CALGARY SAFETY CONSULTANTS

Incident Evidence Log and Chain of Custody

How to use it, incident details and evidence team

Use this form to record every piece of evidence collected after a workplace incident, from the moment it's found until it's released. Give each item a unique number, starting with the incident reference (for example 2026-014-07), and use the same number on the item's tag, in photographs, on the sketch and in this log. One person, the evidence custodian, keeps the form and the locked storage area. Fill it in as things happen, not at the end of the week.

> **The rules that keep evidence useful:** record before you move anything; one custodian; every hand-off signed for; originals never edited, cleaned, repaired or tested without the investigator's agreement; and for a reportable incident, nothing disturbed until the regulator releases the scene, except as the law allows.

Incident details

Incident reference number

Date of incident

Time

Site or location

Exact place on site

Type of incident

Investigation lead

Evidence custodian

Custodian phone

Status (tick all that apply)

- ☐ Reportable to the OHS regulator
- ☐ Not reportable
- ☐ Not sure yet: regulator called to check
- ☐ Police involved
- ☐ Coroner or medical examiner involved
- ☐ Legal adviser involved

Evidence team

Role	Name	Employer	Phone
Evidence custodian			
Photographer			
Sketch and measurements			
Documents and data requests			
Committee or worker representative			
Specialist (engineer, hygienist, technician)			

Evidence storage

Secure storage location for physical items

Who holds the key or access

Location of digital evidence folder (originals)

Backup location

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

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Part A: Evidence register

List every item, including physical items, samples, documents, photograph sets, video files and data downloads. Type: PE = people (written accounts), PO = position (photos, video, sketches), PA = parts (physical items and samples), PD = paper and data.

Item no.	Description	Type	Where found	Date and time found	Collected by	Stored at or seal no.

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Part A (continued) and Part B: Photo and video log

Item no.	Description	Type	Where found	Date and time found	Collected by	Stored at or seal no.

Part B: Photo and video log

Camera or device used

Date and time on device checked against actual time (difference, if any)

Photo or file no.	Time	What it shows	Where taken from and direction faced	Scale used	Taken by
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

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Part C: Physical items and custody transfers

Complete one block for each physical item or sample. Every time the item changes hands, both people sign. Tick 'Seal intact' only if the bag, container or tag seal is unbroken at the hand-off.

Item block 1

Item no. | **Description** | **Seal or tag no.**

Condition when collected | **Packaged in**

- ☐ Photographed in place first
- ☐ Evidence tag attached
- ☐ Locked out or tagged out of service
- ☐ Do not repair, clean or test

Released by	Received by	Date and time	Purpose of transfer	Seal intact	Condition
				☐	
				☐	
				☐	
				☐	
				☐	

Item block 2

Item no. | **Description** | **Seal or tag no.**

Condition when collected | **Packaged in**

- ☐ Photographed in place first
- ☐ Evidence tag attached
- ☐ Locked out or tagged out of service
- ☐ Do not repair, clean or test

Released by	Received by	Date and time	Purpose of transfer	Seal intact	Condition
				☐	
				☐	
				☐	
				☐	
				☐	

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Part D: Documents and data requested

Ask for electronic data to be saved on day one, in writing. Record the date the system would otherwise overwrite it, and follow up before that date. Collect paper records as they were at the time of the incident and note any that were completed afterwards.

Systems to check (tick each one that may hold data)

- ☐ Security cameras (CCTV)
- ☐ Vehicle telematics or GPS
- ☐ Electronic logging device
- ☐ Equipment controller or data logger
- ☐ Crane or lift load data
- ☐ Gas detector logs
- ☐ Access cards or gate logs
- ☐ Alarm or fire panel
- ☐ Radio, phone or dispatch logs
- ☐ Working alone check-in system
- ☐ Neighbour or client cameras
- ☐ Other:

Record or system	Held by	Requested from and how	Date requested	Period requested	Overwrite or retention date	Rec'd	Date received
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	

Paper records collected (tick when a copy as of the incident date is in the file)

- ☐ Formal hazard assessment or JHA
- ☐ Field-level hazard assessment
- ☐ Permits (work, hot work, entry)
- ☐ Safe work procedure
- ☐ Training and competency records
- ☐ Maintenance and inspection records
- ☐ Pre-use inspection
- ☐ Manufacturer's instructions
- ☐ Work schedule and hours worked
- ☐ Toolbox talk or sign-in
- ☐ Previous incidents on the task
- ☐ Safety data sheet

Records found incomplete or completed after the incident (what, when found, by whom)

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Part E: Officers and agencies, scene release and storage checks

Officers, police, coroner and other agencies

Agency	Officer name and badge or ID	Date and time	Items or copies taken (item nos.)	Receipt or copy received	Our contact

Scene release

Scene released by (name, agency) | **Date** | **Time** | **How (in person, phone)**

Conditions of release, if any | **Reference number**

- ☐ The scene was photographed again just before anything was moved.
- ☐ The committee co-chairs or representative inspected the scene before release, where required (for example, after a fatality in Saskatchewan, the Northwest Territories or Nunavut).
- ☐ Items removed from the scene at release are listed in the evidence register.

Storage checks

Check the storage area and digital folder regularly while the investigation is open. Record any problem and what was done.

Date	Checked by	All items present	Seals intact	Digital backup confirmed	Notes
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

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Part F: Release and disposal, review and sign-off

Release and disposal of evidence

Don't release or dispose of evidence from a serious incident while an appeal, prosecution, civil claim or inquiry is possible, without checking with your legal adviser and the regulator. Equipment returning to service must be repaired and inspected first.

Item no.	Released to or disposal method	Reason	Authorized by	Date	Repaired and inspected
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Retention

☐ Keep with the investigation report ☐ Legal hold: do not dispose ☐ Release after investigation closes

Retention period or keep-until date

Reason (legal requirement, claim, appeal)

Review and sign-off

☐ Every item in the register has a storage location and, where it changed hands, a complete transfer record.

☐ Personal and medical information is limited to what the investigation needs and stored separately.

Name	Role	Signature or initials	Date

Date this form was reviewed

Reviewed by

Next review date

Free guide: How to Collect Evidence for an Incident Investigation explains each part of this form, at calgarysafetyconsultants.ca/safety-guides/incidents/incident-evidence/.

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