

Appendix 2

Emergency Procedure in the Event of a Collision

If you are involved in a collision you should:

- Stop your vehicle at the scene or as close to it as possible. If possible do not obstruct traffic;
- Ensure your own safety first. If exiting the vehicle wear a high visibility jacket or vest, which should be readily accessible in the vehicle;
- Help any injured person. Call the Gardaí and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone;
- Provide the following information to the other vehicle driver or property owner:
 - The name and address of the driver in charge of the vehicle;
 - The name and address of the owner of the vehicle;
 - The registered number of the vehicle;
 - The vehicle insurance details.
- Record the details of the collision on the Incident Recording Form (Appendix 3);
- Contact your supervisor or manager as soon as you can to tell them about the collision. You should carry these contact details or keep them in the vehicle when you are working;
- Take pictures of the scene, if possible;
- Report the collision to the Health and Safety Authority (HSA), where relevant – for example, if someone is seriously injured or killed due to the collision. Details can be found at www.hsa.ie.