

## POLICY

### Accident/Collision And Insurance Policy

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## **Introduction**

At Gradewell we have no tolerance for drivers who commit a felony on the road. Due to this we have set clear guidelines on what to do when an accident occurs, we expect these guidelines to be followed at all times, and that drivers prioritise the safety of themselves and anyone that can be potentially affected by the accident.

The company will ensure that incidents, road traffic accidents and reported near misses are recorded, that staff and vehicles are properly assessed before returning to the road. A spreadsheet (matrix) is in place to record all of the above. Drivers are issued with cameras and instructed to take as many photographs as possible at the scene of any incident or collision, produce sketches and write a report all of which is returned to the transport office. Drivers are interviewed about the circumstances and vehicles inspected prior to returning to the public highway and checked for similarities against any previous incidents (if any). Photographs, sketches and reports are forwarded to our insurance company. Should the insurance company decide to interview the driver an appointment will be arranged as matter of urgency.

Managing risks associated with driving is the joint responsibility of senior management, operations, fleet management and driving staff. This policy applies to all staff responsible for any aspect of the post-collision process, including training staff and all driving staff.

## Statement

Road traffic collisions have the potential to cause death or serious injury and can significantly affect the operating costs and reputation of our organisation. It is therefore the responsibility of this organisation to understand the direct and underlying causes of collisions and implement measures to prevent their reoccurrence.

We expect all our drivers to maintain high driving standards on the road. This means operating within the law, driving with consideration for others and ensuring our vehicles are always safe and roadworthy .

Our policy is to ensure that all road traffic collisions are reported, documented, investigated and managed in a consistent way. This enables us to better understand the risks our drivers face in order that we can reduce the number and severity of all vehicle collisions.

When a driver is involved in a road traffic collision, it is essential that collision investigation process is followed to ensure the:

- Collision is managed safely, legally and reported to the relevant authorities promptly
- Incident facts are collated accurately and recorded correctly (including details of the people involved and property damaged)
- Drivers involved are assessed to ensure they are fit and able to return to driving duties
- Vehicles involved are repaired to a safe and legal state prior to being returned to the road.
- Incident is fully investigated to determine both primary and contributory factors that led to the collision.
- Incident facts are analysed to determine and implement any remedial actions which may prevent similar incidents occurring in the future.

Management responsibilities for collision management have been documented. We have appointed a Road Risk Champion as the person responsible for the maintenance of this policy, its communication and implementation, the person nominated is Michael Carroll.

## Processes and Procedures

The following must be strictly adhered to following familiarisation at your induction:

- Collision management process
- Collision investigation process
- Process for any remedial action
- Post collision driver rehabilitation

## Roles and responsibilities

The Road Risk Champion is responsible for ensuring that:

- This Policy is successfully communicated and implemented across the organisation
- All staff are conversant with all procedures and documentation outlined in this policy and that the policy is fully implemented
- All collisions, investigation findings and lessons learned are recorded accurately, filed and analysed.
- Relevant professionals are consulted over the implementation of remedial action
- Periodic collision reports are prepared to inform senior management and clients requiring contractual collision reporting.

Collision Investigators must ensure that they:

- Conduct a thorough post-collision investigation, determining the direct and underlying causes of the collision
- Make recommendations based on the findings of the investigations, to help prevent reoccurrence of this type of collision.
- File evidence of the investigation securely for future reference.

## Reporting

Gradewell provides gives a formal toolbox talk on Accident reporting and provide drivers with a accident checklist of which can be ticketed off whenever an accident occurs.

When an accident occurs Gradewell expected you to Stop if it is safe or go to a safe area next to the scene of the accident.

Call 999 or/and ambulance depending of the circumstances, ask for advice on what to do and If on the road, use hazard lights to warn others. Management should be informed immediately after emergency services come to the scene. If the accident occurring is very minor with no injuries and little damage to vehicles, you can inform management of which the transport manager will inform you of the following steps.

Information that must be collected consists of...

- Full name and contact information of the driver
- Full name and contact details of the vehicle's owner if different from the driver
- Insurance company and policy number
- Driver's license and registration number
- Type, colour and model of vehicle
- Location of accident
- Witness Details – If there is someone present collected their names, address, phone number of any witnesses who saw the incident (drivers, passengers) as evidence.

Lastly, we expect pictures or sketches to be made at the scene, pictures should show the following..

- Take pictures of the damage of both vehicles

- Take pictures of the location, directions and collision points
- Take pictures of the driver and any witnesses

### Road traffic collisions

**Requirement:** To document and investigate road traffic collisions, incidents and near-misses.

**Purpose:** To determine the contributory and root causes of road traffic collisions, incidents and near-misses to prevent recurrence and minimise road risk.

**Policy and procedures:** Any collision has the potential to cause harm, damage or financial loss. Ideally, the intention is to have no collision. Where identified, risk is always assessed and reduced as low as reasonably practicable. However, where driving is concerned there are so many external factors that may affect the chance of having an accident or incident, it is essential that a robust investigation procedure is in place to learn from any collision, accidents or incidents that occur.

Michael Carroll is the named road risk champion and as such will be tasked with determining any contributory factors or company failings in a near miss, collision, accident or incident. Anything learnt, however small it may seem, and acted upon may well prevent recurrence.

The company require drivers to report any near miss they encounter by filling out a near miss report form. Michael Carroll would analyse the report and record it on a log. Anything that could be learned from a driver reporting a near miss could provoke operational improvements or remedial action that may well prevent a more serious incident in the future.

In the event that a vehicle is involved in a collision or accident the company will carry out a post collision investigation. It is essential to the investigation that the correct information is gathered in a timely manner at the time of the incident so that it is fresh in the mind. The driver is instructed to take as many details as possible at the scene and take photographs where possible.

It is important that following an incident,

- The safety of all personnel involved is taken care of first.
- The main priority is to save life and prevent any further injury.
- The incident is reported to the relevant authorities in accordance with legal obligations.
- The facts of the incident are recorded correctly to ensure a thorough investigation can take place.

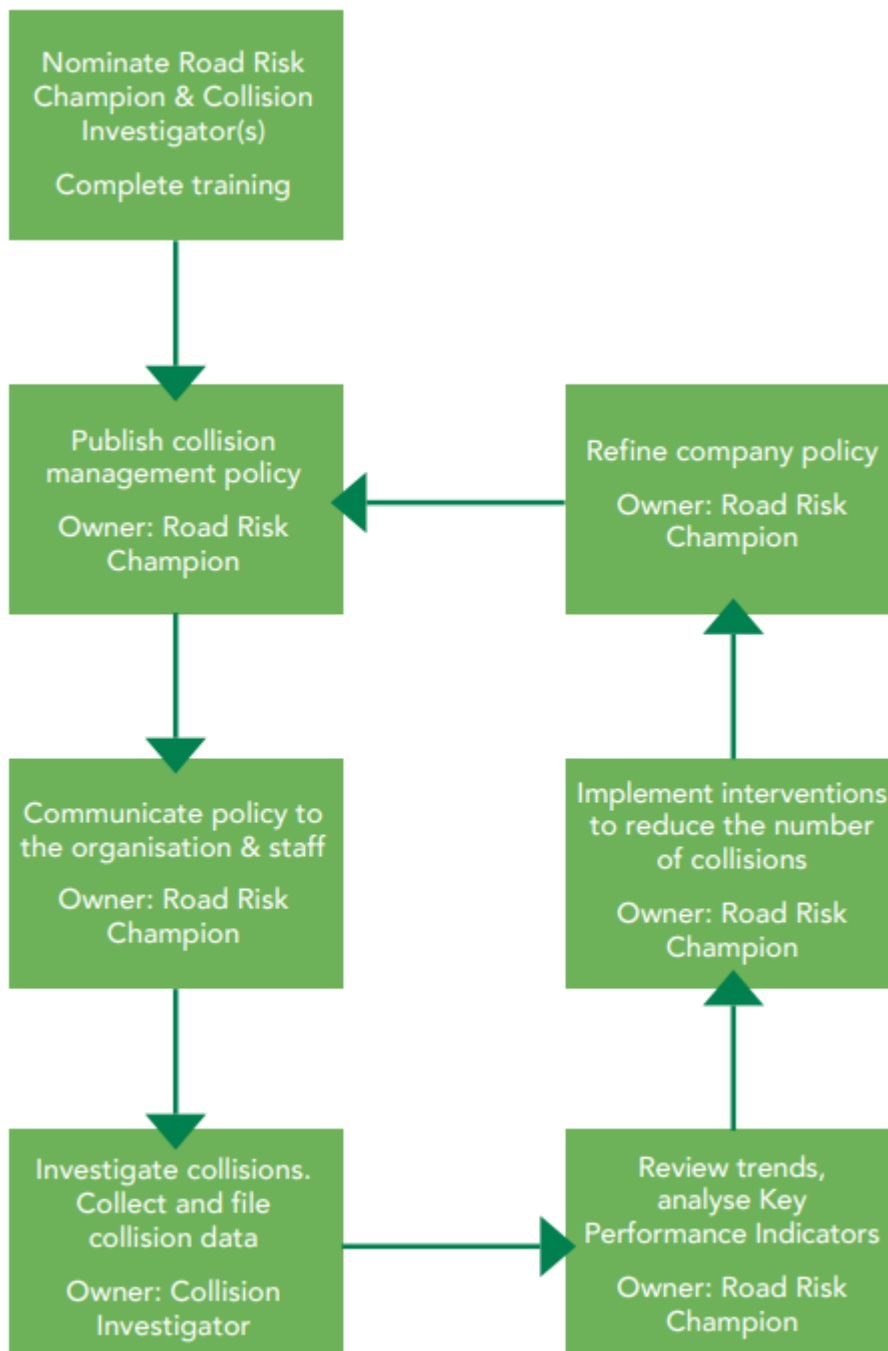
On return to the operating centre the driver will be required to complete an insurance accident form. Vehicle camera footage, photographs, sketches and reports are forwarded to the insurance company. Should the insurance company decide, in time, to interview the driver an appointment will be arranged as matter of urgency. All insurance claims are reviewed and reacted to.

The company will then begin their post collision investigation whereby all information will be collated, any commonalities or trends will be addressed and outcomes of the investigation are used to implement any remedial action or change to procedure required to prevent recurrence.

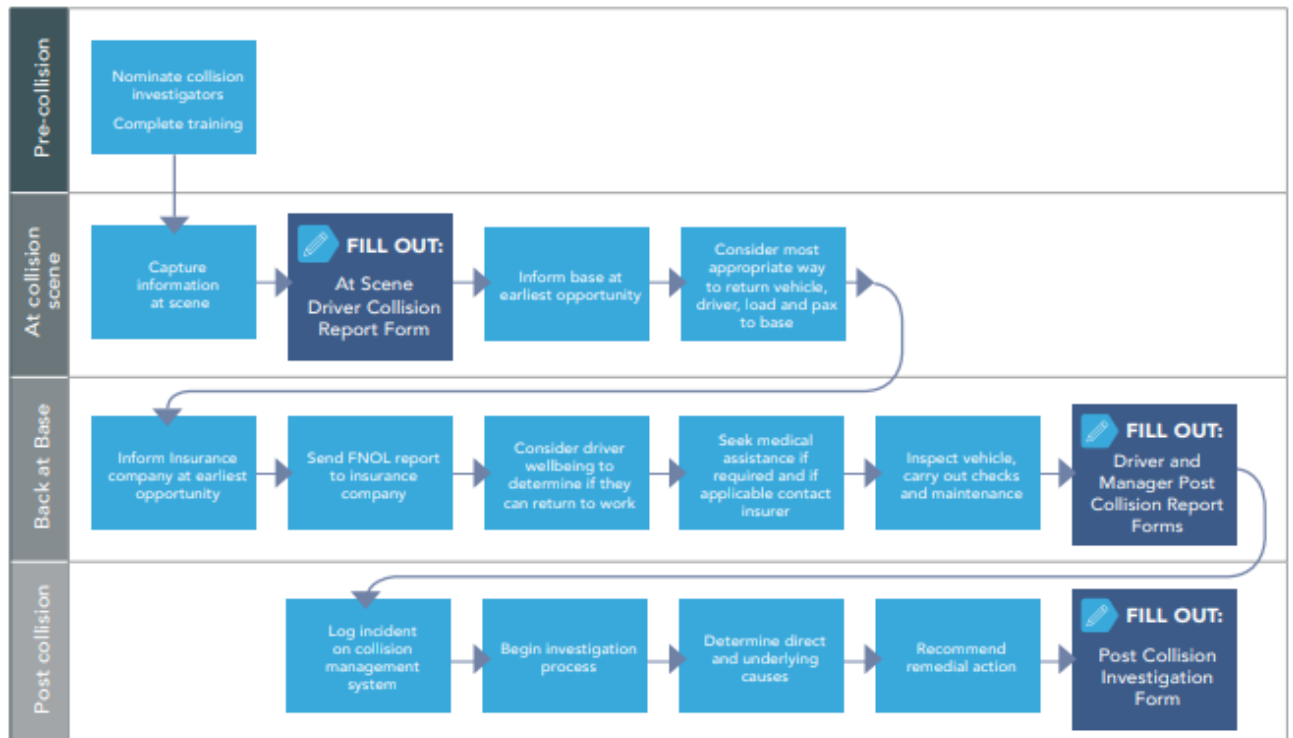
The wellbeing, ability and fitness to drive of the driver involved is assessed (where appropriate) before returning to driving duties. The vehicle is also inspected and repaired, where necessary, before returning to work.

The company will ensure that all accidents, collisions and incidents are logged and any change in policy or procedures are communicated, records of retained and reviewed.

### Collision management process (Reference and Guide)



### Collision Investigation Process



### Claims

All insurance claims are reviewed and reacted to. Reviews include risk assessments, management of drivers, post incident processes and driver behaviour training. This subject has also been covered above in incidents.

The insurance company representatives interview drivers after any reported incident or accident.

*Thomas Barrett – Director*



**GRADEWELL**  
CONSTRUCTION AND PLANT HIRE

*Thomas Barwell*