

OCIP – Incident Response and Investigation Procedure



General Site Safety Requirements

The SCA is committed to promoting a safe work environment for all SCA personnel, school occupants, workers and the general public. Every Contractor and Subcontractor is responsible for providing a safe working environment for each of its employees that meets all current City, State, and Federal safety laws, standards, and regulations. The primary focus of the safety program is to prevent injury and property loss or damage to the public such as the school occupants, pedestrians, and workers as a consequence of negligence and wrongful acts of commission or omission by Contractor employees or SCA Personnel. Each employee of an [Owner Controlled Insurance Program \(OCIP\)](#) eligible contractor, regardless of position, is required to accept their safety responsibilities.

Responding to an Incident

- If incident is an Emergency, call 911
- Call the Project Officer.
- If the PO is unavailable call the SPO or CPO. You must speak with someone working in SCA Construction Management.
- Notify Safety Officer by sending email to noticeofaccident@nycsca.org.
- Meet and cooperate with Emergency Services, as needed.
- Secure incident area for safety.
- Complete and submit the appropriate form [Injury/Illness Reporting Form](#) or [Property Damage Reporting Form](#). Any workplace injury also requires a completed [C-2 Form](#).
- Secure Documentation for Later Investigation.
- Call the SCA Hotline with any questions **(718) 472-8778**.



Responding to Special Circumstances

- **Falls From Height** – Preserve, photograph, and tag evidence including ladder/scaffold, fall protection, equipment, and tools. Note floor conditions around the area, where scaffold wheels locked.
- **Struck-by Incident** – Identify where the worker was struck, photograph damaged PPE and document who provided the PPE.
- **Slip/Trip Incident** – Identify type of debris, party responsible for debris, and secure safe access.
- **Loading/Unloading Incident** – Secure driver and vehicle information, insurance information, time of delivery, items involved, and contractor who made the delivery request.



Preparing for Investigation

- Preserve the incident site and tag all tools and equipment.
- Photograph all parts of the site including affected PPE, tools, and equipment.
- If the site presents a safety hazard begin cleanup activities.
- If failure to clean up the site will result in further damage, begin cleanup activities.
- Secure relevant documents, including written statements from witnesses (see other page for which documents to secure).
- Ensure appropriate forms were completed and submitted.

Emergency Contacts

Incident Contacts

Hotline: (718) 472-8778

Email: noticeofaccident@nycsca.org

SCA

Call your Project Officer, SPO, and/or CPO

Rosy Cheema: rcheema@nycsca.org

Claims

Melissa Yee:

melissa.yee@arsh.com

Bernard Kasakowski:

bernard.kasakowski@marsh.com

Investigation Preparation

Types of Incidents the SCA Investigates

- Any accident
- Any struck-by incident
- Any loading/unloading claims
- Any incident that requires offsite care
- Any incident involving the effects of gravity (a fall from any height, falling objects etc.) including near misses
- Any property or water damage
- Any slip/trip incidents
- Any head, neck, or back injury
- Any incident involving ladder, scaffold, or crane—regardless of severity
- Any incident that may involve the media
- Any incident involving the public—regardless of injury
- Any incident involving an auto, including loading and unloading materials

Securing and Preserving the Site

- Preserve and photograph damaged property
- Tag, preserve, and photograph equipment involved in the accident
- Tag and photograph any potential evidence, including PPE
- Make sure nothing is removed from the incident site
- Secure signed and written statement from involved workers, if they are medically able
- Photograph tie-off points, floor openings, and markings—document who created them
- Escort defense counsel and investigators to the injury site
- Complete and submit the incident report to noticeofaccident@nycsca.org once all pertinent information is available and be sure to include defense counsel in the process, if assigned

What Documents to Secure

- Daily work logs/sign-in logs
- Employee orientation records, Photo I.D., special training for tools and equipment, recent equipment inspection records and signoffs, train records, such as OSHA 10, OSHA 30, 4-hour scaffold, and fall protection.
- Safety manuals
- Progress photos
- Purchase orders
- Employee roster for the relevant contractors
- Pre-task plan/Job Hazard Analysis – ideally signed
- Tool box talks – topics, sign-ins
- Daily safety briefings on and around date of incident
- BEST SQUAD Investigation Documents – any stop work orders, DOB or OSHA violations with outcomes
- Unenrolled Contractors' Contracts and Certificates of Insurance
- Keep a record of all parties involved in the incident, including onsite personnel, investigators, safety officers, and government officials

Related Forms and Documents

[Injury/Illness Reporting Form](#)

[Property Damage Reporting Form](#)

[Contractor Request for Insurance Form](#)

[C-2 Employer's First Report of Work-Related Injury/Illness Form](#)

[2019 OCIP Manual](#)