

Vehicle Accidents and Incidents

A. What to do at the Accident Scene:

1. **DO NOT ADMIT ANY LIABILITY** regardless of circumstances.
2. Make sure the scene is safe. Call 000 if you or any other party are injured.
3. Ensure the vehicle (if possible) is moved off the road, especially if it is blocking traffic.
4. **Immediately call your Manager/Supervisor to advise them of the incident and situation.**
5. Take note of: the time, location and street address, weather and any landmarks. This detail may be requested by the Insurance Company.
6. ALL DRIVERS MUST contact the Fagg's Group Commercial Manager – Jason Thiele on Office 522 2899 or 0417 004 583.
7. Drivers need to exchange details and **take photos of damage** to any vehicles and/or third- party property involved and the scene of the incident. Such details include:
 - ❖ Driver's names
 - ❖ Contact details
 - ❖ Licence number – view the licence
 - ❖ Vehicle details and registration number
 - ❖ Insurance details
 - ❖ Details regarding the incident
 - ❖ Details of and witness, name & contact details
8. If your vehicle is not driveable and you require a tow, contact the FG Commercial Manager Jason Thiele on Office 522 2899 or 0417 004 583 he will provide immediate assistance and organise a tow truck and hire vehicle if required.

B. Complete a SHE GT Incident Form:

1. When you return to your home store immediately discuss the incident with your Manager/Supervisor and start to complete the SHE GT incident report form.
2. When completing the SHE GT incident form you must provide as much detail as possible i.e.: photos, street and location of the incident, third party details, direction and speed cars were traveling, traffic and weather conditions.
3. The completed incident form and photo's needs to be given to your manager who will email it to;
 - Mark Ramsey mr Ramsey@faggsgroup.com.au – General manager
 - Stephen Rippon sripton@faggsgroup.com.au – Trade Operations Manager
 - Paul Bordonaro - PBordonaro@faggsgroup.com.au – Retail Operations Manager
 - Narelle Lehmann - NLehmann@faggsgroup.com.au – Senior Administrator