

2.16 Accident Reporting and Investigation:

All work-related accidents and injuries, no matter how minor, ~~should~~ **shall** be reported to your supervisor or your department head immediately. This is for your protection in case medical attention is necessary or in the event of some future complication caused by the accident.

The city provides workers' compensation insurance for every employee. It protects you for loss of pay and time and for the cost of medical care for injuries sustained while working. For details, see the Workers' Compensation Policy in this handbook.

If you are involved in an automobile accident while working or while driving a city-owned or rented vehicle, you ~~should~~ **shall**:

- Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses.
- Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.

You ~~should~~ **shall** complete a written report for all accidents, damage, and property, including property and persons injured. Completed accident reports provide necessary information to allow the processing of claims with the City's or the other motorists' insurance companies. Any damage to the vehicle, no matter how slight, must be noted on the accident report.

Upon notice of an accident, an investigation ~~may~~ **will** be conducted by a supervisor and if done, shall be documented. An employee involved in a motor vehicle accident in a City vehicle shall also report the accident to the Police Department.