

## **STANDARD OPERATING GUIDELINE - 5.1.2**

### **TOPIC - ACCIDENT REVIEW**

#### **PURPOSE:**

To establish standard methods for the performance of an investigation into the cause and possible prevention of accidents involving District personnel.

#### **GENERAL:**

The District is committed to the promotion of safety in all phases of District operations. The District also understands that recognition of the causes of accidents, and a determination of appropriate remedial measures can reduce future risk to personnel. To assist in the prevention of future accidents District policy 3.2.1, Administration of Safety Program (4), authorizes the establishment of an accident review team whenever an accident has occurred.

#### **GUIDELINE:**

##### **Accident Review Team:**

1. Once an accident has occurred it must be reported to the Safety Committee.
2. The Safety Committee assigns persons to serve on the Accident Review Team.
3. The team make-up should meet the following requirements:
  - a. Consist of at least three (3) persons.
  - b. Have at least one (1) person from the Safety Committee.
  - c. Have at least one (1) person who is very familiar with the limitations of any equipment involved in the accident.
  - d. At least one (1) officer needs to be involved.

##### **Duties of the Team:**

1. Gather all facts associated with the accident through the performance of the following tasks:
  - a. Conduct an interview with the person(s) involved with the accident.
  - b. Conduct an on-site inspection to determine factors associated with the accident scene.
  - c. Conduct an interview with any first hand witnesses not directly involved in the accident.
  - d. Photograph all appropriate factors (scene, vehicle damage, injuries to persons, etc.) to gain pictorial documentation.
  - e. Inspect, or cause to be inspected, all equipment involved in the accident to determine what role the equipment played in the cause of the accident.
  - f. Preserve and mark for identification, materials, tools, or equipment that

- have a direct bearing on the investigation of the accident.
- g. Write a report stating the facts surrounding the accident, include in the report any written documentation composed by individuals involved in the accident and witnesses.
2. The team must review and discuss the results of the fact finding activity to identify all significant contributing factors of the accident.
  3. Determine the direct cause of the accident and assign responsibility.
  4. Discuss and determine all available options which will lead to the prevention of a repeat of the same type or similar types of accidents.
  5. Discuss and determine what, if any, corrective measures need to be assigned to the responsible party. Corrective measures may include, but are not limited to, retraining, suspension of a specific activity, return to probationary status, etc.
  6. Discuss with the responsible party the conclusions of the investigation and all subsequent actions for prevention.

#### Record Keeping

1. All documents associated with the accident shall be retained by the Safety Committee.(length of time may be established by statute)
2. A copy of documents briefly describing the accident and any corrective measures will be retained in the personnel file of the responsible party. Generally these documents will be kept for at least six (6) months, records associated with motor vehicle accidents will be retained for no less than five (5) years.