



VEHICLE ACCIDENT REPORTING PROCEDURE

Vehicle Accident Reporting Requirements;

Auto Accident Report L-054

Witness Statements – Completed by all crewmembers or persons in attendance to the incident.

AUTO ACCIDENT EMERGENCY RESPONSE PLAN

Purpose:

The Emergency Response Plan has been developed in order to outline Titanium Tubing Technology Ltd. Strategy for addressing motor vehicle accidents that occur. The Plan assesses risks and assigns roles, responsibilities and procedures to follow in the event of a motor vehicle accident.

Scope:

The Motor Vehicle Accident ERP applies to vehicle accidents such as but not limited to:

- An accident with another vehicle
- A collision with an animal
- A collision with another object
- A fire in the Vehicle
- Running out of gas
- Some other defect such as a flat tire

If and when Titanium personnel experience a vehicle accident, follow these emergency procedures:

- Move (if possible) the vehicle away from the road and traffic
- Move yourself away from the road and/or traffic
- In the event that the vehicle cannot be moved away from the road or traffic;

I. Secure the area by setting up flares or cones.

II. Activate your hazard lights if possible.

III. Lift the hood of vehicle (if possible) to make all other motorists aware that you are there

- Call Dispatch(780-871-3802) or send for help if and when necessary
- Turn the vehicle off; take the keys out of the ignition.
- Don't put yourself between the vehicle and oncoming traffic.
- When necessary, attend to casualties and administer first aid IF YOU ARE TRAINED TO DO SO.
- In the event of a spill or release of a dangerous substance refer to Spill Response ERP.

If it is necessary to call 911:

- Give the dispatcher clear and concise answers, such as your name, the number of injured, how many vehicles were involved and the specific accident location. Never admit fault or apologize.
- Record the make, model and license plate number of each vehicle involved.
- Photograph the damage to your vehicle and the other vehicles, as well as the location where the accident occurred.
- Ask for the other driver's name, telephone number and insurance information.
- Ask any witnesses for their names and telephone numbers. If you prefer, you can have the police exchange your personal information.

Any Titanium employee involved in a serious motor vehicle accident must see a qualified First Aider or a doctor before returning to work. They will assess whether further medical attention is required.

Any Titanium vehicle involved in a serious accident must be professionally assessed before it will be considered roadworthy.

OH&S Kit

All Titanium Vehicles are required to carry a first aid kit containing: **OH&S Kit 1**

10 Benzalkonium pads	1 Safety pins
25 Adhesive bandages	1 pair of Scissors
3/4 x 3 10 Gauze pads 10 cm	1 pair of Tweezers
2 Pressure bandages 10 cm	1 Adhesive tape roll 2.5 cm x 4.5 cm
2 Elastic gauze 7.5 cm	1 Elastic Bandage 7.5 cm
3 Triangular bandages	8 Latex gloves med.
1 Waste bag	1 First Aid Manual
	1 Face Shield

This list must be kept in the first aid kit at all times. It will also be used as a checklist to ensure the kits remain full.

RESPONSIBILITIES

Training:

All Titanium Tubing Personnel shall be trained in the Vehicle Accident ERP as a part of the Titanium Orientation package. Thereafter, they shall be refreshed annually by means of a Titanium Safety meeting and/or ERP drill.

Supervisor Responsibilities

1. The supervisor is responsible to accompany the injured employee to a medical facility
2. While on-route to a medical facility;
 - Notify your Operations Manager of the incident, who will then notify the HSE Manager
 - Explain the Modified Work Process to the injured employee
 - Explain the contents of the Injury Reporting Package to the Injured Employee
3. Ensure the attending Physician receives the Physician's Report from this package.
4. Ensure all paperwork is completed, scanned and e-mailed to Operation Manager & HSE Manager
5. Complete the Incident Report

Injured Employee Responsibilities

1. Advise your supervisor immediately of your injury or conditions. Accept First Aid treatment as you supervisor will accompany you to a medical facility.
2. Provide the attending Physician with the Physician's Report (located with this package)
3. Ensure all Paperwork is promptly given to you supervisor

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249