Naval Facilities Engineering Command

Near Miss/Mishap Program/CIRS Reporting

John Davis
Site Safety Manager
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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 mindset driving mishap rates toward zero.

**Five Steps to ORM**

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

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
- Focus Four Hazards
  - Falls
  - Caught-In or -Between
  - Struck-By
  - Electrocuting
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
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.
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.
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.
• 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
• 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.
Once the user has clicked “Add an Injury Illness” link, a new page will be displayed in which the user must enter the injury or illness information for the person involved with the incident.
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.
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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”.

![Pop-up window asking if you are done or if you would like to add an additional item to your current incident. Options include: I am Finished, Add an Injury Illness, Add a Property Damage. If you choose to make changes, it says “OOPS I still need to make changes.”]
CIRS - Process Flow

CIRS Process Flow

Incident Notification by Contractor

Form Completion? Contractor or FEAD*

FEAD* Generates Form

FEAD* Submits Report

FEAD* Review

FEAD* Approve

*FEAD (Facility Engineering Acquisition Division)
- contractor notifies FEAD
- FEAD generates incident form for contractor to fill out
- FEAD does initial review

*NAVFAC Safety Manager - Final Approver

NAVFAC SOH MANAGER* Approve

Completed

E e-mail event

not approved/more review requested
Know Safety

QUESTIONS

No Mishaps