



Regional Transit Authority

## General Accident and Injury

(SAF4)

### POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) conducts prompt, accurate and thorough investigations of all accidents, incidents, illnesses, and identified hazards.

### PURPOSE

The goal of this policy is to promote safety and prevent reoccurrences of accidents and incidents that can cause injury or illness. Accidents and incidents, collectively referred to as safety events, are thoroughly investigated to determine the cause or causes of the event, as well as the contributing factors that led to the event. Investigations are conducted in accordance with departmental Standard Operating Procedures (SOPs) and RTA's Agency Safety Plan. Investigations of workplace injuries, illnesses, and other occurrences not otherwise classified as safety events, are conducted at the discretion of the Chief Safety Officer (CSO).

### APPLICATION

This policy applies to all RTA employees and Board members. If a conflict occurs between the policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

### APPROVED:

\_\_\_\_\_  
ADOPTED: Board Chair

\_\_\_\_\_  
Chief Executive Officer

Effective Date: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_



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## 1.0 PROCEDURES

Upon notification of a work-related injury or illness, the appropriate supervisor or manager will arrange for first aid or medical services, as necessary, and promptly conduct a thorough investigation into the safety event that led to the injury or illness, in accordance with departmental SOPs. The supervisor or manager will determine if the injury or illness is work-related in accordance with U.S. Department of Labor guidelines, in coordination with the CSO or designee.

Supervisors or managers must report work-related injuries to the CSO immediately, and in all cases no later than 24 hours after the incident occurs and ensure that the appropriate State Worker's Compensation Report is received. Supervisors/managers will comply with state claims reporting and filing procedures. Management will be involved with discipline for all injuries determined to have been preventable by the Safety Department, as determined by department SOPs.

## 2.0 DEFINITION OF TERMS

**Accident** - when any part of a vehicle other than the bottom surface of the tires come in contact with anything other than the top surface of the roadway resulting in death, bodily injury, property damage, or physical damage or impact, regardless of the nature, extent, or dollar amount of injury or damage.

**Preventable collision** - a motor vehicle collision, regardless of department or vehicle type, in which the employee did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors of others. Note: Accidents not cited by law enforcement authorities may still be determined preventable based on RTA safety standards herein.

**Non-preventable collision** - a motor vehicle collision, regardless of department or vehicle type, in which the employee committed no driving error and reacted reasonably to the errors of others.

**Preventable passenger injury** - a passenger injury in which the operator failed to do everything reasonable to prevent the injury including committing an error or failing to react to the errors of others. Passenger injuries are preventable when they are caused by faulty operation of the vehicle or its safety features (e.g., wheelchair tie downs). Emergency action by the operator to avoid a collision that results in a passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.



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**Work-related injury or illness** - is defined as a personal injury or illness sustained by an employee through his/her role as an employee. The injury or illness must arise out of the employee's job duties or out of a relationship with his/her work.

**Preventable employee injury** - when the employee failed to do everything possible to prevent the injury.

### **3.0 RESPONSIBILITIES**

Employees are required to report any injury or accident, regardless of severity, immediately after its occurrence.

Employees that do not report an accident, as defined herein, immediately, will be subject to disciplinary action up to and including termination.

Employees are subject to their individual department's SOPs related to: accident preventability, investigation of causal and contributing factors, and mandatory post-accident training as necessary.

Department Heads are responsible to ensure completion of all Occupational Safety and Health Administration (OSHA) logs and reports as related to any injuries or illnesses in their respective department(s), in consultation with the Chief Safety Officer.

Disciplinary schedules may be established in each department in regard to preventable accidents. Employees should refer to their department's manuals or SOPs.

### **4.0 FLOWCHART**

N/A

### **5.0 REFERENCES**

- Drug and Alcohol Free Workplace Policy (SAF1)
- Distracted Driving Policy (SAF2)
- Safety Management Policy (SAF3)

### **6.0 ATTACHMENTS**

N/A

### **7.0 PROCEDURE HISTORY**

N/A

### **8.0 SPONSOR DEPARTMENT**

Safety

