***Employee Accident Investigation Checklist***

When conducting an accident investigation, employers should thoroughly establish the facts surrounding the occurrence. This is the heart of the investigation—the investigator must determine who, what, when, where and why.

* What was the employee doing at the time of the accident?
* Was the employee qualified to perform this operation?
* Were company procedures being followed?
* Is the job or process new?
* Had the employee received training on this operation prior to the accident?
* Were proper tools or equipment being used?
* Was the proper supervision being provided?
* What was the location of the accident?
* What was the physical condition of the area when the accident occurred?
* For example, was the temperature of the area hot or cold;
* if outside, was it wet or muddy;
* was there debris in the area, was the area clear, etc.?
* What were witnesses doing at the time of the accident?
* What immediate or temporary action could have prevented the accident or minimized its effect?
* What long-term or permanent action could have prevented the accident or minimized its effect?
* Did any unsafe act contribute to the cause of the accident?
* If so, is any disciplinary action being recommended?
* Had any disciplinary action been taken with this individual for unsafe acts in the past?