

## Checklist

### Equipment for a crash or near-miss investigation

Collecting timely and accurate information is essential for an effective crash or near-miss investigation. Use this list of common, inexpensive, and compact equipment to make sure employees have the gear they need when investigating. Keep the gear in all work vehicles.

#### Basic investigation gear

- Phone and charger
- Hard-backed notebook or clipboard with a pad of paper, and graph paper for scale sketches
- Pens, pencils and erasers, ruler
- [Crash and near-miss investigation report](#) form
- [What to do if you're involved in a crash](#) checklist
- Flashlight and extra batteries
- Disposable gloves, suitable footwear and clothing, hi-vis vest, safety glasses
- Suitable traffic control devices such as cones or reflective triangles

#### Full crash investigation kit

This **additional** equipment is needed to collect more detailed information. If employees who conduct in-depth investigations have an assigned vehicle, carry this kit in that vehicle. Otherwise, keep this kit in a central location that's easily accessible.

- Digital camera with flash and extra batteries
- Audio recording device with storage capacity and batteries
- Measuring tape
- All-weather or permanent marker or crayon
- Traffic Template tool for sketches
- Plastic bags or containers for samples, plastic covers or bags to protect notes if wet weather
- Adhesive labels and markers for identifying equipment and labeling samples
- "Do Not Enter" tape or other means to cordon off the site

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