



TOWN OF BENTLEY

Public Works

Policy No. 9/2012

Policy Title: Equipment Incident Reporting

Date Adopted: February 14, 2012

Replaces: Policy No. 21/97-09

**Scheduled
Review Date:** March, 2017

Authority: Municipal Government Act, 2010, Section 3(c) states " to develop and maintain safe and viable communities."

Purpose: To learn from unwanted events reducing their probability in the future
To properly document information that may be needed by local authorities later
To reduce the exposure to risk and liability
To ensure the safety of all Town owned vehicles and equipment

Definitions: The term "incident" refers to any unplanned and unwanted event which results in damage or injury or which could have resulted in damage or injury.

The term "equipment" refers to all gas, diesel, propane, natural gas or electric propelled equipment or vehicles owned or leased by the Town.

**Policy
Statement:** Staff involved in a collision or near collision or other accident shall report immediately to the Public Works Foreman.

An incident report shall be completed and filed for all collisions following Standard Operating Guidelines. The Public Works Foreman shall review and discuss the incident with the employee. A written incident report shall be completed and filed for all collisions, following Standard Operating Guidelines.

All policies shall be adhered to by the Public Works Department, subject to the financial and manpower resources of the Town.



Mayor


Chief Administrative Officer