

Spokane County Accident Prevention Program

Policy No. 1.7
Revised: May 6, 2016

1.7 ACCIDENT/INCIDENT REPORTING POLICY

I. SCOPE

Reporting of all accidents/incidents that result in an injury to a Spokane County employee, damage to Spokane County property and/or injury or property damage to a citizen resulting from County operations is mandatory!

II. POLICY

- A. The Risk Management Department is responsible for the administration of the County's Safety & Health Program which includes the Self-Insured Workers' Compensation, Liability and Property Insurance Programs.
- B. RCW 51.28.010 and WAC 296-800-12005 require that all work-related, occupational injuries and/or illnesses, regardless of the severity, are reported to the injured worker's supervisor immediately!
- C. Spokane County's various liability coverage providers also require loss reporting.
- D. The following accidents/incidents must be reported to the Department of Risk Management immediately:
 - 1. All County employee accidents/incidents resulting in injury or illness.
 - 2. All vehicle collisions involving County owned or POVs when authorized for County business use.
 - 3. All vehicle collisions on county-maintained roads resulting in serious injury or death.
 - 4. All accident/incidents that result in County property damage or loss.
 - 5. All injuries occurring on County property.

NOTE: *The Department of Risk Management has a 24 hours a day, 7 days a week, 365 days a year On-Call Loss Control Schedule for reporting these accidents/incidents and potential loss exposures*

III. INJURIES/ILLNESSES REQUIRING MEDICAL TREATMENT FACILITY CARE

- A. Call 911 to request medical aid assistance for any work-related injury requiring medical attention, other than basic first aid.

NOTE: *Spokane County employees that suffer an injury at work that require transportation for care at a medical treatment facility must not be allowed to drive themselves to the medical facility.*

NOTE: Ambulance transport to a medical treatment facility must be requested for all injuries to the head, neck, back and/or where substantial blood loss has resulted from the injury.

- B. The Supervisor or Loss Control Specialist will notify the medical treatment facility that the employee suffered an occupational injury and of Spokane County's Self-insurance Workers Compensation Program status.

NOTE: Risk Management must be notified immediately after any work-related injury resulting in an amputation, loss of an eye, in-patient hospitalization, death or probable death of any employee. WAC 296-800-32005 requires time-sensitive reporting of injuries to LNI.

- C. Following a work-related injury in which the employee receives care at a medical treatment facility, the employee must report to the Department of Risk Management the next working day to complete a *Worker's and Employer's Report of Occupational Injury or Disease* (SIF2). The SIF2 form is required by LNI for submitting injury/illness compensation claims for qualifying work-related injuries and illnesses.
- D. After discharge from the medical treatment facility, the injured worker must obtain a written medical release detailing whether the employee can return to work full duty or whether there are specific restrictions and/or limitation needing accommodations. The medical release must be submitted to Risk Management and the appropriate department for return to work authorization consideration.

IV. SUPERVISOR'S ELECTRONIC REPORT OF INJURY FORM

Upon receiving a report that an employee has been injured, the supervisor must complete and submit a Supervisor's Accident Report of Injury to Risk Management within 24 hours of the injury incident; in cases of a holiday or weekend, the next working day. This form is in electronic format and is located on the Risk Management Page on the *County Ideas* intranet site. Once submitted, the supervisor will receive a copy of the electronically generated report via email. The submittal is sent directly to the Workers Compensation and Loss Control sections of Risk Management. Data from the electronic injury report form is used to assist worker compensations claims adjudicators with the information needed for injury/illness claims as well as critical information used by the Loss Control Specialists for maintaining data, assessment and trend analysis used for loss prevention/reductions consideration.

A. PROCEDURES:

1. The injured worker's Supervisor and/or a Risk Management Loss Control Specialist will conduct an investigation of the accident/incident scene and equipment involved. A written administrative report should be completed detailing the information collected during the investigation and should include the following, at a minimum:
 - a. Post incident interview with the injured worker.
 - b. Post incident interviews with any accident/incident witnesses.
 - c. Inspection of the incident location.
 - d. Inspection of any equipment or machinery in use.

- e. Inspection of any safety equipment and/or personal protective equipment (PPE) used for the work process.
 - f. Review of work process procedures, protocol or policy.
 - g. Review of related work-process training records.
 - h. Any other pertinent information such as drawings, schedules or data.
 - i. Identification of root causes for the accident/incident.
 - j. Loss prevention considerations.
2. Supervisors must not allow an employee to return to work following a work related injury/illness until they receive a signed medical release from the treating physician or medical treatment facility detailing the terms of the worker's return to work, a copy of that release has been approved by Risk Management and the department has authorized the workers return.

NOTE: Every effort will be made to return employees to work as soon as medically possible, including coordination with the injured workers department regarding reasonable accommodation requests required for modified duty assignment consideration for those workers released with restrictions or limitations.

V. SUPERVISOR'S PROPERTY DAMAGE REPORT

- A. When employees are involved in an accident that causes damage to either Spokane County property and/or private property, they must inform their Supervisor immediately and a written report, following an investigation, must be submitted to the Department of Risk Management.
- B. These written reports are mandatory and assist the Claims Adjusters with critical information needed to initiate and process liability compensation claims. They are also instrumental in documenting accident and damage conditions. Accurate reporting, records, facts and circumstances related to accidents/incidents assists Risk Management in documenting the facts when the County finds itself in a defensible position for questionable liability exposure associated with litigation filed against the County.

VI. VEHICLE ACCIDENT/INCIDENT PROCEDURES

County owned or privately owned vehicles (POVs) that are authorized for county business that are involved in a traffic accident/incident must follow the procedures listed in Spokane County Personnel Policy No. 630 (Vehicle Use), Section (IV)(H)(5).

Note: Vehicle accidents/incidents involving Commercial Driver's License (CDL) employees must be handled in accordance with Department of Transportation regulations.

VII. VEHICLE ACCIDENT REPORTS

- A. The driver of any county vehicle or authorized POV being used for county business is required to complete and submit a Collision Report to the State of Washington within 4 business days of the accident/incident when damage to the vehicle(s) and property is estimated at equal to or above \$1,000 when law enforcement does not arrive at the accident/incident scene to complete a report.

Note: RCW 46.52.0303 (1) Unless a report is to be made out by a law enforcement officer under subsection (3) of this section, the driver of any vehicle involved in an accident resulting in injury to or death of any person or damage to the property of any one person to an apparent extent equal to or greater than the minimum amount established by rule adopted by the Washington State Patrol (\$1,000.00) in accordance with subsection (5) of this section, shall, within four days after such accident make a written report of such accident to the Chief of Police of the city or town if such accident occurred within the incorporated city or town, or the County Sheriff or State Patrol if such accident occurred outside incorporated cities and towns.

B. The on-scene Risk Management Department representative can provide assistance in estimating repair costs related to the accident/incident for Collision Report consideration.

C. Damage to property includes: repair costs, replacement costs, shop rates, inspection costs or the cost of any work determined to be necessary to bring the property back to the original condition prior to the incident. Persons responsible for the repairs of the property will make the determination of cost.

D. Vehicle towing costs should not be included in the estimated damage amount.

Note: Damage during off-road vehicle extraction could be included in the damage estimate when it would be reasonable to expect that the type of vehicle being extracted could not be extracted without causing damage.

VIII. PROPERTY DAMAGE (Facilities and Private Property)

- A. Notify your Supervisor immediately. If your Supervisor is not reachable, immediately contact the Department of Risk Management for reporting and assistance.
- B. Do not leave the scene unless instructed to do so by Law Enforcement and/or Department of Risk Management Loss Control Specialists.

IX. ACCIDENT/INCIDENT/NEAR MISS REPORT

- A. Notify your Supervisor immediately. Documentation of a close call or near miss accident/incident is exceptionally valuable to identify potential loss exposures for hazard assessment consideration. Pro-active actions to correct identified proximate and root causes in procedures and/or equipment will reduce future probability of injury or property loss. Supervisors receiving notification of a close call or near miss accident/incident must complete a written report that details the date, time, location, persons, any equipment involved and the details leading up to and/or surrounding the accident/incident. After departmental evaluation, the report must be forwarded to the Department of Risk Management for further evaluation and appropriate loss control actions.

X. RISK MANAGEMENT SUPPORT

- A. The Department of Risk Management's office hours are Monday through Friday from 8:30 am to 5 pm and can be reached at Telephone number: **477- 3617**

- B. Loss Control Representatives from the Department of Risk Management provide support 7 days a week, 24 hours a day, 365 days a year. A Risk Management Loss Control On-Call schedule is posted and distributed quarterly that lists the name of the assigned representative and their contact information.
- C. If unable to contact a Loss Control Representative, contact Steve Bartel, Director of Risk Management, at the following numbers:
1. Office: 477-6113
 2. Mobile: 953-3234
 3. Home: 233-8424

Notification to the Department of Risk Management is mandatory, regardless of when the accident/incident occurred.

For after-hours notification, please attempt to contact the scheduled On-Call Loss Control Representative's listed mobile phone number first.

<p>CINDY CLOSE <i>Loss Control Specialist</i> 991-2955 (mobile) 477-6102 (office) 953-9173 (home)</p>	<p>DANIEL GADD <i>Loss Control Specialist</i> 209-0141 (mobile) 477-6103 (office) 474-0100 (home)</p>
<p>TRISTEN SANKER <i>Loss Control Specialist</i> 724-9612 (mobile) 477-6101 (office) 724-1949 (home)</p>	<p>LAUREN WILLIAMS <i>Liability Claims Adjuster</i> 232-9044 (mobile) 477-6108 (office) 928-9139 (home)</p>