

250 MOTOR VEHICLE, PERSONAL ACCIDENT, & EXPOSURE CONTROL REPORTING

PURPOSE:

The safety of Department Personnel, whether performing routine duties or operations at the scene of an emergency, is the number one concern of the Board. In order to promote positive safety programs and improve on operational procedures already established, it is necessary to gather the facts and conditions that are related to an accident. Therefore, the completion of reports that relate to the accident is of prime importance.

TYPES OF REPORTS:

There shall be three types of accident reports:

Motor vehicle accident reports
Personal injury accident reports
Exposure Control reports

The forms shall be located in each Station. Motor vehicle accident reports must be completed anytime a Department Vehicle is involved in an accident, whether it is moving or not. Personal injury accident reports are to be completed anytime a member is injured while performing in Department Operations or participating in a Department Function. Exposure Control reports must be completed anytime a member has a contact with body fluids.

FILING PROCEDURES

All reports are to be filled out completely by the individual and the investigating officer within 72 Hours of the incident. The report will then be forwarded to the Chief for review.

INVESTIGATION PROCEDURES:

The Station Commander or his designee will be responsible to investigate all motor vehicle accidents, personnel injuries, or accidental exposure by members of their stations. In incidents involving a station commander or chief, another individual of equal or higher rank will investigate the accident. The purpose of the investigation shall be to determine the cause of the accident and develop recommendations to prevent similar accidents from recurring. If the investigation reveals that carelessness or recklessness was a contributing factor to a motor vehicle accident, the Chief shall take appropriate disciplinary action. Cases that may result in criminal prosecution of members shall be forwarded immediately to the Florence Township Police Department or the appropriate law enforcement agency.

Any police reports, eyewitness statements, or other documentation developed during the investigation shall be legibly written, signed and collected for attachment to the accident report.

Whenever possible, photographic evidence shall be collected of the accident scene. This plays a large part in recalling the scene at a later date and allows the sharing of the experience with others for training purposes.

REPORTING:

At the end of each calendar year the Chief shall complete the annual OSHA Log for all reportable injuries, and file a copy with the NJ Department of Health.