

INCIDENT INVESTIGATION CHECKLIST



RESPONSE	TASK	ACTION	COMPLETED	REVIEWED
ADVISED OF INCIDENT	Determine first aid requirements	First Aid, Ambulance, Fire Brigade etc		
	Contact relevant parties	First Aid Officer, safety Officer, WHS Rep, Supervisor, WorkCover NSW if appropriate and Police if required		
ATTEND SCENE	Check on welfare of injured person	Speak to injured person/s. Liaise with emergency personnel.		
	Contain Incident	Spillage, isolate the area and restrict personnel from entering the secured area.		
	Obtain Evidence	• Take photos • SWMS • Safe work practices • Aust Standards License requirements Interview all parties individually.		
COMPLETION OF INVESTIGATION	Collate all available information	Put investigation brief together in chronological order		
	Discuss Incident	DCR Staff		
	Conclude Investigation	Make determination/ Recommendations. Provide feedback to all parties. Check on welfare of all persons again.		
	Implement Recommendations	Implement as recommended. Feedback to all parties.		
	Record Keeping	Secure investigation brief for future investigations/review. Make sure confidentiality procedures are adhered to.		

Listed below are some sample questions that may assist you during your interview to establish the facts surrounding the incident.

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WHO	Was Injured? Saw the accident/incident? Reported the incident? Was working with the injured person/s? Had instructed and/or assigned the job? Else was involved? Has information on circumstances/events prior to the accident/incident? Provided the training/induction on the equipment used?
WHAT	Risk assessments had been performed? Is the injury? Is the damage or loss? Was the injured person/s doing? Is the work process? Has had injured person/s been instructed to do? Tools were being used? Machinery/plant/equipment was in use? Previous similar accidents or incidents have occurred? Action has been taken to prevent a recurrence? Did the injured person/s and witnesses see? Safety rules were adhered to or neglected? Safe systems, permits to work, isolation procedures were in place? Training has been provided? Were the contributing causes of the accident/incident? Communication system was in use?
WHEN	Did the accident/incident occur? Was the damage discovered? Did the injured person/s commence work? Did the injured person/s received job specific training? Did the supervisor last see the injured person/s?

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WHY	Did the injury occur? Did the communication system breakdown? Was there a failure in providing appropriate training? Were there unsafe working conditions? Wasn't the hazard/s evaluated or identified previously? Was the work system inadequate or inappropriate? Was PPE not used or provided? Was there no safe work system, permit to work or isolation operating? Were specific safety instructions not given? Wasn't the supervisor consulted when problems were discovered? Was the supervisor absent at the time of the accident/incident?
WHERE	Did the accident/incident occur? Was the supervisor at the time of the accident/incident? Were the injured person/s located at the time of the accident/incident? Were any witnesses located at the time of the accident/incident?
HOW	Did the injury occur? Could the accident/incident have been avoided? Could the injury have been avoided? Could the supervisor have prevented the accident/incident? Could better design of plant or systems of work help? Could better safety signage of helped?