



# Accident Review Guide

CITY OF GRAND JUNCTION  
ACCIDENT REVIEW COMMITTEE

# 2022 Accident Review Guide

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## Accident Review Purpose

The objective of the Accident Review Program is to develop a culture of safety awareness and improved safety outcomes through the review of accidents, injuries, and property damage involving City employees and/or property. The review process will determine responsibility, establish accountability, promote preventability, and identify ongoing training to correct and prevent future accidents. The Accident Review program can improve safety outcomes by:

- Creating transparency
- Determining accident factors and responsibility
- Identifying and improving safety practices
- Creating accountability and assigning training
- Incentivizing safety and training

Support from leadership is essential in building a successful Accident Review Program. As with any initiative, management buy-in is critical for funding purposes, obtaining support throughout the organization, and approving policies and processes related to this program. City management aids the Accident Review Program by helping to link the promotion of safety objectives to business outcomes, thereby positioning Accident Review and Safety as a fundamental part of the organization.

### Accident Review Committee

The Accident Review Committee (Committee) acts as the employee advisory body for the program. This critical link between employees and leadership is the key to a successful program. Pre-selected departments and/or workgroups will be offered representation on the Committee, and members will act as subject matter experts.

The members of the Committee are expected to relay accident-related information to their respective workgroups during regularly scheduled meetings. The success of the Committee is dependent, in part, on the communication of its members. By collaborating on safety activities and evaluating accident trends, the Committee will help to implement the Accident Review Program's objective of creating safety awareness and promoting employee safety.

# Accident Review Process

The Committee will meet monthly and review all employee accidents and injuries for the previous month. During the review process, all personally identifiable information will be redacted from reporting documents. The Committee will rely on the following documents to conduct their review:

- “Employee Report of Injury” and “Supervisor Investigation of Injury” (Workers Compensation)
- “Property Damage Report” and “Supervisor Investigation of Accident” (Property Damage)
- Police reports
- Accident traffic diagrams
- Witness and claimant statements
- Photographs
- Other available evidence

Committee members will be asked to:

- Identify factors that led to the accident
- Identify preventable actions that could have mitigated property damage and/or injuries Determine what if any corrective action should be taken
- Assign accident factors and points to the property damage or injury

## Responsibility and Corrective Action

In deciding responsibility and corrective action for an accident, the Committee will use the below as a guide.

- Responsible for Accident:
  - Evidence that demonstrates the employee failed to exercise reasonable precautions to prevent the accident. Examples may include failure to use good judgment, failure to obey safety rules, misconduct, failure to use proper safety device(s), and/or personnel protection equipment.
- Not Responsible for Accident:
  - Evidence that demonstrates outside factors, such as environment, other individuals, or actions beyond the control of the employee contributed to the cause of the accident.
- Corrective Action:
  - Corrective action will be determined on a case-by-case basis depending on the nature of the accident. Corrective action will be recommended to improve safety practices, increase knowledge, provide training, and/or make repairs to facilities, vehicles, or equipment.

## Points

To track and trend accidents and distribute Safety Awards, points will be assessed to the employee involved in the accident. Points will identify where additional training is needed.

Points will be assessed as follows:

Degree of Contributory Factors – Point Scale 1-10 (benchmarks below)

<b>Accident Factors Defined</b>	<b>Point Assessment</b>
<b>Minor Contributory Factors</b> lack of judgment on the part of the employee, resulting in injury/accident; no apparent safety violation	<b>1</b>
<b>Moderate Contributory Factors</b> carelessness on the part of the employee which results in the injury/accident; evidence of safety rule violation present.	<b>3</b>
<b>Gross Contributory Factors</b> direct action on the part of the employee which results in injury/accident; evidence of safety rule violations present.	<b>6</b>
<b>Failure to report an accident</b>	<b>8</b>

## VOTING

Once Committee members are completely familiar with all the facts of the accident, the committee will discuss and determine as a group “responsible” or “non-responsible”, recommend corrective action, assess a point value, and pass the information back to the Risk Manager.

## DATA RECORDING

The Risk Manager will maintain a database via CIRSA to record accidents. The claim number will be used to identify and track each accident. A spreadsheet will be updated monthly with the incident data tracked by CIRSA in addition to the Committee’s findings. Employee safety points and assigned and completed training will be tracked by the Risk Manager.

## SAFETY AWARDS

Points will be tracked annually to distribute Safety Awards. Each DOT/Safety Sensitive employee (those tracked on the Random Drug Screen list) is eligible for an annual Safety Award of \$50. Those that have a cumulative annual accident point total of two or less will be eligible for the Safety Award. Safety Awards are taxable income. Additionally, each department's total number of accidents will be tracked. Those departments with an annual accident total of less than their three-year rolling average will be awarded an additional \$500 to be used at the Director's discretion to promote and recognize safety. Departments that do not record any accidents will receive a \$1,000 bonus to be used at the Director's discretion to promote and recognize safety. (Departments are defined as all units under a Director, ex. General Services is one department made up of Golf, Project Team, Solid Waste, Facilities, Fleet, etc.)

## Training

Employees assigned training as part of a correction action will complete the training via CIRSA's online training platform or through in-house training. Employees who complete their assigned training within three months are eligible to have one point removed from the accident. For example, an employee who had one three-point accident may attend training and reduce their point total to two, allowing them to be eligible for the safety award.

For department safety awards, correction action training will not reduce the total number of points.



# Proposed Accident Review Committee Members

*As of April 5, 2022*

A 14-member committee with Risk Manager serving as chairperson

## **Police Department**

Matt Smith  
Suzette Freidenberger

## **General Services**

Jerod Timothy

## **Fleet**

Tim Barker

## **Parks**

Jamie Boda

## **Recreation**

Tricia Rothwell

## **Fire Department**

Gus Hendricks  
Brandi Manuppella

## **Public Works**

Tom Lanam  
Chris Spears/John Somerlot

## **Utilities**

Bill Etcheverry  
Ron Key

## **Utilities/Safety Coordinator**

Kory Jones

## **City Manager's Office**

Johnny McFarland

## **Human Resources**

Brett Bergman



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