




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Accident Reporting and Investigation (non-host)	VP_06
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

To ensure that all incidents resulting in injury or property damage at the worksite and/or during the performance of official duty are reported and investigated promptly.

2) SCOPE

This policy refers to all ODFW volunteers except for volunteer hosts who stay on-site at ODFW facilities around the state. Volunteer hosts should reference [ODFW Policy HR_480_05 Accident Analysis and Reporting](#).

3) POLICY

All incidents and near-misses shall be reported in accordance with the provisions of this policy.

It is vital that ODFW staff know how to handle volunteer accidents, which are processed differently than staff accidents. If a volunteer has an accident requiring medical attention, the first thing they should do is seek medical treatment. Then the paperwork can be completed. When an accident happens involving a volunteer, it is the volunteer supervisor's responsibility to take the necessary steps to report the accident. The steps to take vary depending on the nature and severity of the accident. All volunteers should be asked to report accidents within 24 hours, and absolutely no later than five working days after an injury. If the accident is not reported within the five working days, it can affect whether it is deemed a valid claim by DAS.

All volunteer accidents, no matter how small, need to have a Volunteer Accident Report form completed. This form can be found on "Inside ODFW" under forms. Volunteer Supervisor must distribute copies of the completed forms ([Volunteer Accident Report Form](#), [Volunteer Injury Coverage Report form](#), and [Conditions of Volunteer Service form](#) (A,B or C) as follows:

- a) Volunteer
- b) Volunteer Program Coordinator in the Management Resources Division
- c) Region Supervisor
- d) Department Safety and Health Manager in Human Resources Division
- e) Worksite or station where accident occurred
- f) Business Operations Manager in the Administrative Services Division at Salem Headquarters
- g) Copy for your records (six year retention)

If no medical treatment is sought, this is the only form that needs to be completed.

All volunteer accidents requiring any kind of medical treatment need to have a [Volunteer Accident Report Form](#) and a [Volunteer Injury Coverage Report Form](#) completed.

Business Operations Manager will send paperwork to DAS Risk Management for processing. DAS Risk manages ODFW's Volunteer Injury Coverage. DAS Risk Management staff will make contact with the injured volunteer within a few days of receiving the paperwork. All future communication regarding the accident and injuries will be between the volunteer and DAS Risk Management staff.

Accidents involving the death OR hospitalization of a volunteer must be reported immediately to the Department Safety and Health Manager and Business Operations Manager.

Volunteer accidents involving a state vehicle must be documented on the [Department of Motor Vehicle Accident Report](#) form, which can be found in the glove compartment of every state vehicle or at DMV website. Send or fax copies of this form to;

- a) Business Operations Manager in the Administrative Services Division at Salem Headquarters
- b) Regional office
- c) Department of Motor Vehicles (if damages are over \$1,000)
- d) State Motor pool (if it is a motor pool vehicle)

Any volunteer involved in a work-related incident shall:

- a) Report the accident/incident at once to his or her supervisor.
- b) With volunteer supervisor, complete and submit all incident/near miss reporting forms as required by policy, and
- c) Cooperate in any investigation that may follow an incident or near-miss.

Volunteer Supervisor shall:

- a) Ensure that the volunteer receives prompt first aid and/or medical treatment.
- b) Arrange for transportation to a medical facility for the volunteer, if necessary.
- c) Ensure that other volunteers, employees and the surrounding public are protected.
- d) Ensure that all required forms are filled out completely with the injured volunteer and submitted promptly according to this policy.
- e) Initiate an incident investigation to determine the cause(s) of the incident
- f) Take follow-up action to prevent a recurrence.