

Grant County Personnel Policy

DATE ISSUED: 03/30/2017	EFFECTIVE DATE: 03/30/2017
APPROVED:  Cindy Cartel, Chair, Board of County Commissioners	03-27-17 Date Signed
LAST REVISED: 10/12/16	CONTACT: Human Resources

1102 – Reporting Process

- 1102.1 Empowerment of Employees in the Event of an Emergency. Without fear of reprisal, all County Officials and employees are empowered to send an “All Grant County” e-mail in certain emergency situations to notify others of any unfolding incident that is or may be placing people in danger – after having called “911”. Should this need arise, and if time allows in the emergency situation, the reporting individual should try to enter into the All Grant County e-mail the type and general location of the emergency.
- 1102.2 Employees or Their Supervisors are Required to Timely Complete Reports (after an incident, accident, or injury has occurred). Section 1102.4, below, contains the County’s specific Incident/Accident Reporting Procedure which must be adhered to. **All reporting – whether for insurance purposes and/or employee injury matters – must immediately be completed and submitted pursuant to this policy and form instructions.**
- 1102.3 There are Two Types of Mandated Reporting Within the County, With Individual Routing. All EOs/DHs and employees are to be familiar with and follow County Incident/Accident reporting procedures, as detailed in Section 1102.4 below. Incidents, accidents, and injuries will involve one or both of the following forms for reporting purposes:
- (1) The “Grant County Risk Management General Liability Loss Notice Form”; and
 - (2) The “Grant County Employee Safety Incident Report Form”.
- For information and instruction as to which form to complete, please read Section 1102.4, below. Questions relating to any type of incident/accident reporting, whether it be security or safety related, should be directed to the Administrative Services Coordinator, who serves as the County Risk Manager.
- 1102.4 Incident/Accident and Employee Safety Incident Reporting Procedures
- 1102.4.1 When an incident or accident occurs, dial “911” if the situation results in:

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(a) A significant injury or potential for significant injury to any County employees or members of the public.
Remember: Not all injuries can be readily seen.

(b) A traffic mishap that results in any vehicle and/or personal damage/injury to any County employees and/or vehicles or members of the public or their personal vehicles.

1102.4.2 Admit no fault and/or do not make promises to the other party/parties. Explain if confronted: "This will be submitted to the County insurance providers and they will be in contact with you." Do not discuss details of the accident/incident.

1102.4.3 Make an attempt to take down names, phone numbers, etc. from persons affected and/or witnesses, as appropriate, for reporting purposes.

1102.4.4 Make an attempt to contact your Supervisor. If unavailable, notify someone in your office or department.

1102.4.5 If involving a County vehicle/equipment, call Public Works at 509-754-6082.

1102.4.6 Should the situation be of significance, call and advise: (1) Scott Davis, the County's insurance agent, at 509-754-2021 (or 509-398-2777 if not answered "live"); and (2) the Risk Manager, at 509-754-2011 ext. 2937 (or 509-398-3425 if not answered "live").

1102.4.7 Immediately, for any actual (or potential claim for) injury, loss, or damage to people, property, etc., complete and fax the *Grant County Risk Management General Liability Loss Notice Form* as directed on the form. This includes any security-related incidents. The form is used to obtain witness, victim and property information and activates the County's liability insurance and risk management reporting requirements. Immediate reporting must occur so that insurance investigation needs are met. This form should be completed any time an incident or accident takes place that affects:

(a) One or more members of the public or their property that involves County personnel, property, and/or policies; or

(b) Any incident involving County vehicles, equipment, facilities, and/or property that results in damage, harm or loss, or has any *potential to later* result in damage, harm or loss.

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- 1102.4.8 Take scene photos if possible/appropriate.
- 1102.4.9 If unsuccessful earlier, an employee should attempt to contact his/her supervisor or designee.
- 1102.4.10 Questions relating to incident/accident reporting, whether it be security or safety related, should be directed to the Risk Manager.
- 1102.4.11 Employee Injury Reporting – Within 24 hours. If a County employee sustained an injury while on the job (*i.e.*, injured while working within the scope of his/her duties), the employee or his/her supervisor/designee must complete the Grant County Employee Safety Incident Report Form and submit it to: (1) Human Resources via e-mail to hrsupport@grantcountywa.gov; and (2) the office/department supervisor. Immediate reporting must occur so that the County is able to comply with OSHA reporting, process L&I claims, and for Safety Committee review and processing.
- 1102.4.12 **It is important to note that some incidents may require the completion of one or possibly both forms identified above.**
- 1102.4.13 **All County offices/departments must have a “Grant County Incident/Accident Reporting Packet” available to its employees, which includes the above-referenced forms.** In addition, all vehicles used for County business, whether Motor Pool vehicles or personal vehicles, must contain one or more reporting packets.
- (a) It is the responsibility of each EO/DH, or his/her designee, to ensure that:
- (1) Their employees are aware of the Incident/Accident Reporting Packet's existence and reporting requirements.
 - (2) The packets are located in each work location and any vehicle within the department/office that is assigned/used for County business. All packet materials may be downloaded from the County's Intranet or by requesting them from the Risk Manager.

1102.5 Risk Management and Employee Safety Incident Report Forms Location: All forms referenced in this policy may be downloaded from the Intranet and contain detailed information for use.