



## Puget Sound Antique Tractor and Machinery Association Incident Review Guidelines.

In the event of an incident, prompt and proper judgement must be used in deciding who to contact for the appropriate response. All incidents must be reported to the Safety Director (Bill Graham, 360-739-4113) and the PSATMA President (Fred Polinder, 360-815-1402).

The incident investigation shall be performed to completion by the PSATMA Safety Director and/or his/her designee. Findings will be reported to the PSATMA Board of Directors who in turn will alert the insurance company and any other parties as appropriate.

Photograph the scene of the incident at multiple angles to assist in further review.

Collect statements from witnesses to the incident. Collect police, ambulance, fire, and tow truck reports if warranted.

Incident investigation review must include the following:

- Use of the PSATMA Incident Review Form.
- Statements from witnesses and involved parties.
- Reports from police, fire, EMT/ambulance and tow truck if applicable.

- Photographs taken from multiple angles.
- Time, date and location of incident.
- Information about any equipment involved in the incident.
- Weather information (hot, cold, raining, windy, etc.).
- Were PSATMA Regulations followed? If so, which ones? If not, which ones?

Current as of 5-5-2023