Workers' Compensation
Wisconsin

IMPORTANT INFORMATION TO INCLUDE ON WKC-12
Employer's First Report of Injury or Disease

& Tips on Writing Injury Descriptions

We hope the below saves you time and helps you avoid reporting errors.

- ***Provide the injured worker's full name (i.e. John P. Smith) as well as their date of birth, Social Security number, date of hire and their address and phone number.***

- Describe briefly what part of the employee's body was injured (i.e. left leg, cervical neck, lower back, right shoulder etc.).

- Describe how the accident occurred (i.e. lifted box of parts, stepped in pot hole, fell off ladder, carrying bucket stepped on uneven ground etc.).

- Avoid technical names or industry jargon. Instead, provide specifics on what the employee was doing (i.e. pushing a mail cart, lifting a box of parts, bent over to pick up a toolbox etc.).

- If a machine is involved, indicate what kind (i.e. machine press, grinder, table saw, die cast machine etc.).

- Describe the injury that occurred (i.e. fracture, contusion, cuts, strains etc.).

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