



Insurance Brokers

EMPLOYER'S NOTICE OF INJURY FORM

About the Employer

Name (in full):			
Address (in full):			
Post Code:		Tel. No.:	
Nature of Business:		Site Tel. No. (if applicable):	

About the Employee

Name (in full):			
Address (in full):			
Usual Occupation:		Single/Married:	
Is he/she in your direct employ?:			
If not, state name and address of Subcontractor			
Start date he/she entered your employ:		MNI No.:	

About the Accident

Date of accident:		Time:		am/pm
Place of accident:				
To whom reported?				
Date reported:		Time:		am/pm
On what work was the employee engaged at the time of the accident?				
Was the injured person performing a duty for which he/she was employed?				
Was the accident due to any breakdown or defect in ways, works, machinery or plant?				
Who was in charge at the time of the accident?				
In what capacity?				
Describe fully how the accident occurred: <i>(continue on back of form if necessary)</i>				
If the accident was caused by machinery describe type and make:				

If thought necessary, a rough sketch or diagram overleaf would be helpful.

Injuries

Nature and extent of injuries:

Date employee ceased work:

Estimated period of incapacity:

If taken to hospital, state name and address thereof and whether detained:

Witnesses

Give names and addresses:

Earnings

Give a list of earnings of the injured person during the three months prior to the date of the accident below.

Note: This information is only required when the injured person is likely to be totally incapacitated for a period in excess of 14 days.

Week Ending	Gross Wage		Net Wage		Subsistence/lodging allowance, if any	
	£	p	£	p	£	p
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Note: Wages given should not include allowances entered into column 3.

Date:

Employers' Signature:

Title of signatory:

Note: This form is issued to enable Underwriters to deal with any claim which might arise, and it is therefore essential that the questions asked be fully and accurately answered.