

NOTICE

REMINDER ONLY – NO NEW REQUIREMENTS

HSR Division

August 8, 2002

Notice No. 0096

Vehicle Accident Reporting and Notification Requirements

Background Traffic safety is the #1 concern of LANL employees, and vehicle traffic represents the greatest hazard each of us faces on a day-to-day basis. To begin implementing improvements and corrective action, it is necessary to gather information that can assist us in defining the hazards and the scope of the issues involved. This notice is a reminder that the reporting and notification requirements contained in [LIR 402-1320-01](#), "Vehicle and Pedestrian Safety," are an important part of that effort.

These requirements were established (1) to ensure that a coordinated reporting effort is applied to all accidents that occur on LANL property or involve vehicles on official business elsewhere; (2) to gather data; (3) to provide lessons learned information where required; and (4) to assist in developing measures that enhance the protection and well-being of employees and the safety-related interests of the Laboratory.

Requirements (*Repeated from [LIR 402-1320-01](#)*)

For all vehicle and/or traffic-related accidents that occur on LANL property, use the following process.

Who	Must . . .
Driver/Employee	<ol style="list-style-type: none">1. call EM&R @ 667-6211 or 911 if medical assistance is required;2. complete GSA Form SF-91; and3. submit SF-91 to his/her safety-responsible line manager/supervisor for review and signature.
Safety-Responsible Line Manager/Supervisor	<ol style="list-style-type: none">1. assist driver/employee with SF-91, as required;2. review, verify and sign SF-91 as the accident investigator;3. submit SF-91 and any other supporting documents to HSR-5 within 2 working days of the accident.

For a vehicle and/or traffic-related accident that occurs off-site when an employee is on Laboratory business, use the following process.

Who	Must . . .
Driver/Employee	<ol style="list-style-type: none">1. call local law enforcement or 911 if medical assistance is required;2. call EM&R @ (505) 667-6211, when time permits;3. obtain point-of-contact information to request a police accident report;4. complete GSA Form SF-91; and5. submit SF-91 to his/her safety-responsible line manager/supervisor for review and signature.
Safety-Responsible Line Manager/Supervisor	<ol style="list-style-type: none">1. assist driver/employee with SF-91, as required;2. review, verify, and sign SF-91 as the accident investigator;3. submit SF-91 and any other supporting documents to HSR-5 within 5 working days of the accident.

Questions? The Laboratory Traffic Safety Coordinator (Allen Jones, HSR-5) may be reached at 7-6624 for information or questions pertaining to this notice.



The OIC for this notice is HSR-5, Industrial Hygiene and Safety Group (667-5231), and the responsible division leader is the HSR-DL. This notice is being used to emphasize the accident/traffic related reporting requirements and will remain in effect for 90 days.