

*Corporation and Joint Health and Safety Policy and Procedure Manual*

<b>Revised:</b>	<b>Description</b>	<b>VEHICULAR ACCIDENT POLICY</b>	<b>Policy #15</b>
<b>Supersedes: July 2006</b>	<b>Scope</b>	<b>Corporate Policy</b>	<b>Page 1 of 2</b>
<b>Date Issued: July 30/09</b>	<b>Approval</b>	<b>JHSC - September 24, 2009 Council - November 9, 2009</b>	<b>Effective Date: November 9, 2009</b>

**I. PURPOSE:**

To provide a procedure which outlines the reporting requirements for all accidents involving a Township vehicle.

**II. RESPONSIBILITY:**

- A. All accidents (personal injury or vehicle or property damage) involving a township vehicle (car, truck, tractor, grader, etc) must be investigated by the police. This applies if the accident happens on a public street or private property.
- B. The operator of the vehicle is responsible for reporting all accidents to the OPP and the immediate supervisor.
- C. The operator of the vehicle is responsible to complete and sign the Vehicle Accident Checklist booklet located in each vehicle.

**III. PROCEDURE:**

1. The operator of the vehicle is to call the OPP at 1-888-310-1122 if you only need the police and 911 if you require fire and ambulance. If there is no cell phone in the vehicle, radio the office with the facts. The office will summon help and keep you informed. If the office is not open, radio your supervisor who will keep you informed.
- 2.. If you suspect the total value of the accident is under \$1,000.00, advise the 888-310-1122 operator of the value and that there is an accident reporting centre in Orillia. He/she may allow you to report there in place of an on site investigation. The operator will give you an incident number so ensure you record it.
3. If it is a fire vehicle proceeding under an emergency call and there is no injury and the fire vehicle remains operational, leave your name with the operator of the other vehicle and proceed to the emergency. Radio dispatch to advise the OPP. If there is personal injury, remain at the scene and use proper protocol to have the original emergency attended to.
4. After the initial call to police, contact your supervisor with all details immediately. **Do not speak with or give a statement to anyone other than your supervisor, his/her supervisors or the police regarding the incident/accident unless you have the permission of your supervisor first.** Insurers or adjustors for other parties

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involved do not have the right to insist that you give them a statement. Your supervisor will advise the CAO, Treasurer and our insurance agent as soon as reasonably possible.

5. Notwithstanding the above, if a municipal vehicle slides into a ditch during normal plowing and sanding operations in winter or construction in summer, contact your supervisor to report any damage and the details. He will determine whether or not you will be pulled out or the police contacted.
6. The Department Manager is to advise the Health & Safety representative. The employee is to complete the appropriate form with all the details as soon after the accident as possible and file with Health & Safety Committee and Department Manager.
7. Council Motion CR.489.03 dated November 24, 2003 requires all department managers to report every accident to Council. A memo is to be forwarded to the meeting date immediately following the accident.

**IV. VEHICLE ACCIDENT CHECKLIST BOOKLET**

1. Located in each Township owned vehicle is a checklist booklet which must be used following every accident. The booklet is an easy guide to follow to report the accident and gather the necessary information required by our insurer.
2. The operator of the vehicle is to complete the checklist booklet, sign it and provide it to the supervisor.