# Health and Safety Incident Investigation

## IN-CONFIDENCE

## Interview Plan

|  |  |
| --- | --- |
| UQSafe Incident #: |  |
| Interviewee |  |
| Interviewer(s) |  |
| Date |  |
| Location |  |
| Support person |  |

## INTRODUCTION

For the purposes of voice recognition could all persons please state their name and position and the location from which they are participating in this interview.

## RECORDING OF INTERVIEW

For accuracy and convenience, this interview is being electronically recorded on the device you see in front of you. A copy of this recording can be provided to you at the end of the investigation process if you wish.

Please bear in mind that the device only records sound therefore you need to speak your answers in a clear voice rather than nodding or shaking your head.

**If Interview conducted remotely (via Zoom etc.)** – Can you please confirm if there are any other persons accompanying you in this interview who have not previously declared them for voice recognition purposes? If so, request they depart due to confidentiality requirements.

Are you recording this interview? If so, request this not be done so as to avoid potentially conflicting records of the interview and breaches of confidentiality.

## CONFIDENTIALITY

The content of this interview is confidential. We ask that you maintain confidentiality of the matter.

The content will remain confidential, except where it is necessary to disclose information to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety, or if disclosure is otherwise required or authorised by law.

We ask that you not discuss matters raised in this interview with anyone else, other than your support person or a union or legal representative. Do you understand that?

## SUPPORT PERSON

Do you agree that prior to today you were advised of your right to bring a support person to this interview?

### If Support Person:

The content of this interview is confidential, and I request that you undertake not to discuss matters raised in this interview today with anyone else, other than in your capacity as union representative.

The role of the support person is to be present but not take part in any of the interview e.g. no answering or asking of questions, no interpretation of questions. The support person is present to provide moral support, not as an advocate, and are expected to remain silent throughout the interview.

Do you understand that?

Appropriate breaks in proceedings will be afforded to you if requested.

### If no support person:

Is it correct that you have elected not to have a support person present today?

## RIGHT TO INFORMATION – INFORMATION PRIVACY

I would like to bring to your attention that any information you provide during the interview today may need to be disclosed to other persons. This will include your interview forming part of the investigation report.

## PERSONAL PARTICULARS

|  |  |
| --- | --- |
| Full name |  |
| Current position |  |

## Interview Questions

|  |  |
| --- | --- |
| Questions | Response |
| Background – time at UQ, roles, supervisor, supervisor once removed, current job description, work pattern. |  |
| Fully describe work in progress and conditions leading up to the incident/event as they understand them |  |
| Fully describe the incident/event sequence – start to finish as they remember it. |  |
| Anything unusual observed prior to incident/event (sights, sounds, smells). |  |
| Their role in the incident/event sequence |  |
| Conditions that may have influenced the incident/event (weather, time of day, equipment, etc.). |  |
| People that may have influenced the incident/event (actions, inactions, etc.). |  |
| Their belief of the cause of the incident/event based on the facts? |  |
| Their opinion if the incident/event could have been prevented |  |

## CONCLUSION

Summarise the key points to check understanding.

## Wrap up

|  |  |
| --- | --- |
| Questions | Response |
| Is there anything else that you would like to add in relation to the matter? |  |
| Have you any queries or concerns in the way the interview was organised or conducted? |  |

If after the interview you think of something else that you would like to add, please feel free to contact me.

I will also take this opportunity to remind you of the confidential nature of this investigation and that you should refrain from speaking to other people about it, except your support person, union or legal representative.

The time now is ………….. I will now terminate the interview.

Are you aware of UQ Employee Assistance Program (EAP) and the EAP provider, Benestar? <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/mental-health/eap>