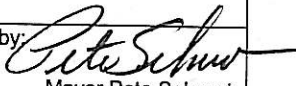
	<b>CITY OF FINDLAY, OHIO</b>		
	POLICY AND PROCEDURES		Approved by:  Mayor Pete Sehnert
Subject: Incident Reporting Policy		Special Instructions: This is a PUBLIC RECORD. See also Collective Bargaining Agreement; Discipline Policy	
Department: ALL	Division: ALL	Supersedes SOP issued:	Date of Issue: 12/5/08 Effective date: 12/5/08

**I. PURPOSE:**

- A. Accident Investigations are conducted solely for the purpose of obtaining information to help prevent a recurrence.

**II. DEFINITIONS:**

- Personal Injury – An unintentional incident with physical harm that requires treatment (Either first aid or medical treatment at an outside facility)
- Occupational Illness - A diagnosed health problem caused from an occupational exposure.
- Near Miss Incident - An undesired event which, under slightly different circumstances, could have resulted in harm to people or damage to property.
- Environmental Release – Spill/release of any gas, liquid or solid required to be contained.
- Property Damage – Is an incident with no physical injury, but results in damage to property, equipment, or materials.
- Fire – Equipment, structure, or materials caught on fire. All fires must be reported regardless of size or damage.

**III. RESPONSIBILITIES**

**A. SAFETY COMMITTEE:**

- I. The safety committee is comprised of members from different departments throughout the city. The safety committee will assist the safety Director as well as administration with the review all incidents involving city departments and make general recommendations to help prevent the reoccurrence of an incident from occurring.

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### B. ALL CITY DEPARTMENT:

#### I. Every City Department shall have in a central location an Incident Reporting packet, which includes:

- Incident Reporting Forms
- Equipment/Property Report Form
- Witness Statement Form
- BWC Forms
- Wage Agreement Form

### C. EMPLOYEES:

I. All city employees involved in an incident **MUST REPORT THE INCIDENT IMMEDIATELY** to Supervisors. An incident form must be filled out including details of the incident within 24 hours of the incident. Employees need to participate in the investigation of an incident they were involved in. Answer truthfully all questions asked by the investigating party and offer any information that may be helpful in preventing the incident from recurring.

II. Employee must check back in with supervisor after initial medical treatment is complete. Employee will provide supervisor with appropriate paperwork including a work release form from the treating physician.

III. The report will go to the employee's immediate supervisor. The supervisor will make sure all forms are adequately completed and signed.

### D. SUPERVISOR:

I. **Immediately notify Auditor's office when an incident occurs.**

II. Supervisor will have 36 hours to conduct an incident investigation on incidents that have occurred in their department/area using incident investigation reporting forms. Supervisors shall notify department heads immediately if injury / incident is life-threatening

III. Supervisors will review incidents pertinent to their area to all employees.

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### E. DEPARTMENT HEADS / SUPERINTENDENTS

- I. Assist supervisor with investigation process if needed.
- II. Assist supervisor with root cause analysis identification and corrective action determination.
- III. Do follow up with all incident corrective actions to track their completion. Once the completion of the corrective action is verified, report the date completed to the safety Director.
- IV. The Superintendent/ Department Head have 24 hours to review the incident reporting packet and report to the Safety Director or Administration. Copies should be made and forwarded to the appropriate personnel.

### F. SAFETY DIRECTOR:

- I. The Safety Director's responsibilities are to direct and coordinate the City of Findlay's Safety and Health policies. This is achieved by planning and developing programs to keep the City of Findlay employees safe while performing their daily task.
- II. All incident tracking will be reported at the Monthly Safety Committee Meeting.

### IV. PROCEDURE:

#### A. How to Report an Incident

##### I. Injury Incident

- If **injury is life-threatening** contact emergency personnel by dialing [9-1-1-] immediately, also notify Supervisor and or Department Head.
- Supervisor or Department Head must respond to the scene of the incident. Secure the scene being mindful of the victim injury and traffic control.
- If injury is **non-life threatening** seek first aid and or medical treatment as required.

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**B. Vehicle / Property Damage Incident**

- The Findlay **City Police Department is to be called** out on any accident involving a City employee and a member of the public.
- Contact immediate Supervisor or available Department Supervisor and ask that the Department Head be informed of the incident.
- The Findlay **City Police Department is not to be called** out if the incident does not involve a member of the public
- Damage to City vehicles or property only

Use Incident Reporting forms to **DOCUMENT ALL INCIDENTS.**

**C. Drug / Alcohol Testing – Subject to the provisions of any applicable collective bargaining agreement, the following procedures apply.**

**I. Drug / alcohol testing following an accident are required when:**

- Any employee is involved in an accident while operating a city vehicle that requires a CDL to operate.
- Drug / Alcohol testing is at the discretion of the involved employees supervisor when the supervisor has reasonable suspicion of drug or alcohol abuse.
- The responding Findlay City Police Officers decision on the scene supersedes any supervisor decision regarding drug / alcohol testing.

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REVISION LOG

Rev. #	Description of Revision	Date
Release		
1.		
2.		
3.		
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