

DATE: 16 OCT 1995

FROM: LANTNAVFACENCOM

TO: ROICC (ALL)

SUBJ: ACCIDENT REPORTING GUIDANCE FOR CONTRACTOR MISHAP

ENCL: (1) Contractor Significant Incident Report Form (CSIR-1)
(2) Contractor Significant Incident Report Instructions
(3) List of Mishap Questions
(4) NAVFAC Contractor Mishap Investigation Process Charts

1) Enclosure (1) provides the new Contractor Mishap Reporting format. This revised program is to be implemented as soon as possible.

Enclosure (2) is provided for instruction in the preparation of the CSIR-1 (Contractor Significant Incident Report) form. Enclosure (3) is a list of questions for each accident classification hazard identified in section 1 of the CSIR-1 form to assist in accident investigations. Enclosure (4) provides flow charts of the contractor mishap investigation process and is attached to assist users in determining investigation and reporting requirements.

2) For your information and planning, a computer form and data base are being developed and will be distributed in early November 1995. This new data base will enable LANTDIV to track accident trends and will help us to evaluate our contractor safety programs.

3) You are required to comply with the requirements of USACE 385-1-1 page 9, paragraph 01.D.01 when performing contract work under ROICC authority. This manual provides for more specific reporting. Please take this opportunity to track safety trends in your organization.

5) Thanks for your support for this safety initiative that will benefit our safety program. I sincerely feel that once the new system is in place it will provide an easy way to perform the reporting and provide a useful management tool. I will be taking this information to as many contractors as possible.

Regards

William Garrett
Construction Safety Specialist