**Checklist: Employee Accident Investigation**

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?