



Accident Follow-up Standard Operating Procedure

WASTE
REDUCTION
& DISPOSAL
DIVISION

Emergency Procedures

Once the Disposal Site Supervisor has assessed the situation, it becomes the responsibility of the Landfill Superintendent to ensure the First Line Supervisor complies with the following:

1. For a vehicle accident, contact Station 38 immediately at (619) 527-7660
2. For any type of accident (including a vehicle accident) contact ESD Safety Office at (858) 518-7773 per Department Instruction DI 60.70.
3. Begin a complete investigation of the accident, as soon as possible. Include photographs, as well as the occurrences up to the time of the accident.
4. Interview all witnesses to the accident and persons involved in the accident.
5. Make a determination as to the cause of the accident, following a thorough investigation.
6. Complete and file the appropriate accident report forms with City personnel.
7. Take corrective steps to ensure that the same type of accident will not reoccur.
***Note** – Such corrective steps may result in the repair of faulty equipment, installation of safety equipment, or instruction of personnel in safe operating procedures.
8. Follow-up to ensure that proper safety precautions are being taken.

***All unsafe practices will be called to the attention of the employee/s.**

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: N/A

Benefit of Compliance to Procedure:

- Reduction or elimination of repeat accidents
- Maintain a safe work environment

Consequence of Non-Compliance to Procedure:

- Frequent, repeated accidents
- Legal action
- Disciplinary action

Reviewed by: Senior Staff, *Waste Reduction and Disposal Division*

Approved by: Kip Sturdevan, *Deputy Environmental Services Director, WRAD*

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