Use these guidelines when an accident results in injury or damage. This is designed to help you gather and preserve critical evidence that will:

- Arm you with learned lessons that can prevent future accidents
- Aid your insurance company in thoroughly investigating claims
- Shield you from potentially time consuming and expensive legal action

**Immediate Response**

- Assist any parties with injuries or property damage—contact authorities immediately
- Protect and secure the accident scene and any equipment or tools involved in the accident (barricade site and move equipment to secure, dry storage location)
- Contact agent or ACUITY and report the loss immediately

**Job Site Fact Gathering**

- Take extensive pictures of the accident scene and any involved equipment
- Instruct employee(s) involved in the accident that they should not discuss the accident with anyone outside your company, other than an ACUITY Claims Representative
- Document the names and contact information of all parties with injuries or property damage
- Record names and contact information of all your employees at the job site, including any foremen, safety officers, and other supervisors
- Note the location of all employees at the time of the accident
- Record names of all other contractors or subcontractors at the job site at the time of the accident
- Identify the exact location of the accident
Record names of all eyewitnesses to the accident and anyone else familiar with the job site's surroundings
* Identify safety equipment or procedures in use at the time of the accident, including flagging, tie offs, guarding, or other safety mechanisms
* Document the owners of tools or equipment involved in the accident
* Locate and Document:
  - Warnings, signage, or other safety devices
  - Underground locates and related excavation reports
  - Height/weight of involved equipment

Post Accident Investigative Tasks
* Contact your company attorney if warranted
* Research any prior OSHA violations that could be connected to the current accident
* Obtain OSHA investigation reports and related documents
* Document any prior similar job site incidents
* Record any equipment warnings and get copies of equipment manuals
* Obtain copies of construction or job site blueprints or other specifications
* Obtain local building permits or related inspection reports
* Gather copies of contracts between you and all other involved parties, including subcontractor agreements, indemnity agreements, and certificates of insurance
* Obtain copies of accident/police/fire reports
* Maintain copies of job site progress or accident site photographs or videos
* Obtain copies of any witness statements
* Prepare copies of all daily logs of job site activity
* Obtain copies of safety meeting records from all involved parties