
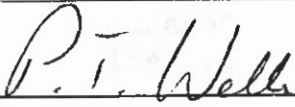


TO:  <b>SUPERSEDED BY EB 96-016 EFFECTIVE 5/7/96</b>	 <b>ENGINEERING BULLETIN</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: Special: All Regional Construction Personnel; List #34 Consul.	Code: <u>EB-93-002</u> Date: <u>01/29/93</u>
APPROVED:  Paul T. Wells, Deputy Chief Engineer, Construction Division	Supersedes: <p style="text-align: center;">N/A</p>
SUBJECT: NOTIFICATION OF SERIOUS ACCIDENTS  Subject Code 7.30	

This Engineering Bulletin Expires \_\_\_\_\_

Attached is a procedure for NOTIFICATION OF SERIOUS ACCIDENTS (12/23/92) recently enacted by the Department. This procedure applies to all Department operations, including construction projects and all other activities involving Construction Division employees.

Construction Division requirements for accident notification and reporting are provided in EB-90-15, and they remain in effect. However, the new Department procedure requires immediate notification for some additional categories of accidents. Immediate notification is defined as Category I notification in EB-90-15.

It is essential that all Construction Division employees are aware of and follow these revised notification procedures. To assist in providing this information to Construction personnel, copies of the Department procedure are attached. Provided below is the revised table SUMMARY OF ACCIDENT CATEGORIES from EB-90-15. Specific changes include:

1. All project-related accidents resulting in hospital-transport are now classified as Category I -- these require immediate notification to the Main Office.
2. All accidents resulting in hospital-transport of a DOT employee are now classified as Category I, whether or not the accident was related to a construction project.
3. Near-miss (potentially serious or fatal) accidents are now classified as Category I.
4. Classification is provided for all accidents involving State-owned vehicles and private vehicles used on State business. These accidents are classified as Category I if a fatality or hospital-transport results.

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REVISED SUMMARY OF ACCIDENT CATEGORIES

<u>Parties Involved</u>	<u>Severity</u>	<u>REPORTING CATEGORY</u>	
		<u>Related to Construction or M&amp;PT</u>	<u>Non-Related to Construction or M&amp;PT</u>
DOT Employee	Fatal/Serious	I	I
	Hospital Transport	I	I
	Other Injuries	III	III
Contractor Employee/ Consultant Employee	Fatal/Serious	I	---
	Hospital Transport	I	---
	Other Injuries	---	---
State Vehicle or Private Vehicle on State Business	Fatal/Serious	I	I
	Hospital Transport	I	I
	Other/No Injury	II	II
Traffic Accident - Traveling Public or Private Property Owner	Fatal/Serious	I	III
	Hospital Transport	I	III
	Other/No Injury	III	---
	Multi Vehicle (4+)	I	---
	Damage to Private Property	III	---
Potentially Serious or Fatal Accident Resulting from Construction Operations		I	II

REPORTING NOT REQUIRED FOR CATEGORIES NOT LISTED AS I, II, OR III.

This Engineering Bulletin and Notification Procedure are to be provided to all Construction personnel to supplement the procedures described in EB-90-15. These revised notification procedures are to be followed for all accidents involving Department construction projects and Construction Division employees. Special attention is directed to the language in the Department procedure -- "WHEN IN DOUBT, NOTIFY".

BRYDEN:SERACCS.EB



MEMORANDUM  
DEPARTMENT OF TRANSPORTATION

TO: Regional Director, Region \_\_\_\_\_  
FROM: P. W. Taylor, Executive Deputy Commissioner, 5-506  
SUBJECT: NOTIFICATION OF SERIOUS ACCIDENTS  
DATE: December 23, 1992

*P. W. Taylor*  
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Serious accidents of any sort which involve Department employees or operations may require the immediate involvement of Department management to direct an appropriate response. To ensure that managers in the region and main office are notified in a timely manner, we are adopting the formal process for immediate notification described in the attached flow diagrams.

The purpose of this memo is to establish the minimum notification requirements in the event of a serious accident. The criteria for determining the seriousness of an accident and therefore the need for immediate notification of management are as follows:

- . Fatality or hospitalization on a Department construction project or involving Department operations, whether the victim(s) is a Department or contractor employee, or a member of the public.
- . Fatality or hospitalization resulting from a vehicle accident involving a Department vehicle or an employee traveling on state business.
- . Accident involving unusual or extreme private property damage (reasonable judgment required).
- . Accident where any or all of the above were probable consequences, but fortunately did not occur (near miss).

Good judgment will always be an important factor. To be sure, adopt a policy of "WHEN IN DOUBT, NOTIFY".

In every case, at every level of notification, a phone call or handwritten note will satisfy the Department's initial need for information. However, it is the responsibility of everyone involved to be sure the notification process is continuous. Whenever the next level of contact can't be completed, the individual with notice of the accident must

attempt to contact the next higher lever and so on until communication is again established. For any levels skipped in the process, a handwritten note should be prepared to keep all in the process informed.

The flow diagrams are for the purpose of immediate notification only, and do not replace existing Department procedures for thorough reporting and investigation.

To ensure availability to appropriate staff, the following steps will be taken at the main office:

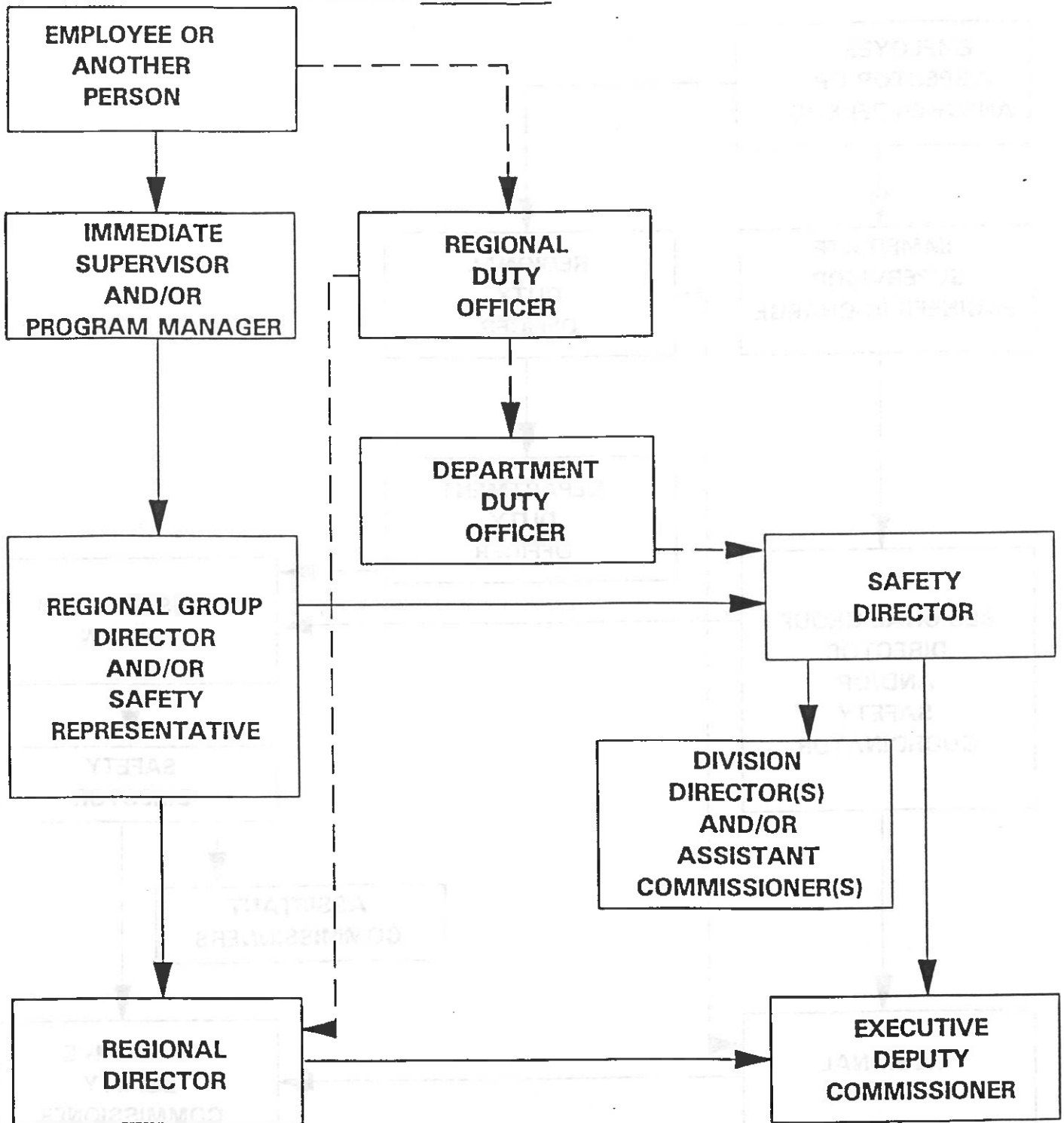
- Attach to revised MAP for Reporting Department Vehicle Accidents, to be issued shortly. (Employee Safety)
- Distribute to Regional Construction staff with directions to add these diagrams to EB-90-15 material for Reporting Construction Work Zone Accidents. (Construction)
- Incorporate into Department Duty Officer Procedures. (Operations)
- Prepare and distribute laminated cards to employees in travel status or field assignments, and for placement in Department vehicles. (Employee Safety)

I would appreciate your cooperation to help make this information system work.

PWT:DWM:jmm

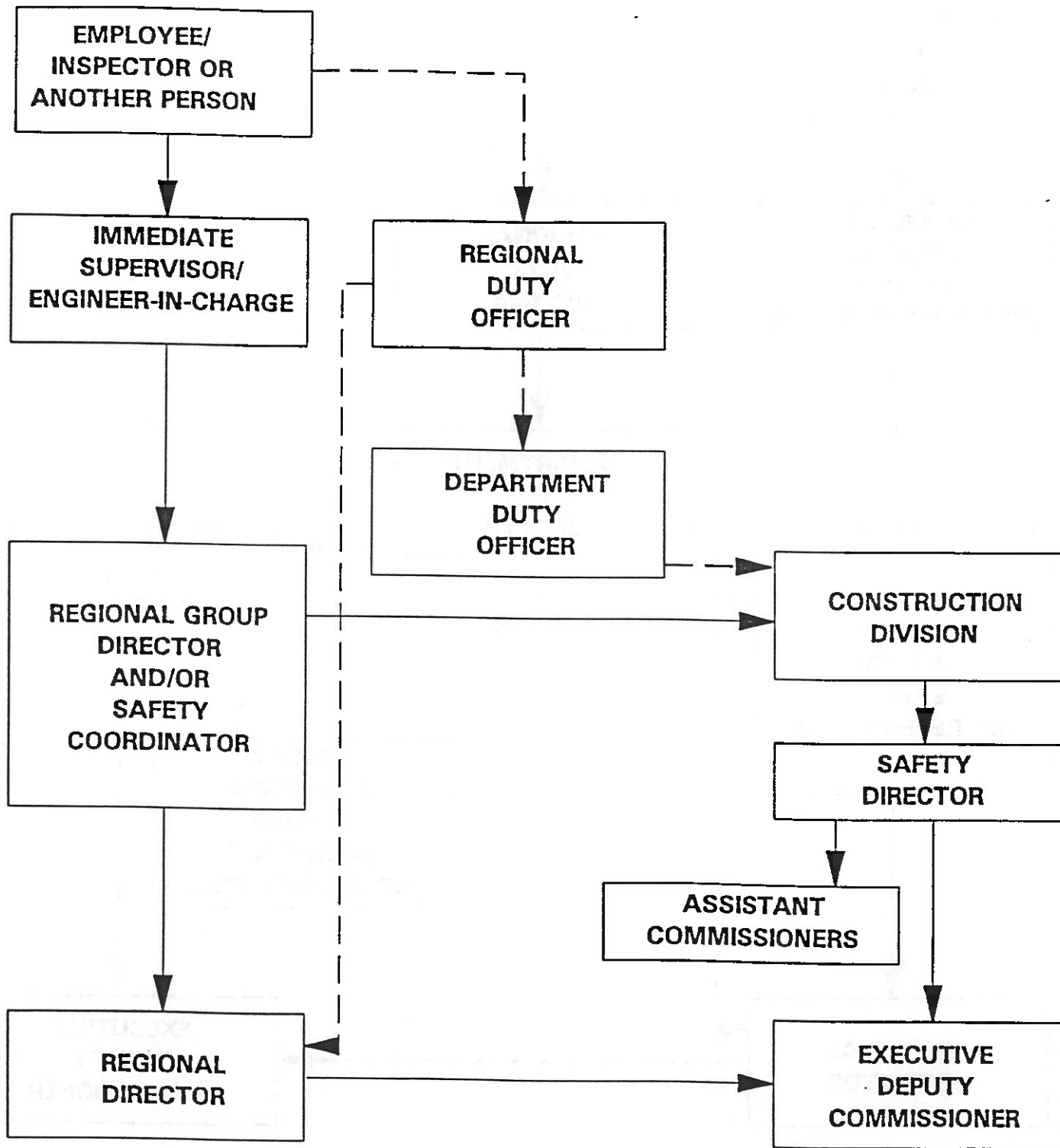
cc: Assistant Commissioners  
Division Directors  
D. W. Mencucci, Employee Safety & Health, 5-102  
Regional Safety Representative, Region \_\_\_\_\_  
Regional Construction Safety Coordinator, Region \_\_\_\_\_

**IMMEDIATE  
NOTIFICATION OF  
SERIOUS DEPARTMENT ACCIDENTS  
INVOLVING REGIONAL EMPLOYEES\***



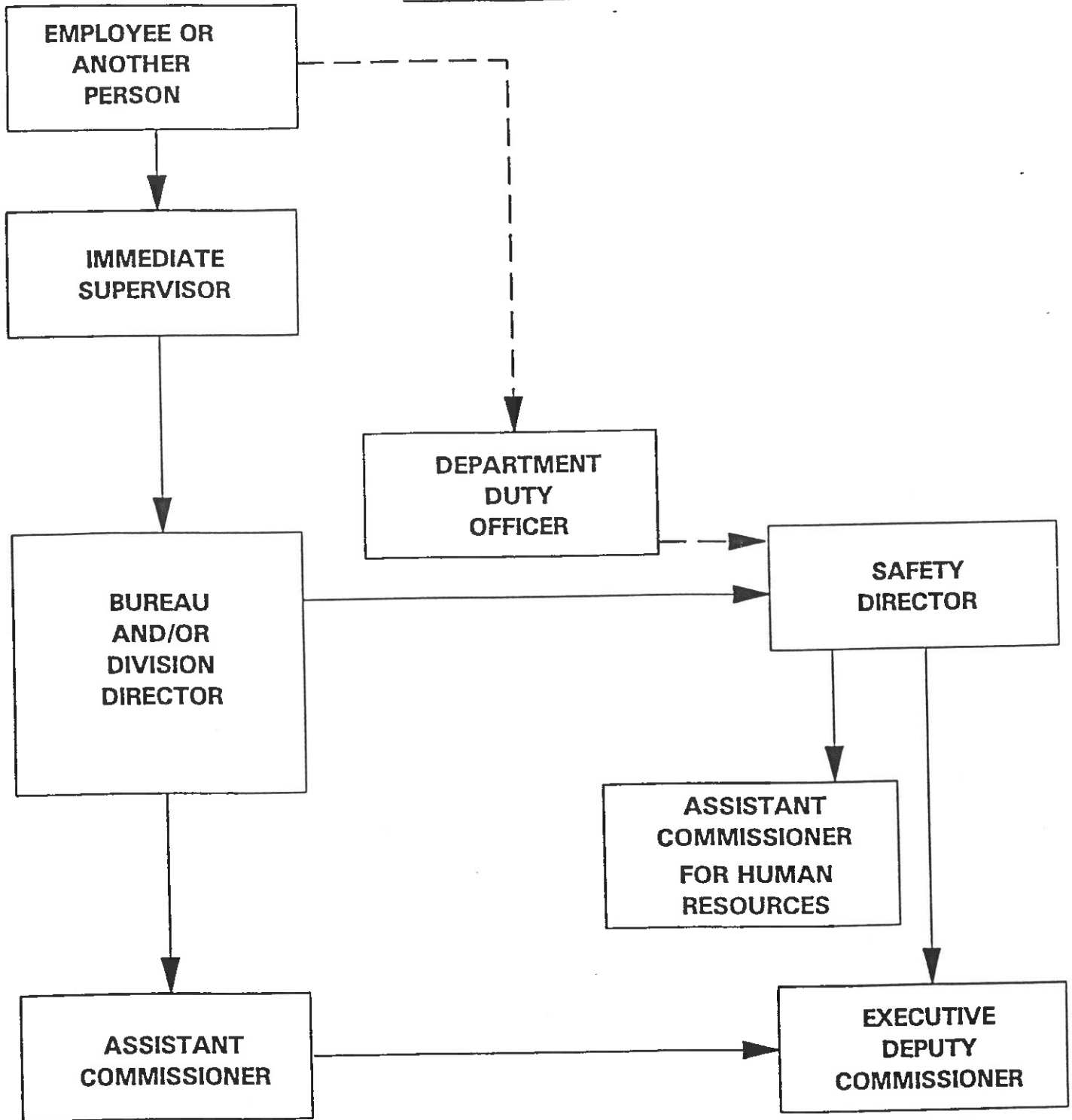
- NOTES:**
- \*INCLUDES MAINTENANCE CONTRACTS
  - DOTTED LINE INDICATES OFF-DUTY HOURS CONTACT
  - IF THE NEXT PERSON OR PERSONS IN THE NOTIFICATION CHAIN CANNOT BE CONTACTED, NOTIFY THE NEXT HIGHEST REPORTING LEVEL AVAILABLE.
  - REFER TO MAP 2.14-5, 2.4-3-4, AND EB 90-15 FOR INFORMATION ON REPORTING AND INVESTIGATING ACCIDENTS.

**IMMEDIATE  
NOTIFICATION OF  
SERIOUS CONTRACTOR ACCIDENTS**



- NOTES:**
- DOTTED LINE INDICATES OFF-DUTY HOURS CONTACT
  - IF THE NEXT PERSON OR PERSONS IN THE NOTIFICATION CHAIN CANNOT BE CONTACTED, NOTIFY THE NEXT HIGHEST REPORTING LEVEL AVAILABLE.
  - REFER TO MAP 2.14-5, 2.4-3-4, AND EB 90-15 FOR INFORMATION ON REPORTING AND INVESTIGATING ACCIDENTS.

**IMMEDIATE  
NOTIFICATION OF  
SERIOUS DEPARTMENT ACCIDENTS  
INVOLVING MAIN OFFICE EMPLOYEES**



- NOTES:**
- DOTTED LINE INDICATES OFF-DUTY HOURS CONTACT
  - IF THE NEXT PERSON OR PERSONS IN THE NOTIFICATION CHAIN CANNOT BE CONTACTED, NOTIFY THE NEXT HIGHEST REPORTING LEVEL AVAILABLE.
  - REFER TO MAP 2.14-5, 2.4-3-4, AND EB 90-15 FOR INFORMATION ON REPORTING AND INVESTIGATING ACCIDENTS.