

# **CONSTRUCTION MISHAP AND CLOSE CALLS Mishap Reporting and Investigations**

**Requirements Sources:**

**SPLN-8715-0008 – Construction Safety Program**

**SPLN-8621-0003 – Mishap Preparedness and Contingency Plan**

**NPR 8621.1 Mishap and Close Call Reporting, Investigating, and Recordkeeping**

# Mishaps and Close Calls - Definitions

**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.

**Close Call** – in the mishap program this is an event with no injury or only minor injury requiring first aid, no equipment/property damage or minor equipment/property damage of less than \$20,000 and possesses a potential to cause a mishap.

# Employee and Contractor Mishap and Close Call Reporting Responsibilities

All employees shall:

- Report injuries, illnesses and property damages immediately to their respective supervisor.
- Supervisors/Management need to report to NASA within 24hrs unless there was a:
  - Fatality (Type A)
  - permanent total disability (Type A)
  - permanent partial disability (Type B)
  - hospitalization for inpatient care of three or more people within 30 workdays of the mishap (Type B)
  - property damage of \$500,000 or more (Type B to \$2M, Type A for > \$2M)

**Type A and B mishaps need to be reported immediately!**

**NASA is required to report them in 1 hour to NASA Headquarters**

The contractor shall report to:

- The NASA SSC SMA Construction Safety Manager
- The Contracting Officer
- Security.

# Mishap Reporting and Investigations

Within twenty-four (24) hours, The contractor will complete *NASA SSC Form 1627 NASA Mishap Report* by email or fax if the contractor does not have access to NMIS.

This report is required to be submitted via email or fax to the appropriate configuration coordinator, the Contracting Officer and the SMA Directorate (SMA Construction Safety Representatives).

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.

Final documentation to NASA must include

- At least one cause (why the incident happened)
- Corrective action(s) that relate to the cause(s)
- Objective evidence that the corrective action was completed
- The direct cost worksheet

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Page 46 of 64		
Responsible Office: NASA QA00/Safety & Mission Assurance Directorate		
<b>SUBJECT: Mishap Preparedness and Contingency Plan</b>		

### APPENDIX B. Direct Cost Calculation

Requirement: NPR 8621.1 - 2.4.3 The responsible organization, with review and concurrence of the organizational safety office (*SMA Directorate or contractor safety as applicable*), shall calculate the direct cost of a mishap or close call.

	Costs of All of the Following:	Cost
1	Actual costs of damaged or destroyed property (parts as if purchased new and labor)	
2	Mission failure	
3	Lost commodity (e.g., lost fluid from a ruptured pressure vessel)	
4	Environmental decontamination	
5	Property cleanup and restoration	
6	Other (describe)	
7	Other (describe)	
	Total	

These calculations were prepared by \_\_\_\_\_ for mishap number \_\_\_\_\_

Sign \_\_\_\_\_ Date Submitted: \_\_\_\_\_

*Note: Indirect costs that would **NOT** be part of a direct cost calculation include:*

1. *Cost of expended emergency response or supplies*
2. *Training and compensating replacement personnel*
3. *Workers' compensation costs*
4. *Medical treatment costs*
5. *Lost productivity including lost use of damaged equipment*
6. *Depreciation of damaged equipment*
7. *Cost of the safety mishap investigation to include analysis, inspection, and travel*
8. *Schedule delays*
9. *Legal liability costs and fines*
10. *Insurance costs*
11. *Corrective or preventive action costs*
12. *Costs associated with incident reporting and recordkeeping*

# Direct Cost Worksheet

