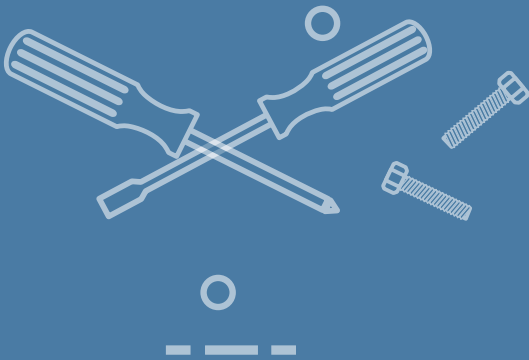
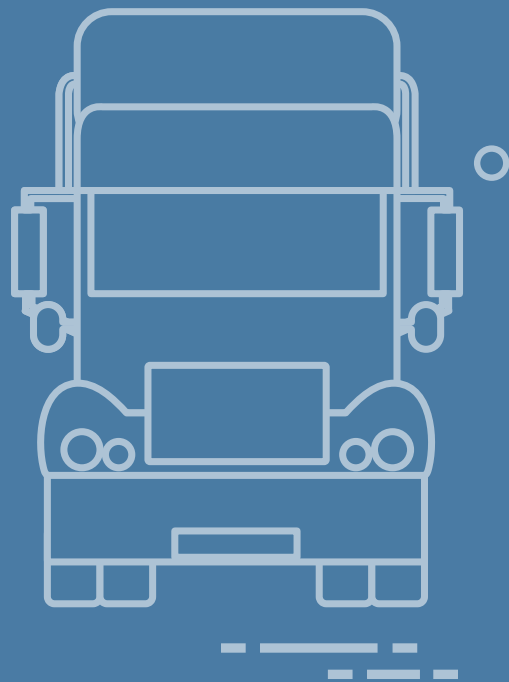


7 Toolbox Talk

Immediate Actions at the Scene of a Crash (for drivers and passengers)

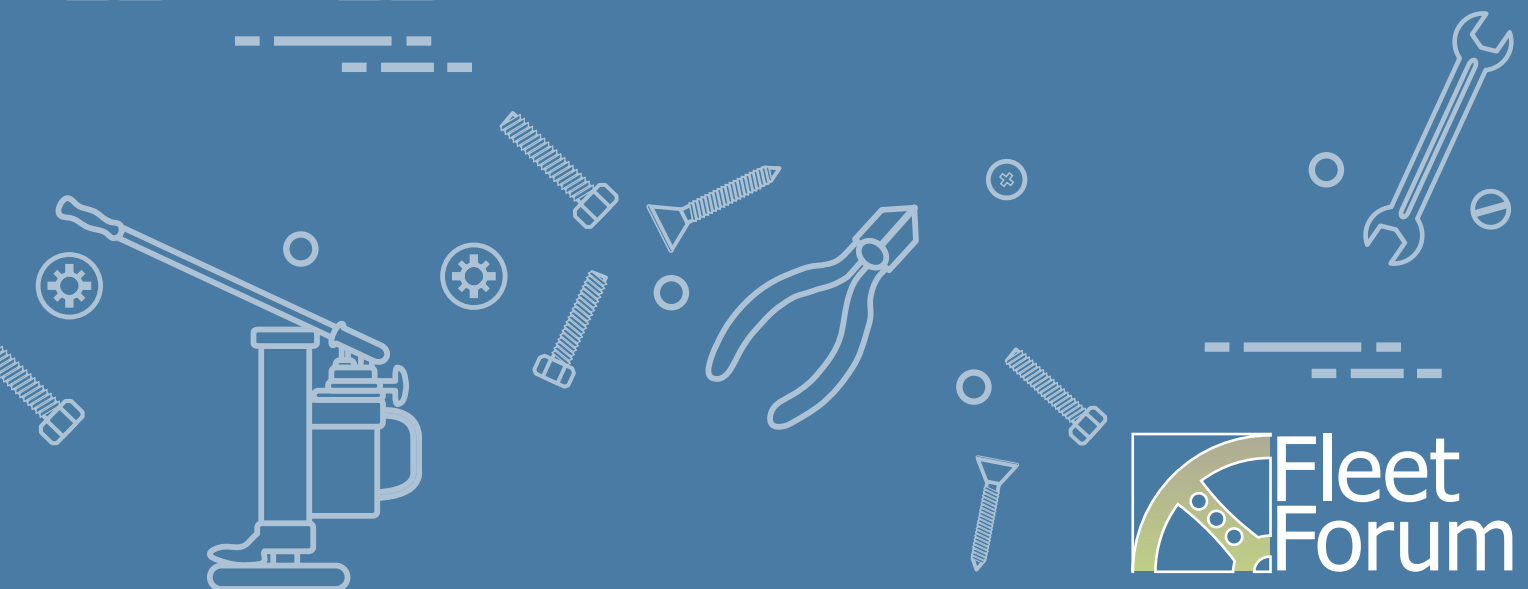


A Toolbox Talk is a short briefing or presentation to staff. This Toolbox Talk is an example of how to inform staff about the actions they must take at the scene of a road crash.



These actions are designed to:

- ▶ Protect drivers, passengers and third-party road users.
- ▶ Ensure that the organisation deals professionally with the consequences of a road crash.
- ▶ Ensure that the organisation collects as much information as possible about the crash in order to learn from it.



11 Actions to Take at a Crash Scene

1. Stop the vehicle in a safe place.
2. Once you are safe, assess your own well being and that of your passengers and/ or any third parties involved in the crash. Contact emergency services if immediate medical attention is needed for anyone.
3. Contact the police or fire services if needed.
4. Once any immediate actions have been taken, determine if the crash is minor, serious or major, using these descriptions:

Severity	Description
Minor	Crash involving damage to vehicles
Serious	Crash requiring medical attention to one or more persons or significant damage to vehicle
Major	Crash resulting in serious injury or fatality

5. Contact the following person: <insert name and 24-hour phone number for specified contact>. S/ he will inform you of your next steps.
6. Follow the instructions on the Crash Scene Information Form and hand out the Third-party Copy Form to any third parties involved.
7. Take safety measures where needed, such as placing caution signs around the crash scene, then safely alert other road users of the hazard.
8. Collect as much information about the crash as you can, including date and time, location, weather, third-party details and the direction each party was travelling.
9. If a camera is available, photograph the crash scene from as many different angles as possible. Take pictures of any damaged vehicles or property, as well as road measurements.
10. If the crash is serious or major, do not leave the scene until the police have arrived to take a statement, unless it is not safe to stay there. Before you leave the crash scene, complete the Crash Scene Information Form.
11. Do not drive the vehicle involved in the crash if it is no longer roadworthy, this includes the steering, lights, tyres, brakes and windscreen.

