

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE** Traffic Accidents/Emergency Response

<b>HAZARDS</b>	<b>KEY TEACHING POINTS</b>
<ul style="list-style-type: none"> <li>• Moving traffic</li> <li>• Confused motorist</li> <li>• Hazardous spills</li> </ul>	<ul style="list-style-type: none"> <li>• Moving equipment</li> <li>• General public</li> <li>• Infectious diseases</li> </ul>
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
<ul style="list-style-type: none"> <li>• Hard hat</li> <li>• Gloves</li> </ul>	<ul style="list-style-type: none"> <li>• Eye protection</li> <li>• Safety boots/shoes</li> </ul>
<b>SAFE OPERATING PROCEDURES</b>	
<ul style="list-style-type: none"> <li>• Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.</li> <li>• Use radio to notify dispatch of traffic accident or emergency response requirements.</li> <li>• Review work area protection and any traffic control requirements.</li> <li>• Park in an area suitable for entering and exiting your vehicle which does not cause a hazard to yourself or others.</li> <li>• Allow ample space for each employee to work safely. Do not “bunch” up.</li> <li>• While on foot, make every effort to perform your work facing oncoming traffic.</li> <li>• Use discretion if administering first aid. Use AIDS protection where there is a chance of body fluid contamination.</li> <li>• Install traffic controls where necessary.</li> <li>• DO NOT attempt to identify spilled substances, they may be hazardous. Protect yourself, protect traffic, protect the equipment, and protect the public. Wait for the experts.</li> <li>• Do not let your guard down after the accident has stabilized. Motorists are confused when they encounter congestion and accidents. Be aware of the errant and/or frustrated driver.</li> <li>• Be careful when working around the general public.</li> <li>• Be careful when removing debris from the roadway. Use equipment if possible.</li> <li>• Do not make a statement except to the Police Department and your supervisor.</li> <li>• Do not admit liability for the incident.</li> <li>• Above all, do not jeopardize your personal safety.</li> </ul>	

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Do not admit liability for the incident.		
2 Do not make a statement except to the individuals involved, Police Department and your supervisor.		
3 Install traffic controls where necessary.		
4 Use radio to notify dispatch of traffic accident or emergency response requirements.		
5 Be careful when working around the general public.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

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