

## INCIDENT REPORTING

Incident reports will be required when there are incidents that are outside of the normal requirements or conditions of a job or process. Use Incident Report Form to report the following:

- Workplace injuries.
  - All work related injuries need to be reported immediately to your supervisor.
- Incidents related to the following:
  - Office
  - Highway Dept
  - Police Dept
  - Wastewater Collection and Treatment Plant
  - Water Systems Fire District I
  - Water Systems Fire District II
- Types of Incidents to be Reported
  - Damage to machinery or equipment resulting from an accident.
  - Repairs to highway department vehicles, equipment, and buildings.
  - Repairs to police department vehicle and equipment.
  - Repairs to Transfer station and equipment.
  - Repairs to Sewer Plant and Collection System.
  - Report all tests that do not meet the Discharge Permit requirements.
  - Repairs to Water Systems Fire District I.
  - Repairs to Water Systems Fire District II.
  - Report all tests that do not meet the water quality standards.

**On January 21, 2013, the Canaan Selectboard adopted this Incident Reporting; Motion by Gregory Noyes, seconded by Edward Brousseau. (see minutes of said meeting)**

**INCIDENT REPORT FORM**

Department-----Date-----Time-----

Person Making Report-----

Description of Incident-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

Injuries To Be Reported -----  
-----  
-----  
-----

Cost of Repairs Needed-----  
-----  
-----  
-----

Test Results Not Meeting Requirements-----  
-----  
-----  
-----  
-----

Actions Taken to Remediate Incident -----  
-----  
-----  
-----  
-----  
-----

Reviewed by Selectboard ----- Date-----