

# Town of Meredith - Administrative Regulation

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Revision Date: March 14, 2008      Supersedes: November 23, 2004  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: ACCIDENT & INJURY INVESTIGATION**

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### **I. PURPOSE**

The Town of Meredith recognizes that accidents can occur and may result in personal injury and/or property damage. We are, however, committed to determine the cause of each incident to prevent further occurrences. Our primary goal is to provide a safe work environment for all employees and to reduce equipment/property damage.

### **II. SCOPE OF INVESTIGATION**

The affected individual's immediate supervisor shall be promptly notified of all accidents involving personal injury or equipment/property damage. The supervisor shall promptly investigate all accidents and oversee the completion of an incident report and other reports as may be required. The respective department head shall also be notified of any injury or damage on a timely basis. Such notice shall be accomplished as soon as possible, but shall not take precedence over rendering first aid. When a motor vehicle is involved and personal injury or property damage results, the police department shall be notified and should take such action as they deem necessary. Crash reconstruction may be conducted by the police, which may include an outside police department or the State Police, as appropriate. The State Police will investigate any accidents involving the Meredith Police Department. In the event the State Police are not available, another police department shall investigate.

The incident report shall be available for review by the Joint Loss Safety Committee. It should be noted that the name(s) of the individual(s) involved may not be disclosed and shall remain confidential – the Safety Committee's responsibility is to seek the necessary information and attempt to provide assistance in the prevention of future similar accidents.

### **III. TRAINING**

Follow up training may be required as a result of the inquiry into the accident if deemed necessary.

### **IV. DISCIPLINE**

Should it be learned through the course of investigation that a rule, regulation, policy, town ordinance or state law was violated, disciplinary action may result.

Phillip L. Warren, Jr.  
Town Manager