



Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 1 of 4

Near Miss Situations

- ~~A.~~ A near miss that does not result in injury to anyone but could have resulted in a major injury or caused damage to property should be reported to the ~~Assistant Facilities Director~~ Department Head within 48 hours. ~~Fill out Attachment 1 and furnish a copy to the Assistant Facilities Director.~~ The Department Head will work with the appropriate department to review and repair any damages to County Property

Employee Injury- No Third Party Involved.

- A. Employees who are injured should immediately seek medical attention. Do not hesitate to call an ambulance if one is needed.
- ~~B.~~ All accidents wherein an employee is injured and no third party is involved, should be reported immediately to the Employee's Supervisor. The Supervisor will notify the Employee's Department Head. The Department Head will notify the Human Resources Department for Workers' Compensation purposes. ~~The Department Head should also notify the Assistant Facilities Director.~~
- C. In the case of an employee's death, Department Heads should immediately notify the appropriate law enforcement agency, Human Resources, ~~the Assistant Facilities Director~~, and the County Legal Services ~~Coordinator. Manager.~~
- D. The Department Head should also complete and forward an Accident Report/Investigation Form to Human Resources ~~and the Assistant Facilities Director~~ as soon as is expeditiously feasible. ~~Use Attachment 2.~~ The Accident Report and First Report of Injury Forms can be found on the County's website by visiting the HR Forms page or by contacting Human Resources at 409-770-5348.
- E. Drug and/or alcohol analysis, as detailed in the County's Drug and Alcohol Policy, will be required for employees whose duties require holding a commercial driver's license or working in safety-sensitive areas.

County Property Damage No Third Party Involved

- A. In the event of an accident involving a County vehicle or county-owned property damage only, the Employee will follow the following procedures:
- Notify proper law enforcement authority of the accident location;
- Notify the ~~Assistant Facilities~~ Department if the incident involved County Buildings
- ~~Director~~ by telephone at: (409) 770-2467



Galveston County Safety Manual

Notify the Employee's immediate Supervisor ~~and Department Head.~~

~~---Notify the County Assistant Facilities Director for towing instructions;~~

Notify the fleet Department at 281-309-5055 if the incident involved a County Vehicle or Equipment. Towing will be coordinated through the Fleet Department

B Complete Vehicle/Property Damage Report. ~~The Accident~~

~~Report and First Report of Injury Form can be found on the~~

~~County's website by visiting the HR forms page or contacting~~

~~Human resources @ 409-770-5348.~~

C. Make no statements to any third party concerning the accident other than such as are required by the proper law enforcement authority, ~~the Assistant Facilities Director,~~ or the Legal Services Manager.

Third Party Injury or Property Damage

A. **Accident Investigator**

~~The County retains on staff an Accident Investigator, acting under the direction of the County Legal Services Coordinator.~~ Upon request of the Legal Services ~~Coordinator,~~ it is the Accident

Investigator's responsibility to investigate and review all accidents involving County Employees and/or vehicles and third parties as instructed by the Legal Services Manager.

ALL EMPLOYEES MUST IMMEDIATELY REPORT ALL ACCIDENTS AND DAMAGE OF ANY NATURE CAUSED TO THIRD PARTIES TO THE Legal Services ~~Coordinator~~ ~~Manager~~ and Human Resources.



Galveston County Safety Manual

Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 2 of 4

B. Property Damage of or Injury to Third Parties

In the event of an accident involving property damage of or personal injury to a third party, the Employee should:

- (1) Notify law enforcement authority in the jurisdiction stating that the accident occurred and that property damages or personal injuries have occurred;
- (2) If a third party is injured, the Employee will assist if possible. The Employee will not attempt to move an injured person unless additional danger is imminent, such as fuel spill, fire or explosion;
- (3) After necessary assistance, the Employee will remain clear of the accident scene.
- (4) Notify Galveston County's ~~Accident Investigator c/o~~ Legal Services Manager at the following number:
409-770-5562 (8 a.m. – 5 p.m.)
(409) 766-2322 (Sheriff Dispatch - all other hours, week-ends and holidays)
- (5) Notify the County Legal Services Manager on first working day after hours, weekends and holidays;
- (6) Notify the Employee's immediate Supervisor **and Department Head.**
- (7) Notify the ~~Risk Manager at (409) 770-2467~~ Fleet Department at 281-309-5055 for towing instructions of County-owned vehicle;
- (8) Complete Vehicle Accident Check List ~~Use Attachment 4.~~ **provided by the Fleet Department**



Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 3 of 4

- C. Make no statements to any third party concerning the accident other than such as are required by the proper law enforcement authority, the Accident Investigator assigned to the County or to the County Legal Services Manager. The Employee will furnish no written reports to any third party other than those required by the Accident Investigator or the County Legal Services Manager.

FAILURE TO COMPLY WITH THESE PROCEDURES MAY SUBJECT YOU OR THE COUNTY TO ADDITIONAL LIABILITY.

Notification Procedures for Accident/Injury/Property Loss-Glove Box Copy

- A. The following form should be posted in each department's break room and must be kept in the glove box of every county-owned vehicle or road equipment unit that has a storage area for papers.

- (1) Notification Procedures for Accident/Injury/Property Loss
- (2) Check for injuries. Call 911 if emergency assistance is needed.
- (3) Contact Local Law Enforcement.
- (4) Notify the **Supervisor and/or Department Head.**
- (5) **Take Pictures of all vehicles involved (from all sides).**
- (6) **Locate and provide Insurance Cards**
- (7) **Complete Vehicle Accident Checklist**

- B. When an incident occurs involving injury to employees, damage to County equipment, or injuries to a citizen not employed by the County, it is important to ensure the proper departments are notified. Please use the following for notification purposes.

1. Injuries to County employees: HR/Workers Comp (409) 770-5348
2. Damage to County buildings or items needing immediate repair:
~~Assistant Facilities Director~~ **Facilities Department (409) 766-2308**
3. Damage to County Vehicles: ~~HR/Assistant Facilities Director (409) 770-5334~~ **Fleet Department at 281-309-5055**
4. For injuries to citizens not employed by Galveston County or damage to property not owned by the County: Legal Services Manager (409) 770-5562



Galveston County Safety Manual

Policy SA004 Reporting of Accident, Injuries, and Property Damage Page 4 of 4

- C. Do Not Discuss These Types of Incidents With Any Person Who is Acting on Behalf of the Other Party, Especially an Attorney or Insurance Adjuster, without First Calling the Legal Services Manager and obtaining approval.
- D. Employee to complete appropriate forms.
- E. Note: ~~Departments are responsible for their own vehicle repairs. Repair of vehicles are to be approved in advance by Assistant Facilities Director.~~

All maintenance and repair to county owned vehicles & equipment are the responsibility of the Fleet Department. The Fleet Department will conduct a cost analysis of estimated repairs to determine a recommendation to repair or replace asset.