



Texas Tech University System First Report of Injury/Illness/Accident



This form must be completed and signed by the Administrator/ Supervisor, not the employee
 Submit completed form to: Texas Tech University System, Risk Management Department, MS2003, Lubbock, Texas.
 (FAX: 806-742-3018).

Please print or type.

1. Name (Last, First, MI)		2. Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		14. Date of Accident	15. Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM		
3. SSN	4. Home Phone	5. Date of Birth		16. Was employee doing his/her regular job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Mailing Address (Home) City _____ State _____ Zip Code _____							
7. Marital Status Married Single Widowed Separated Divorced			8. Number of Dependent Children			17. Address where accident or exposure occurred. Name of business if accident occurred in a business site. City _____ State _____ Code _____	
9. Spouse's Name		10. Does the employee speak English? If no, specify language. Yes No		18. Cause of accident (struck, fall, strain, etc.)			
11. Department				19. How and why Accident/Exposure occurred			
12. Office Phone				20. Part of body injured or exposed			
13. Supervisor's Name				21. List Witnesses			
				22. Date Reported to Supervisor			

23. Print Name (Must be Administrator/Supervisor)	Date
24. Signature (Must be Administrator/Supervisor)	Date

Complete the following sections ONLY IF medical treatment or lost time from work is involved.

25. Treating Doctor
Name _____
Address _____
City _____ State _____ Zip Code _____
Phone Number _____

26. Date Lost Time Began
27. Return to work date or expected date

NOTE: With few exceptions, you are entitled by law to know, review, and correct information that we collect about you.
 For more information, please refer to OP 01.04.