

Weight Handling Program

Title: Contractor Crane Accident and Near Miss Reporting Process

Target Audience: Weight Handling Program and Contractor Crane Oversight Personnel

Recent contractor accident and near miss reports indicate that many **contractors** and **contracting officers** are not following NAVFAC P-307 requirements.



Contractor Responsibilities (NAVFAC P-307, Paragraphs 11.1h & i)

- To notify the contracting officer **as soon as practical, but not later than four hours**, after any weight handling equipment (WHE) accident. (See definition in NAVFAC P-307, Section 12.)
- Secure the accident site and protect evidence until released by the contracting officer.
- Conduct an investigation to establish the root cause(s) of any WHE accident, near miss, or unplanned occurrence.
- Crane operations shall not proceed until the cause is determined and corrective actions have been implemented to the satisfaction of the contracting officer.
- Provide the contracting officer a report for an accident or near miss within 30 days using the appropriate form provided in section 12 consisting of a summary of circumstances, an explanation of causes(s), photographs (if available), and corrective actions taken.



Contracting Officer Responsibilities (NAVFAC P-307, Paragraph 11.2)

- The contracting officer shall notify the host activity of any WHE accident upon notification by the contractor.
- Notify the Navy Crane Center, by e-mail (m_nfsh_ncc_accident@navy.mil), of an accident involving a fatality, in-patient hospitalization, overturned crane, collapsed boom, or any other major damage to the crane or adjacent property **as soon as possible, preferably within 8 hours** of notification by the contractor.
- For all other accidents, notify the Navy Crane Center as soon as practical but no later than 3 working days after the accident.
- Provide the Navy Crane Center and host activity a copy of every accident and near miss report.
- When the contracting office is not in the local area, the contracting officer shall designate a local representative to ensure compliance with the above noted requirements.
- The contracting officer or designated weight handling representative shall sign all crane and rigging accident and near miss reports to indicate that they are satisfied that the contractor's investigation and corrective action(s) are sufficient.



6 February 2019

Navy Crane Center

WHPB-19-03