

Work Accident Claim Checklist Downloadable PDF

Use this checklist to make sure you've collected all the key details and evidence needed for a workplace accident claim. Keep a printed copy or store it digitally with your case notes.

1. Basic Details

- Accident date and time
- Accident location (site, department, or client premises)
- Task you were performing at the time
- Weather or lighting conditions (if relevant)
- Names and contact details of witnesses

2. Reporting and Documentation

- Accident reported to supervisor/manager
- Entry made in accident book (include reference number)
- RIDDOR report submitted (if applicable)
- Copy of any internal incident or investigation reports

3. Medical and Treatment Records

- Visited GP, hospital, or urgent care (record dates and references)
- Photographs of visible injuries
- Prescriptions or treatment receipts
- Physiotherapy or rehabilitation details

4. Evidence from the Scene

- Photographs or video of accident location and equipment
- Condition of any PPE or tools involved
- Maintenance or safety inspection records (if available)
- Statements from co-workers or site managers

5. Financial and Work Impact

- Payslips showing normal earnings before and after accident
- Sick pay, benefits, or statutory payments received
- Receipts for travel, parking, or medical costs
- Diary of symptoms, pain, and how injury affects work and daily life

6. Next Steps

- Speak to a regulated personal injury solicitor
- Provide them with your evidence and notes
- Ask about No Win No Fee options and likely timelines
- Keep copies of all correspondence and claim reference numbers

Tip: Stay organised — keep all documents, emails, and photos in a single folder. Consistent records strengthen your case and help your solicitor get the best outcome.