

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**ACCIDENT REPORTING PROCEDURES**

**Purpose --**

To build safety awareness within Salt Lake County as a principal step toward prevention of accidents and injury.

To provide for the prompt and complete reporting of all accidents involving Salt Lake County employees or property so that employees and the public are treated fairly and County assets are protected.

**1.0 Definitions**

- 1.1 Accident -- an event where property damage and/or personal injury occur which is caused by any or all of the following.
  - 1.1.1 Equipment failure
  - 1.1.2 Negligence of someone other than a Salt Lake County employee
  - 1.1.3 Salt Lake County employee negligence
  - 1.1.4 Unavoidable mishaps or occurrences
- 1.2 Administrator – Any person who has responsibility for the operation of an agency or their official designee.
- 1.3 Approved alternate(s) – Person to be contacted to investigate accidents when the County Vehicle Safety & Training Manager is unavailable.
- 1.4 Dispatch – The main dispatch number used by all County agencies: 562-6418
- 1.5 Incident/non-accident – Any incident which may or may not involve property damage to equipment or public utilities and excluding personal injury or theft.
- 1.6 Industrial Accident/Disease – Any accident with injuries, which may or may not involve a motorized vehicle, machinery, equipment, or supplies arising out of or in the course of County employment or disease arising out of employee's employment.
- 1.7 Motorized vehicles include:
  - 1.7.1 On-highway vehicles which are licensed for use on public roads such as passenger automobiles, pickups, trailers, motorcycles, commercial trucks, etc:
  - 1.7.2 Off-highway vehicles means machinery and equipment of a mobile nature that you use in installation, erection, repair, or moving operations or projects such as backhoes, caterpillars and cranes. Such vehicles may be designed for highway use but are not licensed for public roadway use.

- 1.8 Public liability accident, not vehicle – Any accident which involves injury and/or property damage while on County property, to individuals who are not Salt Lake County employees, and where a vehicle is not involved.
- 1.9 Vehicle accident – Any accident, with or without injuries, which involves any motorized vehicle whether stationary or in motion.

## **2.0 Reports at Request of the District Attorney**

- 2.1 All reports of accidents of any type or work-related illnesses made pursuant to this policy are done at the request and direction of the Risk Management Section of the District Attorney's Office and are classified as protected records created in anticipation of litigation.
- 2.2 All public requests for accident reports or information concerning accidents may be released only through Risk Management or the District Attorney's Office.

## **3.0 Any Accident**

- 3.1 All accidents involving serious injury, fatalities, property damage, or other unusual occurrences, shall be reported immediately to:
  - 3.1.1 The employee's immediate supervisor.
  - 3.1.2 The District Attorney's Litigation Division/Risk Management. Telephone 468-3421.
  - 3.1.3 The employee's agency administrator.
- 3.2 All public claimants suffering injury or property damage shall be asked to provide a written statement of the accident and will be instructed to telephone Risk Management at 468-3421.

## **4.0 Reporting of Industrial Accidents and Illnesses. For Further Information Check the Worker's Compensation Policy #5520.**

- 4.1 Employee responsibility:
  - 4.1.1 All accidents or illnesses to County employees arising out of and in the course of their employment must be reported to their supervisor during the shift in which the accident occurs.
- 4.2 Supervisor or other designee (e.g., agency safety representative) responsibility:
  - 4.2.1 In the event of serious injury involving fatalities or serious injuries, supervisor or other designee (e.g., agency safety representative) shall contact Utah Occupational Safety and Health at 530-6901 within 12 hours. Document the person contacted at Utah Occupational Safety & Health, the date and hour of contact, and submit with Employer's First Report of Injury.

4.2.2 Complete in full **EMPLOYER'S FIRST REPORT OF INJURY (Form UOSH 122)**. Forward the original and one copy within forty-eight (48) hours to:

- a. Salt Lake District Attorney  
Litigation Division/Risk Management  
2001 S. State Street, S3700  
Salt Lake City, Utah 84190
- b. Supervisor's agency administrator or other designee (e.g. agency safety representative).

4.2.3 Provide one copy to employee involved in the accident.

4.2.4 If medical attention is required beyond first aid, supervisor or designee shall conduct a "full investigation" and make a written report or contact Risk Management if assistance is needed.

- a. The report may be in plain memo or letter form.
- b. An "investigation" includes, but is not limited to, the following:
  - (1) **Check the scene.** Carefully examine the area where the accident occurred. Determine the single event that caused the injury by reconstructing the chain of events that led to the injury. Draw a diagram of the location and applicable objects.
  - (2) **Write down the facts.** Note all facts that relate to the injury, any procedures used or misused, any unsafe conditions.
  - (3) **Collect the evidence.** Preserve any machinery, tools, etc. involved in the accident. Take names of witnesses; make notes of witness statements, interview the victim. Consider and make note of inconsistencies.

4.3 Agency Administrator's responsibility:

4.3.1 Collect the **EMPLOYER'S FIRST REPORT OF INJURY (Form UOSH 122)** and, where applicable, the investigation report from the supervisor or supervisor's designee.

4.3.2 Take such measures as are appropriate to encourage greater safety awareness within the agency. Such measures may include, but are not limited to counseling the employee involved in the accident, recommending removal or correction of a safety hazard, and discipline.

## 5.0 Reporting of Vehicle Accidents. The Sheriff's Office and Fire Department are Exempt.

5.1 Employee's Responsibility – Every employee involved in an accident while operating a County or privately-owned vehicle while on County business must:

5.1.1 Notify the Salt Lake County Dispatch, telephone number 562-6418, and employee's supervisor.

- 5.1.2 Remain at the scene of the accident until released by investigating law enforcement officer, County Vehicle Safety & Training Manager or approved alternate(s).
  - 5.1.2.1 If released by a law enforcement officer prior to the County investigator's arrival, the employee shall contact their supervisor and County Dispatch to arrange for follow-up reporting with the County investigator.
- 5.1.3 Fully complete and sign the **DRIVER'S STATEMENT OF ACCIDENT, Form 100**, and forward to the employee's agency administrator. This form must be completed within 24 hours of the accident.
- 5.1.4 Be tested for drug or alcohol consumption in accordance with Personnel Human Resources Policy #5640, Alcohol and Drug Screening, Testing and Treatment.
- 5.2 Salt Lake County Dispatch responsibility: When dispatch receives a telephone call from an employee involved in an accident, dispatch personnel shall notify:
  - 5.2.1 Emergency medical response personnel, if necessary.
  - 5.2.2 The Salt Lake County Sheriff or appropriate police agency.
  - 5.2.3 The appropriate towing company, if necessary.
  - 5.2.4 The Salt Lake County Vehicle Safety & Training Manager or approved alternate(s).
  - 5.2.5 The employee's agency.
- 5.3 Employing Agency's Responsibility:
  - 5.3.1 Collect the following forms:
    - 5.3.1.1 **DRIVER'S STATEMENT OF ACCIDENT (Form 100).**
    - 5.3.1.2 **INVESTIGATOR'S TRAFFIC ACCIDENT REPORT, Form 200**, from the Vehicle Safety & Training Manager or approved alternate(s).
  - 5.3.2 Submit all original reports to the Salt Lake District Attorney Litigation Division /Risk Management
- 5.4 Vehicle Safety & Training Manager's responsibility:
  - 5.4.1 Investigate the vehicle accident and complete **INVESTIGATOR'S TRAFFIC ACCIDENT REPORT, Form 200**.

- 5.4.2 Forward report to:
- a. Agency Administrator
  - b. Salt Lake District Attorney  
Litigation Division/Risk Management  
2001 S. State Street, S3700  
Salt Lake City, Utah 84190-1200

**6.0 Public Liability and Accidents, Non-vehicular – All injury or property damage accidents where a member of the public is involved in an accident on County property must be promptly reported.**

- 6.1 Responsibility of on-site county security personnel or a manager in the agency in which the accident occurred:
- 6.1.1 Fully complete **REPORT OF PUBLIC LIABILITY ACCIDENT, Form 300.**
  - 6.1.2 Forward Form 300 to:
    - a. Agency Administrator
    - b. Salt Lake District Attorney  
Litigation Division/Risk Management  
2001 S. State Street, S3700  
Salt Lake City, Utah 84190-1200
- 6.2 Agency Administrator's responsibility:
- 6.2.1 Collect Form 300 from the on-site county security personnel or the agency manager, whichever is appropriate.
  - 6.2.2 Take such measures as are appropriate to encourage greater safety awareness within the agency. Such measures may include, but are not limited to, recommending removal or correction of a safety hazard, and discipline.

**7.0 Reporting incidents or conditions that present a potential risk for injury or accident.**

- 7.1 Employee's responsibility:
- 7.1.1 A County employee is to report to his or her supervisor all conditions involving County activities, equipment, vehicles or facilities that constitute a hazard to County property, private property, County employees or the public at large. The purpose for reporting this information is to assist the County in identifying and correcting conditions that present a risk for personal injury or property damage.
- 7.2 Supervisor's responsibility:
- 7.2.1 When an incident or condition is reported which the supervisor determines is a risk to the safety of persons or property, he or she shall submit a written report to the agency administrator identifying the hazard and recommended corrective action.

7.3 Agency Administrator's responsibility:

7.3.1 Following receipt of the Supervisor's written report, the administrator is to evaluate the hazardous incident or condition and initiate corrective action if any is deemed appropriate. Corrective action may include, but is not limited to, counseling the employee involved, disciplinary action or recommending removal or correction of a hazardous condition.

7.3.2 The administrator is to deliver a copy of the supervisor's written report to Risk Manager at the Litigation Division of the Attorney's Office together with a written narrative of any corrective action.

7.4 Safety Committee

7.4.1 To accomplish the task of identification and elimination of safety hazards, the Agency Administrator may establish a review board to assess the supervisor's written report and make recommendations as deemed appropriate.

8.0 No Creation of Legal Right or Causes of Action

8.1 Nothing in this policy is intended to create any legal right or cause of action on behalf of anyone.

9.0 OSHA Requirements & Safety Regulations

9.1 Each agency is responsible to become aware of and abide by OSHA requirements and safety regulations peculiar to its operations. If required, the Risk Manager may provide assistance. The ultimate responsibility remains with the agency.

10.0 Failure to Comply

10.1 Failure on the part of any county employee to comply with the accident reporting procedures on this policy will subject him/her to appropriate disciplinary action.

APPROVED and PASSED this 15 day of July, 2008

SALT LAKE COUNTY COUNCIL

*Michael Jensen*  
Michael Jensen, Chair

ATTEST:

*Sherrie Swensen*  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

*Robert* 5/3/08  
District Attorney's Office Date