



**HORRY COUNTY**  
**FIRE/RESCUE DEPARTMENT**  
PROUD \* PREPARED \* PROFESSIONAL



***STANDARD OPERATING PROCEDURE***

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**APPROVED BY GARRY B, ALDREMAN FIRE CHIEF:**

**DATE: 08-12-2011**

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**SOP 602**

**ACCIDENT/PERSONAL INJURY POLICY**

**PURPOSE OF THIS STANDARD**

Horry County Fire Rescue and/or the Horry County Safety Council shall review all personal injuries and traffic accidents involving county personnel, vehicles or equipment in both on and off roads and any other properties owned by Horry County. It shall also review all safety recommendations or safety complaints received from county employees. All accident reports prepared by the Department Head, supervisor or by an investigating officer shall be considered and made part of the records for each accident.

**SECTION 1-POLICY**

**1.01 PROCEDURES:**

- A. An investigation shall be performed on all accidents which shall include but not be limited to the following:
  - 1. When county vehicles are involved in an accident occurring either on or off roadways in which death, injury, or property damage occurs to county or civilian property or personnel.
  - 2. When personnel are responding to an emergency incident in a privately owned vehicle (POV) and are involved in an accident either on or off roadways in which death, injury, or property damage occurs to county or civilian property or personnel.

3. When personnel are injured on the fire ground, training ground, or any other location in which an individual was representing or performing official duties for Horry County Fire/Rescue.
  4. When personnel are injured on properties owned by the Horry County Fire/Rescue or Horry County Government.
- B. The ~~Designated Officer~~ Shift Medical Officer will be immediately and directly notified by the employee / volunteer for all medical exposures, needle sticks, etc. The Shift Medical Officer will then Notify The Designated Infectious Control Officer of the Exposure.
- C. When any other accident or personal injury occurs involving County personnel, vehicles, property or equipment. The following procedures must be followed:
1. The Battalion Chief must be notified at the time of the accident. If the accident or injury is severe the Battalion Chief will notify the Assistant Chief and ~~Risk Manager~~ Compliance Officer.
  2. The Battalion Chief shall respond to ~~make a determination from the information given, as to whether he/she will respond to the accident and perform an investigation. or if the ranking officer in charge (OIC) shall perform the investigation.~~
  3. The Battalion Chief shall respond to all accidents involving personal injuries or fatalities to county personnel or citizens when county personnel, vehicles, property or equipment is involved.
  4. The investigating officer must insure that an Horry County Accident/Injury Report is completed and submitted to the Battalion Chief within twenty-four hours of the accident occurrence. When personal injuries occur to county personnel, a South Carolina Workers Compensation First Report of Injury must also be completed if medical treatment is required.
  5. When the accident occurs involving county personnel, property, vehicles or equipment which results in death, injury, or county/civilian property damage an Horry County Accident/Injury Report must be completed and the investigating officer should also obtain the following information:
    1. Civilian's name, address, and telephone number.
    2. Civilian's property insurance information.

3. Vehicle identification number of civilian vehicle(s).
4. Year, make, and model of civilian vehicle(s).
5. County asset number, if applicable.
6. Police Officer's report on vehicle accident.
7. Return to work form from physician if medical treatment was received.

### **1.02 DISCIPLINE FOR ACTIONS RELATING TO ACCIDENTS**

- A. The Horry County Safety Council will review all Accident/Personal Injury Reports and determine if disciplinary action is warranted.
- B. Types of disciplines in ascending order of severity:
  1. Written reprimand and warning with or without levied assessment.
  2. Suspension of varying lengths.
  3. Termination.
- C. Severity of discipline depends upon individual circumstances:
  1. Was there negligence, carelessness or inattention as opposed to error in judgement?
  2. Was there a willful or knowing violation of an established rule of a department, the county or common sense rule?
  3. Had any necessary applicable safety instructions been given?
  4. Did serious bodily harm result (other employee/member or public) or was there such potential?
  5. Was actual serious property damage sustained or was there such potential?
  6. Has the employee/member's overall safety record with the Department been unfavorable?
  7. Was the accident preventable or nonpreventable?

8. Was the accident chargeable or nonchargeable?

D. Determination of Preventability (Preventable or Nonpreventable) – Preventable is where the employee/member failed to do everything reasonable to prevent an accident. The Horry County Safety Council makes this determination.

1. If the Safety Council determines that the accident was chargeable-preventable, it shall recommend that the responsible career employee be levied an assessment as set forth in the Horry County Guidelines and Procedures Chapter 7, Section 7.07, Paragraph 3a. The Fire/Rescue Chief and/or the Safety Council will set limitations to the monetary amount that the responsible volunteer employee/member will be required to pay.
2. When an employee/member is found to be negligent in the performance of his/her duties directly affecting an accident, payment for damages shall not preclude disciplinary action in accordance with this policy.
3. Additionally, any operators who are habitually involved in accidents shall be reassigned to duties not requiring the operation of vehicles or equipment or terminated.
4. The appeals process to any finding by the Horry County Safety Council would be made to the Fire/Rescue Chief for volunteer employee/members. Career employees will follow procedures outlined in the Horry County Guidelines and Procedures Chapter 7, Section 7.07, Paragraph 3d.