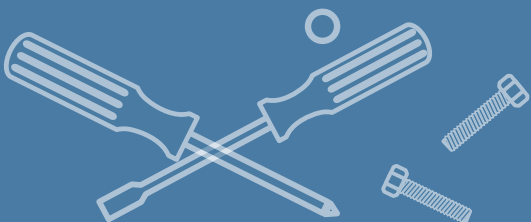
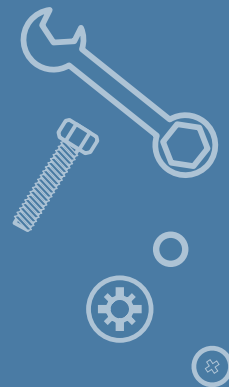


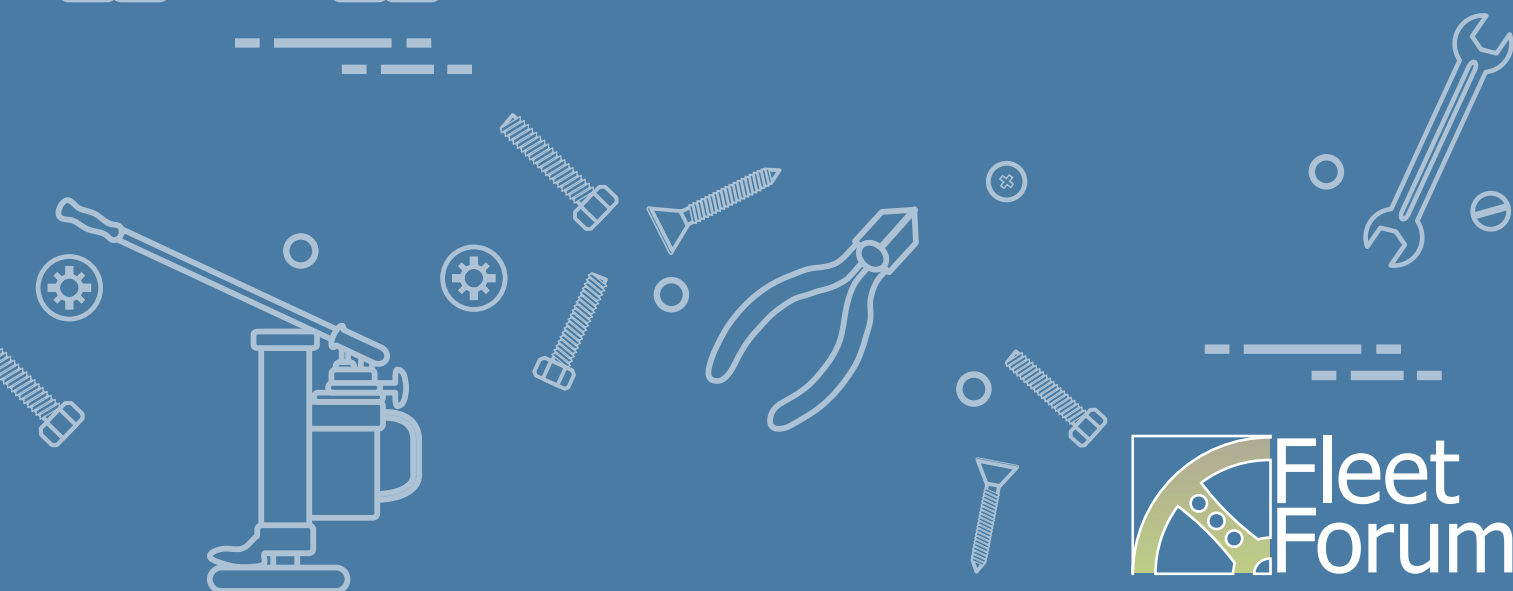
6a Toolbox Talk

Reporting Crashes: A Key to Crash Prevention



A Toolbox Talk is a short briefing or presentation to staff. This Toolbox Talk is an example of how to engage staff in the importance of crash reporting in order to prevent future crashes. Begin with an introduction then explain how the key processes work.

Reporting crashes is everyone's responsibility. Every crash should be reported, whether it's a major or minor crash, because each one signals a safety hazard. It's only by examining these hazards that they can be avoided in future.



Key points

- ▶ Reporting crashes allows an organisation the opportunity to prevent future crashes
- ▶ No one will be blamed for reporting a crash or a potentially

How Does the Reporting Process Work?

- 1 A road traffic crash occurs.
- 2 The driver alerts the authorities and the organisation.
- 3 The driver gathers information from the crash scene and completes and submits the At The Scene Report form.
- 4 Within 24 hours of the crash, the driver completes and submits the Driver Post-Crash Report to the Supervisor/ Manager.
- 5 The Supervisor/ Manager invites the driver, and any passengers, to a face-to-face interview, then completes and submits the Manager Post-Crash Report, including all relevant documents to the responsible unit.
- 6 The responsible unit will start the crash investigation process.

Completing the forms

Use the instructions found on the forms (At the Scene Report, Driver Post-Crash Report and Manager Post- Crash Report) to explain how the forms must be completed.



Discussion

Ask staff some key questions to trigger their thinking about situations within the organisation. For example:

- ▶ What are some types of crashes (or near misses) that should be reported?
- ▶ In which situations are people hesitant to report a crash?
- ▶ What are the benefits to our organisation of reporting crashes?
- ▶ What questions do you have about crash reporting?

Register attendance

Ask staff to confirm that they understood what was shared during the Toolbox Talk to reinforce the importance of the content.

Crash Reporting Toolbox Talk

Location	Date	Presented by
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Attendee Name	Job Title	Signature
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