Vehicle Accident/Personal Injury/Incident Review

Purpose
To establish guidelines for reviewing, recording, and insuring that each employee involved in an accident receives proper instructions to prevent any additional accidents and that appropriate disciplinary or corrective action is recommended under guidelines outlined by the Utah Department of Transportation (Department) policy and action taken under the insurance liability policy declaration. The policy will direct the committee on profiling the reviewed accident and give guidance in making a determination as to the degree of employee negligence and will guide the review committee as to when disciplinary or corrective action is necessary.

The accident review committee will review the accident details with the affected employee and outline what actions could have been taken to prevent this or a repeat accident. Discipline or corrective measures will be recommended by the committee when the review establishes that the accident was caused by the employee’s negligence. Discipline or corrective action will be recommended when an employee has additional accidents, caused by his or her negligence resulting in injury or death or loss of Department assets. An employee may request a review hearing within established Department policy and procedures whenever the employee is recommended for suspension, demotion, or termination. Preventable accidents, injuries, and incidents as determined by the accident review committee may disqualify the employee from any Department safety incentive award.

Policy
Establish a procedure for the review of all accidents for both industrial and state or private vehicles and any incident that causes a loss of Departmental assets. Identify and implement corrective action to help mitigate future accidents of this type.

Membership
Chairperson: Region/District/Department Safety/Risk Manager
Members: Employees immediate supervisor and others as deemed appropriate by Region or District Leadership excluding any leaders who may be involved in an appeals process.
Responsibility: Department Safety or Risk Manager or Designee

Actions

1. Report and review all employee injury and vehicle accidents. Identify all employees who are accident repeaters. A copy will be furnished to the appropriate Safety/Risk Management Committee for review and recommendations.

2. Employees may be requested to appear before the appropriate Safety/Risk Management Committee to review the details of the accident and identify what action the employee could have taken to prevent the accident.

3. A written record of this corrective interview will be made and retained in the employee’s personnel file.

Responsibility: Accident Review Committees

4. Review details of the accident with the employee to determine:
   a. Preventable – The employee failed to use reasonable care or good judgment within the scope of their duties.
   b. Non-Preventable – The employee acted with reasonable care and good judgment but was unable to avoid the accident.

5. Determine and identify action the employee could have taken to avoid the accident and prevent recurrence.

6. Review the employee accident history.

7. Advise the employee of what action will be recommended.

8. Employees involved in preventable vehicular accidents may be required to view a defensive driving video following each occurrence.

9. Employees involved in equipment related accidents may be required to spend time with the maintenance trainer to review the skills necessary to avoid repeat occurrences.
10. Employees involved in one or more preventable accidents where serious negligence is determined to be the cause will be recommended for appropriate action as established within the Departments Disciplinary Action Policy, R477-11 Discipline.

11. The committee will consist of an uneven number of three or more for purposes of voting. Accident review results will be forwarded to the Department Risk Manager.

**Responsibility:** Region Director, District Engineer, Division Manager

12. Action will be administered based upon the established Disciplinary Action Policy, R477-11 Discipline.

13. The employee must be advised in writing of his or her right to appeal disciplinary action that has been approved under established State grievance procedures.

14. Ensure that policies and procedures are followed.

**Responsibility:** Region, District, Department Accident Review Committee

15. Forward a copy of all decisions made by the Committee or action taken including corrective or disciplinary to the Human Resources office.