

County of Elgin

Human Resources Policy Manual

Code - A

Page 1 of 1

Section: **8**

Subject: **Accident Investigations**

Policy Number: **8.40**

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It is the employee's responsibility to immediately notify their Immediate Supervisor as soon as possible after they occur. A Workplace Safety & Insurance Board Form #7 will be completed by the Human Resources Co-ordinator and will be submitted to the Workplace Safety & Insurance Board.