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Contractor's Accident Investigation Checklist

This checklist is provided to illustrate possible action items you may wish to review in the course of investigating or handling your particular accident. This checklist should not be construed as a recommendation or a list of required steps in any particular case.

Identify:

		Yes	No
1	Person(s) involved or killed, summon help and medical assistance as needed, and notify family / contact person(s)		
2	The exact location site of the accident		
3	The date and exact time of the accident		
4	All eyewitnesses to the accident and surrounding conditions		
5	Superintendent, foremen and other safety managers on site		
6	All contractors and subcontractors working on site at the time of the accident		
7	Employer and foreman of the injured worker(s)		
8	Personal protection equipment available and in use, e.g., safety glasses, respirator, tie-offs, lanyards, helmets, ladders		

Locate:

		Yes	No
1	All warnings, signage and other safety devices on location		
2	All flagging, tie-offs and barriers		
3	Guarding and safety mechanisms		
4	Warnings and manuals for all equipment involved		
5	Contracts of all involved parties, indemnity agreements, insurance policies and certificates, notify insurers		

Determine:

		Yes	No
1	Construction activities ongoing at the time of the accident		
2	What was injured worker doing at the time of the accident		
3	All environmental or weather conditions for the day of the accident		
4	Basic cause of the accident, e.g., fall, collapse, equipment failure		

Obtain:

		Yes	No
1	Accident report		
2	Police / fire department reports		
3	Job site progress photographs and any accident site photographs taken		
4	Any site, security or newscast videotape		
5	Handwritten or recorded statements of witnesses		
6	OSHA investigation documents and reports		
7	Daily reports or logs for the day before and of the accident		
8	Safety meeting records of all involved parties and for the project		

(over)

Accident Scene Sketch

Use the space below to sketch the accident.

For more information and to download forms and other documents to help you prepare for, respond to and document any accidents on your job site, please visit www.cna.com/returntowork.

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