**Accident / Incident Checklist**

**Introduction**

This form has a number of uses:

* It can be used as an aide memoire by the Group HS&E Advisor of what material/ evidence must be gathered when carrying out an accident/incident investigation. It can be also used as a tick off sheet when, each piece evidence has been obtained.
* The form can also be used as a list, given to departments in order for them to assist in gathering information. For Example: You require the site manager to supply the following:
  + Copies of the signing in register ✓
  + Copies of CSCS card ✓

|  |  |
| --- | --- |
| *Insert (Here) who is to collate the evidence i.e. Site manager* | Please supply the following documentation that has a ✓ in the box below. |

*The list below is not exhaustive and may be added to.*

|  |  |
| --- | --- |
| Site Name |  |
| Incident Date: |  |
| Name of Group HS&E Advisor: |  |

**Accident/ Incident Details**

**✓**

|  |  |
| --- | --- |
| Copies of the 007 From/ or accident book (office only) |  |
| Photographs of injury/ location |  |
| Witness Statement (visual and non-visual) or names of witnesses |  |
| Any HSE communication/correspondence |  |
| Other – stipulate here |  |

**Competency and Training Records**

**✓**

|  |  |
| --- | --- |
| General induction/signing in register |  |
| CSCS/CPCS or equivalent |  |
| Contractor RAMS |  |
| Signed confirmation of reading Trade Pack / RAMS |  |
| Contractor SSIP or Pre-Appointment Questionnaire |  |
| Toolbox Talk evidence - relevant to accident/ incident |  |
| Other – stipulate here |  |

**Equipment and Inspection Records - Plant and Vehicles**

**✓**

|  |  |
| --- | --- |
| Thorough examination certificates (lifting equipment and accessories) |  |
| Maintenance records for plant |  |
| Manufacturer’s handbook |  |
| Daily and weekly check sheets |  |
| Machinery specifications (e.g m/s2, HAVS) |  |
| Lift plans |  |
| Other – stipulate here |  |

**Statutory Inspection Records and Associated Documentation**

**✓**

|  |  |
| --- | --- |
| Scaffold hand over certificates |  |
| Weekly scaffold inspection register |  |
| Major alterations and scaffold hand back form |  |
| Portable appliance test |  |
| Stairwell register |  |
| Safety deck register/ internal fall protection |  |
| Excavations inspection Form |  |
| Traffic management plan/ assessment |  |
| Welfare assessment |  |
| Site security and public protection assessment |  |
| Site Managers weekly check sheet/ Contract Manager’s forward planning sheet |  |
| Fire Risk assessment |  |
| Working at Height Assessment |  |
| Appointed persons form |  |
| Other – stipulate here |  |

**Personnel Documentation** (This is strictly confidential)

**✓**

|  |  |
| --- | --- |
| Disciplinary records |  |
| Operative warnings/ action reports |  |
| Staff appraisal (where applicable) |  |
| Previous accidents (Injured Person) |  |
| Previous working history (Injured Person) |  |
| Self-certification and doctors sick notes |  |
| Other – stipulate here |  |