

## **MISSOULA COUNTY ACCIDENT/INJURY REPORTING POLICY**

### **Purpose**

This policy establishes guidelines for county employees to follow in the event of an accident or injury involving county property, equipment, automobiles, employees or third-parties who are on county property.

### **Scope**

This policy is applicable to all County departments and entities. Departments may apply additional requirements as long as they are equal to or more restrictive than these standards.

### **Administration**

Department heads are responsible for the implementation of this policy within their departments.

### **References**

Loss Control Policy Statement  
Safety Policy

### **Policy**

The following procedure(s) should be followed in reporting accidents/injury:

#### **FOR INJURY TO COUNTY EMPLOYEES:**

Employees shall provide notice to their supervisor or department head of every work-related accident, injury or occupational disease. Any actual knowledge of the injury or accident by the supervisor or department head is the equivalent of receiving notice. As soon as possible upon receipt of notice, but no later than 30 days after the occurrence of the accident or injury, the supervisor or department head shall submit a "Supervisors Notice of Injury/Exposure" form to the Department of Human Resources. Forms are available from Human Resources.

#### **FOR ACCIDENTS RESULTING IN DAMAGE TO COUNTY PROPERTY AND/OR PROPERTY OR BODILY INJURY TO THIRD PARTIES:**

##### **For accidents involving County Vehicles:**

1. Report the accident immediately, no matter how minor, to the appropriate law enforcement agency.

2. Report, by telephone or in person, to the Missoula County Risk & Benefits within 24 hours of the accident or on the next business day. The matter will be referred to the Director of Risk Management and Benefits or other Risk & Benefits staff qualified to handle such reports.
3. If the vehicle is part of the Missoula County motor pool, a report must also be made to Central Services within 24 hours of the accident or on the next business day.
4. Complete the **AUTO ACCIDENT REPORT FORM** and return to your supervisor or department head who is responsible for submitting to Risk & Benefits in-person or by inter-office mail or email (claims@missoulacounty.us). This form should be submitted within seven days of the accident.
5. Furnish to third parties the following information:

Missoula County Insurance:      MISSOULA COUNTY SELF-INSURANCE PLAN  
200 W. Broadway  
Missoula, Montana 59802  
Phone: (406)258-4873  
Fax: (406)523-4731  
Email: claims@missoulacounty.us

6. Other than the statements required above, do not make written or oral statements to anyone else; don't admit liability or fault; do not lose your temper!

**For accidents involving damage to County property (Structure/Building):**

1. Supervisors or department heads shall report any damage to a County building to Facilities Management in person or by phone immediately upon discovering the damage.
2. Supervisors or department heads shall report any damage to County property in person or by telephone to Missoula County Risk & Benefits following contact with Facilities Management. The matter will be referred to the Director of Risk Management and Benefits or other Risk & Benefits staff qualified to handle such reports.
3. Supervisors or department heads shall complete **NOTICE OF LOSS OR CLAIM (Non-Auto Accident)** form and return to Risk & Benefits in-person or by inter-office mail or email (claims@missoulacounty.us) within seven days of discovering the damage.
4. Supervisors and department heads shall work with Facilities Management in getting the damage repaired. Facilities Management will work with Risk Management to resolve claims for the damages.

**For accidents involving damage to County property (equipment, furnishings, etc.):**

1. Supervisors or department heads shall report any damage to County property in person or by telephone to Missoula County Risk & Benefits immediately upon discovering the damage. The matter will be referred to the Director of Risk Management and Benefits or other Risk & Benefits staff qualified to handle such reports.
2. If there is damage to phone, computer, printing, scanning equipment, notice must also be giving to the Technology Department.

3. Supervisors or department heads shall complete **NOTICE OF LOSS OR CLAIM (Non-Auto Accident)** form and return to Risk & Benefits in-person or by inter-office mail or email (claims@missoulacounty.us) within seven days of discovering the damage.
4. Supervisors and department heads shall work with Risk Management to resolve claims for the damages.

**For accidents involving bodily injury to a third-party:**

1. Contact 9-1-1 to obtain emergency medical care as needed.
2. Report, by telephone or in person, to the Missoula County Risk & Benefits as soon as possible. The matter will be referred to the Director of Risk Management and Benefits or other Risk & Benefits staff qualified to handle such reports.
3. Complete the **NOTICE OF LOSS OR CLAIM (Non-Auto Accident)** form and return to Risk & Benefits in-person or by inter-office mail or email (claims@missoulacounty.us) within seven days of the incident.
4. Furnish to third parties the following information:

Missoula County Insurance:	MISSOULA COUNTY SELF-INSURANCE PLAN 200 W. Broadway Missoula, Montana 59802 Phone: (406)258-4873 Fax: (406)523-4731 Email: claims@missoulacounty.us
----------------------------	--

5. Other than the statements required above, do not make written or oral statements to anyone else; don't admit liability or fault; do not lose your temper!