Employee Incident Report

To be completed by the employee immediately following work related injury

EMPLOYER/FACILITY______________________________

SPECIFIC LOCATION OF INCIDENT:_________________ INCIDENT DATE:________ TIME:________

Employee Name: _______________________________ Title: _____________

Date of Birth ___________ Home Phone: _______________ Cell Phone: _______________

What were you doing when the incident occurred?

____

Please describe in detail the incident/accident and specifically which body parts were injured:

____

____

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____

Were all proper safety and training procedures followed? Y/N ___

If not, please explain: ____

Was another employee involved in the incident? Y/N ___

If yes, what is the name of the other employee? ______________________

Was the accident witnessed? (Y/N)____ Name(s) of witnesses ________________________________

Transported to Hospital or Medical Facility: Y/N_____ If yes, by whom_________________________

Name of Hospital or Treating Physician: _______________________ Phone Number: ______________

If injured was off site at the time of the incident, name of location and if transportation used, name of transporter: ____

I certify under the penalties of perjury that all statements made in this claim are true, correct, and complete to the best of my knowledge, information, and belief and that I did not suppress or withhold evidence necessary to settle this claim. I grant my employer and its representatives the right to request and obtain, from any source, any and all medical information necessary to determine my health status pertaining to my work related injury, including but not limited to return to work evaluations and necessity and frequency of medical treatment.

Employee Signature: ______________________ Supervisor Signature: ____________________

Dated: ______________

Any employee who willfully and knowingly files a false workers' compensation claim or misrepresents the circumstances of their injury in order to obtain benefits will be guilty of a felony and will be prosecuted to the fullest extent of the law.