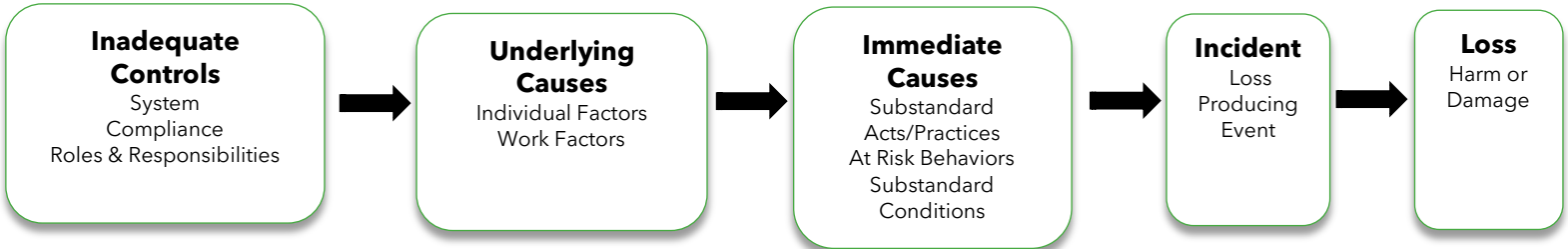


# Safety Advisor Investigation Field Guide

## Incident Causation Model



## Problem Solving Model

### Investigation Checklist (sample questions):

<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Who was injured?</li> <li>Who saw the incident?</li> <li>Who was involved?</li> <li>Who can prevent recurrence?</li> </ul>	<p><b>What?</b></p> <ul style="list-style-type: none"> <li>What was the incident?</li> <li>What was the injury?</li> <li>What was the crew doing?</li> <li>What tools/machinery were involved?</li> <li>What was the task being performed?</li> </ul>
<p><b>Where?</b></p> <ul style="list-style-type: none"> <li>Where did the incident occur?</li> <li>Where was the employee at the time?</li> <li>Where was the supervisor?</li> <li>Where were all crewmembers involved?</li> </ul>	<p><b>When?</b></p> <ul style="list-style-type: none"> <li>When did the incident occur?</li> <li>When did the employee start on the task?</li> <li>When were the hazards addressed?</li> </ul>
<p><b>Why?</b></p> <ul style="list-style-type: none"> <li>Why was the employee injured?</li> <li>Why did the hazard go unnoticed?</li> <li>Why was the employee using the tools/equipment?</li> </ul>	<p><b>How?</b></p> <ul style="list-style-type: none"> <li>How did the employee get injured?</li> <li>How could the incident be avoided?</li> <li>How could the incident be prevented?</li> </ul>

**Sketch the Scene Techniques**

- ✓ Make sketches large and clear
- ✓ Include incident details (e.g. date/time, location, conditions, etc.)
- ✓ Include measurements (e.g. distances, heights, etc.)
- ✓ Indicate directions

**Interviewing Best Practices**

- ✓ Conduct interviews as soon as possible
- ✓ Ask open-ended questions
- ✓ Interview witnesses individually and in private
- ✓ Obtain names, job titles, experience, etc.

**Tips for Photographing Evidence**

- ✓ Make notes for all photos taken
- ✓ Take distance shots first, then move in
- ✓ Take photos at different angles
- ✓ Take panoramic photos to capture the entire scene

