

REMOTE WORKER INJURY INVESTIGATION CHECKLIST

Obtain and review injury report - first report of injury

Obtain employee's recorded statement or Zoom interview

- Detailed timeline of all activities – time/date and activities that preceded injury
- Detailed description of mechanism of injury
- Time & location – did incident occur in a designated work area of the home?
- Task being performed- work-related task, personal or taking a break?

Prepare detailed chronology for the alleged injury date recreating a timeline of events

Review work calendar items on the date of the claimed injury

Review computer log-in times and/or VPN history

Electronic messaging activity (e-mails, instant messenger)

Work phone and/or smart phone activity (calls, texts, phone system history)

Obtain photographs or video of the involved area or equipment

Photographs of body part(s) injured

Review medical records for initial visit & compare history with statement provided

Prior ergonomic requests or prior safety complaints by employee?

Review prior work from home safety assessments or ergonomic evaluations performed

Review history of safety training records

Review social media posts & timelines (capture screen shots, if applicable)