

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> <b>ACCIDENT REPORTING</b>
	<b>NUMBER:</b> <b>RSK 3-0</b>	<b>REVISIONS:</b> <b>1</b>	<b>EFFECTIVE DATE:</b> <b>November 5, 2018</b>
	<b>SUPERCEDES:</b> <b>May 21, 2012</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>   <b>A. Max Bacon, Mayor</b> <b>Date</b> <b>City Administrator</b>	

**PURPOSE:** The purpose of this policy is to: 1) To ensure a safe and healthy working environment, provide for prompt and accurate reporting of all on-the-job injuries, and eliminate hazards likely to cause accidents, injuries, or illnesses, and 2) Prescribe policy and procedures for the review of worker’s compensation and vehicle/equipment accidents involving the personnel and equipment of City of Smyrna.

**STATEMENT OF POLICY**

The City will make every effort to provide and promote a safe and healthy working environment for all employees. This will be accomplished through the development of policies and procedures concerning departmental activities; the conduct of training; the analysis of accident reports; and the initiation of appropriate remedial action and incentives.

The City will comply with all applicable federal and state health and safety laws and develop and implement sound, cost-effective operations, procedures, and policies to help ensure a safe and healthy work environment.

It is the obligation of every employee to be vigilant for unsafe employment practices and to take measures to stop any act that might result in the death or injury of another person or that might lead to damage of City or private property. All City employees will follow every precaution to prevent job-related accidents, injuries, or illnesses, report to their department heads or immediate supervisors any injuries (no matter how minor) as well as any unsafe conditions, equipment, or practices, and otherwise comply with the safety regulations established in the program.

Department heads and supervisors will be responsible for maintaining the safe working conditions and practices throughout the City. They also will ensure that all employees under their direction receive proper training, ensure that required personal protective safety equipment is used, and ensure the conduct of regular safety inspections of the areas under their direction.

***General Procedures***

**A. Definitions:**

- a. **Accident**: an event, occurrence or happening which is unexpected or unintended, that has an element of chance or probability, usually producing measurable injury, death or property damage/loss.
- b. **Reckless conduct**: behavior causing harm or endangering the bodily safety of another.
- c. **Negligence**: failure to do what is required; failure to use reasonable care when such failure results in injury or damage to another, carelessness or indifference.
- d. **Insufficient evidence**: there is insufficient proof to confirm whether the employee is “at fault”.
- e. **At fault**: a determination based upon information that would lead a reasonable person to conclude that an individual was the cause of an accident.

## B. Accident Reporting & Investigation Procedures

### 1. Accident Reporting

- a. Employees involved in a worker's compensation or motor vehicle/equipment accident, whether or not there is injury or property damages/loss, will promptly notify their immediate supervisor of the facts and circumstances. The supervisor will in turn immediately notify the Human Resources Department. If there are injuries, employees/supervisor should follow the procedures outlined in the *Worker's Compensation Policy*.
- b. Department Head or designated supervisor will complete the appropriate forms (WC-1 1<sup>st</sup> Report of Injury and GIRMA Incident Report) within one working day following the accident. The immediate supervisor will review these forms for completeness and forward all forms to the Human Resources Department within 3 days of the accident. The forms can be sent via fax, e-mail or hand-delivered.
  - 1) Police and Fire Department employees will notify his/her immediate supervisor. If the Supervisor is not a Chief Officer, the immediate supervisor will notify his/her Chief Officer.
  - 2) The Chief Officer will then follow the instructions outlined in the City's policy. The Department Head or designated supervisor will take pictures of the accident scene when possible.
- c. Any employee involved in an accident occurring during the performance of City business or on City property that result in injuries requiring medical treatment to themselves or others or damage to property, or while operating a city vehicle or equipment, shall be subject to undergoing a drug and/or alcohol test at the City's expense. Consent to submit to such tests constitutes a condition of employment. Refusal to consent to a test when required will result in disciplinary action, up to and including termination. Failure to successfully pass such testing will also be grounds for disciplinary action, up to and including termination.
- d. If an accident should occur while on business outside the City of Smyrna, the employee must contact his/her supervisor or Department Head immediately. The employee will be required to submit to a drug screen within 8 hours of the accident. He/she will be advised by the supervisor or Department Head what facility to go to for the test.

### 2. Accident Investigation

Accidents involving employees of the City while in the performance of his/her duties will be investigated and analyzed to determine the cause of the accident and the appropriate measures needed to prevent a reoccurrence. To accomplish this:

- a. Accidents involving City vehicles (other than Police vehicles) which occur within the City limits will be investigated by the Smyrna Police Department. Accidents involving Police vehicles which occur within the City limits will be investigated by Georgia State Patrol or Cobb County./ Accidents outside the City's jurisdiction will be investigated by the nearest law enforcement agency.
- b. The Safety/Accident Committee in accordance with the procedures outlined in *RSK 3-01 Safety/Accident Committee policy* will analyze all workers' compensation, vehicle and equipment accidents.
- c. Some accidents involving allegations of misconduct may require investigation by the Police Department, when directed by the HR Director or City Administrator. When required such investigations will be in addition to the proceeding outlined below.
- d. If an accident occurs on private property within the City, an accident report should be completed by Smyrna Police Department. Otherwise, an accident form must be filled out by the Department Head or designated supervisor.

### 3. Discipline

If the employee is determined to be *at-fault* for his/her accident (with or without property damage or injury), discipline will follow the guidelines on the Accident Review Committee Score Sheet. The Department Head will be provided with the Accident Score and Recommendation Sheet for final disposition of applicable disciplinary action. The Department Head may only impose alternative disciplinary action with approval of the City Administrator.