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INSURANCE BROKERAGE INCORPORATED

Injury/Illness Investigation Checklist

Prompt investigation of alleged work-related injuries and illnesses is essential to determining compensability and to limiting claims to conditions that are truly related to the workplace injury or illness.

Take the following steps whenever an injury or illness is reported:

- Take employee statements that provide specific details, including the names of witnesses.
- Be certain to document the exact nature and description of injury or illness in both the employee's statement and in the management investigation report.
- Immediately interview witnesses and get their version of events.
- Document "negative" findings if there are substantial reasons to believe the injury did not occur.

Take these steps if the employee claims an injury:

- Look for physical evidence of the injury. Are the events of injury or illness evident?
- Determine if failure to use personal-protective equipment or proper procedure were a factor.

Take these steps if the employee claims an illness:

- Determine if the job and its exposures have caused similar injuries in the past.
- Verify weights, stresses, and motions used in job if it is a physical injury (i.e., carpal tunnel syndrome). Verify the nature of substances used and exposure levels if the employee alleges an occupational disease (i.e., asthma, dermatitis).