

IF YOU'RE INVOLVED IN A CRASH ACTION CHECKLIST

Print and laminate these instructions, and carry a copy in the glove box of work vehicles.

Immediate Response

- If safe, turn off your vehicle. Check yourself and your passengers for injuries.
- Call or have someone else call **911**. Clearly communicate your situation.
- Check the area for hazards (downed power lines, traffic, glass, debris, fuel leaks, fire, etc.). Make a plan to avoid them before exiting the vehicle.
- Put on your high visibility vest.
- Secure the scene to ensure further harm does not occur: turn on emergency flashers, ask someone to control traffic, set up temporary protective barriers, etc.
- Check if others involved in the incident have sustained injuries, or other harm.
- Provide all reasonable assistance, including first aid.
- Cooperate with emergency responders and enforcement officials as they arrive.

Collect Information - once emergency measures are in place, begin collecting information.

- Record the date, time and location of incident.
- Take photos of the scene and surrounding area, esp. short-lived evidence, damage and injuries.
- Make sketches of the scene - show direction(s) of vehicle, travel, point of impact, vehicle resting location(s), eyewitness locations, etc.
- Describe what happened - use clear notes to state the order of events.
- Record Vehicle Identification Number (see insurance papers or on vehicle), license plate number, make, model, year and color of vehicles involved.
- Gather full names, addresses and phone numbers of drivers, passengers, registered vehicle owner(s) and witnesses.
- Record contact information vehicle insurer(s), including policy number(s).
- Use notes or photos to record information about the weather (precipitation, temperature, lighting), road (surface type, obstructions, traction) and traffic conditions.
- Make notes about any indication of impairment (drugs, alcohol or fatigue), statements or behaviours of people involved, and other things that may have influenced the events.

Notification

- Notify your employer and/or supervisor
- Notify [WorkSafeBC](#) if injured and require medical treatment
- Notify insurance company ([ICBC](#))
- Notify others (family, affected co-workers, clients awaiting your arrival)

Note: Notifications should occur as soon as reasonably possible after a crash. If you are injured or otherwise unable to do this, ask a co-worker or supervisor to help with initial notifications.