**SAMPLE POLICY**

**Accident Reporting Policy:**

**Purpose:**

Our accident reporting policy is designed to outline the purpose and procedure for reporting any on-the-job accidents. The department is committed to enforce all health and safety guidelines to avoid such occurrences and expects members/employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

**Scope:**

This policy affects all members/employees.

**Policy:**

* On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be members/employees who were injured while performing their duties or other people that were on department premises or vehicles.
* Accidents must be reported as soon as possible in order to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the department can establish preventative measures for the future.
* The department encourages members/employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the department (e.g. the breaking of a drinking glass) do not have to be reported (although members/employees could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the department must be dutifully reported. Employees are obliged to report any of the following:
* Fatalities
* Damage to the head, skull and face
* Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
* Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
* Damage to the skin (e.g. extensive burns, bruises or cuts)
* Blows or injuries to the spine, back and ribs
* Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
* Poisoning
* Contamination from hazardous substances or transmission of diseases
* Any other injury that requires hospitalization or medical care
* Especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation. Members/employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:
* Explosions
* Slippery surfaces
* Water or gas leaks
* Inadequate insulation of circuits
* Collapses of walls, ceilings etc.
* Breaking of window glasses or frames

**Procedure:**

* When a member/employee witnesses or is involved in an accident they must report it to their Officer, Commander in Chief, or designated individual (personally, in writing or by phone if the accident occurred remotely) or through an online system if applicable, within one week. If the member/employee anticipates an accident due to perceived negligence or inadequate safety, they must make notification as soon as possible so the accident can be prevented.
* Depending on the incident, official forms may have to be completed and submitted.
* The accident and any sustained injuries must be recorded to an accident database or file.
* The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.
* The member/employee who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information as accurately as possible on the following:
* The place of the accident
* The date and time of the accident
* The people involved or injured
* Their position or involvement in the accident
* Their actions immediately after the accident
* Disciplinary Consequences

The department places great importance in this policy. All members/employees are obliged to comply. Any member/employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When members/employees are the cause of an accident they must report it immediately to minimize legal repercussions.

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***For further information on formulation of your business policies and procedures, please contact the Risk Management Department at 1-800-822-3747 Ext. 176.***