



Oklahoma County Vehicle Damage Subrogation **General Procedure**

Upon notification of a property loss, such as damage to a County owned vehicle from a collision, the Safety Department will direct the staff involved to secure the property to mitigate any additional damage to the property. The Safety Department will investigate the incident and accumulate documentation related to the incident.

Should it be determined that a third party is at fault, the Safety Department will contact the third party or relevant insurance provider to pursue filing a claim, or claims, on the County's behalf.

The Safety Department will work in conjunction with the respective County department(s) to accumulate loss-related documentation such as the extent and scope of repairs to the County's property and will negotiate a settlement with the third party or their insurance provider.

Upon agreement of a settlement for damages, the Safety Department will present the settlement to the BOCC for approval. Any monetary recovery will be referred to the respective department for deposit and/or in the relevant County fund.



Oklahoma County Accident and Loss Reporting Procedures

Topics:

- Worker's Compensation
- Automobile Accidents
- Other Losses (general liability and property)

Purpose: This policy has been developed to give employees, supervisors, and department leaders a clear understanding of how to deal with and report accidents, injuries, and other incidents that might result in an insurance claim against the County. The policy is designed to facilitate immediate reporting of accidents to:

- Follow the guidelines and regulations of the Oklahoma Department of Labor and our Third Party Administrator.
- Allow those responsible for investigation to collect information as soon and as accurately as possible.
- Give notice to the County of potential claims.
- Lessen the County's exposure to losses

**All accidents should be reported to the Safety Department at
(405) 713-2192 within 24 hours of occurrence.**

Worker's Compensation

ALL injuries are to be reported, no matter how minor they are thought to be, utilizing the Worker Injury Form located on Infozone at <http://infozone/Safety/forms.aspx>. This report should be submitted to the Safety Department within 24 hours of an accident.

Duties of Injured Employees:

- Report all injuries, no matter how minor, to your department head/supervisor.
- Follow safety procedures, such as your department's Bloodborne Pathogens Exposure Policy and Hazard Communication Policy, to obtain medical treatment.
- Immediately (within one hour) contact your supervisor or department leader or, if you are unable, have someone contact your supervisor or department head.
- If medical treatment is required, contact the Safety Department at (405) 713-2192 to receive authorization for treatment.
- If you seek medical treatment: **DO NOT USE YOUR HEALTH INSURANCE CARD!**
- Upon arrival and check-in at a medical treatment facility, notify the staff that this will be a worker's compensation claim, and that all invoices for payment should be directed to the Oklahoma County Safety Department.
- If the treating physician prescribes medication for the work-related injury or illness, the employee will need to request an Injured Worker First Fill Prescription Form from the Safety Department. This form is designed for filling a prescription for an injured employee for the first fill only until an insurance claim and adjuster can be assigned to the claim.

A Worker Injury form is the reporting mechanism that is used to report worker's compensation claims. **The injured employee should complete the Worker Injury or Illness Form with his or her department leader or supervisor.** Every item on the Worker Injury form should be completed and submitted to the Safety Department within 24 hours of the accident.

Duties of Department Leaders/Supervisors

It is the responsibility of department leaders/supervisors to ensure that the proper reporting is completed following an accident.

- If possible, supervisors or their designee should report to the accident scene immediately to perform an accident investigation.
- Obtain precise information from the injured employee to be used to complete the Worker Injury form.
- You should use the following guidelines when completing a Worker Injury form:
 - > Worker Injury form should always be completed by the supervisor and the employee
 - > Answer every question as completely as possible
 - > PRINT a hard copy of the report after submitting the electronic version
 - > Be sure to sign and date the report, and provide a copy to the injured employee
 - > Submit the report to the Department Director for their signature
 - > Submit the printed and signed copy of the Worker Injury form to the Safety Department as soon as possible.

Very Important

If the incident results in the transport of any County employee(s) to the emergency room, or it results in death, please notify the Safety Department IMMEDIATELY at (405) 713-2192

Other Safety Department contacts:

- **Karen Kint, HR/Safety Director**
 - > Office: 405-713-2194
 - > Cell: 405-420-3934
- **Bradley Hermes, Safety Program Manager**
 - Office: 405-713-1189
 - Cell: 405-953-5778
- **Grant Huddleston, Safety Coordinator**
 - Office: 405-713-1374
 - Cell: 405-213-8458

The Department of Labor requires major injuries or fatalities to be reported within 48 hours of occurrence.

Automobile Accidents

County owned vehicles/Personal vehicles on County business

Duties of the employee involved in the accident:

- Do not leave the scene of the accident unless you are injured and transported to a medical facility, or unless you are the only person who is able to notify law enforcement authorities and your supervisor. If this is the case, return to the scene of the accident as soon as possible.
- Stop immediately and do not move the automobile from the accident scene, unless the scene is unsafe, or law enforcement or emergency responders otherwise instruct you to.
- Use appropriate safety equipment to warn oncoming traffic.
- Aid injured persons by summoning medical assistance quickly. Do not move injured persons unless not doing so will threaten the person's safety.
- Have someone contact the appropriate law enforcement official immediately.
- Have someone contact your supervisor or department leader (within one hour)
- Obtain the names, addresses, telephone numbers, license plate numbers, driver's license numbers, vehicle identification numbers, and insurance information from other drivers involved in the accident.
- DO NOT admit guilt to anyone at the scene.
- DO NOT give statements to the press or other individuals at the scene. Refer questions to the Safety Department.
- Insurance questions from other parties involved in the accident should be referred to the Safety Department. Under no circumstances should an employee or supervisor obligate the County for payment of a claim.
- Should the incident involve an employee's personal vehicle while conducting County business, the employee's insurance is primary and should be contacted as well as the Safety Department, the employee's supervisor, and law enforcement.

Duties of Department Leaders/Supervisors

- If possible, supervisors or their designee should report to the accident scene immediately to perform an accident investigation.
- Supervisors should obtain as much information as possible at the scene of the accident, and prepare a written report, using the Vehicle Incident Report Form, to the Safety Department. The report should be filed within 24 hours of the time of the accident, or, if the incident occurs on a weekend or after hours, the next working day. All information on this form should be completed!
- Supervisors and/or employees shall take photographs of all damage to vehicles or property damaged or involved in the incident. All photographs shall be forwarded to EHS@oklahomacounty.org.
- Post-accident drug and alcohol screening will be administered in accordance with the Oklahoma County Employee Handbook.
- Contact the Safety Department at (405) 713-2192 to obtain approval for testing and location of the nearest appropriate test site.
- The supervisor is responsible for facilitating the removal of the County vehicle from the scene.
- Submit a copy of the law enforcement report to the Safety Department as soon as the report is available.
- If restitution is to be sought against another party or their insurance, obtain an estimate for repair of County-owned vehicles and submit these to Safety within five working days.

- Insurance questions from other parties involved in the accident should be referred to the Safety Department. Under no circumstances should an employee or supervisor obligate the County for payment of a claim.

Remember:

If an employee is injured in an accident, the supervisor must report the accident to the Safety Department for automobile insurance purposes AND complete and submit to the Safety Department a Worker Injury form for Worker's Compensation purposes. If you have any questions, please contact the Safety Department immediately.

Other Losses (General Liability and Property Damage)

In addition to Worker's Compensation and Automobile Liability coverage, we have the following types of coverage:

- Property coverage, which covers damage to County property, for example, resulting from fire, wind, lightning, and theft.
- General liability coverage, which covers other types of accidents and injuries (such as bodily injury to someone other than an employee resulting from a fall on County property).

Duties of Employees notified of the above losses and/or claims

- Contact your supervisor or department head immediately (within one hour)
- Do not give statements to the press or other individuals at the scene. Refer all questions to the Safety Department.
- Insurance questions from other parties involved in the accident should be referred to the Safety Department. Under no circumstances should an employee or supervisor obligate the County for payment of a claim.

Duties of Department Leaders/Supervisors

- Submit a written report to the Safety Department within 24 hours
- If property is damaged, obtain a quote for the repair/replacement of the loss
- Insurance questions from other parties involved in the accident should be referred to the Safety Department. Under no circumstances should an employee or supervisor obligate the County for payment of a claim.

It is imperative to report these accidents/losses as soon as possible.

Do not wait until you obtain quotes for repair/replacement of damages to report an accident/loss.

If you have any questions regarding any of these procedures, contact the Safety Department at (405) 713-2192.