

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION B	DATE
WORK ZONE SAFETY	RESPONSIBILITIES FOR PROJECT SITE INJURY/FATALITY AND TRAFFIC ACCIDENT	08/20/2020

Use the NJDOT Capital Program Project Incident Notification Process (See Attachment "A") in the event of a disabling injury, fatality, accident or incident which impacts traffic or takes a lane, hazardous spills, and acts involving firearms or violence and unusual adverse occurrences which take place within the project limits or field office.

The following procedure is to be followed by the NJDOT and Consultant employees for each type of occurrence:

NJDOT/Consultant Employee Injury

NJDOT Employee

The RE and injured employee is required to follow Policy/Procedure 517. Injured NJDOT employee should complete On- the- Job Injury Form ([Form PR-45](#)) based on knowledge of events and Employer's First Report of Accidental Injury / Occupational Exposure ([Form RM-2](#)) and submit it to FM. FM should sign and date [Form RM- 2](#) and Fax it to Human Resources (HR-Leave Unit) at 609-530-3680. If NJDOT employee is admitted discharge papers should be submitted to HR.

Consultant Employees

Consultant employees are required to report injuries to the NJDOT person in charge of the project. This is typically the RE or can be the FM if the RE is a consultant. The RE will inform the Consultant firm that a consultant employee has been injured. The RE will complete and distribute a [Form DC-27](#) Incident/Injury Report (See Attachment "B"). The RE should prepare the report using only the facts available. FM should provide list of injured Consultant employees along with their contact information to HR- Leave Unit.

NJDOT/Consultant Employee Fatality

In case of a NJDOT/Consultant employee, fatality on the project site the RE will immediately notify the FM of the situation by verbal contact. The FM will contact the RCE who will contact the Director of the Division of Construction and Materials (DC&M). The Director of the DC&M will determine if upper management should be notified or not. It is expected that notification will occur as quickly as possible but without compromising anyone's safety in the process. The procedure is in effect 24 hours a day, 7 days a week. Ensure that you have the phone numbers necessary to complete the procedure. The Who Do I Call List (See Attachment "C") will have the required numbers. This list is distributed by the Regional Office.

Within 48 hours of an accident occurring within a work zone, involving the fatality or hospitalization of an NJDOT or consultant employee assigned to a construction project, a meeting is to be held at the office of the Director of DC&M. The appropriate RCE is to schedule this meeting and invite those listed below. The purpose of the meeting is to review the available information and reports pertaining to the event and make recommendations, if any, for prevention of a repeat occurrence. Discussion is to be centered on the known facts. Any recommendations will be issued from the Director's office.

Meeting Attendees:

Director, DC&M

Manager, Bureau of Construction Management

RCE

FM

RE

Supervisor, Office of Capital Project Safety

Regional Representative, Office of Capital Project Safety

Consultant PM (if applicable)

State Police Construction Unit Coordinator

Concerned project field staff

FHWA (if applicable)

The RE is to prepare Injury [Form DC-27](#) (See Attachment "B") within five (5) working days following the event of a NJDOT/Consultant employee fatality on a project. The RE is to prepare the report using only the facts available. The report is to be free from opinions. This report is to be sent to the Director, DC&M, the RCE and the Manager, Bureau of Construction Management.

On PODI Projects the FHWA Area Engineer will be notified by the RE of all accidents and be given a copy of all accident reports.

Project Site Contractor/Subcontractor Employee

Injury

There is no formal process for the RE to document non-fatal injuries to Contractor/subcontractor employees. Should information/reports become available, they are to be filed with the project records.

Fatality

In case of a Contractor/Subcontractor employee, fatality on the project site the RE will immediately notify the FM of the situation by verbal contact. The FM will contact the RCE who will contact Director of DC&M. The Director of DC&M will determine if upper management should be notified or not. It is expected that notification will occur as quickly as possible but without compromising anyone's safety in the process. The procedure is in effect 24 hours a day, 7 days a week. Ensure that you have the phone numbers necessary to complete the procedure. The Who Do I Call List (See Attachment "C") will have the required numbers. This list is distributed by the Regional Office.

A Contractor/Subcontractor employee fatality on a project is to be reported to OSHA by the Contractor. Work within the area of the fatality is usually stopped by the Contractor so that OSHA can conduct an investigation. They will likely speak to inspectors and the RE along with the Contractor as part of their investigation.

The RE should submit list of the Contractor/Subcontractor injured employees with their name and contact information, Contractor Incident Report and Police Report to HR-leave Unit when available. If any citations are issued, a copy should be submitted to HR.

The RE is to prepare Incident/Injury/Fatality [Form DC-27](#) (See Attachment "B") within five (5) working days following the event of a Contractor/Subcontractor employee fatality on a project. The RE is to prepare the report using only the facts available. The report is to be free from opinions. This report is to be sent to the Director, DC&M, the RCE and the Manager, Bureau of Construction Management.

Project Site Public Injury or Fatality

When there is a fatality or injury to a member of the public on the Project Site, the RE will immediately notify the FM of the situation by verbal contact. The FM will contact the RCE who will contact Director of DC&M. The Director of DC&M will determine if upper management should be notified or not. It is expected that notification will occur as quickly as possible but without compromising anyone's safety in the process. The procedure is in effect 24 hours a day, 7 days a week. Ensure that you have the phone numbers necessary to complete the procedure. The Who Do I Call List (See Attachment "C") will have the required numbers. This list is distributed by the Regional Office.

The RE is to prepare Incident/Injury/Fatality [Form DC-27](#) (See Attachment "B") within five (5) working days following the event of a member of the public fatality on a project. The RE is to prepare the report using only the facts available. The report is to be free from opinions. This report is to be sent to the Director, DC&M, the RCE and the Manager, Bureau of Construction Management.

Traffic Accident within the Project Limits

Minor (not affecting traffic)

The RE should prepare Incident/Injury/Fatality Report [Form DC-27](#) (See Attachment "B") and distribute it. The RE should prepare the report using only the facts available. The RE should evaluate accidents to determine if the Traffic Control Plan (TCP) needs to be changed. Changes to the TCP require approval by the Regional Traffic Engineer.

Major (reduces lanes or causes traffic delay)

The RE or designee is to notify the appropriate Traffic Operations office and the FM if there is an impact to traffic movement or a lane is taken out of service caused by a Traffic Accident. Report the available information concerning the incident, identify the project, the location, the situation and the persons involved. The Who Do I Call List (See Attachment "C") will have the required numbers. This list is distributed by the Regional Office.

The FM will contact the RCE. The RCE is to make a determination of the importance of the incident and if the situation merits, speaking with one of the following in this order: Director, DC&M; Manager, Bureau of Construction Management. If one of these two is not available, go to the next level on the Who Do I Call List (See Attachment "C").

If the Director, DC&M or the Manager, Bureau of Construction Management is called, the Director, DC&M or the Manager, Bureau of Construction Management is to make a determination of the importance of the incident and if the situation merits, speaking with the Assistant Commissioner, Capital Program Management.

If the Assistant Commissioner is called, the Assistant Commissioner will speak with the Deputy Commissioner and the Commissioner. If the Deputy Commissioner is not available, the Assistant Commissioner will call the Commissioner.

Report the available information concerning the incident: identify the project, the location, the situation and the persons involved and state the number at which you can be reached.

ATTACHMENT "A"**NJDOT CAPITAL PROGRAM PROJECT INCIDENT
NOTIFICATION PROCESS**

In the event of disabling injury, fatality, an accident or incident which impacts traffic or takes a lane, hazardous spills, acts involving firearms or violence and unusual adverse occurrences which take place within the project limits or field office; first deal with the problem, contact the necessary law enforcement, first aid, etc., then proceed with the notification process outlined below.

The notification process only works when the caller speaks personally to the person at the next level. The process is not served by leaving a message. A message may be left but calls are to continue until someone at a level above the initial caller has personally received the notification and makes a decision as to whether or not to continue the notification process.

It is expected that notification will occur as quickly as possible but without compromising anyone's safety in the process. The procedure is in effect 24 hours a day, 7 days a week. When in doubt make the call. Ensure that you have the phone numbers necessary to complete the procedure. The Incident Notification Phone Number List will have the numbers you require. Who Do I Call List (See Attachment "C"). Region office will update the list quarterly or if there is a change, and distribute it.

Report the information you have available concerning the incident: identify the project, the location, the situation and the persons involved and state the number at which you can be reached.

The RE or his/her designee is required to speak to their immediate supervisor as soon as possible when any of the following events occur within the project limits or field office):

- Disabling Injury
- Fatality (Also, the RE is to notify the Office of Communications and if a Federal Project, the FHWA Area Engineer.)
- Accident or Incident, which impacts traffic movement or takes a lane
- Hazardous Spills (Also, RE is to notify the Bureau of Project Support. The Contractor is to notify DEP Hotline and local county health department.)
- Firearms and Violence
- Unusual Adverse Occurrence

The RE or his/her designee is to notify the appropriate The Bureau of Traffic Engineering, Regional Traffic Engineer, Work Zone if there is an impact to traffic movement or a lane is taken out of service.

ATTACHMENT "A" (CONTINUED)

If the immediate supervisor is not available, speak with another supervisor assigned to the region. If no Supervisor is available, go to the next level.

The Supervisor is required to speak, as soon as possible, with one of the three RCE's starting with the one responsible for the project. If no RCE is available, go to the next level.

The RCE is to make a determination of the importance of the incident and if the situation merits, speak with one of the following in this order: DC&M; Manager, Bureau of Construction Management; the Director's Assistant. If one of these three is not available, go to the next level.

The DC&M; Manager, Bureau of Construction Management; or the Director's Assistant is to make a determination of the importance of the incident and if the situation merits, speak with the Assistant Commissioner, Capitol Program Management or the Assistant Commissioner Operations in that order.

The Assistant Commissioner will speak with the Deputy Commissioner and the Commissioner. If the Deputy Commissioner is not available, call the Commissioner.

Firearms and Violence:

Any incident involving firearms or any act of violence within the project limits or field office shall be reported immediately in the following order:

- Commissioner (Must be contacted in person)
- Deputy Commissioner (Must be contacted in person)
- Inspector General
- Asst. Comm. Capitol Program Manage. (Must be contacted in person)
- Asst. Comm. Operations (*Maintenance Projects only*) (Must be contacted in person)
- DC&M
- Office of Communication
- RCE
- Director of Regional Maintenance (if applicable)

ATTACHMENT "A" (CONTINUED)

Regional Materials Personnel:

1. If an incident, as described above, is project specific, contact the RE or his/her designee in person. The RE will follow his/her incident notification process.
2. If an incident is not project specific (for example occurring at a Regional office it shall be reported in person to the Regional Materials Engineer (RME).
3. The RME is to make a determination of the importance of the incident and if the situation merits, speak with the RCE. If this person is not available, go to the next level.

Bureau of Material Personnel:

1. If an incident is not project specific (for example occurring at Thiokol Building or Plant location) it shall be reported in person to the Manager, Bureau of Materials.
2. The Manager, Bureau of Materials is to make a determination of the importance of the incident and if the situation merits, speak with the Director, Construction and Materials; Manager, Bureau of Construction Management. If one of these is not available, go to the next level.

Note: NJDOT Material Personnel should complete On- the- Job Injury form ([Form PR-45](#)) based on knowledge of events and Employer's First Report of Accidental Injury/Occupational Exposure ([Form RM-2](#)) and submit it to RME or Manager whichever is applicable. Manager or RME should sign and date [Form RM- 2](#) and Fax it to Human Resources (HR-Leave Unit) at 609-530-3680. If NJDOT employee is admitted discharge papers should be submitted to HR.

ATTACHMENT "B"

Form DC-27 (02/2020)

NEW JERSEY DEPARTMENT OF TRANSPORTATION
INCIDENT/INJURY/FATALITY REPORT

Region North Construction

Route: Section(s):
Project Description:
DP No. RE: Phone No.:
Date of incident: Time of incident:

List direction(s) of travel adversely impacted and approximate duration of traffic backup.

N/A Eastbound Westbound Northbound Southbound

Local side Streets: From To

The type of incident was:

- Extraordinary delay or service disruption
- Unusual occurrence, policy incident or event resulting in press coverage
- Vandalism or damage to system
- Planned shutdown/construction activity with significant service impact
- NJDOT/Consultant Fatality
- NJDOT/Consultant Injury
- Contractor/Subcontractor Fatality
- Public Fatality/Injury
- Hazardous Spill
- Other

Description:

- Was the accident within the project limits (between 1500 feet Signs) and if the project is federally funded, was report sent to FHWA? Yes No
Explain in detail:
- Was there a lane closure/lane shift/traffic backup at the time of Accident? Yes No
Explain in detail:
- Was any part of the project work or any pre-existing improvements damaged? Yes No
Explain in detail:

ATTACHMENT "B"

Form DC-27 (02/2020)

- Were there any fatalities or injuries requiring transport via ambulance? Yes No
Explain in detail:
- If the incident was a utility break (gas main, water main, fiber etc.)? Yes No
Explain in detail:
- Had the Contractor called for utility mark out and was mark out still present? Yes No
Explain in detail:
- Who reported to the accident scene? Local Police State Police Fire Ambulance?
Explain in detail:
- Hazmat Cleaning required? Yes No
Explain in detail:
- Did Contractor assist with traffic control and/or cleanup of the incident? Yes No
Explain in detail:
- Did you report the accident to Traffic Ops and was there any adverse impact on traffic? Yes No
Explain in detail:
- Did you obtain copy of police report? Yes No
- Other Comments:

Cc:(As needed via fax and email)

Regional Construction Engineer
Field Manager
Director of Construction and Materials
Regional Safety Engineer
FHWA Area Engineer (if applicable)

ATTACHMENT "C"

HELP!! WHO DO I CALL???
IN ALL CASES, WHEN NECESSARY, DIAL 911
FOR POLICE AND AMBULANCE FIRST.

Then call IN ORDER BELOW, NOTED BY NUMBERS:

Revised July 2018 PROJECT RESIDENT ENGINEER XXXXXXXXXXXX (Cell) XXXXXXXXXXXX (Home)	Fatality (call in order noted)	Disabling Injury (call in order noted)	Hazardous Spills (call in order noted)	Incident w/ Traffic Impact (call in order noted)	Firearms/ Violence RE CALLS IN ORDER NOTED	Other	Late Running Construction (Lane Closure Hours Exceeded)
Traffic Ops North 732-697-7360 (North) Mike Pilbury: 732-496-9418 (Cell) Traffic Ops South 856-486-6650 (South) Pete McCloskey: 609-352-8856 (Cell)	1. RE calls Traffic ops (if traffic impacted)			1. RE calls Traffic ops	↓		1. RE calls Traffic ops
Immediate Supervisor (FM) Jane Doe XXX-XXX-XXXX (Work Cell) XXX-XXX-XXXX (Home) XXX-XXX-XXXX (Other Cell)	2. RE calls FM	1. RE calls FM	1. RE calls FM	2. RE calls FM	10	1. RE calls FM for direction	2. RE calls FM
Communications Steve Schapiro (609) 530-4280 (24/7 contact)	3. RE calls Communications	IMPORTANT! Call the communications office whenever any media contacts you. DO NOT communicate directly with the media!			7		
RCE Region Central James Meninger 732-625-4219 (Work) 732-713-4209 (Cell)	4. FM calls RCE	2. FM calls RCE	2. FM calls RCE	3. FM calls RCE	8		3. FM calls RCE
Bar. of Project Support T. Steinbeiser 609-530-4293 (Work) 609-731-3585 (Cell) 609-538-1933 (Home)			3. RE calls Project Support				
Acting Director, CS&M Al Balluch 609-530-2498 (Work) 609-940-1061 (Cell)	5. RCE calls Director	3. RCE calls Director	4. RCE calls Director	4. RCE calls Director	6		4. RCE calls Director
Dir. Operations Central (If Applicable) Christopher Feinthal 732-625-4340 (Work)	6. FM calls (if appl.)	4. FM calls (if appl.)	5. FM calls (if appl.)	5. FM calls (if appl.)	9 (if Maintenance Project)		
Assistant Comm. CPM IN PERSON Suehal Patel 609-530-5704 (Work)	7. Director calls Asst. Commissioner CPM, if necessary	5. Director calls Asst. Commissioner CPM, if necessary	6. Director calls Asst. Commissioner CPM, if necessary	6. Director calls Asst. Commissioner CPM, if necessary	4		5. Director calls Asst. Comm.
Assistant Comm. Ops (If Maintenance Project) IN PERSON Andrew Tuzard 609-530-2590 (Work)	8. Director calls Asst. Commissioner Ops (if appl.)	6. Director calls Asst. Commissioner Ops (if appl.)	7. Director calls Asst. Commissioner Ops (if appl.)	7. Director calls Asst. Commissioner Ops (if appl.)	5 (if Maintenance Project)	<i>NOTE: For late running construction, be prepared to offer the following: when the lanes will be open, details of why work is running late, and contract provisions for lane penalties. Make sure ALL of your staff, consultants and State have these numbers available and are aware of the policy, including notification an hour in</i>	
Acting Insp. General, Annalis McShane 609-530-5934 (Work)					3		
Deputy Comm. IN PERSON Joseph Bertoni 609-530-2002 (Work)	9. Asst. Comm. Calls Deputy Comm. if necessary	7. Asst. Comm. Calls Deputy Comm. if necessary	8. Asst. Comm. Calls Deputy Comm., if necessary	8. Asst. Comm. Calls Deputy Comm., if necessary	2	<i>At each stage of the phone chain, if the caller can not reach the party that they are trying to call, they should go to the next step in the chain themselves, then continue to follow-up with calls to the party they've been unable to reach.</i>	
Commissioner IN PERSON DANTE GUTIERREZ-GIACCETTI 609-530-3536 (Work)	10. Dep. Comm. Calls Commissioner if necessary	8. Dep. Comm. Calls Commissioner if necessary	9. Dep. Comm. Calls Commissioner if necessary	9. Dep. Comm. Calls Commissioner if necessary	1		
FHWA (If Federal) Name and Number	11. RE calls FHWA	NOTE: Call the FHWA if you are on a Federally-Funded					
DEP Hotline			Contractor must call				
County Health Dept.			Contractor must call				

RCE #1 Backup is: Jayesh Patel - 732-698-4940 (Cell) or Regional Office 732-6252-4210
 RCE #2 Backup is: Dave Wong - 917-365-0214 (Cell) or Regional Office 732-6252-4212
 Director CS&M's #1 Backup is: Jim Meninger 732-713-4209 (Work Cell)
 Director CS&M's #2 Backup is: Chrissa Roesser 973-601-6654 (Work)
 Dir. Region Central Ops' Backup is: Anthony Ennas 732-625-4300 (Work)
 My Field Manager's #1 Backup is: Name and Number
 My Field Manager's #2 Backup is: Name and Number

IMPORTANT! Matthew McDermott to be advised of any contact you have with external groups including Congressional representatives, Legislators, all other elected officials, the governor's office and any interest groups. Send draft correspondence (e- or hard) to him before they are sent.
 Matthew McDermott, Asst. Comm. Of Gov't/Community Relations & Communications, 609-530-3666, 609-530-2010 (fax), Matthew.McDermott@dot.nj.gov

**NJ Office of Counter-Terrorism:
 866 4 SAFE NJ**
 Also reach out to law enforcement personnel for suspicious incidents that you may observe.