Union Public Schools
Employee Injury and Incident Report

CONFIDENTIAL COMMUNICATION

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Date Sent:	Number of Pages including cover:
To: Christine Mason Mgr. of Hiring, Data & Claims Specialist Phone: (918) 357-6053	From: Phone: Fax:

This cover sheet must be used to fax all Employee Injury/Incident Reports to Human Resources

Prior to submitting the Injury/Incident Report Human Resources, the supervisor should verify which of the following items have been completed by initialing next to the following:

_____ Employee Reviewed and Verified Accuracy*

_____ Signed by Employee*

_____ Supervisor Reviewed for Accuracy

_____ Signed by Supervisor

_____ Completed and faxed within 48 hours of employee's return to work

_____ Copy retained for Supervisor's File

Union Public Schools
Employee Injury and Incident Report

Complete this form for all on-the-job injuries and incidents. The employee should complete the "Employee's Statement" in his/her own handwriting in the presence of their supervisor. The supervisor must sign and submit this form to the Human Resources Department with the fax cover sheet within 24 hours of the incident. If employee is unavailable to assist in completion of this form, supervisor must complete and forward this form within 24 hours and a Supplemental Injury/Incident Report must be completed within 48 hours of employee's return to work.

Supervisor Section

Date of Injury:		Date Reported:		Employer Name:	
Name of Employee:			S.S. No:		
Home Address:					
Home Phone:		Work Ext:		Date of Birth:	
Cell Phone:					
Sex:	Occupational Title:		Date of Employment:		
Time Work Shift Began: AM/PM		Time Accident Occurred: AM/PM		Day of week M☐ T☐ W☐ TH☐ F☐ S☐ SU☐	
Location:					

Injury Type (Circle)

25	Foreign Body in Eye	**81**	Animal, Insect, Human Bite	**28**	Fracture
43	Cut/Puncture	**46**	Hernia/ Rupture	**02**	Amputation
40	Abrasion/Scratches	**99**	Heart Attack/Stroke	**68**	Skin Irritation/ Dermatitis
10	Bruise/Contusion/Crushing	**72**	Hearing Impairment	**07**	Concussion/ Loss of Consciousness
49	Sprain/Strain	**66**	Exposure (Chem. Temp. Elect)	**24**	Death
04	Burn (Chem, Liquid, Electrical)	**81**	Exposure (Blood/ Body Fluid)	**00**	Other

Injury Cause (Circle)

46	Struck by/ Against Object	**31**	Noise	**85**	Animal, Insect, Human
25	Fall-Same Level, Different Level	**98**	Repetitive Motion/Trauma	**84**	Hot Object, Substance or Fire
54	Jumping or Climbing	**30**	Slipping/Tripping	**26**	Caught in/Under/ Between
48	Vehicle Accident/ Struck by Vehicle	**57**	Pushing/Pulling/ Lifting/ Carrying	**59**	Other

Was injury caused by another person, faulty/broken equipment, a vehicle? Yes☐ No☐

If yes, explain:

Body Part Injured (Circle)

02	Head/Neck/Face/Mouth	**44**	Wrist (Left☐ Right)☐	**74**	Hips/ Buttocks
05	Eye (Left☐ Right)☐	**45**	Hand (Left☐ Right)☐	**46**	Fingers (Left☐ Right☐) Digit:
04	Ear (Left☐ Right)☐	**61**	Back (Upper☐ Lower)☐	**83**	Knee (Left☐ Right)☐
48	Shoulder (Left☐ Right)☐	**67**	Chest/Abdomen Including internal organs	**85**	Ankle (Left☐ Right)☐
41	Arm (Left☐ Right)☐	**66**	Pelvis/ Groin	**86**	Foot (Left☐ Right)☐
42	Elbow (Left☐ Right)☐	**82**	Leg (Thigh☐ Calf)☐	**87**	Toes (Left☐ Right☐) Digit:
73	Respiratory	**01**	Other	**96**	No Physical Injury

First Aid or Medical Treatment

Was first aid given?	Yes☐	No☐	If yes, by whom:	
Was medical treatment required by a physician or hospital?	Yes☐	No☐		
Physician/ Hospital Name, Address, and telephone number:				

Xpress Wellness Urgent Care 503 S Aspen Ave, Broken Arrow, OK 74012

Employee's Statement

Employer:

Explanation of injury (How, When, Where)

Date you first noticed the pain?		Did this pain develop gradually?		Or suddenly?	

If the pain developed suddenly, exactly what were you doing when the pain was felt?

If nothing unusual or unexpected happened, what do you think caused the pain?

List body parts injured:

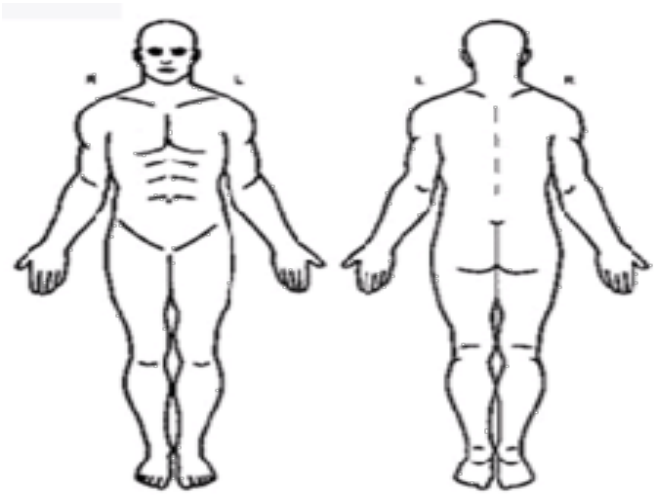
Have you discussed this pain with anyone at work? If yes, with whom and when? Yes ☐ No ☐

Have you had any recent non-work related injuries/illnesses? If yes, please list: Yes ☐ No ☐

If the above answer is yes, what was the problem, when did it occur, and what (if any) medical treatment die you receive?

Show part(s) of the body injured, noting the longevity, type and degree of pain.

On the diagram below, indicate the location, description, and level of pain you are experiencing at this time.
Example: **"A-6= Ache- Severe pain"**



Note type of pain:		
A = Ache	**B** =Burning	**P** = Pins & Needles
N = Numbness	**S** = Stabbing	**O** = Other

Note level of pain:	
0	No Pain
1	Mild pain, you are aware of it, but it doesn't bother you
2	Moderate pain that requires medication to tolerate the pain
3	More severe pain
4	Severe pain
5	Intensely severe pain
6	Most sever pain, unbearable

Was medical treatment away from the job site offered?

Yes ☐ No ☐

If treatment was offered, but declined, please sign:

Have you ever received medical treatment for the injured body part(s) listed above? If so, please note the date and physician/hospital where treatment was rendered.	Yes ☐	No ☐	
Are you currently receiving Social Security **Disability** Payments (*not Social Security retirement payments*)?	Yes ☐	No ☐	
Are you currently receiving Medicare assistance?	Yes ☐	No ☐	

I declare under penalty of perjury that I have examined all statements contained herein, and to the best of my knowledge and belief they are correct and complete.

Employee Name: (Print)	
Employee Signature:	Date:

Supervisor's Statement

As a result of your investigation, what do you believe occurred and why?

From your investigation is the validity of the accident in doubt?	Yes ☐	No ☐	If yes, explain why.

Was a third party at fault? If yes, explain

Were there any witnesses? If yes, please list

Name	**Address**	**Phone**	**Date**

Supervisor's Signature:		**Date:**	