



Bannock County
624 E Center Street
Pocatello, ID 83201

Human Resources & Risk Management Procedures

Incident Reporting

Updated 1/13/2022

P03.100 Life, health, and safety as a priority

The life, health, and safety of employees and individuals who receive County services is always a priority. Incident reporting comes after individuals are removed from danger and appropriate medical treatment is administered.

P03.200 Responsibility to report

Employees must promptly provide a detailed and factual report if they are involved in, or witness, an incident where an individual is injured or County property is damaged. Near misses and unsafe situations shall also be reported.

P03.300 Training

Human Resources shall provide training on this incident reporting process to County departments on a regular basis.

County departments shall identify at least one employee to receive training on this incident reporting process and serve as a point of contact for Human Resources.

P03.400 Reporting process for incidents that result in bodily injury or asset damage

The involved employee or witness shall notify their supervisor of the incident as soon as they can safely do so. If their supervisor isn't immediately available they shall attempt to contact others in their chain of command until they can successfully provide notice.

The notified supervisor shall notify their elected official and work with the department point of contact to complete the Incident Report Form (Appendix 1). Submit the form to Human Resources at humanresources@bannockcounty.us.

Human Resources creates a file and maintains documentation for each incident.

P03.401 Reporting process for incidents that result in bodily injury

If the injured individual does not require services of a medical provider than the department only needs to report using the Incident Report Form (see P05.400).

If the injured individual requires services of a medical provider the supervisor and/or department point of contact shall also complete the First Report of Injury form (Appendix 2). Submit the form to Human Resources at humanresources@bannockcounty.us.

Human Resources shall review documentation and discuss plans for mitigating risk of similar incidents with the department.

Human Resources shall submit all First Report of Injury forms (Appendix 2) to the State Insurance Fund (SIF). The SIF will typically request additional information or start working with the employee to pay claims through workers compensation insurance. The SIF typically provides a claim number and confirmation e-mails to Human Resources.

P03.402 Reporting process for incidents that result in County asset damage

- A. When a county department receives notice of an incident that results in County asset damage they shall prepare and submit the Incident Report Form (Appendix 1) to Human Resources at humanresources@bannockcounty.us:
- B. The county department and Human Resources will review the extent of the damage and determine if it is necessary to obtain bids for repairs and/or replace the asset. Assets with significant damage will require bids for repairs. Exceptions may be windshield replacements, broken headlights, proprietary equipment, low cost assets, and other minor damage.

The bidding process involves obtaining three bids from authorized vendors. Human Resources and the Shop Supervisor shall provide support and guidance with the bidding process. The department is responsible for contacting vendors to obtain the bids.

- C. Human Resources, with consultation from the department and/or Shop Supervisor for vehicle assets, to determine an estimate for the replacement cost.
 - a. If the amount is under the \$2500 insurance deductible Human Resources shall consult with the department about how to repair or replace the asset.
 - b. If the amount is over \$2500 Human Resources will submit a Member Claim form (Appendix 3) plus back up documentation to ICRMP. ICRMP will typically request additional information or provide instructions for how to repair or replace the asset. Human Resources will communicate these instructions to the department.
- D. The department shall complete the repairs or replacement and then submit an invoice to Human Resources.
- E. Human Resources will review the invoice:
 - a. If the amount is under \$2500 Human Resources will process the payment with Accounts Payable
 - b. If the amount is over \$2500 Human Resources will process the deductible with Accounts Payable and the remainder through ICRMP.

P03.500 Reporting process for tort claims

The claimant shall complete the Notice of Tort Form (Appendix 4), and submit the form to County Clerk or the County Department involved in the incident. County Departments shall forward any Notice of Tort forms they receive to the County Clerk.

The County Clerk's office shall record the Notice of Tort and send a copy through e-mail to applicable county employees (including Human Resources) on a pre-determined contact list.

Human Resources will notify ICRMP and the subject department, and discuss plans for mitigating risk of similar incidents with the department.

ICRMP will typically represent the county as they process the tort through the legal system. ICRMP will communicate updates as information is available. If money is owed through a legal settlement ICRMP will submit an invoice to Human Resources. Human Resources will process the deductible with Accounts Payable and the remainder through ICRMP as applicable.

Flow Charts

