

8.6 ACCIDENT REPORTING

Employee Personal Injuries – The following criteria shall apply:

- Employees are responsible for immediately reporting to their supervisor all minor, major or serious accidents or injuries of which they are aware. If the supervisor is not available, the employee shall report it to the person next in charge. Reporting an incident will not result in retaliation, or other disincentive; however to not report an accident will result in disciplinary action.
- For emergency and/or serious accidents that require immediate medical treatment, call 911 (if on City property and using a City phone dial 9-911) or immediately go to the City's designated medical service provider or the Winter Haven Hospital Emergency Room. As soon as possible, notify HR of the accident or injury.
- For non-emergency accidents or injuries that require a physician's treatment, the supervisor will issue the employee a Medical Authorization Form so that treatment may be rendered only at the City authorized treatment facility.
- The supervisor will report the accident or injury to the department director, in writing, on a Report of Accident/Injury/Incident form.
- The department director is to review the accident report and forward it to HR within 24 hours of the accident. If the accident occurs on a Saturday or Sunday, the accident report should be forwarded to HR the next regular workday.
- HR processes the form as required by law and forwards the dated and signed copy to the Safety Officer.
- The Safety Officer or HR Division Director presents it at the monthly Safety Committee meeting for evaluation or investigation as needed.
- The Safety Committee reviews it and takes and/or recommends corrective action.
- Failure to report an accident within 24 hours of its occurrence, or the next regular workday if applicable, will result in disciplinary action to the person or persons in non-compliance with this policy.

Property Damage/Other Liability Accidents Involving City Employees, City Property or Members of the Public or their Personal Property – The following criteria shall apply:

- If an accident occurs on public or private property, in City vehicles or while operating City equipment, the employee involved must immediately notify his supervisor as soon as possible of the occurrence.
- In all cases of accidents involving City vehicles or private property damage, the appropriate law enforcement agency and the employee's supervisor must be notified immediately. Employees shall not leave the scene of any accident until an investigating officer or the supervisor so authorizes.
- The investigating officer or supervisor will obtain the names and addresses of all parties and witnesses involved; employees are to refrain from discussing the accident circumstances with anyone other than the investigating officer, authorized City personnel or the appropriate law enforcement agent.
- The supervisor or investigating officer will report the accident to the department director and fill out a Report of Accident/Injury/Incident form. The department director shall review and sign the report and forwards it to HR within 24 hours of the accident. If the accident occurs on a Saturday or Sunday, the accident report should be forwarded to HR the next regular workday.
- HR processes the forms to the insurance company, if appropriate.
- A copy of the report is supplied to the Safety Officer for review at the monthly Safety Committee meeting. The Safety Committee reviews it and takes and/or recommends corrective action.
- Failure to report an accident within 24 hours of its occurrence, or the next regular workday, if applicable, will result in disciplinary action to the person or persons in non-compliance with this policy.

NOTE: When an employee receives a report from someone in the general public stating that they have property damage as a result of something to do with the City, employees should immediately refer these calls or inquiries to HR so that all appropriate information may be obtained.

8.7 ACCIDENT/INCIDENT INVESTIGATION GUIDELINES

All accidents and safety and health work related incidents shall be immediately reported to the supervisor who shall notify HR of the occurrence. An investigation of the incident will be made by the supervisor, and if necessary the Safety Officer or someone from the Safety Committee. Conducting a thorough investigation will require that the below listed guidelines be followed:

- Check the scene and carefully examine where the incident occurred. Reconstruct the chain of events leading up to the incident. If necessary, draw a diagram or take photographs. Such evidence may prove helpful.

- Write it down. Make notes on all facts that may relate to the cause of the accident such as unsafe conditions, misuse of equipment, faulty equipment or other factors which are not in accordance with work rule safety policies.
- Collect evidence, interview witnesses, record names, addresses and telephone numbers.
- Interview the employee, if possible, regarding all facts involving the accident so that the information is collected while memory is fresh.

8.8 EMPLOYEE ACCOUNTABILITY AND DISCIPLINE

Regardless of job title or degree of exposure to potential accidents or injury, City employees at all levels of the organization are minimally expected to make safety a priority and routinely adhere to all relevant laws, policy, rules and regulations. Employees of the City are to use seat belts, personal protective gear and other equipment provided for the purpose of safety and operational efficiency and effectiveness. Employees are to habitually use due caution and care when performing work of any kind to avoid personal injury, death and property loss.

Employees who choose not to comply with the City's safety standards will continue to be held accountable for their actions. More specifically, employees involved in accidents or incidents that are determined to be preventable or caused by failure to follow established procedures, carelessness or personal negligence will be subject to the self-payment of assessed motor vehicle traffic citations and discipline.

Employees who at any time while operating a City vehicle are presented a motor vehicle violation citation, regardless of whether the citation resulted from an accident/incident or some other infraction, shall at the minimum pay the applicable fee in total, within the time period allowed and as directed by the issuing agency. Additionally, employees could be subject to the suspension of driving privileges or discipline as described below.

Employees who act without due regard to law, policy, rules, regulations or procedures pertinent to safety, those involved in any form of preventable accident or incident or those who the department director determines acted carelessly or negligently thereby contributing to or causing an accident or incident resulting in City or privately owned property damage or loss of any kind, will be subject to discipline up to and including termination of employment.

The degree of discipline shall be determined by the department director and HR Division Director and will be subject to the City Manager's approval prior to being administered.

Discipline shall be considered on a case by case basis taking into account the employee's safety record to date, the frequency of infractions and severity of the accident or incident at hand. Discipline may consist of documented verbal counseling, written reprimand, placing the employee on probation for a specified term, suspension without pay for no less than one work day, and no more than ten work days, or termination.

In the case of suspension without pay, employees may be afforded the option to forego the time off work without compensation by electing in writing to relinquish a comparable number of accrued annual leave (vacation) hours. Employees will not, however, have the option to relinquish any accrued personal or sick time to dispense with the suspension without pay.

Workplace safety and the prevention or complete elimination of accidents and incidents is the City's priority and ideal. If employees conduct themselves to the contrary, however, it is essential they be held responsible for their actions through discipline.