

Accident/Injury Review Form Instructions

(Use with Human Resources Policy D05)

Form 1: Instructions for Point Assessment Tables

- A. Tables, 1, 2 and 3 are guides for assessing Corrective Action Points.
- B. Point assessments in the tables are the maximum points that should be assessed for each category.
- C. Depending on the severity of the incident, points may be assessed to an employee from one, two, or all three tables for a given accident. Points may be, but are not required to be, accumulated from all tables.
- D. If the accident includes multiple victims, points must be assessed for the most severely injured person.
- E. The employee's accident history for the assessment period will be reviewed during each accident investigation process. An additional two points will be assessed for each previous preventable accident occurring during the rolling 12-month assessment period.
- F. Repeated occurrences or violations will be addressed through City Human Resources D04 Motor Vehicle Safety and E09 Discipline & Performance Improvement policies.
- G. Certain flagrant violations may result in immediate suspension or termination regardless of the employee's previous accident history or points assessed.

TABLE 1 – INJURIES

Use Table 1 in the form to assess points based on the type of injuries that resulted from the accident.

TABLE 2 – VIOLATIONS

Use Table 2 to assess points based on a violation of a safety directive, policy, or procedure.

TABLE 3 – DAMAGES

Use Table 3 to assess points based on the amount of property damage resulting from the accident. This damage can be to either City or Non-City property.

Form 2: Instructions for Disciplinary & Corrective Action Tables

- A. Table 4 is the Department's guide for recommending disciplinary action for the individual employee based on the total points assessed from the incident. Once the department has developed their recommendation for point assessment for an accident, the department can look at Table 4 as a guide for recommending the corresponding corrective action.
- B. Table 5 is the department's guide for recommending corrective action and the Director's guide for applying corrective action based on total points accumulated as a result of the accident. Consideration should also be given to each employee's accident history to determine related accidents and patterns.
- C. Disciplinary or corrective actions resulting from the assessment of more than 10 points should also be reviewed by the Director of Human Resources to assure compliance with the provisions of City of Grand Prairie's discipline policy.

- D. In the event an employee receives three preventable accident reviews within the twelve (12) month assessment period, the employee will, at a minimum, be placed on a performance improvement plan.
- E. If an employee has a preventable accident during the performance improvement plan or during their initial six (6) month introductory period, it will be referred to the Department Director or Designee for corrective action up to and including termination.
- F. Human Resources will be available to assist Department Director or Designee on disciplinary actions as needed.

TABLE 4 – DISCIPLINARY ACTION

Use this table to determine the appropriate disciplinary action for an employee as a result from the incident.

Total Points Assessed	Disciplinary Action Recommended
Less than 2	None recommended
2 to 6	Oral Reminder/Reprimand
8 to 10	Written Reprimand
12	Suspension without pay 1 day
14	Suspension without pay 2 days
16	Suspension without pay 3 days
18	Refer to Department Director or Designee for Disciplinary Actions up to and including Termination

TABLE 5 – CORRECTIVE ACTION

Use this table as a guide to establish recommended corrective action to prevent reoccurrence of accidents.

Total Points Assessed	Vehicle Related	Non-Vehicle Related
2 to 4	Review accident with supervisor	Review accident with supervisor
4 to 6	Assign DDC or appropriate training	Review applicable safety procedure with supervisor and determine if additional training is required
6 to 8	Supervisor analyzes & evaluates job performance	Supervisor analyzes and evaluates job performance
10 or over	Safety Committee or Director recommendation	Safety Committee or Director recommendation

ACCIDENT/INJURY REVIEW FORM

NAME: _____ Department: _____ Division: _____

DATE & TIME OF ACCIDENT/INJURY: _____

SUMMARY OF ACCIDENT/INJURY:

Was accident/injury preventable (use definition of preventable as defined in Policy, D5)?

_____ YES _____ NO

Please explain why the accident was preventable or non-preventable:

If preventable, proceed to Table 1. (If **not preventable**, do not assess points. Attach this form to a copy of the supervisor's report and forward to the Human Resources Department after final investigation.)

of prior preventable accidents in the last 12 months? _____ X 2 = _____

TABLE 1 – INJURIES

Use Table 1 to assess points based on the type of injuries that resulted from the accident.

Category	Description	Points	Select One
A	Preventable; no injury or minor injury	0	
B	Preventable; moderate injury	2	
C	Preventable; serious injury	4	
D	Preventable; severe injury	8	

TABLE 2 – VIOLATIONS

Use Table 2 to assess points based on a violation of a safety directive, policy, or procedure.

Category	Description	Points	Select One
A	Committed an unsafe act	2	
B	Violation of City or Departmental safety directives, procedures, policies, or practices	4	
C	Violation of State or Federal laws or regulations	6	
D	Flagrant violation of rules, regulations or laws	10	

TABLE 3 – DAMAGES

Use this table to assess points based on the amount of property damage resulting from the accident. This damage can be to either City or Non-City property.

Category	Description	Points	Select One
A	Preventable; damage less than \$1,000	2	
B	Preventable; damage more than \$1,000	4	

Total Points _____

☐ Committee review

Signature _____ Date _____

☐ Department Director review

Signature _____ Date _____

☐ Human Resources review

Signature _____ Date _____

☐ Employee review

Signature _____ Date _____

TABLE 4 – DISCIPLINARY ACTION

Use this table to determine the appropriate disciplinary action for the employee as a result from the incident.

Total Points Assessed	Disciplinary Action Recommended	Select One
Less than 2	None recommended	
2 to 6	Oral Reminder/Reprimand	
8 to 10	Written Reprimand	
12	Suspension without pay 1 day	
14	Suspension without pay 2 days	
16	Suspension without pay 3 days	
18	Refer to Department Director or Designee for Disciplinary Actions up to and including Termination	

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6 to 8	Supervisor analyzes and evaluates job performance	Supervisor analyzes and evaluates job performance	
10 or over	Safety Committee or Director recommendation	Safety Committee or Director recommendation	

Recommended Corrective Action:

☐ **Department Director review**

Signature _____ Date _____

☐ **Human Resources review**

Signature _____ Date _____

☐ **Human Resources review**

Signature _____ Date _____