



Accident Review Policy

Number: J-33

Revision: 1

**Effective Date:
01/21/2020**

Pages: 2

1.0 Policy/Procedure

An Accident Review Board may review accidents to determine the cause and effect. The Board will make recommendations to the County Manager and Department Directors to prevent the same types of accidents in the future.

Purpose:

1. To establish a fair and impartial review system for vehicular and non-vehicular accidents involving County employees/citizens, which result in injuries, illnesses and/or property damage with the primary objective being to improve the overall safety of County operations.
2. To establish the cause for each reviewed accident, and determine whether preventable or non-preventable.
3. To establish uniformity of discipline.
4. To make recommendations for corrective action to Department Directors and the County Manager.

The Risk Management Analyst shall be the Chairperson of the Accident Review Board.

The Accident Review Board shall review vehicular and non-vehicular accident reports of property damage, personal injury or death occurs. The Risk Management Analyst will also strive to provide a summary report of minor accidents that did not require medical treatment (beyond basic first aid), lost time, or property repair at less than \$250 per occurrence.

Determination of Preventability:

The Accident Review Board shall determine whether the vehicular or non-vehicular accident was preventable or non-preventable after a review of the pertinent facts. The responsible condition and contributing factors (e.g. lack of training, equipment defect, driver error, and human error) should be determined. Preventability is not to be confused in the case of a vehicular accident with the court room process of finding fault. A driver may not be "at fault" legally, but still may have been able to prevent the accident.

Duties Assigned to Board Members:

1. Creating and administering a constructive accident prevention program.
2. Soliciting and receiving employee suggestions for accident prevention and driving safety.
3. Making recommendations to Department Directors regarding Board findings.

Notification of Review:

Whenever an employee's accident is to be reviewed by the Accident Review Board he/she will be notified by their Department Director/Supervisor that the Accident Review Board will be reviewing the incident to determine whether or not the accident was preventable or non-preventable on the employee's part. The employee will be allotted the opportunity of making a presentation at the review if they so choose.

An employee involved in an accident will be notified by his/her Department Director/Supervisor of the decision of the Accident Review Board following the meeting in which the employee's accident is reviewed, unless circumstances reasonably require the withholding of a decision until a later date.

Disciplinary Procedure

The Accident Review Board's investigation of accidents will be considered a personnel action. Thus the privacy of employee personnel records will be followed:

Employees who are involved in vehicle accidents that are **deemed avoidable** by the Accident Review Board will be disciplined as follows:

- First Offense Verbal Warning
- Second Offense Written warning
- Third Offense Pay \$250 and 2nd Written Warning
- Fourth Offense Termination

Per personnel policy (H1) disciplinary warnings will remain active for twenty-four (24) months unless extending in writing or unless a second warning occurs during the twenty-four (24) month time frame.