



INJURY PREVENTION

Quick Review of Safety

Procedures for After an Auto Accident

FIRST STEPS

- Move vehicle out of traffic and turn off the engine.
- Do not leave the scene of the accident.
- Ensure that you and others receive needed medical attention.
- Do not admit fault, as additional information may prove otherwise. Avoid making any statements that could be misunderstood, misinterpreted or used against you.
- Contact law enforcement as a best practice to report the accident and file a report.

EXCHANGE INFORMATION

The key information to gather is:

- Name, address and contact details
- Driver's license number(s)
- License plate number(s)
- Auto insurance information

Do not rely on law enforcement to gather this information, but do not hinder first responders in an effort to gather the information.

NOTES

You may leave a note on unoccupied vehicles if the owner cannot be located. The note must include:

- Your name and contact information.
- Brief description of the accident.

(Over)



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REPORTING

A Motor Vehicle Crash Report must be filed with the Minnesota Department of Public Safety within 10 days if:

- The accident resulted in injury or death
- Total property damage met or exceeded \$1,000

Promptly report damage to your employer to begin the claim process.

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