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INTRODUCTION

This manual is designed to serve as a reference for users of the Construction Accident Reporting Program (CARP). The program is a computerized implementation of the Construction Safety Accident Reporting procedures. This document has been prepared assuming that the reader has working knowledge of the accident reporting concepts outlined in the Manual for Uniform Recordkeeping (MURK) Part 1A Contract Administration Manual (CAM) Section 97 Accident Notification and Reporting.

The organization of the manual follows the sequence of a typical accident report. For further information on the Construction Accident Reporting Program, contact the Office of Construction in Albany, New York, or the Regional Construction Safety Coordinator (RCSC) in a Regional Construction Group Office.

The Construction Accident Reporting Program (CARP) consists of several screens with check boxes and fill-in the blank areas; required where highlighted. CARP includes an initial report and permits this initial report to be revised and/or finalized. This eliminates re-writing reports and permits report updating with minimal effort. CARP has a built in check system.

Each report should be generated by a field office and forwarded by e-mail to the Regional Construction Safety Coordinator / Regional Construction Group. The Regional Construction Safety Coordinator or someone from the Regional Construction Group will review/approve the report and the data will be transferred to a pending database on the Main Office (MO) file server. The MO Office of Construction will review, ensure the numbering follows proper sequencing of regional numbering, and then approve the “Final” Report, which will save the data on the Main Office Final database. The Regions will have read-only access to the Main Office Pending and the Main Office Final databases.

CARP has informative built-in report functions. CARP will enable a paper copy to be produced as a “Word” document for project and Region accident records. CARP will also generate a bi-weekly list of non-finalized accident reports for the Regional Construction Safety Coordinator. Another function of CARP is to generate a summary report of Regional or Statewide accident frequency by type of incident, with reference to severity and other selected attributes for Office of Construction Quality Assurance Review.
SOFTWARE INSTALLATION

Installing CARP 3.0 from LANDesk
1. Click NYSDOT Software Installs
2. Check the box for Accident Reporting Program
3. Click Apply
4. Wait until a successful message appears
5. Click Close.

Placing an Icon on the Desktop
1. Click Start/All Programs
2. Right Click Accidents/Click Copy
3. Right Click anywhere on the Desktop/Click Paste

Installing on a CSMIN field office network
1. Create folder S:\CARP
2. Copy in database file and counter file
**Setup Screen**

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, Date.

**ENTRY FIELDS:**
Select -- User/Database Type/Region Screen (location)

*User Field Office (FO)*** --- One Database Type - Field Office (FO) Database (Note: upon selection a report number box pops-up to allow for sequential numbering for each D contract)

*User Regional Office (RO)*** --- Database Type
- Regional Office (RO)
- MO Pending (Read Only)
- Main Office (MO) (Read Only)

*User Main Office (MO)*** --- Database Types
- Main Office (MO) Pending
- Main Office (MO) Final (final approved reports)

**Working Remote ---**
Can be used to import a report, create an initial report, or revise a report but, cannot be used to approve a report; this needs to be done at the regional office in order to access the database via the network.

**COMMANDS:**
**Enter Program ---** Select to enter into the Accident Reporting Program.

**Default Paths ---** Select to change the Accidents Database Path.

**Exit ---** Select to exit out of the Accident Reporting Program.
DISPLAY BARS:
Top Bar --- CARP Version, Screen, User, Database Type, Date.

ENTRY FIELDS:
*Contract No.* --- Enter a Seven (7) Character Contract D Number or Select a Contract D Number from the drop-down list or select New Report.

*Report No.* -- Enter a 9 digit existing Report Number.

COMMANDS:
*Use Contract No.* --- Select to continue with the Contract D Number already in the Contract Number box; when selected the next screen Report Number Selection Screen pops-up.

*Use Report No.* --- Select to modify/view an existing Accident Report entered in the Report Number box or select a report number to be reviewed from the Report Number Selection Screen.

*Import ASCII File* --- Select an ASCII file that contains an Accident Report. This will also import the ASCII file into the Accident Database.

*Search Report* --- Select to enter the Search Criteria Screen, and then you can display/print a Report from the criteria selected.

*Pending Report* --- Select to display/print the Pending Report (A listing of Accident Reports not Finalized for the Database Selected).

*Summary Report* --- Select to display/print the Accident Summary Report.

*Exit* --- Select to return to the Main Screen.
Note: If there are no existing Reports for the Contract Number selected, the next screen will be the Accident Report Maintenance Screen.
DISPLAY BARS:
Top Bar --- CARP Version, Screen, User, Database Type, Date.

ENTRY FIELDS:
To view or modify an Existing Accident Report --Select an existing Accident Report Number or Select from the bottom of the list New Report to create a new report.

COMMANDS:
Cancel --- Select to return to the Main Menu.

Exit --- Select to return to the Main Screen.
**Accident Report Maintenance Screen**

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.

**COMMANDS:**

- **ENTER Report** --- Select to start entering/viewing the Accident Report selected general info screen pops-up.

- **Approve Report** --- (Appears for USERS--- Regional Office Database and Main Office Pending Database Only) select to approve the Accident Report Selected which then saves it to the next level up. For Regional users, this option creates an MS Word file of the report, which then needs to be attached as an e-mail in Outlook, to the user called `dot.sm.mo.accidents`, with the report number and D# in the subject box, it is not automatic.

- **Delete Report** --- Select to delete the Accident Report Selected.

- **Create ASCII File** --- Select to create an ASCII File of the Accident Report selected in order to E-Mail (See Appendix D), so the Report can be imported. The main file created will be called `xxxxxxx.zzz` where `xxxxxxx` is the 7-character Contract Number and `zzz` is the middle part of the Report Number. If any Injury data exists, then a second file called `Ixxxxxxx.zzz` will be created.

- **Generate Word File** --- Select to generate an MS Word File of the Accident Report selected which is saved on your default path.

- **Cancel** --- Select to return to the Main Menu.

- **Exit** --- Select to return to the Main Screen.

Note: Selecting "New Report", on the Main Menu Screen, from the Report Number Selection Screen or pressing Use Contract Number with a New Contract Number will only show ENTER Report.
**General Information (Screen #1)**

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.
First Line (Blue and Red) --- Contract D Number, Region, Report Status (Initial/Revised/Final), Approved (displayed only if approved by the Region and only in the Regional Database).

**ENTRY FIELDS:**

**Report No.** --- Required. Report Number is automatically generated from the Accident Reporting Program. Each report provides space for a 9 digit report number (xx-xxx-yyyy). The first two are for the Region Number, the next three are the accident number, and the last four digits are the year. (ie: 11-025-2011 indicates Region 11, accident report 025, and year 2011). The Region (typically RCSC) is responsible for assigning report numbers and ensuring that numbers are assigned sequentially.

**Acc Date** --- Required. The date is in 8 character format (xx/xx/yyyy). The date can be entered by typing or by using the pull down arrow and selecting the calendar.

**Acc Time** --- Required for Final Report. The time is denoted in a 4 digit format (XXXX) in military time (ie: 0700 indicates 7:00 AM and 1900 indicates 7:00 PM).

**Ref Marker** --- Each accident location is to include a highway accident reference marker (#####-#####).
**Accident Location** --- Required. Each accident location must include the roadway number/name where the accident occurred with a reference to a cross street or a noted geographical feature. (i.e: Route 27 at Massapequa State Park).

**Contract Operations** --- Required. Select Active or Inactive to describe if the project is currently Active or Inactive. Selecting ‘Active’ will bring another box with the options of Daytime, Nighttime, or Both.

**Weather** --- Required for Final Report, can be blank for Initial and Revised. Weather conditions at the time of the accident, select from the drop-down list.

**Pavement Condition, Light Condition, Roadway Lighting** --- Required for the Final Report. The conditions of each at the time of the accident; select from the drop-down lists.

**EIC Last/First Name** --- Required. Engineer-In-Charge’s (EIC’s) Name.

**EIC Phone Number** --- Telephone numbers are in a 10 digit format (###-###-#### ext ###) including the area code. The extension is optional.

**Contractor** --- Required. The Prime Contractor.

**Competent Person’s Name** --- Required. The contractor’s competent person’s name.

**Subcontractor** --- Subcontractor Name, if applicable.

**Accident Involving** ---- Required. If the incident is Construction only or Traffic only, or if an accident occurred involving BOTH Construction and Traffic within the project limits, then both will be checked. The corresponding screens #2 and/or #3 should then be followed.

**Severity** --- Select the one option that categorizes the accident the best, with priority going from left to right, i.e., Fatal, Personal Injury, Property Damage and Near Miss. Note: if “Fatal” is selected then you must have ‘Fatal Injuries’ in the “Description of Injuries” field on the Injury Screen. Likewise, if “Personal Injury” is selected then an entry in the “Description of Injuries” field is required. Otherwise, N/A or None should be selected.

**Brief Description of Accident** --- Required. A 255 character description of the accident only, if more words are needed click the button to activate the Long Description screen.

**COMMANDS:**

**Long Description** --- Select to enter a new screen where more written detail of the accident can be expanded.

**Display/Print** --- Select to display then optionally print the chosen Accident Report Information.

**Next Screen** --- Select to validate the fields on Screen 2 and/or display Screen 3. (Note: this is dependent on the selection of the accident involving construction and/or involving traffic.)

**Save** --- Select to validate the fields on Screen 2 and/or Screen 3 then save all the data Screens to the Database, before “clicking” Next Screen.
Exit --- Select to return to the Main Menu.

Warning: Making changes and then selecting Exit and answering “No” to the question “Save Changes?” will NOT save the data to the database.

Note: All Changes Need To Be Saved Before Exiting and again after selecting Exit, which pops-up a SAVE screen.
Long Description Screen

DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/Region/MO), Database Type, Date.
First Line (Blue and Red) --- Contract D Number, Region, Report Status (Initial/Revised/Final), Approved (displayed only if approved by the Region and only in the Regional Database).

ENTRY FIELD:
Long Description --- Additional characters for a long description of the Accident, if needed and not already covered by the previous screen.

COMMANDS:
Return to General Info Screen --- Select when finished with entering a long description and return to General Information on Screen #1.

Exit --- Select to return to the Maintenance Screen.

Warning: Making changes, then selecting Exit, and answering “No” to the question “Save Changes?” will NOT save the data.

Note: You must also select SAVE which appears after selecting EXIT, to save the “Long Description”.
**Construction (Screen #2)**

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.  
First Line (Blue and Red) --- Contract D Number, Region, Report Status (Initial/Revised/Final), Approved (displayed only if approved by the Region and only in the Regional Database).

**ENTRY FIELDS:**  
**Screen #2** is for **Construction Accidents** involving Construction Workers and Construction Equipment; and will only be displayed, if checked, on Gen Info (Screen#1).  
Accident Involving Any or All of the Following --- Place check mark in the box for all that apply.

**Construction Incident Equipment** --- Drop down menu with list of Construction Equipment --- Select from the drop-down lists, i.e., Crane; Truck; Other or type in up to 40 characters, if none of the selections applies.

**Construction Factors** --- Space provided for written notes describing construction factors involving Construction Activity Involved, Related or Associated with this Accident --- Description of the related topic (60 characters).

**Injury** --- when the down arrow is selected the Injury Screen pops-up for entering the **LAST Name, FIRST Name, Middle Initial, Title, Injury Complaint**, and **Mode of Travel** of all who are injured doing **Construction** work and **not** related to traffic. Once entered the buttons for editing and deleting the injury information entered become available as **EDIT Injury** and **DELETE Injury** as follows:
**New Injury**- select to enter data for injuries related to construction work.

**Edit Injury** --- Select an injury description from the list, then click to modify the injury line shown which will display the Injury Screen (if applicable).

**Delete Injury** --- Select an injury description then click to delete or remove the injury line shown (if applicable) (Be sure to remove unknowns when finally known).

**Utility Type** ---- Required. *N/A*, box should be marked, if this report had no utility incident; otherwise, *Overhead* or *Underground* are required. Select the one that best applies.

**Utility Hit** --- Choose from the following: None, Cable TV, Electric, Gas, Sewer, Telephone, Water, Other.

**Utility Violation** --- if further explanation is needed, write in the space provided with a 255 character description of the utility violation.

**COMMANDS:**

**Display/Print** --- Select to display then optionally print the selected Accident Report Information, if needed located on the second line of top display bar.

**Previous Screen** --- Select to validate the fields on Screen 2 and display Screen 1.

**Next Screen** --- Select to validate the fields on Screen 2 and display Screen 3.

**Save** --- Select to validate the fields on Screen 2 then save all the Screens (including Injury) data to the Database. Must be selected to save entries made on this screen.

**Exit** --- Select to return to the Main Menu.

Warning: Making changes and then selecting Exit and answering “No” to the question “Save Changes?” will NOT save the data to the database.

Note: You must select SAVE, prior to selecting EXIT, then also select SAVE again, which pops-up after selecting EXIT.
Injury Screen

DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.
First Line (Blue and Red) --- Contract D# Number, Region, Report Status (Initial,Revised,Final), Approved (displayed only if approved by the Region and only in the Regional Database).

ENTRY FIELDS:
Last/First/MI Name --- Required. Last & First Name required for Name of injured person(s).
Title --- Required. Title of injured person(s); select from the drop-down list.
Injury Complaint --- Actual injury and the severity of the injury for each injured person; select from drop-down list or enter (20 Characters).
Mode of Travel --- Travel method of injured person(s); select from drop-down list.
Injury --- Selected from previous screen to enter a new injury line, which will display the Injury Screen, of all who are injured; watch screen source, i.e., if related to construction work or if related to traffic. Once entered the buttons for editing and deleting the injury entered become available as EDIT Injury and DELETE Injury (Be sure to remove unknowns when known).

COMMANDS:
Save Injury --- Select to save the information to the Injury Description box and return to previous screen.
Cancel --- Select to NOT save the information to the Injury Description box on the current screen.
Warning: Making changes and then selecting Exit and answering “No” to the question “Save Changes?” will NOT save the data to the database.
Note: You must select SAVE, which appears after selecting EXIT, to save this page in the database.
Traffic (Screen #3)

DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date. First Line (Blue and Red) --- Contract D Number, Region, Report Status (Initial/Revised/Final), Approved (displayed only if approved by the Region and only in the Regional Database).

ENTRY FIELDS:
Screen will pop-up if checkbox Incidents relating to TRAFFIC on screen #1 is selected.

Traffic Related to Work Zone or Traffic Not Related to Work Zone--- choose one: Traffic within WZTC (between construction signs “road work ahead” to “end road work”), OR Traffic Not Related to WZTC (not between construction signs “road work ahead” to “end road work”). Work Zones are delineated by Traffic Control Devices.

Incident --choose either Intrusion or Non-Intrusion defined as follows:

Intrusion -- where a vehicle or vehicles breach the work zone channelized boundaries, and/or mobile operation; includes striking an attenuator and/or attenuator vehicle.

Non-intrusion -- where a vehicle(s) incident occurred in the work zone but, did not breach the channelized boundaries.
**WZ Durations** --- select all WZ duration definitions (from Std Spec 619-11) that apply:

*None* -- selected for not applicable, i.e., no work zone set-up.

*Long-Term stationary* -- work that occupies a location more than 3 consecutive days.

*Intermediate-Term stationary* -- work that occupies a location more than one daylight period up to 3 consecutive days, or nighttime work lasing more than 1 hour.

*Short-Term stationary* -- daytime work that occupies a location for more than 1 hour within a single daylight period.

*Short Duration* -- work that occupies a location up to 1 hour.

*Mobile* -- work that moves intermittently or continuously.

**WZTC Elements**---select all Work Zone Traffic Control configuration setups that apply: None (no work zone set up), shoulder closure, lane closure, lane shift, road closure, detour, etc.

**Traffic Accident Involving** Any or All that Apply--Related To Details of the accident involving a specific traffic function: Head-On; Rear-End; Sideswipe; Off Roadway; Right Turn; Left Turn; Intersection; Other

**WZTC Devices**---Select all that apply to the accident from the drop-down list: sign(s), temporary sign support(s), arrowboard(s), PVMS(s), channelizing device(s), or type in up to 40 characters.

**Activity Associated/Related to the Accident**: Required space for any additional information not already provided by check boxes; use N/A or NONE otherwise.

**INJURY from Traffic Accident**: when selected activates INJURY SCREEN for input. **Injury** --- for entering the **LAST Name, FIRST Name, Middle Initial, Title, Injury Complaint, and Mode of Travel**, of all who are injured related to Traffic. Once entered the buttons for editing and deleting the injury information entered become available as **EDIT Injury** and **DELETE Injury** (see Injury Screen).

**COMMANDS:**

**Previous Screen** --- Select to validate the fields on Screen 3 then display Screen 2.

**Next Screen** --- Select to validate the fields on Screen 3 then display Screen 4.

**Save** --- Select to validate the fields on Screen 3 then save all the Screens (including Injury) data to the Database.

**Exit** --- Select to return to the Main Menu. Warning: Making changes and then selecting Exit and answering “No” to question “Save Changes?” will NOT save the data to the database. Note: you must select SAVE, prior to selecting EXIT, then also select SAVE again, which pops-up after selecting EXIT.
## Report Status (Screen #4)

### DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.
First Line (Blue and Red) --- Contract D Number, Region, Report Status (Initial/Revised/Final), Approved (displayed only if approved by the Region and only in the Regional Database).

### ENTRY FIELDS:
**Forms Filed in the Complete Accident Report** --- Select all that apply.

**Police Agency/Officer** --- If applicable, agency name and officer name.

**Report Status** --- Select the appropriate status. Initial, Revised, and Final—Dates are kept in the Database by the program automatically.

**Prepared By** --- Name of person that prepared the Report (Typically EIC/OE).

**Reviewed By** --- Name that has reviewed the Report (Typically RCSC)

Region Received --- automatically displays Date the Region imported the ASCII file from the Field Office.
Region Approved --- automatically displays Date the Region approved the report to the MO Pending Database.

MO Received --- automatically displays Date the Main Office received the region approved report from the Region.

MO Approved --- automatically displays Date the Main Office approved the Pending Report to the Main Office Database.

**COMMANDS:**

**Display/Print** --- Select to display then optionally print the selected Accident Report Information, if needed located on second row of top display bars.

**Previous Screen** --- Select to validate the fields on Screen 4 then display Screen 3.

**Save** --- Select to validate and save the entries made in the fields on Screen 4 then save all the Screens (including Injury) data to the Database.

**Exit** --- Select to return to the Main Menu.

Warning: Making changes and then selecting Exit and answering “No” to the question “Save Changes?” will NOT save the data to the database.

Note: You must also select SAVE, which appears after selecting EXIT, to save this page in the database.

Note: Finalized and Main Office “Approved” reports can be modified/adjusted when new information is discovered.
**SEARCH CRITERIA SCREEN**

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.

**ENTRY FIELDS:**
Enter from and to fields, enter contains strings, and check the boxes desired to list only those Accident Reports that meet your criteria.

**COMMANDS:**
**Display/Print Report** --- Select to display then optionally print the Accident Search Listing Report from the Criteria Selected.
Note: leaving the screen as shown (default) will display all the data.

**Exit** --- Select to return to the Main Menu.
Reports to be Printed Selection Screen

DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.

ENTRY FIELDS:
Select an accident report in the Available Reports list box to move the item to the Reports to be Printed list box and vice versa.

COMMANDS:
Select a Report --- Pressing this button will place all the reports in the Available Reports List Box and remove the Reports to be Printed List Box. Then once the user clicks an Accident Report the program will go to Screen 1 for modification/view.

Print Selected Reports --- Print (no display) all the reports listed in the Reports to be Printed Box. The printout is the same as printing an Accident Report from Screens 1 thru 4.

Exit --- Select to return to the Search Criteria Selection Screen.
Default Paths Screen

DISPLAY BARS:
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.

ENTRY FIELDS:
(see next page for examples)

COMMANDS:
Field/Regional Office Path --- Select to change Field Office and Regional Office Database Path (Accidents_FO.mdb and Accidents_Regional.mdb).

Main Office Path --- Select to modify the Main Office Database Path (Accidents_MO.mdb, Accidents_Pend.mdb and Accident_Defaults.mdb).

Exit --- Select to return to the Accident Reporting Program Main Screen.
Database Path Selection Screen

**DISPLAY BARS:**
Top Bar --- CARP Version, Screen, User (FO/ Region/ MO), Database Type, Date.

**ENTRY FIELDS:**
Select the drive and directory (the desired databases should display in the Files Box).

**COMMANDS:**
- Save Path Structure --- Select to save the new path.
- Cancel --- Select to NOT save the path and return to the Default Paths Screen.
- Exit --- Select to return to the Accident Reporting Program Main Screen.
  - For a Field Office the path should be S:\CARP
DISPLAY BARS:
Top Bar --- CARP Version, Screen, Date.

ENTRY FIELDS:
Select to change the drive and directory (the desired ASCII File Names should display in the Files Box).
Select the desired ASCII File to Import in the Files Box.

COMMANDS:
Use File --- Select to import the selected ASCII File in the Files Box to the Database, once the Import is completed a message will appear. Click OK which will return to the Main Menu.

Exit --- Select to return to the Main Menu.

Note: Selecting the xxxxxxx.xxx ASCII File will automatically import the Injury File Ixxxxxxx.xxx (if available), where xxxxxxx is the 7 character Contract Number and zzz is the extension.

Note: For a Regional User the Accident Report Number will automatically be updated to the correct number for that year by the Accident Reporting Program.
Outlook E-Mail of ASCII Files

The ASCII File created by clicking on ‘Create ASCII File’ on the Accident Report Maintenance Screen will be saved to the Database Path Selected in Default Paths. For example, if the user is Field Office or Regional, it will be created in the Accident Path; if the user is Main Office, it will be created in the Main Office database path.

1. Enter into Outlook.
2. Click to create new mail.
3. Enter the To: dot.sm.mo.accidents.
4. On the Subject Line Enter the Report Number.
5. Fill in the Message as desired.
6. Click Attach.
7. Select all the ASCII Files for the desired report (example D259408.002 and ID259408.002 (Injury)).

8. Click OK.
9. Click Send.
Outlook E-Mail of the MS Word Accident Report

The MS Word Accident Report Data file created by clicking on ‘Generate Word File’ on the Accident Report Maintenance Screen will be saved to the Database Path Selected in Default Paths. For example, if the user is Field Office or Regional, it will be created in the Field/Regional Office Path; if the user is Main Office, it will be created in the Main Office database path.

1. Enter into Outlook.
2. Click to create new mail.
3. Enter the To: dot.sm.mo.accidents.
4. On the Subject Line: Enter the Report Number.
5. Fill in the Message as desired.
6. Click Attach.
7. Click all the MS Word Files for the desired report (example AR02-014-2994.doc).
8. Click OK.
9. Click Send.
Accident Reporting Program Sample Reports

Accident Summary Data Report

Accident History Report for Year 2004
Region 6

1 Total Accidents
   0 Fatal Accidents
   1 Personal Injury Accidents
   0 Property Damage only Accidents
   0 Near Miss Incidents

0 Traffic Accidents
   0 MP&T Factors
     0 Lane Closure
     0 Flagger Device
     0 Work Zone Intrusion
     0 Shadow Vehicle
     0 Slow Moving Operation
     0 Run off Roadway
   0 Utility Incidents
     0 Underground
     0 Overhead

Mode of Travel
   6 Vehicle
   0 Pedestrian
   0 Bicyclist
Accident Pending Data Report

The Accident Pending Report will automatically display as a Regional User if a 2 week period has elapsed.
This Accident Search Listing Report was displayed with the criteria of Location containing: ‘locat’.
<table>
<thead>
<tr>
<th>Field Office Report Number: n/a</th>
<th>Accident Date and Time: 10/17/2007 0200</th>
<th>Severity: Personal Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Harlem River drive @ Amsterdam ave, Man NY</td>
<td>Ref Marker: <strong>-</strong>-000_-</td>
<td></td>
</tr>
<tr>
<td>Contractor: El Sol Contracting</td>
<td>Competent Person: Michael Leen</td>
<td></td>
</tr>
<tr>
<td>Subcontractor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EIC Name/Phone: William Slade 718-482-4801 ext___</td>
<td>Project Operations: Night</td>
<td></td>
</tr>
</tbody>
</table>

**Employee**

**Work Zone**

**Brief Accident Description**

Mr. Reis cut his hand with a utility knife and was taken to the Hospital.

**Accident Involving the Following:**

**Pedestrian, Motorcycle**

**Conditions**

**Weather:** Clear

**Lighting:** Night

**Pavement:** Dry

**Roadway:** Night Lights

**Police Agency -- Officer Name and Contributory Factors:**

**Utility Type and Violation:**

n/a – n/a
Accident Data Report --- Page 2 --- Injury Data

Note: If no Injury Data is entered, then the Injury Data page will not display/print. Also if no Long Description was entered, then the Long Description page will not display/print.
**Construction Accident Reporting Program (CARP) Tips**

- **Date Fields** - Can be either entered by changing the month/day/year or clicking on the down arrow to select the date via a Calendar.

- **Option Fields** - (a circle with a dot for the option selected) — Only one option can be selected within a frame.

- **Check Fields** - (squares with a check mark for the fields selected) — Many check fields can be selected.

- **Drop-Down Fields** - Click the down arrow to see the choices.
  
  Editable drop-down fields - Allow information to be entered by typing, such as: Contract Number, Construction Incident Equipment, and Construction Incident Type.

- **Selection Only drop-down fields** - Requires a selection from the list, such as: Region, Description of Injuries, Weather, Pavement Condition, Light Conditions, Roadway Lighting, and Mode of Travel.

- **Data Fields** - The Accident Reporting Program will only allow the maximum number of characters per field when typing. Sometimes, depending on your screen size and font setting (due to true-type fonts), the characters may or may not fill the entire field.

- **Copying/Pasting** - The Accident Reporting Program allows copying/cutting then pasting values (CH-C for Cut, CH-V for Paste).

- **Editing a Field** - To edit data in a field that contains data, click on that field then click to the area you want to change.