

Documents and information you can refer to in the toolbox talk – look at these before you begin!

- Road traffic act 1988: www.legislation.gov.uk/ukpga/1988/52/contents
- Health and Safety at Work act 1974: www.hse.gov.uk/legislation/hswa.htm
- The Fleet Operator Recognition Scheme (FORS) is available from www.fors-online.org.uk
- www.fors-online.org.ukCLOCS Managing collision reporting and analysis: www.clocs.org.uk/wp-content/uploads/2015/05/CLOCS-Toolkit-managing-collision-and-incident-reporting-APRIL_15.pdf
- CLOCS Manager www.clocs-manager.org.uk
- FORS Incident and Collision date management tool www.fors-online.org.uk/cms/fors-incident-and-collision-data-management-tool/

1. Aim of toolbox talk

The aim of this toolbox talk is to make drivers (including sub-contracted and agency drivers) aware that incidents, traffic collisions and reported near-misses shall be recorded, investigated and analysed.

The talk should demonstrate to drivers that staff and vehicles will be subject to thorough assessments before being deemed roadworthy after an incident.

2. How this toolbox talk will help you

This toolbox talk will help you meet the incidents and collisions requirement of the FORS standard by providing guidance on what to do following an incident, traffic collision or near-miss and what actions you should take at the scene and after.

The talk will end with some questions, so listen up!

3. Reason why

Incidents, traffic collisions and reported near-misses shall be recorded, investigated and analysed to ensure the root causes of all incidents and collisions are fully understood. It is also necessary to determine what actions are required to minimise future re-occurrence.

- By law if you are involved in an incident or collision you must stop. Failing to stop after an incident and failing to report an incident/collision can each result in eight to ten penalty points or disqualification from driving and possible imprisonment
- Refer to the importance of the ‘The UK Highway Code, Rule 286’ which is relevant for parties involved in collisions
- By law if you are involved in an incident or collision you must stop in a safe place. Section 170 Road Traffic Act 1988 makes it an offence to fail to stop at the scene of an accident
- Refer to the Health and Safety at Work act 1974

4. How do you determine if an incident or traffic collision has occurred?

An incident or traffic collision is said to occur when any of the following happens:

- Any person other than the driver is injured
- Damage is caused to another vehicle
- Damage is caused to property on or next to the road
- Injury is caused to a domestic animal (mule, ass, dog, horse, cattle, goat, sheep and pig)

5. What must you do in the event of an incident or collision?

You should be sufficiently trained and know the procedures to follow in the case you are involved in an incident or traffic collision. As a professional driver, you should know what actions to take at the scene. These actions are as follows:

- Attend to anyone who may be in danger or in need of medical attention if you feel able to do so without causing further injury to any casualty
- Call the emergency services and provide them with information about the incident, traffic collision and any special circumstances. Be sure to take note of the name of the emergency services person(s) attending the scene
- Avoid any admission (or partial admission) of liability which may help avoid any later allegations of careless driving or negligence
- Capture as much information as possible relating to the incident or collision at the scene using a suitable form to record the information. This information should include:
 - The names and addresses of the other parties involved along with their telephone number, vehicle information including registration, model, make and colour
 - Details of any witnesses
- Take photographs or make sketches (where safe to do so) of the incident scene from a number of different positions. Be sure to capture:
 - The vehicles involved
 - The approximate dimensions of the scene itself
 - Any damage to vehicles and property (including old damage that might already be present)
- Any relevant factors or features relating to the incident or traffic collision such as weather conditions, speed at the time, speed of the other vehicle, signs or signals given or not given, state of the road surface, traffic volume etc
- Stay at the scene until you are allowed to leave by the emergency services and your presence is no longer required
- You should also comply with any requests made by the police
- Report to your supervisor/manager as soon as it is appropriate to do so (within 24hours), and also complete a post collision/incident reporting form to describe the incident from your own point of view

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6. Who is responsible for collecting the required information?

Following a collision there is likely to be a great deal of information that can be collected at the scene to inform post collision actions and analysis. It is your responsibility to collect this information and make sure your supervisor receives it.

7. Incentive

The prompt reporting of an incident, traffic collision or near-miss can help to ensure:

- The safety of drivers and the public is improved
- You and your vehicles can get back on the road in a safe and timely manner
- Lessons are learned and trends are identified
- Insurance costs are lowered in the long run - A rise in profits could improve your job security
- You understand how to avoid similar incidents from occurring in the future
- You don't accept liability for an incident or traffic collision unnecessarily
- The overall business performance in terms of record keeping is improved

8. Questions to ask to ensure that the talk has been understood

1. Why should incidents, traffic collisions and near-misses be recorded, investigated and analysed?
2. Who should you report to in the event of an incident, traffic collision or near miss?
3. What benefits can be achieved through the prompt reporting of an incident, traffic collision or near-miss?
4. An incident or traffic collision is said to occur when?
5. What is the 1st thing you must do in the event of an incident or traffic collision?
6. Should you admit liability at the scene of the incident or traffic collision?
7. What information do you need to gather from the other parties involved in the incident or traffic collision?
8. How long should you stay at the scene for?
9. When should you complete the accident report form?
10. What are the penalties for failing to stop or reporting an incident or traffic collision?

9. Final summary

To sum up, we need to make sure that incidents, traffic collisions and reported near-misses shall be recorded, investigated and analysed and that all staff and vehicles are properly assessed before they return to the road.

This is done to ensure the root causes of all incidents and collisions are fully understood. It is also necessary to determine what actions are required to minimise future re-occurrence.

Recording, investigating and analysing incidents, traffic collisions and near misses can help to improve safety for both yourself and the public and ensure you and your vehicles get back on the road in a safe and timely manner. It can also prevent similar incidents from happening in the future and reduce insurance costs.

It is important to understand what procedure to follow in the event of an incident of traffic collision as it can not only save lives but it's also the law.

Thank you for your time – and now I would like your feedback.