

## **Accident/Incident Reporting Guidelines for ACC Activities**

Alpine Club of Canada – Safety Committee

May 2011

The Safety Committee has been asked to more clearly define what constitutes a reportable accident (or incident) as outlined in the “Waiver Administration and Incident Reporting Policy” accepted by the Board in 2003.

*Our main purpose in reporting incidents to the Executive Director at ACC National Office is to alert the Office of potentially serious incidents that could lead to a liability claim. This allows National Office to deal more effectively with its Insurance Company by showing how as an organization we manage risk effectively, take safety seriously and maintain a good organizational structure.*

*We also aim to identify situations that might warrant review of safety procedures and educational needs of the membership during ACC activities. This continues to be useful for leadership training purposes at National and Section levels as well as providing material for educational articles. In the future, having data from incidents and accidents may also provide a record of trends, with resulting areas of improvement. We may benefit with sharing this data with organizations around the world.*

**In this regard, a report must be promptly filed with the Executive Director of the ACC for any accident or incident occurring on a sanctioned national or section activity, or when climbing in the province of Quebec, where any of the following conditions apply:**

- A person has sustained serious injury\*\* or property damage.
- Where an incident has the potential to exceed the applicable excess or are litigated, and by default under the following circumstances: Fatality, Paraplegia/ Quadriplegia, Brain Damage, Serious Multiple Injuries, Amputation, Unusual/ Abnormal Advices,
- Avoiding a recurrence of the incident requires a change to the regular routine of the planned activity;
- A search or rescue or assistance from professional rescuers was required for a party.
- Anything that may be of learning benefit to trip leaders or enhance the future safety of ACC activities or to membership awareness in general. This would include situations that could have had the “potential” for serious injury.
- The incident happened while the injured party was following (or believed he/she was following) implicit or explicit instructions before or during the trip from the ACC or its “agents” (such as trip organizer(s), leader(s), guide(s), etc);
- Accidentally-triggered or natural avalanches that resulted in members of a party being caught and or buried, even if only partially buried and no injuries were sustained.
- Incidents that were reported in the media, except the publications of the ACC and ANAM.
- All Incidents Involving US Citizens,
- Any Allegation of Medical Malpractice

In all other situations, the decision whether or not to file a report with the Executive Director should be made by either the Section Chair or the National VP of Activities, as appropriate. If there is any question as to whether the incident warrants a report to be filed, then a report should be submitted to the Executive Director.

All incident reports are confidential, and are reviewed by the Executive Director, the Safety Committee and the Legal Committee as indicated.

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\*Serious injury would include any condition resulting in death or the necessity of medical evacuation and/or treatment at a hospital.