

## Vehicle Accident Procedure

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### Purpose:

To formalise the actions that need to be taken following a vehicle accident to ensure the safety of all personnel and company vehicles. These actions will also help with investigations and insurance.

### Responsibilities:

#### Managers:

Are responsible for ensuring workers are trained in the safe use of motor vehicles and the Vehicle accident procedure.

#### Workers:

Are responsible for abiding by the companies safe driving and vehicle accident procedures.

### Procedure:

**Stop at once** Activate Emergency Hazard Lights - Protect any injured persons and call 000 for Ambulance, Fire and Police services if required.

**Prevent further accidents** - Ask bystanders to warn approaching traffic. Where possible, clear the roadway of people and vehicles. Wear high visibility vest.

**Arrange a tow truck if necessary** - contact your manager to arrange this for you. If your manager is unavailable, contact a local operator.

**Gather details** - Gather all the details you can about the accident and record the details in the accident report section. If the police attend, record the rank and badge number and station of the officer taking details.

**Exchange details** - give your name, address and registration number when requested by anyone having reasonable grounds to do so. It is an offence to withhold this information.

### Reporting the accident.

1. It is not necessary to report an accident to the police when:
  - no person or animal is injured or killed.
  - estimate of the combined property damage is \$1000 or less and,
  - provided both parties exchanged details at the scene of the accident.
2. You must report the accident if:
  - the collision involved a government vehicle,

- there is damage to fixed property such as signs or traffic controls.

If required, the accident must be reported to the Police as soon as practicable, and in any case within 24 hours.

**Do not discuss the accident** - do not admit liability even if you think you are at fault. Don't discuss the accident with anyone other than the Police or the company's insurance company.

**Notification of the accident** - as soon as practicable, notify company management of the accident utilising the Vehicle Accident Report Form.

### **Audit Records**

Vehicle Accident Report **Error! Reference source not found.**  
Training Records