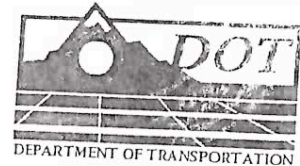


MEMORANDUM

DEPARTMENT OF TRANSPORTATION
Region Four

1420 2nd Street
Greeley, CO 80631
(970) 350-2103 Fax (970) 350-2177



Date: August 23, 2005
To: Region 4 Section Heads
From: Karla Harding, RTD
Subject: Notification Process of Accidents & Incidents

Effective immediately, the following protocol will be adopted as the notification process of accidents and incidents in Region 4.

Process for Notification of Accidents/Incidents:

- Employee involved in accident/incident will, at the earliest practical moment and within 2 hours of occurrence, notify immediate supervisor with incident information;
- Supervisor will contact the Section Head or their Deputy (Mtce) with incident information;
- Employee and Supervisor will complete all required forms for type of incident. Possible forms may include, but are not limited to : Employer's First Report of Injury (#WC 1), Employee Injury Statement (CDOT # 777), Vehicle Accident Report (DRM-01), On-Scene Accident Report (CDOT #81), Property Loss Report (Property, Boiler & Machinery, Electrical Equipment) (CDOT #1295), Report of Accident, Incident, or Condition (Non-Automobile) (DRM-02) and Supervisor Investigation Report (required for all accidents/incidents-soon to be released);
- Fax copy of form(s) to RISK, Section Head, or Deputy (Mtce). No faxes to Region Safety Officer;
- Faxed copy will be reviewed by the Section Head or Deputy (Mtce);
- If further attention is deemed necessary, the Section Head or Deputy (Mtce.) will contact the Regional Safety Officer;
- Original form(s) should be sent to the office of their respective Section Head (if relay is delayed, use US Mail).

Notification to the Region Safety Officer:

- All lost workday cases;
- All vehicle accidents that involve a fatality, and/or medical treatment to a CDOT employee received off-site of the accident, and due to the accident;
- Any accident/incident that a Section Head or Deputy (Mtce.) determines attention from the Region Safety Officer is warranted;
- Section Heads will ensure that copies of all documents pertaining to an accident/incident are submitted to the Region Safety Officer, whether or not further investigation was requested or required.

This format will allow for better communication and involvement between the Region Safety Officer and respective Section Heads. This format will also eliminate any duplicate work, unnecessary copies of confidential documents, and most importantly eliminate the question of who has and has not been notified.