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Subject: CONSTRUCTION DIVISION - ACCIDENT REPORTING SYSTEM FOR CONSTRUCTION WORK ZONE ACCIDENTS			

Date, time
 Contract number and name of contractor
 Location
 Description of accident
 Information on fatalities and injuries
 Police and other rescue unit involvement
 Photos should be taken if appropriate

The Regional Construction Engineer shall notify the Construction Division of the above facts by phone no later than 24 hours after the accident. Immediate notification is required in the case of a fatality or serious injury. Such notification should be made by phone to the Construction Division (518-457-6472) during working hours and to the Department Duty Officer (518-457-6164) outside working hours. Subsequently, the appropriate Construction Supervisor will assume the lead role in the investigation of the accident. He will call upon the resources of other Department program areas, e.g., Traffic and Safety, as he deems appropriate. He will then prepare a final accident report, including a description of the accident and the following information:

Site Description

Location
 Contract number and contractor
 Engineer-in-Charge
 Roadway geometrics and features

Accident Description

Time of accident
 Weather, visibility, roadway surface condition
 Narrative description of events
 Traffic control devices in place
 Contributory factors
 Police reports
 Police photos and other photos
 Newspaper articles

Statement of Consequences

Fatalities
 Injuries
 Property damage

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Copies of the final report will be filed with the Regional Director, Regional Construction Engineer, the Construction Division, and the Employee Safety and Health Section. The Engineer-In-Charge and the Regional Construction Engineer, shall report to the Regional Director, the Construction Division, and the Employee Safety and Health Section their findings concerning the cause of the accident, whether or not it was preventable, and their recommendations of measures to be taken to prevent recurrence of similar accidents.

It should be noted that this accident reporting system does not supersede MAP Procedure 2.14-5, Accident Review Boards, which requires the reporting of accidents involving DOT employees and equipment, but it does supersede and add to the reporting requirements set forth in the January 28, 1985 memorandum from D.W. Randles to all Regional Construction Engineers.