

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 1, 2016
Topic: 6. Vehicles, Equipment & Facilities	Replaces: April 1, 2007
Subject: 25. Loss or malfunction of Equipment and/or Supplies	
Policy No. G.6.25.	Page 1 of 2

PURPOSE

To establish guidelines for the Paramedic Services staff, relating to loss or malfunction of supplies and/or equipment.

APPLICATION

Paramedics, Superintendents, Senior Personnel

PROCEDURE

- 1) The following is the reporting and recording procedure for all personnel with regards to loss or malfunction of supplies and/or equipment
 - a) Paramedics will report the loss or malfunction of any piece of equipment to their Field Superintendent as soon as they recognize it as having occurred. The initial report shall be made by telephone to expedite recovery, replacement, or repair of the equipment. Where the incident relates to loss of equipment, the Paramedics shall identify any agency or location they believe the equipment or supplies that may be in possession of the item(s).
 - b) The Paramedics shall complete a Lost Equipment Form (regardless of how soon the equipment/supplies are recovered) outlining the event(s) resulting in the loss, possible cause(s) of the loss and any perceived remedial design that could mitigate such a loss. This completed form shall be emailed to the Field Superintendent group.
 - c) The Paramedics shall complete an Equipment Repair/Maintenance Authorization Form for any event leading to equipment failure. Additionally, where the equipment failure took place during any patient contact, a Zoll Incident Report shall be completed by any Paramedic involved in the call. The Equipment Repair/Maintenance Authorization Form has multiple sections. The Paramedics shall complete Section One. Once complete, the form shall be emailed to the Field Superintendent group distribution.
 - d) The Field Superintendent on duty at the point of receipt for any equipment related form shall mitigate the issue as required.

- 2) Habitual loss or breakage of equipment shall be addressed through performance management.

- 3) Wilful damage or destruction of any Manitoulin-Sudbury DSB property shall

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be managed through the progressive discipline process.

- 4) Theft of any Manitoulin-Sudbury DSB property may be managed with the assistance of the appropriate Police Service in conjunction with the Deputy Chief.

REFERENCE

Equipment Loss Form (SharePoint)

<https://msdsb.sharepoint.com/intranet/ems/Portal%20Documents/Forms/AllItems.aspx?RootFolder=%2fintranet%2fems%2fPortal%20Documents%2fMandatory%20Forms&FolderCTID=0x01200049F72C27A9D86C4C90A064F47F1C922D>

Equipment Repair and Maintenance Authorization Form (SharePoint)

<https://msdsb.sharepoint.com/intranet/ems/Portal%20Documents/Forms/AllItems.aspx?RootFolder=%2fintranet%2fems%2fPortal%20Documents%2fMandatory%20Forms&FolderCTID=0x01200049F72C27A9D86C4C90A064F47F1C922D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>