

Guidance on Incident Reporting

What to do in an incident?

- Find a **Safe Place** away from moving traffic (ideally behind barriers)
- **Be aware** of hazards and moving traffic
- Remain **calm**
- Call the **emergency services** if
 - anyone is injured,
 - load has exited the trailer
 - serious damage to vehicles or property
- Call your **transport office**
- **Record Information** of events
 - Description of incident, including times and 3rd parties involved
 - Photograph the scene / load / trailer / tractor unit / condition of straps

What specific information should I record?

- Any personal Injuries or damage (to product and equipment)
- Location, date and time
- Weather, traffic conditions, road surface, lighting
- Write a statement / description of events
 - What happened to cause the incident
 - Before, during and after
- Speed at time of accident
- Securing equipment (photographs)
 - Number of straps
 - Number of broken straps
 - Position of straps and other restraints (edge protection, stanchions)
 - Position of timbers
- Load (photographs)
 - Position of load before and after incident
 - Damage to load / trailer / tractor unit

What should I include in a driver statement?

A statement should be written by the person involved from their point of view. Could be the driver, or a witness to the incident.

It must be factual.

It needs to read like a story, detailing the events before the incident, during and what happened immediately after the incident.

A one sentence sentence is not sufficient.

Signed by the person.