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**WORK@HOME INJURY INVESTIGATION CHECKLIST**  
**INFORMATION TO SECURE WITHIN 72 HOURS**  
**(IF APPLICABLE)**

- Injury Report/First Report of Injury
- Employee's recorded statement/Zoom interview
  - Detailed timeline of all activities
  - Detailed description of mechanism of injury
- Photographs or video of involved area or equipment
- Photographs of body part injured (if applicable)
- Work calendar items for date of claimed injury
- Computer log-in times/VPN history
- Electronic messaging activity (e-mails, instant messenger)
- Social media posts
- Medical record for initial visit (compare history with statement)
- Work phone and/or smart phone activity (calls, texts, business phone system history)
- Prepare detailed chronology for the alleged injury date recreating timeline of events
- Prior work@home safety assessments, checklists and audits (see attached IOSH remote working standards and checklists, <https://www.iosh.com/media/1507/iosh-home-office-mobile-office-full-report-2014.pdf> )
- Safety training history records
- Prior employee safety complaints or ergonomic requests

Please note: The material in this checklist is provided as general guidance only. Employers must tailor any investigation to fit their unique operations and business needs.