

STATEMENT GUIDE

SLIP AND FALL (STAIRCASE) - WITNESS

Opening

This is (name of adjuster) conducting a recorded interview ("in person" or "by telephone") with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

Permission

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

Identification

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?
3. What is your social security number?
4. What is your home address?
5. What is your home, cell, and work telephone numbers?
6. Are you single or married?
 - What is your spouse's name?
7. Do you know any person involved in this incident?
 - What is your relationship with them?
 - How long have you known them?

Employment

1. Are you employed?
2. Who is your supervisor?
3. How long have you worked there?
4. What is the nature of your job?

Incident Date, Location & Weather

1. What was the date and time of the incident?
2. If outdoors, what were the weather conditions?
3. Exactly where did the incident occur?
 - What type of lighting was in the area?
 - Was any maintenance needed to the area?

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4. Describe the staircase area in detail where this occurred.
5. What is the construction type of the stairway?
 - How many steps are on the stairway?
 - What is the height and width of the steps?
 - Describe what the steps are covered with?
 - Describe any obstructions on the staircase?
6. Were there any conditions or objects which may have obstructed your view?
7. Who is the owner of the building or area where this incident occurred?
 - What is their name and telephone number?
 - What is your relation to the owner?
8. Why were you in the area where this incident occurred?

Incident Details

1. Tell me about the incident.
2. Where exactly on the staircase did the involved party fall?
3. What caused them to fall?
 - Did they fall backwards or forward?
4. What type of clothing were they wearing at the time?
 - What type of shoes did they have on at the time?
 - Do they wear corrective lenses?
 - Were they wearing them at the time of this incident?
5. Were they carrying anything?
 - What were they carrying?
6. Did they have any animals or children with them?
7. Were they in a hurry when this occurred?
8. Were they looking at something or someone when they fell?
9. Were they talking to anyone when they fell?

Alcohol, Medications, & Eyewear

1. Had you been drinking prior to this incident occurring?
 - How much alcohol did you consume?
2. Were you taking any prescription or nonprescription medication when this occurred?
 - What were you taking?
 - How much did you take?
3. Was there any indication that the person involved in this incident had been drinking or on any medication or drugs?
 - What indications were there?

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4. Were you wearing glasses or corrective lenses at the time of this incident?
 - What type of glasses or lenses were they? (Prescription, reading, sunglasses?)

Witnesses

1. Were there any other witnesses to this incident?
 - What are their names, addresses, and telephone numbers?
2. Where were they located when this incident occurred?

Police Investigation / Post Incident Discussions

1. Who investigated the incident? (City police, sheriff, or state patrol)
 - Was a police report filed?

Injuries

1. Was anyone injured in this incident?
 - Who was injured?
 - What type of injury did they have?
 - Were they treated?
 - Who treated them?

Previous Incidents

1. Have you ever seen any other types of incidents like this?
 - Explain the details of the incident.
 - When did it occur?
 - Where did it occur?
 - Was anyone injured?
 - What type of injury did they receive?

Closing

1. Is there anything you would like to add regarding this incident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview.

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