

Manual of Administration

TOPIC: Administration	SUBJECT: Liability	Code: AD110
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PURPOSE: To clarify Avenue II=s liability coverage and the procedure to follow in the event of an accident involving Avenue II staff and/or individuals.

DEFINITION: An event which results in personal injury or damage to an individual's property, agency personnel, or agency property which requires the intervention of police, ambulance, or fire department.

NOTE: Avenue II retains liability coverage for employees. In order for Avenue II or its employees to be considered liable for an event or accident relating to a service which we provide, negligence must be found through due process. As long as an employee is performing his or her duties, it is extremely unlikely that negligence will be found.

Avenue II is not insured for any damages caused in the community. For example, while shopping in Zellers, if a staff or individual knocks a vase off the shelf and it breaks, Avenue II will not reimburse Zellers.

PROCEDURE:

1. Notify your supervisor or On-Call of the occurrence prior to making a statement to the investigating party.
2. The statement must reflect the events as you have witnessed them.
3. **Do not make statements that assume responsibility for the occurrence by admitting liability or guilt either on behalf of you or the agency. To do so may result in your being held personally responsible for the occurrence at a future date.**
4. Keep a copy of your statement to attach to the Incident Report.
5. When more than one Avenue II staff is present, separate Incident Reports are to be written.