



Human Resources Department
Safety Services Administration
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Safety Plan: Accident Reporting

Plan Number: SS-200

Original Date of Implementation: September 2012

New Effective Date: September 14, 2012

Revised Date: March 2, 2015

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Accident Reporting

1. Purpose

Comply with Federal, State and Local regulations regarding workplace safety and to enable the City to maintain proper records, track causes, compile statistics, and identify trends of all workplace accidents and incidents.

2. Scope

This policy applies to any accident or incident involving personal injury or damage to company property and includes near-miss incidents. This policy applies to all employees, volunteers, or any individual on City property or involved in organization-sponsored activities.

3. Policy Statement

Employees are required to report all first aid, near misses, and injuries and illnesses to their immediate supervisor. Employees are required to report these incidents either verbally and/or by completing the City's [Incident Report form](#) and, if applicable, provide any additional documentation required by his/her Department management.

Supervisors are responsible for taking appropriate follow-up action, including getting medical attention for the injured employees/volunteer, completing and submitting the City required reports and recommending or implementing appropriate corrective actions. Copies of all reports shall be sent to the Department Director and Safety Administrator, or designee, for review.

A. Fatal Incidents: Any occupational fatality shall be reported immediately to Department Management and the Safety Administrator **AND** to OSHA within 8 hours of finding out about the fatality.

I. Upon notification, and during normal business hours, the Safety Administrator, or designee, shall immediately report the fatality to OSHA.

In the event the fatality occurs after normal business hours, the Department Director, or designee, shall immediately report the fatality to OSHA by calling (800) 321-OSHA (6742).

II. The Department Director shall initiate an immediate investigation of the accident and submit a written report of the investigation to the Human Resources Safety Administrator within 24 hours of the fatality. Should circumstances require an extension of time, the Safety Services Administrator should be advised immediately.

III. Only fatalities occurring within 30 days of the work-related incident shall be reported to OSHA; however, OSHA shall be notified within 8 hours after finding out about the fatality.

IV. Fatalities may be communicated to Safety Services by telephone, E-mail, and/or facsimile and shall be followed by the required documentation within 24 hours. When reporting a fatality, the following information will be required:

- Location and time of the incident;
- Number of fatalities;
- Name(s) and job title(s) of fatalities;
- Brief description of what happened; and,
- The name and phone number of a contact person

B. Severe Injury and Illness Incidents: All severe work-related injuries and illnesses shall be reported to Safety Services immediately **AND**, when applicable, to OSHA within 24 hours. Severe work-related incidents are considered to be the following:

- In-patient hospitalizations of one or more employees
- Amputations
- Eye loss
- Overexposure of an employee to ionizing (OSHA 1910.1096(l)(1) or nonionizing radiation (OSHA 1910.97)
- Any fire involving radioactive materials.

Upon notification and when applicable, the Safety Administrator, or designee, shall report the injury or illness to OSHA. **NOTE:** For the above listed injuries/illnesses, the incident shall be reported to OSHA only if it occurred within 24 hours of the work-related incident.

When reporting a severe incident, the following information will be required:

- Location and time of the incident;
- Type of reportable event (i.e., inpatient hospitalization, amputation, loss of an eye);
- Number of employees with injuries or illnesses;
- Name(s) and job title(s) of employee(s) with injuries or illnesses;
- Extent of injuries or illness;
- Brief description of what happened; and,
- The name and phone number of a contact person

- C. Incidents Involving Property Damage: Occurrences of fire explosion, catastrophe, water damage, windstorm, spill, collapse, and any similar event that results in damage to buildings, equipment, or property shall be reported to City Attorney's Office and Safety Services:
- I. Supervisors shall report and submit the written incident report to City Attorney's Office and Safety Services **within 24 hours** on all incidents that involve damage to buildings, equipment, or property amounting to \$25,000 or more.
 - II. Supervisors shall report, as soon as possible, and submit the written incident report **within 48 hours** of the following incidents:
 - A fire loss amounting to \$1,000 or more.
 - Damage to buildings, equipment, or property amounting to \$5,000 or more.
- D. Required Reports and Supporting Documentation: The Supervisor shall be responsible for ensuring the following written reports are completed and any supporting documentation (photos, statements, police reports, evidence, etc.) are submitted in a timely manner for all accidents, incidents and near misses:
- [Incident Report](#)
 - [Incident Investigation Report](#)
- E. Notification: Supervisors/employees may report incidents by telephone **OR** by e-mail/facsimile with a "CONFIDENTIAL" designation. All required written reports shall be submitted within the required timeframe as specified above.
- F. Supervisor Responsibilities: Supervisors are responsible for making sure that an adequate number of these forms are on hand at all times or are available electronically when needed.
- G. Less Serious and Near Miss Incidents: Reports for less serious incidents shall be submitted within five days.
- H. Medical Reports: All medical records are to be maintained in confidence in accordance with applicable law.