

Town of Ancram
Accident Review Committee
“Accidents are Caused Occurrences”

References:

Town of Ancram Employee Handbook, Adopted 2011, Updated 2021.

Section 1000 Safety

Sub-Section 1001 Workplace Safety

“Safety Program—The Town’s safety program includes, but is not limited to, the following: ...Investigating, promptly and thoroughly, every accident to find the cause and correct the problem to prevent future occurrences.”

“Accident Reporting Procedures--In the event an accident occurs in the workplace or in the course of employment, the following procedures will apply:

- When an accident occurs which results either in the loss of an employee’s work time, or in the provision of medical care to an employee, the employee must immediately notify the appropriate Department Head, who will complete an Employer’s Report of Injury Form (C-2) and submit according to operating procedures.*
- When an accident occurs which does not result in the loss of an employee’s work time, or in the provision of medical care to the employee, the employee must immediately notify the applicable Department Head, who will maintain appropriate documentation of the incident.*

Section 500 Operational Policies

Sub-Section 506 Vehicle Usage

“Standards ...Any accident involving a Town employee or volunteer using a personal vehicle on town business, or using Town vehicle, regardless of severity, must be reported immediately to the appropriate Department Head. The Department Head must file an accident report with the Town Supervisor’s Office within twenty-four hours.”

Appointment: The Ancram Town Board shall annually appoint an Accident Review Committee comprising at least three members, two of whom are members of the Town Board (excluding Town Supervisor) and the third being the Town Highway Superintendent. The Town Board shall appoint one committee member as Chair.

Purpose: The Accident Review Committee shall:

- collect factual information relevant to any accident, worksite incident, injury, or property damage involving town officials and employees who are acting within the scope of their official duties at the time of the event, and shall
- identify the proximate cause(s) of the accident, worksite incident, injury, or property damage, and shall
- identify factors contributing to the proximate cause(s), and shall
- recommend to the Town Board corrective actions to prevent such accidents, incidents, injuries, or property damage in the future.

Notification: Within twelve hours of being notified that a work-related accident, injury, or property damage has occurred, a Department Head or the Town Supervisor will notify the Chair of the Accident

Review Committee about the occurrence and will provide all known information. If no accident report form exists, one may be developed and used to provide this information from the Department Head to the Town Supervisor and then from the Town Supervisor to the Committee Chair. The Chair then will communicate with committee members to coordinate the accident review.

Review Features & Sequence:

**Collect Facts:* The Chair shall designate one or more committee members to collect all factual information relevant to the accident, including but not limited to:

- identifying all persons present at the scene;
- gathering reports of what those persons saw, heard, or otherwise perceived;
- identifying environmental factors at the time of the accident, such as, but not limited to: weather, visibility, sight lines, road surface, traffic congestion, light, noise, clutter...
- identifying governing systems and procedures, such as, but not limited to: relevant Town policies and procedures, gaps, training, communication....

Collecting such information will begin as soon as designated committee members are able, but in no instance shall begin more than three days after committee notification. The goal for collecting all relevant information is seven days after the Chair has been notified of the accident, injury, or damage.

**Identify Proximate Causes:* At a time of reasonable convenience to all members, the Accident Review Committee shall meet within ten days of accident notification, or as soon thereafter as possible, to examine all factual information gleaned about the accident circumstances and site. The principal objective of this examination is to objectively determine the proximate cause or causes of the accident.

**Identify Contributing Factors:* At the previously described meeting, or at another meeting within five days thereafter, the Accident Review Committee shall meet to objectively examine all factual information and determine factors that contributed to the proximate cause(s) of the accident.

**Determine Recommendations:* At a meeting convened within twenty-one days of committee notification, or as soon thereafter as possible, the committee shall meet to determine specific recommendations to the Town Board that, if implemented, are likely to prevent such accidents, incidents, injuries, or property damage in the future.

**Decisions:* All decisions shall be made by consensus. If all reasonable efforts to attain consensus are fruitless, the decision shall be made by vote, with the majority of members prevailing. The minority member may append a note explaining his/her dissent.

**Report and Recommendations to the Town Board:* After all facts, proximate causes, contributing causes, and preventive recommendations have been identified by the committee, the Chair shall be allotted five days to draft a report to the Town Board. That report will be circulated to committee members for review, comment, and validation before submission to the Town Board.

**Filing:* The Accident Review Committee report and recommendations shall be maintained in a file established by the Town Clerk.