

**AGENDA ITEM 33**

Consider granting tax-exempt status or any other action that may be necessary to Masonic Lodge in Florence.

This item was withdrawn from the agenda.

**AGENDA ITEM 34**

Consider approving a policy to establish a uniform method to report and investigate accidents which occur to county employees, county vehicles (including equipment), and/or damage to county property.

Lee Garrett stated that the county has won a safety award again this year from the Texas Association of Counties, which will be formally presented at a later date.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a policy to establish a uniform method to report and investigate accidents that occur to county employees, county vehicles (including equipment), and/or damage to county property, and to recommend that county elected officials adopt the policy.

Vote: **5 - 0**

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**ACCIDENT REPORTING AND INVESTIGATION POLICY****WILLIAMSON COUNTY**

*approved 4-23-02  
John C. Daeyler*

**PURPOSE:** The purpose of this policy is to establish a uniform method to report and investigate accidents which occur to county employees, county vehicles (including equipment), and/or damage to county property.

The goal is to prevent accidents through early identification and correction of factors that contribute to the cause(s) of accidents. In order to carry out this goal, we must have methods in place for the appropriate investigation of these causal factors. By focusing on these factors and taking action to correct these problems, we have an effective tool for the prevention of future accidents.

**SCOPE:** This policy is available for use by all elected officials, appointed officials and county employees. For it to be most effective, this policy should be followed for all accidents or incidents occurring on county owned property or involving county property. By adopting this policy, the Commissioners Court mandates its use for all departments under the control of the Court and strongly encourages its use by all elected officials in their departments. The Loss Control Team can assist the appropriate manager, foreman, or supervisor, with investigations conducted pursuant to this policy.

**RESPONSIBILITIES:**

**The following procedures should be followed by a department adopting this accident reporting and investigation policy:**

**NOTIFICATION** - When an accident or incident occurs, the department head, manager, foreman, or supervisor should file a "Texas Worker Compensation Commission Employer's First Report of Injury or Illness form (TWCC-1)" with the

Human Resources Health & Safety Specialist immediately, but no later than 3 days after knowledge of the accident or incident. Phone contact is encouraged if possible to facilitate a quick investigation before the surrounding conditions change. The telephone number to report incidents is 943-1532. This phone may be used day or night. Once notified, the Human Resources Health & Safety Specialist will forward this information immediately to the Loss Control Team representative for assistance with the investigation. The TWCC-1 form and the phone contact informs the Human Resources Health & Safety Specialist of the overview of the accident and may include witness statements. This report will initiate the Human Resources Health & Safety Specialist to file any necessary insurance claims regarding the incident.

**INVESTIGATION TIMELINE** - A determination will be made if it is necessary for the manager/foreman to begin gathering evidence, e.g. photos, statements, etc. Recognizing the importance of accident cause recognition, it may be necessary to investigate and report accidents or incidents where no injuries or other losses have occurred. The investigation should be conducted immediately, but no later than 3 working days after knowledge of the incident. Depending on the severity of the problem, the manager and Loss Control Team representative will set a time for the investigation to begin. The investigation will be recorded on the Loss Control Accident Investigation Report by the department manager/foreman. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the Human Resources Health & Safety Specialist.

**DEPARTMENT RESPONSIBILITY** - The department manager/foreman should review the determined causes of the accident and immediately evaluate his/her work area for similar problems. Under the supervision of the department head, the manager/foreman should take immediate action to either eliminate or control the identified problems. The Human Resources Health & Safety Specialist should be

notified concerning corrections as well as problems that cannot be corrected immediately.

**REVIEW OF FINDINGS AND RECOMMENDATION** - The Loss Control Team will review all findings of uncontrolled workplace or operational hazards to develop a proposed plan for correction and to communicate appropriate corrective action already taken. This information will be sent to the Commissioner's Court and the department head for appropriate action.

**ACTION BY COMMISSIONERS' COURT** - The Commissioner's Court may establish funding as needed to correct these hazards in an appropriate manner. The Commissioners' Court and the department head, with the assistance of the Loss Control Steering Committee, may develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

**ACCIDENTS INVOLVING THIRD PARTIES** - It is the responsibility of any county employee to assist any visitor reporting an injury suffered in or on county property. If the employee witnesses an accident, the employee should render assistance and call his or her supervisor. The Human Resources Health & Safety Specialist should also be notified of any reported accidents.

If the injured party states that there was no harm, the employee must still report the injury to their supervisor. Supervisors should report incidents immediately. Employees will be asked to complete a special report called "Visitor Occurrence Report" to document third party accidents. The person handling the report should try to get a written statement from the injured party and any witnesses to the incident. This information should be forwarded to the Human Resources Health & Safety Specialist. Copies of this report are available in all offices.

**INCIDENT REVIEW TRAINING** – Training on this policy and proper accident reporting and investigation procedures will be available for all elected officials, appointed officials, county managers, foremen, and Loss Control Team members. Initial training will begin soon after this policy is adopted by the Commissioner's Court with subsequent training scheduled as necessary to maintain the quality and effectiveness of the accident investigation program.

**AGENDA ITEM 35**

Consider approving a Memorandum of Understanding between the Liberty Hill Independent School District Police Department and the Williamson County Sheriff's Department.

After some discussion, the item was tabled for clarification.

**COMMISSIONERS' COURT ADJOURNED TO EXECUTIVE SESSION AT 11:08 A.M. ON TUESDAY, APRIL 23, 2002.**

**AGENDA ITEM 36**

Discuss real estate (EXECUTIVE SESSION as per VITA Govt. Code sec. 551.071 consultation with attorney.)

No action was taken in Executive Session.

**COMMISSIONERS' COURT RECONVENED FROM EXECUTIVE SESSION AT 11:28 A.M. ON TUESDAY, APRIL 23, 2002.**

**AGENDA ITEM 37**

Discuss and take appropriate action on contract to purchase right-of-way from Par 620, Ltd. for the SH 45 project.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a contract to purchase right-of-way from Par 620, Ltd., for the SH 45 project.

Vote: **4 – 0. Commissioner Hays was absent from the dais.**

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