

TOOL – Initial assessment checklist

Outline parameters

Secure health and safety of self and others – life preservation, secure site, then...

Provide a description of the event based on known information	
Are there deaths or serious injuries – does this require reporting? (give dates and details)	
Provide an overview of evidence obviously available	
List any known timeline and sequence of events	
Provide an assessment of any known sub-standard acts and conditions	
List potential causes – immediate and underlying	
Review of related risk assessments required?	
Action already taken and planned to be taken	
Other important information, such as weather, time of day, rail head etc.	

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Perishable evidence – aide memoir

- Any technical data that might perish such as OTMR downloads, temperatures and pressures, driving control positions, fluid on floor etc.
- Photographs of the site and equipment, including any pollution
- Condition of location prior to rescue and recovery operations
- Weather conditions, time of day, sunlight angles etc.
- Results of alcohol and drugs tests
- Eye-witness accounts
- Verbal or written recollection and testimony of the events from the person(s) involved in the adverse event
- Details of any personal injuries and treatment afforded
- Names, addresses and statements from witnesses