

POST-ACCIDENT INVESTIGATION CHECKLIST

When investigating an accident think of the three sources of information: facts, documents and witnesses.

- Preserve the accident scene. Don't move anything unless it is required for safety reasons. Use barricade tape if necessary.
- Take pictures before moving anything.
- Check any surveillance videos and other sources of video or photographic evidence.
- Consider having any claim of slippery floors checked by an expert. What was the coefficient of friction (i.e. just how slippery was it?) This can matter when non-employees are injured.
- Get statements either recorded or in writing. You can always use your smart phone voice recorder or video in an emergency.
- Interview anyone that may be a witness. Ask them:
 - Where were you?
 - What were you doing at the time?
 - What did you see or hear? Did you notice anything unsafe?
 - Do you believe anyone involved was intoxicated?
 - What do you believe caused the accident?
 - What facts, documents or witnesses are you aware of?
 - When was the last time you were trained on _____ or _____ was inspected?
 - Was proper clothing or equipment being used?
 - Did undue pressure from the management generate this risk?
 - Anything else you would like to share?
- Work with a safety expert and attorney if you are unsure of yourself or if a serious injury or loss is involved.
- Issue any findings and correct any deficiencies. Keep the results of your report on a confidential, need to know basis.
- Engage in any appropriate remedial action and necessary training to help prevent further occurrences.