

CANMORE SENIORS ASSOCIATION  
POLICY P-06  
INCIDENT REPORTING

1. Purpose

- 1.1 To document the requirements for the reporting of incidents that occur inside the Seniors Association Drop-in Centre and grounds or during activities that occur away from the Drop-in Centre.

2. Applicability

- 2.1 This policy applies to all bodily injury or property damage incidents that occur that may give rise to a claim under the Canmore Seniors' Association's (CSA) Commercial General Liability insurance.

3. Definitions

- 3.1 "AMSCIS" means the Alberta Municipal Services Corporation Insurance Services the insurance provider to the CSA.
- 3.1 "Bodily Injury" means bodily injury, sickness, disease, disability, shock, mental suffering or mental injury, including death at any time resulting therefrom, and damages for care and loss of services.
- 3.2 "Incident" means the occurrence of either a bodily injury or property damage that may give rise to a claim.
- 3.3 "Property Damage" means:  
(i) physical injury to or destruction of tangible property caused by an accident during the Policy Period, including loss of use thereof at any time resulting therefrom; or  
(ii) loss of use of tangible property that has not been injured or physically destroyed provided such loss of use is caused by an occurrence during the Policy Period.

4. Policy

- 4.1 An Incident Report (see Appendix A) shall be completed whenever an incident occurs.
- 4.2 Incidents shall be communicated to the President and the Secretary as soon as possible after the incident.
- 4.3 Completed Incident Reports shall be given to the President and the Secretary within 72 hours of the event.

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4.4 The CSA shall give notice of any incident, as soon as practicable after the incident occurs, to the AMSCIS. This notice may be given by sending a copy of the Incident Report to AMSCIS.

**REVISION LOG**

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Mar 14th, 2016	CSA Board	Original issue of document