

CONSTRUCTION AREA MISHAP REPORTING

Basic Mishap Reporting Requirements

SCWI-8700-0008

What is a Mishap?

Mishap – A NASA term used to describe an unplanned event that results in at least one (1) of the following: 1) an injury to non-NASA personnel, 2) damage to public or private property, 3) an occupational injury or occupational illness to NASA personnel, 4) a NASA mission failure before the scheduled completion of the planned primary mission, or 5) destruction of, or damage to, NASA property.

Employee Responsibilities (from SCWI)

- All employees shall:
 - Use the “Close Call” process to report safety and health violations and risks involving observed actions of contractors.
 - Stay away from construction areas and be cognizant of tags, signs, barricades, and other postings, unless granted proper authority and Personal Protective Equipment (PPE).
 - Follow all safety and health requirements necessary to complete a job safely.
 - ***Report injuries and illnesses immediately to their respective supervisor.***
 - Follow manufacturer’s requirements and/or instructions on the proper storage, inspection and use of equipment, fall protection (active and passive), products, tools, and personal protective equipment.

Contractor Mishap Reporting Requirements

The contractor shall ***immediately*** report by telephone, to the NASA SSC point of contact, the CO, and SMA Construction Safety all mishaps (accidents or incidents) including any spill or release of oil or hazardous substance that fall into the following categories:

- Type A - Mishaps causing an occupational injury or illness that resulted in a fatality or permanent total disability and/or damage to equipment or property equal to or greater than \$2 million.
- Type B - Mishaps causing permanent partial disability, or resulting in hospitalization for inpatient care of three or more people within thirty (30) workdays of the mishap, or damage to equipment or property equal to or greater than \$500,000 but less than \$2 million.

Basic Mishap Reporting Requirements (cont.)

- Type C - Mishaps causing a nonfatal occupational injury or illness that result in days away from work, restricted work, or transfer to another job not including the day or shift in which it occurred, or hospitalization for inpatient care of one (1) or two (2) people within thirty (30) workdays of the mishap, or damage to equipment or property equal to or greater than \$50,000 but less than \$500,000.
- Type D - Mishaps causing any nonfatal OSHA recordable occupational injury or illness that does not meet the definition of a Type C, or damage to equipment or property greater than \$20,000 but less than \$50,000.
- Mission Failure - Any event that prevents the accomplishment of a majority of the primary mission objectives.

Basic Mishap Reporting Requirements (cont.)

Immediately after any incident, the contractor shall notify the NASA SSC SMA Construction Safety Manager, the Contracting Officer and Security.

Within twenty-four (24) hours, the contractor will complete NASA SSC Form 1627 (NASA Mishap Report). This report is required to be submitted via email or fax to the appropriate configuration coordinator, the Contracting Officer and the SMA Directorate.

Written documentation of corrective action is required to be submitted within ten (10) days of the mishap, and the CO and SSC SMA shall be given a copy of the report.

Bottom Line:

Key Points-

Employees have to let supervision know about any injury.

You have 24 hours to fill out and submit an initial SSC-1627, but you must immediately notify your NASA Point of Contact, the Contract Officer, the NASA SSC SMA Construction Safety Manager, and Security after any Type A, Type B, Type C or Type D Mishap.