

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 120	
TITLE Unusual Incident and Accident Investigation	SUBJECT Unusual Incident	
	EFFECTIVE DATE 8/02/2006	SUPERSEDES DATE

Purpose:

To identify causes of incidents, so similar occurrences can be prevented.

Scope:

ADAMHS Board of Trustees, Staff, Visitors

Policy Statement:

It is the policy of the ADAMHS Board of Montgomery County to adopt and follow Chapter Seven "Accident Investigation" of Montgomery County's Risk Control and Safety Manual. Any and all unusual incidents and accidents occurring on Board leased property will be investigated following Montgomery County's Procedures and using the County reporting forms.

A copy of these procedures and forms is attached to this policy.

The Board will identify staff as the "Safety and Loss Coordinator" who will serve as the liaison between the ADAMHS Board and the County's Risk Management Department.

Currently the Executive Administrative Assistant is the "Safety and Loss Coordinator". The Back up for this position is currently the Public Affairs Director.