

<u>MISHAP TYPE</u>	<u>USACE NOTIFICATIONS</u>	<u>GOVERNMENT EMPLOYEE</u> Forms, Reports, Action	<u>CONTRACTOR</u> Forms, Reports, Actions
1. CLASS A ACCIDENT. -Property Damage \$2M or more. -Fatality -Permanent Total Disability	District Commander to notify IMMEDIATELY (via Phone or Email): - Division Commander, -Deputy Division Commander, -Division Chief of Safety and Occupational Health, -Division RCO, -Division Injury Compensation Program Administrator (ICPA), -Executive Liaison, -Division Water Safety Manager (when applicable)	- Email to Command utilizing email format -USACE CCIR CAT 3 SIR -CA-6 -CA-1, CA-2, CA-16 (may be necessary-contact ICPA to verify) -CELRD Form 3 -ENLink (PAN/ROSA) -ENG3394 -BOI Required -OSHA Notification -CRC Notification -LRD Mishap Tracking Log Entry -DD-200* -SF 91 & SF94*	-USACE CCIR CAT 3 SIR -CELRD Form 3 -ENLink (PAN/ROSA) -CRC Notification -LRD Mishap Tracking Log Entry - OSHA Notification via Contractor -ENG 3394
2. CLASS B ACCIDENT. -Property Damage \$500K- \$2M -Permanent Partial Disability -3 or More Hospitalized as Inpatients as a Result of a Single Occurrence	District Commander to notify within <u>24 hours</u> Division Command via Phone or email: -Division Commander, -Deputy Division Commander, -Division Chief of Safety and Occupational Health, -Division RCO, -Division Injury Compensation Program Administrator (ICPA), -Executive Liaison, -Division Water Safety Manager (when applicable)	- Email to Command utilizing email format -CA-1 -CELRD Form 3 -ENLink (PAN/ROSA) -ENG 3394 -BOI Required -OSHA Notification -LRD Mishap Tracking Log Entry -DD-200* -SF 91 & SF94*	-CELRD Form 3 -ENG 3394 -ENLink(PAN/ROSA) -LRD Mishap Tracking Log Entry -OSHA Notification
3. CLASS C ACCIDENT.	District to notify within <u>24 hours</u> Division Command via Phone or	- Email to LRD-SO utilizing	-CELRD Form 3

<p>-Property Damage \$50K- \$500K -Injury/Illness Resulting in Days Away from Work</p>	<p>email: -Division Chief of Safety and Occupational Health, -Division RCO, -Division Injury Compensation Program Administrator (ICPA), -Executive Liaison, -Division Water Safety Manager (when applicable)</p>	<p>email format -CA-1 - CELRD Form 3 -ENGLink (PAN) -ENG 3394 -LRD Mishap Tracking Log Entry -DD-200* -SF 91 & SF 94*</p>	<p>-ENGLink (PAN) -ENG 3394 -LRD Mishap Tracking Log Entry</p>
<p>4. CLASS D ACCIDENT. -Property Damage \$5K-\$50K -Injury/Illness Resulting in Restricted Work, Transfer to Another Job -Medical Treatment Greater than First Aid</p>	<p>District to notify within <u>24 hours</u> via email: -Division Chief of Safety and Occupational Health, -Division RCO, -Division Injury Compensation Program Administrator (ICPA), -Executive Liaison, -Division Water Safety Manager (when applicable)</p>	<p>- Email to LRD-SO utilizing email format -CA-1 - CELRD Form 3 -ENGLink (PAN) -ENG 3394 -LRD Mishap Tracking Log Entry -DD-200* -SF 91 & SF 94*</p>	<p>-CELRD Form 3 -ENGLink (PAN) -ENG 3394 -LRD Mishap Tracking Log Entry</p>
<p>5. NEAR MISS/ INCIDENT. - No Property Damage or Property Damages <\$4,999. -Injury/Illness Resulting in ONLY First Aid Treatment</p>	<p>District to: Maintain near miss and first aid logs and provide via LRD mishap reporting log on a quarterly basis.</p>	<p>- Email to LRD-SO utilizing email format - CELRD Form 3 -LRD Mishap Tracking Log Entry -ENGLink May be Required as Determined by Local SOH Functional Board</p>	<p>-CELRD Form 3 -LRD Mishap Tracking Log Entry -ENGLink May be Required as Determined by Local SOH Functional Board</p>
<p>6. HIGH HAZARD ACTIVITY MISHAP -Electrical -Release of Hazardous Energy -Load Handling Equipment/Rigging -Fall-from-Height</p>	<p>District to notify within <u>24 hours</u> via email: -Division Chief of Safety and Occupational Health, - LRD LHE Program Manager for all (LHE) Mishaps</p>	<p>- Email to LRD-SO utilizing email format - CELRD Form 3 -ENGLink (PAN) -LRD Mishap Tracking Log Entry -HHWG Report Form</p>	<p>-CELRD Form 3 -ENGLink (PAN) -LRD Mishap Tracking Log Entry -HHWG Report</p>

-Underwater Diving			
7. RECORDABLE PUBLIC FATALITY. -Death of Members of the Public Recreating at USACE-Owned or Operated Areas	District Commander to notify within <u>24 hours</u> Division Command via Phone or email: -Division Commander, -Deputy Division Commander, -Division Chief of Safety and Occupational Health, -Division RCO, -Division Injury Compensation Program Administrator (ICPA), -Executive Liaison, -Division Water Safety Manager (when applicable)	FOR PUBLIC RECORDABLE FATALITIES - Email to LRD-SO and LRD Water Safety Manager utilizing email format -ENGLink (SIR) via EOC -ENGLink (PAN) -ENG 3394	

***SF 91 & 94 Required for Vehicle Accidents Only * DD-200 is required IAW ULA guidance**

FORMS	TITLE	PROPONENTS	TIMEFRAME
<u>CA-1</u>	Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation	Employee, COC, to ICPA	Initiated on date of Injury
<u>CA-2</u>	Notice of Occupational Disease and Claim for Compensation	Employee, COC, to ICPA	Initiated on Date of Injury
<u>CA-6</u>	Official Supervisors Report of Employee's Death	Supervisor, COC, to ICPA	As Soon As Possible
CA-16 (Request via ICPA)	Authorization for Examination and/or Treatment	Employee, COC, ICPA	Within 7 Working Days of Mishap
<u>ENG 3394</u>	USACE Accident Investigation Report	Supervisor, COC to SOHO Contractor, through GDA to SOHO	Within 7 Working Days of Mishap Public Fatality in a timely manner but no later than 30 days
<u>DD-200</u>	Financial Liability Investigation of Property Loss	Employee, COC to ULA	Within 5 Days
	Motor Vehicle Accident Report	Employee, COC, to ULA	Within 48-hours

SF 91			
SF 94	Statement of Witness	Employee, COC, to ULA (for vehicle accidents)	As Soon As Possible
CELRD FORM 3	Immediate Mishap Notification	Employee, COC, to SOHO Contractor accidents shall be reported by District employees	As Soon As Possible
ENGLink (PAN)	Preliminary Accident Notification	Government Employee Mishaps- Supervisor Contractor Mishaps- Appropriate GDA in Field Office	No sooner than 2 Days, No later than 7 Days of Mishap
ENGLink (ROSA)	Report of Serious Accident. Initiated via PAN Report	Government Employee Mishaps- Supervisor Contractor Mishaps- Appropriate GDA in Field Office	As Soon As Possible, No Later than 8 Hours

ACRONYMS	DESCRIPTION	PROPONENT INFORMATION
COC	Chain of Command	Employee's Supervisor is the 1 st echelon in the CoC. Other echelon's review/action is dependent on the individual Section, Branch, Division requirements and/or Standard Operating Procedures.
CRC	US Army Combat Readiness/ Safety Center	LRD SOHO is responsible for notifying CRC
ICPA	Injury Compensation Program Administrator	Oneda Lambert, Phone: 513-684-2822
USACE CCIR CAT 3 SIR	USACE Commander's Critical Information Requirement, Category 3 Serious Incident Report	LRD's Security Officer and personnel identified by the Security Officer process SIRs. CAT 3 are due within 22hrs
ULA	USACE Logistics Activity	GSA Fleet Management/Property Management
BOI	Board of Investigation	LRD SOHO is responsible for notification to initiate BOI
CISM Incident Request Form	Critical Incident Stress Management	In the event that someone needs CISM, please make sure that they coordinate with Ops (if a lake/project person) or that the form gets filled out if it involves a non-

		lake/project person.
GE	Government Employee	
EOC	Emergency Operations Center	
HHWG	High Hazard Working Group	
SOHO	Safety and Occupational Health Office	District SOHO will track all mishaps and progress of reporting. District SOHO is responsible for ensuring proper notifications to OSHA are completed IAW applicable regulations.

Key Contact Information			
Commander	Brigadier General Richard Kaiser	Office	513-684-3002
Deputy Commander	LTC Benjamin Bigelow	Office	513-684-3003
		Cell	202-439-6184
Executive Liaison	John Drolet	Office	513-684-3004
		Cell	312-307-0376
LRD Chief Safety and Occupational Health	Marjorie McDonald	Office	513-684-3098
		Cell	513-401-0930
LRD RCO	Mr. Robert Burnside Email: celrd-eoc@usace.army.mil	Office	513-684-3089 or 513-684-3085
		Cell	513-659-8684
LRD Water Safety Program Manager	Jeff Defosse	Office	513-684-3192
		Cell	513-500-4441
Aide-de-Camp	1LT Michael Kukes	Office	513-684-6242
		Cell	513-417-3895
Injury Compensation Program Manager	Oneda Lambert	Office	513-684-2822
ULA Fleet Manager	Lisa Concepcion	Office	513-684-3039
CISM Coordinator	Bev Noel	Office	505 342-3255
		Work Cell:	505-400-9579

OSHA	1-800-321-6742
GSA Fleet Vehicle Assistance	1-866-400-0411