

CITY OF EUREKA

Category: HUMAN RESOURCES

POLICIES & PROCEDURES

Subject: Workplace Injury & Vehicle Accident
Reporting Policy

Date Adopted:

File Number: 3.70

POLICY OBJECTIVE

This policy ensures the safety of City employees, facilitates compliance with reporting and regulatory requirements, and enables swift hazard identification and corrective actions. Prompt and accurate reporting of any workplace incident, employee injury, vehicle-related accident, and/or any near-misses is essential for regulatory compliance, effective benefit delivery, and implementation of preventative measures.

APPLICATION

This policy applies to all City of Eureka employees and covers:

- **General Workplace Injuries and Work-Related Incidents:** Incidents occurring during any work-related activity, regardless of whether an injury is sustained.
- **Vehicle-Related Incidents:** Incidents involving City-owned, leased, or personal vehicles, motorized equipment, trailers, or towed equipment used for City business.

PROCEDURES

I. IMMEDIATE ACTIONS FOR INJURIES AND INCIDENTS

Ensuring employee safety is our top priority. In the event of an injury:

- A. **Ensure Area Safety:** Secure the area to prevent further harm.
- B. **Call Emergency Services (911):** Contact emergency responders if needed.
- C. **Seek Medical Attention:** Get medical help as appropriate.

For serious injuries or incidents where an employee is transported by rescue or requires emergency medical services, immediately notify the Department Director, Risk Manager, and Human Resources.

II. REPORTING AN INCIDENT WITH INJURY

A. Accessing Report Forms

The following forms are available for reporting:

- **Employee Incident Report (EIR)**
- **Workers' Compensation Claim Form (DWC 1)**
- **Supervisor's Incident/Accident Investigation Report**

You can access these forms:

- On the citywide shared drive: **E:\City Administration Public Share > Forms > Incident Report**
- On the citywide shared drive: **E:\Human Resources > Workers Compensation**
- On the City of Eureka website under **Human Resources > Employee Forms**
- By contacting Human Resources via phone or email to request a copy, or by coming by the HR Department to pick up a physical copy in person.

B. How to Submit Completed Reports

1. **Employee Incident Report (EIR):** Submit to Risk Management and Human Resources.
2. **Workers' Compensation Claim Form (DWC 1):** Submit to Human Resources.
3. **Supervisors Incident/Injury Investigation Form:** Submit to Human Resources and Risk Management.

III. REQUIRED ACTIONS

A. Employee Actions

1. **Report Immediately:** Report any work-related injury, illness, or minor incident to your supervisor as soon as possible, ideally within one hour of the event.
2. **Alternative Contact:** If your supervisor is unavailable, report to another management representative.
3. **Complete Required Forms:** After reporting, complete the **Employee Incident Report (EIR)** and **DWC 1** with details of the incident.
 - Complete the forms during your shift or within one workday of the incident.
 - Provide detailed information, sign, and submit to your supervisor.
4. **Near Miss Reporting:** Near misses should be reported using the **Employee Incident Report (EIR)**. Include as much detail as possible about the potential hazard, conditions, or events that led to the near miss to help prevent future incidents.
5. **Assistance with Forms:** If you cannot complete the EIR promptly, your supervisor may submit an initial report on your behalf. Complete and submit your own EIR and DWC 1 as soon as possible.
6. **Vehicle-Related Incidents:** If the incident involves a City or personal vehicle used for City business, submit an **EIR** even if there was no injury. **Refer to Sec. IV. Vehicle Accident & Investigation.**
7. **Avoid Delays:** Timely reporting is essential to prevent delays in workers' compensation benefits.

B. Supervisor Actions

When an incident with injury is reported:

1. **Ensure Safety:** Confirm any hazard is eliminated, or restrict access to the area to prevent further injury.
2. **Assist with Reporting:**
 - Help the employee complete the **EIR** and **DWC-1** if needed.
 - Identify and obtain witness statements.
 - Complete the **Supervisor's Information** section of the DWC-1 to document initial evaluation and short-term preventive actions, if applicable.
 - Complete the **Supervisor's Incident/Injury Investigation Report**
3. **Cal/OSHA Notification for Serious Injury:**
 - For serious injuries (hospitalization >24 hours, amputation, or death), notify Cal/OSHA within 8 hours by phone.
 - Inform Department Director, Risk Management and HR immediately if an incident or injury requires Cal/OSHA notification.
4. **Timely Submission:**
 - Submit the completed **EIR** and **DWC 1** as soon as possible, but no later than one workday after the incident report.
 - **Do not delay EIR submission** to obtain witness statements or complete the Supervisor's Information section. Submit additional information separately if needed.

C. Departmental Actions

1. **Designate Responsible Personnel:** Each department should designate personnel responsible for receiving completed **EIRs** from supervisors.
2. **Forward Reports Promptly:** Submit **EIRs** to the Risk Manager and Human Resources within 48 hours.
3. **Submit Additional Information Separately:** If more information or witness statements are needed, forward them separately to avoid reporting delays.
4. **Seek Guidance:** Contact Risk Management and Human Resources if you have questions or need assistance with Incident/Injury reporting, Accident investigation, or Workers Compensation procedures.

IV. VEHICLE INCIDENT/ACCIDENT REPORTING & INVESTIGATION

A. REPORTING A VEHICLE INCIDENT

Any incident involving a City vehicle, or a personal vehicle used for City business, must be reported to a police officer with jurisdiction, regardless of the extent of the damage. Drivers involved in an incident will use the **Employee Incident Report (EIR)** to document the event.

B. PROCEDURE TO FOLLOW IN THE EVENT OF A VEHICLE INCIDENT:

1. **Secure the Scene**
 - Stop the vehicle, turn off the engine, and activate flashers or warning lights.
 - If blocking a lane, move the vehicle to the side of the road.
2. **Contact Emergency Services**
 - Call 911 if necessary or the non-emergency dispatch, even if there are no injuries.
 - Cooperate with police upon arrival and provide a clear account of the incident.
3. **Assist the Injured**
 - Help any injured persons without moving them unless necessary for their safety.
4. **Immediate Notification**
 - Contact your supervisor as soon as possible to report the incident and the status of all involved employees.
5. **Supervisor Responsibilities**
 - Supervisors or their designee must report to the scene and:
 - Observe and document the scene.
 - Follow incident report instructions, collecting all required information (e.g., driver's license, insurance, contact details).
 - Interview the employee and take digital photos of the scene and personnel.
 - Arrange for towing to the Operations Complex if the vehicle is inoperable.
6. **Complete the Employee Incident Report(s)**
 - All City employees involved in the incident must complete an **EIR** at the scene, whether or not an injury was sustained.
 - If unable to complete the form at the scene, provide a verbal report, followed by a written report as soon as practicable.
 - Submit the completed **EIR** and police report number to the City's Fleet Manager and Risk Manager within 24 hours.
7. **Supervisor Follow-Up**
 - Ensure all involved employees complete the **Incident Report** and, if applicable, an employee **Workers Compensation Claim Form (DWC-1)**.
 - Conduct an investigation into the incident and complete the **Supervisor's Incident/Injury Investigation Report**.
8. **Notification for Citations**
 - If the driver receives a moving citation, notify Human Resources promptly.
 - Commercial driver's license holders must follow California DMV reporting requirements.
9. **Post-Accident Testing**
 - Commercial Motor Vehicle (CMV) drivers may be subject to post-accident alcohol and controlled substance testing if:
 - The accident involves a fatality, or
 - The driver receives a moving citation AND
 - A vehicle requires towing, or
 - An injury requires immediate off-site medical treatment.

- Refer to the City's **Commercial Motor Vehicle Driver Policy/Program** for details.

10. Unattended Vehicle Collision

- For collisions with unattended vehicles, contact the police immediately and attempt to locate the vehicle owner with police assistance. If it is a parked unattended vehicle and the damage is minor, i.e. broken mirror, try to locate the vehicle owner. If you cannot locate the owner/driver, leave a note with your business card or contact information.

11. Hit-and-Run or Non-Compliant Parties

- If the other party leaves the scene or refuses to provide information, stay at the scene and contact the police for documentation.

Note: No repairs, appraisals, or alterations to City vehicles are permitted without written authorization from the City's Fleet Manager.

V. ADDITIONAL APPLICABLE POLICIES

Employees who use vehicles for City duties must comply with all applicable vehicle policies, including:

- The **City of Eureka Vehicle Use Policy**
- The **Commercial Motor Vehicle Driver Policy/Program** (if applicable)

All employees are expected to familiarize themselves with these policies, and to contact their Director, Human Resources or Risk Management with questions and guidance.