

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 6. Vehicles, Equipment & Facilities	Replaces: July 1, 2004
Subject: 1. Accident Reporting	
Policy No. G.6.1.	Page 1 of 2

PURPOSE

To ensure Paramedics/EMAs know the expectations expected of them if they are involved in an accident while performing their employment duties.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

In the event of any accident involving a Manitoulin-Sudbury DSB EMS vehicle no matter how minor in nature, if the accident involves **a third party with or without personal injury** the following agencies will be notified:

1. **CACC**
2. **On Duty Field Manager**
3. **Duty Officer if after hours**
4. **Appropriate Police Service**

Should the accident **not involve a third party**; however, **injuries are present** the following agencies will be notified.

1. **CACC**
2. **On Duty Field Manager**
3. **Duty Officer if after hours**
4. **Appropriate Police Service**

In the event the accident occurs where **a third party is not involved** i.e. Backing into the garage door of the Ambulance base, and there are **no injuries and only minor damage** the following will be notified.

1. **On Duty Field Manager** (where the accident is minor, no injuries are involved, and it occurs after the normal working hours of a Field Manager notification must be made the next working day)

In **all** instances, the following shall occur:

1. The Driver shall complete a Vehicle Accident Report completely ensuring that all pertinent information as requested on the form is addressed.
2. The Driver and Attendant shall both complete detailed statements of their

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Policy No. G.6.1.	Page 2 of 2

- knowledge of the accident on an Incident Report Form regardless of what they may or may not have observed.
3. Staff will have the passenger(s) submit a detailed statement regardless of what they may or may not have observed if possible.
 4. If warranted, Management will attend the scene to assist crew and/or initiate internal investigation.
 5. Personnel involved in an accident must not discuss the accident with anyone other than the Police and Employer.

REFERENCE

- The Highway Traffic Act of Ontario
- Regulation 257/00 Documentation Standards Part II made under The Ambulance Act.