



CITY OF
FORESTPARK

City Council Agenda Item

Subject: City of Forest Park Accident Review Committee – Executive Offices

Submitted By: Ricky L. Clark, Jr., City Manager

Date Submitted: September 26, 2023

Work Session Date: October 2, 2023

Council Meeting Date: October 2, 2023

Background/History:

In July, the City Council adopted revisions to the Safety & Accident Review Committee. Staff is requesting a modification to include two additional departments as voting members: Information Technology & Municipal Court. Below is information relative to the formation of the Accident Review Commission. This amendment would take the Board from 9 voting members to 11 voting members.

In reviewing our property, casualty & loss insurance renewal, we were alarmed by the increase based on recurring incidents involving city property. As an organization, we must always remain extremely conscious of the safety of our employees and the citizens of our community. As an employer, we recognize our obligation to ensure the safest possible workplace for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve. It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality.

In an effort to draw awareness to the importance of protecting city assets, the City Manager is recommending the creation of an Accident Review Committee. Each department head is responsible and will be held accountable for the loss control performance within his or her department

Mission

The City of Forest Park, Georgia Safety and Accident Review Committee's mission is to protect the general public's safety, the safety of the City employees, and to minimize loss to City property. The Committee will ensure fair and impartial review of all incidents/accidents involving City personnel, vehicles, buildings and equipment.

Purpose

The purpose of the Safety and Accident Review Committee is two-fold. This committee serves as a recommending body only.

1. Promote Safety in the Workplace: To help reduce the risk of injuries and illnesses in the workplace and on public property; insure compliance with federal, state and local safety regulations.
2. Accident Review: To review, examine and investigate accidents involving employees to determine the chargeability of each accident for recommendation to the Department Director and City Manager; to provide

consistency in employee disciplinary actions throughout all City departments, and to recommend the appropriate action to be taken by the appropriate Department Head.

3. Applicability: This policy applies to incidents/accidents documented for risk management purposes resulting in: Bodily Injury; Death; Damage to Vehicles; Equipment or Buildings. This does NOT include: a. Accidents/incidents that are under investigation by a governmental agency; b. Accidents/incidents that can be adjudicated in a court of law (such as a misdemeanor or felony.) c. Accidents/incidents for which an Anti-Litem Notice or Lawsuit has been filed.
4. Internal Investigations: Individual departments may have their own internal Standard Operating Procedures for investigating such incidents/accidents, however, any and all information gathered as per their investigation must be shared with the Safety and Accident Review Committee upon request by either the Committee Chair or City Manager

Please see attached recommended policy.

Cost: \$ Variable

Budgeted for: **Yes** **No**

Financial Impact:

N/A

Action Requested from Council: Approve the ordinance