

**Riverside Cemetery District
Board Policy**

ACCIDENT REPORTS

Policy 66

All accidents will be reported.

A report of all serious accidents will be prepared and submitted to the Board and appropriate supervisor. The reports will cover all accidents occurring on cemetery and any involving staff or visitors who may be elsewhere on cemetery business. Reports will cover property damage as well as personal injury. Information to be included in the report will include:

1. date, time and place of the accident;
2. name and address of the injured person;
3. type of accident;
4. treatment given;
5. narrative description of the accident, including witnesses and/or other participants.

A copy of the injury report is to be placed on file with the Office Manager within 48 hours from the time of the accident.

Adopted: 11/9/2004