



INCIDENT INTERVIEW QUESTIONNAIRE

CF-S-48

iTrak #:

GENERAL INFORMATION:

Worker Name: _____ Date of Interview: _____

Interviewer Name: _____

OPENING QUESTIONS:

1. What is your position/job?

2. How long have been in this position?

3. How long have you been with Strike or your employer?

4. What is your past experience and industry experience?

5. What relevant training do you have, do you feel competent? _____

6. Is this a normal task for you, if not how often have you done it, when was the last time you did it?

7. Please tell us what you know about this incident? (Or "What did you see or hear?") Let the witness speak in his or her own words and without interruption.

8. When did this event occur (date and time)?

9. Where did this event occur?

10. Who was in charge?

11. Where were you when the event occurred? _____

12. What were you doing prior to the event? _____

13. Who else was there, and what were they doing? _____



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14. What were the weather conditions (day light, raining, temperature, wind, etc.)? _____

15. Describe the work environment. (before/during/after the incident). _____

16. What is the shift schedule, did you feel rushed or overworked? _____

17. Do you feel fatigue or fitness for duty may have played a role? How? _____

18. Was there a hazard assessment completed, was it reviewed, do you feel it was effective? _____

19. Are you aware of a practice or procedure for the task that was being completed? Had it been reviewed? _____

20. Was an inspection completed? (By Who, When) _____

21. Has anything been moved or repositioned, turned off or on, or taken from the scene? _____

NOTE: Consider having the interviewee draw a sketch, use your sketch or photographs, or interview the individual at the incident scene to help with the following questions:



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CLOSING QUESTIONS:

1. What happened immediately after the event?

2. Who was notified, and by whom?

3. Do you have any relevant pictures?

4. Have you spoken to anyone else about this event (social media)?

5. Why do you think it happened?

6. What do you think we can do to prevent this?

Interviewer Notes:

I authorize Strike to share the above information with any relevant parties.

Worker Signature:

Date:

Interviewer Signature

Date: