

Town of Kernersville Safety and Health Policy and Procedure Manual	Accident Policy Section 0060	Date 2/98	Revised 08/25
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Purpose

To ensure all accidents involving Town employees, equipment, tools and vehicles are investigated and reviewed as necessary to assess the circumstances surrounding the accident and to determine the best measures for minimizing future accidents.

I. Definitions

Accident- Any unintentional, unexpected event involving a vehicle, motorized equipment, or tools and results in property loss and/or personal injury. An accident can occur on a public highway, private property, at a work site or on Town property and involves a Town employee, equipment, tool, or vehicle.

Driver/Operator- A person in actual control of a vehicle/motorized equipment which is in motion or which has the engine running.

Motorized Equipment- Any equipment that is motorized for mobility and that is usually not considered for highway use. Examples: tractors, bull-dozers, motor-graders and ATV's. For reporting purposes, attachments to the above will be considered part of the equipment. Examples: trailers, mowers, back-hoes, scrape-buckets, and scrape-blades.

Vehicles- Any motorized equipment that is normally considered for use on the highway. Examples are cars and trucks. Attachments to the above examples will be considered for reporting purposes as part of that vehicle. Example: trailers

Town Equipment- Any property owned, leased or borrowed by the Town of Kernersville which is in the control of a Town employee.

Town Employee- Any person employed by the town of Kernersville, full-time, part-time, temporary or seasonal.

Unoccupied Vehicle - Any vehicle running or parked that does not have a Town driver/operator present in the vehicle at time of accident.

II. Accident Reporting

Any Town employee involved in an accident that results in damage to property, vehicles, tools or motorized equipment shall report the accident immediately to their supervisor. ***An employee who fails to report an accident by the end of his/her shift or within 24 hours of its occurrence will be subject to disciplinary actions up to and including dismissal.*** Upon notification, the supervisor must contact the Safety Administrator to advise an accident has occurred.

All accidents involving Town employees, equipment, tools, vehicles or motorized equipment shall be reported on Form AR-1. (See Attachment A) All reports submitted on forms other than AR-1 must contain, at a minimum, the information included on AR-1 such as the Police

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Department's Notification to Safety Officer.

It shall be the responsibility of the Department Head/Supervisor to see the completed Accident Reports are submitted to the Safety Administrator within 24 hours of the incident/accident. **(2nd working day, no exceptions)**

The Department Head may designate a supervisor to investigate accidents, complete the Accident Reports, (AR-1) take photographs and gather all necessary information from injured parties and/or driver/operators. Additional reports shall be submitted as needed to fully describe and document the events and any contributing factors involved.

Any accident occurring on a public highway involving another vehicle and/or personal injury must be investigated by the Police Department, who shall be immediately called to the scene. The Police Department will determine if other law enforcement agencies may be called to the accident scene as outlined in the Police Department's accident investigation procedures. The Safety Administrator may also determine if any other accidents should be investigated by the Police Department.

In the event of an injury requiring medical treatment, the Safety Administrator or Human Resources designee shall be called immediately and a field investigation may be conducted.

In addition to the AR-1 form, the reporting designee shall include a written statement showing the driver/operator or injured employee's explanation of the accident. All the facts and any other pertinent information should be included in the report. For more complex accidents; eyewitness reports, photos, Police reports, etc. will also be submitted.

III. Reviewing Accident Reports

All accidents, regardless of severity, shall be reviewed by the Safety Administrator.

In reviewing accident reports, the Safety Administrator is to assess the conditions which may have contributed to or caused the accident based on facts and established investigative practices.

At least monthly, the Safety Administrator will notify Department Heads or department designee of the accidents and injuries that have occurred. Immediate notification will occur as needed based on the situation.

IV. Classification and Determination of Accidents

All accidents involving vehicles and motorized equipment will be classified as preventable

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or non-preventable.

The Safety Administrator will determine if an accident is preventable or non-preventable after conducting the investigation. The decision will be presented to the Safety Advisory Committee to confirm or deny the Safety Administrator's decision. Upon the consensus of a preventable accident, the Safety Administrator will notify the employee in writing of the preventable accident decision.

V. Disciplinary Action

It is the discretion of the Department Head or Supervisor to determine if any disciplinary action will be taken as a result of the accident. Upon review of the accident, the Safety Administrator may offer suggestions as to appropriate disciplinary actions.

If severe circumstances occur as a result of an accident, the Town Manager may mandate additional disciplinary action.

VI. Appeal Procedures

An appeal of the Safety Advisory Committee's decision may be initiated if the employee disagrees with the findings of an investigation.

The employee shall first present his/her appeal, in writing to the Human Resources Director within five (5) working days of the date of the receipt of the Safety Advisory Committee's decision. The Human Resources Director shall respond to the aggrieved employee within five (5) working days after receipt of the appeal with further details of a scheduled appeal hearing by the Safety Advisory Committee. The Human Resources Director will notify the employee of the final decision regarding their grievance within five (5) working days of the hearing. The employee shall sign a copy of the decision to acknowledge receipt and date of receipt.

If the appeal is not resolved to the satisfaction of the employee through the above appeal process, the employee may exercise his/her right to appeal in accordance with the Town's grievance procedure (Article XIV. Grievance Procedure).