



**EMPLOYEE'S CLAIM AND EMPLOYER FIRST REPORT OF INJURY**

State File No. \_\_\_\_\_

Complete form and send original to the Commissioner of Labor within 72 hours of accident. Send duplicate to your workers' compensation insurance company, give Employee's copy to employee and retain Employer's copy for your files. Answer every question fully and report promptly to avoid a penalty. Employer's Federal ID Number and Employee's Social Security Number MUST be provided.

E M P L O Y E R	1. Legal Name:			2. Business Name:		
	3. Mail Address: No. and Street		City		State	Zip
	4. Location (if different from Mail Address):					5. Federal ID No.
	6. Nature of Business (list principal products or service of concern):				7. Do you regularly employ 10 or more employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E M P L O Y E	9. Name: First Name		Middle Initial	Last Name		10. Social Security No.
	11. Date of birth:		12. Home Address: No. and Street		13. Telephone No.	14. Job Title:
	15. Age		City	State	Zip	16. Dept. assigned to:
	17. Sex <input type="checkbox"/> M <input type="checkbox"/> F		18. Wages \$ Per		Hours Per Day Days Per Week	19. If board, lodging, etc. were furnished in addition to wages, state estimated value: \$
A C C I D E N T	21. Date of Hire		22. Date of Accident:		23. Machine or tool involved in the accident:	
	Accident Time a.m. p.m.		Began Shift a.m. p.m.		24. Location of Accident: Town or City State	
	25. Was it defective? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe how.		26. On employer's premises? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of dept.:		27. Object or substance directly causing injury:	
	28. Describe what employee was doing:		Was this the employee's regular occupation? <input type="checkbox"/> No <input type="checkbox"/> Yes			
I N J U R Y	29. How did accident occur? Describe events leading up to the accident.					
	30. Can the employer prevent this type of accident? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe how.					
	31. Was safety equipment, such as goggles or guards, etc. provided? <input type="checkbox"/> No <input type="checkbox"/> Yes					
	32. Could the injured have prevented this type of accident? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe how (do not say, "By being more careful.")					
I N S U R E	33. If safety equipment was provided, was it being used? <input type="checkbox"/> No <input type="checkbox"/> Yes					
	34. Describe the injury and the part of body injured.				35. Was this a first-aid only injury: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	36. Any Lost Time? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, date disability began.		Last date paid in full:	
	37. Employee returned to work? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, date returned.		At what weekly wage: \$	
R E M A I N S	38. Did injury result in death? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, date of death.		39. If death, name and address of nearest relative.	
	Relationship					
	40. Name and Address of Physician					
I N S U R E	41. Name and Address of Hospital				Remained overnight? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	42. Workers' Compensation Insurance Carrier. Do NOT give your insurance agent's name.					
S I G N E D	Name in full:				Policy No.	
	Signed by:					
	Employer or Representative		Title		Date	