

Alaska District Mishap Reporting Summary

● **Report all mishaps (accidents, incidents and near-misses) as soon as possible** to your supervisory chain and to the Safety Office (*with acknowledgement of report*) and submit a written Initial Mishap Notification, ENG Form 3394 (*Rev. Aug 2021*). Complete all fields with underlined text for an initial report within 24 hours. (*Safety Office email address: cepoaso@usace.army.mil*)

● **Recordable* accidents** require a Mishap Investigation Report, ENG Form 3394 (*Rev. 2021*), complete all fields within 5 days and submit to the Resident Office for review and processing, and within 10 days to the District Safety Office for further review and processing. (*Include supporting documents, e.g. AHA, return to work slip, photos, etc.*)

FOR COE USE ONLY: The responsible project office is required to make a Preliminary Accident Notification (PAN) entry in ENLink no earlier or later than 5±1 business days from initial report.

● ***What is a USACE recordable accident?** Any injury or illness that results in medical treatment beyond first aid, restricted work days or job transfer, lost work days, loss of consciousness, death, other diagnosed significant injury or illness, or property damage of \$5,000 or more.

USACE follows OSHA's 29 CFR 1904 definition of first aid as follows:

First Aid List

1904.7(b)(5)(ii) What is "first aid"?

For the purposes of Part 1904, "first aid" means the following:

(A)	Using a nonprescription medication at nonprescription strength (<i>for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed healthcare professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes</i>);
(B)	Administering tetanus immunizations (<i>other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment</i>);
(C)	Cleaning, flushing or soaking wounds on the surface of the skin;
(D)	Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™, (<i>other wound closing devices such as sutures, staples, etc. are considered medical treatment</i>);
(E)	Using hot or cold therapy;
(F)	Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (<i>devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes</i>);
(G)	Using temporary immobilization devices while transporting an accident victim (<i>e.g., splints, slings, neck collars, back boards, etc.</i>).
(H)	Drilling of a finger nail or toenail to relieve pressure, or draining fluid from a blister;
(I)	Using eye patches;
(J)	Removing foreign bodies from the eye using only irrigation or a cotton swab;
(K)	Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
(L)	Using finger guards;
(M)	Using massages (<i>physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes</i>); or
(N)	Drinking fluids for relief of heat stress.

(iii) Are any other procedures included in first aid?

No, this is a complete list of all treatments considered first aid for Part 1904 purposes.