

4b. Incident Reporting Procedures

The City of Mercer Island strives to provide safe and healthful working conditions in all operations, following applicable laws and regulations associated with the valued safety and health of all employees.

The City has three forms for incident and injury reporting:

- Incident Report Form
- Injury/Illness Form
- Additional Witness Statement Form

The Incident Report Form should be filled out when:

1. An employee or volunteer is involved in an incident that damages City property or private property.
2. Anyone, other than an employee or volunteer, is injured during an incident on/in City property.
3. Anyone, other than an employee or volunteer, is involved in an incident that damages City property.
4. Anyone, other than an employee or volunteer, has their private property damaged by an employee or volunteer.

The Incident Report form is located on MI HUB under “Incident and Injury Reporting”. Photographs or diagrams of the damage to property or equipment should be attached to the incident report where appropriate.

The employee or volunteer is responsible for completing and submitting the employee portion of the Incident Report Form to their supervisor within 24 hours of the incident. Supervisors and Directors are responsible for completing the form and submitting it to the **City Attorney’s Office within 48 hours** of the incident so the City can be informed of all situations that might result in potential liability. If a city-owned vehicle is involved in an incident report, the City Fleet Mechanic must inspect the vehicle and deem it safe before it can be used again.

If an incident related to property damage also results in the injury or illness of a City employee or volunteer, see Section 4a of the Accident Prevention Plan for additional instructions for reporting an employee or volunteer injury or illness.

All witness statements should be submitted with the Incident Report or Injury/Illness forms. Use the Additional Witness Statement Form if there is more than one witness (it can be used for both forms).

Incident Reporting Procedures Staff Responsibilities

Employee/Volunteer Responsibilities

- Employees and volunteers are responsible for completing and submitting the employee portion of the Incident Report Form to their supervisor within 24 hours of the incident.
- Employees and volunteers shall never admit or imply the City’s responsibility or agree to pay for damages. Do not give an explanation or opinion as to why an accident happened to a victim or any witness.
- If the other party in an incident believes the damage they incurred is the fault of the City, they may file a claim for damages which may be obtained through the City Attorney’s office.

- Except for mandatory reporting to law enforcement as required by State law, employees are not to discuss the incident with anyone other than their supervisor, City management, the City Attorney's Office, or the City's claims adjuster. Every incident is a potential for a claim, and statements made by an employee could result in the City having to assume liability that may not otherwise result.
- Employees and volunteers are expected to cooperate with any internal investigation that follows; and when contacted by City representatives, to be honest and complete in responding to their inquiries.
- In the event of a serious incident or accident involving a citizen (any personal injury or major property damage) after contacting 911 (Police or Fire), employees and volunteers should notify their supervisors and supervisors should contact the City Attorney's Office immediately by phone or email. If the supervisor is not available, the employee should contact the City Attorney's Office immediately by phone or email.
- Employees and volunteers should preserve the scene of the incident to the degree possible, including any evidence that may assist in an investigation, while preventing future incidents that may arise from potentially hazardous situations. For example, if the incident arose as a result of a deep pothole in a City street, take thorough photographs, including measurements of the pothole, then contact your supervisor to oversee pothole patching. If damage repair is of an urgent nature, notify your supervisor or designee immediately.

Witness Responsibilities

- Witnesses (including other employees) to events of equipment/property damage or injury/illness of staff or volunteers should complete an Additional Witness Statement form. This form must be included in the submission of Incident Reports and Injury/Illness forms.

Supervisor Responsibilities

- Review the Incident Report Form and add your comments based on the investigation and/or knowledge of the incident.
- Have the department director sign the report and forward the original report and any witness statements to the City Attorney's Office within 48 hours of the incident. The department director may submit the incident report and witness statements to the City Attorney's Office in lieu of the supervisor.
- Retain a copy of the report to respond to claim questions.
- Direct any city-owned vehicles involved in an Incident Report to be examined by the Fleet Mechanic prior to being used again.

Director Responsibilities

- Review, sign, and submit the Incident Report Form and any witness statements to City Attorney's Office within 48 hours of incident.
- Review, sign, and submit related Injury/Illness Forms to Human Resources within 48 hours of work-related injury or illness.

City Attorney Responsibilities

- Submit incident report forms to WCIA.
- Follow up with the involved parties following the submission of an Incident Report Form as necessary.