



Policy #72
Slips and Falls on Municipal Property

December 10, 2015 (A)
September 30, 2010

Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

“**Elected Officials**” shall mean the Reeve, Deputy Reeve and Councillors of the Township of Minden Hills.

“**Environment and Property Operations Manager**” shall mean the Environment and Property Operations Manager for the Township of Minden Hills.

“**Fall**” shall mean to lose one’s balance and collapse, the sudden uncontrolled descent.

“**Municipality**” shall mean the Corporation of the Township of Minden Hills.

“**Slip**” shall mean to slide unintentionally for a short distance, typically losing one’s balance or footing.

Purpose

The purpose of this Policy is to provide procedures for slips and falls that occur on municipal property.

General

The Township of Minden Hills is committed to the health, safety and well-being of its elected officials, employees and the public attending municipal properties.

Scope

The procedures contained in this policy shall apply to all municipal employees and elected officials of the Township of Minden Hills.

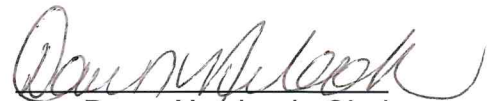
Guiding Principles

1. In the event of a slip and fall on municipal property, staff are to immediately check to see if medical assistance, (ambulance), is required.
2. If medical assistance is required, staff are directed to call 9-1-1 and request an ambulance.
3. If required, staff should contact anyone in the building who has First Aid.
4. Staff are to immediately contact their supervisor in the event of a slip and fall on municipal property. In the event the supervisor is unavailable, staff shall contact the Environment and Property Operations Manager.
5. An Accident/Incident Report Form shall be completed if possible before the person leaves the property, ensuring that all information is documented.
6. All Accident/Incident Report Forms are to reviewed and approved by the respective Department Head, followed by a review and approval of the CAO. Copies of the reviewed and approved forms will be distributed to the CAO/Human Resources, the Treasurer and the Clerk. Where applicable, completion of all WSIB forms is required.

Adopted by Council this 10th day of December, 2015.



Brent Devolin, Reeve



Dawn Newhook, Clerk

I confirm that I have read and understood the Township of Minden Hills Policy for Slips and Falls on Municipal Property.

Name: _____

Signature: _____

Date: _____