

ACCIDENT /INCIDENT REPORT FORMS

EFFECTIVE DATE:
September 11, 2000REVISION DATE:
March 1, 2004

If a Salem Public Works vehicle is involved in any accident which results in vehicle to vehicle contact, vehicle to person, or vehicle to private property contact, the Salem Police Department is to be called immediately to the scene to prepare an accident report regardless of how minor the accident. If the accident is anything other than the preceding they are to notify their immediate supervisor as soon as possible.

The New Hampshire Municipal Association Property-Liability Insurance Trust requires that employees complete all appropriate reports. Additionally, the Town of Salem requires that the employee file accident/injury reports. All forms are available at Public Works and must be completed within 24 hours of the time of accident.

All forms must be completed and signed by both the employee and submitted to the supervisor/department head. If an employee is taken to the hospital or seen by a doctor, documentation must be signed by the doctor and include information regarding the employee's medical status (i.e., diagnosis and return to work clearance).

The following completed forms will be submitted to Human Resources for processing:

- Personal Accident Forms
- Personal Exposure Forms

The following completed forms will be submitted to the Finance Department for processing:

- Property Accident Forms (and copy of Police Report)
- Apparatus/Equipment Accident Forms (and copy of Police Report)

The Town is required by law to file all workers' compensation claims within five (5) days of the incident; therefore, it is essential to process claims in a timely manner.