

STATEMENT GUIDE

WORKER'S COMPENSATION - WITNESS

Opening

This is (name of adjuster) conducting a recorded interview ("in person" or "by telephone") with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

Permission

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

Identification

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?
3. What is your social security number?
4. What is your home address?
5. What is your home, cell, and work telephone numbers?
6. Are you single or married?
 - What is your spouse's name?
7. Do you know any person involved in this incident?
 - What is your relationship with them?
 - How long have you known them?

Employment

1. Where are you employed?
 - What is the name, address, and phone number of your employer?
2. What is your supervisor's name and phone number?
3. How long have you worked there?
4. What is your job title?
 - How long have you had that title?
 - What is your job description?

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Party Information

1. What is the name of the involved party in this incident?
2. How long have they worked for your company?
3. What type of work history does the involved party have with the company?
 - How would you rate this employee's work ethic?
4. Have there been any problems with this employee?
 - What type of problems have there been?
 - When did these problems occur?
5. Has there been any indication or announcements about lay-offs or reorganizing?
 - What was announced in regards to this matter?
 - When were these announcements made?
 - When were the lay-offs or rescheduling supposed to occur?

Incident Information

1. What is the date and time that this incident took place?
2. Where did this incident occur?
 - Why was the involved party in this area at the time of this incident?
 - Are they required to be in this area as a normal part of their job duties?
3. Where were you located when this incident occurred?
 - Why were you at this location?
 - Was there anything obstructing your view of the area?
 - What was the obstruction and how did it obstruct your view?
4. Did the incident involve defective property or machinery?
 - What type of property or machinery was defective?
 - What was the defect?
 - Was the defect reported to a supervisor or manager?
 - What is the name of the person that the defect reported to?
 - When was the defect reported to them?
5. Was the incident reported to anyone in the company?
 - What is the name of the person the incident was reported to?
 - What was said when this incident was reported?
 - Explain any delay in reporting the incident.
6. What happened after the incident occurred?
 - Did anyone help the involved party?
7. Did the involved party say anything about this incident before or after it occurred?
 - What did they say?

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Alcohol, Medications, & Eyewear

1. Had you been drinking prior to this incident occurring?
 - How much alcohol did you consume?
2. Were you taking any prescription or nonprescription medication when this occurred?
 - What were you taking?
 - How much did you take?
3. Was there any indication that the person involved in this incident had been drinking or on any medication or drugs?
 - What indications were there?
4. Were you wearing glasses or corrective lenses at the time of this incident?
 - What type of glasses or lenses were they? (Prescription, reading, sunglasses?)

Injuries

1. Was anyone injured in this incident?
 - What type of injury did they have?
 - Were they treated?
 - Who treated them?
 - Were they required to lose time from their employment?
 - For what period of time?
2. Was anyone else injured in this incident?
 - Who was injured?
 - What type of injuries did they have?
 - Were they treated?
 - Who treated them?
 - Were they required to lose time from their employment?
 - For what period of time?

Witnesses

1. Were there any other witnesses to this incident?
 - What are their names, addresses, and phone numbers?
 - Are they fellow employees?
 - What are their job titles?

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Previous Incidents

1. Have you seen any other incidents such as this in the area where this occurred?
 - Explain the details of the incident.
 - When did it occur?
 - Where did it occur?
 - What was the cause of that incident?
 - Was anyone injured?
 - What type of injury did they receive?
 - How long were they out of work?

Closing

1. Is there anything you would like to add regarding this incident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview