

STATEMENT GUIDE

WORKERS' COMPENSATION - EMPLOYEE

Opening

This is (name of adjuster) conducting a recorded interview ("in person" or "by telephone") with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

Permission

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

Identification

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?
3. What is your social security number?
4. What is your home address?
5. What is your home, cell, and work telephone numbers?
6. Are you single or married?
 - What is your spouse's name?
7. Do you have any dependents?
 - What are their names and ages?
 - Do they live with you?
 - If not, what are their addresses and phone numbers?

Employment

1. Where are you employed?
 - What is the name, address, and phone number of your employer?
2. What is your supervisor's name and phone number?
3. How long have you worked there?
4. What is your job title?
 - How long have you had that title?
5. What are your normal working hours?
6. Are you employed anywhere else?
 - What is the name, address, and phone number for that employer?
 - What are your normal working hours at that place of employment?
7. Is your spouse employed?
 - What is the name, address, and phone number of his/her employer?

STATEMENT GUIDE

WORKERS' COMPENSATION - EMPLOYEE

Incident Information

1. What is the date and time that this incident took place?
2. Where did this incident occur?
 - Why were you in this area at the time of this incident?
 - Are you required to be in this area as a normal part of your job duties?
3. Describe what happened in order just before and leading up to this incident.
4. Did the incident involve defective property or machinery?
 - What type of property or machinery was defective?
 - What was the deflection?
 - Was the defect reported to a supervisor or manager?
 - What is the name of the person that the defect was reported to?
 - When was the defect reported to them?
5. When was this incident reported to the company?
 - What is the name of the person the incident was reported to?
 - What was said when this incident was reported?
 - Explain any delay in reporting the incident.
6. What happened after the incident occurred?
 - Did anyone help you?

Alcohol & Drugs

1. Had you been drinking alcohol prior or taking any prescription or nonprescription drugs prior to this incident occurring?
 - Where did you drink the alcohol or take the drugs?
 - Where was it purchased?
 - Who purchased it?

Injuries & Lost Wages

1. Were you injured in this incident?
 - What type of injury did you have?
 - Were you treated in a hospital?
 - Which hospital? Where?
 - How long were you confined?
 - What doctor is treating you for your injuries?
 - Have you recovered from the injuries which you sustained?
 - Describe any expenses or losses you incurred as a result of your injuries?
 - Were you required to lose time from your employment?

STATEMENT GUIDE

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- For what period of time?
- 2. Was anyone else injured in this incident?
 - Who was injured?
 - What type of injuries did they have?
 - Were they treated in a hospital?
 - Which hospital? Where?
 - How long were they confined?
 - What doctor is treating them for their injuries?
 - Have they recovered from their injuries?
 - Were they required to lose time from their employment?
 - For what period of time?

Witnesses

1. Were there any witnesses to this incident?
 - What are their names, addresses, and phone numbers?
 - Are they your fellow employees?
 - What are their job titles?

Previous Incidents

1. Have you ever been involved in any other incident at work?
 - Explain the details of the incident.
 - When did it occur?
 - Where did it occur?
 - What was the cause of that incident?
 - Were you injured?
 - What type of injury did you receive?
 - How long were you out of work?

Closing

1. Is there anything you would like to add regarding this incident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview