







Incident Scene Quick Capture Tips

Taking Scene Photos

Guiding principles and practices for taking scene photos for incident information collection and investigation are:

- 1) Above all, please be mindful and respectful of the person.
 - a. Do not include personal identifiers (faces, nametags, etc.).
 - b. Do not neglect personal feelings (taking photos of wounds or a fallen individual).
 - c. Think: What caused the injury?
- 2) Capture the environmental scene **and** the hazard.
 - a. The hazard alone is good, but without the environmental context, we may be missing information.
 - b. Think: Why and how did the contact occur?
 - c. Tip: Use of a measuring tool or point of reference may assist for context.

Scenario 1:	Scenario 2:	Scenario 3:
<p>Tripped on ramp. Info: Ramp.</p> 	<p>Slipped on liquid. Info: Spill & location.</p> 	<p>Slipped from wet shoes. Info: Tiles & location.</p> 
<p>Info: Change in slope without much distinction.</p> 	<p>Info: Lighting and path may have not identified the spill earlier.</p> 	<p>Info: Change in tread and floor surface.</p> 

Other Tips:

- Ergonomic nature (lifting, pulling, pushing) – Note the weight.
- Equipment/Tools/Materials/Substances – Note the name.
- Change in height (stairs, falls from elevation) – Note the approximate distance (how many steps of total, distance travelled, etc.).
- Puncture nature – Note if clean/sterile or dirty/contaminated.



Interview Practices and Conduct Guideline

An incident investigation is intended to gather and analyze facts, and not to determine blame. The purpose of the interview is to establish an understanding with the persons involved and to obtain their own words describing the event.

DO...

- put the person, who is probably upset, at ease
- emphasize the real purpose for the investigation, to determine what happened and why
- ask if it is okay to record or make notes during the interview
- let the person talk
- try to sense any underlying feelings of the person
- ask any unanswered questions as open-ended questions as time permits
- listen and confirm that you have details correct and make short notes or ask someone else on the team to take them during the interview
- close on a positive note

DO NOT...

- intimidate the person
- interrupt
- prompt
- ask leading questions
- show your own emotions
- jump to conclusions

Open-ended questions cannot be answered by simply "yes" or "no", but rather:

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see, hear?
- What work and conditions were underway or in place, before or leading up to the event?
- What were the environmental conditions (weather, light, noise, etc.) at the time?
- What happened during the event?
- What was (were) the other person(s) doing at the time?
- What work and conditions followed the event?
- How might similar accidents be prevented in the future?

If you were not at the scene at the time, asking questions is a straightforward approach to establishing what happened. Care must be taken to assess the credibility of any statements made in the interviews.