

ROWLANDS & HAMES LIABILITY (INJURY) CHECKLIST

CLAIM REF:
CLAIMANT:
DEFENDANT:
INCIDENT DATE:

	<u>Yes</u>	<u>To Follow</u>	<u>N/A</u>	<u>No See explanatio n overleaf</u>
Loss of earnings details				
Accident Book entry				
First Aider report				
Incident report				
RIDDOR form				
Communications between Defendant/HSE				
Health and Safety Policy				
Health and Safety Committee Meeting Minutes				
Internal Investigative report				
Pre-accident risk assessment				
Post-accident risk assessment				
Maintenance records				
Inspection records				
Job specifications				
Method statement				
Contract documentation				
Training records				
Machine specifications				
Instruction manual				
Job description				
CCTV footage				

I have carried out a reasonable and proportionate search to locate all documents which I am required to disclose and which are located at the Defendant's premises. I understand that it is my duty to disclose any of the documents within the company's possession which have been requested. To the best of my knowledge, I have carried out that duty and disclose the documents indicated above.

