

# FIELD OFFICE ACCIDENT NOTIFICATION

All Department and consultant inspection personnel shall ensure the EIC is notified as soon as they become aware that an accident has occurred within Contract limits, or as a result of construction operations.

## The following incidents require immediate notification

1. Any injuries to Construction Program Employees requiring hospital transportation at or in route to a construction field location.
2. Any injuries to State employees requiring hospital transportation from accidents involving State-owned vehicles and private vehicles used on State business.
3. Any fatality or injury to a State, Consultant, or Contractor employee requiring hospital transportation directly related to construction activity.
4. Traffic accidents resulting in fatal or multiple (3 or more) personal injuries to motorists, if directly related to construction activity or work zone traffic control.
5. Any utility incident that causes significant interruption of service, evacuations, emergency services response, or highway closure.
6. Any utility incident involving a gas or other flammable material facility.
7. Any incident involving a school bus or train.
8. Any accident resulting in media attention.

**PLEASE ENTER PHONE NUMBERS BELOW WITHOUT SPACES OR DASHES (I.E. 9999999999)**

## THE EIC SHOULD CONTACT THESE PERSONNEL IN ORDER, UNTIL SOMEONE IS REACHED

Regional Construction Safety Coordinator (RCSC)

\_\_\_\_\_

Construction Supervisor

\_\_\_\_\_

Regional Construction Engineer

\_\_\_\_\_

## DURING NON-WORK HOURS - if the above personnel cannot be reached, contact in order:

\_\_\_\_\_

\_\_\_\_\_

Per Regional Procedure

**Notify the Contractor as soon as possible after learning of an accident (except for accidents involving NYSDOT personnel off the contract site).**