

# REPORT OF OCCUPATIONAL INJURY OR ILLNESS

AWC/B Case Number
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**EMPLOYEE: Answer questions 1-20, immediately mail report. Further instructions on GREEN AND YELLOW page.**

1. Last Name First Name Initial	2. Telephone Number	3. Date of Birth / /	4. Sex <input type="checkbox"/> M <input type="checkbox"/> F	5. Social Security Number
6. Mailing Address  City State Zip Code		7. Residence Address  City State Zip Code		
8. City, Town, Village where injury occurred		9. Date & Hour of Last Exposure to Injury or Disease Date / / Hour <input type="checkbox"/> AM <input type="checkbox"/> PM		10. On Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
11. Full Name and Address of Attending Physician  City State Zip Code		12. Hospitalized as In-Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Name and Address of Hospital  City State Zip Code	
14. Type of Injury or Illness and Part of Body Injured <input type="checkbox"/> Left <input type="checkbox"/> Right		15. Describe How the Injury or Illness Happened		
			16. Employee's Signature (If not available, explain)	
			17. Date Signed / /	

**EMPLOYER: Answer questions 18-49. Carefully follow instructions on PINK page.**

18. Employer's Name		19. Employer's Alaska Address (if different from mailing)		
20. Employer's Mailing Address (street and number)  City State Zip Code Telephone		21. Name of Insurer		
22. Full Name and Address of Adjusting Company  Mailing Address (street and number)				
23. Date Employer First Knew Injury or Illness was Work Related / /	24. Time Employee Left Work Date / / Hour <input type="checkbox"/> AM <input type="checkbox"/> PM			
25. Time Lost Beyond Date of Injury or Illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	26. Date Returned to Work / /	27. Death <input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	City	State Zip Code Telephone
28. Location Where Injury or Illness Took Place		29. Employee's Occupation		30. Date Hired by Employer
31. Earnings Calculated By: <input type="checkbox"/> Hr. <input type="checkbox"/> Day <input type="checkbox"/> Output <input type="checkbox"/> Wk. <input type="checkbox"/> Mo. <input type="checkbox"/> Year		32. Rate of Pay \$ _____ per _____	33. Days Employee Works Per Week <input type="checkbox"/> 3 or Less <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	
34. Name Scheduled Days Off		35. Workday Began <input type="checkbox"/> AM <input type="checkbox"/> PM		
36. Was Employee Paid for Day of Injury or Illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	37a. Federal EIN Number	37b. UI Account Number	38. Give Details of How Injury or Illness Happened	
39. Was Injury or Illness Caused by Failure of a Machine or Product? <input type="checkbox"/> Yes <input type="checkbox"/> No		40. Were Mechanical Guards or Other Safeguards Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	41. Name Machine, Substance or Object Which Directly Injured Employee	
42. If Mechanical, Specifically What Part?				
43. Names and Addresses of Witnesses		44. If the Injury or Illness Was Caused by Anyone Besides Employee, Give Name and Address		
45. Dependents (name and address in case of death)				
46. If You Doubt Validity of Injury or Illness, State Reason				
47. Signature of Authorized Employer Representative		48. Title		49. Date Signed / /

PRESS HARD 3 COPIES

**WARNING TO EMPLOYEES AND EMPLOYERS:** Penalties for fraud or misleading statements. A person who knowingly makes a false or misleading statement that adversely affects another person, is guilty of deception as defined in AS 11.46.180, and may be punished as provided in AS 11.46.120-150.

**See Instructions on Back of Pink and Yellow Pages**

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26. Date Returned to Work / /	27. Death Date / / <input type="checkbox"/> Yes <input type="checkbox"/> No	City	State	Zip Code Telephone

## EMPLOYEE: READ AND FOLLOW THE INSTRUCTIONS BELOW

DECLARE YOUR MARITAL STATUS AND THE NUMBER OF YOUR ACTUAL DEPENDENTS ON THE INJURY DATE. "ACTUAL DEPENDENTS" MEANS THE EXEMPTIONS YOU WOULD BE ABLE TO CLAIM IF YOU WERE FILING YOUR INCOME TAX RETURN.

1. MARITAL STATUS:  SINGLE  MARRIED, SPOUSE'S FULL NAME \_\_\_\_\_

2. DEPENDENTS:  
 a.  YOURSELF  65 OR OVER  BLIND  
 b.  SPOUSE  65 OR OVER  BLIND  
 c.  List first names and birthdates of your dependent children who live with you:

Enter number of boxes checked in (a) and (b)

Other Dependents (1) Name	(2) Relationship	(3) Do you provide more than 1/2 of dependent's support?

Enter number of children listed

Enter number of other dependents

Add numbers entered in boxes above

**Always check the box labeled "Yourself." Check other boxes if they apply.**

e. Total Number of Dependents Claimed .....

Employee's Signature

Date

# IMPORTANT!

## TURN PAGE OVER AND COMPLETE FORM

## TO THE EMPLOYEE

Obtain first aid or medical treatment immediately. Ask your doctor to mail a "Physician's Report" (07-6102) to the insurer and the Workers' Compensation Board.

Notify your employer about your injury or illness. Complete the "EMPLOYEE" section, questions 1-20 of this form. Keep the green copy. Immediately give all the other copies of this form to your employer. Once the employer's section of the form is complete, the employer will give you the yellow copy.

If you, your employer, and your doctor promptly file reports there should be no delay in payment of compensation. You will not be paid for the first three (3) days of the disability unless your disability lasts more than 28 days. The first installment of compensation becomes due on the 14th day after the employer has knowledge of the injury, illness or disease. After the first payment you should get a check every two weeks while you are disabled. If you have not received payment within 21 days from the date you were injured or became ill, contact the insurer or adjuster first. If you have any questions or problems contact the Workers' Compensation Office nearest you.

If you believe your work-related injury or illness will keep you from returning to your job at the time of injury and you may need retraining, YOU MUST REQUEST IN WRITING AN ELIGIBILITY EVALUATION WITHIN 90 DAYS AFTER YOU REPORT YOUR INJURY OR ILLNESS TO YOUR EMPLOYER. If 90 days have passed and you want a reemployment evaluation but have not requested one, you need to request in writing an evaluation and explain why you did not make the request within 90 days of the injury. To learn more about reemployment benefits, please read the Reemployment Section of the "Workers' Compensation and You" brochure which will be mailed to you after your claim is set up with the Workers' Compensation Division. If you have questions about reemployment benefits, call (907) 269-4980 and ask to speak to someone in the reemployment section.

Alaska Workers' Compensation  
Division Offices:

Division of Labor Standards and  
Safety Offices:

Anchorage: 3301 Eagle Street, #304  
P.O. Box 107019  
Anchorage, AK 99510-7019  
(907) 269-4980

3301 Eagle Street, #301  
P.O. Box 107022  
Anchorage, AK 99510-7022  
(907) 264-4900

Fairbanks: 675 Seventh Avenue, Station H2  
Fairbanks, AK 99701-4586  
(907) 451-2889

Juneau: 1111 West 8th Street, #307  
P.O. Box 25512  
Juneau, AK 99802-5512  
(907) 465-2790

1111 West 8th Street, #304  
P.O. Box 21149  
Juneau, AK 99802-1149  
(907) 465-4842

***ALL INFORMATION IN THE WORKERS' COMPENSATION BOARD FILES, EXCEPT MEDICAL AND REHABILITATION RECORDS, IS AVAILABLE FOR PUBLIC REVIEW AND COPYING.***

## TO THE EMPLOYER

This form must be completed and mailed immediately and in no case later than **ten (10) days** after you have knowledge that your employee has been injured or claims to have been injured while working for you. Distribute copies of the form as follows:

Blue Copy .....	Alaska Workers' Compensation Board P.O. Box 25512 Juneau, AK 99802-5512
White Copy ..... (attach employee's earnings information)	Your Adjuster or Insurance Company (not your Agent or Broker)
Pink Copy .....	Employer's File
Yellow and Green Copies .....	Employee

"Injury" means accidental injury or death arising out of and in the course of employment and an occupational disease, illness or infection which arises naturally out of the employment or which naturally or unavoidably results from an accidental injury.

"Injury" does not include **mental injury** caused by stress unless it is established that (A) the work stress was extraordinary and unusual in comparison to pressures and tensions experienced by individuals in a comparable work environment, and (B) the work stress was the predominant cause of the mental injury. A mental injury is not considered to arise out of and in the course of employment if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, termination or similar action, taken in good faith by the employer.

Failure to file this report within the required time may subject you and/or your insurer to a penalty equal to 20% of the amount of compensation due plus interest to the injured worker.

If you believe the employee will be unable to work for more than three days because of injury, contact the adjuster or insurer and provide information about employee's earnings.

### **OSHA REQUIREMENTS**

Report industrial deaths and accidents to the Division of Labor Standards and Safety. Alaska Statute 18.60.058 requires employers to report to the Division of Labor Standards and Safety an employment accident which is fatal to one or more employees or which results in the overnight hospitalization of one or more employees. The report, which must be made immediately, but no later than 24 hours after receipt by the employer, of information that the accident has occurred, must relate the circumstances of the accident, the number of fatalities and the extent of the injuries.

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IF YOU BELIEVE THAT YOU WILL NOT BE ABLE TO WORK FOR MORE THAN THREE (3) DAYS BECAUSE OF YOUR INJURY OR ILLNESS, IMMEDIATELY FILL OUT THE FORM BELOW AND SEND IT TO THE ADJUSTING COMPANY, INSURER, OR EMPLOYER LISTED IN #21 OR #22 ON REVERSE SIDE OF THIS FORM.

Check the BOXES which are true for you. Attach wage stubs or records about your earnings as indicated, including deferred income, employer-provided room and board, and employer contributions to a qualified pension or profit-sharing plan.

1.  When injured I was a seasonal/temporary worker. ATTACH EARNING RECORDS FOR ALL WORK FOR THE CALENDAR YEAR IMMEDIATELY BEFORE THE INJURY.

IF YOU CHECKED BOX NUMBER ONE ABOVE, SKIP TO NUMBER FIVE (5) BELOW.

2.  I was employed less than 13 calendar weeks immediately before the injury. YOU DO NOT NEED TO ATTACH EARNING RECORDS.

3.  I was employed 13 calendar weeks or more immediately before the injury.

- a.  When injured, my wages were calculated by the:  Week  Month  Year  
ATTACH EARNING RECORDS IF YOU WORKED FOR MORE THAN ONE EMPLOYER.

- b.  When injured, my wages were calculated by the day, hour, or output. IF YOU WERE EMPLOYED 13 WEEKS OR MORE, ATTACH EARNING RECORDS FOR YOUR MOST FAVORABLE 13 CONSECUTIVE CALENDAR WEEKS WITHIN THE 52 WEEKS IMMEDIATELY BEFORE YOUR INJURY.

4.  When injured, my wages or the basis for my pay had not been set. ATTACH INFORMATION ABOUT THE USUAL WAGE FOR SIMILAR SERVICES.

5.  When injured, I was employed by two or more employers.

6.  When injured, I was a minor, apprentice, or trainee in a formal training program.

7.  I was injured working as a volunteer ambulance attendant, volunteer police officer, or volunteer fire fighter.

8.  I was injured before September 4, 1995.

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