Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigation Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. If necessary, provide whatever first aid you are trained to give.**  |
| **2. Call 911 if needed.** |
| **3. If the person is not an employee provide them with a nonemployee incident form to complete or take their statement.** |
| **4. If the person is an employee have them complete an incident/accident/injury investigation report.** |
| **5. Determine if there were witnesses or anyone with knowledge of the incident, obtain their contact information.** |
| **6. Conduct a preliminary witness interview or have them complete an incident form.** |
| **7. Take multiple photographs, preserve and document critical evidence.** |
| **8. Take measurements, make diagrams, determine exactly where the incident occurred.** |
| **9. Have maintenance inspect to identify and remove possible hazards.** |
| **10. Download and preserve video evidence if available.** |
| **11. Make no comments regarding fault.**  |
| **13. Provide all information to your NIRMA contact person as soon as possible, report to NIRMA as soon as possible.** |
| **14. If you have questions, please call 1.800.642.6671 and ask for assistance from the claims or loss prevention department.** |