

The First 8 Hours: Anatomy of a PMV Mishap Report

When you're in charge of a command and have people who die or are injured in a PMV mishap, you must get the mishap-reporting process started during the first eight hours. It is during this time that your command will feel the impact of that loss or injury. It is also critical that the procedures of mishap reporting are followed accurately to avoid delay in the investigation process.

The commanding officer or officer-in-charge is responsible for conducting an investigation of all reportable motor-vehicle mishaps involving members of their command. When a mishap occurs at a location remote from an individual's duty station, the naval activity nearest the scene will notify the parent command involved and, unless relieved by the latter or higher authority, will investigate and report the mishap.

The First 8 Hours: Critical First Steps

Verification (See Table 1, *Classifications of Reportable and Non-reportable Mishaps* on page 30.)

1. Is the incident a reportable Navy or Marine Corps vehicle or PMV mishap?
2. Is there death or injury?

Notification

1. Notify chain of command (See Table 2, *Notification Chain of Command* on page 31) of all on-duty DOD civilian, on and off-duty military Class A motor-vehicle mishaps, and any mishaps that result in the hospitalization of three or more personnel.
2. Report all DoN on-duty civilian fatalities occurring within the U.S. or U.S. territories to the nearest Occupational Safety and Health Administration area or regional office (800) 321-6742.



Photo by Dan Steber



Table 1: Classifications of Reportable and Non-Reportable Mishaps

Reportable Navy Motor-Vehicle Mishap

1. A mishap which involves the operation of a Navy-owned motor vehicle in a collision with:
 - (a) other vehicle(s)
 - (b) pedestrian(s) (including joggers)
 - (c) bicyclist(s) (when struck by a motor vehicle)
 - (d) other objects
2. A mishap which involves one or all of the following:
 - (a) personal injury or property damage due to cargo shifting in a moving vehicle
 - (b) personal injury in moving vehicles or by falling from moving vehicles
 - (c) towing or pushing
 - (d) other injury or property damage when there is one or more of the following:
 - 1) at least \$5,000 property damage (all vehicles/property damage total),
 - 2) a fatality or lost-workday injury, involving one or more days away from work to military personnel or to an on-duty DoD civilian, or
 - 3) a fatality or injury requiring treatment greater than first aid to non-DoD personnel

Reportable Private Motor-Vehicle Mishap

- 1) A traffic mishap, regardless of the identity of the operator, which does not involve a government motor vehicle and results in a:
 - (a) fatality or lost workday injury to military personnel, involving one or more days away from work,
 - (b) fatality or lost workday injury to on-duty DoD civilian personnel, involving one or more days away from work, or
 - (c) \$5,000 damage to DoD property
- 2) Collisions involving pedestrians, bicyclists (when struck by a motor vehicle) and other objects are to be included if the above reporting requirements are met.

Special Cases

Injury or death to any other person not otherwise defined (non-DoD personnel) that occurs on a naval installation or as a result of DoD operations.

Exceptions

The following mishaps are not considered motor-vehicle mishaps:

- a) Personal injuries that occur while loading or unloading, mounting or dismounting a motor vehicle that is not moving
- b) Cargo directly damaged by weather
- c) Damage to a properly parked DoD vehicle, unless it is damaged by another DoD vehicle
- d) Damage to a DoD motor vehicle, resulting solely from natural phenomena
- e) Damage to a DoD motor vehicle being handled as a commodity and not being operated under its own power
- f) Damage to a DoD motor vehicle caused by objects thrown or propelled into it
- g) Damage to a DoD motor vehicle by fire when no DoD motor-vehicle mishap occurred



Table 2: Notification Chain of Command

USN

- 1) Command leadership
- 2) Commander, Naval Safety Center

USMC

- 1) Command leadership
- 2) Commander, Naval Safety Center
- 3) CMC (SD) (Marine Corps military or civilian fatalities)*

**Include COMNAVSAFECEN NORFOLK VA//00/30/40/60// and CMC (SD), when Marines are involved, as information addressees on Operational Reports (OPREP-3) submitted per OPNAVINST 3100.6G, Special Incident Reporting, Navy Blue, and UNIT SITREP procedures; Personnel Casualty Report (PCR) per BUPERSINST 1770.3, Personnel Casualty Procedures Manual and MILPERSMAN 1770010, Navy Military Personnel Manual; or MCO P3040.4D, Marine Corps Casualty Procedure Manual; or Serious Incident Report (SIR) submitted per MCO 5740.2F, Serious Incident Reports.*

- 3. Report each fatality or hospitalization of three or more civilian employees (when at least one is a DoD civilian), which occurs within 120 days of mishap:
 - a. Command name
 - b. Location of mishap
 - c. Time and date of the mishap
 - d. Number of fatalities and/or hospitalized employees
 - e. Point of contact, with rank, name, and phone number
 - f. Circumstances or brief description of the mishap

Resources

- 1. WESS PMV Mishap Reporting: www.safetycenter.navy.mil/wess
- 2. Naval Safety Center Motor Vehicle Division, (757) 444-3520 Ext. 7134/7138/7061 (DSN 564)

The Next Step: First-Flag Information

Navy commanders, commanding officers, and OinCs experiencing an on- or off-duty Class A mishap within their commands will personally brief the first flag officer within their chain of command on the mishap itself. For mishaps involving flag-level commands, the flag commander will brief the next immediate flag officer in the chain of command. This

briefing, when feasible, will take place within seven days of the mishap. Upon conclusion of the briefing, a message summary will be forwarded to Commander, Naval Safety Center within 30 days of mishap occurrence. Provide information on the following questions:

- 1. What factors led to the mishap?
- 2. What command programs address mishap prevention and reduction?
- 3. Is risk management/assessment in place?
- 4. Does the command have a seatbelt policy in writing? What are the consequences of ignoring the policy?
- 5. Does the command have a policy addressing maximum driving time and distances in which personnel are allowed to travel on a weekend or on extended leave periods?
- 6. Is there a mentoring program? Is it effective?
- 7. What actions are being taken to prevent future mishaps?
- 8. Are there impediments within the command or region that prevented the individual from obtaining required training?

— Mary Brigham
TRAFFIC AND RECREATION SAFETY SPECIALIST

WESS Is Making PMV-Mishap Reporting Easier

Many WESS customers have asked for worksheets that will identify the information required to fill out a WESS motor-vehicle mishap report online at <http://wess.safetycenter.navy.mil>. As a result, we've developed a series of worksheets, including three for reporting various kinds of injuries, deaths and material (property) damage resulting from motor-vehicle mishaps.

Here are a few other tips:

1. All reportable motor-vehicle mishaps must be reported in WESS.
2. Do not put personal identifying information in the narratives. Replace person's name with a generic term such as "service member" or "driver."
3. Give as much detail in the narratives as possible. You can type this in Microsoft Word to check your spelling and later copy and paste this into WESS.
4. When reporting government-vehicle mishaps, identify all vehicles and people involved in the mishap.
5. Always say "Yes" to this question: "Was the mishap influenced by any environmental conditions, for example, wind, temperature or visibility?" Lots of motor-vehicle questions rely on this answer.
6. Add the motor-vehicle information in the "Involved Property" section.

The Naval Safety Center receives many mishap reports with cause factors and related factors listed as "unknown." Complete mishap information is crucial in identifying the root causes and

preventing future mishaps. Any mishap report that contains "unknown," "not known," or similar responses will be returned for further explanation and could delay the reporting and investigation processes.

You can download the worksheets at <http://www.safetycenter.navy.mil/wess/tutorial/worksheets/>. For further assistance, contact the Naval Safety Center Motor Vehicle Division at (757) 444-3520, Ext. 7134 or 7138 (DSN 564).

— Katherine Escobar
WESS PROGRAM MANAGER

