

9.1.2– Accident and Incident Report Procedures

Standard: There shall be established procedures for accident and incident reporting and analysis of accident and incident reports. There shall be an accident/incident report form available to all employees. Data shall be obtained in an appropriate manner to support planned and coordinated accident prevention programs within the agency.

Suggested Evidence of Compliance: Provide the accident/incident form(s) and the procedures for documenting and analyzing accidents and incidents. The accident/incident form(s) shall include identification information (who), specific location of accident (where), and description of accident in terms of sequence of activity (what).

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 18 - Risk Management, pp. 642-643.

Agency Evidence of Compliance:

As part of the County's commitment to reducing the potential of injuries and property loss resulting from accidents/incidents, employees are required to submit a [Vehicles/Accidents Incident Report](#) when accidents involving County vehicles occur. An [Incident/Accident Report](#) is submitted when accidents involving damage to non-county vehicles, injured individuals, or property damage occurs. In addition, a [District Incident Report](#) must be submitted when a missing person, trespassing, theft, or altercations with no injury occurs. Required reports include information on the parties involved and details regarding how the accident/incident took place. The District Safety Coordinator provides [Incident Report Training](#) for District employees. Reports are available to staff on the [District Intranet](#). The District logs all reported incidents in a database for tracking and analysis.

Upon completion, along with the supervisor's review and signature, non-district accident/incident reports are reviewed by County Human Resources Risk Management and Safety divisions. In cases where the vehicle involved is owned by County Fleet Services, a copy of the report is forwarded to County Purchasing and Fleet Services.

The County Vehicle Accident Review Board (VARB) reviews all vehicle accident reports to identify the cause of the accident, identifies trends, and determines whether the accident was preventable or non-preventable. VARB will then determine what actions may be warranted to prevent accidents of a similar nature. The determinations are forwarded to the affected department/district for final disposition. Accident/incident reports are also reviewed and analyzed by the District Executive Management for analysis of trends and causes as well as determination of what actions may be warranted to prevent future accidents/incidents of similar nature. Preventative actions may include safety training, the proper use of equipment, additional drivers training, or changes to procedures to minimize or eliminate the potential of future accidents.