



POLICY MANUAL

References:	Policy Department Public Works
Cross References:	Policy Number PW 12
Adoption Date: September 25, 2017	Policy Title: Claims for Damage
RevisionDate:	Review Date:

POLICY PURPOSE

To ensure a method of reporting incidents and processing potential claims, and to minimize liability against the Town.

POLICY STATEMENT AND GUIDELINES:

1. An employee shall report all incidents which may result in liability or claim for damage to his/her supervisor immediately.
2. At no time should an employee acknowledge nor indicate liability.
3. If queried, an employee shall advise the company or individual to contact their insurance agents and have them contact our Insurance Company (Jubilee Insurance Agencies).
4. The employee shall immediately complete an "Accident Report" form giving complete details on what transpired. The report must be submitted to the Chief Administrative Officer.
5. The Chief Administrative Officer shall ensure the insurance company receives completed documentation as soon as possible.