



**Emergency Procedure in the  
Event of a Collision or Incident**

**Incident Recording Form**

**EMPLOYEE'S LOG**

**THIS IS NOT AN INSURANCE DOCUMENT**



**MANDATE**  
TRADE UNION

## **EMERGENCY PROCEDURE**

### **IN THE EVENT OF A COLLISION OR INCIDENT**

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](http://www.hsa.ie)

# Incident Recording Form

(to be completed by the driver)

Details of Incident		Date:		Time:	
Location of Incident					
Driver					
Vehicle (Make/Model)					
Registration Number					
Type of Incident (Tick ✓)	Road Traffic Collision	Product Spillage	Site Accident	Near Miss	Lost Load
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed Limit (K/p/h)					
Weather Conditions					
Road Conditions					
Road Signs					

Garda Details	
Was a Garda present?	
When did a Garda arrive at the scene?	
Name of the Garda present	
Rank, Number and Station of the Garda	
Telephone number of Garda	

**Details of Any Other Vehicle(s) Involved in the Incident**

Make of Vehicle	
Registration Number of Vehicle	
Name of Owner	
Address of Owner	
Name of Driver	
Address of Driver	
Telephone Number of Driver	
Insurance Company	
Policy Number & Expiry Date	
Description of Damage to the Other Vehicle(s)	

**Details of Damage to Other Property (if any)**

Type of Property	
Owner's Name	
Address of Owner	
Description of Damage	

**Injury Details**

Was anyone injured?

Was an ambulance called?

Name of the injured person (s)

Address of the injured person (s)

Description of injury (s)

**Witness Details (if any)**

Name of Witness

Address of Witness

Telephone Number of Witness

**Brief description of the incident**

Any remedial action taken at the incident scene

Were photographs taken?

Driver's Signature

Date:

BACK COVER



**For further information please contact:**

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[www.mandate.ie](http://www.mandate.ie)**