



Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Standard Operating Procedure
<b>Advise management.</b>	Management not knowing of the incident.	Obtain instructions for the recovery of the damaged vehicle where required.
<b>Insurance</b>	Accepting liability for your employer / insurer which is not your responsibility	Do not admit liability irrespective of the circumstances. If the other party admits fault, get it in writing from them.
<b>Signing documents</b>	Accepting liability for your employer / insurer which is not your responsibility	Do not sign anything without authorisation from management.
<b>Exchange the following.</b>	Not complying with legal requirements.	<p><b>Individuals involved</b></p> <ul style="list-style-type: none"> <li>• Full name.</li> <li>• Contact phone numbers.</li> <li>• Licence particulars including licence number.</li> <li>• Registration number/s of the other vehicle/s.</li> <li>• Make and model of the other vehicle/s</li> <li>• Name of the owner/s of the other vehicle/s and or property involved.</li> </ul> <p>If a <b>company vehicle</b> is involved obtain:</p> <ul style="list-style-type: none"> <li>• Company name and address.</li> <li>• Company phone number.</li> </ul> <p><b>Witnesses:</b></p> <ul style="list-style-type: none"> <li>• Names.</li> <li>• Addresses.</li> <li>• Contact telephone numbers.</li> </ul> <p><b>Police:</b></p> <ul style="list-style-type: none"> <li>• Name and identification number of the attending Police officer/s.</li> </ul>
<b>Sketch or Photograph</b>	Forgetting what actually happened in the future.	<p>Include:</p> <ul style="list-style-type: none"> <li>• Date and time of the accident.</li> <li>• A detailed sketch of the accident scene showing the placement of the vehicle/s and the direction each were heading to and coming from.</li> <li>• If a camera is available take photos of the accident scene and all vehicles involved.</li> </ul>

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<b>Vehicle Recovery</b>	Lack of management agreement.	On instructions from management <ul style="list-style-type: none"> <li>• Secure the scene, arrange and supervise the recovery of your vehicle and clean up of the accident area.</li> <li>• Do not make arrangements with salvage / tow operators or repairers at the scene unless instructed by management.</li> </ul>