



EVIDENCE COLLECTION

Collecting Evidence for HSE & Investigators

Witness Statements:

Ensure to have witness fill out their Witness Statements while the incidents is still fresh in their mind.

Scene Pictures:

Take pictures of the scene from all angles and distances. Take pictures from the North, South, East and West of the incident. If possible take close up pictures to 30 feet away in 10 foot increments. Ensure to take pictures to describe the conditions, skid marks, the atmosphere and the view from before the incident from the parties involved. And if possible, recreate the scene using pictures.

Location Diagram:

Draw a sketch of the scene or location and position where the equipment, vehicles, and facilities are in relation to the incident. It doesn't have to be a Picasso, but preferably a drawing that is relative to the spacing and the sizing of the objects, equipment, people and area involved.

Measurements:

Take measurements of the distances, and height of any object(s) related to the incident. Ensure to label the whether it is height, length, width and depth for the measurements. If possible provide an estimated weight of the object(s).

Identify Damages:

Identify the equipment, object(s), vehicle and parts associated with the incident. This can be done on a list, or a diagram/sketch

Incident Report:

Fill out the incident Report as best as you can with all the information you have acquired. Identify the department experiencing the incident and the main activity or operation at the time of the incident. Fill out the location information and name all the participants and their titles. Fill out the Detailed description of the incident and what was damaged.

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249