

Accident Investigation Checklist

If there is a serious trauma or emergency medical condition, take the employee for immediate medical treatment or call 911.

Have the accident scene and/or equipment involved preserved.

If the medical condition is not an emergency, complete the investigation and take the employee for treatment to a designated occupational clinic for examination, treatment and drug and alcohol testing pursuant to company policy.

- Inform the physician that the company will attempt to accommodate modified duty work, if restrictions are needed, and ask the physician to address the injured employee's work capabilities and/or restrictions.

[] **MAKE SURE ANY EVIDENCE IS PRESERVED:**

- Save all equipment that failed that may have contributed to the incident
- Take photos of the scene or condition
- Do NOT throw away or discard evidence
- Do NOT have equipment repaired that failed until the claim is fully investigated by Third Coast Underwriters

[] **EMPLOYEE ACCIDENT REPORT:**

- Have the injured employee explain and show you (if possible) how, when, where and why they were injured
- Identify any witnesses
- Was there an unsafe condition that caused or contributed to the loss?
- Make sure you understand exactly what the injury/injuries are
- Repeat everything back to the employee in a summary, so you make sure you have understood correctly
- Have the injured employee write down what happened on the Employee Accident Report (in the injured worker's own words)
- Review the report with the employee to make sure it is consistent with what you learned from the interview, including a list of all specific body parts injured (ex: left or right, upper or lower, etc.)
- Discuss any discrepancies with the employee to understand where any disconnect occurred in your interview. Then have the employee amend their report as appropriate, to be consistent with your discussions.
- All written statements should be completed by the employee in their own words, signed and dated

[] **WITNESS STATEMENT** (Follow the same process for any witnesses.)

[] **SUPERVISOR ACCIDENT INVESTIGATION SUMMARY**

[] **MEDICAL COMMUNICATIONS RELEASE**

[] **PROVIDE FIRST FILL FORM TO INJURED WORKER AFTER PAPERWORK IS COMPLETED**

Report the Injury to 3CU