

## Injured Employee Statement Form

Name:	Job Title:
Telephone:	Supervisor:
Work Location:	
Location of Accident:	
Accident Time and Date:	
Please fully describe the accident sequence from start to finish (use additional paper as needed):	
Please fully describe the work and conditions in progress leading up to the accident (use additional paper as needed):	
Note anything unusual you observed before or during the accident (sights, sounds, odors, etc.) (use additional paper as needed):	
What was your role in the accident sequence? (use additional paper as needed)	

What conditions influenced the accident (weather, time of day, equipment malfunctions, etc.)? (use additional paper as needed)

What do you think caused the accident? (use additional paper as needed)

How could the accident have been prevented? (use additional paper as needed)

Please list other possible witnesses (use additional paper as needed):

Additional comments/observations (use additional paper as needed):

Signature:

Date/Time:

## ***Accident Witness Interview Instructions***

In general, experienced personnel should conduct interviews. If possible, the team assigned to this task should include an individual with a legal background. Follow these procedures for conducting interviews:

1. Appoint a speaker for the group.
2. Get preliminary statements as soon as possible from all witnesses.
3. Locate the position of each witness on a master chart (including the direction of view).
4. Arrange for a convenient time and place to talk to each witness.
5. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
6. Listen, let each witness speak freely, and be courteous and considerate.
7. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
8. Use sketches and diagrams to help the witness.
9. Emphasize areas of direct observation. Label hearsay accordingly.
10. Be sincere and do not argue with the witness.
11. Record the exact words used by the witness to describe each observation. Do not “put words into a witness’ mouth.”
12. Word each question carefully and be sure the witness understands.
13. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).
14. Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, analyze each witness’ statement. Re-interview one or more witnesses to confirm or clarify key points if needed. While there may be inconsistencies in witnesses’ statements, assemble the available testimony into a logical order. Analyze this information along with data from the accident site.