

Making A Claim

Sample Liability Checklist

JelfLampier will provide a full claims procedure guide that will contain all the information you will need to process a smooth running claim. The following is a checklist designed to ensure all necessary steps are taken in the event an incident occurs. On the next few pages are examples of some of our procedural documents used by our clients to make claims efficiently.

Injured Employee - Checklist

Record

- The task being carried out at the time of the accident
- Whether the task was part of the persons normal job, if not, was the person authorised to perform the task/or be there?
- Any breach of laid down procedures
- Who was the first person on the scene
- Whether the accident was reported immediately, and if not why, and how long was it before the accident was reported
- Any changes to the location that have occurred prior to the photographs and subsequent to the accident

Documentation

- Complete the Accident Book and F2508 (if required)
- Fill in the Company and/or Insurers claim form
- Photograph the scene of the accident

Statements

- The supervisor or line manager of the injured person
- Any eye witness
- All employees in the immediate vicinity (including negative statements)

Location

- Check and document any defects
- Retain any defective tools or equipment
- Document any obstacles or foreign substances involved

Making contact

- If the injured person is off work, it is important that you make visual contact with them. Ideally ask them to call in to work. If this is not possible, call at their home or visit them in hospital
- Record any action taken
- Record any additional factors relating to the injured or the accident