

POLICY & PROCEDURE		
 <b>D·U·L·U·T·H</b>	<b>Accident/Incident Reporting</b>	
	Supersedes: July 5, 1999	Effective: March 1, 2005
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The City of Duluth is committed to identifying safety risks to its employees and citizens and to developing prevention and control measures to eliminate those risks. The following procedures have been created for reporting accidents/incidents that occur on the job. These procedures help ensure that accurate information about and analysis of accidents/incidents occur, thus minimizing the risk of recurrence and liability against the City.

The following types of incidents must be reported:

1. Occupational injury/illness incurred by an employee.
2. On-the-job vehicular accidents.
3. Incidents involving damage to City property.
4. Incidents involving damage to private property that is caused by a City employee.
5. Injuries to the public on City property, by City equipment, or when attending a City-sponsored event.

#### **Injury to Employee**

1. Whenever an employee is injured on the job, he/she must follow the [On-The-Job Injury/Illness Policy](#). If the injuries were sustained in an incident that also included damage to property, equipment or vehicles, the procedures in this policy must also be followed.

#### **On-the-Job Vehicular Accident**

1. The employee must call 911 to request police response to the scene and to obtain medical help for any injured person. The employee shall not discuss the accident with anyone other than the police and supervisor. The responding officer will complete a Traffic Accident Report.
2. **Any** employee who receives a moving violation citation must report to the current "[Chemical Testing Facility](#)" for the appropriate chemical test(s) within two hours of the accident, in accordance with the City's [Drug/Alcohol Policy](#). Commercial vehicle drivers involved in an accident must report for chemical testing in any situation involving a fatality. The employee must contact his/her supervisor or other management staff as soon as possible regarding the need for testing. The supervisor must:
  1. Complete the "[Employee Chemical Test Request](#)" form.
  2. Provide the employee with a copy of the [Drug & Alcohol Use policy](#) and inform the employee that he/she will be chemically tested to determine whether alcohol, drugs, or their chemical by-products are in the employee's body.
  3. Inform the employee that he/she has the right to refuse testing, but that refusal to test will be considered the same as a positive test result and as a serious and gross incident of subordination that will result in disciplinary action.
  4. Immediately contact the current testing facility to arrange for the proper chemical test, and notify the Human Resources Manager that the test will occur.
  5. Bring the employee to the test site, have him/her complete the "[Chemical Test Form](#)", and, if the test result is positive, bring the employee to his/her residence following testing.
3. Any City employee who incurs any type of citation while operating a City vehicle will be responsible for the payment of any fine, and his/her driving record may be affected per applicable laws.
4. As soon as possible on the same day as the accident, employee must report to his/her supervisor to provide details of the incident. Citations must be reported, and will be handled, in accordance with the [Motor Vehicle Operations Policy](#).
5. The supervisor must fully complete the "[City of Duluth Incident Report](#)" and the "[Vehicle Accident Report Form](#)" with input from the employee. These forms must be typed or printed legibly. The completed forms, along with the police Traffic Accident Report must be sent to the Employee Benefits Administrator (EBA) on the day of the accident.
6. The supervisor must investigate the facts of every incident to determine what should be done to prevent this type of incident from recurring. This follow-up should be reported in the "Supervisor's Follow-up" section of the incident report. Assistance from the Loss Control Specialist is available as needed.

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- The EBA will forward copies of the reports to the City Investigator and Claims Agent, Loss Control Specialist, Fleet Services Manager (if City-owned or leased vehicle/equipment is involved), and Department Director. The Loss Control Specialist will forward a copy of the reports to the appropriate Accident Review Committee.

**Damage to City or private property caused by a City Employee**

- City employee must report the damage to the Division Manager immediately.
- The supervisor must fully complete the “[City of Duluth Incident Report](#)” with input from the employee. The form must be typed or printed legibly and sent to the Employee Benefits Administrator (EBA) on the day of the incident.
- The supervisor must investigate the facts of every incident to determine what should be done to prevent this type of incident from recurring. This follow-up should be reported in the “Supervisor’s Follow-up” section of the incident report. Assistance from the Loss Control Specialist is available as needed.
- The EBA will forward copies of the reports to the City Investigator and Claims Agent, Loss Control Specialist, Department Director, and Fleet Services Manager (if City-owned or leased vehicle/equipment is involved). The Loss Control Specialist will forward a copy of the reports to the appropriate Accident Review Committee.

**Damage to City property not caused by a City Employee**

- City employee must report the damage to the Division Manager as soon as he/she becomes aware of the damage.
- The supervisor must fully complete the “[City of Duluth Incident Report](#)” with input from the employee. The form must be typed or printed legible and sent to the Employee Benefits Administrator on the day the damage is discovered.
- If the damage appears to be the result of vandalism, the supervisor must also notify the Police Department and complete the appropriate forms.
- The EBA will forward copies of the reports to the City Investigator and Claims Agent, Loss Control Specialist, Department Director, and Fleet Services Manager (if City-owned or leased vehicle/equipment is involved).
- The Loss Control Specialist will determine who is responsible for investigation of the incident and ensure that follow-up occurs.

**Injury to Non-City employee on City property, by City equipment, or when attending a City-sponsored event**

- Employee who witnesses the incident should assist the injured party and call 911 for medical assistance if appropriate.
- The employee’s supervisor, with input from the employee and injured person, must complete the [City of Duluth Incident Report](#) form. The form must be typed or printed legible and sent to the Employee Benefits Administrator on the day of the incident.
- The EBA will forward copies of the reports to the City Investigator and Claims Agent, Loss Control Specialist, and others, as appropriate.
- The Loss Control Specialist will determine who is responsible for investigation of the incident and ensure that follow-up occurs.