



## What to do in the event of an employers liability claim (When an employee is injured at work carrying out their role)?

When an accident occurs it is important that the matter is reported to us and your insurance company as quickly as possible.

To assist the claim to go smoothly, please provide as much of the following documentation and evidence at the earliest stage possible.

- **Accident details:** Tell us as much as you can about what's happened, including anything that's been recorded in an accident log or book, if you have one.
- **Photos or videos:** If you can, take photos or a quick video of the accident scene straight away. Whoever is at fault, photos or a video will help save time and money for everyone involved.
- **CCTV footage:** Are there any cameras in or around your workplace or on the vehicle itself that covered the accident and, if so, see if a copy can be obtained and shared?
- **Witness details:** Did anyone see what happened? If so, try to get their contact details including names, addresses and telephone numbers. If you can get a brief statement from them at the scene that is even better.
- **Details of employee training:** If someone is injured at work, we need to know if they've been trained for what they were doing when the accident happened. Please obtain all the relevant training records and confirmation that the employee attended and understood the training.
- **Process documents:** Any documents that show an employee how to do a task and confirmation that the employee had seen these details.
- **Risk assessment information:** This document shows that you, as an employer, have considered risks in your workplace and for the task in question. These should include dynamic risk assessments made by the employee themselves.
- **Wages information:** We'll need to see this if the employee has been off work after an accident.