

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

**I. INTRODUCTION**

Accident prevention is the key to reducing the possibility of injury to employees and property loss. The following procedures are to be followed for all accidents resulting in employee injury or property damage.

**II. RESPONSIBILITIES**

**A. Assistant Village Administrator**

1. To review all accident reports, and submit to the IRMA office within five workdays from the accident or incident.
2. To maintain the master of all accident reports and files in accordance with record retention requirements.
3. To ensure proper entries are made on the OSHA 300 Log and First Report of Injury.
4. To seek out and keep the Department Directors informed of accident trend related supervisor training opportunities.
5. To advise the Director of Human Resources within 24 hours following notification if the employee suffers an injury that may be considered as a serious medical condition pursuant to the Family Medical Leave Act (FMLA).

**B. Department Directors**

1. To ensure Supervisors participate in accident prevention and investigation training on a regular on-going basis.
2. To ensure immediate and long-term corrective actions are taken within their Department to prevent re-occurrence.

**C. Supervisors**

1. To provide for any necessary first aid and/or call 911 for emergency assistance.
2. To send an employee to the occupational health facility, for:
  - a. any injury requiring non-emergency room medical treatment;
  - b. any injury to the back, knee, shoulder, or hand (excluding superficial abrasions); or
  - c. any injury resulting from a sworn Police Officer's fresh pursuit, responding to an emergency or unlawful act, or from investigating a criminal act.

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3. To eliminate or control hazards. Should the accident involve hazardous materials the applicable SDS should be provided to the emergency responders/and or treating physician.
4. To accompany injured employee to nearest emergency room or occupational clinic, if appropriate.
5. To complete the occupational health facility authorization form, noting approval of post-accident injury treatment and drug and alcohol screening required, and either send along with injured employee or immediately fax to applicable facility.
6. To notify treating medical facility to perform necessary alcohol and/or drug tests in accordance with the employee's applicable Substance Abuse Policy.
7. To notify the Police Department in the event that an accident resulted in damage to a Village vehicle, and to include a copy of the Police Department Crash Report (not Illinois Motorist Report) to the accident report.
8. To promptly notify Division Manager, Department Director, and Assistant Village Administrator of an employee injury.
9. To document accident scene information using words, photographs and sketches as necessary to facilitate determining the cause of the accident.
10. To immediately interview all involved with the incident including any witnesses.
11. To complete all applicable accident report forms and forward to the Assistant Village Administrator, within 2 business days following the accident.
12. To secure two repair estimate, and to arrange for an IRMA appraisal should both estimates exceed \$3,500.

**D. Police Department Records Assistants**

1. To make a copy of police reports involving damage to Village property, resulting from a third party (i.e. knocked down signs, trees, fire hydrants, light poles, etc.), and forward to the Director of Village Services, (or his designee) who in turn, will assess the damage, secure repair estimates/costs, take pictures, etc., complete the Non-Workers Compensation Report form and forward to the Assistant Village Administrator.

**E. Employees**

1. To immediately report all accidents to their Supervisor.
2. To assist as requested in all accident investigations.

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3. To immediately report all hazardous conditions to their Supervisor.
4. To complete an Employee's Statement of Injury Form and Medical Authorization Form for any injury requiring medical treatment, for any injury to the back, knee, shoulder, or hand (excluding superficial abrasions), or for any injury resulting from a sworn Police Officer's fresh pursuit, responding to an emergency or unlawful act, or from investigating a criminal act and forward to their supervisor by the end of the work shift or as soon as medically able.
5. To complete an Incident/First Aid Report following any injury that did not require medical treatment, and forward to their direct supervisor by the end of work shift.
6. To provide a written statement for any accident involved in or witnessed and forward to their direct supervisor by the end of the work shift.
7. To report all near misses to their Supervisor by the end of the work shift.

**F. Employee & Executive Safety Committee**

1. To review accident investigation reports, and prepare determination regarding the avoidability/preventability of each accident.
2. To make suggestions on hazard reductions, safety policies/programs, safety communications programs and other safety issues.
3. To sit jointly to establish the annual safety goals and objectives.
4. To encourage safety awareness by all employees.

**III. INVESTIGATIVE PROCEDURES & IDENTIFYING CAUSE**

Procedures used in a particular investigation depend on the nature and results of the accident. The Supervisor investigating the accident will typically use most of the following steps to complete the required accident report forms.

**A. Define the Scope of the Investigation**

1. Description of the accident using words photographs and sketches as applicable; and including damage estimate.
2. Written description of normal operating procedures.
3. Maps (local and general).
4. Location of the accident site.

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5. List of witnesses.
6. Events that preceded the accident.
7. Arrange for Police Report in the case of vehicle-vehicle accident or vehicle-property damage accident.

**B. Visit & Inspect Accident Site as Soon as Possible**

1. Secure the area. Do not disturb the scene unless a hazard exists.
2. Get updated information (if applicable)
3. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
4. Document observations

**C. Question Witnesses**

1. Get preliminary statements as soon as possible from all witnesses.
2. Locate the position of each witness on a master chart (including the direction of view)
3. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
4. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
5. Use sketches and diagrams to help the witness.
6. Emphasize areas of direct observation. Label hearsay accordingly.
7. Record the exact words used by the witness to describe each observation.
8. Word each question carefully and be sure the witness understands.
9. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).
10. Supply each witness with a copy of his or her statements. Signed statements are desirable.
11. Remember: not all people react in the same manner to a particular stimulus. For example, a witness within close proximity to the accident may have an

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entirely different story from one who saw it at a distance. Some witnesses may also change their story after they have discussed it with others. The reason for the change may be additional insight into the accident.

**D. Review Job Safety Analysis (JSA)**

Review the JSA, if a JSA has been conducted for the job involved in an accident. If a JSA is not available and a need for a JSA is identified, please note on the accident report.

**E. Identify and Report**

1. Who was involved in the accident; who were the witnesses.
2. When (day date and time) the accident occurred
3. Where the accident occurred
4. What occurred?
5. What was not “normal” before the accident?
6. What abnormality occurred?
7. When the abnormality was first noted.
8. How it occurred.

**F. Identify Cause(s): Accidents can have many causes, in one or more levels**

1. Basic Cause: Poor policies, decisions, or personal or environmental factors
2. Direct Cause: An accident results only when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. This energy or hazardous material is the DIRECT CAUSE of the accident.
3. Indirect Cause: Unsafe acts and conditions

**G. Document Conclusions & Recommendations:**

1. Why the accident occurred.
2. What likely sequence of events caused the accident (direct, indirect, and basic).
3. Alternative sequences that should have been used.
4. Actions to prevent a recurrence.
6. Distribute the report according to applicable instructions

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**IV. BLOODBORNE PATHOGEN & TUBERCULOSIS (TB) EXPOSURE REPORTING**

Upon being notified of a possible Bloodborne Pathogen (BBP) or Tuberculosis (TB) exposure, the employee's supervisor shall report the occurrence **directly and CONFIDENTIALLY** to the Assistant Village Administrator, who in turn will:

1. Provide the employee with a copy of IRMA's BBP Fact Sheet, and Physician Report Guidelines (with confidential envelope).
2. Direct the employee to the Village's Occupational Medical Facility
3. Confidentially advise and update the employee's Supervisor, Department Director, Director of Human Resources, and Village Administrator, who are obligated to maintain strict confidentiality.
4. Confer with the employee and the employee's supervisor and Complete Form 45 and the Supervisor's Investigation Report.
5. Submit reports to the IRMA BBP Claim Representative using the BBP exposure transmittal form and confidential envelope as soon as possible, but no later than 48 hours after the occurrence.
6. Ensure that the Village strictly adheres to IRMA's Bloodborne Pathogen & TB Exposure Reporting & Claim Handling Guidelines.
7. Should the employee's exposure result in a medically confirmed diagnosis of a communicable disease, the Assistant Village Administrator shall defer coordination of on-going treatment to the Village Administrator who shall develop a specific written plan with the affected employee in accordance with the Communicable Diseases Policy in the Employee Personnel Manual.

**V. ACCIDENT/INJURY REPORT FORMS**

The following forms are to be used in the report process, a copy of these forms are included in the Appendices to this Risk Management & Loss Prevention Manual.

**A. FOR ACCIDENTS INVOLVING EMPLOYEE INJURY**

1. **FORM 45 (EMPLOYERS FIRST REPORT OF INJURY)**: To be completed by the injured employee's supervisor only in cases where the employee will seek outside medical treatment for an on-the-job injury or illness. If the incident only requires first aid, you may simply keep it documented on your OSHA 300 log for internal purposes. First Aid cases should not be reported to IRMA.
2. **SUPERVISORS INVESTIGATION REPORT**: This report is also completed by the injured employee's supervisor and is attached to the Form 45 prior to sending to IRMA. This report provides additional information to supplement the Form 45.

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3. **SUPERVISORS MEDICAL AUTHORIZATION FORM:** This report is to be completed by the injured employee's supervisor and sent along with the injured employee when direct by the Village to the Occupational Medical Facility.
4. **EMPLOYEE STATEMENT OF INJURY REPORT:** This report is to be completed by an injured employee requiring medical attention, as soon as the employee is medically able to complete and forward to their direct supervisor.
5. **EMPLOYEE MEDICAL AUTHORIZATION FORM:** This form is to be completed by an injured employee requiring medical attention, as soon as the employee is medically able to complete and forward to their direct supervisor.
6. **EMPLOYEE INCIDENT/FIRST AID REPORT:** This report is to be completed by an employee following any accident or incident which may or may not have required first aid, but did not require clinic or hospital treatment. This report should be completed and forwarded to the direct supervisor by the end of the work shift.

**B. FOR ACCIDENTS NOT INVOLVING EMPLOYEE INJURY**

1. **IRMA NON-WORKERS COMPENSATION REPORT:** This report is to be completed by the appropriate Department Head (or his designee) and sent to the Assistant Village Administrator within 2 businesses days following the accident. This report covers any type of accident or incident other than Workers Compensation. The instructions for completion are on the back of the form.

**VI. IRMA REPORTING**

**A. ACCIDENTS THAT MUST BE REPORTED TO IRMA**

1. Any accident involving injury to an employee that requires medical attention and/or injury to a third party person. All worker's compensation injuries and third party accidents.
2. Any accident with estimated damages in excess of the Village's deductible, currently \$10,000
3. Any accident involving a known third party person
4. Any accident where another entity is potentially liable or partially liable
  - a. Utility companies or contractor work
  - b. In many instances the Village informs the third party to contact the entity which we believe is responsible for the claim (i.e. road construction contractor). However, if the party is persistent or having problems, the Village will submit a claim in good faith to IRMA.

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5. Any accident resulting from a potentially negligent act by an employee (e.g. vehicle back-up, improper use of equipment or safety gear, etc.)
6. Any accident that could potentially result in employee disciplinary action. Same as above

**B. ACCIDENTS THAT NEED NOT BE REPORTED TO IRMA:**

1. Any accident with estimated damages below the Village's deductible (currently \$10,000) that do not fall into one of the categories list above. Examples of such claims include:
  - a. Minor damage to Village vehicles/equipment when the responsible person for said damage is unknown, and there is no reason to suspect "foul play"
  - b. Minor damage to Village property resulting from adverse weather conditions

**C. SAFETY REVIEW**

Regardless of whether the claim is reported to IRMA, all accidents involving Village Employees shall be reported to the Assistant Village Administrator, and will be subject to review by the Safety Committees.