



# Vehicle Accident

## POLICY

Cascadia Society will maintain health, safety and security standards in the event of vehicle accidents. Any accidents involving vehicles transporting Cascadia coworkers and/or companions must be reported by the driver (when it is safe to do so) to the Business Administrator and/or delegate. This includes accidents occurring in vehicles owned, leased or operated by Cascadia - or accidents occurring in personal vehicles that are used for Cascadia business.

Coworkers will be expected to follow established Cascadia guidelines for documenting and reporting vehicle accidents. Documentation will take place at the earliest, safe opportunity and when, if needed, assistance is available to complete. Documentation will then be reviewed by the Leadership Team and forwarded to identified legal guardian(s), funding agents and licensing bodies (CLBC, Ministry of Health) if applicable.

## PROCEDURE

Coworkers involved in a vehicle accident must respond immediately on-site, with the type of assistance required by the specific circumstance to ensure the safety of Cascadia companions and fellow coworkers. This includes enlisting the appropriate support and/or expertise required to support the situation.

- **Injury** - If any Cascadia vehicle occupant has sustained a serious injury from a vehicle accident, immediately call **911 for** an ambulance and apply first aid.
  - a) **Companion Info Binder** - Use as a reference - immediately provide any pertinent medical information regarding injured companion/s to emergency medical personnel.
  - b) **Transport** - If possible, a coworker/home leader should accompany an injured companion in the ambulance during transit to a hospital.
  - c) **Comfort** - At the accident site, coworkers should make every effort possible to reassure companions that they are being well cared for.
  - d) **Medical Follow-up** - medical procedures for companions injured during a vehicle accident will be managed by the companion's home/residential support.
- **Call police** to report the accident and any vehicle damage.
- **Call the Administration** or designate to report the accident. In the event vehicle occupants have sustained injuries the Administration or designate will notify companion/coworker emergency contacts - and make plans for further support.
- **Incident Report** - Coworker(s) involved in the accident will complete an incident report (when it is safe to do so) and submit the report (at the first earliest time - within 24 hours) to the Administration and Leadership Team. In the event of a serious injury, the Business Administrator or designate will document and report the accident within 24 hours to CLBC and the Ministry of Health.
- **Insurance** - The Administration or designate will report accidents to ICBC.



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## **EMERGENCY NUMBERS:**

***Ambulance/Police /Fire Department - 911***

(If not in a 911 calling area, call the RCMP for emergency assistance.)

***North Vancouver RCMP - (604) 985-1311***

(This is the non-emergency RCMP phone number to be used only if you are *not* in a 911 calling area within North Van)

***Cascadia Society - (604) 987- 3407***

**Standards associated with this policy: 1) 1.H.1, 2) 1.H.5, 3) 1.H.10, 4) 1.H.13 and 5) 4.E.3**

**RESPONSIBILITY OF:** All Coworkers and Home Leaders

**MONITORED BY:** Business Administrator /Leadership Team