



Safety Bulletin

Issue **05-04**
January **2005**

**Mobile District
Safety and Occupational
Health Office**

Accident Reporting and Recordkeeping

Do you know what our current ACCIDENT REPORTING AND RECORDKEEPING requirements are? Do you know what to report, when to report it, who to report it to? Reference the EM 385-I-1, 3 Nov 03, paragraph 01.D. We want to highlight this section, to both government and contractor operations, for you to review, so that everyone is clear as to what to do. **We can minimize our lost-time injury rates and be more responsive to investigative requirements when everyone knows what to do. PLEASE POST AND SHARE WITH OTHERS.**

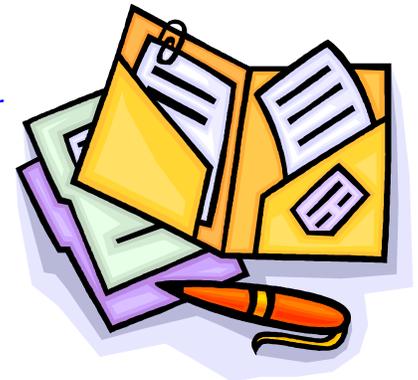
01.D ACCIDENT REPORTING AND RECORDKEEPING

01.D.01. All accidents that occur incidentally to an operation, project, or facility for which this manual is applicable will be investigated, reported, and analyzed as prescribed by the GDA.

a. Employees are responsible for reporting all injuries or occupationally related illnesses as soon as possible to their employer or immediate supervisor.

b. Employers and immediate supervisors are responsible for reporting all injuries to the GDA within 24 hours.

c. No supervisor shall decline to accept a report of injury from a subordinate.

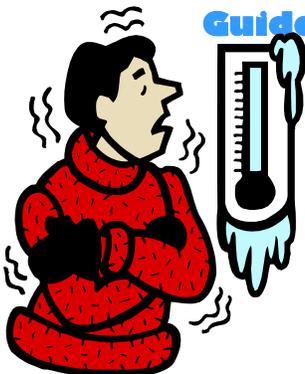


[Continued on page 2...](#)

Did You Know?
Almost half of all home fire deaths result from fires that start between 11:00 pm and 6:00 am

NOTICE
HAVE YOU HUGGED YOUR SAFETY MANAGER TODAY?

Guidelines to Help Protect Workers in Cold Environments



The calendar says it's almost winter; but, for many workers throughout the nation, the weather doesn't go by the calendar—it's already cold, pure and simple. OSHA is, once again, reminding employers and workers to take necessary precautions to stay safe over the coming months. A Cold Stress Card (available in English and Spanish) provides a reference guide and recommendations to combat and prevent many cold-related injuries and illnesses. While workers in construction, commercial fishing, maritime, and agriculture are particularly susceptible to the effects of cold, the information available on OSHA's website is important for all workers who may find themselves at the mercy of Mother Nature.



**US Army Corps
of Engineers**
Mobile District

CESAM-SO
P.O. Box 2288
Mobile, AL 36628-0001

Phone: 251-690-2508
Fax: 251-690-2507
E-mail:
cesam-so@sam.usace.army.mil

**MOBILE DISTRICT
SAFETY AND
OCCUPATIONAL
HEALTH OFFICE**

We're on the web:
www.sam.usace.army.mil/so

Work Clothes and Safety

"Clothes To Die For". How many times have we heard that phrase before? But it takes on a bit of a different meaning when we apply the heading of safety to it. How many times has it occurred to you that your clothes may cause you to be injured?

The fact is that the clothes you wear to the job site can effect your safety. A simple example is the length of your pants. If they are too long you can easily catch your heel in them coming down a ladder or trip yourself while backing up.

Although you don't see very many construction workers wearing ties that can catch in moving machinery, you do see a lot of long sleeves which can pose the same threat as a tie. If your sleeves are long, keep them buttoned at the wrist. Don't roll them up or leave them loose. Also keep your shirt tucked in and your belt tight. This may all sound silly but there are many people who have been maimed or killed because their shirt got caught in moving machinery. Also, it is not a good idea to wear gloves around moving machinery.

Watch your shoes. Make sure they are in good condition and are suited for the job you are doing. Tennis shoes on a construction worker make as much sense as a fireman wearing sandals. Good leather work boots with rubber soles are best for the construction site. In many cases steel toed boots are a requirement. In cold weather, rubber boots should be worn with woolen inner boots or heavy woolen socks. Never work in wet boots or shoes.

Keep your clothes clean. Clothes that are dusty and greasy can cause skin irritations.

Clothes that are soaked with oil and grease can catch fire from a spark or cigarette.

For keeping warm, wool is about the best. Two layers of lightweight wool are warmer than one very heavy layer. Wool absorbs perspiration but if it gets soaked the best thing to do if you can't change clothes is to keep moving. Wool gloves are also warmer than leather or cotton gloves. In cold weather, if you need leather gloves for protection, wear wool-lined leather or wool gloves inside the leather ones.

If you are in cold weather don't play Mr. Macho or Ms. Cool by not wearing enough to keep warm. You are most likely going to wind up sick if you're not careful. Remember that the clothes you are wearing don't create heat, they retain the heat of your body. Make sure that your gloves, shoes, collars and belts are loose enough to allow for circulation. And if you don't have enough to keep warm, some paper wrapped around you chest inside your shirt or jacket makes a good wind breaker in an emergency.

I am sure you have heard the phrase, "Dressing for Success". I guess that might be true in many cases but when it comes to personal protection let's start a new phrase: "Dressing for Safety".

Accident Reporting and Recordkeeping, continued from page 1

NOTE: Property damage incidents are REPORTABLE. Those =>\$2,000 are RECORDABLE.

01.D.02 An accident that appears to have any of the consequences listed below shall be immediately reported to the GDA. These accidents will be investigated in depth to identify all causes and to recommend hazard control measures. The GDA shall immediately notify the Safety and Occupational Health Office of all serious accidents and follow-up with official accident reports as prescribed by regulation. >Contractors are responsible for notifying OSHA when one or more of their employees are seriously injured.

a. Fatal injury,

b. Permanent totally disabling injury.

c. Permanent partial disabling injury.

d. Three or more persons admitted to a hospital, or

e. Property damage in an amount specified by USACE current accident reporting regulations.

NOTE: \$200,000.00 threshold - these incidents require a Board of Investigation.

ACCIDENT REPORTING NUMBERS

251-690-2508, 3079, 3418 OR 3096

AFTER HOURS: 251-689-5916/5917

