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TOWN OF RANGELEY

ACCIDENT/ INCIDENT/ NEAR MISS REPORTING POLICY

1.0 POLICY

This policy outlines procedures that are to be adopted when an employee, visitor or contractor experiences and accident, incident, near miss or dangerous occurrence on the Town's premises or while engaged in Town business. Compliance with the policy is mandatory for all Town employees.

Employees must report all accidents, incidents and near misses resulting in property damage, injury or illness, regardless of severity, occurring during the course of employment.

2.0 PURPOSE

The Board of Selectmen of the Town of Rangeley is committed to providing all employees with a safe and healthful workplace. It is the policy of the Town that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe.

All Department members of the Town of Rangeley share the responsibility for maintaining safety by practicing good safety habits and by avoiding carelessness. Any real or potential safety hazard of environmental health hazard should be reported immediately to the Department Supervisor.

3.0 SCOPE

The accident / incident / near miss policy applies to ALL accidents / incidents / near misses involving Town equipment and / or property and Town employees, visitors or contractors, which results in (or might have resulted in) property damage, personal injury or illness.

4.0 DEFINITIONS

4.1 Accident

An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury, even "minor" injuries such as cuts or sprains are

considered accidents. Physical examples of accidents may include unintended collisions or falls, being injured by touching something sharp, hot or electrical or ingesting poison. If in doubt, treat a situation as if it were an accident.

4.2 Incident

An occurrence or event that interrupts normal procedure or precipitates a crisis: not usually resulting in injuries, but rather results in damage that impacts facilities, grounds, motor vehicles or the situation at hand.

4.3 Near-Miss

An unplanned event that did not result in injury, illness or damage- but had potential to do so. These types of events may include events identified as a "close call" or in the case of moving objects a "near collision" or a near hit.

4.4 Reportable Crash

A crash on a public way or a place where public traffic may reasonably be anticipated, resulting in bodily injury or death to a person or apparent property damage of \$2,000 or more. Apparent property damage must be based upon the market value of the necessary repairs and may not be limited to the current value of the vehicle or property.

5.0 PROCEDURES

5.1 REPORTING THE ACCIDENT / INCIDENT / NEAR MISS / CRASH

5.1.1 Employees will report all work related accidents, incidents, near misses, and crashes, no matter how small or insignificant, immediately or as soon as practicable, to their immediate supervisor.

5.1.2 Reportable crashes involving Town vehicles will be reported immediately or as soon as practicable, to the employee's immediate supervisor and the appropriate law enforcement agency.

5.1.3 All crashes, regardless of reportable status, involving Town vehicles will be reported immediately or as soon as practicable, to the Town of Rangeley Police Department.

5.1.4 An accident report form is to be completed by the employee, or in the case of immediate medical attention being required, the immediate supervisor of the employee and filed with the Town Manager or designee, whichever presents as available.

- 5.1.5 The immediate supervisor is responsible for getting injured employees' medical attention in ALL instances that have potential for recurring or further injury/illness (dog bites, deep lacerations, head trauma, etc.). The Town's preferred provider is Maine Health Farmington unless otherwise determined by first responding medical personnel.
- 5.1.6 The employee shall notify the immediate supervisor as soon as practicable if he/she received medical attention after hours, emergency/urgent care, for a reported accident/incident.
- 5.1.7 The immediate supervisor shall ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).
- 5.1.8 The immediate supervisor will ensure the reporting requirements are met and the reporting form is completed properly by the employee, any witnesses and the supervisor themselves and submitted with photographs and witness statements to the Town Manager or designee, whichever presents as available.
- 5.1.9 The Town Manager or designee may forward report to Police Department for further investigation and will follow up with appropriate organization for filing requirements.

5.2 ABSENCE

- 5.2.1 Employees that will be absent from work due to work-related accident/illness must provide information to the Town Manager or designee, whichever presents as available, on their condition and a probable return-to-work date no later than the first day of absence.
- 5.2.2 Employees that will be absent from work due to work related accident/illness more than one week must provide written information to the Town Manager or designee, whichever presents as available, from a medical provider and make contact once a week to provide updates on their medical status and probable return to work.
- 5.2.3 Modified and/or restricted duty may be allowable per medical provider directive and at the discretion of the Town on a case-by-case basis.

5.2.4 Modified and/or restricted designation is a temporary remedy and the length of time allowed on this program will be decided by the Town Manager on a case-by-case basis.

6.0 SUMMARIZATION

All accidents, incidents, near misses, and crashes must be reported, however minor. The five most important steps are:

1. Ensure all relevant details are reported as soon as possible in accordance with established procedures.
2. Remove residual hazards that may pose a risk to others.
3. Fence off the undisturbed scene of a serious incident pending investigation.
4. Notify the Town Manager or designee of incapacity to work that results from an injury sustained during a work activity.
5. Only discuss the accident with the police department and your insurance adjuster. Do not make any statements about the cause of the accident or any admission to liability on behalf of the Municipality.

7.0 ADOPTION / REVISION HISTORY

First Reading	11/17/2014
Adopted	12/01/2014
Revision	8/26/2025
Revision	9/23/2025

Z Drive / Risk Management Program / Risk Management Programs / Safety Incentive Program / Safety Committee / Policies - Also saved on the website.