

## 9.1.2 - Accident and Incident Report Procedures

*Standard:* There shall be established procedures for accident and incident reporting and analysis of accident and incident reports. There shall be an accident/incident report form available to all employees. Data shall be obtained in an appropriate manner to support planned and coordinated accident prevention programs within the agency.

*Suggested Evidence of Compliance:* Provide the accident/incident form(s) and the procedures for documenting and analyzing accidents and incidents. The accident/incident form(s) shall include identification information (who), specific location of accident (where), and description of accident in terms of sequence of activity (what).

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 21 – Risk Management, pp. 583-589.

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### **Agency Evidence of Compliance:**

DPRAC - 4.9.7 Written Accident Investigation and Follow Up

**Agency Self Assessment:** MET

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