

EMPLOYEE INCIDENT REPORT (EIR)

PART I: To be completed by EMPLOYEE

If you seek medical treatment, call ESD 114 Workers' Compensation Trust at 1-800-643-4369 or 360-464-6889 to file a claim

Incident Date _____ Hour _____ am/pm Work Phone _____

School District _____ School Name _____

Employee's Name _____ Social Security Number _____

Address _____ City _____ Zip _____

Home Phone _____ Date of Birth _____ Marital Status / Dependents _____

Department _____ Job Title _____ Shift Hours _____ to _____

(Food Service, Transportation, Maintenance, etc.)

Please mark the applicable category with an X:

____ Have not received first aid or medical treatment at this time, but may want to file a claim at a later date.

____ Received first aid (If YES, please describe type and by whom) _____

____ Will or have received medical treatment (**Phone 1-800-643-4369 or 360-464-6889 to file a claim** and add the provider's information below):

If receiving medical treatment complete: (Medical Provider's Name / Clinic / Hospital) _____ (Phone Number) _____ (City) _____

Reported the Incident to _____ Date Reported _____

Name(s) of Witness(es) _____

Did Incident Occur On or Off School Premises? _____ Were You Doing Your Regular Work? _____

Where Did Incident Occur? _____

(Breezeway, classroom, garage, grounds, etc.)

Description of Incident (include task being performed; step by step detail of incident; any tool/object involved): _____

Injury _____ Body Part Injured _____ RIGHT or LEFT

(Bruise, sprain, strain, wound, etc.)

EMPLOYEE SIGNATURE _____ DATE _____

PART II: To be completed by the SUPERVISOR Send to District Office/HR* within 2 days of incident

Date Investigated _____ Equipment Damaged? YES or NO If yes, describe: _____

Describe incident per your findings: _____

Could the incident have been prevented? YES or NO If yes, how? _____

Describe what was found unsafe (Employee actions, equipment, lighting, clutter etc.) _____

Follow up action to be taken _____ By whom _____ Date _____

Last date worked _____ Return to work date _____ Is light duty work available? YES or NO

SUPERVISOR SIGNATURE _____ Phone # _____ Date _____



Olympic ESD 114 Workers' Compensation Trust

6005 Tye Drive SW, Tumwater, WA 98512

*Upon Receipt Send to OESD 114 at F: (360) 754-6288

COPIES to Safety Committee and District Office

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