

# HARRINGTON, THOMPSON, ACKER & HARRINGTON, LTD.

A Firm of Trial Attorneys

180 North Wacker Drive, 3<sup>rd</sup> Floor

## What You Should Know About Filling Out Injury Reports

**One of the most critical documents in an FELA case is the injury or incident report filled out by the injured worker.**

Keep the following tips in mind when you fill out any injury or incident report:

**1. Read the entire report carefully.**

*Before* you fill out a report, be sure to read the *entire* form carefully. It is very important that you think before you write!

**2. Consult your local chairman.**

If you don't understand every question on the report, talk with your local chairman before completing the report. Your local chairman will be able to clear up any confusion.

**3. Describe the accident in detail.**

It is important to identify any unsafe condition or piece of equipment that led to your injury.

Documenting the facts of the incident will be helpful later if you must bring a claim.

**4. State whether your working conditions were unsafe.**

If you think your injury was the result of an unsafe condition or some unsafe equipment, say so in writing. To recover under the FELA, you must be able to prove that the railroad was responsible in whole or in part for the incident.

**5. Identify all witnesses.**

List on the report the name of anyone who witnessed the incident or who knew about the unsafe conditions or equipment.

**6. Stand up for your rights!**

Don't be intimidated if you are required to fill out the report in the presence of a company official. Describe in writing on the report any unsafe condition or equipment which caused your injury. If you don't state these facts on your incident report, the railroad may use it against you at a later time.