

## COLLAPSE OR FALL DOWN ACCIDENT REPORT CHECKLIST:

Date of inspection and all Company employees and representatives present at inspection: \_\_\_\_\_

Project name: \_\_\_\_\_

When and how information first reported: \_\_\_\_\_

Date of collapse or fall-down accident: \_\_\_\_\_

Name and address of any injured person(s): \_\_\_\_\_

Name and address of the erection crews and the project contractor: \_\_\_\_\_

Define the jobsite conditions (including the weather conditions) at the time of the accident: \_\_\_\_\_

Explain the jobsite conditions at the time of the investigation and whether disturbed by salvage crews or the weather: \_\_\_\_\_

Type of property damage to the Company's manufactured products and to the structure and any estimated cost of damage (this includes a description of the truss type, the truss material etc.): \_\_\_\_\_

If a truss collapse, conduct an inspection of: (1) spacing; (2) construction loads; (3) all bracing; (4) truss to truss and truss to beam or wall connections; (5) fastening of plies; (6) whether trusses that are still standing plumb and unaffected by the collapse; (7) overall quality of the trusses; (8) any markings or tags on the trusses by the Company or others; (9) whether or not the trusses had been field modified; and (10) whether the trusses were laid out per the placement plan and the structural framing drawings: \_\_\_\_\_

If any person was injured, provide: (1) name and address; (2) type of injury; (3) description of how the injury occurred (describe what the person was doing at the time of the injury); (4) specify the activity that directly caused the injury; (5) describe what medical treatment was sought for the injured person; and (6) was the employee unable to work after the accident: \_\_\_\_\_

List the names and addresses of witnesses: \_\_\_\_\_

Provide a chronological description of events based on investigation conducted: \_\_\_\_\_

Describe any unsafe acts or conditions that contributed to the accident: \_\_\_\_\_

Explain the contractor or truss crews experience with the size and type of structure: \_\_\_\_\_

Explain any corrective action taken: \_\_\_\_\_

Provide a log of all conversations, inspections and related actions: \_\_\_\_\_

Describe any complaints of the project owner, such as loss of business or construction delays: \_\_\_\_\_

Other comments: \_\_\_\_\_

**Take many pictures and provide a log of all photographs.**