



& Business Insurers of Georgia

ACCIDENT INVESTIGATION CHECKLIST

When you're involved in an accident and the investigation effort, the details you provide will be important in determining what happened and to give clues for avoiding future incidents. The information that you record should focus on the: **who, what, when, where, how** and **why** facts of the accident. This list of sample questions needs to be addressed during the investigation and will help you document many aspects of the accident scene.

Who...

- Was involved in the accident?
- Was injured?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

What...

- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of the accident?
- Level of medical care did the victims require?
- Was being done at the time of the accident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the accident?
- Did any witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

When...

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were hazards pointed out to employee?
- Did supervisor check employee progress?

Where...

- Did the accident happen?
- Was employee's supervisor when accident occurred?
- Were witnesses when accident occurred?
- Does this condition exist elsewhere on site?
- Is the evidence of investigation to be kept?

How...

- Did the accident happen?
- Was the accident discovered?
- Were employees injured?
- Was equipment damaged?
- Could the accident have been avoided?
- Could the supervisor have prevented the accident from happening?
- Could co-workers avoid similar accidents?

Why...

- Did the accident happen?
- Were employees injured?
- Did the employee behave that way?
- Wasn't protective equipment used?
- Weren't specific instructions given?
- Was the employee in that specific place or position?
- Was the employee using that machine or specific tool?
- Didn't the employee check with supervisor?
- Wasn't the supervisor there at the time?