



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:
CESO/CECW (385)

JUL 11 2005

MEMORANDUM FOR: USACE Safety and Occupational Health and Operations
Division Offices

SUBJECT: Revised Accident Reporting and Recordkeeping Procedures For Public
Visitors to Civil Works Projects

1. As part of USACE 2012 business process improvements the accident reporting and recordkeeping procedures for public visitors are being revised. The revised procedures are significantly different from what has been used in the past. A public visitor accident reporting sub-CoP comprised of Safety and CW Operations personnel have finalized the updated criteria. In addition, the revised procedures will be incorporated into the USACE Safety and Occupational Health Office automated data collection system (Accident Experience and Analysis System – AEAS that is scheduled for fielding beginning CY 06.

2. Effective immediately, the following guidance shall be implemented for reporting and recording public accidents.

a. Geographic Areas for reporting/recording. USACE owned or operated areas where CFR Title 36, Chapter III, Part 327, Parks, Forests, and Public Property is applicable. This includes the water areas of any water resources development project administered by the Chief of Engineers and authorized under CFR Title 36 without regard to ownership of underlying land, to all lands owned in fee by the Federal Government and administered by USACE and to all facilities therein of any such water resources project to include state parks, marinas, etc. With the broader inclusion of areas defined above, it is critical that the geographic limits boundaries of each project be identified.

NOTE: Previous geographic areas for reporting/recording were much more limited. See the excerpt from USACE Supplement 1 to AR 385-40 (Enclosure 1).

b. Reportability. A reportable accident is one that is investigated for the gathering of information, analyzing trends and the sharing of lessons learned but is not “charged” against the organization having the accident. Until AEAS is fielded, reportable but not recordable accidents, are not required to be forwarded beyond the district. When AEAS is implemented, all reportable accidents will be entered into the AEAS system. The reportability of accidents to recreation and non-recreation visitors is as follows:

(1) *Fatality* - must be reported.

(2) *Serious injury*. An injury that has resulted or may result in permanent total or permanent partial disability or other serious injury such as fractures, amputations, dislocation of joint, concussion, laceration/cut requiring stitches, traumatic respiratory

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illness (carbon monoxide), and other injuries of similar severity – must be reported. Specific information on reporting serious injuries is included in enclosure 3.

(3) *Any accident, caused by USACE operations resulting in injury* (examples below)
- USACE employee, when operating a motor vehicle or other equipment strikes and injures a visitor - must be reported.

- a member of the public is injured as a result of on-going project maintenance or construction - must be reported.

- a member of the public is injured because project personnel failed to reset a buoy which had moved off station – must be reported.

(4) *Accidents resulting in other than fatal or serious injury* (e.g., cyclist injured on bike path) – may be reported (at the discretion of the FOA commander if such reporting would be of benefit in accident trend analysis, defense of tort claims, or result in improvements to the facility's design safety).

(5) Incidents of criminal acts or suspicious activity (e.g. murder, suicide, assault, vandalism, terrorist activity) not involving a Government employee will be reported through security and law enforcement, not safety and occupational health channels.

c. Recordability. *Only accidents which result in fatal injury*. For fatalities, a preliminary accident notification (PAN) shall be initiated in ENGLink by project personnel as soon as reasonably possible, followed by an accident investigation with documentation on an ENG Form 3394 to be completed and forwarded in a timely manner but no later than 30 days through the chain of command to the HQUSACE Safety and Occupational Health Office. Decision trees for reportable and recordable public accidents are at enclosure 2 for reference.

d. *Examples of reportable but not recordable accidents* are:

- Accidents resulting in fatal injuries to non recreational visitors at USACE owned or operated property or facilities (e.g., driver of vehicle proceeding through Corps property on a public road is fatally injured when vehicle ran off road and into ditch during heavy rainstorm) are not recordable but may be reported

- Fatalities resulting from acts of god such as lightning strikes are reportable but not recordable.

- Deaths resulting from natural causes such as heart attacks are reportable but not recordable. (If the heart attack causes the person to fall into the lake and they drown, then the accident is recordable.)

e. *A recreation visitor* is a member of the public present at a USACE project engaged in or intending to engage in any recreation activity commonly pursued at the USACE

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area such as swimming, boating, picnicking, camping, sightseeing, hunting, fishing, hiking, etcetera.

f. *Public Visitation.* The source of the public visitation data is the Operations and Maintenance Business Information Link (OMBIL); <https://ombil.usace.army.mil/MainFrames/BusinessFrame.htm>

g. *Public fatality rate.* The public fatality rate is the number of public fatalities for each 1,000,000 visitor-days of exposure during a specified period. Only visitation to areas covered under Title 36 jurisdiction shall be considered visitation exposure. Any deaths occurring to members of the recreating public at USACE water resource development projects as defined by Title 36, Chapter III Part 327 shall be counted.

$$\text{Fatality Rate} = \frac{\# \text{ of public fatalities} \times 1,000,000}{\# \text{ of visitor-days}}$$

3. Responsibilities.

a. The responsible manager of the USACE project where a reportable or recordable public accident occurs shall:

(1) Reportable Accident (Serious Injury as described above)

Report the accident by completing and submitting a preliminary accident notification (PAN) in ENGLink as soon as reasonably possible after personnel become aware of the accident.

(2) Recordable Accident (Fatality)

(a) Record accident by completing and submitting a PAN in ENGLink as soon as reasonably possible but no later than 24 hours after personnel become aware of the accident .

(b) Thoroughly investigate the accident and document the investigation on ENG Form 3394, USACE Accident Investigation Report.

(c) Submit the ENG Form 3394 through the chain of command to the Local Command Safety and Occupational Health Office. The ENG Form 3394 will be completed and routed through the chain of command in an expeditious manner and forwarded to HQUSACE within thirty days of the occurrence of the accident.

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(3) Report public visitation at USACE owned or operated areas where CFR Title 36, Chapter III, Part 327, Parks, Forests, and Public Property is applicable. The reporting process is established in OMBIL. The data should be updated no later than the 10th day following the end of each month.

b. The Local Command Safety and Occupational Health Office shall:

(1) Conduct a review of all reportable and recordable public accidents, determine trends, and implement countermeasures to reduce accident experience.

(2) Ensure all recordable accidents are thoroughly investigated, documented on ENG Form 3394, and assure the reports are staffed and signed in accordance with USACE Supplement 1 to AR 385-40. Upon completion, provide a copy of the reports to the assigned HQ Forward Safety and Occupational Health Manager and the HQUSACE CESO Loss Control Manager.

(3) For each calendar quarter, compile a quarterly summary report and submit their quarterly summary report to their RBC (respective HQ Forward Safety and Occupational Health Manager) and the HQUSACE CESO Loss Control Manager no later than COB the 15th day following the end of the calendar year quarter.

c. The HQ Forward SOH Manager shall

(1) Review local command submitted quarterly summary reports and prepare required RBC briefing charts for dissemination RBC-wide and for command CMRs.

(2) Review public accident reports and conduct RBC-wide trend analyses. Share the analyses RBC-wide and with the HQUSACE CESO Loss Control Manager.

5. Decision trees for public accident reporting and a sample incident report format for documenting accident report data from witnesses, law enforcement agencies, or other parties reporting public accidents are included as enclosures 2 and 3 respectively, for clarification and use.

6. Questions concerning public accident reporting requirements should be addressed to the HQUSACE CESO Loss Control Manager at 202-761-8600 or Brenda.A.Warren@usace.army.mil.

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7. Questions concerning reporting public visitation should be addressed to the HQUSACE Senior Policy Advisor For Recreation Programs at 202-761-5541 or Judith.V.Rice@usace.army.mil.

Encl
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Excerpt from USACE Supplement 1 to AR 385-40 dated 30 March 1990

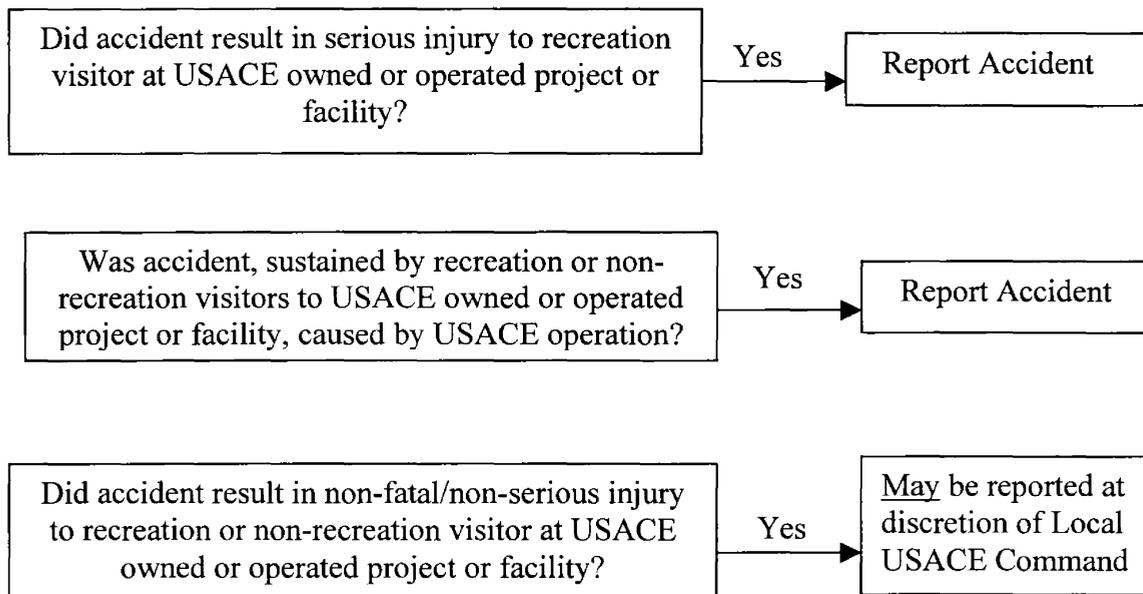
1.e. Geographical limits for reporting:

- (1) Within lake project boundaries.
- (2) On run-of-the-river projects where person(s) was/were using or attempting to use a Corps facility (e.g., boat ramp, picnic facility).
- (3) Below dams to the point where the maximum discharge reaches maximum elevation (typically 300 — 1,000 feet below the structure) or at any distance when the discharge is a direct cause of the accident.
- (4) Upstream of hydraulic structures to the point where warning devices are placed (typically 1,000 feet).

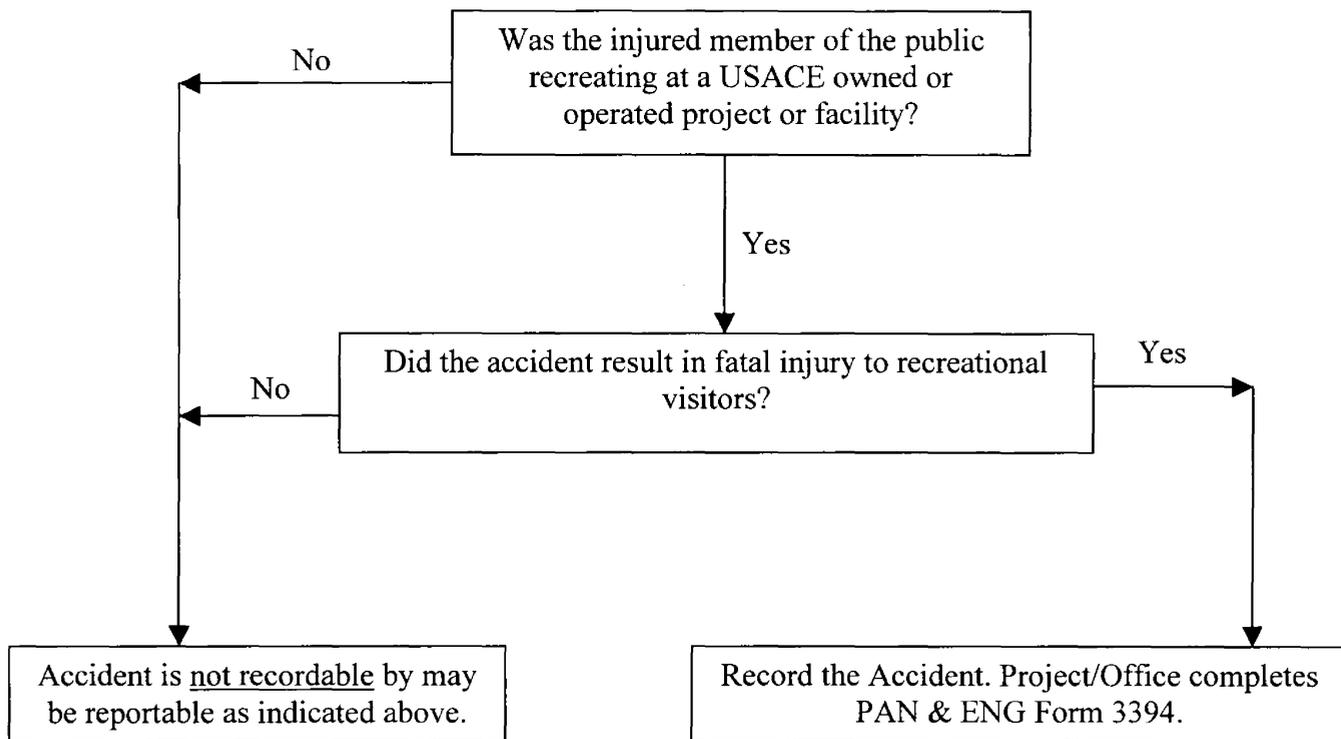
Public Recreation Accidents

Use the decision trees below.

Reportable Accidents



Recordable Accidents



Enclosure 3

Initial Notification of Public Recreation Accident Work Sheet

At an accident scene in a response mode, it is difficult to mentally recall the various data necessary to complete an initial notification and initiate an accident report. This worksheet is provided as a field tool to assist personnel to thoroughly document an accident and facilitate the completion of the accident investigation report.

Project Name: _____
Date of Accident: _____ Time of Accident: _____

Location and Incident Information

Location of Accident: _____
Inside Public Use Area: **Yes/No** Fee Area: **Yes/No** Inside a designated Swimming Area: **Yes/No/Unknown** Outgranted Area: **Yes/No**
Body Recovered: **Yes/No** Alcohol Involved: **Yes/No/Unknown** PFD Available: **Yes/No/NA/Unknown** PFD Worn: **Yes/No**
Property Involved: _____ Damage Estimate: _____

Activity At Time of Accident

Water Related Recreation	Non-Water Related Recreation	Other Activities
<input type="checkbox"/> Sailing	<input type="checkbox"/> Hiking and walking	<input type="checkbox"/> Unlawful acts (fights, vandalism, riots, etc.)
<input type="checkbox"/> Boating-powered	<input type="checkbox"/> Climbing	<input type="checkbox"/> Food Preparation/serving
<input type="checkbox"/> Boating-unpowered	<input type="checkbox"/> Camping/picnicing authorized area	<input type="checkbox"/> Food Consumption
<input type="checkbox"/> Water Skiing	<input type="checkbox"/> Camping/picnicing unauthorized area	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Fishing from boat	<input type="checkbox"/> Guided tour	<input type="checkbox"/> Sleeping
<input type="checkbox"/> Fishing from bank/dock/pier	<input type="checkbox"/> Hunting	<input type="checkbox"/> Pedestrian struck by vehicle
<input type="checkbox"/> Fishing while wading	<input type="checkbox"/> Playground equipment	<input type="checkbox"/> Pedestrian other acts
<input type="checkbox"/> Swimming/supervised area	<input type="checkbox"/> Sports/summer (baseball/football etc)	<input type="checkbox"/> Suicide
<input type="checkbox"/> Swimming/designated area	<input type="checkbox"/> Sports/winter (skiing, sledding, etc)	<input type="checkbox"/> "Other" activities
<input type="checkbox"/> Swimming/other area	<input type="checkbox"/> Cycling (bicycle, motorcycle, scooter)	
<input type="checkbox"/> Underwater activities (scuba)	<input type="checkbox"/> Gliding	
<input type="checkbox"/> Diving into Water	<input type="checkbox"/> Parachuting	
<input type="checkbox"/> Wading	<input type="checkbox"/> Other non-water related	
<input type="checkbox"/> Attempted rescue		
<input type="checkbox"/> Hunting from boat		
<input type="checkbox"/> Other water related		

Subject Information (See reverse side for lists of nature, type, severity, & source of injury & body parts and definitions)

Name: _____
Address: _____
Age: _____ DOB: _____
Race: _____ Gender: **Male/Female**
Nature of Injury: _____ Body Part(s) Affected Primary _____ Secondary _____
Type of Injury _____ Source of Injury _____
Severity of Injury: (See definitions on reverse side) Fatality: **Yes/No** Permanent Total Disability: **Yes/No**
Permanent Partial Disability: **Yes/No** Other Serious Injury: **Yes/No**
Primary Language Spoken: _____ English Literate: **Yes/No**

Incident Description:

(Use addition sheet if needed)

Person Providing Information: _____ Title: _____
Agency: _____ Phone Number: _____
USACE Employee Filing Report: _____ Title: _____
Report Date: _____
Project: _____ Phone Number: _____ Fax Number: _____

When worksheet is provided for use by another agency, project personnel should complete the items immediately above: Project, phone and fax numbers. If worksheet is completed by other than Corps of Engineers employees, please forward completed worksheet as soon as possible by fax at number listed above.

Nature of Injury

Permanent Disability	Drowning	Traumatic Respiratory
Amputation	Fracture	(Carbon Monoxide)
Concussion	Laceration/Cut requiring	Traumatic Injury
Dislocation of joint	stitches	Other(list)

Type of Injury

Struck by/against	Caught on/in/between	Stung/bit by	Exposed
Fell/slipped/tripped	Punctured/lacerated	Contact with/by	Inhaled

Severity of Injury

Fatality	Permanent Disability	Other Serious(List)
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Source of Injury

Building or other Area	Fire	Bicycle/Other non-	Human (Violence)
Walking surface	Water	motorized vehicle	Diving Equipment
Electricity	Mechanical Equipment	Carbon Monoxide	Parachute
Temperature Extreme	Motor Vehicle/Cycle	Inanimate Object	
Weather	Boat	Animal Insect	

Body Parts

Arm and Wrist	Eye	Toe	Sternum
Arm or Wrist	Brain	Face	Vertebrae
Breast	Cranial Bones	Scalp	Trunk Bones other
Testicle	Teeth	Knee	Shoulder
Abdomen	Jaw	Leg	Lung
Chest	Throat/Larynx	Hip	Kidney
Lower Back	Mouth	Ankle	Heart
Penis	Nose	Buttock	Liver
Side	Tongue	Hand	Reproductive Organs
Upper Back	Head Other External	Feet	Stomach
Waist	Elbow	Collar Bone	Intestines
Trunk Other	Finger	Shoulder Blade	Trunk/internal
Ear	Thumb	Rib	

Definitions of Serious Injuries

Permanent Total Disability – Any non-fatal injury or illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment. (The loss of use of both hands, feet, eyes, or any combination thereof as a result of a single accident will be considered as permanent total disability.)

Permanent Partial Disability – Any injury or illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions: teeth, finger/toenails, loss of the tip of fingers or toe without bone involvement, inguinal hernia if it is repaired, disfigurement, sprains or strains that do not cause permanent limitation of motion.

Other Serious Injury – Injury that has resulted or may result in an amputation, concussion, dislocation of joint, fracture, laceration/cut serious enough to require stitches, traumatic respiratory impairment (carbon monoxide), near-drowning and other injuries of similar severity.