

Incident Management – Data Gathering Checklist

To support an incident investigation, the below types of information which will be relevant to an accident investigation (internal, enforcement or insurance driven) – not an exhaustive list.

- Health and Safety Policy
- Accident book entry/form.
- Scope of Work / Tender Documentation
- Near miss reporting – safety concerns raised
- RIDDOR reporting form
- First Aid report.
- First aid kit and check lists of inspection
- Safety adviser or representative accident investigation report
- Injured Person Job Description and their training record
- Injured Persons supervisor - Job Description and their training record
- Any reports sent to HSWI
- Pre and post accident risk assessment, (management regs #9)
- Method Statements / Safety Systems of Work / Permits to Work / Traffic Management System
- Pre and post accident procedures
- Statements (or notes) taken from IP's, witnesses, etc.
- House keeping records
- Training records (including Syllabus content)
- Instructions to employees on how to complete the task in hand (all documentation which has been relating to the task)
- Briefing records Including Tool Box Talk records.
- Reports from HSWI and particularly if they make recommendations
- Manufacturers information for equipment (if relevant)
- PPE register for the individual

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✓ Supervisors monitoring records

Defect reporting – IE machines/Personal Protective Equipment/

Site records when relevant – PPM Schedules and records for maintenance/inspection

Identify relevant legislation, regulation, acop, certified standards for the site and potential breaches

Risk register

Contractors Competence

Other relevant documents (which will be relied on)

