



DIVISION OF WORKERS COMPENSATION  
KS DEPT OF HUMAN RESOURCES  
800 SW JACKSON STE 600  
TOPEKA KS 66612-1227

# EMPLOYER'S REPORT OF ACCIDENT

**Submit  
original  
report only**

OSHA Case or File Number \_\_\_\_\_

There is a \$250 penalty for repeated failure to file Accident Reports within 28 days of the employer's receipt of knowledge of the accident.

**DO NOT WRITE  
IN THIS SPACE**

## READ INSTRUCTIONS BEFORE FILLING IT OUT.

1. Federal Employers Identification Number _____	
2. Name of Employer _____ Telephone # (____) _____	
3. Mailing Address _____ <small>Street City State Zip Code</small>	AGE
4. Location, if different from mailing address _____ <small>Street City State Zip Code</small>	
5. Nature of Business _____ S.I.C Code _____ Dept. or Division _____	OD
6. Name of Employee _____ Age ____ Sex ____ <small>First Middle Last</small>	Y N
7. Home Address _____ <small>Street City State Zip Code</small>	
8. Soc. Sec. # _____ Birth Date _____ Emp's Occupation _____ Home Ph. # (____) _____	CAUSE
9. Date of injury or Occupational Disease _____ Time of injury _____ A.M./P.M. Date Disability Began _____ Gross Average Weekly Wage \$ _____	NATURE
10. Place of Accident or last exposure _____ <small>City County State</small>	SEVERITY
11. Was accident or last exposure on employer's premises? <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. How did accident occur? _____	O - NO TIME LOST
13. What was employee doing when injured? _____	1 - TIME LOST
14. Name substance or object that directly caused injury _____	2 - MEDICAL
15. Describe in detail nature and extent of injury, indicate part of body involved _____	3 - FATAL
16. Was worker admitted to hospital? <input type="checkbox"/> YES <input type="checkbox"/> NO Date _____ Treated by emergency room only? <input type="checkbox"/> YES <input type="checkbox"/> NO Hospital name & address _____	SOURCE
17. Name and address of attending physician or clinic _____	
18. Has employee returned to regular duty? <input type="checkbox"/> YES <input type="checkbox"/> NO Light duty? <input type="checkbox"/> YES <input type="checkbox"/> NO Date _____	MEMBER
19. Is compensation now being paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Date first/initial payment _____	
20. Weekly compensation rate \$ _____ Is further medical aid needed? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
21. Did employee die? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, give date of death _____ (File amended report within 28 days if death subsequently occurs.)	<b>DO NOT WRITE IN THIS SPACE</b>
22. Name and address of dependents (death cases only) _____	
23. Insurance Carrier and Third Party Administrator _____ Address _____ <small>Street City State Zip Phone</small> Policy Number _____ Name of Agent _____ Claim Number _____ Name of Claim Representative _____	
24. Date of Report _____ Completed by _____ Title _____	

Questions or comments can be directed to the Kansas Division of Workers Compensation, Topeka, KS Phone: 1 800 332 0353