

Sample Policy for Accident/Incident Investigation Procedure

Disclaimer: This document is for example only and should not be used as a final product. The specific needs, practices, form of government and other operational procedures of your governmental entity may impact whether this example is appropriate for your use. **PennPRIME strongly recommends that your solicitor and/or a qualified subject matter expert review the final product before it is enacted.**

Please note the following sample procedure is for a Third Class City with a Safety Committee, but can be easily modified to suit your needs.

The procedure needs to include forms that will identify contributing factors and corrective actions. Please (click here) for Sample Accident Investigation Forms.

1. Employee is responsible for completing Form A and submitting it immediately to the Administrative Clerk.
2. Clerk will insure paperwork is complete and submit to Inservco within 24 hours. Clerk will forward information to the Safety Committee Chairperson and responsible Department Head, if applicable.
3. Safety Committee Chairperson will investigate the claim using Form B within five days to determine root cause, if possible, and possible solutions for preventing it from occurring again. Safety Committee Chairperson will submit Form B to City Manager and Department Head immediately upon completion.
4. Safety Committee Chairperson will review incident with the Safety Committee at the next scheduled meeting to further determine root cause of the accident and prevent it from happening again. Safety Committee Chairperson will submit corrective actions to Department Head and Clerk.
5. Clerk will track information in a spreadsheet noting all corrective actions, person responsible for completing actions and a due date. Clerk will file all forms.
6. City Manager will check this spreadsheet monthly to insure corrective actions have been completed and follow-up with Department Heads as necessary. Manager will periodically review this spreadsheet and claims information to see if any trends exist and decide whether additional action is warranted.