
Procedure Title: Incident Reporting
Policy: 1900-03
Adopted: February 23, 2011
Amended:



POLICY STATEMENT:

The Village of Mannville is committed to the safety excellence of its employees by providing an injury and incident free workplace. All incidents are investigated so that the causes can be determined and corrective actions implemented to prevent similar types of incidents from occurring in the future.

GUIDELINES AND PROCEDURES:

Incidents which must be reported include:

- All incidents resulting in injuries requiring medical aid
- All incidents resulting in an injury that requires time off work
- All incidents that cause property damage or equipment damage over \$500, or interrupt operations
- All incidents that, under slightly different circumstances, could have resulted in injury or loss
- Any other incident that an employee believes requires attention

Responsibilities for reporting are as follows:

- Management must review the reports
- Supervisors are responsible to investigate, determine immediate and underlying causes, and make recommendations
- This is to be documented on the municipality's incident investigation report form (attached)
- Supervisors are also responsible to ensure that the corrective measures are implemented in their area and follow-up to ensure that the actions have been effective

Every municipal employee is responsible to verbally report incidents to their supervisor immediately after the incident.