EMPLOYER'S REPORT OF INDUSTRIAL INJURY

COMPLETE AND MAIL THIS REPORT WITHIN 10 DAYS FROM NOTICE OF ACCIDENT. FATALITIES MUST BE REPORTED TO OSHA WITHIN 8 HOURS AND TO THE ICA WITHIN 24 HOURS.

An employer must on this form notify his insurance carrier of every injury or disease suffered by an employee, fatal or otherwise, arising out of and in the course of employment.

ARIZONA REVISED STATUTES 23-908 & 23-1061

MAIL ORIGINAL TO:
INDUSTRIAL COMMISSION OF ARIZONA
P.O. Box 19070
Phoenix, Arizona 85005-9070

FOR CARRIER USE ONLY
Doc Type: **IR101**

FOR OSHA PURPOSES ONLY
OSHA Case No. _____
Recordable Injury _____
Non-Recordable Injury _____

MAIL COPY TO: COPPERPOINT INSURANCE COMPANIES

3030 N. 3rd Street
Phoenix, AZ 85012
Phone: 1.800.231.1363
Fax: 1.800.356.4867
Web: copperpoint.com

Please check appropriate company

- ❑ CopperPoint Mutual Insurance Company
- ❑ CopperPoint American Insurance Company
- ❑ CopperPoint Casualty Insurance Company
- ❑ CopperPoint General Insurance Company
- ❑ CopperPoint Indemnity Insurance Company
- ❑ CopperPoint National Insurance Company
- ❑ CopperPoint Premier Insurance Company
- ❑ CopperPoint Western Insurance Company

EMPLOYER'S NAME

OFFICE ADDRESS

EMPLOYEE 1. LAST NAME | FIRST NAME | M.I.

2. SOCIAL SECURITY NUMBER | 3. BIRTHDATE

4. HOME ADDRESS (NUMBER & STREET/MAILING) | APT. #

CITY | STATE | ZIP CODE

5. (AREA CODE) TELEPHONE | DATE OF HIRE

6. SEX ❑ M ❑ F | 7. MARITAL STATUS SINGLE ❑ MARRIED ❑ DIVORCED ❑ WIDOWED ❑

EMPLOYER

8. EMPLOYER'S NAME | 9. POLICY NUMBER | 10. NATURE OF BUSINESS (MANUFACTURING, ETC.)

11. OFFICE ADDRESS (NUMBER & STREET) | CITY | STATE | ZIP CODE | 12. TELEPHONE

ACCIDENT

13. DATE OF INJURY OR ILLNESS | 14. TIME OF EVENT ❑ A.M. ❑ P.M. | 15. TIME EMPLOYEE BEGAN WORK ❑ A.M. ❑ P.M. | 16. DATE EMPLOYER NOTIFIED OF INJURY

17. LAST DAY OF WORK AFTER INJURY | 18. DATE OF RETURN TO WORK | 19 EMPLOYEE'S OCCUPATION (JOB TITLE) WHEN INJURED

20. CLASS CODE ON PAYROLL REPORT | 21. EMPLOYEE'S ASSIGNED DEPARTMENT | 22. DEPARTMENT NUMBER | 23. DID INJURY OCCUR ON EMPLOYER PREMISES? ❑ YES ❑ NO

24. ADDRESS OR LOCATION OF ACCIDENT | CITY | COUNTY | STATE | ZIP CODE

25. WHAT WAS THE INJURY OR ILLNESS? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore."
Examples: "strained back"; "chemical burn."

26. PART OF BODY INJURED | SIDE INJURED RT ❑ LT ❑ | 27. FATAL ❑ YES ❑ NO | 28. IF THE EMPLOYEE DIED, WHEN DID THE DEATH OCCUR? DATE OF DEATH

29. WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM? ❑ YES ❑ NO | NAME OF PHYSICIAN OR OTHER HEALTHCARE PROFESSIONAL | ADDRESS (STREET, CITY, STATE & ZIP CODE)

30. WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS AN IN-PATIENT? ❑ YES ❑ NO | IF HOSPITALIZED, HOSPITAL NAME | ADDRESS (STREET, CITY, STATE & ZIP CODE)

31. IF VALIDITY OF CLAIM IS DOUBTED, STATE REASON

CAUSE OF ACCIDENT

32. **WHAT HAPPENED?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

33. **WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

34. **WHAT WAS EMPLOYEE DOING JUST BEFORE THE INCIDENT OCCURRED?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific.
Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

35. IF ANOTHER PERSON NOT IN COMPANY EMPLOY CAUSED ACCIDENT, GIVE NAME AND ADDRESS

EMPLOYEE'S WAGE DATA

36. WAS WORKER IN YOUR EMPLOY WHEN INJURED? ❑ YES ❑ NO | 37. HOURS PER DAY EMPLOYEE WORKED FROM ❑ A.M. ❑ P.M. THRU ❑ A.M. ❑ P.M. | 38. WAS EMPLOYEE ON OVERTIME WHEN INJURED? ❑ YES ❑ NO | 39. NUMBER OF DAYS PER WEEK USUALLY WORKED EMPLOYEE COMPANY

IMPORTANT IF WORK LOSS IS EXPECTED TO EXCEED SEVEN CALENDAR DAYS, COMPLETE ITEMS 40 THRU 47

40. DATE OF LAST HIRE | 41. WAS WORKER PAID FOR DAY OF INJURY? ❑ YES ❑ NO IF YES, $ | 42. WAS EMPLOYEE HIRED FOR PERMANENT EMPLOYMENT? ❑ YES ❑ NO

43. NUMBER OF MONTHS EMPLOYMENT AVAILABLE DURING THE YEAR | 44. GIVE EMPLOYEE'S WAGE STATUS AS APPLICABLE $ PER HOUR ❑ DAY ❑ WEEK ❑ MONTH ❑ | 45. IS EMPLOYEE FURNISHED ❑ LODGING ❑ BOARD ❑ BOTH VALUE $

46. ACTUAL GROSS EARNINGS OF EMPLOYEE FOR THE 30 CALENDAR DAYS PRECEDING INJURY $
(Example: If injured April 8, give earnings from March 9 thru April 7)

47. DOES EMPLOYEE CLAIM DEPENDENTS? ❑ YES ❑ NO

IMPORTANT IF EMPLOYEE IS PAID OTHER THAN FIXED WEEKLY OR MONTHLY SALARY, COMPLETE ITEMS 48 THRU 55

48. IF EMPLOYEE EARNS EXTRA PAY FOR OVERTIME, WHAT IS BASIS OF PAYMENT? PER HOUR | 49. NUMBER OF HOURS OVERTIME CONSIDERED NORMAL PER WEEK

50. GROSS WAGES OF EMPLOYEE DURING 12 MONTHS PRECEDING INJURY
FROM THRU $

51. IF EMPLOYEE WORKED LESS THAN 12 MONTHS, SHOW GROSS WAGES FROM DATE OF HIRE THROUGH DAY PRIOR TO INJURY FROM THRU $

52. DATE OF LAST WAGE INCREASE IF WITHIN 12 MONTHS PRIOR TO INJURY | 53. WAGE BEFORE INCREASE $ | 54. WAGE AFTER INCREASE $ | 55. GROSS EARNINGS FROM DATE OF INCREASE THROUGH DAY PRIOR TO INJURY $

AUTHORIZED SIGNATURE | DATE | AUTHORIZED SIGNATURE | TITLE

NOTE TO EMPLOYER: 1. Mail one copy to the Industrial Commission within 10 days.
2. Mail one copy to your insurance carrier within 10 days
3. Keep one copy, for not less than five (5) years, as your supplementary record of injuries required by the Federal Occupational Safety and Health Act of 1970.

*The mandatory requirement that the Social Security number be included in forms filed with the Claims Division or Special Fund Division of the Industrial Commission of Arizona is permitted by Section 7(a)(2)(B) of the Federal Privacy Act of 1974, because the Commission's forms, prescribed under the Commission's Rules in existence prior to January 1, 1975, required disclosure of the Social Security number. The number is used as a means of identifying all the various records in the Claims Division or Special Fund pertaining to an individual. The use of Social Security numbers is made necessary because of the large number of persons who have similar names and birth dates, and whose identities can only be distinguished by the Social Security number.