Investigating and Reporting Accidents in Construction Zones

Investigating and documenting occupational injuries and illnesses is a mandatory requirement of the Caltrans Injury and Illness Prevention Program (IIPP)\(^1\) and the California Occupational Safety and Health Administration (Cal/OSHA) regulations.

It is the Resident Engineer’s responsibility to investigate an accident involving the traveling public or Contractor’s employees. The Structure Representative might be called upon to assist in the investigation. The Caltrans Construction Manual\(^2\), Chapter 2, Section 2-1, Safety, and Section 2-3, Major Construction Incidents, provides background information if this situation occurs.

The Caltrans Safety and Health Manual\(^3\), Chapter 4, Accident Investigation and Analysis, contains specific instructions for investigating and reporting accidents and includes investigation reports. Chapter 19, Special Reporting of Serious Injury, illness, or Fatality, of the Caltrans Safety and Health Manual includes additional information for special reporting of serious injuries.

For Structure Construction (SC) employees, the supervisor will investigate, analyze, and document every:

- Vehicle accident.
- Occupational injury and/or illness.
- Near miss occurrences in the construction zone.

The investigation should be conducted in a timely manner to identify contributing factors that will prevent further incidents. When possible, the investigation should be initiated within 24 hours and completed within 72 hours of the accident.

If an accident results in personal injury with lost time or involves a structure construction operation (such as falsework or guying) that could have resulted in personal injury, complete Form No. SC-0601, Accident Report: On-the-Job Bridge Construction Related Accident\(^4\) as soon as possible. Submit the form as outlined below, and call SC Headquarters to report the incident at (916) 227-7777.

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\(^1\) Includes the Caltrans Safety and Health Manual, Construction Code of Safe Practices (COSP), Caltrans Director’s Policy DP-03-R1.
\(^3\) [http://www.dot.ca.gov/hq/opo/safety/safetymanual_toc.htm](http://www.dot.ca.gov/hq/opo/safety/safetymanual_toc.htm)
Send the original report (form SC-0601) to the DES Safety Officer.

Caltrans
Attn: DES Safety Officer
DES MS 9-5/5J
1801 30th Street
Sacramento, CA  95816

A copy of the investigation and incident report should be faxed to the SC Safety Liaison at (916) 227-8179 or emailed to SC Administration (sc.administration@dot.ca.gov) Attn: SC Safety Liaison and the original mailed to:

Caltrans
DES/SC MS 9-2/11H
Attn: SC Safety Liaison
1801 30th Street
Sacramento, CA  95816

Copies of the incident report should be sent to the second-line supervisor and the District Safety Officer for further review. The first-line supervisor should also keep a copy as part of the accident/incident records.