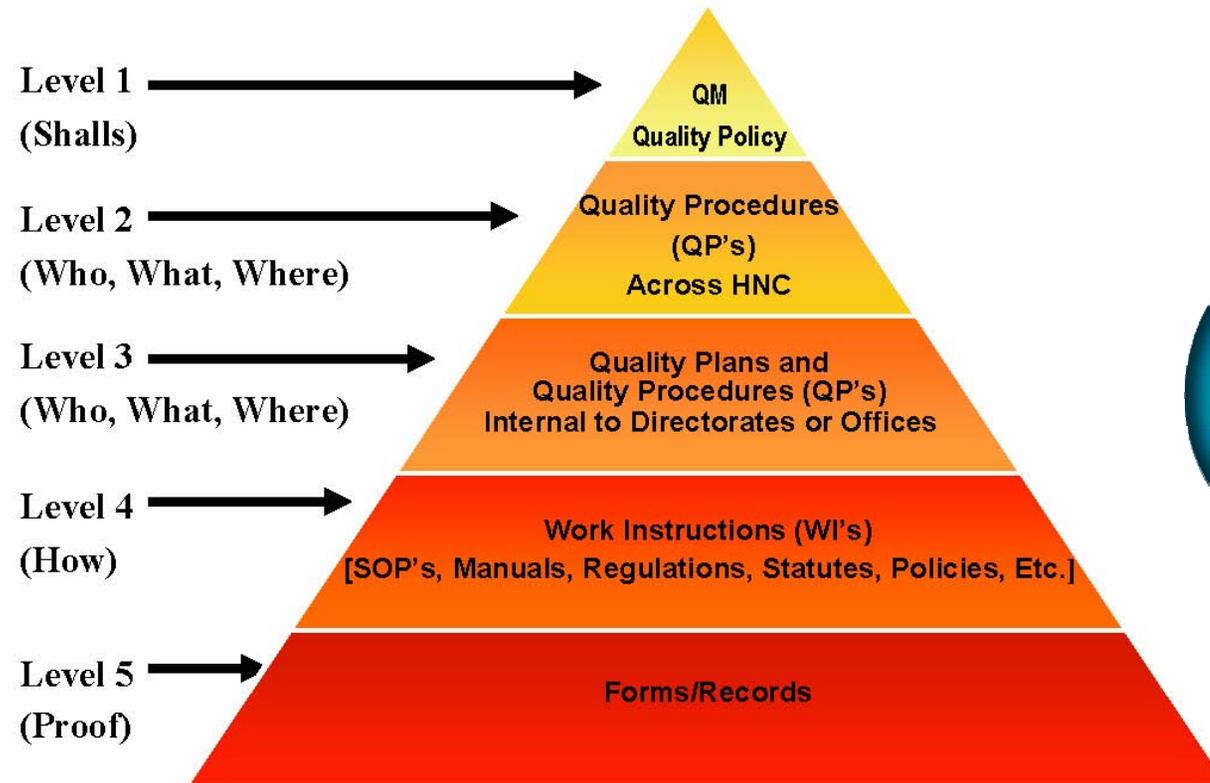


**Remember, our contractors can not get to this website.  
All they should need to report accidents in the  
Huntsville Center is on the Safety Office website.**



# Accident Reporting for Huntsville Center

## Quality Management Documentation Hierarchy



[Process Maps](#)

[PMBP](#)

[QMS](#)

[FY08 Quality Objectives \(Scorecard\)](#)



# Accident Reporting for Huntsville Center

Center-wide QP's

<a href="#">HNC-QP-62-03 - Selection Of High Grade &amp; Supervisory Positions</a>	<a href="#">HNC-WI-62-07 - Rehired Annuitants</a>
<a href="#">HNC-QP-63-01 - Facilities</a>	<a href="#">HNC-WI-63-05 - Submitting Work Order Requests</a>
<a href="#">HNC-QP-63-02 - Travel</a>	<a href="#">HNC-WI-63-03 - Preparation of Travel Orders</a>
<a href="#">Back to top</a>	
<a href="#">HNC-QP-63-03 - Property</a>	<a href="#">HNC-WI-63-01 - Barcode Scanners</a> <a href="#">HNC-WI-63-02 - Excess Property</a>
<a href="#">HNC-QP-63-05 - Security</a>	<a href="#">SI_TOC</a>
<a href="#">HNC-QP-64-01 - Climate Survey</a>	<a href="#">HNC-WI-64-04 - Conducting the Climate Survey</a>
<a href="#">HNC-QP-64-02 - CEHNC Safety and Occupational Health</a>	<a href="#">HNC-WI-64-01 - Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis</a> <a href="#">HNC-WI-64-02 - Accident Reporting</a> <a href="#">HNC-WI-64-03 - Systems Safety</a>
<a href="#">HNC-QP-71-01 - Planning of Product Realization Processes</a>	<a href="#">HNC-WI-71-01 - P2 for Life-Cycle Configuration Managers (LCM's)</a> <a href="#">HNC-WI-71-02 - P2 for Project Managers (PM's)</a> <a href="#">HNC-WI-71-03 - Accepting and Returning Funds</a> <a href="#">HNC-WI-71-04 - Project Management Plan (PMP) / Program Management (PgMP) Format and Approval</a> <a href="#">HNC-WI-71-05 - Issuance of Government Orders and Contract and Labor Purchases Requests</a> <a href="#">HNC-WI-71-06 - Establishment of the Project Delivery Team (PDT)</a> <a href="#">HNC-WI-71-07 - Lessons Learned</a>
<a href="#">HNC-QP-71-02 - Legal Services</a>	<a href="#">OC_TOC</a>
<a href="#">HNC-QP-71-03 - Value Engineering / Value Management</a>	<a href="#">HNC-WI-71-15 - Performing a Value Engineering Study</a>
<a href="#">HNC-QP-72-01 - Determination of Requirements</a>	
<a href="#">HNC-QP-72-02 - Review of Product Requirements(New Work)</a>	
<a href="#">HNC-QP-72-03 - Customer Communication</a>	



<https://hnc-ws-intra.hnc.ds.usace.army.mil/ISO9000/Center-Wide/Center-wide%20TOC.html> [7/27/2009 7:05:35 AM]



# Accident Reporting for Huntsville Center

[https://hnc-ws-intra.hnc.ds.usace.army.mil/ISO9000/Center-Wide/HNC-WI-64-02\\_AccidentReporting.pdf](https://hnc-ws-intra.hnc.ds.usace.army.mil/ISO9000/Center-Wide/HNC-WI-64-02_AccidentReporting.pdf)



 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	<b>CEHNC-WI-64-02                  Accident Reporting</b>		 Huntsville Center
	Effective Date: 6 Aug 2009 Issue: 2 Revision: 2		

Authorized By: CEHNC Quality Management Representative (QMR)  
 Process Owner: Chief, Safety and Occupational Health Office  
 Generated By: Hank Hubbard, Safety Specialist, CEHNC-SO  
 Reviewed By: Safety Office  
 Approved By: CEHNC Commander

No changes can be made to this document without the agreement of the authorizing signatory and must be approved by the authorizing signatory before implementation.

Date	Issue	Revision	Description	Approved By
1 July 2005	1	0	Original Document	isl
1 Nov 2005	1	1	--	isl
15 Aug 2006	1	2	--	isl
15 Aug 2007	1	3	Changes are highlighted text	isl
15 Aug 2008	2	0	Document 50% rewrite due to major changes in Army accident reporting requirements	isl
22 Jun 2009	2	1	New Definitions of Accidents	isl
6 Aug 2009	2	2	Changes are highlighted text	isl

This document will be reviewed as detailed:

Next Review Due:	15 Aug 08	15 Aug 09	14 Aug 10			
Action By:	Chief, SO	Chief, SO	Chief, SO			

1 of 13

*This printed copy is for information only.  
 The controlled version is on the intranet Quality Management website.*



# Accident Reporting for Huntsville Center



## 5.0 RESPONSIBILITIES

### 5.1 Employee

**5.1.1 It is the responsibility of each employee to report to their supervisor any property damage, occupational illness, or injury.**

### 5.2 Management and Supervision

**5.2.1 It is the responsibility of management and supervisors to notify the Huntsville Center (HNC) Safety Office of all property damage, injuries, and illnesses that are recordable according to the requirements listed in Reference 3.5. of the WI. Managers and supervisors must protect employees' privacy rights described in 6.0 of the WI. Managers / Supervisors are prohibited from discriminating against an employee for reporting a work-related fatality, injury or illness, filing a safety and health complaint, or asking for access to illness/injury records.**



# Accident Reporting for Huntsville Center

## 5.3 Safety Office

**5.3.1** It is the responsibility of the Safety Office to instruct personnel in the accident reporting system and recordkeeping requirements. The office is responsible for providing guidance and support in meeting the requirements outlined in the WI. Safety office personnel must adhere to employees' privacy rights described in 6.0 of the WI.

**5.3.2** Serious accidents and those accidents as determined by the Commander or the Safety Office will be investigated by a Board of Investigation (BOI).

**5.3.3 Assistance.** The Safety Office will provide needed assistance in reporting or investigating accidents. Please contact the USAESCH Safety and Occupational Health Office at 256-895-1583, 256-895-1849 or 256-895-1225.



# Accident Reporting for Huntsville Center

## 5.3.4 Signature authority on the ENG Form 3394 is as follows:

**5.3.4.1 For USACE contractors only, block 15 will be signed by the Contractor's Project Manager on the Contractor line (this is the only place the contractor or contractor's representatives will sign the ENG Form 3394). The USACE person, designated as the Government Designated Authority (GDA), by the Directorate/Division, or other separate offices responsible for oversight of that contractor activity will sign in block 15 on the Corps line. That USACE person will forward the accident report on for the 1st Management Review.**

**5.3.4.2 Block 16. The 1st Management level reviewer is that person designated by the Directorate/Division, or other separate offices, that is executing the project/program. The decision as to who signs in this block is internal to the Division/Directorate/other separate offices and can vary from project to project and determined by that office. For example, on those project locations where a Resident Engineer (RE) is present, that RE may sign in this block; if there is an on-site QA Representative, then that person may sign as well. In other cases this may be delegated to the Project Manager of that contract, unless that person is also the USACE person identified as signing in block 15, in that case the Division Chief should be the signer of Block 16. If the Division Chief does not sign the ENG Form 3394, then the delegated signer should inform the Division Chief of the accident when they forward that report on to the 2nd Management Review level.**



## Accident Reporting for Huntsville Center

**5.3.4.2 Block 16.** The 1st Management level reviewer is that person designated by the Directorate/Division, or other separate offices, that is executing the project/program. The decision as to who signs in this block is internal to the Division/Directorate/other separate offices and can vary from project to project and determined by that office. For example, on those project locations where a Resident Engineer (RE) is present, that RE may sign in this block; if there is an on-site QA Representative, then that person may sign as well. In other cases this may be delegated to the Project Manager of that contract, unless that person is also the USACE person identified as signing in block 15, in that case the Division Chief should be the signer of Block 16. If the Division Chief does not sign the ENG Form 3394, then the delegated signer should inform the Division Chief of the accident when they forward that report on to the 2nd Management Review level.

**5.3.4.3 Block 17.** The 2nd Management Review is signed by the Directorate, or other separate offices, Chiefs.

**5.3.4.4 Block 18** signed by the Safety Office.

**5.3.4.5 Block 19** signed by the Commander. **NOTE:** The Safety Office will hand carry the form/report to the Commander for signature



# Accident Reporting for Huntsville Center

## 6.0 EMPLOYEE RIGHTS

6.1 Employee names and specific information about an injury/illness may be reported via accident forms and in the Preliminary Accident Notification System (PAN). This information will only be used for the purpose of accurately investigating and recording occupational illnesses and injuries.



# Accident Reporting for Huntsville Center

**6.2 An employee will have their names and specific details related to their injury/illness omitted from recordkeeping forms in the following cases:**

**6.2.1 Injury/illness to an intimate body part or the reproductive system;**

**6.2.2 Injury/illness resulting from sexual assault; \***

**6.2.3 Mental illness; \***

**6.2.4 HIV infection, Hepatitis, or Tuberculosis;**

**6.2.5 Needlestick injuries and cuts from sharp objects that are contaminated with blood;**

**6.2.6 Other illnesses/injuries if the employee requests that their name not be included with accident information.**

**\* Suicide, assault, and other cases involving criminal activity are not reportable to the Safety Office.**



# Accident Reporting for Huntsville Center

**6.3 Employees (or authorized representatives-legal representative, bargaining agent, or a person the employee designates in writing) may request to see the OSHA 300 or OSHA 301 forms. These forms must be provided to the requestor by the end of the next business day.**



# Accident Reporting for Huntsville Center

## 7.1. Accident Notification and Reporting.

7.1.1 All Class A or B accidents are to be reported without delay and the task/activity being performed at the time of the accident immediately stopped and the accident scene preserved. Fatalities or serious accidents will be reported as follows:

7.1.1.1 Immediately notify the USAESCH Commander

7.1.1.2 For RM, IM, LM, Directorates and MR, OC, SL, SO, EE, DB, IR, PA Separate Offices, notify the USAESCH Commander.

7.1.1.3 For CD, ED, ISPM, OE, CX-MM(Omaha), CT Directorates notify the USAESCH Deputy for Programs and Technical Management.

7.1.1.4 For BMO Office notify the USAESCH Commander.

7.1.1.5 Notify the appropriate USAESCH Director, Separate Office Chief, Resident Engineer.

7.1.1.6 Notify the USAESCH Safety Office during normal duty hours at 256-895-1583 or 256-895-1849 and during non-duty hours (nights, holidays and weekends) at 256-656-5324 or 256-425-3715. For Class A and B accidents, use the form attached to the Work Instruction when reporting to the USAESCH Safety Office. This form is available from the Safety Office in a fillable pdf format and on the Intranet under the Safety Office



# Accident Reporting for Huntsville Center

**7.1.2 All Class C or D accidents are to be reported within 24 hours except for accidents occurring on weekends, which will be reported the next workday following the accident. Work being performed at the time of the accident should be temporarily suspended and a preliminary investigation/assessment conducted to determine cause and ensure mitigation measures are employed to prevent reoccurrence prior to work resuming.**

**7.1.3 Government civilian accidents are to be immediately reported to the first line supervisor.**

**7.1.4 Contractor accidents are to be reported to the project manager (PM), contracting officer (KO), contracting officer representative (COR) and/or resident engineer (RE) herein referred to as the “Government Designated Authority (GDA)”, who by position is responsible for overseeing, managing, directing, and/or administering the project/activity contract, operation, material or person(s) involved at the time of an accident.**



# Accident Reporting for Huntsville Center

**7.1.5 The supervisor or GDA upon learning of an accident must promptly contact the USAESCH Safety and Occupational Health Office and provide a brief summary of the events surrounding the accident. The Safety Office will notify the Command Group as appropriate.**

**7.1.6 Upon notification, the Safety and Occupational Health Office will immediately notify the Headquarters Safety Office as appropriate. Additionally, the Safety and Occupational Health Office will prepare and forward the Report of Serious Accident (ROSA) to Headquarters as required.**

**7.1.7 Chemical events will be reported in accordance with reference 3.7. (CESO Memo).**



# Accident Reporting for Huntsville Center

**7.2. Additional Reporting Requirements.** In addition to the accident definitions described in paragraph 4.0, the following additional conditions must also be reported per the guidance outlined in paragraph 7.4.1 through 7.4.4 below.

**7.2.1 Army civilian or contractor personnel injured while on duty or in a TDY status Exception: Contractor employee injuries, occupational illnesses, and property damage accidents that occur away from and involve activities unrelated to a Corps project/activity for which the contractor is working are not required to be reported.**

**7.2.2 Accidents or mishaps incident to a Corps project/activity that could cause unfavorable press or embarrassment to USACE.**

**7.2.3 Serious near misses.**

**7.2.4 Injuries to USAESCH military personnel, on or off-duty.**

**7.2.5 Government civilian injuries that occur incident to a government work activity in which medical expenses are incurred regardless of whether or not the injury meets one of the accident definitions in paragraph 4.0 above.**



# Accident Reporting for Huntsville Center

**7.3 Initial Treatment of an Injury Policy.** Employees are permitted to select a physician for treatment of an injury; however, AMCOM, who provides Workers' Compensation services to the USAESCH, has a "clinic first" policy. Therefore, this "clinic first" policy also applies to HNC employees. This means that, in non-emergency situations, the supervisor should accompany the injured employee to the Occupational Medicine (OM) Clinic at Fox Army Health Center for initial evaluation and treatment. The telephone number for the OM Clinic is 256-955-8888, ext. 1440. In the event the OM Clinic is closed, the Fox Army Health Center (FAHC) may be utilized for the initial evaluation and treatment of an on-the-job injury.



# Accident Reporting for Huntsville Center

## 7.4 Accident Investigations.

**7.4.1 Government Civilian Accidents.** The supervisor of a government civilian employee who experiences an accident is responsible for investigating the accident and completing the Accident Investigation Report (DA 285-AB, Feb 2009).

**7.4.2 Contractor Accidents.** For contractor accidents occurring incident to a USAESCH project/activity, the contractor is responsible for performing the accident investigation in accordance with the contractor's accepted Accident Prevention Plan (APP), a.k.a. Safety and Health Plan. Additionally, the government may also investigate some contractor accidents due to their nature or seriousness.



# Accident Reporting for Huntsville Center

**7.4.3 For all accidents, it is essential for the supervisor or contractor to take positive measures and any necessary corrective actions to prevent future occurrences. The investigation is the supervisor's or contractor's documented root cause analysis, internal review, and accurate account of an accident. The investigation report must be based on factual information gathered by a thorough and conscientious examination of all causal factors. The focus should be from a PREVENTION perspective. Carefully determining the root cause and then concentrating on identifying measures to mitigate or eliminate future accidents can achieve this focus.**

**Prevention**



# Accident Reporting for Huntsville Center

**7.4.4 At the conclusion of an accident investigation, the supervisor or contractor must submit a properly completed accident investigation form (government civilians – DA Form 285-AB-R (AGAR) and contractor – ENG Form 3394) through the Government Designated Authority (GDA) to the USAESCH Safety and Occupational Health Office for review and processing within 5 working days following the accident. Digital copies, electronically signed, are acceptable.**



**DA Form 285 or ENG Form 3394???**



# Accident Reporting for Huntsville Center

**There will be a “new” reporting system out there to be used for reporting contractor accidents. It is called the USACE Automated Accident Reporting System (AEAS). This system will replace the ENG Form 3394. As of today, a release date for this system to be used is not available. Until then, the ENG Form 3394 will continue to be used to report contractor accidents.**



# Accident Reporting for Huntsville Center

7.4.4.1 DA 285 Series forms may be found at:

<https://crc.army.mil/AccidentReporting/detail.asp?iData=11&iCat=616&iChannel=30&nChannel=AccidentReporting> . A copy of the DA Form 285-AB-R (AGAR) (fillable form and instructions can be found at: [http://www.hnd.usace.army.mil/safety/Safety\\_Pol\\_Reg\\_Docs.aspx](http://www.hnd.usace.army.mil/safety/Safety_Pol_Reg_Docs.aspx)

7.4.4.2 A copy of the ENG Form 3394 (pdf template) can be found at:

<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/ENG%20Form%203394%20-%20Template.pdf>

7.4.4.3 The instructions for completing the ENG Form 3394 above can be found at: [http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/3394\\_Instructions.pdf](http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/3394_Instructions.pdf)

7.4.4.4 This ENG 3394 form must contain the original signatures as described in reference 3.4. Reference 3.4 can be viewed on the HNC publications website below.

<https://hnc-ws-intra.hnd.usace.army.mil/im/publications/search/R/R385-1-1.pdf>



# Accident Reporting for Huntsville Center

**7.5 The USAESCH Safety and Occupational Health Office will assess the adequacy of the investigation as described in the forms along with all submitted analyses to determine whether the information provided is acceptable.**

**7.6 For Class A or B accidents, if the investigation report is found acceptable, the Safety and Occupational Health Office will notify the supervisor or GDA that the specific work activity that was stopped in accordance with paragraph 7.1.1 above may resume.**

**7.7 For all classes of accidents if the report submitted is found unacceptable, e.g., missing data or attachments or incomplete corrective actions, etc., the USAESCH Safety and Occupational Health Office will provide to the appropriate supervisor or GDA the rationale along with recommendations to improve the report. The GDA is responsible for notifying the contractor that the report requires additional information for completeness.**



# Accident Reporting for Huntsville Center

## 7.8 Government Civilian Accidents.

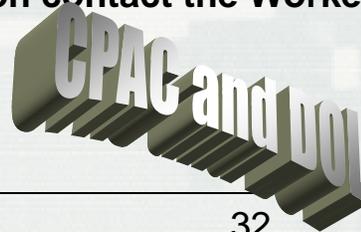
**7.8.1** For government civilian claims, Class A through C accidents and Occupational Illness, contact the Workers' Compensation Program Coordinator at 256-842-8850 for assistance and direction. The Workers' Compensation Program Coordinator will advise as to the appropriate Department of Labor (DOL) Form.

**IMPORTANT:** In addition to completing the appropriate DOL Form, a DA 285 Series Form must also be completed and submitted to the Huntsville Center Safety Office for processing.

**Special Notice:** The CA Forms are subject to privacy act requirements and therefore will no longer be submitted to the HNC Safety and Occupational Health Office for processing. The information contained on the form should be limited to the affected employee, the employees' supervisor, the Workers' Compensation Program Coordinator, Civilian Personnel Advisory Center (CPAC) Representative and officials from the DOL Office of Workers' Compensation Program (OWCP).

**7.8.2** The employee is responsible for completing and submitting the appropriate DOL Form to their immediate supervisor for processing.

**7.8.3** The supervisor is responsible for reviewing, signing and delivering the original CA form to the Workers' Compensation Program Coordinator located in Building 5308 on Redstone Arsenal. For assistance and direction contact the Workers' Compensation Program Coordinator at 256-842-8850.



# Accident Reporting for Huntsville Center

**7.9 Light Duty Program.** The supervisor is responsible for ensuring employees who are disabled from a job-related injury or illness return to their regular duties and maintain the discipline of going to work on a daily basis and to allow them to contribute to the mission as soon as possible. For assistance, the supervisor should contact the CPAC Representative at 256-895-1899, 256-895-1366, or the Workers' Compensation Program Coordinator at 256-842-8850.

**Light or restricted duty!**



# Accident Reporting for Huntsville Center

## 7.10 Activity Hazard Analysis (AHA).

**7.10.1 On the original ENG Form 3394 (for contractors), if block 11b is checked "Yes," the AHA for the task/activity being performed at the time of the accident must be submitted as an attachment.**

**7.10.2 If the block is checked "No," then a finding should be shown on the ENG Form 3394 that an AHA was not developed for the activity/task being performed at the time of the accident. The corrective action section of the investigation form must discuss the path forward as to the development of an AHA.**

**7.10.3 The AHA must be developed and submitted to the USAESCH Safety and Occupational Health Office for review and acceptance prior to resuming the specific work activity being performed at the time of the accident.**



# Accident Reporting for Huntsville Center

WORKSHEET FOR TELEPHONIC NOTIFICATION OF GROUND ACCIDENT					
Immediately notify the USAESCH Safety Office telephonically of all Class A and B accidents. Phone numbers are: 256-895-1849/Cell 256-425-3715 or 256-895-1583/Cell 656-5324					
1. Point of contact for accident information		a. Name			
b. Position		c. Phone Number:			
2. Accident Classification A or B  (Specify)	3. Date and Time of Accident			4. Period of Day	5. On/Off Duty ON/OFF  (Specify)
	a. Year	b. Month	c. Day	d. Time (Local-24 hour time)	6. Type of Material Involved
7. Organization/Contractor:			8. Project Name:		
9. Exact Accident Location					
10. Was Accident On Post/Off Post  (Specify)		11. Nearest USACE Office			
Check Yes or No for Questions 12-16		Yes	No	18. Personnel Involved	a. No. of personnel by Rank/Category ____ Army Civilians ____ Contractors ____ Military
12. Explosive/Hazardous /Sensitive materials involved?				b. Total Number of Personnel Involved in the accident	
13. If yes to 12, are they secure?					
14. Accident Site secured per AR 385-10?				19. Injuries (Enter # of each)	
15. Haas accident site been disturbed?				Fatalities _____ Non-Fatal Injuries _____	
16. If yes to #16, were photos, etc. made before disturbing the scene?				As soon as possible, the following information is required on all injured personnel; name, personnel classification, degree of injury, and SSN	
17. Weather Conditions					
20. Accident synopsis ( <i>What happened</i> ) (Use additional sheet if necessary)					
21. News Media Aware of Accident ____ Yes ____ No		22. Nearest Airfield		a. Nearest that can handle C-12 (4,000 ft min)	
				b. Nearest Commercial airfield	
23. Who will investigate ( <i>Safety Office use</i> )					
a. CAI Team dispatched ____ Yes ____ No Team Members:					
b. IAI Board Appointed ____ Yes ____ No Appointing Officer:					

This worksheet is available at the HNC Safety Office website in a fillable pdf file. Use this When reporting Class A and B accidents.

Class A and B Accidents



# Accident Reporting for Huntsville Center

## “3W” Approach to Information Collection, Analysis and Recommendations

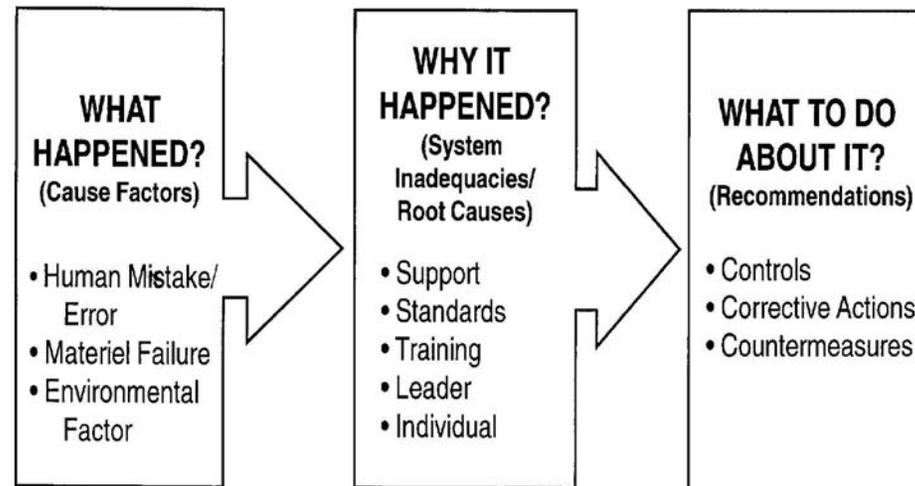


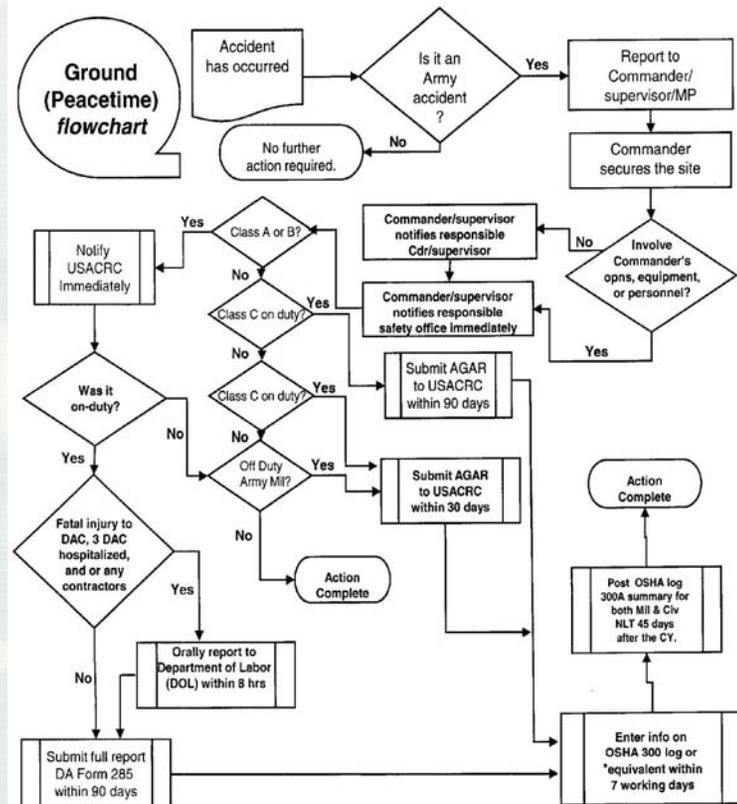
Figure 1-1. “3W” Approach to Information Collection, Analysis and Recommendations

Use this approach when conducting accident investigations

Extracted from DA Pam 385-40, March 2009



# Accident Reporting for Huntsville Center



NOTE: In the event a safety of use or ground precautionary issue is suspected or identified, notify USACRC immediately.

Class Property Damage and/or Injury/Occupational Illness  
 A \$1M or more. Fatality or Permanent Total Disability.  
 B > \$20K but < \$1M; Permanent Partial Disability, or 3 or more hospitalized as in-patients.  
 C > \$20K but < \$200K; Days away from work or training day case.  
 D > \$2K but < \$20K; A non fatal injury or illness resulting in restricted work, transferred to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another persons blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or a work-related tuberculosis case.  
 \* Military will maintain separate but equivalent OSHA 300 logs for injuries and occupational illnesses.

Figure 1-2. Ground Accident Reporting (Peacetime)

This is the flowchart to be used when reporting accidents for peacetime operations.

Extracted from DA Pam 385-40, March 2009



# Accident Reporting for Huntsville Center

HNC SO will make this Notification when reported by field personnel

Field personnel will inform the SO directly or thru their supervisors.

Preliminary Accident Report (PAN) will be submitted by The SO, as a courtesy to the PM.

SO will also submit the ROSA

Accident Class	Accident Type	Immediate notification by phone to CESO & CRSC by local Command	Notify OSHA within 8 hrs	PAN & ROSA	Appoint a BOI within 12 hrs of notification of accident	Prepare and send BOI report with abstract to CESO within 45 days of accident	Complete and route Eng 3394	Complete and route DA Accident Form
A	Gov	Yes	Yes	Yes, no later than 8 hrs of accident	Yes	Yes	No	DA 285 NLT 45 days
	Contractor	CESO only	No				ENG 3394 NLT 45 days	No
B	Gov	Yes	Yes	Yes, no later than 8 hrs of accident	Yes	Yes	No	DA 285 NLT 45 days
	Contractor	CESO only	No				ENG 3394 NLT 45 days	No
C	Gov	No	No	PAN only NLT 7 days of accident	No	No	No	AGAR (DA Form 285-AB-R) NLT 7 days
	Contractor	No	No				ENG 3394 NLT 45 days	No
D	Gov	No	No	PAN only NLT 7 days of accident	No	No	No	AGAR (DA Form 285-AB-R) NLT 7 days
	Contractor	No	No				ENG 3394 NLT 45 days	No
E	Aviation accident/incident - see AR 385-10, Chapter 3							
F	Aviation incident - see AR 385-10, Chapter 3							
Recordable Public Fatality		No	No	PAN only NLT 7 days of accident	No	No	ENG 3394 NLT 7 days	No
Recordable Public Injuries/Property Damage Accidents	Due to Corps/Contractor Operations	No	No	PAN only NLT 7 days of accident	As determined by Cmdr/ MSC/CESO	As determined by Cmdr/ MSC/CESO	ENG 3394 NLT 45 days	No
Reportable Public Accidents	Serious Public Injury	No	No	PAN only NLT 7 days of accident	As determined by Cmdr/ MSC/CESO	As determined by Cmdr/ MSC/CESO	As determined by Cmdr/ MSC/CESO	No
Other Reportable Accidents		No	No	PAN only NLT 7 days of accident	As determined by Cmdr/ MSC/CESO	As determined by Cmdr/ MSC/CESO	As determined by Cmdr/ MSC/CESO	No

Reporting Matrix Synopses



# Accident Reporting for Huntsville Center



Questions or Comments?

**Telephone Points of contact within the Huntsville Safety Office for Accident Reporting:**

**Safety Manager– 256-895-1583**

**Safety Specialist– 256-895-1849**

**Safety Technician– 256-895-1225**

