

INCIDENT INVESTIGATION CHECKLIST

The Incident Investigation Checklist should be used as a help aid for investigating adverse accidents and incidents. Those investigating accidents and incidents should follow the chain of questions and only collate the known facts.

Who:	Covered? ✓ if yes
• Was involved at the time of the accident? (Include details of their age, work experience, training and physical and mental condition).	☐
• Was supervising and/or managing the work?	☐
• Was responsible for undertaking the risk assessments?	☐
• Keeps the records of inspections, tests and maintenance?	☐
What:	
• Work was being done at the time?	☐
• Were the actions of the people involved in the accident?	☐
• Was the safe system of work?	☐
• Were the hazards and risks?	☐
• Was the reason for the equipment failure?	☐
• Are the normal conditions of work?	☐
• Was different on this occasion?	☐
• Software, hardware, management systems and physical aspects were involved?	☐
When:	
• Did the accident happen?	☐
• Was this work/activity/task usually carried out? (Find out time of day, day, week, month, etc.)	☐
• Was the system of work last reviewed?	☐
• Was a risk assessment last carried out?	☐
• Was relevant training, instruction and information last carried out?	☐
• Did the accident happen in relation to other work/events?	☐
• Did the accident happen in relation to the sequence of work/the work cycle?	☐
Where:	
• Did the accident happen? (Include a description of the location)	☐
• Were the witnesses positioned?	☐
• Was all the relevant equipment?	☐
Why:	
• Did the accident happen? (The big question)	☐
• Was the activity being carried out at this time?	☐
• Did the equipment fail in this way?	☐
• Did it happen at this time?	☐
• Were the circumstances like this?	☐
How:	
• Did this situation differ from previous occasions?	☐
• Much damage was caused?	☐
• Much (contents of a vessel, product, weight (load))?	☐
• Often (daily, weekly, monthly)?	☐
• Do the events fit together?	☐
• Do the various causes link together? (Most accidents have multiple causes.)	☐
• Did the accident happen? (Can you recreate the accident from the evidence?)	☐