

Investigation Checklist

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- ☐ Incident Fact Finding
 - ☐ Check who was involved in the incident.
 - ☐ Determine who saw the incident.
 - ☐ Determine who was working with the involved person.
 - ☐ Analyse who instructed and/or assigned the job to the person.
 - ☐ Determine who else was involved.
 - ☐ Research who has information on events prior to the incident.
 - ☐ Check who assessed the risks involved in the job.
 - ☐ Determine who was responsible for implementing risk controls.
 - ☐ Check who checked safety of equipment prior to work commencing.
 - ☐ Determine where the incident occurred.
 - ☐ Analyse where the damage occurred.
 - ☐ Determine where the supervisor was at the time.
 - ☐ Research where the witnesses were at the time.
- ☐ Incident Process Description
 - ☐ Analyse how the incident occurred.
 - ☐ Analyse how the injury occurred.
- ☐ Analyse the Risks
 - ☐ Research how could the incident have been avoided.
 - ☐ Research how could the injury have been avoided.
 - ☐ Analyse how could better job design be achieved.
 - ☐ Analyse how the supervisor could have prevented the incident.
 - ☐ Analyse how better equipment design could help.
 - ☐ Analyse if it's possible to detect systems failure before it occurs.
- ☐ Identify Corrective Actions
 - ☐ Identify what could have been done instead.
 - ☐ Identify how else actions could have been done instead.