

Safety and Incident/Accident Review Committee Policy Manual

Mission

The mission of the Rockdale County Safety Incident/Accident Review Committee is to protect the safety of the general public, the safety of the County employees, and to minimize loss to County property. The Committee will ensure fair and impartial review of all Incident/Accidents involving County personnel, vehicles, buildings and equipment.

Purpose

The purpose of the Safety and Incident/Accident Review Committee is two-fold. This committee serves as a recommending body only.

1. Promote Safety in the Workplace: To help reduce the risk of injury and illness in the workplace and on public property; ensure compliance with federal, state and local safety regulations.
2. Incident/Accident Review: To review, examine and investigate incidents or accidents involving employees; to provide consistency in employee disciplinary actions throughout all County departments, and to recommend the appropriate action to be taken by the appropriate Department Director.
3. Applicability: This policy applies to incidents or accidents documented for risk management purposes resulting in: bodily injury; death; damage to vehicles; equipment or buildings.
4. Internal Investigations: Individual departments may have their own internal Standard Operating Procedures for investigating such Incident/Accident; however, any and all information gathered as per their investigation must be shared with the Safety and Incident/Accident Review Committee upon request by either Risk Management or Chief Operating Officer.

Responsibilities

- All motor vehicle accidents which show the county employee caused the accident based on the police report will be referred to Employee Relations for further action.
- Review incidents, near misses, Incident/Accident investigation reports, claim summaries and loss analyses to prevent reoccurrences of similar incidents. Determine solutions and make recommendations to the Department Director.
- Make recommendations to Risk Management.
- Provide a forum in which county employees management can discuss health and safety issues and collaborate on solutions.
- Keep Official Minutes of all meetings.
- Promotion of safety countywide.

- Maintain privacy and discretion in their capacity as a Safety and Incident/Accident Review Committee Member.

Committee Disciplinary Procedures

The Committee will maintain a continuous four-year record of all incidents or accidents involving County employees on County business. The Risk Management will keep the records through established reporting procedures. A category system will be used by the Committee when reviewing each case. The category and frequency of the Incident/Accident will determine the disciplinary action the Committee will recommend to the respective Department Director. All county employees who are involved in a preventable motor vehicle accident will be required to complete a defensive driving training prior to being allowed to operate county vehicles.

Membership

The Safety and Incident/Accident Review Committee will have a total of seven (7) voting members and two (2) non-voting members. The following departments/divisions will have one voting representative on the committee appointed by the Department Director:

Voting Members (Representative from the Following):

1. Fire-Rescue
2. Storm Water
3. Parks & Recreation
4. Water Resources
5. Transportation
6. General Services
7. EMA

Non-Voting Members:

1. Chief Operating Officer
2. Risk Management

Terms:

All members of the Safety and Incident/Accident Review Committee will serve two (2) year terms, beginning January of each year.

Election of Chair and Co-Chair:

The Chief Operating Officer and Risk Management will serve as the chair person and co-chairperson. Should either be unable to fulfill their term, another vote will be held to elect a replacement(s) at the next regularly scheduled committee meeting.

Conflict of Interest:

Should a member have a conflict of interest regarding an Incident/Accident, that member may be recused upon a

majority vote of the committee.

Meetings

The Safety and Incident/Accident Review Committee will meet once every quarter unless the meeting is rescheduled. All incidents or accidents that are to be considered by the Committee will be reviewed within 30 days after receipt by the Risk Management of all related reports of the incident/Accident. When the Committee has initially reviewed an Incident/Accident and votes to table it for additional information, the 30-day limit shall not apply and a new date and time will be established to review requested additional information.

Quarterly Safety and Incident/Accident Review Committee meetings will be scheduled in March, June, September and December.

Agendas, Minutes and Notifications

Monthly Agenda: The Risk Management will prepare an agenda for each quarterly meeting. Said agenda shall include:

- 1) Meeting Information – Date, Time, Location
- 2) Cases to be considered by the Incident/Accident Review Committee including a list of all interested parties
- 3) Agenda items to be discussed and/or considered and any reminders/notices
- 4) An attachment of draft minutes from the prior meeting for approval
- 5) Handouts, surveys, checklists, policies, etc. to be considered at that meeting
- 6) A copy of recommendations submitted to the Chairperson(s) for consideration (not including Incident/Accident review recommendations)

Notifications: The Risk Management will be responsible for publishing and distributing the agenda and agenda packet. This agenda packet shall be distributed to the Committee Members (voting and non-voting), Department Directors and the employee(s) under review for Incident/Accident no later than 7 business days prior to the date of the regularly scheduled Committee Meeting. Meeting information will be distributed via email.

Minutes: The Secretary will be the official minute taker of the Safety and Incident/Accident Review Committee and will publish a draft set of minutes to be voted on at the next regularly scheduled meeting. The draft minutes will be submitted with the agenda at least 7 business days prior to the regularly scheduled meeting.

The official minutes, once approved, will be kept in a Safety and Incident/Accident Review Committee binder for historical purposes and a copy will be kept with each of the Safety and Incident/Accident Review Form(s) for the cases discussed at that meeting.

Recommendations

1. Safety Review Recommendations: **(There will need to be a quorum of at least (3) voting members)**
 - a. Are voted on in the affirmative by the majority of the members present;

- b. Officially submitted in writing and signed by the Chair/Co-Chair;
- c. Kept with the regular committee meeting minutes at which it was approved; and
- d. Followed up and reported on by the Committee Chair and/or Co-Chair quarterly so the committee is advised of the status and any action that needs to be taken.

2. Incident/Accident Review Recommendations: **(There will need to be a quorum of at least (3) voting members)**

- a. Are voted on in the affirmative by the majority of the members present;
- b. Documented via the Official Incident/Accident Review Form which is completed and signed by the Chair/Co-Chair;
- c. Then the Risk Management will submit the completed/signed form, supporting documentation and minutes related to the case to the Chief Operating Officer for approval and signature.
- d. Once the Chair/Co-Chair sign off on the form – the Secretary of the Committee will distribute a copy of the form, supporting documentation and minutes of which the case was discussed with the Department Director, Supervisor, Human Resources and the Employee(s) involved in the case.
- e. Human Resources will keep an active copy of the completed form in the employee's personnel file for 1 year.

SAFETY AND INCIDENT/ACCIDENT REVIEW FORM

Employee Name	Department	Date of Loss	Supervisor	Dept. Director

☐ **Attach a copy of all associated reports, photographs, statements, etc.**

CATEGORIES OF CONTRIBUTING FACTORS

This section defines the categories in which different types of losses will be placed. The following is a list of examples and may not include every factor. Each loss will be reviewed to determine the appropriate category. If a loss type is not listed in the categories listed below, the Risk Management will determine which category the loss should be placed in for review.

Category A:

Failure to put vehicle in park or set brake
 Misjudge clearance
 Failure to use turn signal / Improper use of turn lane
 Failure to secure load in non-commercial vehicles
 Non-driving damage to a County vehicle or property
 Failure to inspect vehicle
 Driver distracted

Category B:

Too fast for conditions
 Ran off road
 Improper turn
 Driver lost control
 Improper backing
 Failure to maintain lane
 Following too closely

Category C:

Speeding
 Improper passing
 Misuse of vehicle
 Failure to yield
 Improper lane change
 Failure to secure load in a commercial vehicle

Category D:

Hit and run
 Disregarding a stop sign or signal ***
 Other arrestable offenses
 Violation of department or County policy

***Excludes Public Safety vehicles responding to emergency situations/call

Minimum Discipline Guidelines

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<u>Category A</u>	Verbal warning Training 1	Letter of Reprimand & Training 2	Suspension, Demotion or Termination
<u>Category B</u>	Letter of Reprimand Training 1	1 Day off and Training 2	Suspension, Demotion or Termination
<u>Category C</u>	1 Day off Training 1	2 Days off and Training 2	Suspension, Demotion or Termination
<u>Category D</u>	2 Days off Training 1	3 Days off and Training 2	Suspension, Demotion or Termination

Training 1 - is 8 hours of remedial training focused on driving and Incident/Accident prevention.

Training 2 - is 16 hours of remedial training focused on driving and Incident/Accident prevention.

All discipline should be implemented within 30 days of the Department Manager's signature on the recommendation form.

(*** All time off shall be unpaid.)

Three offenses in a Three-Year Period – Review Employment Status

All disciplinary actions are to be in accordance with Rockdale County Policies & Procedures.

COMMITTEE RECOMMENDATION:

DATE SUBMITTED

COMMITTEE CHAIR

DISCIPLINARY ACTION TAKEN

EFFECTIVE: _____ THROUGH _____, 20____.

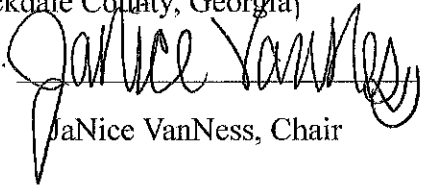
SIGNATURE OF DEPARTMENT DIRECTOR: _____ / _____
Date

- To be retained in the employee's official Rockdale County personnel file
- Distribute Executed Recommendation to Department Director, Supervisor, HR and Employee(s)

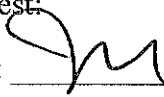
Board of Commissioners

Rockdale County, Georgia)

By:


JaNice VanNess, Chair

Attest:

By: 

Jennifer Rutledge, County Clerk

Approved this 9 day of September, 2025