

(Copy)

January 11, 1927.

PERSONAL INJURY REPORT

Effective January 1, 1927 the attached form will be used in place of form 407 and must be properly filled out and mailed in to the Industrial Relations Department before the tenth of the month following. Attached you will find instructions for filling out this report.

We wish to call your particular attention to that part of the new form which refers to cases pending settlement. Herein, provisions are made for calculating the probable disability period, hours lost, and compensation cost. We realize that in some cases it will be almost impossible to give an accurate estimate of the items enumerated. However, the majority of cases can be fairly well estimated, and the figures resulting from such estimate should be shown under the proper headings.

There will be a few cases, as mentioned before, where it is impossible to estimate the disability period, hours lost and compensation. In such cases, state the facts on the report giving the details and severity of the injury and any other information that will give us an idea as to the probable disability.

One purpose of the new form is to show not only the cases that have been settled, but also the cases that are pending settlement so that all interested can get a fair idea of what the accident record and cost may be.

The yearly average accident record for 1922, 23, 24, 25 and 26 and the monthly average accident record for the same years will be sent to you about March 1, 1927. We ask that when you receive these figures you use them, placing them in the proper columns when filling out the new monthly report form.

For your information, we will send you on or about March 1st a form filled out. For the report for the month of January and February use only 1927 figures. If there are any points that may be doubtful, do not hesitate to write to the Industrial Relations Department for further explanation.

Auditor of Manufacturing

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