



## INCIDENT INVESTIGATION KIT AUDIT CHECKLIST

COMPANY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

AUDITED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

### KIT CONTENT ITEMS

(Check (√) if item is found in kit and adequate.)

#### 1. First Aid & Emergency Items

- First aid kit
- Resuscitation bags, pocket masks, and ventilation devices for first aid
- Cell phone
- Flashlight and batteries
- List of key contact telephone numbers

#### 2. Personal Protective Equipment

- Work gloves
- Surgical gloves
- Head protection
- Eye and face protection
- Hearing protection
- Foot protection (including boots)
- Respiratory protection
- Shoe covers
- Aprons, coats, and other protective clothing

#### 3. Warning, Controlling, or Protecting Devices

- Barricade tape and cones
- Warning signs
- Plastic tarp
- Rope

#### 4. Photographing & Audio Recording Devices

- Digital camera (or phone with photo capability)
- Audio recorder (or phone with audio recording capability)
- Batteries for camera and recorder
- Chalk and chalk line
- Phone charger



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**5. Writing & Sketching Items**

- Clipboard
- Notebook
- Graph paper for sketching
- Pens, pencils, crayons, and markers
- Blackboard
- Laptop with drawing program

**6. Sampling & Measuring Items**

- Large envelopes
- A variety of plastic bags (including sealable bags)
- Sampling containers with covers
- Blank labels
- Identification tags
- Tape
- String
- Scissors
- Ruler
- Measuring tape

**7. Plans, Procedures, & Forms**

- Incident investigation plan and procedures
- Incident call record forms
- Sample interview questions for witnesses and victims
- Employee interview forms
- Witness statement forms
- Photograph log forms

**8. Other Items**

- Other: \_\_\_\_\_

DEPLETED ITEMS MUST BE RE-STOCKED BY: \_\_\_\_\_ (DATE)

PERSON RESPONSIBLE: \_\_\_\_\_

DEPLETED ITEMS HAVE BEEN PROPERLY RE- STOCKED.

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_