

<i>The Town of Fort Frances</i>	SECTION ADMINISTRATION
REPORTING DAMAGE OF CORPORATION PROPERTY	NEW: June 2010 REVISED:
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 1.20	PAGE 1 of 2

PURPOSE:

The Town Clerk's office has the responsibility for ensuring that, where reasonable, procedures are taken to recover costs for damages to Town property however caused. The damage may be occasioned by a third party due to that third party's actions, whether accidental or intentional or may be the result of an insured peril under our policy of insurance. This may, depending on the circumstances, involve a claim against the Town's insurance policy or a claim directly against the third party.

PROCEDURE:

It is crucial that notice of claim for damages be prepared by the Clerk or in the absence of the Clerk the Deputy Clerk in a timely manner for submission either to the Town's insurer or the third party, as the circumstances dictate. Therefore;

1. Town employees who are aware of the incident shall immediately notify the Clerk by phone (extension 236) and follow up with an email or written description of the incident.
2. Based on his / her investigation into the incident, the supervisor shall complete the **SUPERVISOR'S ACCIDENT INVESTIGATION REPORT** and submit to the Clerk. This written report is to be prepared as soon as possible while details of the incident are still fresh in the minds of those involved.
3. Reporting to the Clerk by the Superintendent would continue as necessary throughout the recovery process as new information becomes available such as costing information, scheduling of repairs, or changes, etc.
4. The process may require the Superintendent or other staff to respond directly to an insurance adjuster *but only if that adjuster has been identified by the Clerk's office as being assigned to the claim by our insurer or the town.*
5. The name of the investigating officer (if applicable) shall be included in the report as it will assist when requesting a copy of the police accident investigation report.

It is very important that town employees involved in an incident do not speak to anyone outside our organization about the incident, except to an investigating police officer or other official identified as having authority to investigate (this would only be done after consultation with their superintendent or other town authority).

The accounting for expenditures with respect to damages to property is a function of the Treasury Department. The Clerk's office would provide Treasury with information to allow for setting up of an account receivable in the name of the party from whom the costs are to be recovered.

In the absence of the Clerk all contact, notices, reports etc. are to be directed to the Deputy Clerk.



SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Please forward copy to the Human Resources Department, Joint Committee, Division Manager
In the event of property damage, please forward copy to Clerk's Office.

Company	Department		
Exact Location	Date of Occurrence	Time	Date Reported
<u>PERSONAL INJURY</u>	<u>PROPERTY DAMAGE</u>		
Name	Property Damaged		
Position	Estimated Costs	Actual Costs	
Nature of Injury	Nature of Damage		
Object / Equipment / Substance Inflicting Injury	Object / Equipment / Substance Inflicting Damage		
Person with most control of object / equipment / substance	Person with most control of object / equipment / substance		

DESCRIPTION

Describe clearly how the accident occurred: Attach accident diagram for all motor vehicle accidents

ANALYSIS

What acts, failures to act and / or conditions contributed most directly to this accident?	
What are the basic or fundamental reasons for the existence of these acts and / or conditions?	
Loss Severity Potential <input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor	Probable Recurrence Rate <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare

PREVENTION

What action has or will be taken to prevent recurrence? Place X by items completed			
Investigated By	Date	Reviewed By	Date

