

## collision management policy

The purpose of this policy to ensure the consistent reporting and management of road traffic collisions within the business, enabling us to implement actions that will reduce 'driver at fault' and driver 'not at fault' road traffic collisions. Managing the risks associated with driving the joint responsibility of senior management, operations, Transport Management and Driving Staff. This Policy applies to all staff responsible for any aspect of the post collision process, including training staff and all driving staff. Road traffic collisions have the potential to cause death or serious injury and can affect the operating costs and reputation of the business significantly. It is therefore our responsibility and duty of care to understand the direct and underlying causes of collisions and implement measures to prevent their reoccurrence. We expect all our drivers to maintain high driving standards on the road. This means operating within the law, highway code and driving with consideration for others and ensuring our vehicles are always safe and roadworthy. Our policy is to ensure that all road traffic collisions are reported, documented, investigated and managed in a consistent way. This enables us to have a better understanding of the risks our drivers face in order that we can reduce the number and severity of all vehicle collisions.

### Dual Seal Glass Limited will:

- The collision is managed safely, legally and reported to the correct and relevant authority promptly.
- All accidents will be investigated and reported and categorised into three categories – Minor, Major, Serious.
- Improve understanding of required post-collision actions
- Develop understanding of how collisions occur through collation of recording facts (including people involved and property damaged)
- Incident is fully investigated to determine both primary and contributory factors that lead to the collision.
- Reduce the number of collisions and incidents that occur through analysing facts and data to determine and implement remedial actions that prevent similar incidents occurring in the future.
- Reduce severity of collisions when they do occur.
- Reporting of near misses to help learn from these incidents.

Management responsibilities for collision management have been documented within this policy. We have appointed a Road Risk Champion – Andrew Northrop as the person responsible for maintenance of this policy, its communication and implementation.

## Roles & Responsibilities

### Senior Management

- The collision management policy is published and communicated effectively across the organisation.
- Operational, management and driving staff have the correct resources, training to conduct their duties.
- Any relevant policies, driver performance management and disciplinary procedures are consistent with this policy.

### **Transport Managers**

- They understand all procedures and documentation outlined within this policy.
- All drivers are aware of their duties and responsibilities under this policy.
- Any deviation for this policy in reporting format is documented and justified for approval by senior management.
- All collision evidence is collected, and facts validated.
- The driver is fully fit and competent prior to any subsequent task after involvement in a road traffic collision.
- The vehicle is legal and roadworthy prior to any subsequent task after involvement in a road traffic collision.

### **Road Risk Champion**

- The road traffic policies and procedures and responsibilities are developed and communicated effectively across the organisation.
- All staff are familiar with all procedures and documentation outlines in this policy and that the policy is fully implemented.
- All collisions/near misses are recorded accurately.
- All investigation findings are recorded accurately.
- Investigation findings are monitored to identify trends and develop, communicate and evaluate in company road safety campaigns, driver training and other safety interventions.
- Relevant professionals are consulted over the implementation of remedial action e.g. disciplinary proceedings, driver assessment and training.
- Collision data and information is prepared and informed to senior management.

### **Collision Investigator**

- Conduct a post collision investigation and complete the Post Collision Report Form.
- Gather all relevant information and conduct interviews with the driver and any witnesses.
- Produce the FNOL report as soon as a collision occurs.
- Determine the direct and underlying causes of the collision through casual analysis.
- Make recommendations based on findings of the investigations to aid prevention.
- Ensure all data regarding the investigation is filled correctly.

### **Driving Staff**

- At the start of each duty, a daily pre-user check is completed and recorded on the company Daily Defect Report.
- Any pre-existing or fresh vehicle damage is reported and documented.
- Any additional damage that occurs on duty is documented on the Driver Post Collision Report Form.
- They may be held responsible for any unreported damage.
- In the event of a collision:
  1. They follow the instructions detailed within the Post Collision Procedure.
  2. They will complete the relevant documentation and participate in the collision investigation to determine the direct and underlying causes of the collision.

We will also confirm the presence of these arrangements to our supply chain partners. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

