



City Of Kingsville Incident - Accident Reporting / Investigation Protocol

Incident Has Occurred

Injury

Illness

Vehicle Accident

Property Damage

Is
Medical
Attention
Required

Yes

No

Render First Aid
or
Notify
911
and
HR Safety Specialist
361-455-4517
For
Medical Authorization
HR-9
&
Prescription card

Notify City Police

Police Report #

Notify
1. Supervisor
2. Director
3. HR Safety Specialist
361-455-4517

Begin Incident
Investigation

Notify
1. Supervisor
2. Director
3. HR Safety Specialist
361-455-4517

Begin Incident
Investigation

Required Documentation
1. Photos
2. HR- 6 Supervisor's Vehicle/Equipment Loss Report
3. HR-7 Employee / Witness Statement
4. HR-8 Supervisor's Injury Incident Investigation Report

Required Documentation
1. Photos
2. DWC001 Employer First Report of Injury or Illness
3. HR-7 Employee / Witness Statement
4. HR- 8 Supervisor's Injury Incident Investigation Report
5. HR- 6 Supervisor's Vehicle/Equipment Loss Report

Complete Incident Investigation
1. Identify Root Cause and Contributing Factors.
2. List Corrective Actions and Recommendations.
3. Assign PPR for Action Items with completion date.
3. Complete Safety Flash
4. Share with required personnel and document the review