



Title: Vehicle/Equipment, Accident/Incident Reporting

Resolution Number: 07-430

Policy Number: 031

Date Approved: October 16, 2007

PURPOSE:

To provide consistent guidelines for accidents that occur involving Town owned vehicles and/or equipment or accidents/incidents at Town owned facilities.

AUTHORITY:

- Accident/Incident Investigation Policy – Occupational Health & Safety Manual
- Sections 169 & 170 of the *Highway Traffic Act*

PROCEDURE:

1. All Town vehicle or equipment accidents or accident/incidents involving injury at Town owned facilities shall be reported immediately to the Enforcement Manager. The Enforcement Unit will be responsible for investigating, collection information and maintaining a file on such accidents/incidents.
2. A Municipal Enforcement Officer shall attend the scene of the accident to take photographs and to collect all necessary information including statements from witnesses. The Enforcement Manager will coordinate the Enforcement Unit response to all accident/incidents and will be responsible for the investigation.
3. In the case of injury at Town facilities, staff on the scene shall follow the following procedures:
 - a. Provide immediate assistance to the injured individual and, if applicable, call for an ambulance.
 - b. Contact supervisor immediately.
 - c. In the case of a serious injury, contact the RNC and request an officer attend scene;
 - d. The most senior staff member on the scene is responsible for contacting the family of the injured person as soon as possible and informing them of the situation.
 - e. The Supervisor is responsible for documenting all dates, times, possible witnesses at the accident. This information must be forwarded to the Enforcement Manager no later than 24 hours after the injury occurred if the Enforcement Manager is not on the scene.
 - f. In all cases of Town staff injury, immediate medical attention is mandatory. In addition, the Occupational Health and Safety Coordinator must be notified as soon as possible. The supervisor must stay with injured staff at all times including any visit to hospital or doctor.



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- g. Enforcement Manager shall brief the Chief Administrative Officer as soon as practical in all cases of staff or civilian injury for any accident/incident upon leaving the scene.
4. In all cases of accidents involving a Town owned vehicle or equipment, the Enforcement Manager will assume full control of the scene including all communication by Town staff at the scene. All inquiries at the scene will be forwarded directly to the Enforcement Manager.
5. The Enforcement Manager shall contact the relevant Director as well as the Occupational Health and Safety Coordinator when informed of such accidents.
6. In the case of serious accidents/incidents, the Enforcement Manager will ensure the Royal Newfoundland Constabulary (RNC) attends the scene. The Enforcement Manager will coordinate with the RNC and will ensure all information generated by the RNC is forwarded to the Enforcement Unit file.
7. A report of accidents/incidents involving Town vehicles and incidents at Town facilities will be compiled by the Enforcement Unit. This report will be forwarded to the relevant Director and the Chief Administrative Officer.

In documenting an accident/incident, these procedures must be followed:

- a. Any staff member who witnesses an accident/incident must document date and time of the event as well as any other witnesses who were present and obtain the name of the injured party if possible. All information obtained must be forwarded to the Enforcement Unit so that they can conduct an investigation.
 - b. The Enforcement Unit shall interview all witnesses and obtain a statement concerning the accident.
 - c. Managers and Directors may be interviewed with regard to any pertinent Town policy or procedure. A copy of the policy or procedure will be obtained and included in the file.
 - d. If possible, an interview will be conducted with the person bringing forward the complaint/lawsuit.
 - e. A report will be prepared and forwarded to the Chief Administrative Officer outlining the findings.
8. In cases where the Town receives a complaint resulting from an accident or incident that has not been documented, the Enforcement Unit will generate a file and gather relevant background information.



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9. Copies of all investigations, information and reports will be kept by the Enforcement Unit.
10. If the accident/incident occurred outside of normal working hours, the on call supervisor shall call in the Enforcement Manager to conduct an investigation, if he/she deems the accident/incident warrants an immediate investigation. If it is the opinion of the on call supervisor that the accident or incident is of a minor nature, and that an investigation can wait until normal working hours, he/she can exercise discretion and not immediately contact the Enforcement Manager. The on call supervisor is responsible for ensuring that the Enforcement Manager is aware of the accident or incident within 24 hours.
11. In all cases, the Chief Administrative Officer will coordinate contact with the Town's insurance company, unless he/she directs otherwise.
12. All reports/statements must be forwarded to the Administration Department to be submitted to the Town's insurance company.
13. All statements and procedures as contained in the Accident/Incident Investigation Policy remain in effect.

REVISION HISTORY:

Revision:	Resolution #:	Change Made:	Date:
001	10-207	Procedures Changed.	May 18, 2010