RL – Reporting a Vehicle Collision

QUICK REFERENCE GUIDE

This guide is for submitting events related to vehicle collisions where an accident occurred while staff were driving a vehicle for work-related purposes.

1. From the Icon wall, select the **Security/Safety** icon

*Note: If you type the keywords **Collision** or Accident into the Find a Form text box, it will show the **Security/Safety** icon.*

2. Complete all the applicable sections of the form, including mandatory fields.
3. Under **Safety/Security General Info** in the **Specific Event Type**, select Collision.

4. Select the **Type of Person Affected**. If the collision occurred with a patient/client in the vehicle, select **Client**. If the collision occurred with only staff in the vehicle, select **Employee.**
5. Select **Severity Level**
   - Indicate **No harm** if there was no injury to a person as a result of the event.
   - If a person was injured, use the definitions to determine the most appropriate **Severity Level** of harm.
6. Under **Contributing Factors,** if the event involved a collision with another vehicle, animal or unsafe road conditions, select **Other – Physical Environment Condition/Design** as well as any other relevant factors.
   QUESTIONS? Contact RL_Support@sharedhealthmb.ca