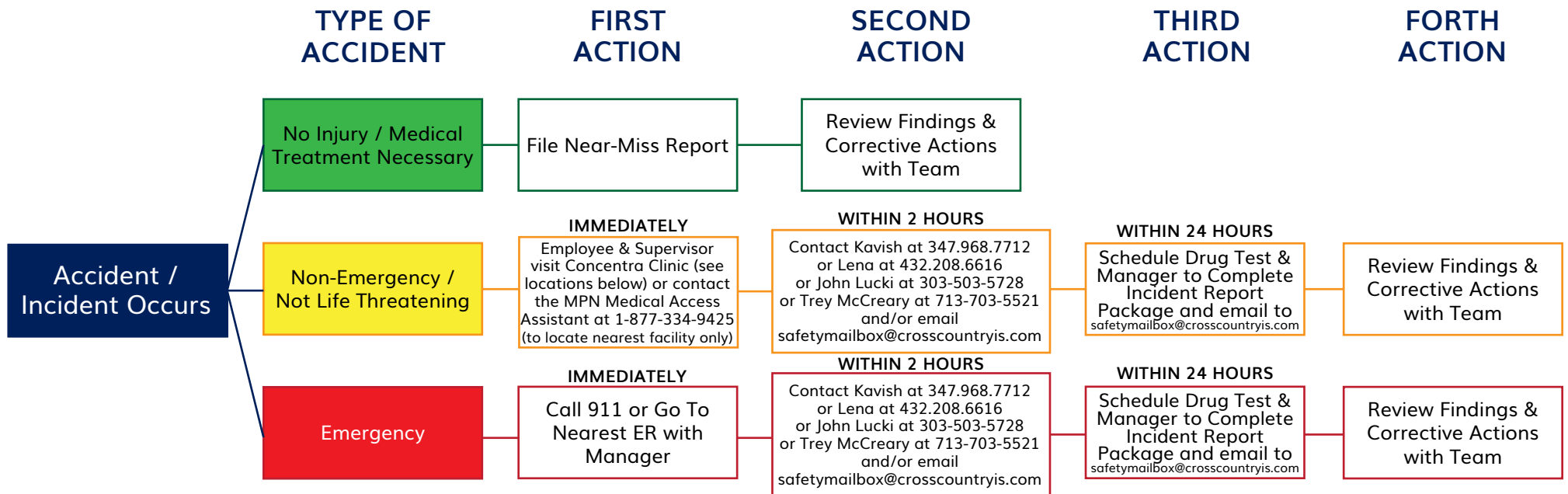




Incident Reporting Process



If visiting clinic or emergency room please take treatment authorization form and prescription form.

Additional Responsibilities (Collision)

- Contact police anytime another party or property is involved.
- Contact your supervisor immediately.
- Be cooperative but give statements only to the police.
- Document the entire scene photographically using your company phone.
- Think of items such as;
 - Approaching view of each vehicle
 - Roadway condition
 - Signs & markings
 - Number of people involved
 - Interior condition of other vehicle(s) involved
 - Assist anyone injured, call for medical should anyone require it

Manager Responsibilities

- Attend the scene when possible.
- Notify HR/Kavish, (if serious, immediately)
- Initiate post incident testing, (where required)
- Conduct investigation and complete report within 5 days
- Implement action plan to prevent re-occurrence