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**If an accident happened, what an investigation may involve…….**

1. Notice or Record of Accident/Serious Harm form (or substantially similar)
2. All witness statements from witnesses to/at event
3. Victim(s) statements (detailing what, when, how, why accident occurred)
4. Identified hazards and hazard controls for particular operation/job/task relevant to event
5. Verification that victim(s) has/have read and understood hazards and hazard controls relating to operation/job/task
6. Copy of Victim’s time sheet, wage record, pay slip
7. Victim’s induction record
8. Victim’s training record (particularly records relevant to operation/job/task at time of event)
9. Copy of victim’s Certificates of Competency or Qualification Certificate relevant to operation/job/task relevant to event
10. Victim’s job description (or summary of task/job/operation) at time of event
11. Manufacturer/supplier’s and/or any other general information on operating/safety instructions of plant/equipment and/or machinery involved in event
12. Maintenance/service or repairs records/schedules of plant, equipment or machinery involved in event
13. Minutes of Safety meetings relevant to event
14. Copy of Material Data Sheets (MSD’s) for all hazardous substances relevant to event
15. Copy of Company’s internal investigation report. Detailing process involved, events leading up to accident, what happened, normal operating procedures, and what prevention measures were in place at the time of event. Also need to include (if any) what further preventative measures have or will need to be implemented following the event.
16. List any other documentation you require as an integral part of your investigation