**Post Injury Interview with Employee**

Tips: Assure the employee that their input is valuable; make them feel comfortable; lead the conversation, but let the employee talk freely; listen carefully; ask open-ended questions such as those below; and do not rush the conversation.

| **Questions**  (Write response in the available space below the question.) | |
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| **1.** | How do you feel? |
| **2.** | What happened? |
| **3.** | What were you doing when the injury occurred? Please start at the beginning. |
| **4.** | Please describe or show me how you were performing your job when this happened. |
| **5.** | Who was there and/or nearby when the accident happened? |
| **6.** | Were there any other people in the vicinity? |
| **7.** | What time of day did this occur? |
| **8.** | Where was your supervisor at the time this occurred? |
| **9.** | What would you do differently to avoid another injury from occurring in this way? |
| **10.** | What, if anything, could we do differently to avoid such incidents? |
| **11.** | Did anyone else cause or contribute to this incident? For example, was anyone horsing around near you? |
| **12.** | Please clarify . (Re-state any ambiguous parts of what was stated.) |
| **13.** | Let me repeat this to you to make sure I clearly understand how this occurred. (Reading from your notes, repeat the account of the incident.) |
| **14.** | Did I miss anything? Would you like to add anything to what you have said? |

Supervisor Name Supervisor Signature Date