

What to do in case of an accident

Vehicle Accidents

Notify

- Police if in city.
- Supervisor and/or Department Head
- HR dept if substance abuse testing required
(Take employee to Health office if during regular operating hours, Catawba Valley Medical Center any other time)
- Hwy Patrol if police car involved

Accident Investigation

- Police department will be in charge of an accident scene unless involving a fire.
- Supervisors will do an internal investigation, take statements, pictures.
- Fire Captain will assist supervisors, if necessary, in investigations in serious accidents
- Citizens are to be given “claimant’s procedure” if they have a claim against City

Paper Work Required *

- Liability Claim Supervisor Form
- Liability Claim Employees Statement
- All accidents Form (Bodily injury and liability – fill out for both)
- If bodily injury, Workers Comp Supervisor Form
- If bodily injury, Workers Comp Employee Accident Form
- If bodily injury, Medical Authorization Form

Forward paperwork to HR Department within 48 hours

*If there is bodily injury and equipment involved, all forms are required to be filled out because there are two insurance carriers involved and each one needs different information.

Substance Abuse Testing (Health office if during regular operating hours, Catawba Valley Medical Center any other time)

- If moving citation issued to driver
- If there was a human fatality
- If there is reasonable suspicion

Property Damage

Notify

- Supervisor and/or Department Head

Accident Investigation

- Supervisors will do an internal investigation, take statements, pictures.
- Citizens are to be given “claimant’s procedure” if they have a claim against City

Paper Work Required *

- Liability Claim - Supervisor Form
- Liability Claim - Employees Statement
- All accidents Form (Bodily injury and liability – fill out for both)
- If bodily injury, Workers Comp Supervisor Form
- If bodily injury, Workers Comp Employee Accident Form
- If bodily injury, Medical Authorization Form

Forward paperwork to HR Department within 48 hours

*If there is bodily injury and equipment involved, all forms are required to be filled out because there are two insurance carriers involved and the carriers need different information.

Substance Abuse Testing (Take employee to Health office if during regular operating hours, Catawba Valley Medical Center any other time)

- If there was a human fatality
- If there is reasonable suspicion

Employee Personal Injury

Notify

- 911 if injury warrants
- Supervisor and/or Department Head
- HR Department

If medical attention required:

- Take injured employee to Newton Family Physicians or Catawba Memorial Hospital
- If eye injury, take to Newton Vision Center (Graystone Ophthalmology Associates if serious eye injury)
- After supervisor and doctor has complete the Medical Authorization Form, employee is to take last page to pharmacy, if necessary
- Return one copy of Medical Authorization form to HR department

Accident Investigation

- Supervisors will do an internal investigation and take statements

Paper Work Required *

- Complete top part of Medical Authorization Report and give to employee
- Workers Comp Supervisor Form
- Workers Comp Employee Accident Form
- All accidents Form (Bodily injury and liability – fill out for both)

Forward paperwork to HR Department within 48 hours

*If there is bodily injury and equipment involved, all forms are required to be filled out because there are two insurance carriers involved and the carriers need different information.

Substance Abuse Testing (Health office if during regular operating hours, Catawba Valley Medical Center any other time)

- If there is reasonable suspicion

Private Citizen Injury, Incident or Accident

Notify

- 911 if injury indicates necessity
- Supervisors and/or Department Head

Accident Investigation

- Public Safety Divisions will be in charge if a serious accident scene
- An affected supervisor whose division first responds to do repairs will do an internal investigation, take statements, pictures.
- Citizens are to be given “claimant’s procedure” if they have a claim against City

Paper Work Required *

- Liability Claim Supervisor Form
- Liability Claim Employees Statement
- All accidents Form (Bodily injury and liability – fill out for both)
- If bodily injury, Workers Comp Supervisor Form
- If bodily injury, Workers Comp Employee Accident Form

Athletic Injuries

Athletic injuries that occur at the City of Newton Recreational facilities during a sponsored event/program shall be reported to Recreational Staff for immediate assistance and/or treatment.

Special Instructions

When do I report an accident/incident?

All incidents and accidents involving city personnel, property and equipment should be reported immediately after the occurrence. All paperwork should be completed and forwarded to the appropriate personnel within 48 hours. The less time intervening between the incident or accident, the more accurate the information that can be obtained. Facts are more accurate because people have not had time to be biased by the opinions of others, memories are clearer and more details are remembered.

What happens if I don't follow the proper procedures?

Normal disciplinary actions shall occur, up to and including dismissal. See Appendix E, "Disciplinary Procedures", in the Personnel Book located in each department.

What can I tell a citizen?

No city employee has the authority to commit the insurance company to pay or deny any claim. This is strictly a decision made by the insurance company. Their decision is final. You are to hand the citizen the form "Claimant's Procedure for Filing an Insurance Claim with the City of Newton." If they have any questions, they may contact, Jim Baker, Finance Director.