



Naval Facilities Engineering Command

Near Miss/Mishap Program/CIRS Reporting

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Site Safety Manager
29 June 2012

Near Miss Reporting Program

- **Near-miss reporting is anchored as one of the top safety measurement indicators for NAVFAC safety.**
- **Encourage and promote near-miss reporting from our contracting partners.**
 - Positive recognition letters from command suite
 - Acknowledgement of the contractor's safety program always improving
 - Clearly demonstrates leadership's active role in mishap prevention

Why track near-misses and mishaps?



- **GOAL:** Align our efforts to embed safety awareness and accountability as a team mind-set driving mishap rates toward zero.

- **Five Steps to ORM**

- Identify hazards
- Assess hazards
- Identify potential controls/
- Make risk decisions
- Implement controls
- Supervise controls

Activity Hazard Analysis (AHA)

Activity/Work Task: Click here to enter text.		Overall Risk Assessment Code (RAC) (Use highest code)				E																																			
Project Location: Click here to enter text.		Risk Assessment Code (RAC) Matrix <table border="1"> <tr> <th rowspan="2">Severity</th> <th colspan="5">Probability</th> </tr> <tr> <th>Frequent</th> <th>Likely</th> <th>Occasional</th> <th>Seldom</th> <th>Unlikely</th> </tr> <tr> <td>Catastrophic</td> <td>E</td> <td>E</td> <td>H</td> <td>H</td> <td>M</td> </tr> <tr> <td>Critical</td> <td>E</td> <td>H</td> <td>H</td> <td>M</td> <td>L</td> </tr> <tr> <td>Marginal</td> <td>H</td> <td>M</td> <td>M</td> <td>L</td> <td>L</td> </tr> <tr> <td>Negligible</td> <td>M</td> <td>L</td> <td>L</td> <td>L</td> <td>L</td> </tr> </table>					Severity	Probability					Frequent	Likely	Occasional	Seldom	Unlikely	Catastrophic	E	E	H	H	M	Critical	E	H	H	M	L	Marginal	H	M	M	L	L	Negligible	M	L	L	L	L
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Marginal	H	M	M	L	L																																				
Negligible	M	L	L	L	L																																				
Contract Number: Click here to enter text.																																									
Date Prepared: Click here to enter text.																																									
Prepared by (Name/Title): Click here to enter text.																																									
Reviewed by (Name/Title): Click here to enter text.																																									
Notes: (Field Notes, Review Comments, etc.) Click here to enter text.		Step 1: Review each "Hazard", determine Initial RAC (Probability/Severity) as E, H, M, or L for each "Hazard" "Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely. "Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible Step 2: Identified safety "Controls" determine RAC with controls in place. Annotate the highest mitigated RAC at top of AHA.																																							
		<table border="1"> <tr> <th colspan="5">RAC Chart</th> </tr> <tr> <td>E = Extremely High Risk</td> <td>H = High Risk</td> <td>M = Moderate Risk</td> <td>L = Low Risk</td> <td></td> </tr> </table>					RAC Chart					E = Extremely High Risk	H = High Risk	M = Moderate Risk	L = Low Risk																										
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Job Steps	Hazards	Initial RAC	Controls	RAC																																					
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)		Inspection Requirements																																						

What happens when a new hazard is identified?

What is a mishap?

- Defined as: An unfortunate **accident**.
- An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty.



What is a near miss?

- An incident where no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.



Deficiencies and Near Misses



The Contractor shall establishing a safety and occupational health deficiency tracking system (01.A.12)

- The intent is to identify unsafe practices or behaviors occurring on the job site and to identify corrective actions.



Top 5 Safety Issues – FY2012



PWD Pensacola

PPE

General Safety

Electrical

Ladders

Fall Protection

PWD Panama City

Electrical

Slip, Trip, and Falls

Struck by

Fall Protection

OSHA



Contractor Safety Performance



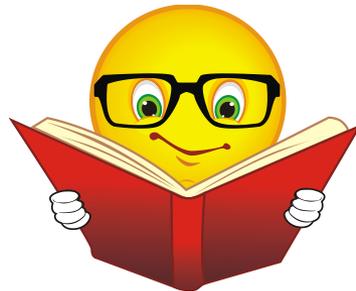
- Part of the evaluation process for the close-out process is the contractor's safety performance.
- Criteria considered includes: zero DART incidents, government property damage during the project, non-compliance notices or stop work orders, OSHA inspections, and **demonstrated commitment to safety.**



Lessons Learned



- After each mishap, near miss or property damage, a “Lessons Learned” is generated. This document identifies the root cause, contributing factors and gives preventative measures to ensure it is not repeated.
- Lessons Learned are discussed at monthly mishap review board meetings with senior leadership for the benefit of our entire AOR.



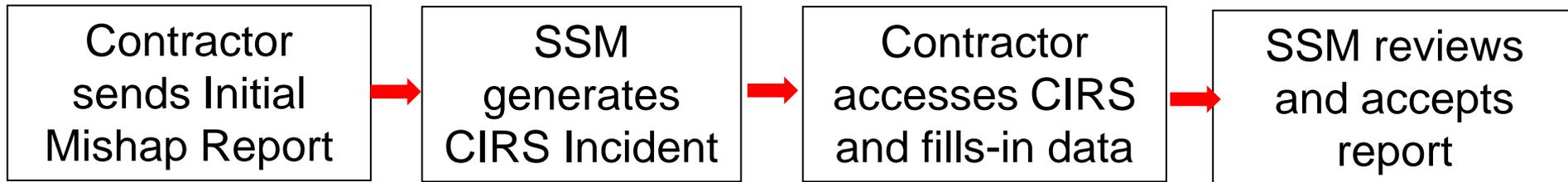
Contractor Incident Reporting System CIRS



CIRS – Contractor Incident Reporting System



- The Contractor Incident Reporting System (CIRS) is used to record information about Injury/Illness events (Mishaps and Property Damage) for contractor personnel .



- Reporting Contractor** – is provided access on a one-time basis for each incident as it is reported. The reporting contractor is provided a unique User ID and Password by a CIRS Administrator; this unique login expires five (5) days after it is provided.

CIRS – Contractor Incident Reporting System



- **Once the CIRS Administrator has completed the generation process and clicked the “Generate/Email” button, two emails will be sent to the Reporting Contractor:**
 - **UserID and Password**
 - **Clicking the “Login” link in the first email will take the Reporting Contractor to the Contractor Login page and automatically fill in the User ID displayed in the email.**

Note: Reporting Contractor User IDs and Passwords expire five (5) days after they are created. To gain a new login, the Reporting Contractor must contact the CIRS Administrator.

CIRS – Contractor Incident Reporting System



ESAMS

Contractor Incident Reporting Login

A screenshot of the ESAMS Contractor Incident Reporting Login page. The page has a blue header with the ESAMS logo and the title "Contractor Incident Reporting Login". Below the header is a light blue box containing a login form and a yellow information box. The login form has two input fields: "Username:" with the value "HGWTESTWWBYW3TV" and "Password:" with a masked password of 12 dots. A "Login" button is located below the password field and is circled in red. To the right of the login form is a yellow box with a red header that says "- Login Info -". This box contains two paragraphs of text: the first paragraph explains that users should refer to their 'ESAMS Contractor Incident Login Info' emails for their User ID and Password, and that the login is valid for 5 days; the second paragraph advises users experiencing login difficulties to contact their Government Contract Oversight POC for a reset. Below the yellow box, it states "(This Application is designed for IE 7)". At the bottom of the page, there are three links: "Accessibility Information", "Powered By HGW", and "Privacy Information".

The Reporting Contractor's User ID and Password give the user access only to the one incident record that was reported. If incidents are reported by the same Reporting Contractor at another time, new unique logins will be provided for each.

CIRS - Working the Incident Record



- The first step of working the incident record is to fill out the “Incident Information” section. Once this information is entered, the user will enter the personal injury or property damage section.

Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

- **Section 1 – Contract Information**
- **Section 2 – Incident Type (*)**
- **Section 3 – General Information (*) – Date, Time, Description of Incident, Location, Activity at time of incident, etc.**
- **Section 4 – Direct (*) cause and indirect cause, actions taken (*) to prevent repeat incidents**

CIRS - Working the Incident Record



- **Section 5 – Contributing Factors**
- **Section 6 – Attached Documents**
- **After all data fields are entered, press “Continue” at bottom of page. This will allow the Reporting Contractor to report “Injury Illness” or “Property Damage” information.**

**Are you done?
Or would you like to add an additional item to your current Incident?**

Add an Injury Illness

Add a Property Damage

...OOPS I still need to make changes

Report:
nt:

Mcbawn, Ryan [Internal Employee]
Mcbawn, Ryan

CIRS - Working the Incident Record



Once the user has clicked “**Add an Injury Illness**” link, a new page will be display in which the user must enter the injury or illness information for the person involved with the incident.

ESAMS Main > CIRS Main > Incident Person

A screenshot of the CIRS Incident Person page. The page has a light blue background. At the top left, there is a blue box with the text "Incident Information". To its right is another blue box with the text "Person 1". Below "Incident Information" is a white box with the text "Delete this Record". At the bottom left, there is a blue rounded rectangle with the text "1 - Injured Data". Red ovals are drawn around the "Person 1" box, the "Delete this Record" box, and the "1 - Injured Data" box. A blue box is also drawn around the "Incident Information" box.

Incident Information **Person 1**

Delete this Record

1 - Injured Data

CIRS – Injury Illness Data



- Section 1 – Injured Data (Age, Gender, Prime and Subcontractor)
- Section 2 – General Information
- Section 3 – Injury/Illness/Fatality Information (Specific information to describe severity and results of injury)
- Section 4 – License Data
- Section 5 – Training (Was all the contract-required training provided to the employee?)
- Section 6 – Attached Documents

Once all of the required and relevant information specific to the injury/illness of the involved person has been entered, the user must click the **“Submit Incident”** button, located in the bottom left corner of the form.

CIRS – Injury Illness Data



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CIRS – Injury Illness Data



The Reporting Contractor has one more opportunity to make changes before access is removed. After pressing “Submit Incident’ another pop-up will appear to verify that no additional information needs to be reported. If all information is loaded, then press **“I am Finished”**.

A screenshot of a software pop-up dialog box. The dialog has a dark blue header bar with white text that reads "Are you done? Or would you like to add an additional item to your current Incident?". Below the header, there are three buttons with white text on a blue background: "I am Finished", "Add an Injury Illness", and "Add a Property Damage". At the bottom right of the dialog, there is a line of text that says "...OOPS I still need to make changes".

Are you done?
Or would you like to add an additional item to your current Incident?

I am Finished **Add an Injury Illness** **Add a Property Damage**

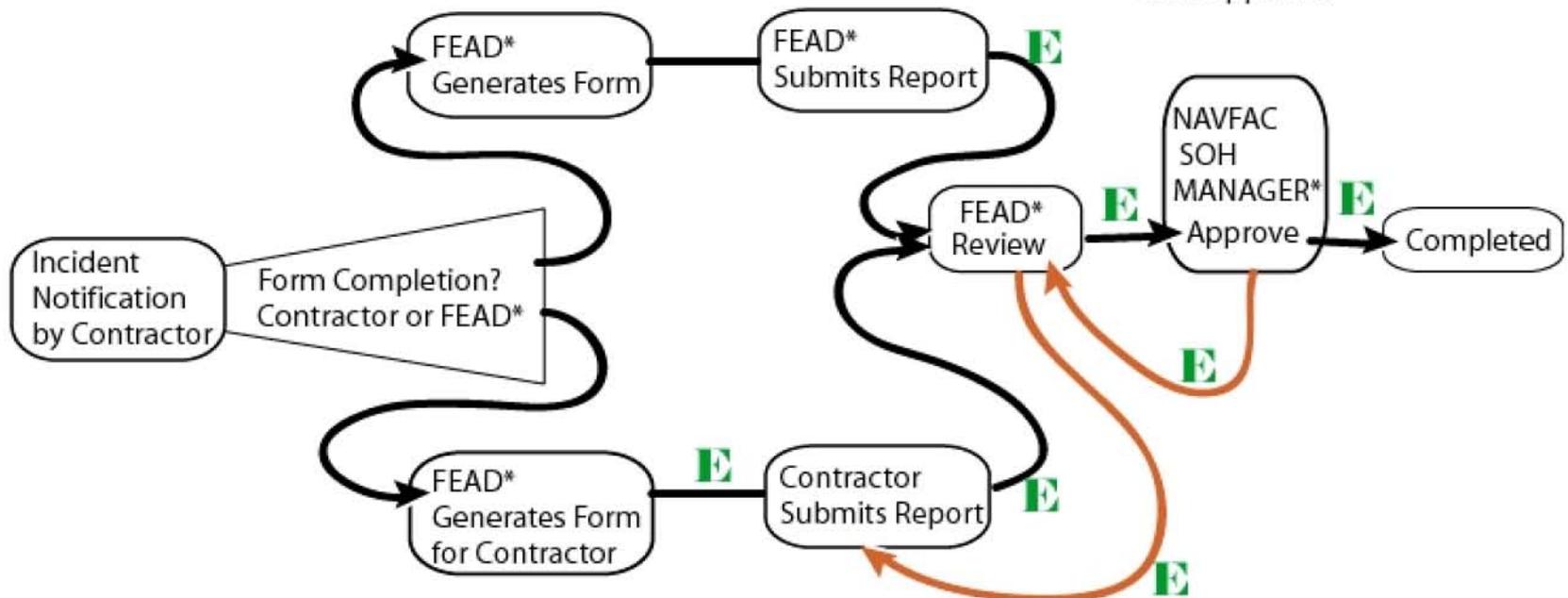
...OOPS I still need to make changes

CIRS - Process Flow



CIRS Process Flow

***NAVFAC Safety Manager**
- Final Approver



E e-mail event

← not approved/more review requested

***FEAD** (Facility Engineering Acquisition Division)

- contractor notifies FEAD
- FEAD generates incident form for contractor to fill out
- FEAD does initial review

Know Safety

QUESTIONS

No Mishaps