



Reporting accidents/incidents

Objective

Accident/incident investigations are necessary to identify causation and to help identify deficiencies in the environment and implement corrective actions that might be indicated to ensure this the following policies should be followed

Procedure

If a vehicle is involved, the police MUST be notified and a drug test MUST be scheduled.

ALL accidents/incidents are to be made using the backend of the website. The reports need to be submitted the SAME DAY as the incident. The report needs to be completed and the following information is required:

- Date
- Branch Manager
- Account Manager
- Responsible person*
- Exact address where incident occurred (Include a picture of the cross-street if possible.)
- A detailed description of the incident
- Responding police department
- Officer's information (name, badge number, title)
- Citation number (found on ticket)
- Other party's vehicle/property information
- Take and upload clear pictures along with report (at least 5)

Notify Dianne Savage at 770-231-3717 immediately of any injuries to the employee and complete injury report (found on backend of website)

All accidents and incidents should be reported to Sandi Guilshan at 770-545-9265

***If there is an auto accident with a company vehicle and the operator of the Russell Landscape vehicle is found to be at fault, the employee operator of the vehicle will automatically be written up.** If the employee was backing up without a spotter, the driver will be payroll deducted the total amount of the damages up to \$1000.

*Any employee who has equipment stolen from their truck that is not locked up and secured will pay the full amount up to \$1000. This is an automatic write-up.

*Any employee that is written up for any reason will not be eligible for the deferred comp program for that year.