

CC CODE _____ South Dakota Employer's First Report of Injury Case # _____
 (See Instructions on Back of Form)

E M P L O Y E E	SSN: _____ Date of Birth: _____ Gender: M <input type="checkbox"/> F <input type="checkbox"/> # Dependents: _____ Name: _____ (Last) _____ (First) _____ (Middle initial) Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone No.: (____) _____ Employee signature: (X) _____ Date _____		Education: <input type="checkbox"/> Less than High School <input type="checkbox"/> GED or High School <input type="checkbox"/> Beyond High School
	I N J U R Y / T R E A T M E N T	Date of Injury: _____ Time of Injury: _____ a.m./p.m. Fatality Date (if applicable): _____ County Where Injury Occurred: _____ Was Safety Equipment Provided? Yes <input type="checkbox"/> or No <input type="checkbox"/> Time Work Day Began on Date of Injury: _____ a.m./p.m. Was Safety Equipment Used? Yes <input type="checkbox"/> or No <input type="checkbox"/> Date Returned to Work (if applicable): _____ Did Injury Occur on Employer Premises? Yes <input type="checkbox"/> or No <input type="checkbox"/> Address or Location of Injury: _____ Description of Injury: _____ Date Employer Notified of Injury: _____ Injury Reported to: _____ Witness: _____	
Type of Treatment (please check one) <input type="checkbox"/> No Treatment <input type="checkbox"/> On-Site Treatment <input type="checkbox"/> Clinic <input type="checkbox"/> Emergency Room <input type="checkbox"/> Hospitalization		If treatment sought, please specify provider of treatment: Doctor, Clinic or Hospital Name: _____ Mailing Address: _____ City: _____ State _____ Zip _____ Telephone No. : (____) _____	
EMPLOYER/EMPLOYMENT INFORMATION:			
Federal ID No.: <u>46-6000380</u> # Employees: <u>Approx 700</u> Employer Name (DBA): <u>City of Rapid City</u> Mailing Address: <u>300 Sixth Street</u> City: <u>Rapid City</u> State: <u>SD</u> Zip: <u>57701</u> Telephone No. : (<u>605</u>) <u>394-6620</u> County Where Employer Located: <u>Pennington</u> Employer signature: _____ Date _____		Employment Type: <input type="checkbox"/> Regular or <input type="checkbox"/> Temporary Emp. Status: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer Date Employee Hired: _____ Employee's Position: _____ Employee's Time in Current Position: _____ Employee's Hours Per Week: _____ Employee's Current Wage: \$ _____ per _____	
CLAIM OFFICE INFORMATION		<input type="checkbox"/> Check if Claim Office is same as Insurance Provider	
NAICS for Employer Being Insured (Nature of Business): _____ Carrier Code _____ FEIN (Claim Office) _____ Claim Office _____ Claim Office Address _____ City _____ State _____ Zip Code _____ Telephone _____ Email Address _____ Claim Office Claim # _____ Date Notified _____ Date to DOL _____		If not, you must complete the following UNDERLYING INSURANCE PROVIDER INFORMATION Carrier Code (If applicable) _____ FEIN (Insurance Provider) _____ _____ Represented Entity Name _____ Address _____ City _____ State _____ Zip Code _____ Telephone Number _____ Policy Number _____ Effective Dates _____ Adjuster / Contact Person _____	

For information regarding the Workers' Compensation System go to www.sdjobs.org

SUPERVISOR INCIDENT REPORT (Revised 7-03)

Name of Injured: _____ Department: _____

Date of Injury: _____ Date of Investigation: _____

Body Part(s) Injured: _____

What Happened? *(Please describe, in detail, what happened)*

Cause of Accident -- Unsafe Condition? _____ Yes _____ No
(Please describe any unsafe conditions that existed at the time of the accident)

Cause of Accident -- Unsafe Act? _____ Yes _____ No
(Please describe the unsafe act. This is not to find fault, only to identify an unsafe act and look for ways to eliminate or reduce the risk of future occurrence)

What actions should/could be taken to reduce the risk or eliminate the cause?
(Please detail the actions you feel would be appropriate. If this incident is an inherent risk of the job, such as police officer injured while apprehending a suspect, please note the injury as an inherent risk)

Investigated By: _____ Date: _____

Reviewed By: _____ Date: _____

Employee Review/Signature: _____ Date: _____

GENERAL INSTRUCTIONS

EMPLOYEE

1. Notify employer immediately of injury, as required by SDCL 62-7-10.
2. Complete all questions in the EMPLOYEE and INJURY/TREATMENT sections.
3. Sign the form.
4. Submit this form to your employer within three (3) business days after the injury.

EMPLOYER

1. Complete all questions in the EMPLOYER/EMPLOYMENT sections.
2. Sign the form.
3. Submit this form to your workers' compensation insurance carrier within seven (7) days of knowledge of the occurrence of the injury, as required by SDCL 62-6-2.
4. Give a copy of the form to the injured employee.
5. Keep the copy of the First Report of Injury for at least four (4) years from the date of injury, as required by SDCL 62-6-1.

INSURER

1. Complete all questions in the CLAIM OFFICE INFORMATION sections at the bottom of the page.
2. Submit this form within ten (10) days of its receipt, as required by SDCL 62-6-3, to:

SOUTH DAKOTA DEPARTMENT OF LABOR
Division of Labor and Management
700 Governors Drive
Pierre SD 57501-2291
www.sdjobs.org
Tel. (605) 773-3681

BODY PART CODES

02	Blindness one eye	44	Chest, including ribs sternum, soft ribs	78	Ring finger at metacarpal bone
03	Blindness both eyes	48	Internal organs-other than heart, lungs	79	Ring finger at proximal joint
04	Deafness both ears	49	Heart	80	Ring finger at middle joint
05	Deafness one ear	51	Hip	81	Ring finger at distal joint
10	Multiple head injury	52	Upper leg	82	Little finger at metacarpal bone
11	Skull	53	Knee	83	Little finger at proximal joint
12	Brain	54	Lower leg	84	Little finger at middle joint
13	Ear(s)	55	Ankle	85	Little finger at distal joint
14	Eye(s)	56	Foot	86	Great toe metatarsal bone
17	Mouth	57	Toe (other than greater)	87	Great toe at proximal joint
19	Face (facial bones)	58	Toe (greater)	88	Great toe at distal joint
20	Multiple neck injury	60	Lungs	90	Multiple injury
21	Vertebrae	61	Groin	92	Other toe metatarsal bone
22	Disc	67	Thumb metacarpal bone	93	Other toe at proximal joint
24	Other	68	Thumb at proximal joint	94	Other toe at middle joint
31	Upper arm	69	Thumb at distal joint	95	Other toe at distal joint
32	Elbow	70	Index finger at metacarpal bone	96	Little toe metatarsal bone
33	Lower Arm-forearm	71	Index finger at proximal joint	97	Little toe at distal joint
34	Wrist	72	Index finger at middle joint		
35	Hand	73	Index finger at distal joint		
37	Thumb	74	Middle finger at metacarpal bone		
38	Shoulder	75	Middle finger at proximal joint		
41	Upper Back	76	Middle finger at middle joint		
42	Lower Back	77	Middle finger at distal joint		

CAUSE OF INJURY CODES

01	Body reaction/over reaction (includes chemicals)	70	Striking against or stepping on
03	Temperature extremes	78	Struck or injured by moving parts of machine
13	Caught in/under/between	81	Struck or injured, includes knife or sharp object, kicked, bit, etc. -- struck by object, worker, patient, etc.
25	Fall from elevation	89	Hostile attack-person in act of crime
29	Fall from same level	90	Other than physical cause of injury
50	Motor vehicle	94	Repetitive motion -- callous, blister, etc.
56	Bending/Lifting	97	Repetitive motion-carpal tunnel syndrome, etc.
65	Machinery/Equipment	99	Other

NATURE OF INJURY CODES

00	Not applicable
01	Allergy
02	Disfigurement
71	Occupational disease
72	Hearing loss