



## EMPLOYEE PERSONAL INJURY/OCCUPATIONAL ILLNESS REPORT

Each employee reporting an injury, condition or occupational illness on duty and/or on property must fill out this report and provide it to his or her supervisor (pursuant to § 225.19). A copy will be provided upon request.

NAME OF INJURED PERSON		AGE	DATE OF BIRTH	SENIORITY DATE	EMPLOYEE ID NUMBER
ADDRESS OF INJURED PERSON (STREET, CITY, ZIP CODE)					TELEPHONE NUMBER (     )
LOCATION OF INJURY (CITY AND STATE)		MILE POST (IF APPLICABLE)	SUBDIVISION (IF APPLICABLE)	DATE OF INJURY	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
TEMPERATURE	VISIBILITY (Check correct response)	<input type="checkbox"/> DAWN <input type="checkbox"/> DUSK <input type="checkbox"/> DAY <input type="checkbox"/> DARK	WEATHER (Check correct response)	<input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> SLEET/ICE <input type="checkbox"/> CLOUDY <input type="checkbox"/> FOG <input type="checkbox"/> SNOW	
IF THIS IS AN ILLNESS OR CONDITION RATHER THAN AN ACUTE INJURY, WHEN DID YOU FIRST NOTICE SYMPTOMS?			WHEN WERE YOU FIRST TREATED OR DIAGNOSED?		
DESCRIBE INJURIES OR ILLNESS/CONDITION: (attach additional pages if necessary)					
DESCRIBE FULLY HOW INJURY, ILLNESS OR CONDITION OCCURRED: (attach additional pages if necessary)					
WAS THE ACCIDENT CAUSED BY THE CONDUCT OF ANOTHER PERSON? <input type="checkbox"/> Yes <input type="checkbox"/> No			IF YES, PLEASE DESCRIBE:		
COULD YOU HAVE PREVENTED YOUR INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No			IF YES, HOW?		
WAS THERE ANY DEFECT/MALFUNCTION/PROBLEM OF/WITH THE EQUIPMENT OR WORK PROCEDURES? <input type="checkbox"/> Yes <input type="checkbox"/> No			IF YES, PLEASE DESCRIBE:		
TYPE OF MEDICAL ATTENTION ADMINISTERED (PRESCRIPTION, BRACE, SPLINT, ETC):					
NAME OF PHYSICIAN:			ADDRESS:		
NAME OF ATTENDING FACILITY:			ADDRESS:		
SUPERVISOR NAME:		NOTE - If you do not receive medical treatment as the result of this injury or occupational illness, you must promptly notify your supervisor: <ul style="list-style-type: none"> <li>if you experience any complications resulting from your injury/illness.</li> <li>if you are unable to perform your normal duties or absent yourself from your regular assignment because of this injury/illness.</li> <li>before visiting a health care professional for subsequent treatment or observation due to your injury.</li> </ul>			
IF INJURY OCCURRED WHILE WORKING WITH ON TRACK EQUIPMENT, LIST INITIALS AND NUMBERS:					
IMPORTANT: LIST ALL PERSONS WHO WITNESSED THE INJURY OR WHO CAN GIVE ANY INFORMATION ABOUT IT:					
NAME		OCCUPATION		ADDRESS (Show Street and City)	
Signed				Date	

PLEASE ANSWER ALL QUESTIONS (USE REVERSE SIDE IF NECESSARY)