

## **NOTIFICATION PROCEDURES FOR VEHICLE/EQUIPMENT ACCIDENTS**

1. ALL INCIDENTS INVOLVING INJURY, PROPERTY OR EQUIPMENT DAMAGE ARE REPORTABLE. COLLISIONS OR ACCIDENTS RESULTING IN DAMAGE TO PROPERTY OR BODILY INJURY WHETHER INVOLVING A STATE VEHICLE OR A PRIVATE VEHICLE BEING USED ON STATE BUSINESS, MUST BE REPORTED.
2. SUPERVISORS AND EMPLOYEES MUST FILL OUT "AUTOMOBILE LOSS REPORT" AS SOON AS POSSIBLE. ELECTRONICALLY SEND ALL AUTOMOBILE LOSS REPORTS TO EQUIPMENT SERVICES WITHIN 24 HOURS. MARIA ARVIZO IS THE CONTACT FOR EQUIPMENT SERVICES AT [MARVIZO@AZDOT.GOV](mailto:MARVIZO@AZDOT.GOV) . SUPERVISORS WILL CARBON COPY (CC) THE DISTRICT ENGINEER, ASSISTANT DISTRICT ENGINEER, AND DISTRICT SAFETY REPRESENTATIVE IN THIS EMAIL.
3. IF AN ADOT EMPLOYEE IS INJURED IN A VEHICLE/EQUIPMENT ACCIDENT; FORWARD ALL INJURY OR ILLNESS REPORTS TO [WORKERSCOMP@AZDOT.GOV](mailto:WORKERSCOMP@AZDOT.GOV) WITHIN 24 HOURS. SUPERVISORS WILL CARBON COPY (CC) THE DISTRICT ENGINEER, ASSISTANT DISTRICT ENGINEER, AND DISTRICT SAFETY REPRESENTATIVE IN THIS EMAIL.
4. THE PARENT ORG'S WILL MAINTAIN ALL ORIGINALS.

## **NOTIFICATION PROCEDURES FOR WORK-RELATED INJURIES AND ILLNESSES**

1. ADOT EMPLOYEE INJURY OR ILLNESS REPORTS WILL BE FORWARDED TO [WORKERSCOMP@AZDOT.GOV](mailto:WORKERSCOMP@AZDOT.GOV) WITHIN 24 HOURS. SUPERVISORS WILL CARBON COPY (CC) THE DISTRICT ENGINEER, ASSISTANT DISTRICT ENGINEER, AND DISTRICT SAFETY REPRESENTATIVE IN THIS EMAIL.
2. THE PARENT ORG'S WILL MAINTAIN ALL ORIGINALS.

## **NOTIFICATION PROCEDURES FOR THIRD PARTY INCIDENTS (THE TRAVELING PUBLIC)**

1. THIRD PARTY (THE TRAVELING PUBLIC) INJURIES MUST BE REPORTED TELEPHONICALLY TO RISK MANAGEMENT (602-712-7327) WITHIN 24 HOURS.
2. THIRD PARTY (THE TRAVELING PUBLIC) INJURIES THAT OCCUR WITHIN THE WORKZONE MUST ALSO BE DOCUMENTED IN THE DAILY DIARY. LOCAL POLICE AND DEPARTMENT OF PUBLIC SAFETY (DPS) ACCIDENT REPORT NUMBERS SHALL BE INCLUDED IN THE DIARY ENTRIES.
3. ORG. SUPERVISORS MUST NOTIFY THE DISTRICT ENGINEER, ASSISTANT DISTRICT ENGINEER, AND DISTRICT SAFETY REPRESENTATIVE TELEPHONICALLY OR BY EMAIL WITHIN 24 HOURS.
4. THE PARENT ORG'S WILL MAINTAIN ALL ORIGINALS.