

REPORTING BUILDING, OUTSIDE PLANT,
ELEVATOR AND BOILER ACCIDENTS

1. GENERAL

1.01 This practice specifies the reports to be made by the Plant Department in case of:

- (a) Accidents to any person or damage to property or buildings on outside plant work (maintenance and construction) being performed under contract.
- (b) Elevator accidents involving injury to any person or damage to property.
- (c) Boiler accidents involving injury to any person or damage to property.
- (d) Legal summons served upon the Company to enforce a claim for damages in connection with accidents of the above named classes.

NOTE: The reporting procedures of this Section do not apply in cases of injury to Telephone Company employees or damage to Telephone Company property. Injury to Telephone Company employees and damage to Telephone Company property is covered in Section V46.201 and Section V61.005.

- 1.02 This Section replaces Section V61.007 which is cancelled. This Section does not cover the reporting of fires. Southwestern Bell Company procedures for reporting of fires in Telephone Buildings and Motor Vehicles is covered in Addendum 770-340-501SW.
- 1.03 Flood and storm damage will be reported according to the provisions of Section V61.005.

2. ACCIDENTS TO PERSONS OR DAMAGE TO
PROPERTY ON CONTRACT WORK

2.01 The office of the Division Plant Superintendent (District in Arkansas) is responsible for originating reports of accidents on building or outside plant work performed by contractors under the supervision of the Plant Department.

2.02 The initial report of an accident will be by telephone or teletype as directed. The initial report will be routed through lines of organization as shown on the flow chart, Exhibit 1.

2.03 The initial report will be followed by a written report on Form SW-6561, Exhibit 3. Form SW-6561 will originate in the office of the Division Plant Superintendent (District in Arkansas) and be distributed through lines of organization as shown in Exhibit 1.

2.04 The Engineering Department is responsible for initial and written notification of any accidents on building or outside plant work performed by contractors and under the supervision of the Engineering Department. Reporting through lines of organization by the Engineering Department will be as shown on the flow chart in Exhibit 2.

2.05 In all significant Outside Plant, Elevator, or Boiler Accident or malfunction, the General Building and Equipment Engineer shall report the details to one of the following at the American Telephone and Telegraph Company in New York:

- (1) Engineering Manager - Equipment Maintenance - Office - 212-393-3903.
- (2) Operations Manager - Office - 212-393-4425.

- (3) Engineering Manager - Buildings - Office - 212-393-3928.

2.06 During nonworking hours, the switch-board operator on 212-393-9800 will furnish the home telephone numbers of the above parties.

3. REPORTING ELEVATOR ACCIDENTS

3.01 The reporting procedures for elevator accidents in buildings owned or under the control of the Telephone Company shall be the same as covered in Part 2 of this Section.

4. REPORTING BOILER ACCIDENTS

4.01 The reporting of any boiler accident will originate with the office of the Division Plant Superintendent (District in Arkansas). When a boiler explosion occurs, resulting in injury or property damage, the Division Plant Superintendent (District in Arkansas) shall immediately notify the General Plant Manager by telephone or teletype. He shall furnish details of the accident and an estimate of the property damage. He shall also give his opinion as to whether a claim will be made against the company because of the accident.

4.02 The General Plant Manager will notify the Chief Engineer by telephone who in turn will notify the General Building and Equipment Engineer. The General Building and Equipment Engineer will notify the Chairman of the General Headquarters Insurance Committee, if appropriate.

4.03 The Division Plant Superintendent will follow up the advance notification by a detailed report on Form SW-6562, Exhibit 4.

4.04 The Division Plant Superintendent (District in Arkansas) will send five copies of Form SW-6562, Exhibit 4, to the General Plant Manager and one copy to the Area Legal Department. He shall retain one copy for his files.

4.05 The General Plant Manager will send four copies of Form SW-6562 to the Chief Engineer and retain one copy for his files.

4.06 The Chief Engineer will send three copies of Form SW-6562 to the General Building and Equipment Engineer and retain one copy for his files.

4.07 The General Building and Equipment Engineer will provide one copy for the Chairman of the General Headquarters Insurance Committee and one copy to the insurance company, if needed. He shall retain one copy for his files.

5. FORWARDING LEGAL PAPERS

5.01 The Division Plant Superintendent (District in Arkansas) will forward the original copy of any legal papers served upon the company as a result of an accident to the Area Legal Department.

5.02 The Division Plant Superintendent (District in Arkansas) will reproduce sufficient copies of the original to send three copies to the General Plant Manager and retain one copy for his files.

5.03 The General Plant Manager will send two copies of the legal papers to the Chief Engineer and retain one copy for his files.

EXHIBIT 1

Reporting of Accidents by the Plant Department

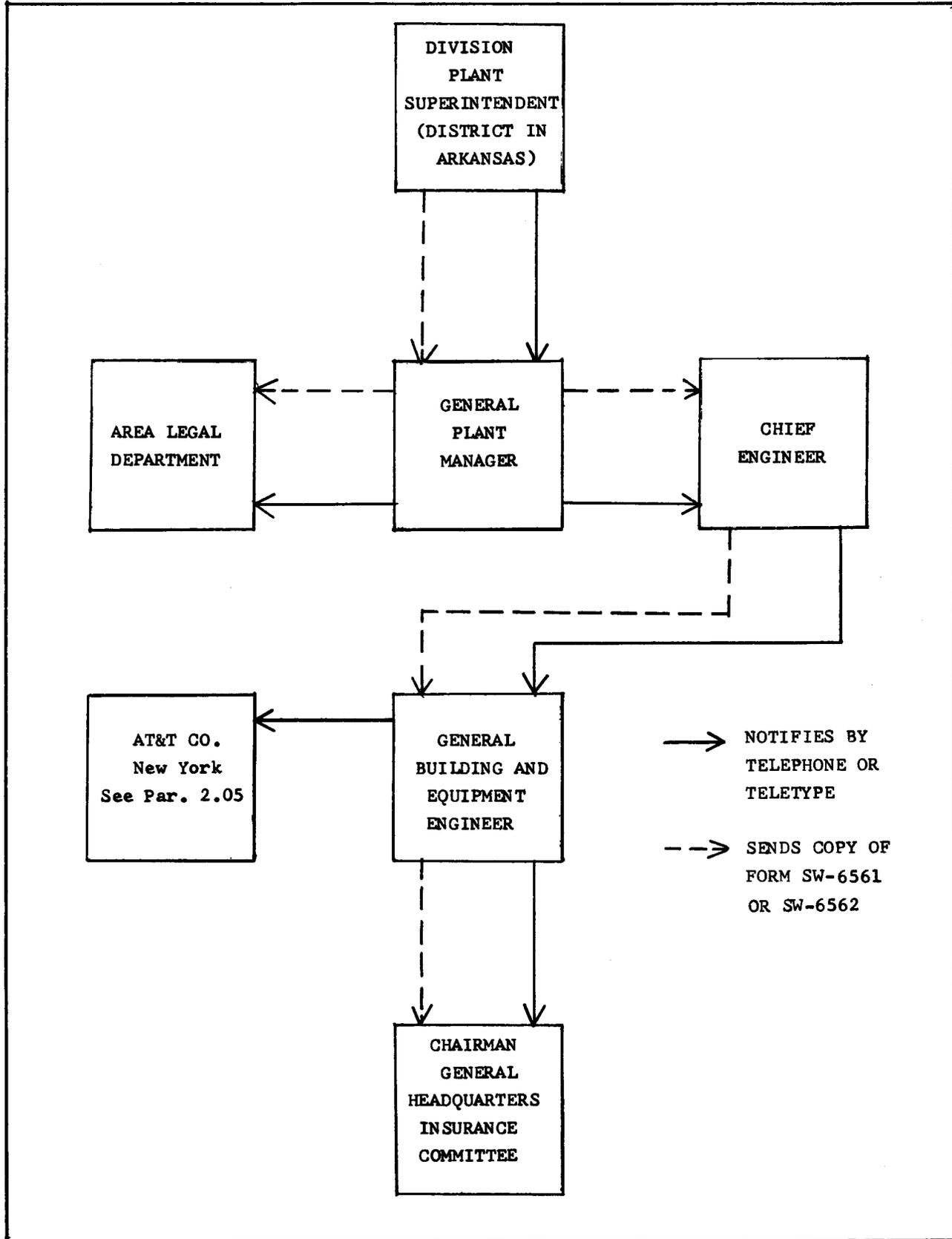


EXHIBIT 2

Reporting of Accidents By the Engineering Department

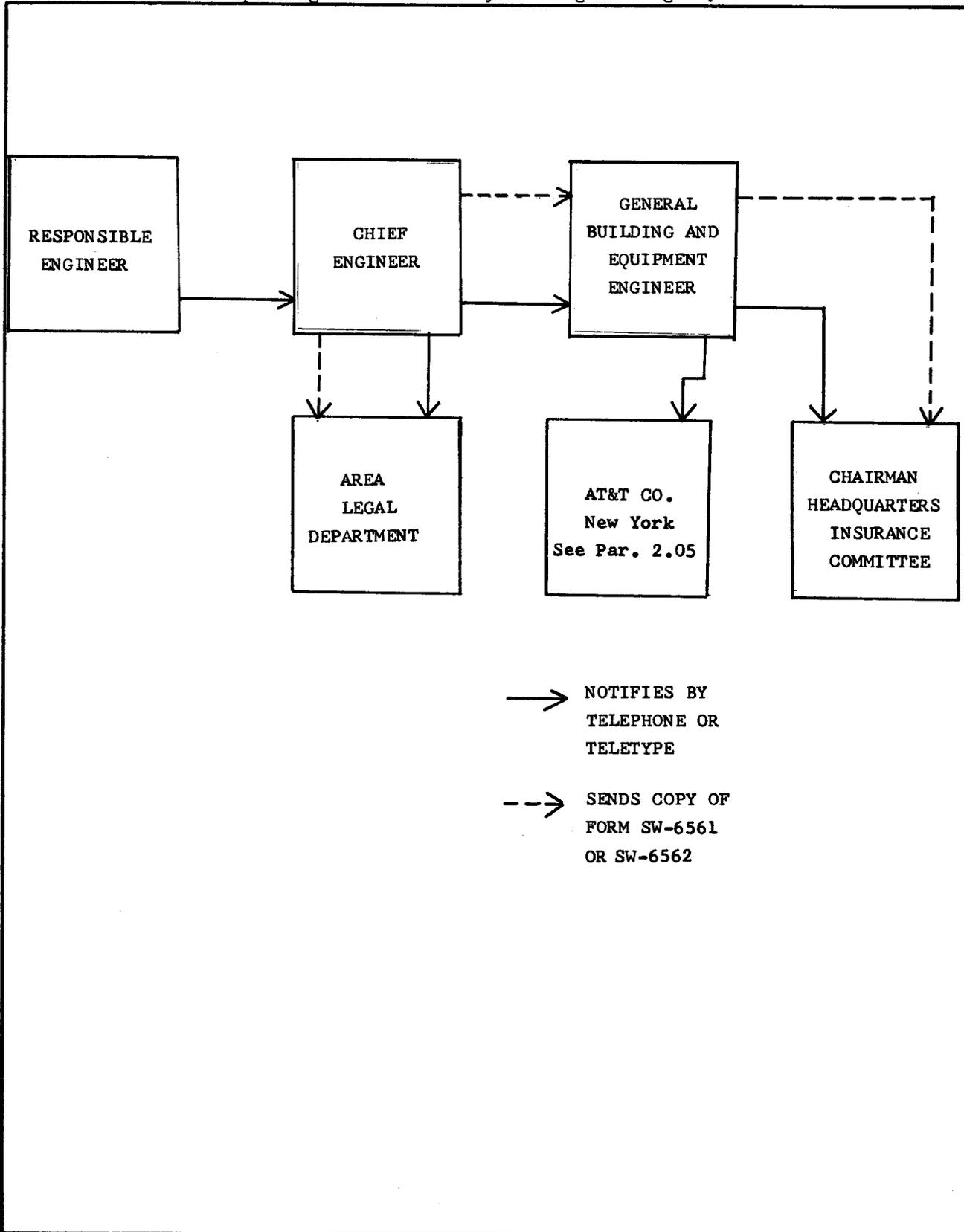


EXHIBIT 3

FORM SW-6561

REPORT OF ACCIDENT - CONTRACTOR OR PUBLIC

010-200-901SW

Form SW-6561
(7-70)

SOUTHWESTERN BELL TELEPHONE COMPANY
REPORT OF ACCIDENT - CONTRACTOR OR PUBLIC

CONTRACTOR

Contractors Name _____

Type of Business _____

Address _____

City _____ State _____ Zip _____

Kind of Insurance	Name of Insurance Company	Policy Number	Limits*
W.C.			
P.L.			
P. D.			

THE INJURED AND INJURY

Name of Injured Person _____ Male
Sex Female

Address _____ City _____ State _____ Zip _____

Age _____ Married _____ Single _____ Nationality _____ Occupation _____

What was injured doing when hurt? _____

By whom employed? _____

State part of person injured and extent _____

Name of doctor _____ Address _____

City _____ State _____ Zip _____

Taken Home Hospital _____ Name and Address of Hospital _____

PROPERTY DAMAGE

Owner of Damaged Property _____

Address _____

City _____ State _____ Zip _____

Nature and extent of damage _____

Estimated cost of replacement or repair \$ _____

EXHIBIT 3 (cont)

FORM SW-6561

REPORT OF ACCIDENT - CONTRACTOR OR PUBLIC (Reverse Side)

THE ACCIDENT	Date of Accident _____ 19 _____ Hour _____ A.M. P.M.	
	Place where accident occurred _____ _____	
	Nature of work performed _____ _____	
	Cause of accident (describe fully) _____ _____ _____ _____ _____	
	Name and _____	
	Addresses of _____	
	Witnesses _____ _____	
	Statement of Claimant _____ _____ _____	
	<hr/>	
	ELEVATOR ACCIDENT	Name of Attendant _____ Age _____
Passenger or Freight _____		
Were any alterations or repairs in progress (state fully) _____ _____ _____		
<hr/>		
	This notice made out by _____	
	Date _____ 19 _____ Assured's Signature Necessary	

EXHIBIT 4

FORM SW-6562
NOTICE OF ACCIDENT TO STEAM PLANT

010-200-901SW

Form SW-656 2
(7-70)

NOTICE OF ACCIDENT TO STEAM PLANT

Of (assured's name) _____ Address _____

Boilers owned by? _____ Operated by? _____
(Name of concern employing engineer and foreman)

Date of Accident _____ 19 _____, Hour _____ M., at No. _____ St., Town _____ State _____

Boiler No. _____ Kind _____ Made by _____ Age _____ When installed _____

Describe the Accident,
(Stating whether Explo-
sion, Collapse or Rup-
ture, and of what part
of boiler, and extent of
break)

Persons Injured or Killed

Name	Occupation	Employee of	Age	Weekly Wages	Injuries	Family

What was each doing }
at time of accident? }

Taken to what hospital? _____

What doctor in attendance? _____

Witnesses (Include the men on all shifts who had to do with the boiler, etc.)

Name	Address	Where was he at time of Accident?

Property Damaged

Description of Property	Owned by	Nature and Extent of Damage	Probable Costs of Repairs

Assured had _____ Other Insurance (Boiler _____ Liability _____ Workman's Collective _____ Accident _____ Sprinkler _____) as follows

Name of Other Company	Kind of Insurance	Limit of Policy	Limit per Accident	Limit per Individual	Has Other Company been Notified?

Was there a sudden and substantial tearing asunder, or crushing inward, of any part or parts? _____

State whether due to pressure of steam or what other force? _____

State whether leakage, bulge, depression or other defect had been observed at place where boiler or other part gave way? _____

_____ If so, when? _____ And during how long a time observed? _____ And by whom? _____

(over)

FORM SW-6562

NOTICE OF ACCIDENT TO STEAM PLANT (Reverse Side)

To what extent had this defect increased between time when first observed and when last noticed before accident? _____

Who was in charge of boiler or apparatus, that exploded, at time of accident? _____

What was his position? _____ Who was next in authority over him? _____

When was part that failed last renewed? _____ Or repaired? _____

When last cleaned? _____ By whom? _____ And how? _____

When last inspected by engineer or man in charge? _____ (Give man's name)

Was any complaint made of condition of this boiler, etc.? _____ If so, what was the complaint? _____

When was the complaint made? _____ And by whom? _____

What was done to remedy trouble? _____

What was cause of accident? _____

Whose fault? _____ Why? _____

Was safety valve heard to blow before accident? _____ If so, when, and by whom? _____

To what pressure was safety valve adjusted at time of accident? _____

What was the ordinary working pressure? _____

What was pressure at time of accident? _____ How is this known? _____

When was pressure last observed before accident? _____ By whom? _____

When was blow-off last opened before accident? _____ By whom? _____

Has boiler a fusible plug or low-water alarm? _____

Were either of these heard to blow before accident? _____ By whom? _____

When was height of water last observed before accident? _____

By whom? _____ What was height? _____

When was water glass last blown down? _____ By whom? _____

Was there a stop valve between the boiler and the place where explosion or rupture occurred? _____

Had pipes been properly drained? _____ How? _____

Was there any injury to seams? _____ Tubes? _____ Braces? _____

If so, to what extent? _____

Can damage to seams or tubes be repaired by caulking seams or rerolling tubes? _____

If not, state what more is required? _____

Dated _____ 19 _____

Signature of Engineer in charge.

Signature of Assured.