Checklist

Road Safety At Work

What to Do If You're Involved in a Collision

Print these instructions and carry a copy in the glove box of your vehicle.

Step 1: Ensure your safety

- ☐ Turn off your vehicle and turn on emergency flashers.
- ☐ Check yourself and your passengers for injuries.
- ☐ Call or have someone else call the police or 911 if it's an emergency.
- ☐ Before getting out of your vehicle, put on your high visibility vest and check the area for hazards to avoid such as downed power lines, traffic, glass, debris, fuel leaks, fire, etc.
- ☐ Secure the scene to ensure further harm does not occur. Ask someone to control traffic, set up temporary protective barriers, etc.
- ☐ Provide all reasonable assistance, including first aid.
- ☐ Cooperate with emergency responders and enforcement officials as they arrive.

Step 2: Collect information

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

Step 3: Notify others as soon as reasonably possible

- ☐ Notify your employer and/or supervisor.
- ☐ Notify WorkSafeBC if you're injured and require medical treatment.
- ☐ Notify ICBC and any other insurance company you deal with.
- ☐ Notify family, affected co-workers, clients awaiting your arrival, etc.

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