

# 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.