



WHAT TO ASK WHEN AN EMPLOYEE GETS HURT

Employee Name, Address, and Telephone Number:

1. Location of the incident
2. Date of incident: _____ Time of incident: _____
3. When did the injured worker report the incident/injury?
4. Accident description:
5. Who did the injured worker report the incident/injury to?
6. Describe the injuries:
7. Were there any witnesses? _____ Name and telephone number: _____
8. Was there a video of the accident?
9. Where was the injured worker directed for medical treatment?
10. Job title: _____ Date of Hire: _____
11. Hourly Wage/Salary: _____ Average hours/week: _____
12. Is the injured worker currently working? _____ If no, when was the last day worked?
13. Salary being continued by the employer/client?
14. Is the client company able to accommodate light duty?
15. Does the injured worker have a record of disciplinary actions?
16. Is there a 3rd party at fault for this accident/injury? (Such as faulty machinery/tools, another driver, etc.)
17. Are you questioning the validity of the claim?
18. Are you aware of any prior worker's compensation claims by this employee?
19. Was the injured worker drug tested? _____ If so, what were the results?