

Name: _____
Date: _____

COMPANY
Accident
Investigation Report
(Client/Attorney Privileged)

Location: _____

<u>Checklist</u>	Yes	No	N/A
1. Evaluate situation.			
2. Contact appropriate emergency response services.			
3. Protect others from immediate hazards.			
4. Care for injured.			
5. Prevent further property damage.			
6. Stabilize accident site.			
7. Obtain witness statements (everyone on site)			
8. Notify management, counsel, support personnel, and (OSHA?).			
9. Photograph accident site.			
10. Preserve transitory evidence.			
11. Preserve all tools, equipment, and other items involved in accident.			
12. Note any relevant changes from before to after accident.			
13. Preserve all relevant paperwork: diagrams, warranties, contracts, instructions, etc.			

Accident

Time _____ a.m./p.m. Location: _____
Date: _____, 2000 _____

Individuals Involved

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment and Materials Involved

Accident Description Facts

Observed Injuries and Dispositions

Observed Property Damage and Dispositions

Operations Disruption Description

Witness Statements

Name

Address

Phone

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Documentation Photo Log

Item

Source

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