



After a Car Accident:

1. Ensure Safety First

- **Check for injuries:** Ensure everyone involved is safe. If anyone is injured, call 911 immediately to request medical assistance.
- **Move to safety:** If the vehicle is in a hazardous location and it's safe to do so, move the vehicle off the road to prevent further accidents or injuries.

2. Immediately notify Switchpoint of the accident, regardless of its severity.

- Reach out via text and phone call to **Dana Woodard** at **(385) 419-1135** to report the accident. If Dana is unavailable, please reach out to **Chris Rogers** at **(801) 884-8501**.
- **Provide details:** Such as whether another vehicle or driver was involved, the extent of the damage, the identity of the driver and any passengers in the company vehicle, and any other information.

3. Document the Damage

- **Photos:** Capture clear photos of the damage to the company vehicle, any other vehicles or property, and the surrounding area. Include shots of license plates, vehicle positions, road conditions, and any other relevant details.
- **Details:** Note the time, location, weather conditions, and a description of the accident. Include the names and contact information of all involved parties.
- **Exchange information:** If applicable, exchange contact, driver's license, and insurance details with other drivers or parties involved in the accident.

4. Notify the Authorities

- **Call the police:** Report the accident to the police, especially if there are injuries or significant damage. A police report is necessary to address insurance and legal matters.

5. Incident Report

- **Fill out an Incident Report Form.** Incident Report forms can be found on the HR website. If you are unable to locate an incident report form, reach out to your supervisor or to HR. Use the details and documentation acquired in **Step 3** to ensure accuracy. Submit the form immediately to **HR@switchpointcrc.org**

6. Medical Exam & Drug Testing

- **Undergo a medical exam:** Even if you feel fine, we want to ensure there are no hidden injuries, like whiplash or concussion, etc. Within **90 minutes** of the accident, determine a Work Med location closest to you for a Medical Exam. Locations can be found on the back of this card.
- **Undergo a drug test:** Switchpoint requires employees to undergo a drug test after any vehicle accident, especially if there is significant damage or if safety is a concern.



Work Med Locations

Davis County

- **Layton**

801.776.4444

2075 North University Park Blvd. Layton, Utah 84041

- **Ogden**

801.387.6150

1355 West Hinckley Drive Ogden, Utah 84057

Salt Lake County

- **Murray**

801.288.4900

201 East 5900 South, #100 Murray, Utah 84107

- **Salt Lake**

801.972.8850

1685 West 2200 South Salt Lake City, Utah 84111

- **South Jordan**

385.887.7200

1091 W. South Jordan Parkway, Suite 500 South Jordan, Utah 84095

Tooele County

- **Tooele - Mountain West Worx**

435.843.3677

196 E 2000 N #110, Tooele, UT 84074

Washington County

- **Cedar City**

435.865.3460

962 South Sage Drive Cedar City, Utah 84720

- **St. George**

435.251.2630

385 North 3050 East St. George, Utah 84790