CALGARY SAFETY CONSULTANTS

Scene Evidence Checklist and Sketch Sheet

How to use it, incident details and evidence kit

Take this checklist to the scene once people are safe and the hazard is controlled. Work from the most perishable evidence to the most durable: secure the scene, then people, position, parts, and paper and data. On a crew, several people can work on different parts at once. Number each item on the sketch to match the photo log and the Incident Evidence Log and Chain of Custody Form, and hand everything to the evidence custodian when you're done.

Reportable incident? Leave the scene undisturbed, except to attend to the injured or killed, prevent further harm or, where the law allows, protect endangered property, until the regulator releases it or directs otherwise. The rules differ by province, territory and under the Canada Labour Code, so check yours.

Incident details

Incident reference number

Date of incident

Time

Site or location

Exact place on site

Completed by

Phone

Time you arrived at the scene

Time scene secured

Evidence custodian

Evidence kit (check it's complete before you need it)

- ☐ Camera or phone, charged
- ☐ Measuring tape (30 m)
- ☐ Compass or phone compass
- ☐ Tamper-evident seals
- ☐ Flashlight
- ☐ Evidence log form
- ☐ Spare battery or power bank
- ☐ Laser distance meter
- ☐ Evidence tags with numbers
- ☐ Permanent markers
- ☐ Barricade tape and cones
- ☐ Clipboard and pens
- ☐ Scale card or ruler
- ☐ Grid sketch sheets
- ☐ Evidence bags and containers
- ☐ Clean gloves
- ☐ Witness account forms
- ☐ Lockout locks and tags

Kit location

Kit last checked (date and initials)

Who does what at the scene

Give each job to one named person. In a small crew, one person may hold several roles; record them all.

Role	Name	Phone	Time started
Scene lead (person in charge)			
Scene guard and entry log			
Photographer			
Sketch and measurements			
Witness list and accounts			
Evidence custodian			

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- [ ] Injured people have been cared for and the hazard is controlled. Nobody enters an unsafe area to collect evidence.
- [ ] The barricade is wider than looks necessary and covers the approaches, debris and anything that may have moved.
- [ ] A person is posted at the scene edge and is recording everyone who enters (below).
- [ ] Work nearby that could disturb the scene, such as plowing, traffic or cleanup, has been stopped or rerouted.
- [ ] Requests have gone out today to save camera footage, telematics and equipment data (record them in Part D of the evidence log).
- [ ] Anything moved to rescue or protect people has been noted: what, from where, by whom and why.
- [ ] If reportable, the regulator has been notified, and the time and reference number are recorded on the evidence log.

Scene entry log

Name	Employer or agency	Time in	Time out	Reason for entry	Authorized by

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Step 2: People

- [ ] Names and contact details are recorded for every witness, including drivers, contractors, visitors and members of the public.
- [ ] Witnesses are kept apart where reasonably possible and asked, kindly, not to discuss the incident until they've given their account.
- [ ] Each witness has been offered a short account form to write what they saw, heard and did, and where they were standing.
- [ ] People in shock are cared for first; accounts can wait.
- [ ] The time each account was taken, and by whom, is recorded on the witness list.
- [ ] In-depth interviews are scheduled with the investigation lead.

Step 3: Position

- [ ] The camera's date and time are checked before the first photo.
- [ ] Overall photos are taken from all four sides, including the access route and fixed landmarks.
- [ ] Mid-range photos show how the key items relate to each other.
- [ ] Close-ups are taken twice: as found, and with a scale beside the item.
- [ ] Control positions, switches, valves, gauges and displays are photographed before anyone touches them.
- [ ] Things that are missing are photographed too: empty brackets, absent guards, missing locks or blank forms.
- [ ] A narrated video walk-through has been recorded, if useful.
- [ ] Every photo is entered in the photo log with its number, subject, location and direction.
- [ ] Aerial images, if used, are taken by a certified drone pilot with the agreement of whoever controls the scene.
- [ ] A sketch with measurements from two fixed points is completed (pages 6 and 7).

Shot list

Shot	Taken	Photo nos.	Notes
Overall: north side	☐		
Overall: east side	☐		
Overall: south side	☐		
Overall: west side	☐		
Access route and entrance	☐		
Mid-range: key items and how they relate	☐		
Close-ups as found, then with scale	☐		
Controls, gauges, displays and missing items	☐		

Anything moved before it was recorded (what, from where, by whom, why)

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Step 4: Parts

- [ ] Each item is photographed in place before it's moved, and only moved once the scene is released, if reportable.
- [ ] Each item has a numbered evidence tag that matches the evidence log.
- [ ] Small items are in sealed bags or containers; large items are locked in a quarantine area.
- [ ] Broken pieces are kept together and not fitted back together.
- [ ] The worker's PPE is kept, even if it looks undamaged.
- [ ] Equipment left in place is locked out and tagged out of service, with an evidence tag added.
- [ ] Nothing is repaired, cleaned, reset, tested or returned to a supplier without the investigator's agreement.
- [ ] Samples, if needed, are taken only by trained people, in clean labelled containers, with the safety data sheet.

Step 5: Paper and data

- [ ] The original FLHA, permits, pre-use inspection and sign-in sheet from the day are collected before anyone updates them.
- [ ] Copies of the hazard assessment, procedure, training, maintenance and schedule records are requested.
- [ ] Forms found blank or incomplete are kept as they are, with a note of when they were found.
- [ ] Each data request is recorded with its overwrite date, and downloads record who made them and how.

Environmental conditions at the time of the incident

Temperature

Wind

Precipitation

Visibility

- [ ] Daylight
- [ ] Dusk or dawn
- [ ] Dark: artificial light
- [ ] Glare
- [ ] Ice or snow underfoot
- [ ] Wet or muddy ground
- [ ] High noise
- [ ] Dust, fumes or steam
- [ ] Tight or cluttered space

Lighting details (sources, what was lit or dark)

Official weather and sunset data saved

Items tagged at the scene

Item no.	Description	Tag or seal no.	Stored at	Locked out
				☐
				☐
				☐
				☐
				☐

Other observations at the scene (smells, sounds, marks on the ground, anything unusual)

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Witness contact list and early accounts

List everyone who saw the incident, was nearby, or knows how the task is normally done. Record whether they were separated from other witnesses and whether they gave a short written account. Keep this list with the evidence log; it contains personal information.

Name	Role and employer	Phone	Where they were	Kept apart	Account taken	Time and taken by
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	

Notes on witnesses (for example, left the site, needs support, language or interpreter needs, agency already spoke with them)

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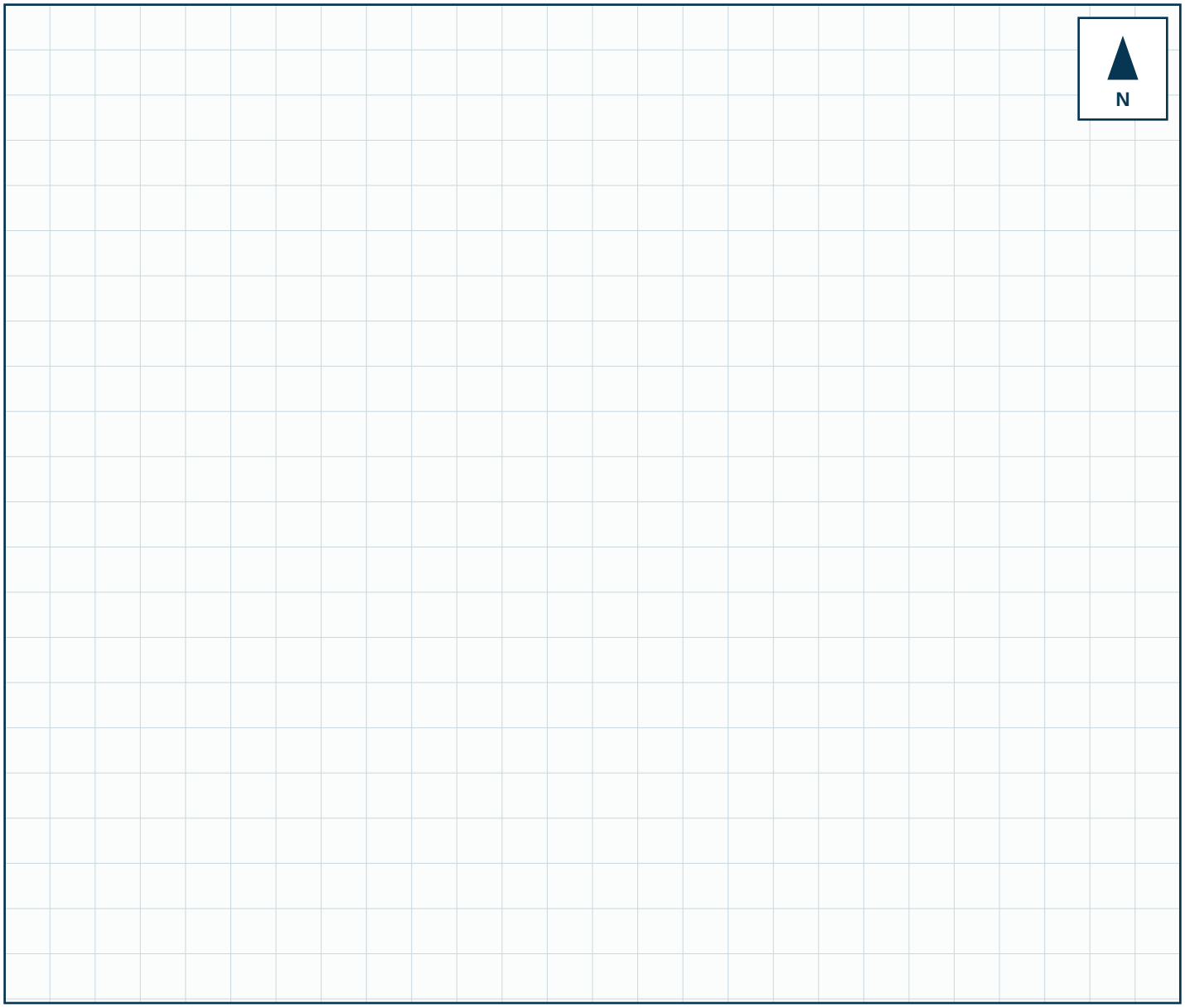
Scene Evidence Checklist and Sketch Sheet

Sketch sheet: grid

Area sketched

Scale (one square equals)

Sketched by



Draw the outline of the area and mark north (turn the arrow to match). Add at least two fixed points (A, B) that won't move, such as a building corner, column or survey pin. Plot each item with its number from the evidence log, and record its measurements on the next page.

Symbols used on this sketch

Symbol	Means	Symbol	Means

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Fixed reference points

Point	Description (what it is and where)	Photo no.	Item no.
A			
B			
C			

Measurements

Measure each item from two fixed points so the scene can be rebuilt. Record heights for falls, falling objects and reach. State units.

Item no.	What was measured	From A	From B	Height or depth	Measured by	Photo no.

Measuring tools used

Units (metres, centimetres)

Tape held by

Hand-off to the investigation and review

Handed to the evidence custodian

- ☐ Photos and video
- ☐ Sketch and measurements
- ☐ Witness list and accounts
- ☐ Scene entry log
- ☐ Tagged items
- ☐ Data requests

Name	Role	Signature or initials	Date

Checklist reviewed by

Date reviewed

Next review date

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