

**412 Station Master to advise Control:**

On controlled sections the Station Master shall, as soon as he becomes aware of an accident, advise the Control of all the available particulars. The Control, in turn, shall take all possible steps to advise the officials concerned and also to arrange, immediately for turning out the Accident Relief Train, Medical Relief Train etc.

**413 Noting down time of Accident:**

Railway employees present at an accident site shall take special note of the exact time of accident, and other important details connected with the accident. They shall also take the earliest opportunity of checking their time with the Guard's time or control time, as the exact time of an accident is often an important clue in determining the cause of the accident.

**414 Preliminary Telephonic Report on Serious Accidents by an Officer:**

- (i) In case of a serious accident, Sr.DSO (Sr.Divisional Engineer, in the case of landslides or breaches) or, if he is not available the first Officer of the Engineering, Mechanical or Transportation Department, who arrives at the scene of the accident shall at once collect all the information obtainable and furnish to the Divisional Railway Manager, who shall advise the Commissioner of Railway Safety, the Chief Commissioner of Railway Safety, the Head of the departments concerned and Chief Safety Officer.
- (ii) The first Officer of the Engineering, Mechanical or Transportation Department who arrives at the site of accident, shall immediately on his arrival, give the Control Office any additional information regarding the 'Assistance Required', if adequate assistance has not already arrived, to enable the Control Office to take further action in such matter.

**415 Reporting of Accidents attended with Injury or Loss of Life:**

- a) In cases of accidents attended with injury to persons or loss of life, the names and addresses of the persons injured or killed and the number and class of tickets held by them and the Origination – Destination stations of the tickets shall be recorded.
- b) The Sr.DSO or if he is not available, the Senior Official (Officer or Subordinate if there is no Officer present) who arrives first at the scene of a serious accident involving the death of or injury to, one or more passengers, shall at once appoint an employee to act as reporter and to fill in Form Acc. 6 (See Appendix VI for specimen form). The medical staff shall be responsible for recording details of injuries and other medical notes against the name of the injured.

**416 Reporting of Accidents on Assisted and Private sidings:**

Accidents occurring on Assisted and Private sidings shall be reported in the same way as accidents occurring at station yards of the railway. The private party or parties connected with the siding shall also be advised.

**417 Reporting of Accidents at Joint Stations:**

In case of an accident at a joint station, the station Master of the railway working the station shall advise all concerned both on his own railway and on the other railway connected with the joint station, irrespective of the railway actually involved in the accident.

**418 Reporting of Accidents in Workshops coming under the Factories Act:**

Accidents resulting in loss of human life or grievous hurt and/or serious damage to property shall be reported in the usual way apart from the necessary report submitted under the Indian Factories Act.

**419 Reporting of Accidents on Construction lines:**

Whenever an accident which is attended with loss of human life or with grievous hurt or with serious damage to property occurs on any construction line, irrespective of whether the work is being carried out by the open Line or construction staff, the CAO/C, or Divisional Engineer-in-Charge shall first report the matter to the nearest station and then advise the following officials: