

## **INFORMATION YOU SHOULD KNOW WHEN FILLING OUT A PERSONAL INJURY REPORT**

1. If you are injured, report the accident immediately to a supervisor and request immediate medical attention.
2. Complete a personal injury report as soon as possible in the presence of your local chairman or other union official.
3. You may not be able to immediately fill out a report. Complete the report at the first opportunity that you are physically and mentally able to do so.
4. In some cases, such as a repetitive trauma (i.e. carpal tunnel, hearing loss, overuse syndrome, degenerative changes), you may not be aware that your injury was caused by your employment until you are diagnosed by a physician. At that time, you should inform the carrier of your injury and file a report. You should contact our firm before filing a report for repetitive trauma to insure that all questions are fully answered.
5. Statements made by you in your personal injury report, if not accurate, can be used against you by the railroad. To ensure the accuracy of your report and to avoid making untrue admissions, please contact our firm for appropriate legal advice.
6. Keep a copy of whatever record or report you sign. This will protect you from any entries being made on your report at a later time.
7. Contact Kujawski & Associates, LLC before giving a statement, which could potentially impact your legal rights and privileges. The claim agent is not your friend.

**Provided by Kujawski & Associates, LLC  
Toll Free (800) 624-4571**

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