



Investigation Checklist

Overview of Incident

- What activity was being carried out at the time of the incident?
- Was there any form of injury or damage to property?
- Were there any other machines involved in the Incident?
- What is the position of the controls and safety devices?



Operator

- Does the operator have a certificate for operating the specific classification of machine?
- Do training records show evidence of specific job training and familiarisation training?
- What was the date the operator completed training?
- When did the operator complete refresher training?
- How often does the operator use this model of machine?
- How long had the operator been at work for that day?





Site

- Does the site have CCTV?
- Is there any form of Telemetry or Video Capture on the machines?
- Capture as many Photographs as possible of where incident occurred
- Were there any witnesses to the incident?
- Where on site did the incident occurred? Inside/Outside?
- What were the ground Conditions? Even/Uneven, were there any drains or gullies?
- If outside what were the weather conditions at the time?
- What was the lighting at the time of the incident?
- Does the site have adequate segregation between pedestrians and MHE?
- Does the site have a set speed limit and was the truck set to this?
- Check for evidence of similar previous incidents, e.g. impact damage.



Loads being Handled

- Was the machine loaded/unloaded at the time of the incident?
- What were the dimensions and weights of the load?
- Was the load weight evenly balanced and secure?
- Is the load a solid mass or liquid?



Machine

- Capture full details including photographs of Machine, Make, Model, Serial Number, Year of Manufacture, Mast Configuration, Tilt Angles, Forks, Attachments, Tyres, Safe Working Load?
- What standards was the machine built too, e.g. EN1175:2020?
- Is the Operator Handbook available to the operator?
- Is there evidence of pre-use checks?
- When was the last TE Completed? Does it cover the attachment being used?
- Was anything highlighted on the last TE?
- When was the last Scheduled Maintenance and was anything highlighted?
- Collate the last 12 Months Maintenance Records?
- Are there allegations that the machine malfunctioned?
- Are there any Error codes present on the machine?
- Can the failure mode be replicated?
- Does the Capacity Plate match the machine configuration i.e. Mast Height, Forks, Attachments, load weight being lifted?
- If the machine tipped over is there evidence of the position of the forks at the time of the incident?
- Carry out a complete test of all safety interlocks, i.e. Start Inhibit, Operator Presence Switch, Hand Brake Warning, Seat Belt Interlock.
- Check for signs of mechanical damage and missing or broken parts, e.g. load backrest extension.
- Carry out Complete TE.

