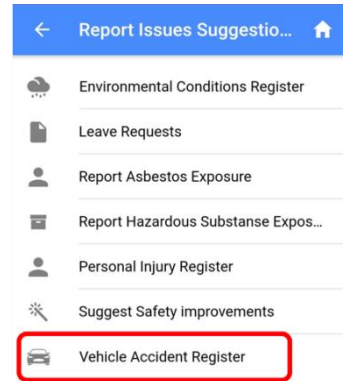
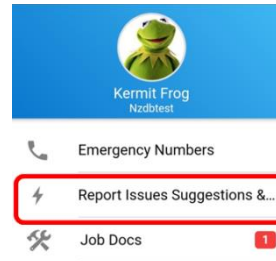




To report a Vehicle Accident, from the Main Menu select:

- Report Issues Suggestions &...
- Vehicle Accident Register



1. The incident no will automatically populate.
2. Driver's Name will populate with your details.  
Change if you are reporting the accident for another member of staff.
3. Supervisor/Manger's Name will populate with the direct manager selected in your staff personal details. Change as required.
4. Select the [date](#) of the accident.
5. Select the company vehicle involved. This will auto populate if you have been assigned a vehicle in the P&E Register.
6. Enter Other Vehicles Details – as per below.
7. Enter Other Driver Details – as per below.
8. Enter Witness Details – as per below or leave blank.

Click **+ADD FILES** as required for each section and



← Vehicle Accident Register

1 No 31

2 Driver's Name Kermit Frog

3 Supervisor/Manager's Name Rover Alpine

4 Date 04 Sep 2023

5 Select Company Vehicle Involved 89UMV36 Ford-Focus-Orange

6 + ADD VEHICLE

7 + ADD DRIVER

☐ No Other Vehicle Involved

8 + ADD WITNESS

6 Other Vehicles Definition

Make Honda

Model Civic

Year Manufacturer 2019

Colour Black

Registration Number DGW09G

Insurance Company Name Sunbeam

InsuranceCompanyPhoneNumber 1300 456 789

+ ADD FILE ...

7 Other Driver's Details

Date of Birth 19 Mar 1996

Address 23 Happy Lane

Suburb Jollyfish

State VIC

Post Code 5890

Driver's License Number DL90234

Mobile Number 040508630963

+ ADD FILE ...

8 Witness

Date of Birth

Address 65 Sam St

Suburb Greenwich

State VIC

Post Code 6325

License Number

Mobile Number 026036985

+ ADD FILE ...


6a



No Other Vehicle Involved

6a. Tick the box if "No other vehicle Involved".

When the box is unticked details of other vehicle will be mandatory.

9. Select the location type – see below for other options.
10. Select from the Local options – these relate to your companies locations.
11. Type in the damage to your vehicle.
12. Type in a description of the accident.
13. Click **+ADD FILE** to include a photo.
14. Click  to save,

Location of Accident

**9** Local ☒ Customer Site ☐


Other ☐


**10** Location Stored  
Compound #2

**11** Vehicle Damage Details  
bent bumper  
light cover smashed

**12** Accident Description  
reversed into car coming out of the compound


**13** + ADD FILE ...


**14** 



Tap to sign off 

VIEW FILES

+ Add File ...

Tap arrow to save & exit  **15**

Tap to sign off  **16**

15. You can now click  to save & exit if you are completing this for another staff member or,
16. Sign Off  will now be available to click.

Location of Accident

**a** Local ☐ Customer Site ☒

Other ☐

Customer  
Purple Submarine Ltd

Worksite  
Growing Fish

Job No  
0701cs

Job Name  
HSEQ-F-019

Location of Accident

Local ☐ Customer Site ☐

Other **b** ☒

Address  
166 Stredwick Drive

Town  
Auckland

State  
Auckland


Post Code  
0630

GPS coordiantes  
-36.6979947, 174.7441046


Choosing other location types

9a. When Customer Site is selected:

- Choose Customer
- Worksite &
- Job no as required.

9b. Other – this allows you to free type in an address or click on  to get the details and GPS coordinates from you phone.

## NOTE:

- The first time you click  to you use GPS location you will need to give Safetyminder permission and select either Precise or Approximate.
- In your phone settings you will need to have Location services turned on.

Allow Safetyminder to access this device's location?

Precise Approximate

While using the app

Only this time

Don't allow

