Policy Name: Claims for Damage

Policy Number: PW12

POLICY MANUAL

POLICY

PURPOSE

:

To ensure a method of reporting incidents and processing potential claims, and to

minimize liability against the Town.

POLICY STATEMENT AND GUIDELINES:

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An employee shall report all incidents which may result in liability or claim for damage to

his/her supervisor immediately.

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At no time should an employee acknowledge nor indicate liability.

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If queried, an employee shall advise the company or individual to contact their insurance

agents and have them contact our Insurance Company (Jubilee Insurance Agencies).

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4

The employee shall immediately complete an “Accident Report” form giving complete details

on what transpired. The report must be submitted to the Chief Administrative Officer.

5

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The Chief Administrative Officer shall ensure the insurance company receives completed

documentation as soon as possible.

Reference

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Policy

Department

Public Works

Cross

References:

Policy

Number Legal

:

PW 12

Adoption

Date:

September 25, 2017

Revision

Date:

Policy

Title:

Claims for Damage

Review Date: