

Douro-Dummer Fire Services Policy

Policy: 3.07

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Section: Human Resources

Subject: Accident Reporting

Purpose: Reporting, investigating, and managing all accidents, injuries involving DDFS personnel.

Scope: Applies to all DDFS personnel

Policy:

The following process is to be followed when any DDFS member is involved in an accident involving any apparatus or equipment.

- All accidents must be reported **as soon as possible**
- Notification of incident to chief or designate
- Request chief or designate to attend scene (if required).
- WSIB documentation (if required)
- Ministry of labour notification (as required per the OH&S Act)
- Request police, injuries, property damage or where damage exceeds a combined value of \$5,000.00 damage
- Request ambulance if required
- Take photos of accident scene
- Is there is damage to highway property (poles, guard rails, etc.)
- Personal Incident Report (PIR) filled out and submitted
- Date, time and location of the incident
- Insured name, address and contact info
- Description of incident
- Identity and contact info for all persons involved, including witnesses
- Description of damages and/or injuries
- Type of loss
- OPP occurrence number
- Insurance policy information
- Details and supporting documentation pertaining to the specific type of loss, like vehicle information, circumstances surrounding accident/illness.