

Accident Reporting Policy

1.0 Policy Statement

The City of Mount Pearl is committed to promote and enforce all health and safety standards as preventive measures to mitigate, and if possible avoid accident occurrences. However, the City recognizes that accident occurrences are sometimes inevitable. Employees shall report all accidents to their supervisors immediately following their occurrence, and that all workplace accidents are investigated. This policy complies with the *Occupational Health and Safety Act* and any other relevant laws, rules or regulations.

2.0 Background

Accident investigation provides a mechanism for recognizing, evaluating and controlling workplace hazards. The depth and complexity of the investigation will vary with the circumstances and seriousness of the accident. The investigation of accidents determines why the accident occurred and identifies corrective actions and measures necessary to prevent recurrences. Immediate accident reporting is intended to minimize injury to employees and damage to City of Mount Pearl property.

3.0 Scope

This policy applies to all City of Mount Pearl employees and contractors involved in an accident and/or who could become injured or cause damage in an accident arising in connection with City of Mount Pearl's business.

4.0 Purpose

The purpose of this policy is to outline guidelines to ensure that accidents, injuries, and illnesses are adequately investigated and reported, and that corrective actions are undertaken to prevent similar occurrences in the future.

5.0 Associated Documents

Please refer to the City's companion documents:

- *OP-OHS-13 Accident Investigation Procedure*
- *FORM-OHS-08 Accident Investigation Report*
- *FORM-OHS-09 Near Miss Report*
- *FORM-OHS-44 Environmental Incident Report Form*
- *HR-A&DW-01 Alcohol and Drug Workplace Policy*
- *MEO-005-13/P Motor Vehicle Accident Procedure*
- *Municipal Enforcement Report of Motor Vehicle Accident*

6.0 Approvals



Steve Kent, Chief Administrative Officer

April 25, 2019

Date