
5182 South Saginaw
Flint MI 48507

Telephone 810-695-7516
Fax 810-695-7567

Accident Prevention and Event Management Program Protocols

To prevent accidents employees are expected to read and understand all tool and equipment manuals and safety memos and be aware of the potential hazards associated with using them.

This includes reading and understanding the MITA Safety Handbook. It also includes reading and understanding all the safety memos that you were given upon hiring and during annual safety meetings.

Employees must inspect the work site, tools and materials to review and mitigate the hazards on a continual basis.

Employees who are in contact with Toxic and Hazardous materials, including Silica Dust, must take appropriate protective measures.

Employees who use flammable materials such as gasoline, Oxygen-Acetylene equipment must store and use them in a safe manner as outlined in training.

Accident-Injury process

The process-controlled management of any event involving injuries and/or commercial motor vehicle fleet of the company is important to ensure the safety of our employees, the securement of any event scene, and the mitigation of unnecessary liabilities. Pre-established procedures and protocols ensure trained response to the management of event scenes, and the documentation and communication of facts.

Event Scene Protocols

In an attempt to minimize the results of an accident, it is the driver's and or Supervisors or other employee's responsibility, if able, to prevent further injuries or damages, notify authorities by calling 911 and notify management of Action Traffic Maintenance.

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If they do not cause concern for any personal injury, the following actions should take place in this specific order:

1. Call 911 and report accident. Be prepared to report if there are any injuries, administer first aid if required and appropriate.
2. **Contact the Action Traffic Maintenance** office and immediately state that you are calling to report an accident. When calling, do not leave a message, continue down the contact list until you talk with a live person.

If there is no answer at the office, contact management in the following order:

Jeff Irvin – (810-908-4351)

TJ Peake – (248-467-0077)

Mike Peake Jr – (248-361-5106)

Ed Trombley – (810-288-2365)

Assess Injuries, vehicle damage and report if the vehicle will require a tow to remove from the scene. Make every effort to remove vehicle without tow.

3. Secure the accident scene without putting yourself in danger. If possible, move the vehicles off the travelled portion of the roadway. Set up emergency warning flares/reflectors etc.
4. Photo document the scene and any involved or witness vehicles.
5. Gather names and contact info for any potential witnesses.
6. Obtain/Record pertinent information to include:
 - Record description of any injuries and to who.
 - Vehicle license number of other involved or witness vehicles.
 - Date and time of accident.
 - Time of day, road, and weather conditions.
 - Driver's license number of any involved driver.
 - Record if any passenger occupants in involved vehicles

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7. Draw a diagram of the accident scene noting street names, traffic signage, road hazards, etc.
8. Be courteous and compliant with authorities and notify them that personnel from your company have been notified and are responding to the scene
9. **Do not discuss or dispute the accident with anyone at the scene except the police. When talking with police, describe the events leading up to the accident and do not render an opinion or discuss who was at fault. Do not accept any responsibility for the accident.** Remember, accidents are an emotionally charged situation, keep dialog to a minimum and control your emotional state. Keep a level head and don't argue the case on the side of the road.
10. When company personnel arrive, prepare to leave the scene as soon as you are released by police. If possible, retrieve any personal belongings from the vehicle and take them with you.
11. Turn in all recorded information to the company representative responding to the scene.