

INCIDENT INVESTIGATION

SCENE RESPONSE CHECKLIST

INSPECTOR NAME: _____ Date: _____

RESPONSE ITEMS

(Check if item is completed)

Evaluate the situation (Survey the scene)

- Get the big picture of what just happened, how it happened, and what needs to be done next
- Do not blame anyone involved
- Send someone for the accident investigation kit
- Send someone to notify upper management/supervisors

Assess condition of victim(s)

- Protect yourself from by wearing gloves and other protection
- Check victim's airway, breathing, and circulation
- Check if victim has life-threatening injuries (i.e., cuts or lacerations with profuse bleeding)
- Check if victim is in shock

Notify emergency medical services

- Send someone to call your facility's emergency response team and/or local emergency medical services personnel
- Report your assessment and treatment that has been performed to emergency medical services personnel after they arrive
- Send someone to call the electrical company (if needed)
- Send someone to call the HAZMAT team (if needed)

Perform basic first aid

- Call for trained and certified personnel to perform CPR and basic first aid
- Ensure someone is bringing AED and/or First Aid Kit

Secure the scene

- No falling debris, sharp objects, or rolling equipment
- No live electrical hazards or fallen electrical wires
- No fires, smoke, chemicals or chemical fumes
- No slippery surface areas
- No other physical or health hazards

Prevent additional accidents

- Proper personal protective equipment issued (may include head, hearing, eye, face, hand, and respiratory protection; gowns or lab coats; aprons; head and foot coverings; masks; or ventilation devices used for cardiopulmonary resuscitation (CPR))
- Emergency lighting provided (if needed)
- Other protective measures in place (if needed):

_____ (describe)

Protect company property

- Barricades placed around equipment (if needed)
- Barricades placed around materials (if needed)
- Person assigned to guard area (if needed)
- Warning/Notice signs posted (if needed)

Preserve evidence

- Accident scene barricaded
- Doors locked (if needed and door is not a means of egress)
- Evidence is not moved, swept, mopped, or thrown away
- Evidence is covered or protected from destruction or alteration by external elements, such as wind, rain, or snow
- Crowd is controlled

Keep management informed

- Informed of accident situation
- Informed of immediate steps taken to prevent a similar accident from occurring
- Informed of the status of the accident investigation

Other items

Describe: _____