

BUREAU OF MATERIALS MATERIALS PROCEDURES

MP NUMBER: 30-08

EFFECTIVE DATE: 07/01/2008

APPROVAL: Eileen Sheehy

MATERIALS INCIDENT NOTIFICATION PROCESS

PURPOSE:

To establish procedures for incident notification for Regional Materials and Bureau of Materials personnel.

SUPERSEDES:

Materials Procedure Number 30 – Dated 10/01/2001

REFERENCES:

NJDOT Policy and Procedure Number 922 – “Violence or Threats of Violence in the Workplace”

Materials Procedures MP 17 – “Duties and Responsibilities of Materials Personnel for Use of Nuclear Testing Equipment”

PROCEDURE:

I. Incidents Involving Materials Personnel in Offices/Labs/Materials Suppliers:

In the event that Materials personnel are involved in accidents causing disabling injury or fatality or acts involving firearms or violence at a work location other than within the project limits of an active construction project; first deal with the problem, contact the necessary law enforcement, first aid, etc., then proceed with the notification process outlined below and summarized in Attachment A. The Incident Notification Form in Attachment B may be used to document notifications.

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 and is in Attachment "C".

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

The person reporting the incident is required to speak to their immediate supervisor as soon as possible when any of the following events occur at any worksite other than an active construction project:

- Disabling Injury of State Personnel
- Fatality of State Personnel [Also, notify the Office of Communications.]
- Firearms and Violence [Also, follow Policy & Procedure 922.]

If the immediate supervisor is not available, speak with another supervisor assigned to the Region or Bureau. 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 RME's or the Manager, Bureau of Materials starting with the one responsible for the personnel involved. If no RME or Manager, Bureau of Materials is available, go to the next level.

The RME or Manager, Bureau of Materials 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: Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director's Assistant. If one of these three is not available, go to the next level.

The Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; 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.

Note: If the incident involves the loss, theft or physical damage of a nuclear gauge, follow section 3.1.6 of MP 17A as well as the applicable section above. Do not leave a nuclear gauge unattended to comply with notification procedures.

II. Incident's at Active Construction Project Locations:

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 and summarized in Attachment A. The Incident Notification Form in Attachment B may be used to document notification.

Note: The primary responsibility for incident notification for incidents on the project site is with the RE or his/her designee. If the incident is witnessed by Materials personnel, every effort should be made to contact the RE or his/her designee. If contact cannot be made, Materials personnel will proceed with the notification as 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 and is in Attachment "C".

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 Traffic Operations office if there is an impact to traffic movement or a lane is taken out of service.

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.

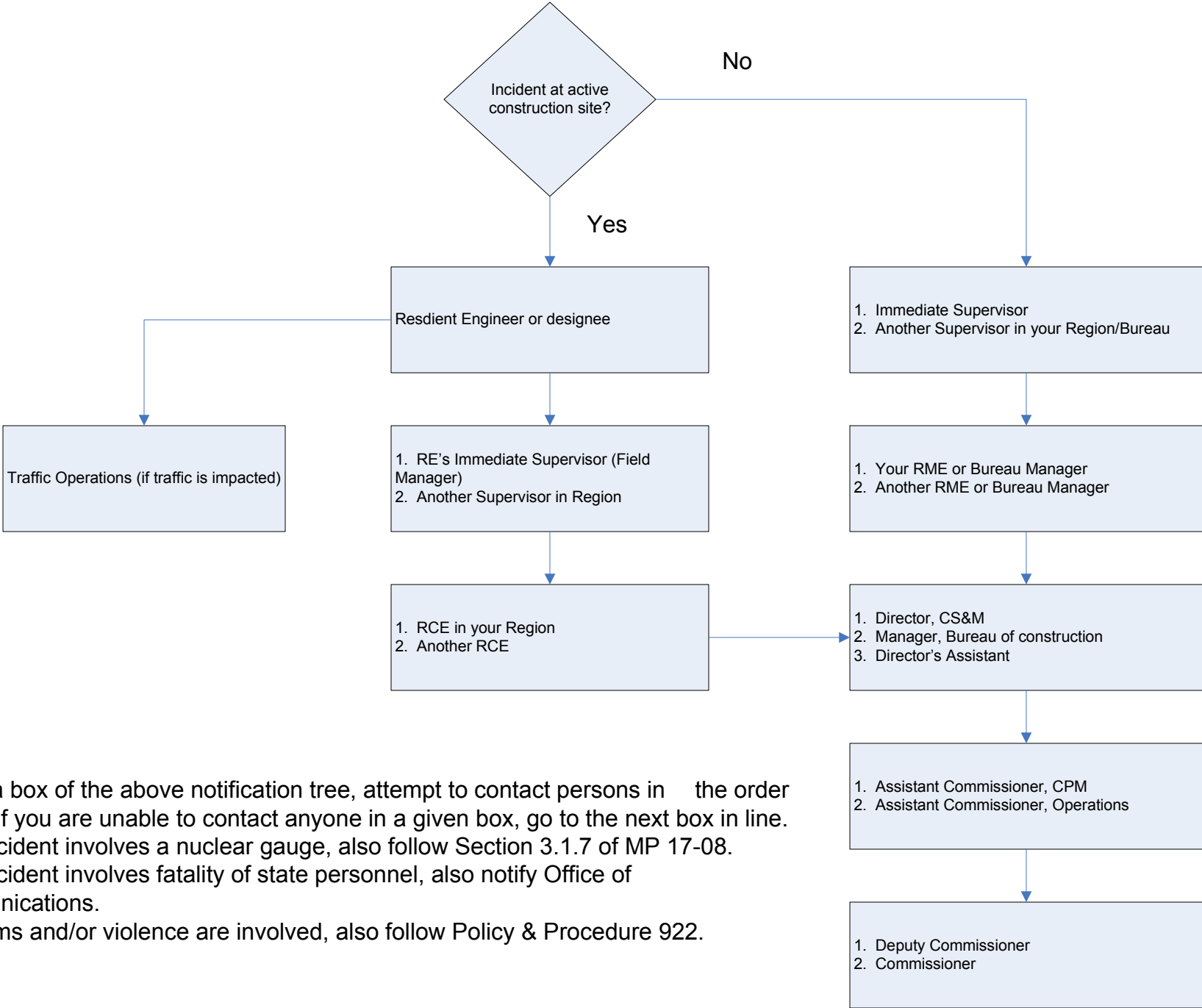
The Supervisor is required to speak, as soon as possible, with one of the three Regional Construction Engineers starting with the one responsible for the project. If no Regional Construction Engineer is available, go to the next level.

The Regional Construction Engineer 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: Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director's Assistant. If one of these three is not available, go to the next level.

The Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; 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.

Incident Notification Tree



Notes:

- (1) Within a box of the above notification tree, attempt to contact persons in the order given. If you are unable to contact anyone in a given box, go to the next box in line.
- (2) If the incident involves a nuclear gauge, also follow Section 3.1.7 of MP 17-08.
- (3) If the incident involves fatality of state personnel, also notify Office of Communications.
- (4) If firearms and/or violence are involved, also follow Policy & Procedure 922.

Attachment "C"

INCIDENT NOTIFICATION DIRECTORY

NAME	LOCATION	WORK #	CELL #
Joseph Mrozek	Deputy Commissioner	609-530-4314	
Richard Hammer	Assistant Commissioner	609-530-5704	609-571-7702
Jeff Callahan	Assistant Commissioner	609-530-2590	609-352-8915
Joseph Dee	Communications	609-530-4280	

CONSTRUCTION & MATERIALS

Kiran Patel	Director, Const. Svcs. & Mat'ls	609-530-3811	609-209-7697
Ronald Marcua	Manager, Const. Engineering	609-530-5500	609-947-8725
Carl Kneidinger	RCE, Region North	973-770-5025	609-209-2305
Kiran Patel	RCE, Region Central	732-308-4073	
Emerson Misner	RCE, Region South	856-486-6615	
Eileen Sheehy	Manager, Bureau of Mat'ls	609-530-2307	609-468-1796
Michael McDonald	RME, Region North	973-770-5037	908-507-1165
John Nakonechy	RME, Region Central	732-308-4022	732-713-4210
Don Matlack	RME, Region South	856-486-6611	856-486-6611

Incident Notification Form

Incident Information

Date of Incident: _____ Time of Incident: _____

Location: _____

Person Reporting: _____

Can be reached at: _____

Persons(s) Involved in the Incident:

Name	Title (if State personnel)	Unit or Affiliation

Description of Incident:

Record of Notification: (See Notification Tree and Procedure)

Person Notified	Title	Date	Time