## **QUESTIONS TO ASK**

There are certain key questions that will help an investigator to complete a thorough investigation. The following will work in many instances.

- 1. Who was involved in the accident?
- 2. Were there any witnesses?
- 3. Where and when did the accident occur (specific location and time)?
- 4. Was there a fatality?
- 5. What injuries were sustained and by whom?
- 6. What was the victim doing at the time of the accident?
- 7. Was the victim authorized and qualified to do this operation?
- 8. Were approved procedures being followed?
- 9. Was the victim familiar with the job and procedures?
- 10. Is the job or process new to the area?
- 11. Were proper tools or equipment being used?
- 12. Was the proper supervision being provided?
- 13. Had the victim received hazard potential training prior to the accident?
- 14. What was the location of the accident?
- 15. What was the physical condition of the area when the accident occurred?
- 16. If there were witnesses, what were they doing at the time of the accident?
- 17. What immediate or temporary action could have prevented the accident or minimized its effect?
- 18. What long-term or permanent action could have prevented the accident or minimized its effect?
- 19. Had corrective action been recommended in the past but not adopted?
- 20. What equipment or property was damaged?
- 21. Did the accident involve a motor vehicle?
- 22. Did the employee exhibit any behavioral or physical signs or symptoms of drug or alcohol impairment?

Other questions may be needed, depending on the accident.