

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 5. Vehicles, Equipment & Facilities	Replaces: May 1, 2016
Subject: 21. Loss or Failure of Equipment	
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**PURPOSE**

To establish processes to allow Paramedics to address the loss or failure of equipment.

**APPLICATION**

Paramedics, Paramedic Superintendents, Senior Managers

**PROCEDURE**

The management of equipment failure shall be facilitated through the Operative IQ system, by way of the Ticket Section. Staff will detail the failure, and all mandatory fields. Where appropriate pictures can be attached to the file.

Paramedics will report the loss any equipment to the Paramedic Superintendent immediately. Following contact with the Paramedic Superintendent, staff will complete an Occurrence Report in order to assist with recovery efforts. Paramedics shall identify any agency or location where they believe the equipment may reside.

Paramedic Superintendents shall communicate with the appropriate Police service, should that be deemed necessary.

While the nature of Paramedic Services activities results in the risk for damage to equipment, such damage, and specifically loss of equipment must be mitigated through professionalism. Habitual or wilful loss/damage of equipment shall be addressed through performance management and progressive discipline.

**REFERENCE**

MSDSB Policy C.4.06