

Policy: AD-03-02

Policy Title: Accident Policy

Policy Purpose: Minimize accidents and property damage within the department

Implementation Date: 06/30/2003

Revision Date: 01/9/2008

**CITY OF WESTFIELD
PUBLIC WORKS DEPARTMENT
ACCIDENT AND PROPERTY DAMAGE POLICY**

This policy is being created with the intention to minimize accidents and property damage within the department and to ensure that all accidents/incidents that occur within the department are reviewed and dealt with consistently. Property damage shall be defined as any damaged to any City owned vehicle, equipment, tools or property owned by the City.

All associates shall report any accidents and/or property damage that occur within the department immediately to their immediate Supervisor. Upon report of the accident/incident, the Supervisor and the Safety/Loss Coordinator shall **immediately** complete a thorough investigation of the accident/incident. This investigation shall include completing appropriate sections of an accident/loss control report and visual documentation with a digital camera.

Once the accident/incident investigation is completed by the Supervisor and the Safety Loss Coordinator the accident/incident investigation shall be forwarded to the Safety Committee Chairman within **24 hours** of the report of the accident/incident. The Safety Committee Chairman will then schedule a meeting within **24 hours** for the Safety Committee to review the accident/incident. The entire accident/incident review process shall be completed within three (3) days, which includes committee recommendations to the Safety Loss Coordinator.

The Safety Committee is a body of at least six (6) members, representing the divisions within Westfield Public Works. These include:

1. Director of Public Works (or designee)
2. Committee Chairman
3. Streets, Grounds and Maintenance
4. Water/Wastewater
5. GIS/Development-Construction/Engineering
6. Administration/Customer Service

The Safety Committee Chairman shall be appointed by the Safety Committee. The department representatives will be volunteers from within the department each year. The pool of associates drawn from, for the representative seats, cannot be supervisory personnel. Also, the representatives cannot serve more than two (2) consecutive terms (term shall be one year). Any member of the committee involved in an accident/incident shall not be allowed to participate in the review process.

The Safety Committee objectives are as follows:

1. Review all accident/incident forwarded to them by the department.
2. Determine whether the accident/incident was an at-fault
3. Provide recommendations to prevent accidents from reoccurring.
4. Determine what type of accident/incident prevention training shall be administered if warranted.
5. Refer to the CSP Section A 3-1, A 4-1 and A 13-1 for additional information concerning procedures to follow for Safety Committee activities.

Discipline shall be reviewed on a case-by-case basis and will be determined by the Public Works Director. However, in all cases at a minimal, an incident shall be assessed the following discipline based on monetary damages to property:

1. \$0-\$100.00: 30 days probation
2. \$100.01-\$500.00: 60 days probation
3. \$500.01-up: 90 days probation

Any new property damage may result in progressive discipline per the City of Westfield's Personnel Policies, Procedures, and Benefits Manual.



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