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Document Title	Company Vehicle Accident Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring all vehicle accidents and incidents are managed safely, consistently and in accordance with legal, insurance and company requirements.

This procedure establishes the requirements for responding to, reporting, investigating and managing vehicle accidents involving company vehicles, hired vehicles, personal vehicles used for work purposes and mobile plant. It supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), environmental obligations and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and subcontractors who:

- Operate company vehicles, hired vehicles or personal vehicles for work purposes.
- Operate plant or mobile equipment on roads, worksites or client locations.
- Are involved in any vehicle accident, incident or near miss occurring during work activities.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to manage vehicle incidents, investigations and corrective actions.
Operations Manager	Coordinate incident response, vehicle recovery, repairs, investigations and corrective actions.
Supervisors	Provide support to workers, verify reporting requirements are completed and assist investigations.
Health & Safety Representative (HSR)	Assist with consultation and review of vehicle incident trends, corrective actions and safety improvements where required.
Employees / Contractors	Immediately report vehicle incidents, preserve evidence and cooperate with investigations.

Procedure

Brendan McKenna Earthmoving shall ensure vehicle accidents and incidents are managed promptly to protect workers, the public, company assets and the environment. The following requirements shall be implemented following a vehicle accident or incident.

1. Make the Scene Safe

Following a vehicle accident or incident, workers shall take immediate action to protect people and prevent further harm.

This shall include:

- Stopping the vehicle or plant as soon as it is safe to do so.
- Applying the park brake and activating hazard lights where applicable.
- Checking for injuries and providing first aid within competency levels.
- Establishing a safe area around the incident.

- Contacting emergency services where injuries, fire, fuel spills, unstable loads, powerline contact or significant hazards are present.

2. Notify Relevant Personnel

Vehicle accidents and incidents shall be reported to the Supervisor or Operations Manager as soon as practicable.

Information provided shall include:

- Incident location.
- Injuries or medical treatment required.
- Description of the incident.
- Hazards present.
- Whether emergency services have attended.
- Whether the client has been notified where project reporting requirements apply.

Where required, Management shall determine regulator, police, insurance or client notification requirements and ensure statutory reporting obligations are met.

3. Preserve Evidence and Protect the Environment

Relevant information shall be collected to support investigation and insurance requirements.

This shall include:

- Taking photographs of the scene, damage, road or site conditions and relevant hazards.
- Obtaining witness details and information from other involved parties where applicable.
- Preserving evidence unless movement is required for safety reasons.
- Implementing spill controls where fuel, oil or chemicals have been released.
- Managing spills in accordance with OP-PR-018 Spill Response and Management Procedure.
- Preventing contaminants entering drains, waterways or environmentally sensitive areas.

4. Recover Vehicles and Complete Reporting

Damaged vehicles or plant shall only be moved where safe, legal and authorised.

The following shall be completed where applicable:

- Vehicle Accident / Incident Report.
- Incident, Hazard or Near Miss Report.
- Witness statements.
- Insurance notifications.
- Vehicle recovery and repair arrangements.
- Damaged vehicles shall not be returned to service until repairs, inspections and approvals have been completed where required.

5. Investigate and Implement Corrective Actions

All vehicle accidents and incidents shall be reviewed to identify causes and prevent recurrence.

This shall include:

- Investigation of contributing factors including traffic conditions, fatigue, distraction, competency, weather, maintenance and site controls.
- Assessment of whether the event is a notifiable incident under the Work Health and Safety Act 2011 (Qld).
- Identification of corrective actions and responsible persons.
- Recording actions within the Incident / NCR / Corrective Action Register.
- Communicating lessons learned through toolbox talks, safety alerts, training activities and updates to Risk Assessments, Take 5 controls or SWMS where required.

Records

The following records may be retained where relevant to vehicle accidents and incidents.

Record	Responsibility	Retention Location
Vehicle Accident / Incident Reports	Driver / Supervisor	Incident Records
Witness Statements and Photographs	Driver / Supervisor	Incident Records
Insurance Documentation	Administration	Vehicle Records
Investigation Reports	Operations Manager	Incident Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- OP-PR-029 Company Vehicle Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- HS-PR-011 Fatigue Management Procedure
- HS-PR-002 Daily Plant Inspection Procedure
- OP-PR-018 Spill Response and Management Procedure
- HS-PO-006 Alcohol and Other Drugs Policy
- Incident / NCR / Corrective Action Register
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.