

Subject: Safety and Accident Review Committee
Policy No.: 500-0006
Effective Date: July, 2016 (Form Revised 8/15/2016)

Mission

The mission of the City of Woodstock, Georgia Safety and Accident Review Committee is to protect the safety of the general public, the safety of the City employees, and to minimize loss to City property. The Committee will ensure fair and impartial review of all incidents/accidents involving City personnel, vehicles, buildings and equipment.

Purpose

The purpose of the Safety and Accident Review Committee is two-fold. This committee serves as a recommending body only.

1. **Promote Safety in the Workplace:** To help reduce the risk of injuries and illnesses in the workplace and on public property; insure compliance with federal, state and local safety regulations.
2. **Accident Review:** To review, examine and investigate accidents involving employees to determine the chargeability of each accident for recommendation to the Department Director and City Manager; to provide consistency in employee disciplinary actions throughout all City departments, and to recommend the appropriate action to be taken by the appropriate Department Head.
3. **Applicability:** This policy applies to incidents/accidents documented for risk management purposes resulting in: Bodily Injury; Death; Damage to Vehicles; Equipment or Buildings. This does NOT include:
 - a. Accidents/incidents that are under investigation by a governmental agency;
 - b. Accidents/incidents that can be adjudicated in a court of law (such as a misdemeanor or felony.)
 - c. Accidents/incidents for which an Anti-Litem Notice or Lawsuit has been filed.
4. **Internal Investigations:** Individual departments may have their own internal Standard Operating Procedures for investigating such incidents/accidents, however, any and all information gathered as per their investigation must be shared with the Safety and Accident Review Committee upon request by either the Committee Chair or City Manager.

Responsibilities

- Developing safe work practices.
- Crafting written safety programs.
- Promotion of safety training.
- Conducting workplace inspections, public property inspections and safety audits.
- Reviewing incidents, near misses, accident investigation reports, claim summaries and loss analyses to prevent reoccurrences of similar incidents. Determine chargeable vs. non-chargeable offenses and make recommendations to the Department Director.

- Proposing and creating safety checklists.
- Promoting employees' and general public interests in health and safety issues. Make recommendation to the City Manager.
- Providing a forum in which labor and management can discuss health and safety issues and collaborate on solutions.
- Keep Official Minutes of All Meetings
- Implementation and Coordination of Facility Self-Inspection Program and Other Ways for Employees to Report Concerns
- Maintain privacy and discretion in their capacity as a Safety and Accident Review Committee Member.

Safety and Accident Review Committee Disciplinary Procedures

The City of Woodstock, Georgia will maintain a continuous three-year record of all chargeable accidents involving City employees on City business. The Human Resources Department will keep the accident records that are turned in through established reporting procedures via a running spreadsheet. The City of Woodstock Safety and Accident Review Committee will determine whether an accident is chargeable or non-chargeable to the employee(s).

A point system will be used by the Committee for all accidents that are deemed chargeable to employees. The number of points assigned for a chargeable accident will determine the disciplinary action the Committee will recommend to the respective Department Head.

Membership

The Safety and Accident Review Committee will have a total of seven (7) voting members and three non-voting members. The following departments/divisions will have one voting representative on the committee appointed by the Department Head and/or City Manager:

Voting Members:

1. Administration (To include: GIS, Information Technology, Finance, and PIO)
2. Fire Department
3. Police Department
4. Community Development (To include: Building Department, Code Enforcement, Development Services, Planning & Zoning)
5. Parks and Recreation (To include: Senior Center, Events, Parks, Trails)
6. Public Works (To include: Streets, Water/Sewer, WWTP, Stormwater, Building & Grounds)
7. Economic Development (To include: DDA, CVB, Mainstreet, Tourism/Marketing)

Non-Voting Members:

Loss Control Director (Insurance Representative)
 Human Resources Manager
 City Clerk
 Deputy City Clerk (To serve as Secretary to the Committee)

Terms:

All members of the Safety and Accident Review Committee will serve two (2) year terms, beginning July 1, 2016.

Election of Chair and Co-Chair

At every July meeting, a chairperson and co-chairperson shall be elected by the majority of the members present and shall serve a one-year term. Should those chosen be unable to fulfill their term, another vote will be held to elect a replacement(s) at the next regularly scheduled committee meeting.

Conflict of Interest:

Should a member have a conflict of interest regarding a particular incident/accident, that member may be recused upon a majority vote of the committee.

Meetings

The Safety and Accident Review Committee will meet on the 4th Tuesday of every month at 9:00 am for the purpose of accident review, unless the meeting is rescheduled. All accidents that are to be considered by the Committee will be reviewed within 60 days after receipt by the Human Resources Department of all related reports of the accident. The employee shall be invited to testify on his or her own behalf and may bring witnesses to testify on his/her behalf. When the Committee has initially reviewed an accident and votes to table it for additional information, the 60-day limit shall not apply.

All members of the Safety and Accident Review Committee will also participate in a quarterly safety meeting, immediately following the accident review meeting, to meet in July 2016, October 2016, January 2017 and April 2017, and so-on.

Agendas, Minutes and Notifications

Monthly Agenda: The Chair and/or Co-Chair, Human Resources Manager and the Insurance Representative will collectively prepare an agenda for each monthly meeting. Said agenda shall include:

- 1) Meeting Information – Date, Time, Location
- 2) Cases to be considered by the Accident Review Board including a list of all interested parties
- 3) Agenda items to be discussed and/or considered and any reminders/notices
- 4) An attachment of draft minutes from the prior meeting for approval
- 5) Handouts, surveys, checklists, policies, etc. to be considered at that meeting
- 6) A copy of any recommendations submitted to the City Manager for consideration (not including accident review recommendations.)

Notifications: The Secretary will be responsible for publishing and distributing the agenda and agenda packet. This agenda packet shall be distributed to the Committee Members (voting and non-voting), the City Manager, Department Directors and the employee(s) under review for accidents no later than 7 business days prior to the date of the regularly scheduled Committee Meeting. Meeting information will be distributed via email.

Minutes: The Secretary will be the official minute taker of the Safety and Accident Review Committee and will publish a draft set of minutes to be voted on at the next regularly scheduled meeting. The draft minutes will be submitted with the agenda at least 7 business days prior to the regularly scheduled meeting.

The official minutes, once approved, will be kept in a Safety and Accident Review Committee binder or historical purposes and a copy will be kept with each of the Safety and Accident Review Form(s) for the cases discussed at that meeting.

Recommendations

1. Safety Review Recommendations:

- a. Are voted on in the affirmative by the majority of the members present;
- b. Officially submitted in writing as signed by the Chair/Co-Chair to the City Manager for consideration;
- c. Kept with the regular committee meeting minutes at which it was approved; and
- d. Followed up and reported on by the Committee Chair and/or Co-Chair quarterly so the committee is advised of the status and any action that needs to be taken.

2. Accident Review Recommendations:

- a. Are voted on in the affirmative by the majority of the members present;
 - b. Documented via the Official Accident Review Form which is completed and signed by the Chair/Co-Chair;
 - c. Then the Secretary will submit the completed/signed form, supporting documentation and minutes related to the case to the City Manager for approval and signature;
 - d. Once the Chair/Co-Chair and City Manager signs off on the form – the Secretary of the Committee will distribute a copy of the form, supporting documentation and minutes at which the case was discussed to the Department Director, Supervisor, Human Resources and the Employee(s) involved in the case.
 - e. Human Resources will keep a copy of the completed form in the employee's personnel file for at least 36 months from the date of the City Manager.
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SAFETY AND ACCIDENT REVIEW FORM

Employee Name	Department	Date of Loss	Supervisor	Dept. Director

DATE OF REVIEW BY SAFETY AND ACCIDENT REVIEW COMMITTEE: _____

Attach a copy of all associated reports, photographs, statements, etc.

ACCIDENT IS: Chargeable Non-Chargeable

VIOLATION TYPE	POINT RANGE	POINT ASSIGNED
Carelessness	0-5	
Too fast for conditions	0-5	
Negligence (willful)	0-5	
Traffic signal violation	0-5	
Struck fixed object	0-5	
Failure to yield	0-5	
Following too closely	0-5	
Improper lane change	0-5	
Improper backing	0-5	
Exceeding the speed limit	0-5	
Seat belts not in use	0-5	
Siren and warning lights not in use	0-5	
Other traffic violations or offense	0-5	
Operator inattentive	0-5	
Other nonmoving violations	0-5	
OTHER	0-5	
Under the influence of drugs/alcohol	Termination	
Intentional failure to report an accident	Termination	
PROPERTY DAMAGE	PRE-SET POINT RANGE	POINT ASSIGNED
No damage	0	
Damage but zero cost to City	1	
Damage (under \$1000 deductible)	2	
Damage (over \$1000 deductible)	3	
Totaled/Property destroyed beyond repair	4	
PREVIOUS ACCIDENTS	POINT RANGE	POINT ASSIGNED
One previous accident	0-5	
Two previous accidents	6-10	
Three previous accidents	11-15	
MEDICAL ATTENTION REQUIRED	POINT RANGE	POINT ASSIGNED
For Employee	0-5	
For Non-Employee	0-5	
CITY OR DEPARTMENT POLICIES NOT BEING FOLLOWED (Cite Policy/Policies)	POINT RANGE	POINT ASSIGNED
	0-5	
TOTAL POINTS ASSIGNED		A.

CREDITS FOR PREVIOUS ACCIDENT RECORD	Maximum of 3 credits	
Previous 12 months with no chargeable accident	-1 point	
Previous 24 months with no chargeable accident	-1 point	
Previous 36 months with no chargeable accident	-1 point	
TOTAL CREDITS		B.
TOTAL SCORE (Subtract B from A for Grand Total)		

RECOMMENDATION GUIDELINES

FIRST OFFENSE

SCORE	OPTION #	ACTION RECOMMENDED
0-3 Point	1-A	Undocumented counseling by supervisor
4-9 Points	1-B	Oral/written reprimand on file
10-15 Points	1-C	Written reprimand on file
16-22 Points	1-D	4 hours suspension without pay
23 or More Points	1-E	8 hours or more suspension without pay

SECOND OFFENSE

SCORE	OPTION #	ACTION RECOMMENDED
9 or Less Points	2-A	Written reprimand on file
10-15 Points	2-B	8 hours suspension without pay
16-22 Points	2-C	16 hours suspension without pay
23 or More Points	2-D	24 hours or more suspension without pay

Employees with a second vehicle/machinery offense will be required to take a City sponsored defensive driving course offered by the City within 180 days of the accident being reviewed by the Woodstock Safety and Accident Review Board.

THIRD OFFENSE

SCORE	OPTION #	ACTION RECOMMENDED
9 or Less Points	3-A	8 hours suspension without pay
10 to 15 Points	3-B	16 hours suspension without pay
16 to 22 Points	3-C	24 hours or more suspension without pay
23 or More Points	3-D	32 hours or more suspension without pay

FOURTH OFFENSE

OPTION #4: Fourth Offense in a Three Year Period – TERMINATION RECOMMENDED

At the Woodstock Safety and Accident Review Board's discretion, additional disciplinary action may be recommended in addition to present recommended action dependent on circumstances surrounding the incident. All disciplinary actions are to be in accordance with the Woodstock Personnel Ordinance. Board recommendations for suspension will be expressed in hours.

WOODSTOCK SAFETY AND ACCIDENT REVIEW COMMITTEE RECOMMENDATION:

Option #: _____ If suspension, recommended # of hours: _____

*Exempt employees will be in accordance with the Fair Labor Standards Act

DATE SUBMITTED

SAFETY AND ACCIDENT REVIEW COMMITTEE CHAIR

AS APPROVED THIS _____ DAY OF _____, 20 _____

BY: _____
CITY MANAGER

DISCIPLINARY ACTION TAKEN

EFFECTIVE: _____ ***THROUGH*** _____, 20 _____.

SIGNATURE OF DEPARTMENT DIRECTOR: _____ / _____
Date

SIGNATURE OF EMPLOYEE: _____ / _____
Date

- **To be retained in the employee’s official City personnel file for at least 36 months from the date of City Manager’s approval.**
- **Distribute Executed Recommendation to Department Director, Supervisor, HR and Employee(s)**