

**1. About This Procedure**

- 1.1 In the event of a Road Traffic Collision (RTC) the following process must be followed

**2. Requirement**

- 2.1 Having received a phone call regarding an RTC it should be established whether medical assistance is required
- 2.2 Establish location of incident and details, if possible, about the severity and condition of people, vehicles and/or property concerned
- 2.3 The Senior Driving Assessor and/or Driving Assessor must be informed of the RTC and the details thereof.
- 2.4 Based on the information gathered in accordance with 2.2 a Waste Operations Manager or Supervisor may attend the scene
- 2.5 When at the scene the Manager/Supervisor should interview our driver. During this interview an assessment should be made as to their well-being and ability to continue to drive. (e.g. are they suffering from shock?)
- 2.6 Following this dynamic assessment the Manager/Supervisor will decide whether the driver is fit to resume driving duties or not
- 2.7 If it is decided that the driver is unable to resume driving duties, appropriate cover should be arranged and the driver taken back to the depot by the Manager/Supervisor
- 2.8 If allowed to resume driving duties, the Supervisor must keep in regular contact with the driver to ensure that the situation does not change
- 2.9 If in any doubt the Manager/Supervisor must not allow the driver to continue to drive for the remainder of the day and review the situation the next working day
- 2.10 An assessment of third party damage should be made whilst on site to ensure the damage sustained does not present any immediate danger.

2.11 Damage must be reported to the property owner or utility. It may be necessary to wait on site and hand over to an appropriate person.

### **3. Shock**

3.1 The most common symptoms of shock include:

- An extremely low blood pressure
- Feeling weak or nauseous
- Chest pain
- Fast but weak pulse
- Profuse sweating
- Dizziness, faintness or light-headedness
- Moist, clammy skin
- Unconsciousness
- Rapid, shallow breathing
- Feeling anxious, agitated or confused
- Blue lips and fingernails

3.2 If the driver is exhibiting any of these symptoms then the Manager/Supervisor should refer them to a medical practitioner or hospital for advice and ensure that the person affected is escorted to their home.