

# Personal Injury (PI) Field Guide

**What should you know and do  
in the event you are injured while working on the railroad.**

1. **REPORT YOUR INJURY** immediately to your supervisor and co-workers.
2. **SEEK MEDICAL CARE** through your own doctors or hospital of your choice.  
Not the railroad's company doctors or preferred facilities.
3. **DO NOT ALLOW** the company officer/officers in the examination room with you.
4. **NOTIFY** your Local Chairman and call Designated Legal Counsel for free advice as soon as possible.
5. **COMPLETE THE REQUIRED PI REPORT** as soon as you are able, the sooner the better.  
Remember, this document will become the major piece of a recover claim.  
Be truthful and complete, but brief when filling out your injury report.  
Accurately describe the work tools, conditions or events that caused your injury.  
If any equipment was defective, you **MUST** note this on the personal injury report.  
List all witnesses, supervisors, and crew members on your report.  
**Get a copy of the completed report for your records.**
6. **DO NOT GIVE** a recorded or written statement to a **claim agent**, there is no rule that requires it.
7. **YOU MUST** however, if asked, tell your **supervisor or the company officer** what happened.  
This is allowed to prevent another accident from happening.
8. **KEEP RECORDS**, write down names, addresses and phone numbers of anyone who witnessed the accident or knows about the work conditions as soon as medically feasible to avoid forgetting.
9. **DO NOT SIGN A MEDICAL RELEASE** of information to the railroad without first getting legal advice.

**You don't need to hire an attorney for every injury,  
but you should call Designated Legal Counsel immediately following any accident for free advice.**

**TAVORMINA & YOUNG L.L.P.**  
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