

# **Sarpy County**

## **Incident/Accident Investigation Checklist**

- If necessary, provide whatever first aid you are trained to give.
- Call 911 if needed.
- If the person is not an employee provide them with a non-employee incident form to complete or take their statement.
- If the person is an employee have them complete an incident/accident/injury investigation report.
- Determine if there were witnesses or anyone with knowledge of the incident, obtain their contact information.
- Conduct a preliminary witness interview or have them complete an incident form.
- Take multiple photographs, preserve and document critical evidence.
- Take measurements, make diagrams, determine exactly where the incident occurred.
- Have maintenance inspect to identify and remove possible hazards.
- Download and preserve video evidence if available.
- Make no comments regarding fault.
- Do not commit to anything, if pressed simply advise that you will notify your insurance carrier.
- Provide all information to your NIRMA contact person as soon as possible, report to NIRMA as soon as possible.
- If you have questions, please call 1.800.642.6671 and ask for assistance from the claims or loss prevention department.