



Accident Reporting and Investigation At the Scene of the Accident Checklist

- ❑ Ensure safety at the scene of the accident.
- ❑ Always contact local police department.
- ❑ Contact local Emergency Response / Provincial Ministry of Environment in the case of hazardous or dangerous commodities.
- ❑ Make no comment regarding blame or responsibility of the accident.
- ❑ Obtain witness' name and numbers
- ❑ Gather insurance details for all parties involved. **Refer to Reporting Form.**
- ❑ When a police officer is involved, collect name and badge number and division or detachment.
- ❑ Verbally report accident to your company dispatch / owner as soon as practical.
- ❑ A representative of management should be dispatched to the scene of the accident where practical, in order to provide assistance to the driver. This person should bring a camera so that photographs may be taken at the accident scene. (All drivers to carry their own camera to provide photos, in the event of accidents occurring outside of the local area)
- ❑ Company representative required to submit a written report of their observation so that this can be matched to the driver's own report and used as an investigation tool.
- ❑ Notice Of Loss Form completed and submitted by the driver to the owner within 24 hours of the accident.