

## What to do if you are in a car accident?

Being involved in a car accident can be stressful, even if it's relatively minor. Any type of car accident can be a scary experience, and it can be difficult to know what to do next.

These steps will help you stay safe, seek assistance, and gather the information you may need for an insurance claim:



### 1 Assess the Situation

The number one priority is to **make sure you and others involved in the accident are safe**. Calmly check to see if anyone is injured or could be injured. **Contact 000 if someone has been hurt and needs medical attention.**



### 2 Contact Police

Reporting a car accident to the police varies by state, but generally, it's required in these situations: **someone is trapped, injured, or killed; a party fails to exchange details; a driver seems under the influence; or there are hazards like blocked roads or debris.** If you need immediate help, use your GHS alarm.



### 3 Move to Safety

If your car is blocking the road, and you're able to drive it a short distance, **move it off the road to a safe location.** Turn off your engine to reduce the risk of fire and turn on your hazard lights.



### 4 Gather details

To make an insurance claim, there's a few details you'll need to gather for your insurer:

- Time and location of accident
- The other driver's name, license number, address and phone number
- The other vehicle's registration number and insurer.
- Share your own contact, vehicle and insurer details with any other drivers involved in the accident too.



### 5 Speak to Witnesses

If anyone witnessed the crash, it's a good idea to approach them and **ask for their contact details.** This could be useful if the other party disputes your claim about how the accident happened, or who was at fault.



### 6 Take Photos

Photos are the best way to paint an accurate picture of what happened and will help support your insurance claim. **Take photos of any vehicle damage from different angles, any property damage, and the location of the accident** (for example, the intersection, traffic lights and nearby road signs).



### 7 Inform your Team Leader/Manager

Inform your Team Leader/Manager so they can provide assistance if required.



### 8 Contact your Insurer

**Contact your insurer as soon as possible** while the accident details are fresh. Provide the information and photos you've gathered to help them assess your claim. The outcome will depend on your insurance type, the other driver's coverage, and who was at fault.



### 9 Incident Report

Complete an incident report on Elara to report this accident as a WHS incident.