

**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF ACCOUNTS AND CONTROL**

SECTION

POLICY/PROCEDURE NUMBER
A-52

SUBSECTION

EFFECTIVE DATE/PAGE NUMBER
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POLICY/PROCEDURE
INCIDENT RESPONSE POLICY

AMENDMENT / REVISION

Response & Reporting Requirements for Incidents Involving Business Invitees and Outside Third Parties

1. PURPOSE

- 1.1 In order to identify and investigate visitor incidents in an expeditious and objective manner, on State property, locations or facilities or involving State Employees, an Incident Report was developed to report such occurrences. This Policy also covers incident scene management
- 1.2 In completing this form and filing it with the appropriate departments, the State neither accepts, nor claims, responsibility for events that may have occurred.

2. DEFINITIONS

- 2.1 A visitor incident (“visitor incident”) is an incident involving a visitor, contractor, invitee or other third party (“visitor”) where the visitor suffers bodily injury; there is property damage or personal injury. For purposes of this Policy, a visitor will not be considered a patient or overnight client.

3. LIMITATION

- 3.1 This Policy does not cover:
 - 3.1.1 Illnesses or injuries sustained by employees in the course and in the scope of their employment. Such incidents must be reported in accordance with any policy of State Employees Workers’ Compensation.

4. INCIDENT SCENE MANAGEMENT

- 4.1 If an employee witnesses or is involved in a visitor incident (and she/he is not incapacitated by injury), the employee shall immediately call 911 if the visitor incident requires such action. Such employee shall then report such incident to the proper State supervisor as well as the security office or law enforcement officer with responsibility for the area, if any (“Personnel”). Such Personnel shall assure proper steps are taken at the scene of a visitor incident to ensure safety and security and to manage the incident in the best interest of the State.
- 4.2 In addition, if the visitor incident results in major property damage, serious bodily injury or death, Personnel shall immediately contact the State Agency’s Director’s Office, the Executive Counsel of the appropriate Agency or Division, if any, and the Department of Administration Risk Manager.

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4.3 In addition, if this is a motor vehicle accident:

4.3.1 Unless incapacitated by injury, the employee operator of the motor vehicle involved in a reportable vehicle accident shall follow the procedures detailed above and shall remain at the scene until completion of all acts required by law or by this policy.

4.3.2 An employee operator shall obtain a copy of the State or local police report of the accident, as soon as reasonably possible. Within forty-eight (48) hours of availability, a copy of this report should be sent to State Fleet Operations and a copy should be sent to the driver's personnel office.

4.3.3 The employee operator shall also comply with all State Fleet Policies.

5. FILING OF INCIDENT REPORTS

5.1 Personnel shall complete the front page of the Incident Report and complete the bottom section of the third page. They should have the employee/witness involved in the visitor incident complete and sign the second page of the Incident Report (if not incapacitated from the visitor incident).

5.2 Personnel shall promptly e-mail the Incident Report to the Division Manager, Executive Counsel of the applicable agency or division (if any) and the Department of Administration's Risk Manager. In the event of major property damage, serious bodily injury or death, the form shall be sent within twenty-four (24) hours.

5.3 In completing the Incident Report, the employee and Personnel should not make subjective comments as to the circumstances surrounding the incident. They should merely report his or her observations and the comments of the visitor and/or witness to the event.

6. STATEMENTS BY PARTIES INVOLVED

6.1 Employees shall cooperate with the State in any investigation and resolution of visitor incidents and the completion and/or signing of Incident Report Statements.

7. RECISSION, REPLACEMENT OR AMENDMENT

7.1 The State reserves the right to rescind, replace or amend this Policy at any time.

Attachments: Incident Report