Writing Injury Descriptions

• **Body Language:** Tell us specifically which part of the body was injured. (i.e. right or left arm, wrist, hand, fingers, etc.) Narrow it down as much as possible. Tell us exactly what kind of injury; a cut, laceration with stitches, bruise, a fracture, a strain. Be as specific as you can.

• **How did it happen?** We need a detailed description of how this accident occurred. (i.e. lost balance, twisted ankle, etc.) If the employee fell, make that clear. Sometimes we’ll get descriptions that say “lost balance” and we’re not sure if someone fell or if they did the splits or what. If it’s confusing, just say “did not fall”. Bodily motion means the person hurt themselves, for example by moving too quickly or twisting or getting up out of a chair. If someone was carrying something tell us what they were carrying, even if it probably didn’t cause the injury. Example- carrying a broom, stepped wrong and twisted left ankle. Please tell us about the broom. When your writing in an injury description write it as if your telling a friend about this accident.

• **What did the damage?** Tell us what caused the accident. (i.e. lifting boxes, stripper machine, etc.) If someone hurt their back lifting a box, say that. Don’t say they hurt their back lifting product, or a unit or materials. Instead of saying the worker was “lifting equipment” say they were lifting air conditioners or boxes. If a machine caused the injury tell us what kind. A grinder, a shear, a hoist, etc. Give us the best information available.

• **Where did it happen?** Inside, outside, classroom, hall, lab, restroom, lecture hall, office, name the location not the room number.

• **Don’t use SS # instead use ID number** If you don’t know the ID number HR will provide it on the form.