Personnel Policy Adopted by Res.: (N/A)

12.2 Incident Accident Reports

Personnel Procedures Approved: 10/3/2013

1. PURPOSE: It is the purpose of these procedures to set forth employee obligations and processes regarding the reporting of incidents and accidents.

2. ORGANIZATIONS AFFECTED: All departments and divisions. .

3. REFERENCES:

   A. City of Bothell Indemnification of Employees and Officers Ordinance (BMC Chapter 2.25); State of Washington Worker's Compensation laws; State of Washington Vehicle Collision Reporting requirements; Interlocal Agreement with the Washington Cities Insurance Authority.

   B. Forms:

      - Employee Report of Incident/Accident
      - Supervisor Incident/Accident Investigation
      - Witness Statement of Incident/Accident
      - Department Review of Incident/Accident
      - Safety Committee Review of Incident/Accident

4. DEFINITIONS:

   An **incident** is defined as a situation giving rise to bodily injury of any kind (to an employee or a non-employee), property damage (City property or property owned by another) or automobile accident of any kind involving a City owned or leased automobile or mobile equipment, or any other situation which a department director believes may give rise to a claim for damages or litigation. **The City Attorney's office must be notified immediately of any incident involving injury (of any kind) to a non-employee or their property.**

5. PROCEDURES:

   A. Employees must complete an Employee Report of Incident/Accident each time they are involved in an incident, as defined above.

   B. Employees shall never admit or imply the City's responsibility or agree to pay for damages. Do not give your explanation or opinion as to why an accident happened to a victim or any witness.

   C. If a citizen believes the damage they incurred is the fault of the City, they may file a claim for damages which may be obtained through the City Attorney's office.

D. Except for mandatory reporting to law enforcement as required by State law, employees are not to discuss the incident with anyone other than their supervisor, City Management, City Attorney or City Claims Adjuster. Every incident is a potential for a claim, and statements made by an employee could result in the City having to assume liability that may not otherwise result.

E. Employees are expected to cooperate with any internal investigation that follows; and when contacted by City representatives, to be honest and complete in responding to their inquiries.

F. In the event of an incident or accident, employees are responsible for following this procedure. IN THE EVENT OF A SERIOUS INCIDENT OR ACCIDENT (any personal injury or major property damage) AFTER EMERGENCY CONTACT(S) (911, Police or Fire), THE EMPLOYEE SHOULD:

1. NOTIFY THEIR SUPERVISOR AND THE SUPERVISOR SHOULD CONTACT THE CITY ATTORNEY'S OFFICE AS SOON AS POSSIBLE BY PHONE OR EMAIL IF A CITIZEN IS INVOLVED.

   a. IF THE SUPERVISOR IS NOT AVAILABLE AND A CITIZEN IS INVOLVED, THE EMPLOYEE SHOULD CONTACT THE CITY ATTORNEY'S OFFICE IMMEDIATELY BY PHONE OR EMAIL.

G. Preserve the scene of the incident to the degree possible, including any evidence that may assist in an investigation, while preventing future incidents that may arise from potentially hazardous situations. For example, if the incident arose as a result of a deep pothole in a City street, take thorough photographs, including measurements of the pothole, then contact your supervisor to oversee pothole patching. If damage repair is of an urgent nature, notify your supervisor or designee immediately.

H. Complete the Employee Report of Incident/Accident at the scene of the incident, if possible. Employees must submit incident reports to their immediate supervisor within 24 hours of the incident. The supervisor must notify Human Resources immediately by phone or email of any employee who received bodily injury and forward a copy of the incident report to Human Resources within 72 hours. Human Resources will forward incident reports of property damage or non-employee injuries to the City Attorney's office.

1. Incident documentation should be complete, consistent and in accordance with City procedures. Record only the facts, not opinions. If you have additional information that should be

considered but not put in writing, indicate on the form for Human Resources or the City Attorney to contact you.

2. Give specific answers to the questions For example, if the incident is an injury from lifting a heavy object, what was the weight of the object? How many times did you lift the object (once, multiple times in an hour)? What tools did you use to assist you in lifting it? Include the names of other employees that assisted you in lifting it.

If applicable, supervisors should contact witness(es) and request that a Witness Statement of Incident/Accident be completed.

I. Additional reporting requirements.

1. For automobile collisions:
   a. Contact local law enforcement so they can take a report,

   b. Exchange driver's license and automobile insurance information with the other party,

   c. Fill out and attach a Washington Motor Vehicle Collision Report.

2. For Employee Injury. Complete the Supervisor Incident/Accident Investigation and forward to Human Resources within 72 hours.

3. For Property Damage. Photograph property damage or equipment to document damage. Attach photos and/or diagrams to incident report where appropriate.

J. All incidents will be reviewed by the Department and the City Safety Committee

SEE ATTACHED INCIDENT ACCIDENT FORMS