

Title: ACCIDENT/INJURY REPORTING

Policy No: 3002

Approval: Council

Effective Date: September 9, 2014

Supersedes Policy No: (AD 02)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will provide procedures to follow when Employees / Contractors / Councillors / Board Members are involved in an incident while performing duties on behalf of the M.D., which causes injury and/or damage.

Purpose: The purpose is to provide procedures to follow when Employees / Contractors / Councillors / Board Members are involved in an incident while performing duties on behalf of the M.D., which causes injury and/or damage.

Principles:

- 1.0 Employees / Contractors / Councillors / Board Members shall report all injuries, accidents and damages to the M.D through their immediate supervisor or designate contact.
- 2.0 All vehicle / equipment accidents shall also be reported to the R.C.M.P. immediately, or if incapable, it shall be reported forthwith after becoming capable (refer to Motor Vehicle Administration Act).
- 3.0 At no time should an Employee / Contractor / Councillor or Board Member indicate liability.

Approved: 09.12.661